

DEVELOPMENT PROGRAM

LIST OF REQUIRED DOCUMENTS AT TIME OF APPLICATION TO THE SELECTIVE STREAMS

- ✓ GENERAL STREAM
- ✓ INDIGENOUS STREAM
- ✓ STREAM FOR BLACK AND PEOPLE OF COLOUR

- 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'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 the document was submitted more than a year ago	Corporate Declaration_ Company Name	Affidavit
3.	Declaration Regarding the Producer's Previous Experience <i>Form is available on Telefilm's website.</i>	All applications	Producer Experience_Name of the individual	CV/Resume

	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.	<p>Most Recent Creative Material</p> <p>Latest version of outline, treatment or screenplay (in professional format, following industry standards, with screenwriter's name, date and with numbered pages).</p> <p>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.</p> <p>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.</p>	All applications	Creative Material_ Date of Script	Script
5.	<p>Declaration Regarding Projects Submitted to the Indigenous Stream</p> <p><i>Form available on the Program's webpage.</i></p>	Indigenous Stream applications only	Declaration_Indigenous Stream	Affidavit
6.	<p>Declaration Regarding Projects Submitted to the Stream for Black and People of Colour</p> <p><i>Form available on the Program's webpage.</i></p>	Stream for Black and People of Colour applications only	Declaration_Stream for Black and People of Colour	Affidavit

	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)
7.	<p>Pitch Document</p> <p>5-10 pages summarizing the following:</p> <ul style="list-style-type: none"> • Logline (one sentence, max 100 words) • Synopsis (max 750 words) • Writer's or Director's vision for the project (max 500 words) • Track Record of the team • Visual materials, if available • Development Plan • Producer's summary (max 750 words) <p><i>Please see the Essential Information Guide on the Program webpage for more information.</i></p>	All applications	Pitch Document	Project Plan
8.	<p>Community Engagement Plan (max 400 words)</p> <p><i>Please see the Essential Information Guide on the Program webpage for more information.</i></p>	All applications	Community Plan _Date	Community Engagement Plan
9.	<p>Sustainability Plan</p> <p><i>Please see the Essential Information Guide on the Program webpage for more information.</i></p> <p><i>Form available on the Program's webpage.</i></p>	Optional	Sustainability Plan	Support Material
10.	<p>Distribution Commitment Letter</p> <p>As applicable.</p>	Optional - Only those applications with a Distributor attached	Distribution Commitment Letter _Date	Broadcast or distribution agreement

The following documents will be required for projects selected by Telefilm for funding:

1.	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
2.	Director Agreement As applicable.	✓ Packaging applications ✓ Applications with a director attached	Director Agreement_ Date	Key personnel agreements