



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 ELECTRONIC FORMS IN DIALOGUE

- **A completed and approved Dialogue Broadcaster Agreement Form (BAF) linked to the application form** for each Canadian broadcaster providing an eligible licence fee and/or a contribution from its 2024-2025 CMF Broadcaster Envelope. Please review the BAF User Guide available on the CMF Website.
- **A completed Dialogue application form with PERSONA-ID number entered for the applicant's shareholders and directors, and members of the project's key personnel.** The CMF shall rely solely on the self-identification information associated with each individual's PERSONA-ID number to determine (as applicable) eligibility for Programs, exclusive reserved portions of Program budgets, Broadcaster Envelope credit, Evaluation Grid points and/or for statistical and analytical purposes.

#### 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.

#### Distributor Information

- **If applicable, a completed Distributor Agreement Form (DAF)** (form available). Required for all applications using a distribution advance towards international exploitation rights, to meet a portion of the required Eligible Triggering Commitment Threshold as described in the Core Production Guidelines – Linear Content.
- **Distribution Agreement(s)** proof of distribution commitment, with or without distribution advance(s). Signed and dated commitment letters are accepted at this stage.

#### Financing Information

- **Documentation confirming sources of financing – domestic and/or foreign.**
- **Detailed calculation page(s) for federal and provincial tax credits** please refer to Tax Credit Policy in Appendix B, Chapter 7. This is not required for In-house Productions.
- **Detailed production budget signed and dated** (template available). In the case of filming a live event for broadcast, produced by a related party, the budget should be broken down into columns separating the costs of filming the live event, from the costs of producing the live event. For Coproductions: Multi-column budget signed and dated showing each parties participation in a separate column and a consolidated total column.
- **Cashflow** (template available).

- **Recoupment schedule** (template available). Required if the CMF is contributing an equity investment to the production
- **Description of planned interim financing.**

### Creative Material

- **Synopsis** detailing the themes, subject matter and setting of the storyline.
- **Creative material** script, bible, treatment, outline, rundown, description of creative elements. Provide any hyperlinks to the first and last episode of the previous cycle.

### If related digital content costs are included in line 85 of the production 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** (with all underlying rights agreements and signed writer(s) and director(s) agreements) including but not limited to transfer of rights agreements, option/purchase agreements, publisher's releases, quit claims, assignment consents and all other agreements or documents demonstrating that the Applicant(s) holds the requisite rights to the concept and underlying creative material necessary to produce, distribute and exploit the TV Component in the target markets OR Legal Opinion regarding chain of title may be submitted.
- **Coproduction agreement(s) domestic or foreign** for International Treaty Coproductions, a copy of the completed Application for the Preliminary Recommendation submitted to the Telefilm Canada Coproduction office.

### If related digital content costs are included in line 85 of the production budget

- **Summary of Chain of Title** a chronology of all agreements related to the copyright of the project, from conception to application.
- **All rights documentation**

### Key creative personnel

- **Detailed Cast and Crew list** including 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.

*\*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"/> <small>Drop file here</small>		DETAILED PRODUCTION BUDGET_Date	Budget <span style="float: right;">x</span>
<input type="button" value="Add"/>			

### 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).