

List of Required Documents

Development Program

**Prequalified Stream
and Springboard
Initiative**

APPLICABLE AS OF JUNE 9, 2026

List of Required Documents

To apply, you must complete the online application form and upload the documents listed below using Dialogue: <https://telefilm.ca/en/log-in>.

IMPORTANT: All required documents **must be submitted with the application form at the time of submission.** Applicants will be notified if their application is incomplete and given a notice to submit missing documentation within five (5) business days, failing which the application may be deemed ineligible.

All application documents must be submitted in English or French, no matter the language of the project.

Note that Telefilm reserves the right to request additional information at any time.

*Please note that links to file hosting services (such as Dropbox, Google Drive, OneDrive, CloudMe, Sugar Sync, etc.) are not accepted.

	DOCUMENT	REQUIRED IN THE FOLLOWING CASES	DESCRIPTION (customize and enter document name in text field on application form)	TYPE (select from dropdown menu)
1.	Incorporation Certificate For applicant production company and parent company(ies), if applicable	If modified since company's last application to Telefilm	Incorporation Documents_ Company Name	Incorporation documents
2.	Corporate Information Please fill out the "Corporate Information" tab in Dialogue by clicking on <i>My Organizations > Submit Corporate Information</i> for the applicant company and, if applicable, for the parent company(ies) and for any other shareholder company that has a Dialogue account. Only members with access to the Organization profile (generally the Administrator) can access this section. If there have been no changes to the Corporate Information since your last application click on <i>Edit Corporate Information</i> and check the box certifying that there were no changes. See the Corporate Information User Guide for more information.	All applications	N/A	N/A

	DOCUMENT	REQUIRED IN THE FOLLOWING CASES	DESCRIPTION (customize and enter document name in text field on application form)	TYPE (select from dropdown menu)
3.	Executed Screenwriter Agreement Including any amendments to the agreement, the screenwriter's fee, and the payment and delivery schedule.	All applications	Screenwriter Agreement_Date	Key personnel agreements
4.	Director Agreement Letters of commitment are acceptable at this stage	1) Packaging applications (except if submitted to the Springboard Initiative) 2) Applications with a director attached	Director Agreement_Date	Key personnel agreements
5.	Animation Initiative Top Up Request Brief summary of the project and top up request including: <ul style="list-style-type: none"> ✓ Logline (max 100 words) ✓ Synopsis (max 500 words) ✓ Creative vision for the project (max 500 words – can include visual material) ✓ What additional development costs would be covered by the top up amount 	Optional – Only for animation projects applying for this additional funding	Animation Initiative Request_Date	Activity Proposal