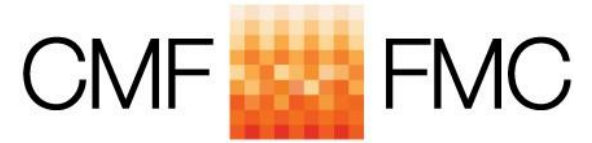




LIST OF REQUIRED DOCUMENTS 2019-2020

Convergent Stream



EARLY-STAGE DEVELOPMENT PROGRAM

The following 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 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
<p>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.</p>			
<p>A</p> <p>B</p>	<p>Complete incorporation documents</p>	<p>Articles of Incorporation and By-laws for Applicants, Co-Applicants and Parent Companies, as applicable</p>	<p>Incorporation documents_ Company name</p> <p>Incorporation documents</p>
<p>A</p> <p>B</p>	<p>Signed and dated directors and shareholders CMF form</p>	<p>Form available (including nationality and ownership share for all Applicants, Co-Applicants and Parent companies, as applicable)</p>	<p>Directors and Shareholders form_ Company name</p> <p>Shareholder's information</p>
<p>A</p>	<p>Eligible Applicant form</p>	<p>Form available</p>	
<p>TRIGGERING ENTITY INFORMATION</p>			
<p>B</p>	<p>Letter of interest form</p>	<p>Form available</p>	<p>Letter of interest_ Individual entity name</p> <p>Letter</p>
<p>UNDERLYING RIGHTS INFORMATION</p>			
<p>B</p>	<p>Signed writer(s) agreements</p>	<p>Provide signed copy of the agreement</p>	<p>Writer's agreement_ Writer's full name</p> <p>Chain of title & development history</p>

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

- 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.
- 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”.
- 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.*

Contacts

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

Canadian Co-Applicant(s)

- 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

Is this an international coproduction?

- Select “Yes” if the project is currently an international coproduction supported by a signed co-development or coproduction agreement, 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.

If applying for development funding from a CMF international co-development incentive

- Select “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.

Intended to be a Treaty Co-Production?

- Select “Yes” if the project is intended to be an international coproduction (in Production).

Project

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 project, followed by Roman numeral for the season number. *Ex: Monsters II.*

- **Cycle (if applicable):** 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 Linguistic Market, Title of Original Work (if applicable), Other Original Linguistic Market(s) (if applicable), Author Name of Original Work (if applicable):** Select the language in which the project will be produced and delivered and specify if original language.
- **Synopsis (2000 characters or less)** Enter the synopsis of the project that the CMF will use for promotional purposes. Please inform the CMF I Telefilm Canada Program Administrator if any changes are to be made thereafter.
- **Material to be delivered for this Application (2500 characters or less)** Please provide a list of the creative material that will be delivered to the presenter and the CMF as part of the development activities that are the subject of this funding application.

Key Personnel 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.

CMF Financing Programs

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

IMPORTANT NOTE: combining funding from a program allocated on a first come first served basis with funding from another CMF development program is not allowed.

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.
 - 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** 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).
 - The application #, title, funding stream and status will be available for reference under **Records** and [My CMF Applications | Mes demandes FMC](#).