



LIST OF REQUIRED DOCUMENTS 2018-2019

Convergent stream



TELEVISION COMPONENT- PRODUCTION

(including Value Added Digital Media Component and Non-Funded Digital Media Component)

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

E.g.: For a program under the selective group, submit all documents with a green dot **B** next to them

- Please note that if you are submitting a Value Added or Non Funded Digital Media component, you must submit separate documentation for both the Television and the Digital Media e.g. Budget DM and Budget TV as separate files
- 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

A

Performance Envelope,
Bonus,
Incentives

B

Selective Programs:
Aboriginal
English POV
Diverse Language
Francophone Minority

C

Digital Media Value Added
Refer to the Guidelines

D

Digital Media Non Funded
Documents required if the
convergent criteria is a
non funded digital media

Submit

Dialogue

Also refer to Evaluation Grid within the Guidelines

Submit these documents within the Television application

	No compressed files (e.g. zip or rar)		No document sharing sites (e.g. Dropbox)		Maximum size of file: 20 MB
--	--	--	---	--	------------------------------------

Legend

A Performance Envelope, Bonus, Incentives

B Selective Programs: Aboriginal, English POV, Diverse Language, Francophone Minority

C Digital Media Value Added

D Digital Media Non-Funded

DOCUMENT	HELPFUL NOTES	DESCRIPTION document name to be entered	TYPE FORMAT to be selected from the dropdown menu in Dialogue
BROADCASTER INFORMATION			
<p>A Broadcast licence agreement(s) for all Eligible Licence Fees</p> <p>B Fully executed short form agreements are acceptable at application stage.</p>	<p>For English POV Program, not required at time of application, but must be submitted by date specified in the Guidelines</p> <p>Not required for in-house Productions</p>	<p>Broadcaster long form agreement_Broadcaster name</p> <p>Broadcaster Commitment Letter_Broadcaster name</p>	<p>Broadcast or distribution agreement</p>
<p>A Broadcast Agreement Form(s) Completed and signed for each Eligible License Fee.</p> <p>B</p>	<p>For English POV Program: not required at time of application, but must be submitted by date specified in the Guidelines</p> <p>Not required for in-house Productions</p>	<p>BAF_Broadcaster name</p>	<p>Broadcast or distribution agreement</p>
<p>A Broadcaster Declaration Form</p> <p>B</p>	<p>ONLY for In- house Productions</p>	<p>BDF in-house_Broadcaster name</p>	<p>Broadcast or distribution Agreement</p>
FINANCING INFORMATION			
<p>A Documentation confirming Sources of financing – domestic and/or foreign</p> <p>B</p> <p>C</p>		<p>Financing agreement_Source name</p> <p>Financing agreementVADM_source name</p>	<p>Financing agreement</p>


<p>A</p> <p>B</p>	<p>Detailed calculation page(s) for Federal and Provincial Tax Credits</p>	<p>Refer to Tax Credit Policy in Appendix B, Chapter 7</p> <p>Not required for In-house Productions</p>	<p>Tax credit_Federal</p> <p>Tax credit_Provincial</p>	<p>Tax credits</p>
<p>A</p> <p>B</p> <p>C</p>	<p>Detailed production budget</p> <p>If costs are included in line 85.00 of the TV production Budget, please submit a DM Production Budget</p>	<p>In the case of filming a live event for broadcast, produced by a related party, the final costs should be broken down into columns separating the costs of filming the live event, from the costs of producing the live event</p> <p>For Co-Productions, multi-column budget signed and dated showing each parties participation in a separate column and a consolidated total column</p>	<p>Budget TV_Date</p> <p>Budget VADM_Date</p>	<p>Budget</p>
<p>A</p>	<p>Projected cashflow</p>		<p>Cashflow</p>	<p>Cashflow</p>
<p>A</p> <p>B</p>	<p>Distribution agreements</p>	<p>Proof of distribution commitment with, or without, distribution advances</p>	<p>Distribution agreement_Distributor name</p>	<p>Broadcast or distribution agreement</p>
<p>A</p>	<p>Recoupment Schedule, if the CMF is contributing an equity investment to the production financing</p>	<p>That complies with the CMF's Standard Recoupment Policy</p> <p>To confirm whether, or not, your project includes a CMF equity investment, refer to the appropriate Threshold Calculator.</p>	<p>Recoupment structure</p>	<p>Recoupment structure</p>
<p>A</p>	<p>Description of planned interim financing</p>		<p>Interim financing</p>	<p>Loan agreement / Mortgage</p>

B	For English POV Program: Canadian 3rd party Financing Agreement	Confirming a minimum financing commitment of 15% of the Television Component's Eligible Costs.	Financing agreement_ Source name	Financing agreement
B	Marketing & Promotion Plan		Distribution Strategy	Marketing Plan
CREATIVE MATERIAL				
A B D	Synopsis Detailing the themes, subject matter and setting of the storyline		Creative material_ name of document For non-funded DM : Creative material NFDM_ Description	Outline/Proposal/Treatment/Synopsis
A B D	Creative material (script, bible, treatment, outline, rundown.	For Selective Programs: Hyperlinks(s) of first and last episodes from previous cycle(s) -for returning series only	Creative material_ name of document For non-funded DM: Creative material NFDM_ Design and Technology	Outline/Proposal/Treatment/Synopsis
C	Project description for the Value-Added DM Component	Please indicate how the V-A DM Component is associated with the TV Component	Creative material VADM_ Description	Outline/Proposal/Treatment/Synopsis
C	Description of the design and technology	To be used in the production and implementation of the Value-Added DM Component	Creative material VADM_ Design and Technology	Outline/Proposal/Treatment/Synopsis
B	Director's Statement of Intent	For POV Documentaries Describe how this project meets the CMF Guideline criterion: Vision, Originality, Creativity of Concept and Approach, Innovation and Form, Social Relevance	Creative material_ Director's Vision	Outline/Proposal/Treatment/Synopsis

		and Impact <u>Max 4 pages</u>		
B	The Director's Filmography		Creative material_ Director's Filmography	CV/Resume
UNDERLYING RIGHTS				
A B C	Written summary of the: Television (and/or Value-Added Component's if applicable) complete development history	Conception to application	Chain of title_ Development history Chain of title VADM_ Development History	Chain of title & development history
D	CMF Affidavit for Non Funded Digital Media Components	Fully-completed, signed and notarized (Form available on CMF Website)	Chain of title NFDM_ Affidavit	Chain of title & development history
A B C	All Rights Documentation related to the TV and/or VA DM Component (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 TV and/or Value-added DM Component Applicant(s) holds the requisite rights to the concept and underlying creative material necessary to produce, distribute and exploit the TV and/or Value-Added DM Component in the target markets Legal Opinion regarding chain of title may be submitted	Chain of title_ Option agreement Chain of title_ Transfer of rights_Parties names Writer's agreement_ Writer's full name Director's agreement_ Director's full name Writer's agreement VADM_ Writer's full name Director's agreement VADM_ Director's full name Chain of title VADM_ Transfer agreement	Chain of title & development history

<p>A</p> <p>B</p>	<p>Co-production agreement(s) domestic or foreign</p>	<p>For International Treaty Co-productions: a copy of the completed Application for the Preliminary Recommendation submitted to the Telefilm Canada Co-Production office</p>	<p>Preliminary Recommendation Preliminary recommendation_ application form</p>	<p>Chain of title & development history</p>
<p>KEY CREATIVE PERSONNEL</p>				
<p>A</p> <p>B</p> <p>C</p>	<p>Cast and crew list</p>	<p>Including citizenship, gender & Aboriginal Nation (for self-declared aboriginal person), for the Television Component and/or for the VA DM Component</p>	<p>Cast and Crew List</p>	<p>Cast and Key Personnel</p>
<p>B</p>	<p>C.V. for all Producers(s), Writer(s), and Director(s)</p>	<p>With complete histories of work, education, certifications, awards and nominations to date</p> <p>For Selective Programs: Hyperlinks(s) of previous work(s) from Directors whose work is unknown to the CMF</p>	<p>CV_ Individual's full name</p>	<p>CV/Resume</p>
<p>B</p>	<p>Awards and Festivals Summary CMF Form</p>	<p>Form available</p>	<p>Awards and Festivals Form_ Individual's full name</p>	<p>CV/Resume</p>
<p>B</p>	<p>Proof of residence for directors and screenwriters outside the province of Quebec</p>	<p>For Francophone Minority Program only</p>	<p>Proof of residence_ Individual's full name</p>	<p>Cast and Key Personnel</p>
<p>B</p>	<p>Letter(s) of interest or commitment of participation for the on screen marquee</p>	<p><u>In addition for Diverse Languages Program:</u> Summary document (2 pages max)</p>	<p>Letter of Interest_ Individual's full name</p>	<p>Outline/Proposal/Treatment/Synopsis</p>

		-Describing the marquee elements -A script or treatment summary if the materials is in a language other than English or French.	Summary document_ DLP	
CORPORATE INFORMATION-<u>Only required if there have been changes to the corporate information since the last application.</u> 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				
A B	Complete incorporation documents	Articles of Incorporation and By-laws for all Television Component Applicants, Television Component Co-Applicants and Parent Companies, as applicable	Incorporation documents_ Company name	Incorporation documents
A B	Corporate profile	Including company mandate for all Television Component Applicants, Television Component Co- Applicants and Parent Companies, as applicable	Corporate profile_ Company name	Corporate profile
A	Shareholder's or partner's agreement	If applicable	Shareholder's agreement	Shareholder's information
A B	Signed and dated directors and shareholders form	Form available Including nationality and ownership share of all Television Component Applicants, Television Component Co-Applicants and Parent companies, as applicable.	Directors and Shareholders form_ Company name	Shareholder's information
A	Corporate secretary's certificate	Naming the officers and indicating their signing authority	Officers signing authority	Shareholder's information

	<p>Corporate financial statements for the past three years must be provided for all Television Component applicants, Co-Applicants and Parent Companies. Notwithstanding the below requirements, the CMF reserves its rights to request from the Television 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 Television 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 Television 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 Television Component Applicant and its Related Parties is less than \$5 million</p>	<p>Financial statements_Company name and Year</p>	<p>Financial statements</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 (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 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 nd 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.

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.

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.

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 :**

Broadcaster	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.
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.

- **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.