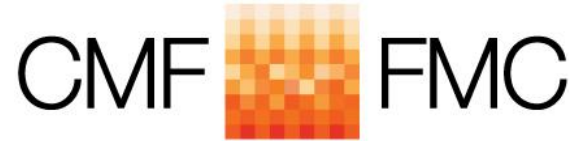




# LIST OF REQUIRED DOCUMENTS 2018-2019

Convergent stream



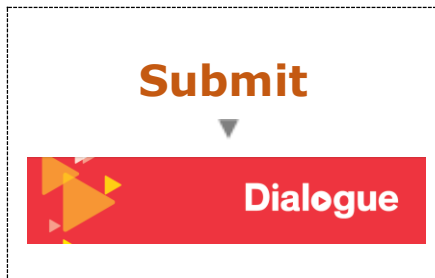
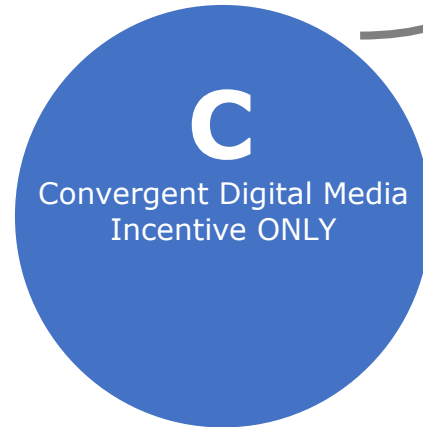
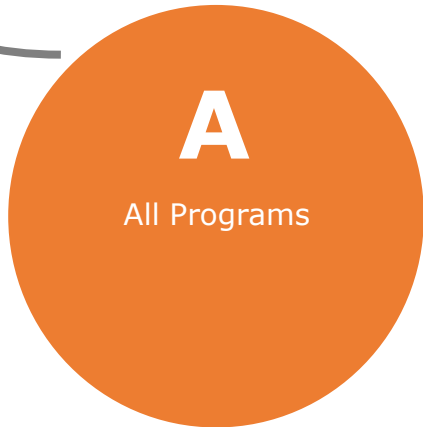
## DIGITAL MEDIA (DM) COMPONENT- PRODUCTION

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

E.g.: For the performance envelop program, submit all documents with a green dot next to them



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



	<b>No compressed files</b> (e.g. zip or rar)	<b>No document sharing sites</b> (e.g. Dropbox)		<b>Maximum size of file: 20 MB</b>
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## Legend

**A** All Programs

**B** Performance Envelope Program ONLY

**C** Convergent Digital Media Incentive ONLY

REQUIRED DOCUMENT	HELPFUL NOTES	DESCRIPTION document name to be entered	TYPE FORMAT to be selected from the dropdown menu in Dialogue
<b>BROADCASTER INFORMATION</b>			
<b>A</b> Broadcaster Financing Agreement(s)	<p>Confirming the applicable minimum cash financing of the DM Component's Eligible Costs</p> <p>FOR English POV Program: Not required at time of application, but must be submitted by January 10, 2019</p> <p>Not required for In-house Productions</p>	Broadcaster agreement_ <b>Broadcaster name</b>	Broadcast or distribution agreement
<b>A</b> Broadcaster Agreement Form(s)	<p>Completed and signed.</p> <p>FOR English POV Program: Not required at time of application, but must be submitted by January 10, 2019</p> <p>Not Required for In-house Productions</p>	BAF_ <b>Broadcaster name</b>	Broadcast or distribution agreement
<b>A</b> A completed and signed Broadcaster Declaration Form	For In-house productions ONLY	BDF in-house_ <b>Broadcaster name</b>	Broadcast or distribution agreement
<b>FINANCING INFORMATION</b>			
<b>A</b> Fully executed financing and distribution agreements	For all committed sources, including any sources of foreign financing, if applicable	Financing agreement_ <b>Source name</b>	Financing agreement
<b>C</b> Marketing & Promotion Plan for the Digital Media Component	Including the intended market audience plan. If available, enclose an international marketing plan for the Digital Media Component	Distribution Strategy	Marketing Plan

<b>A</b>	Detailed calculation page(s) for Federal and Provincial Tax Credits	If applicable Not required for In-house Productions	Tax credit_ <b>Federal</b> Tax credit_ <b>Provincial</b>	Tax credits
<b>BUDGET INFORMATION</b>				
<b>A</b>	A Digital Media Budget (in standard CMF format) signed and dated	Showing a breakdown of all anticipated costs. When completing the budget, please clearly identify any non-Canadian Costs (specify all amounts paid to non-Canadian companies or individuals)	Budget_ <b>Date</b>	Budget
<b>CREATIVE INFORMATION</b>				
<b>A</b>	DM Component Synopsis	Summary of the project, detailing the themes and subject matter	Creative material_ <b>Description</b>	Outline/Proposal/Treatment/Synopsis
<b>A</b>	Description of the Design and technology	To be used in the production and implementation of the DM Component	Creative material_ <b>Design and Technology</b>	Outline/Proposal/Treatment/Synopsis
<b>C</b>	Detailed treatment and/or creative rundown of the Digital Media component,	Describe the presence of any marquee elements such as well-known actors, narrators or hosts, if applicable	Creative material_ <b>Treatment</b>  Creative material_ <b>Creative rundown</b>	Outline/Proposal/Treatment/Synopsis
<b>C</b>	Director's Statement of Intent	Include a description of the compatibility and cohesion with the TV Component in terms of content. Describe how the DM Component will augment the television viewer's engagement towards – and expand their experience beyond-the TV Component	Creative material_ <b>Director's Vision</b>	Outline/Proposal/Treatment/Synopsis
<b>UNDERLYING RIGHTS INFORMATION</b>				
<b>A</b>	Clean and complete chain of title for the Digital Media Component including: Written summary of the complete development history	From conception to application	Chain of title_ <b>Development history</b>	Chain of title & development history

A	All Rights Documentation	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 Digital Media Component Applicant(s) holds the requisite rights to the concept and underlying creative material necessary to produce, distribute and exploit the Digital Media Component in the target markets. 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 production and exploitation of the Digital Media Component then the legal opinion may be submitted in place of these separate documents	Chain of title_ <b>Option agreement</b>  Chain of title_Transfer of rights_ <b>Parties names</b>	Chain of title & development history
A	Signed writer(s), director(s) agreements and the DM Service Agreement	If applicable and that are currently available	Writer's agreement_ <b>Writer's full name</b>  Director's agreement_ <b>Director's full name</b>	Chain of title & development history
A	Co-production and/or joint venture agreement(s)	If applicable. For International Co-productions: provide information regarding the co-production split between Canada and the co-producing country	Coproduction agreement_ <b>Parties names</b>	Chain of title & development history
<b>KEY CREATIVE PERSONNEL</b>				
A	C.V. of all key creative personnel	With complete histories of work, education, certifications, awards and nominations to date, indicating citizenship, gender & Aboriginal Nation (for self-declared Aboriginal persons)	CV_ <b>Individual's full name</b>	CV/Resume

<b>C</b>	Awards and Festivals Summary Form		Awards and Festivals Form_ <b>Individual's full name</b>	CV/Resume
<b>FINANCING INFORMATION</b>				
<b>B</b>	Description of planned interim financing.		Interim financing	Loan agreement / Mortgage
<b>B</b>	Projected cash flow		Cash Flow	Cash Flow
<b>CORPORATE INFORMATION-Only required if there have been changes to the corporate information since the last application.</b> Documents 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				
<b>A</b>	Complete incorporation documents	(Articles of Incorporation and By-laws) for all Digital Media Component Applicants, Digital Media Component Co-Applicants and Parent Companies, as applicable	Incorporation documents_ <b>Company name</b>	Incorporation documents
<b>A</b>	Signed and dated directors and shareholders form	(Form available) Including nationality and ownership share of all Digital Media Component Applicants, Digital Media Component Co-Applicants and Parent companies, as applicable.	Directors and Shareholders form_ <b>Company name</b>	Shareholder's information
<b>B</b>	Corporate profile	(Including company mandate) for all DM Component Applicants, DM Component Co- Applicants and Parent Companies, as applicable	Corporate profile_ <b>Company name</b>	Corporate profile
<b>B</b>	Shareholder's or partner's agreement	If applicable	Shareholder's agreement	Shareholder's information
<b>B</b>	Corporate secretary's certificate	Naming the officers and indicating their signing authority	Officers signing authority	Shareholder's information

<p><b>B</b></p>	<p>Corporate financial statements for the past three years must be provided for all DM Component applicants, Co-Applicants and Parent Companies. Notwithstanding the below requirements, the CMF reserves its rights to request from the DM Component Applicant(s), 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 Digital Media Component 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 Digital Media Component 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 Digital Media Component Applicant and its Related Parties is less than \$5 million</p>	<p>Financial statements_<b>Company name and Year</b></p>	<p>Financial statements</p>
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The CMF reserves the right to require other documentation from applicants for the completion of the assessment of the project.

## APPLICATION FORM

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).

### Applicant (TV & DM)

- Verify that the name and address of the Applicant are correct. If revisions are required, please contact the Telefilm Helpdesk [services@telefilm.ca](mailto:services@telefilm.ca) to request a modification.
- The **Correspondence Language** 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.
- 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 coapplicants, and/or all related, associated, affiliated or parent companies and/or individuals (as determined by the CMF at its sole discretion), as applicable.*

### 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 (TV & DM)

- 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 was previously submitted for CMF funding click “Yes” (enter Yes even if the previous application was refused or abandoned) and identify the most recent funding activity: Pre-development or Development or Production.
- 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.

## Project (TV)

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

- **Title:** Please provide the correct title (maximum 60 characters) for the CMF to use for publicity purposes, should the 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.*

- **Cycle:** Enter the cycle number applicable to the application, for example 2. This is a required field, please enter 0 if a cycle number is not applicable.
- **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.
- **Number of Episodes:** Enter the total number of episodes in the series to be funded by the CMF with the application, for example 13. This is a required field, please enter 1 if the project is a Feature Film, Feature-Length Documentary, MOW, One-off or Pilot.
- **From Episode Number:** For example 14.
- **To Episode Number:** For example 26. This is a required field, 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 (episodes shorter than 30 minutes are not eligible for the *documentary* genre).
- **Total Length for Series in Minutes:** Enter the number of episodes x broadcast length per episode. This is a required field, 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.



- **Synopsis:** Enter the synopsis of the TV Component that will be used by the CMF for promotional purposes. Kindly advise the CMF Program Administrator I Telefilm Canada if there are any changes required.

### Project (DM)

- **Title:** Please provide the correct title for the CMF to use for publicity purposes, should the 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 DM Component, followed by Roman numeral for the season number, followed by dash - DM *Ex: Monsters II – DM.*

- **Description:** Enter the description of the DM Component that will be used by the CMF for promotional purposes. Kindly advise the CMF Program Administrator I Telefilm Canada if there are any changes required.
- **Content Type:** Select the content type that best represents the DM Component. For definitions on the content types listed, please consult the CMF Digital Media Definitions.
- **Delivery Method:** Select the method by which the DM Component will be made available to the end user. For definitions on the delivery methods listed, please consult the CMF Digital Media Definitions.
- **Website URL:** Enter website URL where the DM Component will be made available (must begin with http://).

### Convergent Criteria (TV)

Chose the applicable convergent criteria from the dropdown menu:

- **Digital Media: Value-added DM Component** when digital media costs are at or below \$100,000 for English-language projects and at or below \$50,000 for French-language projects and included in line item 85.00 of the Television Component’s budget. A separate DM application is not submitted in this case. Instead please enter the Value-added DM Component’s **Budget** amount and **Description**.
- **Digital Media: Rich and Substantial DM Component** when digital media costs are above \$100,000 for English-language projects and above \$50,000 for French-language projects, and requesting funding from the CMF. A separate DM application is submitted in this case. Please indicate whether the DM Component’s application has already been submitted, and if so please enter the application number, if known.
- **Digital Media: Non-funded DM Component** when a digital media project will be produced to accompany the Television Component, however is funded without the CMF. A separate DM

application is not submitted in this case. Instead please enter the non-funded Digital Media Component's **Budget** amount (cannot be 0\$) and its **Description**.

- **Non-simulcast Digital Distribution (NSDD)**
- **VOD: CRTC-licensed Video-on-demand (VOD) Services** cannot be selected as convergent criteria if an eligible VOD licence is also allocated as an eligible licence fee contributing toward the Television Component licence fee threshold.

**Convergent Criteria (DM)**

- Please indicate whether the TV Component's application has already been submitted, and if so please enter the application number, if known.

**Key Personnel (TV & DM)**

- Please enter one individual's name per line. If a same key position is filled by more than one individual, click **+Add** to add a line and enter separately.
- If the individual in a particular key position is not yet known, please enter TBD in the text field.

**(TV) CAVCO points** are applicable to TV Components only:

Live Action Productions		Animation Productions	
Director	2 points	Director	1 point
Screenwriter	2 points	Screenwriter / Storyboard Supervisor	1 point
Director of Photography	1 point	Camera Operator	1 point
Editor	1 point	Editor	1 point
Highest Paid Performer	1 point	First or second highest paid Voice	1 point
2 <sup>nd</sup> Highest Paid Performer	1 point		
Production Designer / Art Director	1 point	Design Supervisor / Art Director	1 point
Music Composer	1 point	Music Composer	1 point
		Key Animation <i>The point will be allotted if the work is performed solely in Canada.</i>	1 point
		Layout and background <i>The point will be allotted if the work is performed solely in Canada.</i>	1 point
		Assistant animation and in-betweening <i>The point will be allotted if the work is performed solely in Canada.</i>	1 point

**(DM) CAVCO points** to remain at 0 for all DM Components.

### CMF Financing Programs (TV & DM)

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.

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#### Combining funds from a CMF selective program\* + funds from a program allocated on a first come first served basis\*\*

*\*Selective programs: Aboriginal Program, English POV Program, Diverse Languages Program, Francophone Minority Program, Convergent Digital Media Incentive.*

*\*\*Programs allocated on first come first served basis: Anglophone Minority, English Regional Production Bonus, Quebec French Regional Production Incentive, Northern Incentive (TV & DM).*

It is not possible to request funding from a selective program and a program allocated on a first come first served basis in a same application form. Instead, once a project submitted to a selective program receive a positive decision for funding and that funds remain available from the desired first come first served funding program, the Applicant will then have the opportunity to request funding from the first come first served program for the pre-existing (selected) application.

In order to do so, after the project has received a positive decision, the Applicant may retrieve the title under **Records** and **My CMF Applications | Mes demandes FMC** click the title of the project and then click on REQUEST FIRST COME FIRST SERVED FUND.

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#### Combining funds from the CMF Performance Envelope program + funds from a program allocated on a first come first served basis\* when the application for Performance Envelope has already been submitted

*\*Programs allocated on first come first served basis: Anglophone Minority, English Regional Production Bonus, Quebec French Regional Production Incentive, Northern Incentive (TV & DM).*

The Applicant may retrieve the title of the previously submitted application under **Records** and **My CMF Applications | Mes demandes FMC** click the title of the project and then click on REQUEST FIRST COME FIRST SERVED FUND.

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#### To complete a request from a program allocated on a first come first served basis (as described in the two instances above)

##### Description

Summarize any changes since the initial application was submitted, or indicate N/A if not applicable.

##### CMF Financing Programs

Click **+Add** to request funding from the first come first served program.

**Required Documents** for additional funding request please include the following documents, as applicable:

- ❖ **Revised Financing Structure form** including the amount requested from the CMF first come first served program
- ❖ **Confirmation letters and/or agreements** for any new sources of financing

*Note: in order to be considered for a CMF first come first served program, the project must satisfy the applicable licence fee threshold and have 100% of its financing confirmed (including CMF financing)*

- ❖ **Revised Broadcaster Agreement Form(s)**

- ❖ **Revised Production Budget**

*Note: the Analyst assigned to the project may request an edit to the application form in order for the list of Related Party Transactions to be revised to correspond with the revised budget.*

- ❖ **Revised Cash flow**

## Financial Structure (TV & DM)

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

<b>Broadcaster</b>	This category includes contributions from all broadcaster types. The forms of broadcaster financial participation are licence 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.
<b>Federal Government</b>	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.
<b>Provincial Governments</b>	This category includes provincial government funding, for example: tax credits, grants or investments from cultural agencies and ministry departments.
<b>Distributors</b>	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.
<b>Foreign</b>	This category includes financing from foreign entities of any type, including but not limited to broadcasters and distributors.
<b>Producers</b>	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.
<b>Private Funds</b>	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.
<b>Private Investors</b>	Equity investment from private third-parties is represented in this category.
<b>Other Canadian</b>	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.

<b>Additional Advance</b>	<b>Do Not Use this contribution type for Convergent Production applications.</b>
<b>Additional Licence Fee</b>	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.
<b>Advance</b>	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.
<b>Contribution</b>	<b>Do Not Use this contribution type for Convergent Production applications.</b>
<b>Deferral</b>	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.
<b>Grant</b>	Cash contribution that is not repayable or recoupable.
<b>Investment</b>	Cash contribution recoupable via revenues made through commercialization; included in profit participation.
<b>Licence</b>	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>
<b>Minimum Guarantee</b>	<b>Do Not Use this contribution type for Convergent Production applications.</b>
<b>Non-Broadcast Rights</b>	<b>Do Not Use this contribution type for Convergent Production applications.</b>
<b>Other Rights</b>	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.
<b>Services</b>	Contribution in the form of in-kind services; may be recoupable however excluded from profit participation.
<b>Sponsorship</b>	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.

- **In the case of an international coproduction** (as previously identified in the application form):
  - The column **Country** will appear in the **Financial Structure**. Please enter on separate lines all the sources contributing to the Canadian portion of the financing/budget first, followed by all the sources contributing to the coproducing country(ies) portion the financing/budget. Each countries financing must total their respective portion of the budget.
  - only Canada and the coproduction country(ies) must be entered in the **Country** column. Sources originating for a country different than Canada and the coproducing country(ies) must be contributing to the Canadian or coproducing country's financing and therefore must be identified as such in the **Country** column.
  - Please first enter all sources contributing to the Canadian financing/budget (with Canada selected in the **Country** column), followed by all sources contributing to the coproducing country(ies) financing/budget.
  - The Canadian financial structure total must equal the total amount of the Canadian **Budget** summary in the section below and of the Canadian portion of the Budget submitted as part of the Required Documents.
- **Confirmed:** The box in the **Confirmed** column should be checked if the source of funding and the amount entered in the financing structure is confirmed in writing and that the support documentation is being submitted as part of the Required Documents below. If a funding source and/or amount is still pending, please do not check the box in the **Confirmed** column.

### **Budget (TV & DM)**

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.

#### 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 (TV & DM)**

Click **+Add**

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

### **Schedule (TV)**

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.

## Schedule (DM)

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 Beta or Final Release\*, please repeat the applicable Start Date in the End Date column).

*\*the Final release date corresponds to the first date the DM Component is made available to Canadian, whether or not DM content will be continue to be released thereafter.*

## Required Documents (TV & DM)

- 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.
- Out of fairness to all Applicants submitting an application to a selective program, documents other than those requested in the Required Documents Checklist or exceeding the allotted page counts will not be considered.
- The system will not provide a warning if a required document is not 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.

**\*\* FOR PROGRAMS WITH A SELECTIVE DECISION PROCESS, Analysts will only evaluate documents submitted and will not contact you for more information or missing documents \*\***

## SUBMIT (TV & DM)

- A confirmation that the application has successfully been submitted will appear. If you do not see the message confirming that the application was successfully submitted, this means that errors or incomplete fields remain (scroll up and look for the section in red). Correct the errors and incomplete fields and click **Submit** again.
- 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.