

DEVELOPMENT PROGRAM

**LIST OF REQUIRED DOCUMENTS AT TIME OF APPLICATION TO THE
PREQUALIFIED STREAM**

- 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** on the Program's [webpage](#).

- 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 FOR (Stream and/or type of application the item is required for) | 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 Declaration Declaration of Canadian Status of Corporation and Corporation Information for applicant company(ies) and parent company(ies), if applicable. <i>Form is available on Telefilm's website.</i> | If modified since company's last application to Telefilm or was submitted more than a year ago | Corporate Declaration_ Company Name | Affidavit |
| 3. | Most Recent Creative Material (e.g., outline, treatment, screenplay) Final version, with Screenwriter's name, dated and with numbered pages. | All applications | Creative Material_Date of Script | Script |
| 4. | 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 |
| 5. | Director Agreement Including any amendments to the agreement, the director's fee, and the payment schedule. | ✓ Packaging applications ✓ Applications with a director attached | Director Agreement_Date | Key personnel agreements |

Note: a community engagement plan is not required for the Prequalified Stream as funding under this stream is automatic, but it this is an important document for Telefilm and will be required in production.