



CANADA MEDIA FUND  
FONDS DES MÉDIAS  
DU CANADA

Linear Content - Distributor Program  
**List of Required Documents – 2025-2026**

Please consider the environment before printing.

**In order for your project to be considered eligible at application, Canadian rights MUST BE ACQUIRED by either an Eligible Canadian Distributor or an Eligible Canadian Broadcaster. Please note that **ONLY** the commitment from an Eligible Canadian Distributor is considered in the ranking process.**

**Please ensure all documents are submitted and each element in the scoring grid has been addressed. Required documents and information omitted from the application package could negatively impact scoring.**

Only paid eligible positions will count towards the evaluation of the project and the information provided in the project's budget will prevail.

Eligible Canadian Distributors contributing to the Eligible Triggering Commitment Threshold on Projects seeking CMF funding must contact the CMFPA no less than fifteen (15) business days in advance of submitting their Project for funding in order for an eligibility determination to be made.

All projects will be required at application to meet the Threshold based on the applicable language market:

- For the English Market, 15% of the Eligible Project's Eligible Costs.
- For the French Market, 5% of the Eligible Project's Eligible Costs.

**APPLICATIONS MUST INCLUDE THE FOLLOWING ELECTRONIC FORM IN DIALOGUE:**

- **A completed Dialogue application form with PERSONA-ID number entered for the project's key personnel.** The PERSONA-ID self-identification is provided on a voluntary basis, and, if provided allows individuals to disclose their demographic information directly and securely to the Canada Media Fund (CMF). The CMF shall rely on the self-identification information associated with each individual's PERSONA-ID number to determine (as applicable) eligibility for dedicated Programs, exclusive reserved portions of Program budgets, Broadcaster Envelope credit, Evaluation Grid points, ranking position in selective programs, and/or for statistical and analytical purposes. Additionally, in certain cases, this information is used to cross-reference/validate other documentation connected to the Project (e.g., the Project's application form, Broadcaster Envelope Program Status Reports, etc.).
- **New in 2025-2026 The Declaration of the Corporation's Canadian Status, and its Shareholders and Directors is now an electronic form** that can be found in a new section called "*Corporate Information*" in Dialogue, under the *My Organizations* Record. Please fill out this new section within the Organization Record for the applicant company and, if applicable, for the co-applicant, parent company(ies) and for any other shareholder company. Note that only the individual who created the Organization record, or the Administrator once they have been designated, can access this section. A User Guide will be available in the *Corporate Information* section to help you fill it out. All Shareholders and Directors who are individuals are encouraged to complete a PERSONA-ID form and their PERSONA-ID number must be entered in the *Corporate Information* section. The CMF will exceptionally accept the Declaration of Canadian Status of the Organization and Corporate Information in PDF format (available on the CMF website) if a shareholder parent company does NOT have a Dialogue Organization record created.

## APPLICATIONS MUST ALSO INCLUDE THE FOLLOWING REQUIRED DOCUMENTS:

### DISTRIBUTOR INFORMATION

- **Distributor Agreement Form (DAF)** (form **specific to Distributor Program** available). Required for all applications.
- **Distribution Agreement(s)**, proof of distribution commitment. Signed and dated commitment letters outlining the terms of the agreement are accepted at this stage.
- **Distributor Catalogue and Sales/Audience Reach** (form available): part of the assessment criteria which considers the experience of the Eligible Canadian Distributor and demonstration of its success in distributing projects **ONLY** for the period from **2020-2021 to 2024-2025**.
- A detailed **Marketing/Release Plan** will be required which supports the Eligible Canadian Distributor's Financial Commitment and clearly identifies Territories where they plan on selling the Project, along with actual presales.

### BROADCASTER INFORMATION

- **If applicable, a completed and approved electronic Dialogue Broadcaster Agreement Form (BAF) linked to the application form** for each Canadian Broadcaster providing an Eligible Licence Fee. Please review the BAF User Guide available on the CMF website.
- **If applicable, Broadcast licence agreement(s) for all Eligible Licence Fees, fully executed.** Short form agreements are acceptable at application stage. PLEASE NOTE: For the Distributor Program, Broadcasters may provide a contribution from their 2025-2026 Broadcaster Envelope (English and French) and must be the same broadcaster meeting threshold
- For Children's and Youth genre only – confirmation from an **Eligible International Entity** (as defined in Appendix A) if contributing to the minority share of the Eligible Triggering Commitment Threshold (see section 3.2.4.1 of the Linear Content Programs – Core Production Guidelines for more information) of an Eligible Project.

### FINANCING INFORMATION

- **Documentation confirming sources of domestic and/or foreign financing.**
- **Detailed calculation page(s) for federal and provincial tax credits** please refer to Tax Credit Policy in Appendix B, Chapter 7. Eligible Projects must include 90% of the estimated federal and provincial tax credits in their financial structure at application, or risk having their CMF request reduced to offset the difference when the FTC and PTC tax credits are increased to 90% each.
- **Detailed production budget signed and dated** (form available). For Coproductions: Multi-column budget signed and dated showing each parties participation in a separate column and a consolidated total column.

### CREATIVE MATERIAL

- **Synopsis** document detailing the themes, subject matter and setting of the storyline.
- **Creative material.** For example, an outline, rundown, treatment, bible, or script. Please submit a demo (if available) or pitch deck (if demo not available). Please make sure demos are uploaded alone and not within a document.

### UNDERLYING RIGHTS

- **Summary of Chain of Title** a chronology of all agreements related to the copyright of the project, from conception to application.
- **All rights documentation** (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 Applicant(s) holds the requisite rights

to the concept and underlying creative material necessary to produce, distribute and exploit the project in the target markets OR Legal Opinion regarding chain of title may be submitted.

- **Coproduction agreement(s) domestic or foreign**
- **For International Treaty Coproductions**, a copy of the completed Application for the Preliminary Recommendation submitted to the Telefilm Canada Coproduction office.

#### IF RELATED DIGITAL CONTENT COSTS ARE INCLUDED IN LINE 85 OF THE BUDGET

- **Project description** - also indicate how the digital content is associated with or derived from the project.
- **Summary of Chain of Title** a chronology of all agreements related to the copyright of the project, from conception to application.
- **All rights documentation**

#### KEY CREATIVE PERSONNEL

- **Detailed Cast and Crew list** including citizenship.
- **CV for all Producer(s), Writer(s), and Director(s)** with complete histories of work, education, certifications, awards and nominations to date. If previous work(s) are available for director(s), please submit hyperlinks.
- **Awards And Festivals Summary** (form available) for Producers/Writers/Directors, if applicable.

#### IMPACT

- **Community Engagement Plan** (form available) part of the assessment criteria which considers the quality and degree to which the Applicant and Creative and Production Teams are committing to creating the content responsibly, thoughtfully and without harm, including implementing actionable community engagement steps, and/or personnel hires.
- **Sustainability Plan** (form available) part of the assessment criteria which considers the quality and degree to which the Applicant and Creative and Production Teams are committing to implementing actionable steps related to environmentally sustainable activities, practices and/or personnel hires.
- **Narrative Positioning Attestation** (form available). Visit the Narrative Positioning policy on the CMF website. Submit the signed Narrative Positioning Attestation form.

#### CORPORATE INFORMATION

Documents under this section to be submitted under the **Records** menu, under **My Organizations**; select company; select **Manage Documents** button on top right; click on **Add** and then **Submit**. Only required if there have been changes to the corporate information since the last application. These documents are not required for broadcasters' internal productions.

- **Declaration of Canadian Status of the Organization and Corporate Information** - New PDF form available ONLY for shareholder parent company(ies) that do NOT have a Dialogue Organization record created. Applicant companies must fill out the **Corporate Information electronic form** that can be found in a new section in Dialogue under the *My Organizations* Record.
- **Certificate of Incorporation of the Applicant**  
"Applicant" means the for-profit company or corporation making the application. If you are applying on behalf of a company that is not yet incorporated, do not submit anything at this point. However, please note that incorporation documents are required for contract signature.


- \*The CMF reserves the right to require other documentation from Applicants for the assessment of the project.*

- Having a Description and selecting a Type that makes sense to each required document uploaded in your application form will ensure proper analysis of your project.
- For the Description of each uploaded document, copy the **name of the documents** from the list of required documents (above). You can add details in the description for more clarity.

Required Documents

Visit the Programs page at [www.cmf-fmc.ca](http://www.cmf-fmc.ca) to find the list of required documents.

The maximum file size allowed is 25MB. Documents too large are highlighted in red

Document ?	Website URL ?	Description ?	Type
<div>UPLOAD  Drop file here</div>		DETAILED PRODUCTION BUDGET_Date	Budget
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