

# **PRODUCTION PROGRAM**

## **LIST OF REQUIRED DOCUMENTS**

# Required Documents at time of Application to Telefilm Canada

## *Feature Film Production and Post-Production*

- To apply, complete the online application form and upload the required documents below using Dialogue: <https://telefilm.ca/en/log-in>. Note that applications must be submitted by audiovisual production companies and that individuals are not eligible to apply.
- **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.
- 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<br>(i.e., types of applications item is required for) | DESCRIPTION<br><br>(customize and enter document name in text field on application form) | TYPE<br><br>(select from dropdown menu) |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|------------------------------------------------------------------------------------------|-----------------------------------------|
| 1. | <b>Most Recent Script</b><br><br>Final version, if available, clearly dated.                                                                                     | All Production applications                                        | Creative Material_ <b>Date of Script</b>                                                 | <b>Script</b>                           |
| 2. | <b>Summary of Changes to Script</b><br><br>A description of material changes to the script since its last application to Telefilm.                               | Production applications submitted more than once                   | Rewrite Proposal_ <b>Date</b>                                                            | <b>Rewrite proposal</b>                 |
| 3. | <b>Rough Cut</b> (or equivalent before Picture Lock)<br><br>Web link (DVDs are not accepted).                                                                    | Post-production applications only                                  | Rough Cut                                                                                | <b>Support Material</b>                 |
| 4. | <b>Creative Completion Plan</b><br><br>A proposal that outlines the postproduction activities and explains how they will serve to attract the intended audience. | Post-production applications only                                  | Completion Plan_ <b>Date</b>                                                             | <b>Completion Plan</b>                  |

|    | <b>DOCUMENT</b>                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>REQUIRED FOR</b><br>(i.e., types of applications item is required for) | <b>DESCRIPTION</b><br>(customize and enter document name in text field on application form) | <b>TYPE</b><br>(select from dropdown menu) |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|--------------------------------------------|
| 5. | <p><b>Director's Vision and Intentions</b></p> <p>Please see the <a href="#">Essential Information Guide</a> for more information.</p>                                                                                                                                                                                                                                                                                                      | All applications                                                          | Director's Vision_Date                                                                      | <b>Director's vision and intentions</b>    |
| 6. | <p><b>Previous Work of Director(s), if applicable</b></p> <p>A document including links to selected works and/or a curated selection of excerpts from works by the Director(s) to demonstrate aesthetic, expertise and capacity to realize the proposed vision.</p> <p>Please include all Web link(s) in a single document</p> <p>Please see the <a href="#">Essential Information Guide</a> for more information</p>                       | All applications                                                          | Director's Previous Work                                                                    | <b>Previous Work</b>                       |
| 7. | <p><b>Track Record Summary for all Producers, Directors and Screenwriters</b></p> <p>One track record form for each individual.</p> <p>Form available on the <a href="#">Program webpage</a>.</p>                                                                                                                                                                                                                                           | All applications                                                          | Track Record_Name                                                                           | <b>CV/ Resume</b>                          |
| 8. | <p><b>Audience Engagement and Discoverability Plan</b></p> <p>Form is available on the <a href="#">Program webpage</a>.</p> <p><b>Note:</b> If a distributor is attached, a specific section setting out the distribution and marketing strategy of the project must be completed by the distributor.</p> <p>A promotion and marketing plan prepared directly by the distributor can also accompany this document on an optional basis.</p> | All applications                                                          | Audience Engagement Plan_Date                                                               | <b>Marketing Plan</b>                      |

|     | <b>DOCUMENT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>REQUIRED FOR</b><br>(i.e., types of applications item is required for)                                                                                                                                           | <b>DESCRIPTION</b><br>(customize and enter document name in text field on application form)                                                                                                                                   | <b>TYPE</b><br>(select from dropdown menu)                                                                                                                          |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9.  | <p><b>Firm Commitment from a Canadian Distributor</b></p> <p>A fully executed deal memo, a short-form agreement or a firm commitment letter are acceptable at this stage.</p> <p>The document <u>must</u> outline all rights and/or options being licensed or acquired, the territory, the term, the amount of the minimum guarantee.</p> <p><i>For more information, see the <a href="#">Essential Information Guide and the CFFF Distribution Terms and Contract Requirements Policy</a>.</i></p>                                                    | Applications where the production budget is \$3.5M or more <u>or</u> a distributor is attached.                                                                                                                     | Distribution Agreement_<br><b>Company Name</b>                                                                                                                                                                                | <b>Broadcast or distribution agreement</b>                                                                                                                          |
| 10. | <b>International Coproduction Agreement(s)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Minority coproductions with a Canadian share of 30% or less                                                                                                                                                         | Coproduction agreement_<br><b>Company Names</b>                                                                                                                                                                               | <b>Coproduction agreement</b>                                                                                                                                       |
| 11. | <p><b>Financing Plan</b></p> <p><i>Form available on the Program <a href="#">webpage</a></i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                       | All applications                                                                                                                                                                                                    | Financing Plan                                                                                                                                                                                                                | <b>Support Document</b>                                                                                                                                             |
| 12. | <p><b>Details of All Confirmed and Projected Financing</b></p> <p><u>Whether or not included in the financial structure</u>, evidencing terms, conditions, and value of the financial contributions.</p> <p>Provide supporting documentation for each source of financing in the financial structure including (as applicable):</p> <p>a) All market interest elements including broadcast licences, gap financing, distribution and sales agency agreements (see above), etc.;</p> <p>b) Federal and provincial tax credit calculation summaries;</p> | <ul style="list-style-type: none"> <li>Minority coproductions with a Canadian share of 30% or less</li> <li>French-language projects applying for a second time in the same fiscal with the same project</li> </ul> | <p>Financing agreement_<br/><b>Company Name</b></p> <p><i>and/or</i></p> <p>Broadcast licence_<br/><b>Company Name</b></p> <p><i>and/or</i></p> <p>Tax credit calculation_<br/><b>Tax Credit Name</b><br/>(as applicable)</p> | <p><b>Financing agreement</b></p> <p><i>or</i></p> <p><b>Broadcast or distribution agreement</b></p> <p><i>or</i></p> <p><b>Tax credits</b><br/>(as applicable)</p> |

|     | <b>DOCUMENT</b>                                                                                                                                                                                                                                                                           | <b>REQUIRED FOR</b><br>(i.e., types of applications item is required for) | <b>DESCRIPTION</b><br>(customize and enter document name in text field on application form) | <b>TYPE</b><br>(select from dropdown menu) |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|--------------------------------------------|
|     | <p>c) Other financing agreements (e.g., provincial and private equity and contributions).<br/>Fully executed commitment letters and short-form agreements are acceptable at this stage.<br/><br/>(See CFFF Budgets and Production Financing Requirements Policy)</p>                      |                                                                           |                                                                                             |                                            |
| 13. | <p><b>Production Budget*</b><br/><i>Form is available on the Program <a href="#">webpage</a>.</i><br/><br/><i>*For an international treaty coproduction please provide a multi-column budget showing each country's participation in a separate column and a consolidated column.</i></p> | All applications                                                          | Budget_Date                                                                                 | Budget                                     |
| 14. | <p><b>Up-to-date interim cost report</b></p>                                                                                                                                                                                                                                              | Postproduction applications only                                          | Interim Cost Report_Date                                                                    | Support Material                           |
| 15. | <p><b>Description of Chain of Title</b><br/>A complete description of the project's development history, demonstrating clear chain of title.</p>                                                                                                                                          | All applications                                                          | Chain of Title_Title of the Document                                                        | Chain of title & development history       |
| 16. | <p><b>Declaration Regarding Projects Submitted to the Indigenous Stream</b><br/><br/><i>Form is available on the Program <a href="#">webpage</a>.</i></p>                                                                                                                                 | Indigenous Stream applications only                                       | Declaration re Indigenous Stream_Date                                                       | Affidavit                                  |
| 17. | <p><b>Community Engagement Plan</b><br/><br/><i>Please see the <a href="#">Essential Information Guide</a> for more information.</i></p>                                                                                                                                                  | All applications                                                          | Community Engagement Plan_Date                                                              | Community Engagement Plan                  |
| 18. | <p><b>Request for Additional Funding for Remote Location Shooting</b></p>                                                                                                                                                                                                                 | Applications submitted to the Indigenous                                  | Request_Additional Funding_Remote_location_Date                                             | Memo                                       |

|     | <b>DOCUMENT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>REQUIRED FOR</b><br>(i.e., types of applications item is required for)                                              | <b>DESCRIPTION</b><br>(customize and enter document name in text field on application form) | <b>TYPE</b><br>(select from dropdown menu) |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|--------------------------------------------|
|     | <p>Provide a detailed rationale (max. 2 pages) explaining why the project requires this additional funding. Additional costs incurred due to the remoteness of the shooting location should be clearly identified.</p> <p><i>Please see the <a href="#">Essential Information Guide</a> for more information.</i></p>                                                                                                                                                                                                           | stream where there is a request for additional funding for remote location shooting.                                   |                                                                                             |                                            |
| 19. | <p><b>Request for Additional Funding for Capacity Building</b></p> <p>Proposals must outline the details of the capacity building initiative, including:</p> <ul style="list-style-type: none"> <li>• Goals, intent, and measurable outcomes. (maximum one page)</li> <li>• Additional costs incurred for the capacity-building initiative</li> <li>• Detailed plan and schedule of the capacity-building initiative.</li> </ul> <p><i>Please see the <a href="#">Essential Information Guide</a> for more information.</i></p> | Applications submitted to the Indigenous Stream where there is a request for additional funding for capacity building. | Request for Additional Funding_Capacity building_ <b>Date</b>                               | <b>Memo</b>                                |