



**Please consider the environment before printing.**

Applications must be submitted according to the Program Deadlines published on the CMF website and must include the required documents listed below.

Applications must include the following in Dialogue

- **A completed and approved Dialogue Broadcaster Agreement Form (BAF) linked to the application form** for each Canadian broadcaster providing a Development Fee and/or a contribution from its 2024-2025 CMF Broadcaster Development Envelope. Please review the BAF User Guide available on the CMF Website.
- **A completed dialogue application form with Persona-ID number entered in the applicable sections.** Please review the Application User Guide available on the CMF Website.

Applications must include the following required documents

- **Narrative Positioning Attestation** (form available)  
Visit the Narrative Positioning page on the CMF website. Submit the signed Narrative Positioning Attestation form.

Broadcaster Information

- **Broadcast licence agreement(s) for all eligible licence fees** fully executed short form agreements are acceptable at application stage. This is not required for in-house Productions.

Financing Information

- **All financing agreements from other committed sources** evidencing the terms, conditions and value of the financial contributions with the status of each request. Fully executed deal memos and short-form agreements are acceptable at this stage.

Development Budget Information

- **Development budget** signed and dated (form available) in standard CMF format. If a demo expense is included in the budget, please provide a separate demo budget using the development budget template.

Creative Information

- **Synopsis** detailing the themes, subject matter and setting of the storyline.
- **Creative material** script, bible, treatment, outline, rundown.
- **Rewrite proposal** (if applicable).

If digital content costs are included in the development budget

- **Project description** also indicate how the digital content is associated with or derived from the project.

### Underlying rights information

- **Summary of Chain of Title** a chronology of all agreements related to the copyright of the project, from conception to application.
- **All rights documentation** including but not limited to: transfer of rights agreements, writer's and director's agreements, option/ purchase agreements, publisher's releases, quit claims, assignment consents and all other agreements or documents demonstrating that the project holds the requisite rights to the concept and underlying creative material necessary to develop, produce, distribute and exploit the project for at least 24 months. Please note that if there is a legal opinion that exists regarding the chain of title which confirms, to the satisfaction of the CMF, that the applicant owns all the rights for the development, production and exploitation of the project then the legal opinion may be submitted in place of these separate documents.
- **Publisher's release** (if applicable).
- **Signed Writer(s) and Director(s) agreements** if applicable/available. Including any amendments and the payment schedule. Deal memos are acceptable at this stage.
- **Coproduction and/or joint venture agreement(s)** (if applicable).

### If digital content costs are included in the development budget

- **Summary of Chain of Title** a chronology of all agreements related to the copyright of the project, from conception to application.
- **Signed Writer(s) and Director(s) agreements.**

### Key creative personnel

- **C.V. for all Producer(s), Writer(s), and Director(s)** if known with complete histories of work, education, certifications, awards, and nomination to date, indicating citizenship.

### Corporate Information

Documents under this section to be submitted under the **Records** menu, under **My Organizations**; select company; select **Manage Documents** button on top right; click on **Add** and then **Submit**. Only required if there have been changes to the corporate information since the last application. These documents are not required for broadcasters' internal productions.

- **Declaration of the Corporation's Canadian status, and its Shareholders and Directors** (form available)  
Please submit a form for the applicant company and if applicable, for the co-applicant, parent companies or any other Shareholder that is a company. All Shareholders and Directors are required to complete a PERSONA-ID form and enter their PERSONA-ID number on the Declaration.
- **Certificate of Incorporation of the Applicant**  
"Applicant" means the for-profit company or corporation making the application. If you are applying on behalf of a company that is not yet incorporated, do not submit anything at this point. However, please note that incorporation documents are required for contract signature.
- **Corporate Profile** including company mandate for all project applicants, co-applicants and parent companies, as applicable.
- **Shareholder's or Partner's agreement** (if applicable).
- **Corporate Secretary's Certificate** naming the officers and indicating their signing authority.
- **Corporate Financial Statements** for the past three years must be provided for all project applicants, co- applicants and parent companies. Notwithstanding the below requirements, the CMF reserves its rights to request from the project applicant(s), at any time and at the CMF's absolute discretion, consolidated and audited annual financial statements. Consolidated and audited annual financial statements if consolidated annual gross revenue of the project Applicant and its Related Parties is equal to or greater than \$10 million; **OR** Consolidated annual financial statements, together with a

review engagement report if consolidated annual gross revenue of the project Applicant and its Related Parties is equal to or greater than \$5 million but less than \$10 million; **OR** Non-consolidated annual financial statements, together with a notice to readers if consolidated annual gross revenue of the project Applicant and its Related Parties is less than \$5 million.

## PERSONA-ID

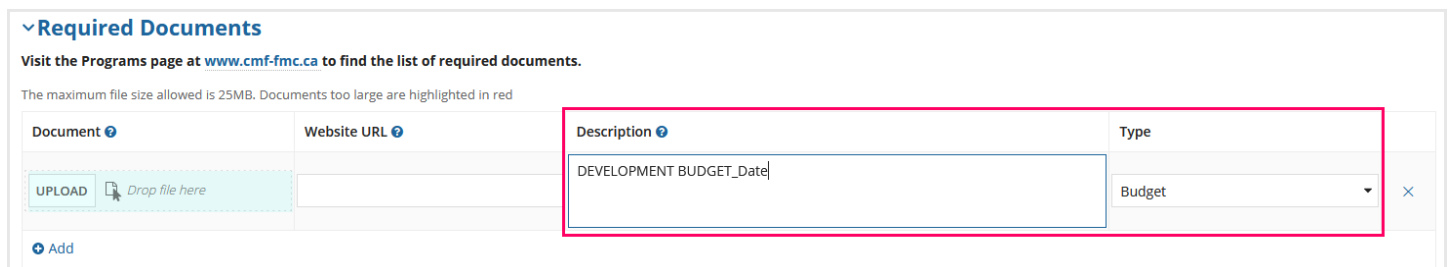
- **Self-Identification Platform:** Please visit the CMF's PERSONA-ID page.  
All individuals with ownership and control rights in the applicant company and members of the project's key personnel must register to create a PERSONA-ID account and complete a self-identification form to obtain a PERSONA-ID number.
- **In Dialogue:** Please visit the Dialogue page.  
The application form must be completed with the PERSONA-ID numbers entered in the applicable sections.

*\*The CMF reserves the right to require other documentation for the completion of the assessment of the project.*

## How to name documents

- Having a Description and selecting a Type that makes sense to each required document uploaded in your application form will ensure proper analysis of your project.
- For the Description of each uploaded document, copy the names of the documents from the list of required documents. You can add details in the description for more clarity.

Example:



Required Documents

Visit the Programs page at [www.cmf-fmc.ca](http://www.cmf-fmc.ca) to find the list of required documents.

The maximum file size allowed is 25MB. Documents too large are highlighted in red

Document	Website URL	Description	Type
<input type="button" value="UPLOAD"/> Drop file here		DEVELOPMENT BUDGET_Date	Budget

## Please note:

- Any material exceeding maximum page limits will not be reviewed during the evaluation process.
- Using a simple black font on a white background with a size greater than 11 points makes your documents easier to read.
- Documents directly uploaded to Dialogue must be in PDF, Microsoft Word, Microsoft Excel or any file type supported by Microsoft Office or Adobe Acrobat and should not exceed 25MB.
- Documents with unsupported file types (e.g. Apple Pages, Apple Numbers) will not be reviewed.
- File formats for data compression (e.g. ZIP) must only be used for images, audio and audiovisual files.
- Hyperlinks provided for audiovisual material should not lead to platforms requiring registration or sharing personal information about connected users with applicants (e.g. Google Drive, Microsoft OneDrive).