

## List of Required Documents 2020-2021

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### Canada – Germany Digital Media Incentive

The Canada Media Fund (CMF) accepts applications exclusively through its online platform - Dialogue. Go to the Log In page on Telefilm Canada's website to log in to your account or to create an account on the platform.

Fill out the application form online.



**No compressed files (e.g. zip or rar)**

**No document sharing sites (e.g. Dropbox)**



**Maximum size of file: 20 MB**

Videos should be submitted via hyperlinks leading to a video sharing website (e.g. vimeo).

## Required Documents

**Applications must include the following *Administrative* information:**

- 1) **Joint Signature Form**, signed by both parties.
- 2) **A list of the projects** produced by the Berlin-Brandenburg production company.
- 3) **A list of the projects** produced by the Canadian production company.
- 4) **The deal memo or the co-development or co-production agreement.**
- 5) **Contracts proving the acquisition of necessary rights** (e.g. option contract, script writer's contract etc.).
- 6) **Calendar on project stages.**
- 7) **Budget**, showing breakdown of all anticipated per country costs. The Excel Budget is available on the CMF website.
- 8) **Financing Plan**, including all sources of financing, separated by Canadian and German development financial structures. Please indicate which sources of financing are confirmed. Total budget amounts must equal total financial structure amounts.

9) **Business model or potential for revenue generation**

10) **For the Canadian production company:**

- A) Complete incorporation documents
- B) Signed and dated CMF Directors and Shareholders form

**Applications must include the following Creative information:**

11) **CV of creative and production teams** (screenwriters, directors, producers – or equivalent positions in digital media).

12) **Brief project summary.**

13) **Description of the project and its main features** (technology, architecture, navigation, interface, graphic design, creative elements, user experience, functionalities, etc.).

14) **Support materiel** (prototype, screenshots, videos, mock-ups, diagrams, tables, etc.).

Please note

Canadian producers should submit the complete application in **English or French** through <https://telefilm.ca/en/login>.

Berlin-Brandenburg producers get a web link to submit the application after a consultation. The application should be submitted in **German**.

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The Parties reserve the right to require other documentation from applicants for the completion of the assessment of the project.

# Required Documents Nomenclature

*Upload each required document according to the following nomenclature*

## Required Documents

List of Required Documents

Document	Website URL	Description	Type
<input type="button" value="UPLOAD"/>	<input type="text"/>	<input type="text"/>	<div style="border: 1px solid #ccc; padding: 2px;"> <span style="font-size: small;">--Select--</span> </div>

Required Documents (per Checklist)	Description (document name to be entered)	Type (to be selected from dropdown menu in Dialogue)
1. Joint Signature Form	Joint Signature Form	Application & certification forms
2. List of the projects produced by the Berlin-Brandenburg production company	Corporate profile_ <b>Company name</b>	Corporate profile
3. List of the projects produced by the Canadian production company	Corporate profile_ <b>Company name</b>	Corporate profile
4. The deal memo or the co-development or co-production agreement	Co-developement/Co-production agreement_ <b>Parties names</b>	Chain of title & development history
5. Contracts proving the acquisition of necessary rights	Chain of title_ Option agreement Chain of title_ Transfer of rights_ <b>Parties names</b>	Chain of title & development history
6. Calendar	Calendar	Calendar
7. Budget	Budget	Budget
8. Financing Plan	Financing Plan	Financing Agreement
9. Business model or potential for revenue generation	Business Model	Business Plan
10. A) For the Canadian production company: Complete incorporation documents	Incorporation documents	Incorporation documents
10. B) For the Canadian production company: Signed and dated CMF Directors and Shareholders form	Directors and Shareholders form	Directors and Shareholders form
11. CV of creative and production teams	CV_ <b>Individual's full name</b>	CV/Resume
12. Brief project summary	Project summary	CV/Resume
13. Description of the project and its main features	Overview of the project	Outline/Proposal/Treatment/Synopsis
14. Support materiel	Support materiel	Support materiel