

# THEATRICAL DOCUMENTARY PROGRAM

## LIST OF REQUIRED DOCUMENTS AT TIME OF APPLICATION TO TELEFILM CANADA FISCAL 2025-2026

- 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  (i.e., types of applications item is required for)	DESCRIPTION  (customize and enter document name in text field on application form)	TYPE  (select from dropdown menu)
1.	<b>Most Recent Treatment or Creative Materials</b>  Clearly dated.	All Production applications	Creative material_Date	Script
2.	<b>Production Plan</b>  Max. 3 pages, including summary of research.	All Production applications	Production plan_Date of Plan	Project Plan
3.	<b>Summary of Changes to Creative Materials and Production Plan</b>  A description of material changes to the creative materials and Production Plan since its last application to Telefilm.	Production applications submitted more than once	Summary of Changes _Date	Rewrite Proposal
4.	<b>Rough Cut</b> (or equivalent before Picture Lock)  Web link (DVDs will not be accepted)	All Post-production applications	Rough Cut	Support Material
5.	<b>Completion Plan</b>  Max. 3 pages. A proposal that outlines the post-production and explains how it will serve to attract a theatrical audience.	All Post-production applications	Completion Plan_ Date	Project Plan
6.	<b>Director's Vision and Intentions</b>  <i>Please see the <a href="#">Essential Information Guide</a> for more information.</i>	All applications	Director's Vision_ Date	Director's vision and intentions
7.	<b>Previous Work of Director(s)</b>  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.  Please include all Web link(s) in a single document  <i>Please see the <a href="#">Essential Information Guide</a> for more information.</i>	All applications	Director's Previous Work	Previous Work

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8.	<p><b>Track Record Summary for all Producers, Directors and Screenwriters</b></p> <p>One track record form for each individual <i>Form available on the Program <a href="#">webpage</a>.</i></p>	All applications	Track Record_Name	CV/ Resume
9.	<p><b>Audience Engagement and Discoverability Plan</b></p> <p><i>Form is available on the Program <a href="#">webpage</a>.</i></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 and Discoverability Plan_Date	Marketing Plan
10.	<p><b>Firm Commitment from an Eligible Canadian Distributor for the Canadian Theatrical Release</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 <b>must</b> outline all rights and/or options being licensed or acquired, the territory, the term, the amount of the minimum guarantee, if applicable.</p> <p>For more information, see the Essential Information Guide and the <i>CFFF Distribution Terms and Contracts Requirements Policy</i> available on the <a href="#">Program webpage</a>.</p> <p><b>Note:</b> if you don't know whether the distribution company attached to the project is eligible, please contact Telefilm <b>before</b> applying.</p>	Projects with budgets of \$500,000 and more	Distribution Agreement_Company Name	Broadcast or Distribution Agreement
11.	<p><b>Broadcast Licence Commitment(s) and Online Distribution Agreements</b></p> <p>Fully executed, demonstrating allowance in each for a theatrical distribution window* of at least three (3) months following the start of commercial release</p>	Applications with a broadcaster or online distributor attached	Broadcaster licence_Company name	Broadcast or Distribution Agreement

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	of the project. <i>*Unless otherwise agreed by applicant, Telefilm, broadcaster(s) and distributor.</i>  <i>See the CFFF Distribution Terms and Contracts Requirements Policy available on the <a href="#">Program webpage</a>.</i>			
12.	<b>Financing Plan</b> Form available on the Program <a href="#">webpage</a>	All applications	Financing Plan	Support Document
13.	<b>Production Budget*</b> <i>Form is available on the Program <a href="#">webpage</a>.</i>  <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>	All applications	Budget_Date	Budget
14.	<b>Up-to-date Interim Cost Report</b>	All postproduction applications	Interim Cost report_Date	Support Material
15.	<b>Description of Chain of Title</b> A complete description of the project's development history, demonstrating clear chain of title.	All applications	Chain of Title_Title of the Document	Chain of Title & Development History
16.	<b>Declaration Regarding Projects Submitted to the Indigenous Stream</b> <i>Form is available on the Program <a href="#">webpage</a>.</i>	Indigenous Stream applications only	Declaration re Indigenous Stream_Date	Affidavit
17.	<b>Community Engagement Plan</b> <i>Please see the <a href="#">Essential Information Guide</a> for more information.</i>	All applications	Community Engagement Plan_Date	Community Engagement Plan
18.	<b>Request for Additional Funding for Remote Locations Shooting</b> 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	Applications submitted to the Indigenous stream where there is a request for additional funding for remote	Request_Additional Funding_Remote_location_Date	Memo

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	identified. <i>Please see the <a href="#">Essential Information Guide</a> for more information.</i>	locations 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_Date	Memo