

TALENT TO WATCH PROGRAM

LIST OF REQUIRED DOCUMENTS

AT TIME OF APPLICATION TO TELEFILM CANADA

- **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 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 exclusively in one language, either English or French.
- Note that Telefilm reserves the right to request additional information at any time.
- All applications and recommendations must be submitted to Telefilm through Dialogue.
- Please note that links to file hosting services (such as Dropbox, Google Drive, OneDrive, CloudMe, Sugar Sync., etc.) are not accepted, unless otherwise indicated below.

	DOCUMENT	REQUIRED FOR	DESCRIPTION	TYPE (select from dropdown menu in Dialogue)
1.	Completed Script or Creative Materials (for Theatrical Docs, most recent treatment)	All applications	Completed Screenplay _Project Title	Script
2.	<p>Presentation Video</p> <p>A downloadable pitch video of a maximum of 5 minutes that will:</p> <ul style="list-style-type: none"> state the project’s working title. identify the genre, the type, and the length of the project. identify the key creative team involved in the project and their individual track records (including samples of past work if applicable or relevant). provide a brief synopsis of the story from beginning to end. outline the creative team’s vision/visual treatment of the material. outline any other relevant information that sets the project apart (e.g.: personal connection to the story material, confirmed appearance by an established actor, successful crowdfunding campaign, relationship with VFX professionals or animators). identify the target audience. include 1-minute segment of the director’s previous short films. <p>Notes:</p> <ol style="list-style-type: none"> To submit the video, embed the link in a Word document. The video must NOT include footage from other projects that are not the team’s own work. 	All applications	Creative Material _Project Title	Support Material

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3.	<p>Synopsis of the Project (PDF Format)</p> <p>Maximum of 750 words, which includes the main story developments, and tells the basic story from beginning to end.</p>	All applications	Synopsis _Date	Outline/Proposal/Treatment/Synopsis
4.	<p>Director's Vision (PDF Format)</p> <p>Maximum three pages in length.</p>	All applications	Director's Vision _Date	Director's vision and intentions
5.	<p>Promotion and Distribution Plan (PDF Format)</p> <p>Maximum two pages in length. This document must identify the project's audience (age, sex, sensibility, culture, etc.). It must also identify how the team will find and access this audience and why will they connect with the project.</p>	All applications	Promotion and Distribution Plan _Date	Marketing Plan
6.	<p>Track Record for Producer, Screenwriter and Director</p> <p><i>Form is available on the Program's webpage.</i></p>	All applications	Track Record _Name	Previous Work
7.	<p>Production Schedule (from Pre-Production to Release)</p> <p>Such schedule shall outline how the team plans to start principal photography of the project within 18 months of Telefilm's positive decision letter.</p>	All applications	Production Schedule _Project Title	Schedule
8.	<p>Budget Top Sheet for the Project</p> <p><i>See template available on the Program's webpage.</i></p>	All applications	Budget Top Sheet _Title	Budget

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9.	<p>Details of All Confirmed and Projected Financing</p> <p>The financial structure should be realistic and reflect the scope of this program.</p> <p>Please provide the following:</p> <p>a) 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>b) Supporting documentation for each source of confirmed financing in the financial structure.</p>	All applications	Financing Agreement_Company Name And/or Broadcast Licence_Company Name And/or Tax Credit Calculation_Tax Credit Name (as applicable)	Financing Agreement Or Broadcast or distribution agreement Or Tax credits (as applicable)
10.	<p>Letter of Recommendation from the Designated Industry Partner</p> <p>See <i>template available on the Program's webpage</i>.</p>	Applications to the Industry Partner Stream	Letter of Recommendation_Name of Designated Partner_Title	Letters
11.	<p>Community Engagement Plan</p> <p>Please see the <i>Essential Information Guide available on the Program's webpage for more information</i>.</p>	All applications	Community Plan_Date	Community Engagement Plan
12.	<p>Sustainability Plan</p> <p>Please see the <i>Essential Information Guide available on the Program's webpage for more information</i>.</p>	Optional at the application stage. However, all projects selected by Telefilm will be required to have a sustainability plan.	Sustainability Plan	Support Material
13.	<p>Festival Invitation Letter</p> <p>See the list of recognized film festivals listed in Appendix A attached to the guidelines.</p>	Applications to the Festival Selection Stream	Festival Invitation Letter_Date	Letters

	DOCUMENT	REQUIRED FOR	DESCRIPTION	TYPE (select from dropdown menu in Dialogue)
14.	Invitation to re-apply to the Program	Projects that have already been submitted to the program in the past	Invitation to re-apply	Letters
<p>Applicants do not need to be incorporated at time of application. However, if a project is selected for financing, Telefilm will require that the applicant be incorporated and meet the eligibility criteria indicated in the Talent to Watch Program guidelines before signing a financing agreement with Telefilm. Consequently, the following documents will be required once the project is selected by Telefilm:</p>				
15.	Incorporation Certificate For applicant production company and parent company(ies), if applicable.	All applications, if modified since company's last application to Telefilm	Incorporation Documents_ Company Name	Incorporation documents
16.	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 the Program's webpage.</i>	All applications	Corporate Declaration_ Company Name	Incorporation Documents