

MARKETING PROGRAM

LIST OF REQUIRED DOCUMENTS AT TIME OF FUNDING APPLICATION TO TELEFILM CANADA

- 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 for which item is required)	DESCRIPTION (Customize and enter document name in text field on application form)	DIALOGUE DOCUMENT TYPE (Select from the drop-down menu in the application form)
1a.	Executed Distribution Agreement and any amendment(s) thereto (See CFFF Distribution Terms and Contract Requirements on the Program webpage)	All projects submitted by a distribution company	Distribution Agreement_Name of the distribution company	Broadcast or distribution agreement
1b.	Letter Containing the Key Terms of Distribution (i.e., rights, minimum guarantee, term, region, etc.) (See CFFF Distribution Terms and Contracts Requirements on the Program webpage)	If the project is self-distributed	Self-distribution Terms_Name of company	Broadcast or Distribution agreement
2.	Written Commitment from an Exhibitor to release the project in theatres within six (6) months of the application date.	If the project is submitted by a production company or a distribution company that does not qualify as an Eligible Distribution Company under the Program	Commitment_Name of Exhibitor	Broadcast or Distribution agreement
3.	CAVCO Certification Letter or Official Treaty Coproduction Certification Note: If the CAVCO certification letter is not available, Telefilm Canada may, at its discretion, accept the CRTC certification letter.	If the project was not financed by Telefilm Canada in production/postproduction	Canadian Content Certificate Or Official Coproduction Treaty Certification	Applicant's proof of eligibility and citizenship
4.	Service Agreement with Third-Party Expert in Specialized Market(s) , if applicable	If the services of a third-party expert in the specialized market(s) are retained	Service Agreement (Expert)_ Name of individual or company	Broadcast or Distribution agreement
5.	Detailed Marketing and Distribution Plan for the Canadian theatrical release, including list of cities, screens, and dates, which are confirmed, and which are anticipated, and details regarding ancillary platform(s), as applicable. See the guidelines available on the Program webpage for more information.	All projects	Marketing and distribution Plan	Marketing plan

6.	TIFF Invitation Letter (if applying with festival release costs)	(If applying with festival release costs)	TIFF Invitation Letter	Support Material
7.	Links to the Film Website, Social Media Sites, Film's Trailer, etc. (as applicable)	All projects	{URL}	Marketing plan
8.	Video Link of the Film	Projects not financed by Telefilm Canada in production/postproduction	{URL}	Support material
9.	Detailed Marketing Budget (Canadian and Foreign Costs) including all related party transactions. <i>Form available on the Program webpage</i> Note: Any non-Canadian costs should be discussed with Telefilm Canada prior to submission.	All projects	Budget_Date	Budget
10.	Deal Memos or Contracts from Financial Participants (as applicable)	All applications	Financing Agreement_Name of Financial Participant	Financing Agreement
11.	Declaration Relative to Sponsorship Agreements (if any) <i>Form available on the Program webpage</i>	All applications	Declaration of Sponsorship_Name of Sponsor	Application and Certification forms
12.	Visibility Proposal for Telefilm Canada Telefilm Canada's visibility requirements are listed on the Program webpage .	If the project was not financed by Telefilm Canada in production/postproduction	Marketing and Distribution Plan	Marketing Plan
13.	Community Engagement Plan This document outlines the approach of the applicant to underrepresented communities and/or potentially sensitive content.	If the project was not financed by Telefilm Canada in production/postproduction	Community Engagement Plan_Date	Community Engagement Plan
14.	Incorporation Documents Incorporation certificate for applicant company(ies) and parent company(ies), if applicable	If modified since company's last application to Telefilm	Incorporation Documents_Company Name	Incorporation Documents
15.	Corporate Declaration Declaration of Canadian status of corporation and corporation information <i>Form available on the Program webpage</i>	If modified since company's last application to Telefilm	Corporate Declaration_Company Name	Shareholders Information

16.	Corporate Financial Statements for the past three (3) fiscal years	If the financial situation of the applicant has changed since its last application to Telefilm and these documents have not already been provided in the corporate file in Dialogue.	Financial Statements_year	Financial Statements
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