CANADA MEDIA FUND
FONDS DES MÉDIAS DU CANADA

Dialogue

BROADCAST AGREEMENT FORM

BAF USER GUIDE

2024-2025

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WELCOME TO THE DIALOGUE BROADCASTER AGREEMENT FORM USER GUIDE

This "add on" to the *Dialogue* User Guide **was created with instructions to help you create and use Broadcaster Agreement Forms in the Dialogue platform.**

Questions:

Broadcasters - please contact Suzanne Keppler at the Canada Media Fund: skeppler@cmf-fmc.ca

Applicants – please contact the CMFPA Coordination at: CMF.FMC.coordination@telefilm.ca

Enrolment support and questions, please email enr@telefilm.ca

Highlights

A **development BAF** is applicable to all CMF Linear Content development funding programs requiring a financial contribution from eligible broadcaster(s).

– a separate Dialogue BAF must be completed for each broadcaster contributing a Development Fee.

A **production BAF** is applicable to all CMF Linear Content production funding programs requiring a financial contribution from eligible broadcaster(s).

– a separate dialogue BAF must be completed for each broadcaster contributing an Eligible Licence Fee.

- Broadcaster Agreement Forms (BAF) are required in order to confirm Canadian Eligible Licence Fees and/or to confirm CMF Envelope allocations in Production or Development.

- You may save your BAF at any time prior to submitting and come back to complete it later; until submitted by the Applicant, the incomplete BAF will remain available in the Tasks list.

- Once submitted, the BAF will be sent to the selected Broadcaster for approval. The Broadcaster can modify the BAF before approving it. Applicants: please review your approved BAF(s) before using them in a CMF funding Application form.

- Prior to submitting your CMF funding Application form, please familiarize yourself with the CMF Guidelines, CMF Reference documents and Business Policies available on the CMF website.

APPLICANT

HOW TO CREATE & SUBMIT A BROADCASTER AGREEMENT FORM (BAF)

Once in Dialogue, go to Actions and choose Create Broadcaster Agreement Form | Créer un formulaire d'entente de licence - Select the correct activity for the Project: **Development** or **Production** and click SUBMIT.

DEVELOPMENT

Complete all relevant fields.

IMPORTANT ASPECTS REGARDING THE DEVELOPMENT BAF

- Select the intended Applicant Company for this CMF funding application. ***For help creating new Organizations in Dialogue, see the Enrolment section in the*** **Dialogue User Guide**.

- Select the Broadcast Ownership Group (not the individual broadcast channel)**,** unless the Broadcaster is not part of a group. Note that a single BAF per Broadcast Ownership Group may be linked to a CMF funding application form**.**

- Enter the **Project Title** - Please provide the correct title (maximum 60 characters) for the CMF to use for publicity purposes. Please do not enter the title in all CAPS unless the title should appear in capital letters in all CMF communications and publications.

- Enter the **Broadcaster's Development Fee** contributing to the CMF's Development Fee threshold.

- If the Broadcaster is also allocating a portion of its **envelope** to the project, indicate the amount of the **CMF advance**.

- If the Broadcaster does not have a CMF development envelope, the section will not be available to complete.

Complete all relevant fields.

Complete the Broadcaster Agreement Form

Summary

Select Applicant Company

--Select--

A value is required

Fiscal Year 2024-2025

Select Broadcaster or Broadcast Ownership Group

--Select--

A value is required

Project

Title

A value is required

Genre

--Select--

A value is required

Canadian Broadcaster Eligible Licence Fee

Type	Amount (CAD)
Eligible Licence Fee	
Total	0.00

Other Contributions provided by Canadian Broadcaster

Type	Amount (CAD)
Other Rights	
Investment	
Services	
Additional Licence Fee	
Distribution Advance	
Total	0.00

CMF Envelope Contribution

Is the Broadcaster Group allocating a portion of its Broadcaster Envelope?

--Select--

A value is required

Type	Amount (CAD)
Licence	
Investment	
Total	0.00

Canadian Broadcast Rights

Language Rights Licenced

--Select--

A value is required

Additional Language(s)

Exploitation of Rights

Start Date

mm/dd/yyyy

A value is required

Exclusive Rights

--Select--

A value is required

End Date

mm/dd/yyyy

A value is required

Total Length of Term (Months)

A value is required

Statement

By checking this box, you declare having read and accepted the Terms & Conditions for the Broadcaster Agreement Form (BAF) . **For Quebec-based Applicants only (pursuant to Bill 96):** By checking this box, you declare having read and accepted the Terms & Conditions for the Broadcaster Agreement Form (BAF).

CANCEL SUBMIT SAVE

IMPORTANT ASPECTS REGARDING THE PRODUCTION BAF

- Select the intended **Applicant Company** for this CMF funding application. For help creating new Organizations in Dialogue, see the Enrolment section in the Dialogue User Guide.

- Select the **Broadcast Ownership Group** (not the individual broadcast channel)**,** unless the Broadcaster is not part of a group. Note that a single BAF per Broadcast Ownership Group may be linked to a CMF funding application form**.**

- Enter the **Project Title** - Please provide the correct title (maximum 60 characters) for the CMF to use for publicity purposes. Please do not enter the title in all CAPS unless the title should appear in capital letters in all CMF communications and publications.

- Indicate the **Genre** of the Project.

- Enter the **Broadcaster's Eligible Licence Fee** contributing to the CMF's Licence Fee threshold.

- Enter **Other contributions provided by the Broadcaster** as detailed in the Broadcaster's commitment letter and/or long form licence agreement.
- If the Broadcaster is also allocating a portion of its envelope to the project, indicate the amount of the CMF Licence and Investment, as applicable.
- If the Broadcaster does not have a CMF Broadcaster envelope, the section will not be available to complete.
- Under the "Canadian Broadcast Rights" indicate the language rights licenced.
- In the "Exploitation of Rights" section, enter the Start and End date of the Canadian broadcast licence term acquired by the Canadian Broadcaster via its Eligible Licence Fee (Dialogue will automatically calculate the number of months of the rights period).

HOW TO SEARCH FOR A BROADCASTER AGREEMENT FORM (BAF)

Until a BAF is *submitted* by the Applicant, the incomplete BAF may be retrieved in the Tasks list.

Under Records in Dialogue, you can search for a submitted BAF and view the status of your Organization's various BAF(s). See My Broadcaster Agreement Forms I Mes formulaires d'entente de licence.

Once in the Record screen you can search for a specific BAF ID by Number or Title using the Search field or filter your BAFs by status.

Status Descriptions:

Status	**Description**
In Progress	The BAF has been submitted to a Broadcaster for approval but is not approved yet.
Approved	The BAF has been approved by the Broadcaster and can be linked and used to submit a CMF funding Application form.
Cancelled	The BAF is cancelled.
Rejected	The Broadcaster has rejected the BAF. The process has ended and a new BAF needs to be created and submitted if required.
Modifications Pending	This BAF is being modified either by the Applicant or the Broadcaster.
Linked	This BAF has been linked to a CMF funding Application form, allowing the Application form to be submitted.

IMPORTANT

- Once a BAF has been linked to an Application form, the Project's application number and title will be displayed in the *Application* column.

- If a BAF's status remains Approved and not Linked, this indicates the BAF # was not yet entered in a CMF funding Application form.

WHEN A BROADCASTER AGREEMENT FORM (BAF) IS APPROVED BY THE BROADCASTER

When a Broadcaster approves your BAF you, the Applicant, will receive a notification task. Upon receipt of a notification, you will be able to use the BAF ID # in a CMF funding Application form.

IMPORTANT

Since this is a *Notification* task only, at any time you can click the Confirm button and the notification will be removed from your task list.

LINKING A BROADCASTER AGREEMENT FORM (BAF) TO A LINEAR CONTENT FUNDING APPLICATION FORM

Within the Linear Content funding Application form, you may link one or more BAF(s) to your Application within the **Broadcaster Agreement Forms** section.

Only approved BAFs can be linked in order to submit a CMF funding Application Form. A BAF that has been submitted to a Broadcaster but not yet approved will not appear in the funding Application form's dropdown list in the **Broadcaster Agreement Forms** section.

Upon selecting an approved BAF # applicable to the Project, the amount of the Broadcaster's Eligible Licence Fee (or Development Fee) and the amount of the Broadcaster's **CMF Broadcaster Envelope Program** allocation, as applicable, <u>will automatically appear</u> <u>in the following sections:</u>

Broadcaster Agreement Form CMF Financing Program(s) Financial Structure

Broadcaster Agreement Forms

BAF ID	Applicant	Broadcast Ownership Group	Canadian Broadcaster Eligible Licence Fee	CMF Envelope Contribution - Investment	CMF Envelope Contribution - Licence	
700273 - My Project	Company1245	Bell Media - English	100,000.00	25,000.00	50,000.00	✕
Add						

CMF Financing Program(s)

Source of CMF Financing	Broadcaster	Type	Language	Requested Amount (CAD)
CMF Broadcaster Envelope Program - Production	Bell Media - English	Investment	English	25,000.00
CMF Broadcaster Envelope Program - Production	Bell Media - English	Licence	English	50,000.00
Total				75,000.00
Add				

Financial Structure

Source	Category	Broadcaster	Type	Confirmed	Amount (CAD)	% Canadian
Canada Media Fund	CMF			☑	75,000.00	42.86
BAF | FEL 700273	Broadcaster	Bell Media - English	Licence	☑	100,000.00	57.14
Total					175,000.00	
Add						

IMPORTANT

- Information that is entered automatically from the BAF to the funding Application Form are read-only.
- If changes are required in the amounts of these sections, the applicable BAF will need to be modified by the Broadcaster (see How to Revise a Broadcaster Agreement Form below).
- You can still add lines *manually* **+Add** to the **CMF Financing Program(s)** and **Financial Structure** sections for other sources however new restrictions have been implemented to maintain the consistency of information and maintain the integrity due to the link between the funding Application and the BAF(s).
- Broadcasters' Eligible Licence Fees (or Development Fees) and Broadcasters' CMF Broadcaster Envelope Program allocations are no longer entered *manually*. These amounts are directly pulled from the approved BAF(s) linked to the Application form under the **Broadcaster Agreement Form** section.
- However, for CMF Linear Content Production applications, the BAF amounts entered for **Other contributions provided by Broadcaster(s)** such as Advance, Investment, Other Rights, Services, Additional Licence Fees, will continue to be entered *manually* by the Applicant in the **Financial Structure**.
- If you need to submit a CMF funding Application Form with an unconfirmed Eligible Licence Fee, which will be contributing toward the CMF's Eligible Licence Fee Threshold once it is confirmed with an approved Broadcaster Agreement Form (BAF), please enter the name of the Canadian Broadcaster under **Source** and select *Licence Pending* as the **Type** in the **Financial Structure**.
- If you remove a selected BAF by clicking the red "X" at the end of a line, all related information will be removed from the CMF funding Application form.

HOW TO REVISE A BROADCASTER AGREEMENT FORM (BAF)

As an Applicant, two situations may arise when you will be required to revise a BAF.

1. The Broadcaster may return the BAF to you to adjust the information previously entered. A section with comments from the Broadcaster will be displayed and you can complete the revisions accordingly. After making the revisions and submitting the BAF, a Dialogue Task will be sent to the Broadcaster for approval of the BAF.

2. The CMFPA Analyst may return the BAF for revisions to you, the Applicant, when adjustments to the information is required. A section with comments from the CMFPA Analyst will be displayed and you can complete the revisions accordingly. After making the revisions, a Dialogue Task will be sent to the Broadcaster for approval of the BAF.

In either case you, the Applicant, will receive a **Revise Broadcaster Agreement Form** task:

IMPORTANT

Once a BAF has been linked to a CMF funding Application Form, only the CMFPA Analyst can trigger the BAF revision process.

BROADCASTER

HOW TO APPROVE A BROADCASTER AGREEMENT FORM (BAF)

As a ***Broadcaster*** type Organization in Dialogue, you will be required to approve Broadcaster Agreement Forms that are submitted by Applicants (production companies) to your Broadcast Group.

A Dialogue task will be assigned to your Organization for each BAF in queue to be approved:

Once in the **Approve Broadcaster Agreement Form** task, you will need to Accept it to take ownership of the task, by clicking *Accept* on the top right of the screen:

You can review the BAF, modify the information entered if necessary, and decide on the action to take:

Decision

Is the Broadcaster Agreement Form approved and ready to be included in a CMF funding application?

Yes: The BAF is ready to be approved and will be available to the Applicant once you submit this task.

No: The BAF needs to be sent back to the Applicant for modifications. A comment box will appear for you, the Broadcaster, to enter instructions for the Applicant to make revisions to the information entered. These instructions will persist when the Applicant submits the corrected BAF for your approval.

Rejected*:* You are rejecting the BAF thus ending the process and making it unusable. Use this option only for a BAF that is related to a project that is cancelled/withdrawn or if an Applicant has mistakenly sent a BAF to the wrong Broadcaster.

Reassign*:* You would like to reassign the BAF approval task to another member of your Organization. For details see Reassign Task section below.

HOW TO SEARCH FOR A BROADCASTER AGREEMENT FORM (BAF)

Please refer to this section

HOW TO REVISE A BROADCASTER AGREEMENT FORM (BAF)

Once a BAF has been approved but has not yet been linked to a CMF funding Application form, the Broadcaster can still modify it or send it back to the Applicant revisions. To do this, click the ***Revise BAF*** button.

IMPORTANT

If the ***Revise BAF*** button is not available, it means that this BAF has already been linked to a CMF funding Application form. If you need to modify it, please ask the Applicant to contact their CMFPA Analyst.

HOW TO REASSIGN A TASK TO ANOTHER MEMBER OF YOUR ORGANIZATION

If you need to reassign to another Member of your Organization a task that you have already accepted, you can use the *Reassign* button at the bottom left of your **Approve Broadcaster Agreement Form** screen.

This will send the **Approve Broadcaster Agreement Form** task back to the list of Tasks that are available to all members within your Dialogue Organization.

IMPORTANT

If you do not see a particular Task, contact your Organization's Dialogue Administrator to validate that you have the appropriate permissions and that you are associated to the correct Organization(s) within your corporate group.