

# THEATRICAL DOCUMENTARY PROGRAM

## LIST OF REQUIRED DOCUMENTS AT TIME OF APPLICATION TO TELEFILM CANADA FISCAL 2023-2024

- To apply, complete the online application form and upload the required 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. Applicants must submit all missing documentation within that notice period. Documentation submitted to Telefilm after the submission of the application form or, for incomplete applications, after the notice period indicated in the incomplete file notice, may not be considered in the decision-making process. For more information, please refer to the Essential Information Guide available on the Program [webpage](#).
- All application documents must be submitted exclusively in one language, either in English or French.
- 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 FOR (i.e., types of applications item is required for)	DESCRIPTION (customize and enter document name in text field on application form)	TYPE (select from dropdown menu)
1.	<b>Incorporation Documents</b> 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.	<b>Most Recent Treatment or Creative Materials</b>	All Production applications	Creative material_Date	Script
3.	<b>Production Plan</b> Max. 3 pages, including summary of research.	All Production applications	Production plan_Date of Plan	Project Plan
4.	<b>Summary of Changes to Creative Materials and Production Plan</b> A description of material changes to the creative materials and Production Plan since its last application to Telefilm.	Production applications submitted more than once	Summary of Changes _Date	Rewrite Proposal
5.	<b>Rough Cut</b> (or equivalent before Picture Lock) Web link (DVDs will not be accepted)	All Postproduction applications	Rough Cut	Support Material
6.	<b>Completion Plan</b> Max. 3 pages. A proposal that outlines the postproduction and explains how it will serve to attract a theatrical audience.	All Postproduction applications	Completion Plan_Date	Project Plan
7.	<b>Director's Vision and Intentions</b> <i>Please see the <a href="#">Essential Information Guide</a> for more information.</i>	All applications	Director's Vision_Date	Director's vision and intentions
8.	<b>Previous Work of Director(s)</b> A document including links to selected works and/or a curated selection of excerpts from works by the Director(s) to demonstrate aesthetic, expertise and capacity to realize the proposed vision. Please include all Web link(s) in a single document <i>Please see the <a href="#">Essential Information Guide</a> for more information.</i>	All applications	Director's Previous Work	Previous Work

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9.	<b>Track Record Summary for all Producers, Directors and Screenwriters</b>  <u>One track record form for each Producer, Screenwriter and Director (whether a Lead or not).</u>  <i>Form available on the Program <a href="#">webpage</a>.</i>	All applications	Track Record_Name	CV/ Resume
10.	<b>Promotion and Marketing Plan</b>  The plan should clearly identify the target market, marketing hooks and the project's potential to appeal to audiences in Canada and abroad on various platforms, including projected prints and advertising commitment.  <b>Note:</b> This document must be completed by the distributor. If there is no distributor attached to the project, the producer must complete the document. Further, all projects funded under this program must be theatrically released in Canada within one year of completion and delivery, unless otherwise agreed to by Telefilm. The Promotion and Marketing Plan should include an engagement from the Distributor or the Producer, as applicable, to release the project in theatres in Canada within one year of completion and delivery.	All applications	Marketing plan_Date	Marketing Plan
11.	<b>Summary of Audience Engagement / Discoverability Plan</b>  <i>Form is available on the Program <a href="#">webpage</a>.</i>  <b>Note:</b> If a distributor is attached, this document must be completed by the distributor. If no distributor is attached, it should be completed by the applicant.	All applications	Audience Engagement and Discoverability Plan_Date	Marketing Plan
12.	<b>Firm Commitment from an Eligible Canadian Distributor</b>  A fully executed deal memo, a short-form agreement or a firm commitment letter are acceptable at this stage.  The document <u>must</u> outline all rights and/or options being licensed or acquired, the territory, the term, the amount of the	Projects with budgets of \$500,000 and more	Distribution Agreement_Company Name	Broadcast or Distribution Agreement

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	<p>minimum guarantee.</p> <p>For more information, see the Essential Information Guide and the <i>CFFF Distribution Terms and Contracts Requirements Policy</i> available on the <a href="#">Program webpage</a>.</p> <p><b>Note:</b> if you don't know whether the distribution company attached to the project is eligible, please contact Telefilm <b>before</b> applying.</p>			
13.	<p><b>Broadcast Licence Commitment(s) and Online Distribution Agreements</b></p> <p>Fully executed, demonstrating allowance in each for a theatrical distribution window* of at least three (3) months following the start of commercial release of the project.</p> <p><i>*Unless otherwise agreed by applicant, Telefilm, broadcaster(s) and distributor.</i></p> <p>See the <i>CFFF Distribution Terms and Contracts Requirements Policy</i> available on the <a href="#">Program webpage</a>.</p>	Applications with a broadcaster or online distributor attached	Broadcaster licence_Company name	Broadcast or Distribution Agreement
14.	<p><b>Co-Production and/or Joint Venture Agreement(s)</b></p>	Applications with two or more production companies attached (Canadian and/or International)	Co-production agreement_Company Names	Co-production Agreement
15.	<p><b>Declaration Form - Designation of Main Applicant and Performance Ratio Sharing</b></p> <p>Form available on the <a href="#">Program webpage</a>.</p>	All applications where there is more than one Canadian applicant	Main Applicant Designation Form_Company Names	Coproduction Agreement
16.	<p><b>Details of All Confirmed and Projected Financing</b></p> <p><u>Whether or not included in the financial structure</u>, evidencing terms, conditions and value of the financial contributions.</p> <p>Provide supporting documentation for each source of financing in the financial structure including (as applicable):</p> <p>a) All market interest elements including broadcast licences, gap financing, distribution and sales agency</p>	All applications	<p>Financing agreement_Company Name</p> <p><i>and/or</i></p> <p>Broadcast licence_Company Name</p>	<p>Financing Agreement</p> <p><i>or</i></p> <p>Broadcast or Distribution Agreement</p>

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	<p>agreements (see above), etc.;</p> <p>b) Federal and provincial tax credit calculation summaries;</p> <p>c) Other financing agreements (e.g., provincial and private equity and contributions);</p> <p>d) Summary status of confirmed and projected financing including as much detail as possible (e.g., status and date of application, timeline to complete financing).</p> <p>Fully executed commitment letters and short-form agreements are acceptable at this stage. (See <i>CFFF Budgets and Production Financing Requirements Policy</i> available on the <a href="#">Program webpage</a>)</p>		<p><u>and/or</u></p> <p>Tax credit calculation_Tax Credit Name (as applicable)</p>	<p><u>or</u></p> <p>Tax Credits (as applicable)</p>
17.	<p><b>Production Budget*</b></p> <p><i>Form is available on the <a href="#">Program webpage</a>.</i></p> <p><i>*For an international treaty coproduction please provide a multi-column budget showing each country's participation in a separate column and a consolidated column.</i></p>	All applications	Budget_Date	Budget
18.	<p><b>Declaration of Costs Incurred and Paid to Date</b></p> <p><i>Form is available on the <a href="#">Program webpage</a></i></p>	All postproduction applications	Cost report_Date	Declaration
19.	<p><b>Description of Chain of Title</b></p> <p>A complete description of the project's development history, demonstrating clear chain of title.</p>	All applications	Chain of Title_Document Description	Chain of Title & Development History
20.	<p><b>Declaration Regarding Projects Submitted to the Indigenous Stream</b></p> <p><i>Form is available on the <a href="#">Program webpage</a>.</i></p>	Indigenous Stream applications only	Declaration re Indigenous Stream_Date	Affidavit
21.	<p><b>Community Engagement Plan</b></p> <p><i>Please see the <a href="#">Essential Information Guide</a> for more information.</i></p>	All applications	Community Engagement Plan_Date	Community Engagement Plan

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22.	<b>Sustainability Plan</b> Please see the <a href="#">Essential Information Guide</a> for more information.	Optional at the application stage. However, all projects selected by Telefilm will be required to have a sustainability plan.	Sustainability Plan	Support Material
23.	<b>Request for Additional Funding for Remote Locations Shooting</b> A detailed rationale (max. 2 pages) explaining why the project requires this additional funding. Additional costs incurred due to the remoteness of the shooting location should be clearly identified.	Applications submitted to the Indigenous stream where there is a request for additional funding for remote locations shooting	Request_Additional_Funding_Remote_location_Date	Memo
24.	<b>Request for Additional Funding for Capacity Building</b> Proposals must outline the details of the capacity building initiative, including: <ul style="list-style-type: none"> <li>• Goals, intent, and measurable outcomes. (maximum one page)</li> <li>• Additional costs incurred for the capacity-building initiative</li> <li>• Detailed plan and schedule of the capacity-building initiative.</li> </ul> Please see the <a href="#">Essential Information Guide</a> for more information.	Applications submitted to the Indigenous Stream where there is a request for additional funding for capacity building.	Request for Additional Funding_Capacity_building_Date	Memo