CANADA MEDIA FUND
FONDS DES MÉDIAS DU CANADA

CMF LINEAR CONTENT
PRODUCTION
APPLICATION GUIDE
2024-2025

Please review this guide which includes tips to complete the **Dialogue Application Form used for the programs listed below**.

NOTE: If the program you are applying to is not listed below, you may have selected the wrong Application Form, or the program may not be open just yet. Please contact our Coordination team at cmf.fmc.coordination@telefilm.ca if you have any questions.

- Alternative Access to the Broadcaster Envelope Program
- Broadcaster Envelope Program
- English Regional Production Bonus
- Indigenous Program – Production
- Program for Racialized Communities – Production
- POV Program
- Northern Incentive – Production
- Quebec French Regional Production Incentive
- Anglophone Minority Incentive
- Francophone Minority Program – Production

Prior to submitting your application, you should be familiar with the CMF Guidelines of the applicable funding program and the corresponding CMF Reference documents and Business Policies available on the CMF website under the Programs page at www.cmf-fmc.ca.

Complete all information requested and include all required documentation with your application. Please note Applicants will not receive an acknowledgement letter (complete and/or incomplete) from the CMF Program Administrator I Telefilm Canada. Applications will instead be assigned to Business Analysts upon receipt and missing information may be requested as needed.

For inquiries relating to the application process, the CMF Guidelines and Business Policies and/or the status of your CMF funding application, please contact our Coordination Team at cmf.fmc.coordination@telefilm.ca

The following pages include a copy of the Application Form. **Pay attention to the highlighted helpful tips and Appendices**. Note that all sections in **red** are fields that must be filled out in order to submit your application.

→ 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 I Compléter la demande**.

Thank you for reading this Guide. Please keep in mind that the Dialogue Application Form can be updated from time to time and not all sections may be identical to what you see below.

Please do not hesitate to contact our Coordination team for any questions cmf.fmc.coordination@telefilm.ca

Complete Application

IMPORTANT: This application will be deleted if not submitted within 60 days from the date it was started.

Summary

Program CMF Linear - Production

Application Year 2024-2025

Need help? Please review our Guide

Applicant

One or more required fields are empty

Select Applicant Company

--Select--

A value is required

Correspondence Language

--Select--

A value is required

Are you applying on behalf of a company to be incorporated?

--Select--

A value is required

Do the Applicant, the Co-Applicant and/or their parent company have a director or shareholder that is not a Canadian citizen or a director or shareholder that has been a permanent resident for more than 4 years?

--Select--

A value is required

Applicant(s) is/are a Canadian

--Select--

A value is required

Does this Project meet the definition of a Regional Project as set out in Appendix A?

--Select--

A value is required

Does this application meet the definition of a Diverse Community (Ownership) Project as set out in Appendix A?

--Select--

A value is required

Contacts

One or more required fields are empty

Contact Type	Name (last name, first name)	Email	Phone Number
Contact for all correspondence			
Publicity contact			
Exploitation Reporting			
Producer			

Canadian Co-Applicant(s) (if applicable)

Co-Applicant	Contract Signatory Name	Email for Official Notifications	% of Rights	Remove
No items available				

Add

International Coproduction

One or more required fields are empty

Is this an international coproduction?

Yes No

A value is required

Previous Application(s)

One or more required fields are empty

Has the Project been submitted for Pre-application Consultation?

--Select--

A value is required

Has the Project previously been submitted to CMF?

--Select--

A value is required

Project

One or more required fields are empty

Enter 0 if a cycle number is not applicable

Title

A value is required

Original Language of Production

--Select--

A value is required

Other Language of Production (if applicable)

% of Production in the Indigenous Language

Versioning Language (if applicable)

Format

--Select--

A value is required

Genre

--Select--

A value is required

Type

--Select--

A value is required

Animation Content % (if applicable)

ISAN Root

Please indicate any of the following that you plan to undertake in the course of your Project.

--Select--

The CMF encourages all Applicants to implement more environmentally-sustainable practices and cleaner technologies – and reduce the use of unsustainable resources – in the development, production and exploitation of Projects. Select all that apply.

A value is required

Cycle

A value is required

Number of Episodes

A value is required

from episode (number)

A value is required

to episode (number)

A value is required

Length per Episode in Minutes

A value is required

Total Length for Series in Minutes

A value is required

Closed Captioning

--Select--

A value is required

Canadian Distributor(s)

A value is required

International Distributor(s)

A value is required

Synopsis (2000 characters or less)

Should the Project be approved for financing, this information will be used by Canada Media Fund for promotional purposes. Kindly advise us if there are any changes.

A value is required

Does this Project include or reflect storylines, main characters or subject matter related to one or more of the following Sovereignty- and Equity-Seeking Communities?

--Select--

This question is for statistical and analytical purposes only. The definition of Sovereignty- and Equity-Seeking Communities is found in Appendix A.

A value is required

Key Personnel

One or more required fields are empty

Please see Appendix 1

Role	PERSONA-ID Number (if applicable)	Name (last name, first name)	Citizenship	Cavco Points
Producer	The CMF shall rely solely on the self-identification information associated with each individual's PERSONA-ID number to determine (as applicable) eligibility for Programs, exclusive reserved portions of Program budgets, Performance and Development Envelope credit, Evaluation Grid points and/or for statistical and analytical purposes.		--Select--	0
Executive producer			--Select--	0
Director			--Select--	0
Screenwriter			--Select--	0
Director of Photography			--Select--	0
Editor			--Select--	0
Total				0

Add

Directors and Shareholders

The CMF has built on its approach to data collection to help ensure policy decisions are data-driven, especially with regards to Indigenous Peoples to Canada and Equity-Seeking Communities.

The CMF will make the provision of a PERSONA-ID number necessary for all individuals who own and control CMF-Applicant companies. Within the PERSONA-ID questionnaire, users may still prefer not to answer questions.

One or more required fields are empty

Role	PERSONA-ID Number (if applicable)	Name (last name, first name)	Citizenship
Corporate Director	Enter all Corporate Director(s) and all ultimate individual Shareholder(s) of the Applicant (and Co-Applicant) companies. Intermediary shareholder companies should not be entered in this section.		--Select--
Shareholder			--Select--

Add

Broadcaster Agreement Forms

BAF ID	Applicant	Broadcast Ownership Group	Canadian Broadcaster Eligible Licence Fee	CMF Envelope Contribution - Investment	CMF Envelope Contribution - Licence

Add a Broadcaster Agreement Form for each Canadian broadcaster providing an Eligible Licence Fee and/or contribution from its 2024-2025 CMF Broadcaster Envelope. Please review the BAF User Guide available on the CMF website.

Add

CMF Financing Program(s)

Please add at least one program fund

Source of CMF Financing	Broadcaster	Type	Language	Requested Amount (CAD)
	No items available			

See Appendix 2

Add

Financial Structure

The following fields require values: Amount

Source	Amount (CAD)	% Canadian
Canada Media Fund		0.00
Total	0.00	

Add

Beginning in 2024-2025, the CMF will allow Canadian owned and controlled Eligible Canadian Distributors to contribute to the minimum threshold required to unlock CMF production funding in all Linear Content (production) Programs, provided a Canadian Broadcaster is also contributing towards threshold.
That portion of the Distributor's contribution should be labeled "Minimum Market Contribution" in the financial structure.
See section 3.2.4.1 of the Linear Content - Core Production Guidelines and Eligible Triggering Commitment Thresholds in applicable Program Guidelines.

Budget/Final Costs

One or more required fields are empty

The Financial Structure total must equal the total amount of the Budget / Final Costs below and of the Budget submitted as part of the Required Documents.

Category	Budget - Canada (CAD)
A - Section A	
B - Production	
C - Post-Production	
D - Other	
Contingency	
81 - Completion Guarantee	
85 - Digital Media	
Total	0.00

Related Party Transactions

Please add at least one related party transaction

Budget Line	Description	Name of Related Company or Individual	Amount (CAD)	Measurement Basis	Related Party Reference Number

Related parties exist when one party can exercise, directly or indirectly, control, joint control or significant influence over the other. It's when the applicant company hires an individual or another company to do work on their Project, but with whom they have an already pre-existing business or family relationship. Please review the Appendix B - Business Policies - Chapter 2 - Section 4 - for more information on Related Party Transactions.

Add

Schedule

One or more required fields are empty

Item	Start Date	End Date	Locations	Duration (days)
Pre-Production	mm/dd/yyyy	mm/dd/yyyy		
Principal photography or Key Animation	mm/dd/yyyy	mm/dd/yyyy		
Post-Production	mm/dd/yyyy	mm/dd/yyyy		
Rough Cut	mm/dd/yyyy	mm/dd/yyyy		
First Window Broadcaster Delivery	mm/dd/yyyy	mm/dd/yyyy		

Required Documents

Visit the Programs page at 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

Please carefully review the Program's List of Required Documents, including the helpful tips on nomenclature of documents. 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. Click +Add and upload each required document separately. The system will not provide a warning if a required document is not submitted. ** FOR PROGRAMS WITH A SELECTIVE DECISION PROCESS, Analysts will only evaluate documents submitted and will not contact you for more information or missing documents *Out of fairness to all Applicants submitting an application to a selective program, documents other than those requested in the List Required Documents or exceeding the allotted page counts will not be considered.*

Click +Add to continue

Statement

	Statement
☐	By checking this box, the Applicant declares having read the Applicant Statements and acknowledges that these statements are accurate, true and complete.

IMPORTANT before submitting

If you wish to keep a copy of your Application please print or "print as pdf" before submitting.

For programs with a selective decision process, analysts will only evaluate documents submitted and will not contact you for more information or missing documents.

CANCEL

SUBMIT SAVE

Appendix 1 – Cavco Points

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
2nd 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 *The point will be allotted if the work is performed solely in Canada.*	1 point
		Layout and background *The point will be allotted if the work is performed solely in Canada.*	1 point
		Assistant animation and in-betweening *The point will be allotted if the work is performed solely in Canada.*	1 point

Appendix 2 – CMF Financing Program(s)

Combining funds from a CMF Selective program*

+ funds from a program allocated on a First Come First Served basis**

NOTE: ***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 receives 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 I Mes demandes FMC click the title of the project and then click on REQUEST FIRST COME FIRST SERVED FUND.

Combining funds from the CMF Broadcaster Envelope Program

+ funds from a program allocated on a First Come First Served basis**

when the application for Broadcaster Envelope has already been submitted

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

***Linear Content - Production selective programs:**

POV Program, Indigenous Program: Production, and Program for Racialized Communities: Production.

**** Linear Content - Production programs allocated on first come first served basis:**

Anglophone Minority Incentive, English Regional Production Bonus, Francophone Minority Program: Production, Northern Incentive: Production and Quebec French Regional Production Incentive.

To include a subsequent request from a program allocated on a First Come First Served basis (as described in the two instances above) you will be asked to complete the following information:

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 **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, agreements and/or amendment agreements** for any new sources of financing not included in the initial application. If the Broadcaster's eligible Licence fee and/or Broadcaster Envelope allocation changes with this subsequent request to a First Come First Served funding program, please note that the approved BAF linked to the Project's initial funding application will need to be modified and re-approved. In such cases, please notify the Business Analyst assigned to the Project.

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

- **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**

Appendix 3 – Financial Structure

The total CMF amount requested will automatically appear in the first line of the financial structure.

- **Source**: Please type in the name of the financial participant.
- **Categories:**

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.
Broadcaster	**a.** A Canadian programming undertaking, public or private, licensed to operate by the Canadian Radio-television and Telecommunications Commission (CRTC); **b.** An online service owned, controlled and operated by a Canadian licensed programming undertaking; **c.** An online service owned, controlled and operated by a Canadian broadcasting distribution undertaking ("BDU"), licensed to operate by the CRTC; **d.** CRTC-licensed VOD services.
Distributors	This category includes Minimum Market Contribution (the part of the advance that goes towards meeting the project's threshold), 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 Linear Content 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 Linear Content 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.
Development fee	Cash fee paid by a Canadian Broadcaster to the CMF Applicant in support of development activities and contributing toward the CMF's Development Fee Threshold. For the Broadcaster Envelope Program: Development only, the Development fee must be accompanied by an approved Broadcaster Agreement Form (BAF) linked in the application form.
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 (the right to broadcast and/or to make the Project available on any broadcast and online platforms the Canadian Broadcaster owns, operates and controls in Canada) and contributing toward the CMF's Eligible Triggering Commitment Threshold. Must be accompanied by an approved Broadcaster Agreement Form (BAF) linked in the Project's application form.
Minimum Guarantee	**Do Not Use this contribution type for Linear Content Production applications.**
Minimum Market Contribution	***NEW* Starting 2024-2045 Distributors can now contribute in part to the project's threshold. That portion of the Distributor's advance must be labeled "Minimum Market Contribution" in the financial structure. See section 3.2.4.1 d) ii of the Core Production Guidelines for Linear Content.**
Non-Broadcast Rights	**Do Not Use this contribution type for Linear Content Production applications.**
Pending licence	An unconfirmed cash Licence fee (as defined above) that will be paid by a Canadian Broadcaster to the CMF Applicant, and which will be contributing toward the CMF's Eligible Triggering Commitment Threshold once it is confirmed with an approved Broadcaster Agreement Form (BAF).
Other Rights	As defined in section 3.2.4.1 d) of the CMF Linear Content - Core Production Guidelines.
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. Please note: while sponsorship may be acceptable in a project's financing structure, "sponsored productions" are not eligible to apply to the CMF.

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 coproducting country(ies) financing/budget.

- The Canadian **Financial Structure** total must equal the total amount of the Canadian **Budget** summary 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.