

DEVELOPMENT PROGRAM

**LIST OF REQUIRED DOCUMENTS AT TIME OF APPLICATION -
PREQUALIFIED STREAM AND SPRINGBOARD INITIATIVE**

- 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 Corporate 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 Latest version of outline, treatment or screenplay (in professional screenwriting format, following industry standards, and with screenwriter's name, date and with numbered pages). Note 1: When submitting for the Outline to First Draft phase, or the Treatment to First Draft phase, you may include one or two sample scripted scenes (at the end of the Outline or Treatment document), to demonstrate scene-writing for the project. Note 2: When applying with either an Outline or a Treatment, the deliverable at the end of that phase must be a First Draft Screenplay. The Outline to Treatment phase is no longer an eligible phase.	All applications	Creative Material_Date of Script	Script

	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)
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	<ul style="list-style-type: none"> ✓ Packaging applications (except if submitted to the Springboard Initiative) ✓ Applications with a director attached 	Director Agreement_Date	Key personnel agreements

Note: A Community Engagement Plan and a Sustainability Plan are not required for the Prequalified Stream and for the Springboard Initiative as funding is automatic, but they are important documents for Telefilm and will be required in Production.