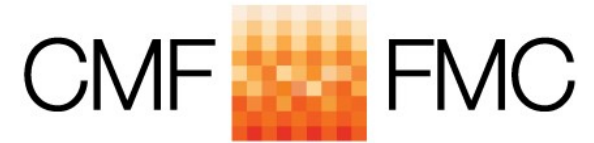


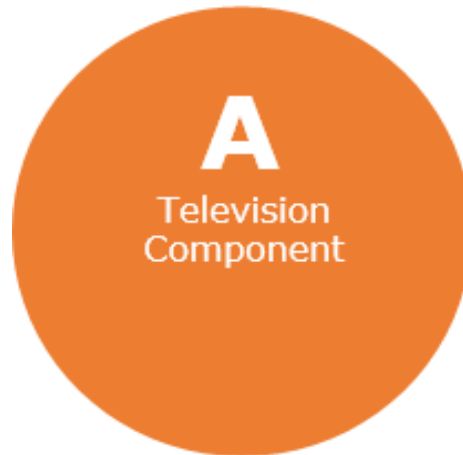


LIST OF REQUIRED DOCUMENTS TO UPLOAD FOR 2020-2021 Convergent stream Versioning



Follow the color of your program to identify which documents need to be uploaded within your online financing application

- Please follow the **Description** and **Type format** provided to ensure proper analysis of your project
- Pay attention to the special indications in the **helpful notes** section













	No compressed files (e.g. zip or rar)	No document sharing sites (e.g. Dropbox)		Maximum size of file: 20 MB
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Phone Contact for Coordination Offices
1-800-567-0890

DOCUMENT	HELPFUL NOTES	DESCRIPTION document name to be entered	TYPE FORMAT to be selected from the dropdown menu in Dialogue
BROADCASTER INFORMATION			
<p>A</p> <p>B</p>	<p>Written confirmation that the dubbed or subtitled version of will be made available in the target market</p>	<p>Written confirmation for the target market</p>	<p>Broadcast or distribution agreement</p>
<p>B</p>	<p>A letter from a broadcaster or a digital distributor confirming distribution and exploitation plan</p>	<p>Letter_ Broadcaster name</p>	<p>Broadcast or distribution agreement</p>
<p>A</p> <p>B</p>	<p>A copy of the Original Language Project for viewing purposes (hyperlink(s) must be submitted leading to video-sharing website (e.g. vimeo))</p>		

<p>A</p>	<p>A letter from a broadcaster committing to air the Versioned Language Project in Canada or abroad within one year of delivery. The letter must specify a broadcast license fee, the market value of which must be fair and acceptable to the CMF and represent a minimum of 25% of the versioning budget</p> <p>OR</p> <p>A foreign sales contract, the market value of which is fair and acceptable to the CMF</p> <p>OR</p> <p>If the Versioned Language Project is a pilot or a single episode of a television series, provide a marketing plan</p>		<p>Letter_Broadcaster name</p> <p>Financing agreement_Source name</p> <p>Marketing Plan</p>	<p>Broadcast or distribution agreement</p> <p>Financing agreement</p> <p>Marketing Plan</p>
<p>UNDERLYING RIGHTS INFORMATION</p>				
<p>A</p> <p>B</p>	<p>All documentation demonstrating that the Applicant holds all the requisite rights to distribute the Versioned Language Project in the target market.</p>		<p>Chain of title_Option agreement</p> <p>Chain of title_Transfer of rights_Parties names</p>	<p>Chain of title & development history</p>

FINANCING INFORMATION				
<p>A</p> <p>B</p>	<p>Copies of any sale of the Versioned Language Project that is not included in the Original Language Project's original financial structure</p>		<p>Copies of sale</p>	<p>Financing agreement</p>
<p>A</p> <p>B</p>	<p>Details of financial participation of other investors</p>	<p>If applicable</p>	<p>Financing agreement_Source name</p>	<p>Financing agreement</p>
<p>A</p> <p>B</p>	<p>Corporate financial statements for the past three years must be provided for all Applicants, Co-Applicants and Parent Companies.</p> <p>Notwithstanding the foregoing, the CMF reserve its right to request from the Applicant, at any time and at the CMF's absolute discretion, consolidated and audited annual financial statements.</p>	<p>Consolidated and audited annual financial statements, if consolidated annual gross revenue of the Applicant and its Related Parties is equal to or greater than \$10 million; OR</p> <p>Consolidated annual financial statements, together with a review engagement report if consolidated annual gross revenue of Applicant and its Related Parties is equal to or greater than \$5 million but less than \$10 million; OR</p> <p>Non-consolidated annual financial statements, together with a notice to readers if consolidated annual gross revenue of the Applicant and its Related Parties is less than \$5 million</p>	<p>Financial statements_Company name and Year</p>	<p>Financial statements</p>

VERSIONING BUDGET INFORMATION				
 	Versioning Calculator	Form available	Versioning Calculator	Budget
		The Versioning Calculator should be completed for the respective Components which have a license.		
 	Versioning Budget	Form available for TV component showing breakdown of all anticipated costs, including quotes from the versioning company and other relevant agreements.	Budget_Date	Budget
CORPORATE INFORMATION- <u>If not yet submitted or if changes have occurred since the last application.</u> Documents under this section to be submitted under Records/My Organizations; select company; select Manage Documents button on top right; click on Add and then Submit. Not required for In house Productions				
 	Complete incorporation documents	Articles of Incorporation and By- laws for Applicants, Co-Applicants and Parent Companies, as applicable	Incorporation documents_ Company name	Incorporation documents
 	Signed and dated directors and shareholders CMF form	Form available Including nationality and ownership share for all Applicants, Co-Applicants and Parent companies, as applicable	Directors and Shareholders form_ Company name	Shareholder's information
 	Corporate Profile	Including company mandate for all Applicants, Co-Applicants and Parent Companies, as applicable.	Corporate profile_ Company name	Corporate profile

 	Shareholder's or partner's agreement	If applicable	Shareholder's agreement	Shareholder's information
 	Corporate secretary's certificate	Naming the officers and indicating their signing authority	Officers signing authority	Shareholder's information

The CMF reserves the right to require other documentation from applicants for the completion of the assessment of the project

THE DIALOGUE APPLICATION FORM- A STEP BY STEP
GUIDE TO FILLING OUT EACH SECTION

IMPORTANT:

- > To save and continue later, click **SAVE** at the bottom of the page
- > To retrieve a saved and not yet submitted application form, click on **Tasks** and then on **Complete Application | Compléter la demande** (the title of the application will not appear on this page)
- > If after clicking on submit, the page does not refresh and you do not receive a confirmation number- scroll up, one or many field(s) contain errors

Applicant

- Verify that the name and address of the Applicant are correct. If revisions are required, please contact the Telefilm Helpdesk services@telefilm.ca to request a modification.
- **Correspondence Language:** The selected will be the language in which all communications will be made, including decision letter and financing agreement, as applicable.
- If the Applicant company for which you are entering a funding application is not yet incorporated, answer “yes” to that question.
- **Do the Applicant, the Co-Applicant and/or their parent company have a director or shareholder that is not a Canadian citizen or a director or shareholder that has been a permanent resident for more than 4 years?:** If there is a non-Canadian director or shareholder in the corporate structure of the Applicant*, no matter the number or type of shares, please answer “yes” to that question. If the person is a permanent resident of Canada and not yet a Canadian citizen, answer “yes” as well. Please note that should the project receive a positive decision for CMF funding, further information regarding the corporate structure of the Applicant will be required in order to proceed to the contracting stage. Please refer to the *Program Guidelines* available on the CMF’s website, notably section 3.1 Eligible Applicants, for more information regarding Applicant eligibility requirements.

**The term Applicant includes all co-applicants, and/or all related, associated, affiliated or parent companies and/or individuals (as determined by the CMF at its sole discretion), as applicable.*

- **The Applicant holds rights in the Versioned Language Project for the following territories (Countries):** Enter the country(ies) for which the Applicant holds the rights for the Versioned Language Project.

Contacts (TV & DM)

- Each field in this table must be completed in order to successfully submit the application

Canadian Co-Applicant(s) (TV & DM)

- If a Canadian Co-Applicant is not applicable to the funding application, no action is required.
- If Canadian Co-Applicant(s) is (are) applicable to the funding application, please click **+Add** and complete each text field with the information applicable to the Canadian Co-Applicant company(ies). To delete the line, if added by mistake, you may click on the X at the end of the line.

International Coproduction

- If the project is an international coproduction, click “Yes” and complete the section by selecting the applicable treaty(ies) from the dropdown menu and click **+Add** to enter the coproducing company’s name and country.

Previous Application(s) (TV & DM)

Has the Project previously been submitted to the CMF?

- If the project (current cycle in the case of a series) was previously submitted to the CMF Versioning Program, click “Yes” (enter Yes even if the previous application was refused or abandoned)
- Previous Application(s) Number(s) is a required field. If you are unable to retrieve the previous application numbers, please do not hesitate to contact a member of the CMF Program Administrator | Telefilm Canada Coordination team.
- Previous Title (if applicable) is a required field. If you are unable to retrieve the previous application numbers, please do not hesitate to contact a member of the CMF Program Administrator | Telefilm Canada Coordination team.

Project (TV & DM) information pertaining to the original language project

Each field in this section must be completed in order to successfully submit the application.

- **Title:** receive funding. Please do not enter title in all CAPS unless the title should appear in capital letters in all CMF communications and publications (CMF contracts, news releases, annual reports).
- Title of the TV Component, followed by Roman numeral for the season number. *Ex: Monsters II.*
- **ISAN Root (if applicable)**
- **Cycle:** Enter the cycle number applicable to the application, for example « 2 ».
 - *Please enter 0 if a cycle number is not applicable.*
- **Genre:** *please only complete this field if the Versioning application is for a Television Component*
- **Format:** *please only complete this field if the Versioning application is for a Television Component*
- **Original Language Market:** Select the language in which the project will be produced and delivered.
- **Versioning Language:** Enter the language in which the project will be versioned (if applicable).
- **Number of Episodes:** Enter the total number of episodes in the series to be funded by the CMF with the application, for example « 13 ».
Please enter from 1 to 1 if the project is a Feature Film, Feature-Length Documentary, MOW, One-off or Pilot. For Versioning TV application only.
- **From Episode Number:** For example: « 14 ».
- **To Episode Number:** For example: « 26 ».
Please enter from «1 to 1» if the project is a Feature Film, Feature-Length Documentary, MOW, One-off or Pilot.
- **Broadcast Length per Episode in Minutes:** Enter multiples of 30, unless the project consists of a series of short episodes (*please note:* episodes shorter than 30 minutes are not eligible for the *documentary* genre). *For Versioning TV application only.*
- **Total Length for Series in Minutes:** Enter the number of episodes x broadcast length per episode.
Please enter the same as Broadcast Length per Episode in Minutes if the project is a Feature Film, Feature-Length Documentary, MOW, One-off or Pilot.
For Versioning TV application only.
- **Content Type:** *For Versioning DM application only.*
- **Delivery Method:** *For Versioning DM application only.*
- **Synopsis:** Enter the synopsis of the TV Component that will be used by the CMF for promotional purposes. Kindly advise the CMF Program Administrator or Telefilm Canada if there are any changes required after the submission has been made.

Versioned Language Project (TV & DM) information pertaining to the versioned language project

- **Title of Versioned Language Project:** receive funding. **Please do not enter title in all CAPS** unless the title should appear in capital letters in all CMF communications and publications (CMF contracts, news releases, annual reports).
 - > Title of the TV Component, followed by Roman numeral for the season number. *Ex: Monsters II.*
 - > Title of the DM Component, followed by Roman numeral for the season number. *Ex: Monsters II-DM.*

- **Language of Dubbing or Subtitling:** Enter the language of the versioned project for this current application.

- **Broadcaster(s) of the Versioned Language Project:** Enter the name of the Broadcaster acquiring the versioned project.

- **Distributor(s) and territory(ies) of the Versioned Language Project:** Enter the name of the Distributor exploiting the versioned project.

- **Actual Running Time per Episode in Minutes**

- **Total Running Time for Series in Minutes**

- **Type of Work Selected:** select all types of work applicable to this current application, as reflected in the versioning budget

- **Number of Episodes:** *please only complete this field if the Versioning application is for a Television Component*

CMF Financing Programs

Click **+Add** and select the CMF program for which the current application is requesting funding.

If the project is being submitted for funding from several CMF programs, please **+Add** line accordingly.

Financial Structure

The total CMF amount requested will automatically appear in the first line of the financing structure.

Click **+Add**

Source: Please type in the name of the financial participant.

- Enter «TBD» for any CMF requested amount which is not yet confirmed.

Categories:

Broadcaster	This category includes contributions from all broadcaster types. The forms of broadcaster financial participation are license fees (in cash or in the form of services provided) used to purchase traditional television broadcast or non-traditional rights, or digital distribution rights in the case of Digital Media projects. <i>When entering a Canadian broadcaster, you may go directly to the Broadcaster column and pick the broadcaster's name from the dropdown menu (without having to enter text in the Source column).</i>
Federal Government	This category includes all federal government funding, for example: funding from tax credits, the NFB, or the Canada Council for the Arts. Any Telefilm Canada funding is also included here.
Provincial Governments	This category includes provincial government funding, for example: tax credits, grants or investments from cultural agencies and ministry departments.
Distributors	This category includes pre-sales and distribution advances from Canadian distributors. Distribution companies that are unrelated to the Applicant company as well as those that are related distribution arms.
Foreign	This category includes financing from foreign entities of any type, including but not limited to broadcasters and distributors.
Producers	All production company participation is represented in this category (except for distribution advances from related distribution arms). This includes equity investment, deferrals, or services rendered in kind. The participants are not limited to the Applicant company and could be a related party, a supplier, or any creative personnel.
Private Funds	This category includes the independent television and digital media funds set up to fulfill CRTC requirements. Their participations include grants or equity investments. Other cultural agencies or charitable organizations are included in the Other category.

Private Investors	Equity investment from private third-parties is represented in this category.
Other Canadian	This category includes any type of Canadian-based financing that does not fit into the above-mentioned categories. Charitable foundations, universities, crowdfunding campaigns, and corporate sponsors are examples of these financiers.

Type: If a contribution type is not in the list, it might be that it is an ineligible type of funding.

Additional Advance	Do Not Use this contribution type for Convergent Production applications.
Additional Licence Fee	Cash fees paid by a broadcaster (Canadian or foreign) to the CMF Applicant, which are in exchange for rights excluded from the Licence definition and/or the Other Rights definition below.
Advance	Cash fees paid by a distributor in anticipation of sales of the project, to be recouped via revenues made through commercialization; excluded from profit participation.
Contribution	Do Not Use this contribution type for Convergent Production applications.
Deferral	Fees from the production budget that are not paid to an individual or company until the project is in a recoupable position; excluded from profit participation.
Grant	Cash contribution that is not repayable or recoupable.
Investment	Cash contribution recoupable via revenues made through commercialization; included in profit participation.
Licence	Cash fees paid by a Canadian broadcaster to the CMF Applicant, which are in exchange for the Canadian Broadcast Right and/or the Canadian VOD Right and contributing toward the CMF's Eligible Licence Fee Threshold. <u>Must be accompanied by a Broadcaster Agreement Form (BAF).</u>
Minimum Guarantee	Do Not Use this contribution type for Convergent Production applications.
Non-Broadcast Rights	Do Not Use this contribution type for Convergent Production applications.
Other Rights	As defined in section 3.2.TV.5.3 (Treatment of Other Exploitation Rights) of the CMF Performance Envelope Program Guidelines: i) Free Internet broadcast/distribution ii) Advertising Video On Demand ("AVOD") iii) Paid Internet broadcast/distribution iv) Subscription Video On Demand ("SVOD") v) Mobile/wireless distribution vi) Original digital content rights vii) Electronic sell-through and/or digital rental viii) DVD, Blu-ray, or other compact video device distribution ix) Theatrical distribution x) Non-theatrical distribution (e.g., educational institutions and airlines) xi) Merchandising and ancillary rights.
Services	Contribution in the form of in-kind services; may be recoupable however excluded from profit participation.
Sponsorship	Financial contribution provided by a corporate entity in exchange for some form of recognition. <u>Please note</u> while sponsorship may be acceptable in a project's financing structure, "sponsored productions" are not eligible to apply to the CMF.



The financial structure total must equal the total amount of the **Budget** summary below and of the Budget submitted as part of the Required Documents.

Budget

This budget summary section must be completed with the same subtotal amounts as indicated on the Budget submitted as part of the Required Documents below (the Budget template is available on the CMF website). Each field in this section must be completed in order to successfully submit the application. If there are no costs budgeted for a given category, please enter 0.

Applicant Administration fee: enter amount as per Versioning Calculator tool available on the CMF website

In the case of an international coproduction Coproducing country's total financing entered above must = Coproducing country's Budget summary total must = Coproducing country's "paper" budget total

Related Party Transactions

Click **+Add**

A minimum of one line must be added, and each field in this section must be completed in order to successfully submit the application.

Schedule

Please note that each field in this section must be completed in order to successfully submit the application. If only one date is applicable (for instance for the Rough Cut or First Window Broadcast Delivery of a Feature Film, Feature-Length Documentary, MOW, One-off or Pilot, please repeat the applicable Start Date in the End Date column.

Required Documents

- Click on the link to see the [Required Documents Checklist](#) applicable to the funding application.
- Click **+Add** to begin uploading a required document.
- Upload each required document separately.
- Please ensure that documents are created in familiar office software (Word, Excel, Adobe). **Documents submitted in a zip or rar file or via a document-sharing site like Dropbox are not accepted.**
- **Each document cannot exceed the maximum allowable size of 20 MB.**

- Videos should be submitted via hyperlinks (leading to video-sharing websites), not uploaded as files. If a website URL is entered in the field identified for that purpose, please note that a document cannot also be uploaded on the same line.
- Click on Verify Link to make sure that it works. Please ensure that the provided hyperlinks are functional **for at least 4 months after the application date or deadline**, and make sure to provide required passwords in the Description field, if applicable.
- **Documents will not be accepted by mail**; everything including supporting material must be submitted online. New documents and updates cannot be submitted after the deadline.

The system will not provide a warning if a required document is not submitted.

- Once submitted, applicants will not receive an acknowledgement letter (complete and/or incomplete) from the CMF Program Administrator | Telefilm Canada. Applications will instead be assigned to Business Analysts upon receipt and missing information may be requested as needed.

SUBMIT

- The application #, title, funding stream and status will be available for reference under **Records and My CMF Applications | Mes demandes FMC**
- For selective program: a decision letter will be sent via the portal approximately 8 to 10 weeks after the program deadline date. Applicants will also receive an email alerting them to verify the decision in the portal.