

Required Documents at time of Application to Telefilm Canada Medium to Large-Scale Festivals Program

To apply, complete the online application form and upload the documents 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.

*Please note that links to file hosting services (such as Dropbox, Google Drive, OneDrive, CloudMe, Sugar Sync, etc.) are not accepted. Telefilm reserves the right to request any further documentation or information to assess the application. Telefilm reserves the right to request any other document or information it deems useful in order to assess the funding request.

	DOCUMENT	REQUIRED FOR	DESCRIPTION (customize and enter document name in text field on application form)	TYPE (select from dropdown menu)
1.	Constitutive documents for the applicant corporation	Required only if updated or modified since the applicant's last funding application to Telefilm Canada	Constitutive documents_ Name of applicant corporation	Incorporation documents
2.	Corporate Information Form available on the Program webpage	Required for all applications.	Corporate Information_ Name of applicant corporation	Corporate Information
3.	Activity proposal Form available on the Program webpage	Required for all applications.	Activity Proposal_ Name of the festival	Activity Proposal
4.	Audience Development and Engagement Proposal Form available on the Program webpage	Required for all applications.	Audience Development and Engagement Proposal _ Name of the festival	Audience Development & Engagement
5.	Budget and Final Costs Report Form available on the Program webpage	Required for all applications.	Budget and Final Costs Report_ Name of the festival	Budget

6.	6. Ticketing Report(s) for In-Person Attendance (Previous Edition) Note: This report must be an official document exported by the ticket vendor (i.e., Ticketmaster, Eventbrite, etc.)	Required only if in-person attendance was reported for the previous edition	In-Person Ticketing Report_ Year and Name of the festival	Attendance/Ticketing Report
7.	7. Ticketing Report(s) for Online Attendance (Previous Edition) Note: This report must be an official document exported by the ticket vendor (i.e., Ticketmaster, Eventbrite, etc.)	Required only if online attendance was reported for the previous edition	Online Ticketing Report_ Year and Name of the festival	Attendance/Ticketing Report
8.	8. Third Party Confirmation of Broadcast Attendance (Previous Edition) Note: This confirmation must be provided by the broadcaster/partner hosting the broadcast screenings.	Required only if broadcast attendance was reported for the previous edition	Broadcast Confirmation_ Year and Name of the festival	Attendance/Ticketing Report
9.	9. Non-consolidated annual corporate financial statements, together with a notice to readers, for the past three fiscal years (Notwithstanding the foregoing, Telefilm reserves the right to request from the Applicant(s), at Telefilm's absolute discretion, consolidated and audited annual financial statements)	Required for all applications.	Financial Statement_ Name of applicant corporation_ Fiscal Year	Financial Statements
10.	10. Organizational Chart	Optional for all applications.	Organizational Chart_ Name of applicant corporation	Organizational Chart