

USER GUIDE

HOW TO NAVIGATE **DIALOGUE**

2025

TELEFILM PARTNER
C A N A D A OF  CHOICE

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Welcome to the **Dialogue** User Guide!

All Telefilm programs are administered via Dialogue, an electronic platform that is **accessible from all electronic devices** and that centralizes all tasks and communications related to the application process.

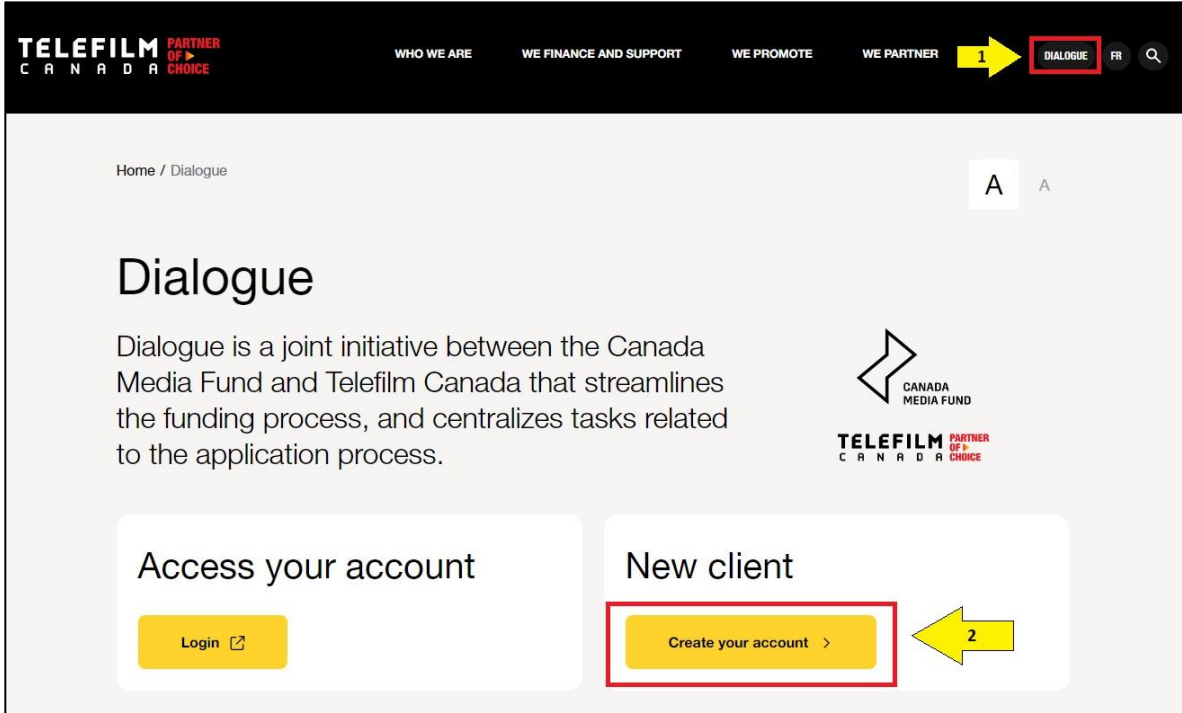
Use this guide to learn the basic step-by-step instructions to help you navigate the Dialogue platform.

BEFORE YOU START

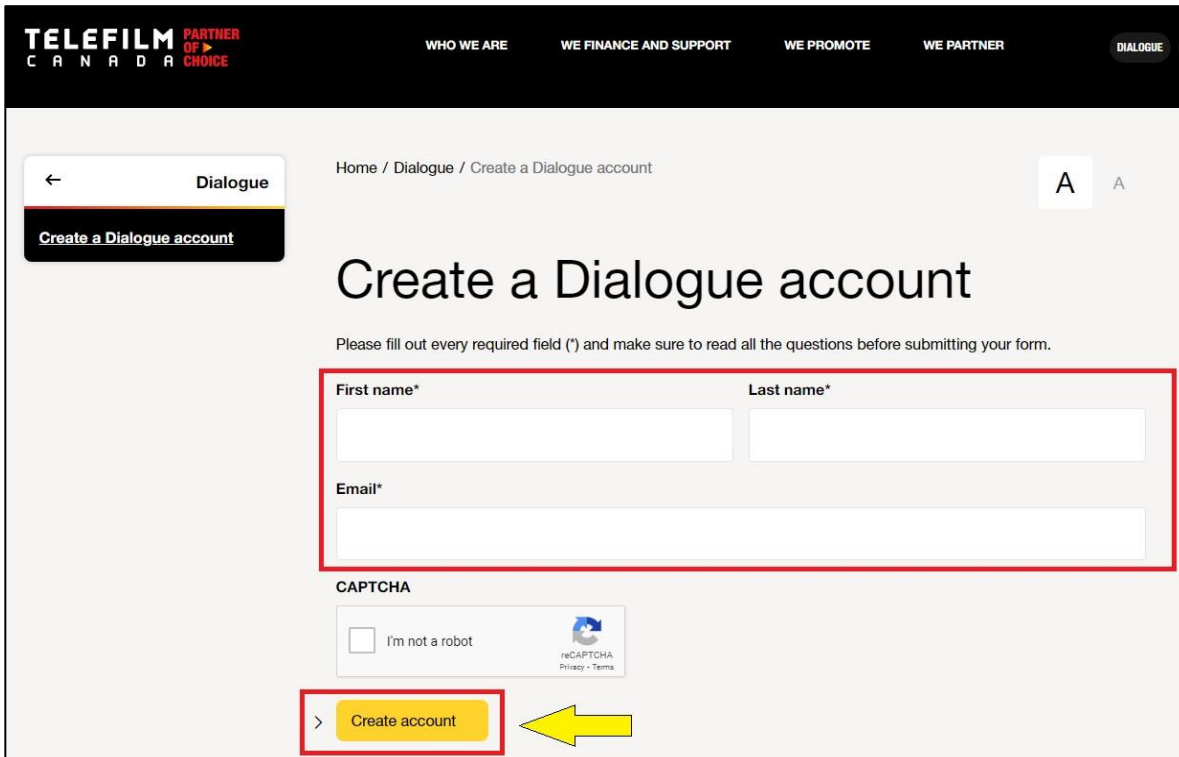
- ▶ You will require a **Dialogue account** in order to submit an application. You will also need to create an **Organization** in Dialogue in order to submit an application.
- ▶ For Enrolment questions and technical support – please email enr@telefilm.ca.
- ▶ When you contact enr@telefilm.ca for support, always provide your email, your full name and the full name of your organization. You can expect a response within 24 hours, however, **in order to avoid potential delays or missed deadlines**, please plan to **start the enrolment process a few days prior to submitting your application**.
- ▶ When you deal with Telefilm's services regarding Enrolment support, always answer to the existing email you received from enr@telefilm.ca rather than sending a new request. This ensures continuity of support on your issue or request.
- ▶ When creating a new **Organization** in Dialogue, always provide the name exactly as it appears on the incorporation documents.
- ▶ Once an Organization has been created, any **Member** of the Organization can submit an application on behalf of the Organizations or work on existing applications related to the Organization.
- ▶ You will receive email notifications from Dialogue. Dialogue notifications are not SPAM. Please contact enr@telefilm.ca when you are hesitant.
- ▶ If you have questions concerning the **application process, your file status, or general funding information** please contact us at coordination@telefilm.ca.

DIALOGUE ACCOUNT CREATION

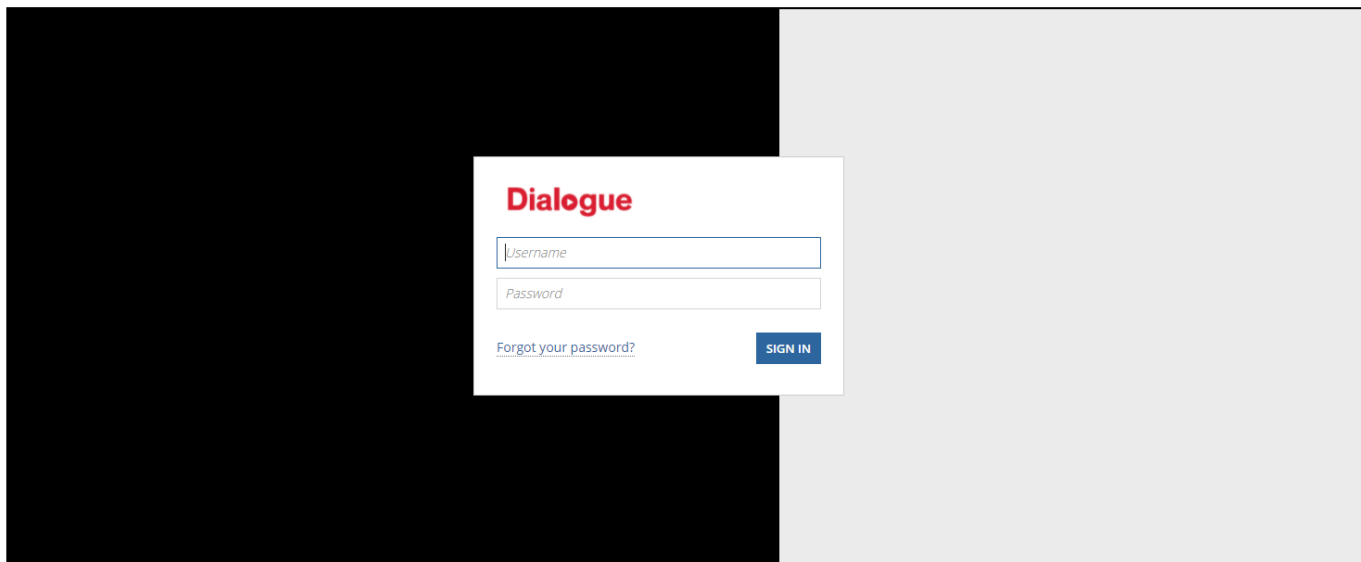
- ▶ To create a Dialogue account, go to Telefilm Canada's website, under **Dialogue**. Click on **Create an account**:



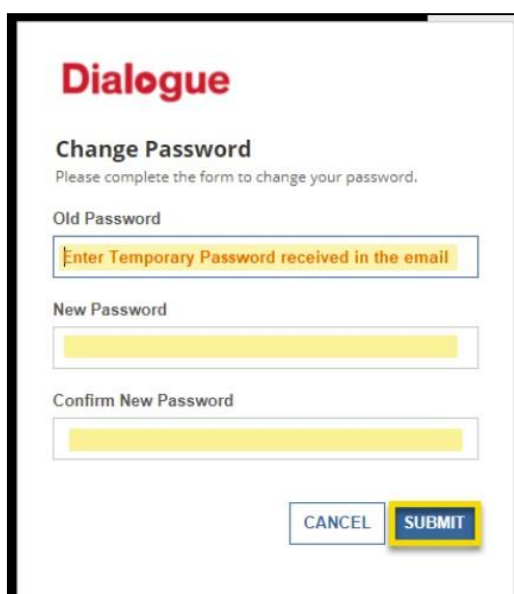
- ▶ Fill out the first name, last name, and email fields. After acknowledging that you are not a robot, click on **Create Account**:



- ▶ An email will be sent to you with an activation link and temporary password. When you receive the email, click on the link to go to the Dialogue login page



- ▶ On the login page, enter your **email address** as **username** and the temporary password that was sent to you by email. You will be prompted to choose a new password.



- ▶ Once you have logged in to your account, go to the **Tasks** menu to complete the task and **Accept the Terms and Conditions**.

Enrolment questions and technical support – please email enr@telefilm.ca

CREATE AN ORGANIZATION

- ▶ To be able to submit new applications or work on existing applications, you will need to either create a new organization or be added as a member to an existing organization by the administrator of that organization.
- ▶ To add a new organization in Dialogue, go to the **Actions** menu of your Dialogue account and select the option **Create an Organization**:

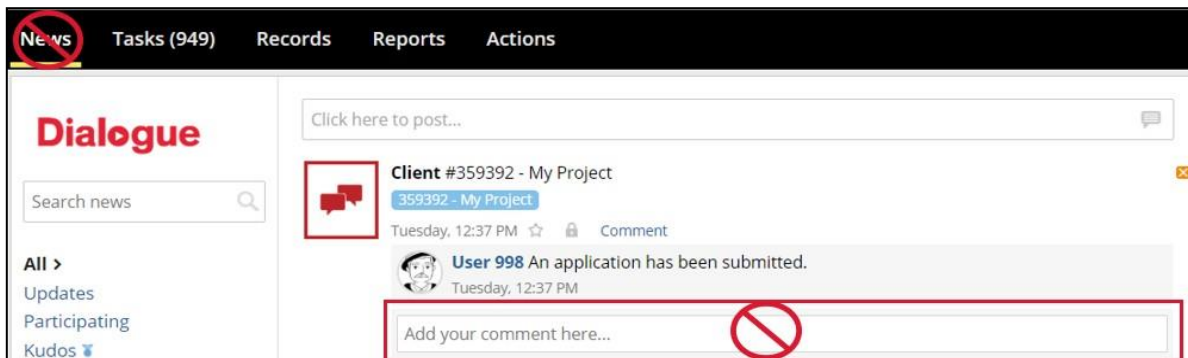


- ▶ Fill in the requested information and click on **Submit**. Once that is done, you will be a member of the organization.
- ▶ If you would like to be added as a member to an organization that already exists in Dialogue you can contact the administrator of the organization and ask them to add you as a member.
- ▶ **Note** – You can be a member of multiple organizations with the same member account/username.

You will not be able to submit an application unless you have an Organization in your account.

QUICK TIPS ONCE YOUR ORGANIZATION IS SET UP IN DIALOGUE

- ▶ **DO NOT** use **News** to communicate with us:



► Under **Records**, you will find folders such as **My Telefilm Applications** and **My Organizations**:

News Tasks (1,571) **Records** Reports Actions JE appian

Search record types... SEARCH

- Legal Statements | Énoncés légaux
- My Broadcaster Agreement Forms | Mes formulaires d'...
- My CMF Applications | Mes demandes FMC
- My CMF Audience Success Reports | Mes rapports de Su...
- My CMF Exploitation Reports | Mes rapports d'exploitat...
- My CMF Metric Report (Gross Sales) | Mes rapports de ...
- My CMF Pre-Application Consultations | Mes consultati...
- My List of Milestones to Fulfill | Mes jalons à satisfaire
- My List of Payments Received | Ma liste de paiements r...
- My Organizations | Mes Organisations**
- My Products | Mes Produits
- My Telefilm Applications | Mes Demandes Téléfilm**
- My Telefilm Exploitation Reports | Mes rapports d'expl...
- My Telefilm Metric Reports (Gross Sales) | Mes rapports...
- Users | Usagers

► Once in **My Organizations**, click on the **Legal Name** to open the Organization profile:

My Organizations | Mes Organisations

Search My Organizations | Mes Organisatic SEARCH

Legal Name	ID	Type	Administrator	Resp?	Applica tion	e-Sign	Organiz ation Profile	Exploit ation Reports	Broadc aster
Company1245	50058	Company	Jim External Applicant	No					

► Select **Details**, **Members**, **Documents**, **Corporate Information** or **Defaults** to see the information related to those sections:

Records / My Organizations | Mes Organisations

Company1245

EDIT CORPORATE INFORMATION ADD MEMBER MANAGE DOCUMENTS ...

Summary Filmography News Related Actions

Details	Members	Documents	Corporate Information	Defaults

Organization Details

Legal Name Company1245

Organization ID 50058

Validated

CMF Default Dialogue

Telefilm Default Dialogue

TFC Other Default

CMF Other Default

► Under **Defaults**, when applicable, you will see the list of Applications currently in Default:

The screenshot shows the 'Company1245' profile page. The 'Defaults' tab is selected and circled in red. Below the tabs, there are filters for 'Active Defaults' (set to 'Yes'), 'Default Type', 'Entity' (set to '--Select--'), and 'Application ID'. A table lists two active defaults:

Default Type	Entity	Application ID	Application Title	Start Date	End Date
Deliverable	Telefilm Canada	300001	My Short Film Festival	12/31/2015	
Deliverable	Telefilm Canada	300015	Available Light Film Festival and Forum	11/29/2015	

Default Quick Tips

- For Deliverables Defaults: [Contact your Program Agent or Analyst](#)
- For Exploitation Reports: Follow the step on the guide [on our website](#)
- For Dollar Defaults and Other Defaults: Please email the Compliance & Collection Department at this address: cc-cr@telefilm.ca

ADD MEMBERS TO AN ORGANIZATION

► The administrator of an organization (or the member who created the organization if there is not yet an administrator for the organization) can add other members to the organization. To do so, they can follow the steps below:

- 1) The administrator (or creator) of the organization logs in to their Dialogue account.
- 2) Go to the menu **Records/My Organizations** and click on the company name to open the organization profile.
- 3) Click on **Add member** at the top right of the organization profile.

The screenshot shows the 'Company1245' profile page. The 'ADD MEMBER' button is highlighted with a red arrow.

- 4) Add the new member's email address and click on **Submit**

- a. If the newly added member already has a Dialogue member account, they will receive a task to **Confirm their association to the organization**. Once they have completed that task, they will be a member of the organization and can work on existing applications and/or submit new applications on behalf of the organization, OR
- b. If the newly added member doesn't already have a Dialogue member account, they will first receive an email with an activation link and temporary password. Once they have activated their account and completed the task to accept the terms and conditions of use for the account, they will then receive the task to confirm their association to the organization.

Note: If an administrator would like to add more than one member to their organization or add a member to more than one organization, they will need to repeat the above steps for each organization and each member individually.

DESIGNATE AN ADMINISTRATOR FOR AN ORGANIZATION

- ▶ The task to request an administrator role is automatically sent to the member(s) of an organization when a project is moved to recommended status.
- ▶ If a member needs to be **designated as administrator** of their organization before the automatic task is sent or if an organization would like to designate more than one administrator or change administrators for their organizations, they can contact the enrolment team and request to have the task sent to them.

To do so, you can email the enrolment team at enr@telefilm.ca and in the message please specify the name of the organization(s) as well as the name and email address of the member(s) to be designated as administrator.

- ▶ The Enrolment team will send the task to "Request administrator role" to the members as requested. This task must be completed and submitted by the member who is assigned to the task. **A member cannot submit the administrator task on behalf of another member.**
- ▶ To be designated as administrator the member will need to:
 - 1) Complete and submit the task to request administrator role: In the task the member will be asked to attach the 2 following documents:
 - a. The complete incorporation documents which include a list of directors/officers for the organization.
 - b. The fully executed certificate of authorization signed by a director/officer of the organization. The template for the certificate of authorization is available to download via the link provided in the task.
 - 2) Once the task to request an administrator role has been received and validated by the Enrolment team
 - a. If the member already has a verified member account, the administrator rights will be assigned to them right away.
 - b. If the member doesn't already have a verified account, they will need to complete the identity verification step before the administrator rights can be assigned to them. The identity verification task is the last step in the administrator designation process. The identity

verification must be completed by all members who wish to become administrator of their organizations in Dialogue.

When the Enrolment team receives confirmation from Sterling Backcheck that the identity verification has been completed successfully, the identity verification task is approved in Dialogue and the administrator rights are assigned to the member.

MODIFY A MEMBER'S PERMISSIONS

- ▶ In certain cases, an administrator may want to modify their members permissions for certain types of activities without giving them full administrator access to the organization.
- ▶ To modify a member's permissions, the administrator can follow the steps below:
 - 1) Go to the menu **Records/My organizations** and click on the company name to open the organization profile.
 - 2) In the organization profile, click on "Edit Member Permissions" at the top right.
 - 3) In the Edit Permissions tool, select the member to be modified by clicking on the small box to the left of the line with the member's name. The member's current permissions will be displayed.
 - 4) The administrator can select the level of permissions from the dropdown menu for each category of permissions and click on "Save change".
 - 5) The steps will need to be repeated for each member/organization to modify.

HOW TO SUBMIT AN APPLICATION

- ▶ Prior to submitting your application, please make sure to familiarize yourself with the Telefilm Guidelines, Essential Information Guide, List of Required Documents, and Resources available on the [Telefilm website](#).
- ▶ All downloadable Telefilm forms and templates required at application stage are also available on the [Telefilm website](#).
- ▶ Before submitting your application, make sure to print a copy (or print to PDF). Once submitted, the application form will no longer be available as it will be under evaluation.

SUBMIT AN APPLICATION

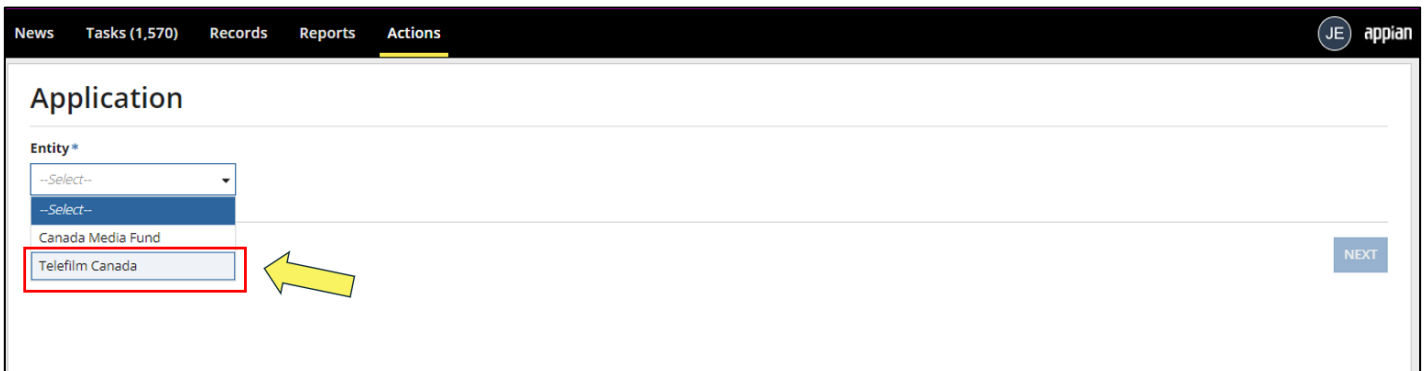
- ▶ In Dialogue, go to **Actions** and choose **Submit an Application**:



The screenshot shows the 'Dialogue' interface with the 'Actions' tab selected. A yellow arrow points to the 'Actions' tab in the top navigation bar. Another yellow arrow points to the 'Submit an Application | Soumettre une demande' option in the list of actions. The list includes:

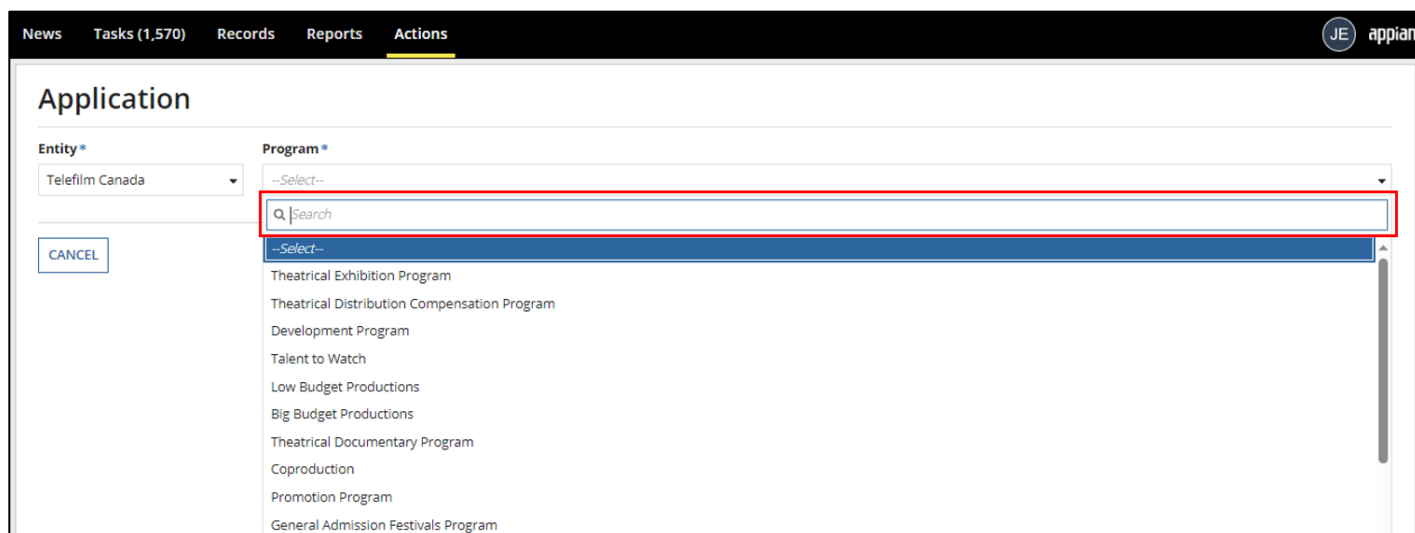
- Canada Media Fund Payment | Paiement Fonds des médias du Canada ☆
Manage payments for CMF reports | Gestion de paiements des rapports du FMC
- Create Broadcaster Agreement Form | Créer un formulaire d'entente de licence ☆
Create a new Broadcaster Agreement Form | Créer un nouveau formulaire d'entente de licence
- Create Organization | Créer une organisation ☆
Create a new Organization | Créer une nouvelle organisation
- Request a Preliminary Opinion About the Eligibility of a Project to the CMF | Demandez une opinion préliminaire sur l'admissibilité d'un projet au FMC ☆
Submit a Pre-Application consultation request | Soumettre une demande de consultation préalable
- Submit an Application | Soumettre une demande ☆**
Submit a request for financing or a coproduction recommendation | Soumettre une demande de financement ou de recommandation en coproduction
- Submit Audience Success Reports | Soumettre rapports Succès d'audience ☆
Select audience success reports to complete | Sélectionner rapports succès d'audience à compléter

- ▶ Select the **Telefilm Canada** entity:



The screenshot shows the 'Application' form with the 'Entity*' dropdown menu open. A yellow arrow points to the 'Telefilm Canada' option, which is highlighted in red. The dropdown also shows 'Canada Media Fund' and two '--Select--' options. A 'NEXT' button is visible on the right side of the form.

- ▶ Select the **Program** to which you are applying from the drop-down menu:



The screenshot shows the 'Application' form in a web application. The 'Entity' dropdown is set to 'Telefilm Canada'. The 'Program' dropdown is open, showing a search bar with the text 'Search' and a list of program options: 'Theatrical Exhibition Program', 'Theatrical Distribution Compensation Program', 'Development Program', 'Talent to Watch', 'Low Budget Productions', 'Big Budget Productions', 'Theatrical Documentary Program', 'Coproduction', 'Promotion Program', and 'General Admission Festivals Program'. A red box highlights the search bar and the list of options.

- ▶ Click **NEXT**:



The screenshot shows the 'Application' form with the 'Program' dropdown menu closed and 'Development Program' selected. The 'Fiscal Year' is set to '2024-2025'. A yellow arrow points to the 'NEXT' button, which is highlighted with a red box.

COMPLETE APPLICATION

NOTE: An application will be deleted if not submitted **within 60 days** from the date it was started.

- ▶ In the **Applicant** section, select the applicant's company, the correspondence language, and respond to the questions regarding the applicant company.
- ▶ In the **Contact** section, add the contact information for the contact for all correspondence and contract signatory. Please ensure that the contact is a member of the applicant company (see **My Organizations** to confirm).

News Tasks (1,570) Records Reports **Actions** JE appian

Complete Application

IMPORTANT: This application will be deleted if not submitted within 60 days from the date it was started.

Summary

Program Development Program Application Year 2024-2025

Applicant

Select Applicant Company: --Select--

Correspondence Language: English French

Please select the statement(s) that correspond(s) to the Applicant

- Company majority owned and controlled by Black persons
- Company majority owned and controlled by Persons/People of Colour
- Company majority owned and controlled by 2SLGBTQIA+ persons
- Company majority owned and controlled by persons with disabilities
- Company majority owned and controlled by Indigenous persons (First Nations, Inuit/Inuk or Métis)
- Company majority owned and controlled by women
- Company majority owned and controlled by members of an Official Language Minority Community
- None of the above
- Choose not to identify

Contacts

Contact Type	Pronoun	Name (last name, first name)	Email	Phone Number
Contact for all correspondence	--Select--			
Contract signatory	--Select--			

- ▶ Each Program has different required information and thus different fields to complete. Complete all the fields and drop-down menu selections, where applicable.
- ▶ In the **Required Documents** section, click on the [List of Required Documents](#) link to see the checklist. Click **+Add** to upload a required document.

Required Documents

[List of Required Documents](#)

The maximum file size allowed is 25MB. Documents too large are highlighted in red. Please make sure you identify the title of the project in the description

Document	Website URL	Description	Type
No items available			

+ Add

- ▶ Click Upload to add a document, then add a Description and select the Type of document from the drop-down menu. The Website URL field is optional. Please refer to the List of Required Documents in order to upload and name all required documents correctly.

Required Documents

[List of Required Documents](#)

The maximum file size allowed is 25MB. Documents too large are highlighted in red. Please make sure you identify the title of the project in the description

Document	Website URL	Description	Type
<input type="button" value="UPLOAD"/> <small>Drop file here</small>			--Select-- --Select--

+ Add

- Acceptance of delivery
- Activity Description
- Activity Proposal

Required Documents List example:

	DOCUMENT 1	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) 2	TYPE (Select from dropdown menu) 3
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

- ▶ Please ensure to upload **ALL** the Required Documents.
- ▶ Upload each required document separately.
- ▶ You will **not** be able to delete documents from an application once they've been submitted. Please identify outdated documents as **DO NOT USE** in the Description column.
- ▶ **IMPORTANT:** Applicants must use the Telefilm Canada templates provided on our website. Failure to upload all the required documents or to use the templates provided could result in the application being disqualified. If you have any questions, please contact coordination@telefilm.ca

- ▶ When the application form is finalized, please read the **Applicant Statements** by clicking on the link and check the box to acknowledge that you have read them. Click **SUBMIT**:

Statement

2 Statement 1

By checking this box, the Applicant declares having read the [Applicant Statements](#) and acknowledges that these statements are accurate, true and complete.

3

- ▶ A confirmation that the application has successfully been submitted will appear. Your **confirmation number** will appear at the top of the page:

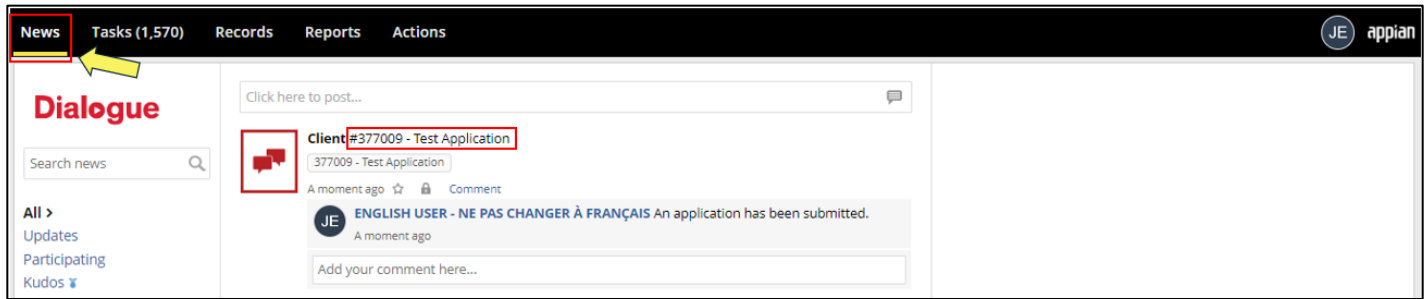
News Tasks (1,570) Records Reports Actions JE appian

Confirmation

You have successfully submitted your application. The reference number of your application is 377009 ←

- ▶ If you do not see the message confirming that the application was successfully submitted, this means that errors or incomplete fields remain (**scroll up and look for the section(s) in red**). Correct the errors and incomplete fields and click Submit again.

- ▶ The application number will appear under **News** and will be available for reference under **Records - My Telefilm Applications**.



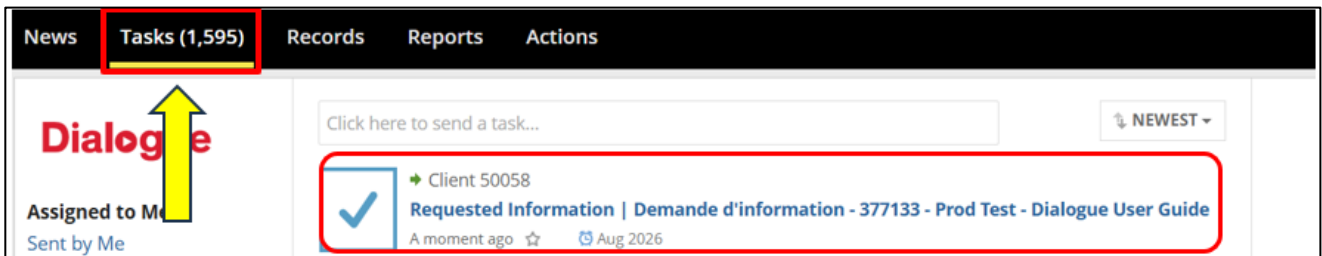
MANAGING TASKS AND COMMUNICATING WITH TELEFILM

- ▶ Your Program Agent or Analyst will initiate a communication with you once they have reviewed the submitted application.
- ▶ If you would like to contact us and are unsure of your Program Agent or Analyst's name and email address, please email: coordination@telefilm.ca
- ▶ **DO NOT USE NEWS.** Communication between you and the Program Agent or Analyst should be done, whenever possible, via Dialogue, through **Tasks** and **Notifications**.
- ▶ Communication via the task **Request Information** allows the Program Agent or Analyst to send you a list of questions. You will have to respond to each of the questions.
- ▶ Communication via the task **Complete Application** allows the Program Agent or Analyst to send you a message with unlocked section(s) of the application.
NOTE - You will not be able to write a message back to the Program Agent or Analyst, but you will be able to revise the unlocked application section(s) and upload required documents.

Both **Request Information** and **Complete Application** tasks should be completed in tandem when possible since the Program Agent or Analyst cannot continue their analysis when a task is with you.

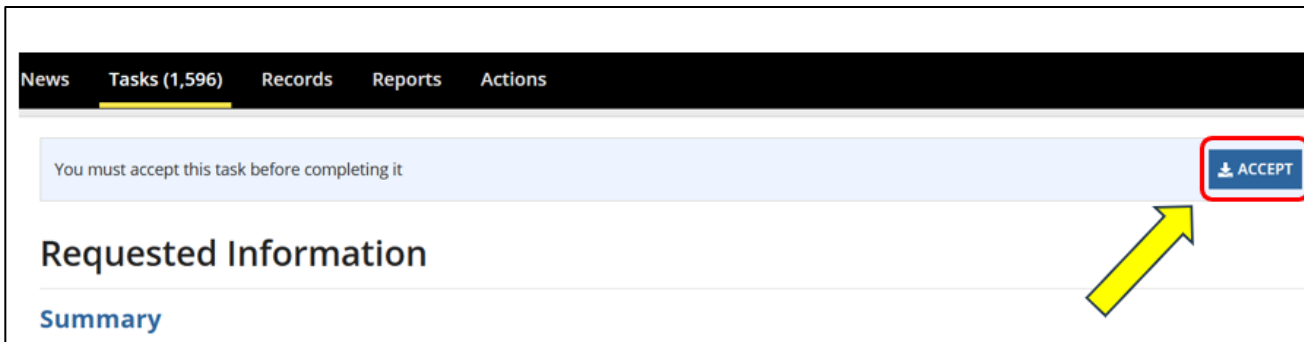
REQUEST INFORMATION TASK

- ▶ Under **Tasks**, you will receive a task **Request Information** similar to this one below:



The screenshot shows the Dialogue interface with a navigation bar at the top containing 'News', 'Tasks (1,595)', 'Records', 'Reports', and 'Actions'. The 'Tasks (1,595)' tab is highlighted with a red box. Below the navigation bar, there is a 'Dialogue' section with a yellow arrow pointing to it. To the right, there is a search bar with the text 'Click here to send a task...' and a 'NEWEST' dropdown menu. Below the search bar, a task card is displayed with a red border. The task card includes a checkmark icon, the text 'Client 50058', and the title 'Requested Information | Demande d'information - 377133 - Prod Test - Dialogue User Guide'. Below the title, it says 'A moment ago' and 'Aug 2026'.

- ▶ You must first **ACCEPT** the task.



The screenshot shows the Dialogue interface with a navigation bar at the top containing 'News', 'Tasks (1,596)', 'Records', 'Reports', and 'Actions'. Below the navigation bar, there is a light blue banner with the text 'You must accept this task before completing it'. To the right of the banner, there is a blue button with a download icon and the text 'ACCEPT', which is highlighted with a red box. Below the banner, the title 'Requested Information' is displayed, followed by a 'Summary' link. A yellow arrow points to the 'ACCEPT' button.

- ▶ On this window, you will notice under **Requested Information**, the **Subject** and **Message** from the Program Agent or Analyst. Underneath, you will have a list of questions and blank boxes for your responses. You will need to answer all questions before clicking **SEND RESPONSE**:

Requested Information

Summary

Application 377133 - Prod Test - Dialogue User Guide	Program Big Budget Productions
Applicant 50058 - Company1245	Application Year 2025-2026
Correspondence Language English	Submission Date Feb 7, 2025
	Requested Amount 1,000,000.00 (CAD)

Requested Information

Subject Please Answer These Question
Message Please clarify the points below no later than (DATE)

Number	Question	Response
1	Question 1	
2	Question 2	

COMPLETE APPLICATION TASK

- ▶ If an application revision or additional documents are required, the Program Agent or Analyst may send you the Task **Complete Application**:

News
Tasks (1,597)
Records
Reports
Actions

Dialogue

Assigned to Me

Sent by Me

Starred

Client 50058

Complete Application | Compléter la demande - 377133 - Prod Test - Dialogue User Guide

A moment ago ☆ Aug 2026

- ▶ Through this Task, the Program Agent or Analyst will have sent you a Request to revise certain section(s) of the Application. You must first **ACCEPT** the task.

You must accept this task before completing it

Complete Application

Summary

Application 377133 - Prod Test - Dialogue User Guide	Application Year 2025-2026
Program Big Budget Productions	

- ▶ If the Program Agent or Analyst requires an application update, the **Project** section will be unlocked, and you will be able to edit the appropriate field.

Complete Application

Summary

Application 377133 - Prod Test - Dialogue User Guide **Application Year** 2025-2026

Program Big Budget Productions

Request

Here, you will find the text from your Analyst or Program Agent with instructions and the deadline to provide the requested documents/changes. In this example, you will be able to edit the Budget and Schedule sections and upload new documents.

Budget

Dated: 02/07/2025

Category	Budget - Canada (CAD)
A - Above the Line	2000000.00
B - Production	800000.00
C - Postproduction	500000.00
D - Other	200000.00
Contingency	50000.00
Completion Guarantee	0.00
Total	3,550,000.00

- ▶ If the Program Agent or Analyst requires revised document(s), the section **Required Documents** will be unlocked, and you will be able to upload them.
- ▶ Click **+Add** to begin uploading a document
- ▶ Please refer to **the List of Required Documents** in order to upload and name all required documents correctly.

Required Documents

List of Required Documents

The maximum file size allowed is 25MB. Documents too large are highlighted in red

Document	Website URL	Description	Type
		test	Budget

+Add ←

	DOCUMENT 1	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) 2	TYPE (Select from dropdown menu) 3
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

- ▶ Please ensure to upload **ALL** the Requested Documents by your Program Agent or Analyst.
- ▶ Upload each required document separately.
- ▶ You will **not** be able to delete documents from an application once they have been submitted. Please identify outdated documents as DO NOT USE in the Description column.
- ▶ **IMPORTANT:** Applicants must use the Telefilm Canada templates provided on our website. Failure to upload all the required documents or to use the templates provided could result in the application being disqualified. If you have any questions, please contact coordination@telefilm.ca

- ▶ Check the box in the **Statement** section then click **SUBMIT**:

Statement

Statement

By checking this box, the Applicant declares having read the [Applicant Statements](#) and acknowledges that these statements are accurate, true and complete.

CANCEL SUBMIT SAVE

- ▶ Once the page has been successfully submitted, the screen will disappear, and you will end up back at your list of tasks. (If that does not happen, **scroll up and carefully scan for red borders or text** that indicate that additional information is required.)

Schedule

One or more required fields are empty

Item	Date	Locations
Pre-Production	03/07/2025	test
First day of Principal Photography or Key Animation	05/30/2025	test
Last day of Principal Photography or Key Animation	06/26/2025	<input type="text"/>
Rough Cut	08/07/2025	test A value is required
Final Cut	10/30/2025	test

- ▶ Once you click **SUBMIT**, the Program Agent or Analyst will receive a notification letting them know you have revised the application and submitted the required documents.

HOW TO SET UP THE DIRECT DEPOSIT

- ▶ The **Direct Deposit** option will appear once the status of your project is at **Recommended**. You will also receive a **Note** task from your Program Agent or Analyst asking you to set up the direct deposit.
- ▶ Applicant(s) must have a bank account (Canadian dollars) with a financial institution located in Canada.
- ▶ Direct deposit applications for projects that involve more than one applicant must be authorized by all applicants.
- ▶ **IMPORTANT** - Please ensure your **company name** and **address** appear in block letters on the void cheque and that the company name and address on the cheque matches the company name and address attached to this Dialogue application. If you do not have a cheque, you may submit a bank statement or letter from your financial institution that specifies the account number, transit number and financial institution number.
- ▶ When the direct deposit request is submitted, your request goes directly to our Accounting department. Someone will be in touch with you if there are changes/corrections needed.
- ▶ Direct Deposit must be set up for **each** successful application.

- ▶ Under **Records**, choose **My TELEFILM Applications** and search for the project using the project name or number:

The screenshot shows the 'Records' page in the Dialogue system. The 'Records' tab is highlighted with a red box and a yellow arrow. The 'My Telefilm Applications | Mes Demandes Téléfilm' option is also highlighted with a red box and a yellow arrow.

The screenshot shows the 'My Telefilm Applications | Mes Demandes Téléfilm' search page. The search bar is highlighted with a red box and a yellow arrow.

- ▶ Select **DIRECT DEPOSIT** and follow the instructions:

Records / My Telefilm Applications | Mes Demandes Téléfilm

377134 - IPP - TEST / USER GUIDE 2025

Summary Notes News Related Actions

DIRECT DEPOSIT

Summary

Application 377134 - IPP - TEST / USER GUIDE 2025 **Program** International Promotion Program

Direct Deposit Status

There is no direct deposit request

- ▶ Upload the supporting document and fill out the **Banking Information** then click **SUBMIT**:

Request to Set-up Direct Deposit

Summary

Application 377134 - IPP - TEST / USER GUIDE 2025 **Program** International Promotion Program

Converted from Legacy Systems No **Application Year** 2024-2025

Applicant 50058 - Company1245 **Submission Date** Feb 7, 2025

Applicant Region Toronto **Requested Amount (CAD)** 5,000.00

Correspondence Language English **Total Budget (CAD)** 6,000.00

Default Dialogue

Applicant

Name Address

Company1245 1196-A Bike Avenue est

Banking Information

* Supporting Document Drop file here

IMPORTANT - The Applicant's name and address must appear in **printed characters** on the specimen cheque. If you cannot provide a valid specimen cheque, you can provide a bank statement or a letter from your bank that specified the account number, the transit number and Institution number. If it is required by the guidelines of your application, you have to open a specific bank account for your project.

* Financial Institution Name

* Transit No.

* Institution No.

* Account No.

Between 7 and 12 digits must be entered
XXX---XXXXXXXX[XXXXXX]



Enter the transit, institution and account numbers EXACTLY as per your cheque, including all zeros before and after each number.

- ▶ You may modify your **Direct Deposit** application when required by going under **Records**, choosing **My Telefilm Applications** and searching for the project using the project name or number.
- ▶ In the application's menu, select **Related Actions**, then **Direct Deposit**. Select **Modify**
- ▶ **Note:** You cannot edit the direct deposit while its status is still "In progress".

Records / My Telefilm Applications | Mes Demandes Téléfilm

377134 - IPP - TEST / USER GUIDE 2025

Summary Notes News **Related Actions**

 [Direct Deposit](#) 

Direct Deposit Status

Status Approved


Note Your direct deposit request has been approved. If you would like to make any modifications, please click Modify below to begin another request.

Applicant

Name Company1245
Address 1196-A Bike Avenue est

Banking Information

Financial Institution Name Test Test
Transit No. 00000
Institution No. 000
Account No. 123-45678-901



TELEFILM CONTRACT SIGNATURE

- ▶ Should you require the creation of a single purpose company, it is highly recommended to do so before contracting. **NOTE** - the process of implementing the change to a single- purpose company post-contract is lengthy.
- ▶ The Telefilm Contract should never be modified by the Client.
- ▶ The Contract must be signed by the contract signatory listed on the application.

CONTRACT SIGNATURE

- ▶ Once the Telefilm Contract is ready for your signature, the contract signatory who was listed in the application will receive the task **Contract Electronic Signature Notification** in Dialogue, and will simultaneously receive an email entitled **Contract Electronic Signature Notification**.
- ▶ Click the **Link to Contract** in the email OR open the task in Dialogue and click **Link to Contract**:

The screenshot shows an email interface. At the top, the subject line is "Contract Electronic Signature Notification | Notification de signature électronique du contrat - 309065 - Portfolio | Portefeui...". The sender is "Telefilm Canada <noreplydev@telefilm.ca>" with a "TC" logo. The recipient is "appian_user_0001". Action buttons for "Reply", "Reply All", "Forward", and a menu icon are visible. The email body contains the following text: "Hi", "Your contract with Telefilm Canada is ready to be signed for the Project indicated in the subject of this email.", "You have been designated as the signatory of this contract.", "If you are not the authorized signatory for this contract, please contact our Coordination team by e-mail at coordination@telefilm.ca.", "To sign your Telefilm Canada contract, please use the following link (you will be redirected to our e-signature platform partner www.onespan.com).", and a "Link to Contract" button highlighted with a red box and a yellow arrow pointing to it. The email ends with "Thank you," and "Telefilm Canada".

News **Tasks (439)** Records Reports Actions MP appian

Dialogue

Assigned to Me >
Sent by Me
Starred ☆

STATUS
Open ✕

DEADLINE

Click here to send a task... NEWEST ▾

- 
 Me
 Contract Electronic Signature Notification | Notification de signature électronique du contrat - 376868 - English Decision Letter Test 19.02.2024
 4 minutes ago ☆
- 
 Me
 Milestones conditions default notice | Avis de défaut - Conditions à satisfaire - 376937 - Linear Dev BER envelopes test Pat - DD comment box
 Jul 12, 2024 ☆



News **Tasks (439)** Records Reports Actions MP appian


Contract Electronic Signature Notification

Summary

Application 376868 - English Decision Letter Test 19.02.2024	Program General Admission Festivals Program
Converted from Legacy Systems No	Application Year 2024-2025
Applicant 50058 - Company1245	Submission Date Feb 19, 2024
Applicant Region Toronto	Requested Amount (CAD) 5,000.00
Correspondence Language English	Total Budget (CAD)
Default Dialogue	

Notification


Your contract with Telefilm Canada is ready to be signed for the Project indicated in the title of this task. You have been designated as the signatory of this contract. If you are not the authorized signatory for this contract, please contact our Coordination team by e-mail at coordination@telefilm.ca. To sign your Telefilm Canada contract, please use the following link (you will be redirected to our e-signature platform partner www.onespan.com):

[Link to Contract](#) 

- ▶ You will be redirected to our e-signature platform partner, www.onespan.com, which will display the Telefilm Contract.

Dialogue 100% More Actions ▾

Signatures required



TELEFILM CANADA **TELEFILM PARTNER** **COOPERATION**

475 BATHURST STREET
SUITE 100
TORONTO, ONTARIO
M5T 1S6

+1 416 967 0999
TELEFILM.CA

FINANCING AGREEMENT - GENERAL ADMISSION FESTIVALS PROGRAM

This Agreement is made as of July 24, 2024

Company1245
NoName, NoName
1196-A Bike Avenue est, Suite 666
Toronto, Ontario
X1Y 2V3
noname@gmail.com

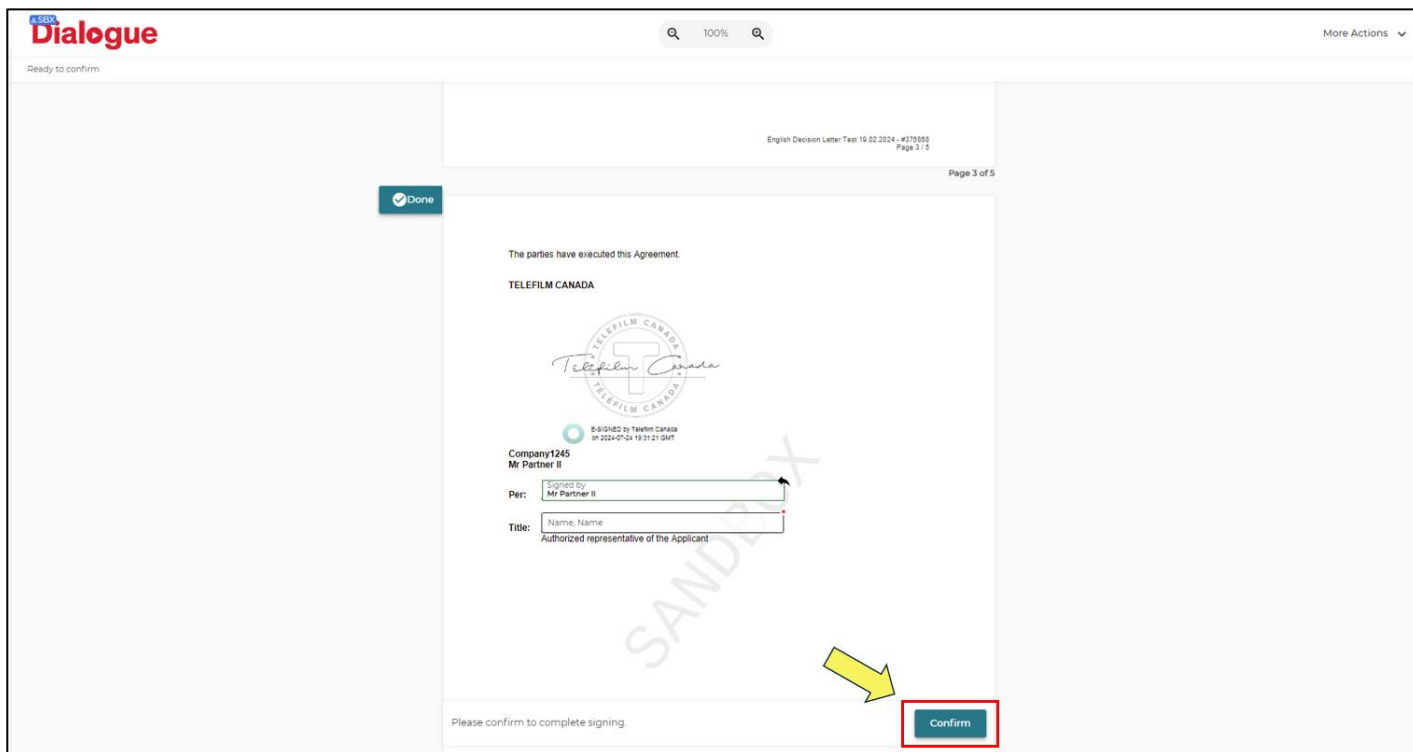
(the "Applicant")

Re: English Decision Letter Test 19.02.2024 - #376868 (the "Activity")

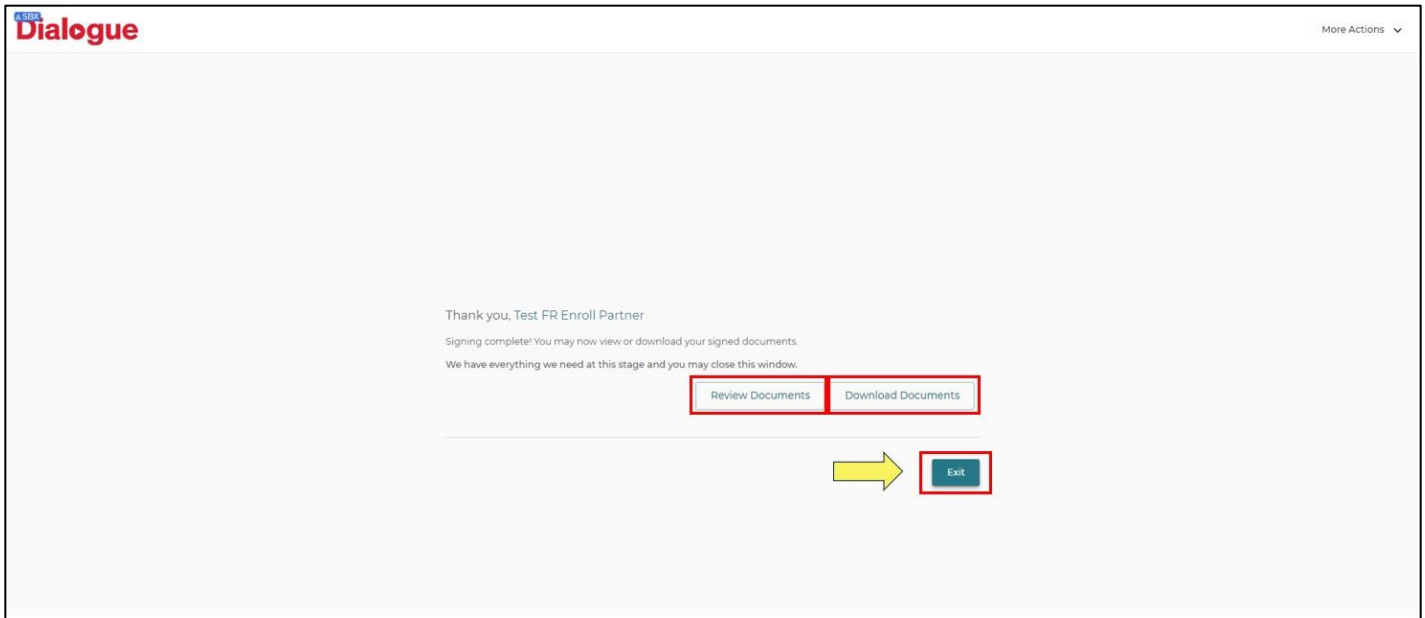
- ▶ Once you have read the Contract, navigate to the signature page, fill out the **Title** field, and then click **Sign**.



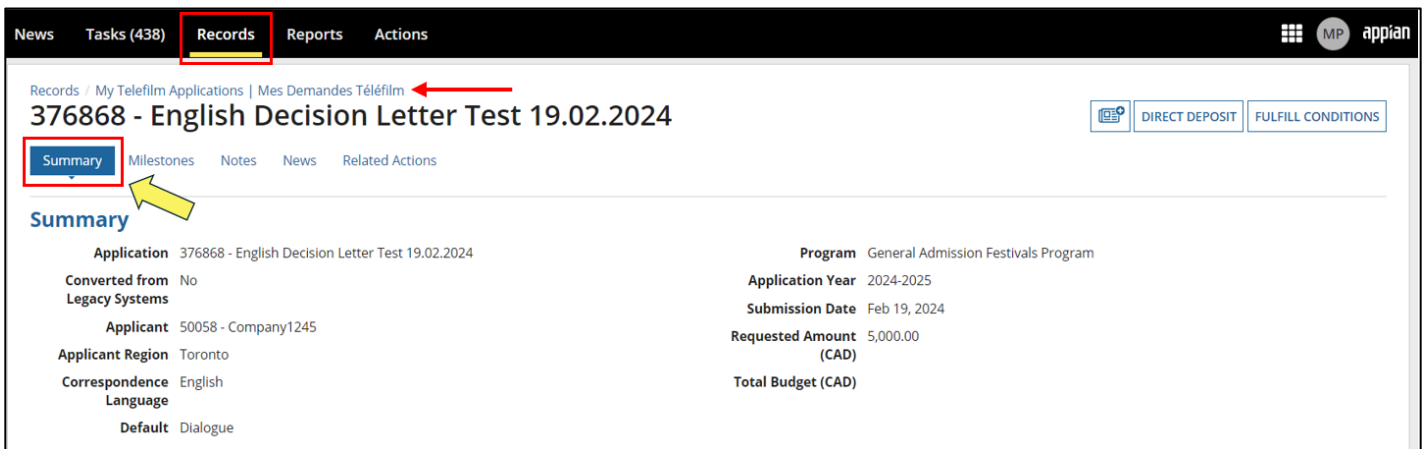
- ▶ The name of the contract signatory will now appear on the signature line. Click **Confirm**:



- ▶ You will see a screen thanking you for signing the Contract and giving you the option to either **Review** the signed Contract, **Download** the signed Contract, or **Exit**.



- ▶ Once the Contract has been approved by Telefilm, you will find it by going to **Records** -> **My Telefilm Applications**, click on the application in question, go to the **Summary** section, and scroll down to **Letters and Agreements**:



PROJECT CHANGES POST CONTRACTING

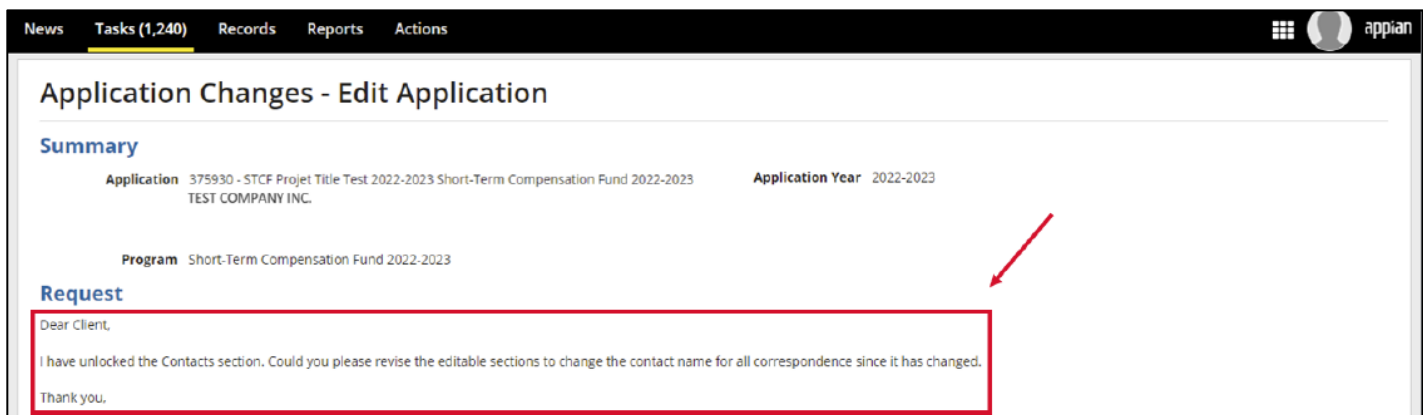
- ▶ Once the Telefilm Contract is signed, the application is locked.
- ▶ Please contact your Program Agent or Analyst via email to alert them of changes. Provide them with a summary of significant changes and they will inform you of what is needed in order to proceed.
- ▶ If you would like to contact us and are unsure of your Program Agent or Analyst's name and email address, please email coordination@telefilm.ca for assistance.

APPLICATION CHANGES

- ▶ Depending on the nature of the proposed changes, your Program Agent or Analyst may choose to return the application form to you so that you may update your application details and/or provide additional documentation. If that is the case, you will receive a task **Application Changes – Edit Application**:



- ▶ Click **ACCEPT** and follow the instructions from the Program Agent or Analyst's **Request**:



- ▶ If the Program Agent or Analyst requested more documents, scroll down to the **Required Documents** section and click **+Add** to begin uploading. You can click on the [List of Required Documents](#) link to see the checklist.

- ▶ Click **Upload** to add a document, then add a **Description** and select the **Type** of document from the drop-down menu. The Website URL field is optional. Please refer to the [List of Required Documents](#) in order to upload and name all required documents correctly.

	DOCUMENT 1	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) 2	TYPE (Select from dropdown menu) 3
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

- ▶ Please ensure to upload **ALL** the Required Documents.
- ▶ Upload each required document separately.
- ▶ You will not be able to delete documents that were submitted previously. Please identify outdated documents as superseded in the Description column. For example: **"Marketing Plan_Date (superseded)"**
- ▶ **IMPORTANT:** Before submitting your application, make sure to print a copy (or print to PDF). Once submitted, the application form will no longer be available as it will be under evaluation.

- ▶ When the application form is finalized, please read the **Applicant Statements** by clicking on the link and check the box to acknowledge that you have read them. Click **SUBMIT**:

Statement

2 Statement

1 By checking this box, the Applicant declares having read the [Applicant Statements](#) and acknowledges that these statements are accurate, true and complete.

3 **SUBMIT** SAVE

CANCEL

- ▶ Then select **YES**:

Please note that all changes made to this application are subject to final approval by Telefilm Canada. Do you wish to continue?

NO YES

- ▶ Once the page has been successfully submitted, the screen will disappear, and you will end up back at your list of tasks. If that does not happen, **scroll up and carefully scan for red borders or text** that indicate that additional information is required.
- ▶ Until changes have been approved, the application details that will appear in your file will be the details given in your original Telefilm Contract.
- ▶ Should you wish to see whether changes have been approved or not, go under **Records**, choose **My Telefilm Applications** and search for the project using the project name or number:

News Tasks (1,241) **Records** Reports Actions

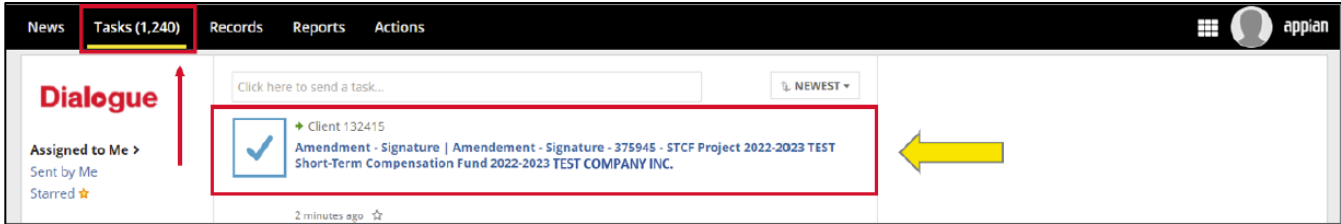
Search record types... SEARCH

- Legal Statements | Énoncés légaux
- My Broadcaster Agreement Forms | Mes formulaires d'...
- My CMF Applications | Mes demandes FMC
- My CMF Audience Success Reports | Mes rapports de Su...
- My CMF Exploitation Reports | Mes rapports d'exploitat...
- My CMF Metric Report (Gross Sales) | Mes rapports de ...
- My CMF Pre-Application Consultations | Mes consultati...
- My Organizations | Mes Organisations
- My Products | Mes Produits
- My Telefilm Applications | Mes Demandes Téléfilm**
- My Telefilm Exploitation Reports | Mes rapports d'expl...
- My Telefilm Metric Reports (Gross Sales) | Mes rapports...
- Users | Usagers

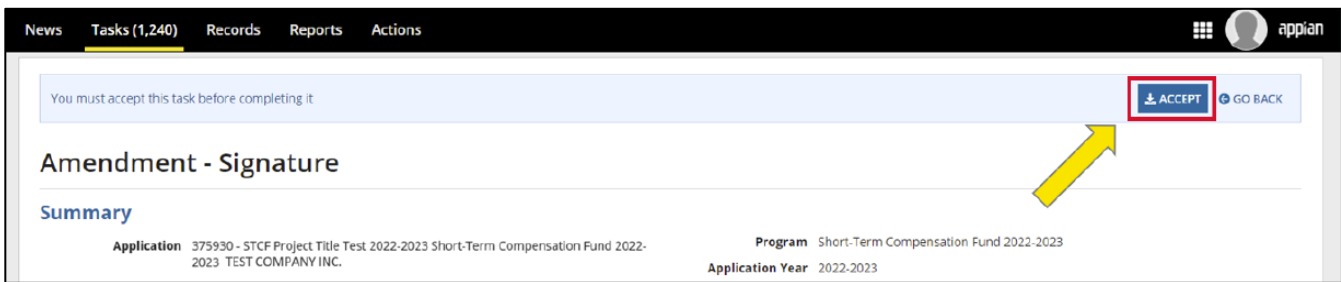
- ▶ When you look at the **Summary** view of your application, you will see that project details have been updated.

AMENDMENT

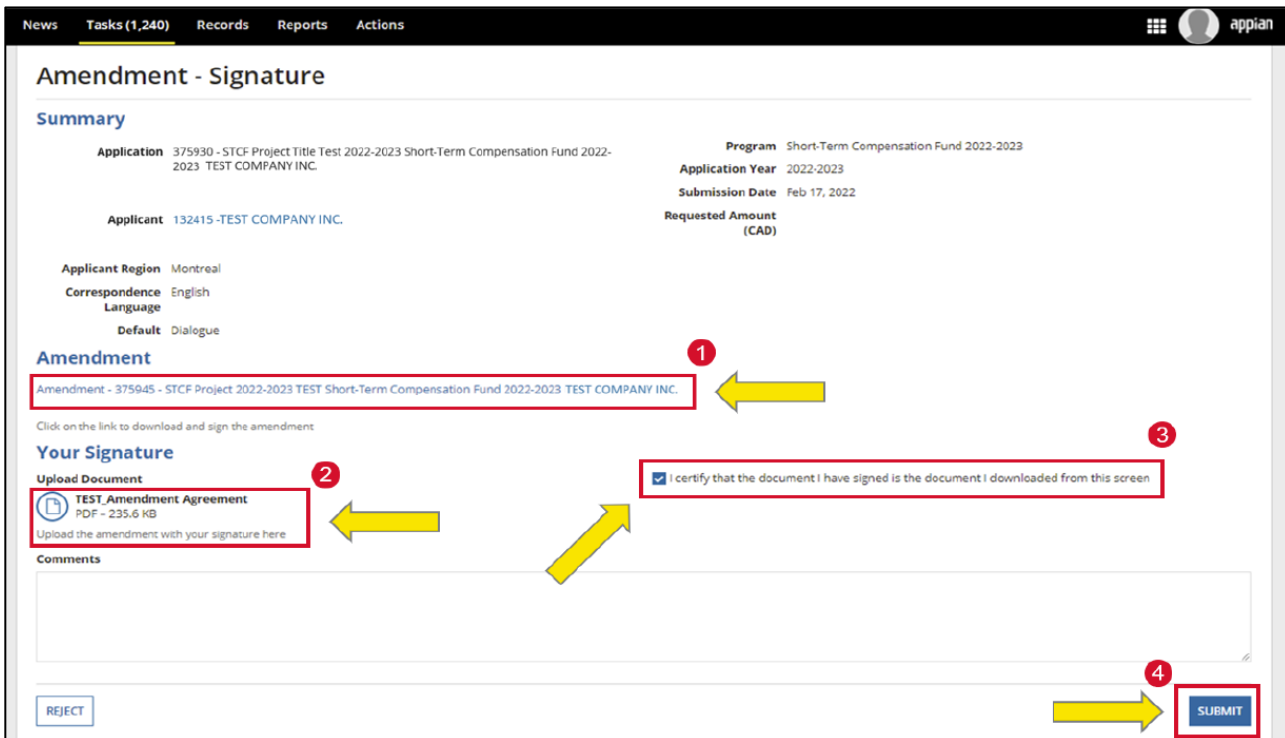
- ▶ Depending on the nature of the changes to your application, it may be necessary for your Program Agent or Analyst to issue a Telefilm Amendment Agreement. If so, under **Tasks**, you will receive the task **Amendment – Signature**:



- ▶ Open the task and click **ACCEPT**:



- ▶ Click on the Amendment link to open the Telefilm Amendment. Once you have read the Telefilm Amendment, sign it, and upload the fully executed copy. Click the box to certify that you have read the amendment and click **SUBMIT**.



- ▶ **NOTE:** The amendment has to be signed by the contract signatory listed in the application. If the amendment has been modified or signed by someone other than the contract signatory listed in the application, it will be rejected by the Program Agent or Analyst.
- ▶ Once the Telefilm Amendment has been approved by Telefilm, you will find it by going to **Records > My Telefilm Applications**, click on the application in question, go to the **Summary** section, and scroll down to **Letters and Agreements**:

Records / My Telefilm Applications | Mes Demandes Téléfilm

375945 - STCF Project 2022-2023 TEST Short-Term Compensation Fund 2022-2023 TEST COMPANY INC.

Summary Milestones Notes News Related Actions

Summary

Application 375930 - STCF Project Title Test 2022-2023 Short-Term Compensation Fund 2022-2023 TEST COMPANY INC.

Program Short-Term Compensation Fund 2022-2023

Applicant 132415 - TEST COMPANY INC.

Application Year 2022-2023

Submission Date Feb 17, 2022

Requested Amount (CAD)

Applicant Region Montreal

Correspondence Language English

Default Dialogue

Letters and Agreements

Name	Type	Date
TEST_Pre-eligibility Agreement 2022-2023.pdf	Contract	Feb 17, 2022
TEST_Amendment Agreement.pdf	Amendment	Feb 18, 2022

- ▶ When you look at the **Summary** tab of your application, you will see that the applicable details have been updated.

HOW TO FULFILL CONDITIONS

- ▶ Submission of deliverables can only be done once the Telefilm Contract or Amendment has been signed.
- ▶ Since there are no more **Tasks** generated once the Telefilm Contract is fully executed, **it is up to you to initiate the submission of the conditions.**
- ▶ The deadline to provide your deliverables can be found in your financing contract or in the **Milestones** tab of your application. **If you do not provide the required deliverables by the due date, your organization will appear in deliverable default; this could affect the process on your other ongoing and future applications.**
- ▶ **IMPORTANT:** It is recommended that you click **Refresh** each time you go into **the FULFILL CONDITIONS** page.

FULLFILL CONDITIONS

- ▶ Once you have submitted the fully executed Telefilm Contract, go under **Records** and choose **My Telefilm Applications** and search for the project using the **project name** or **number**:

The screenshot shows the Appian interface with the 'Records' tab selected. A red box highlights the 'Records' tab in the top navigation bar. A red arrow points from this box to the 'My Telefilm Applications | Mes Demandes Téléfilm' card in the main content area. A yellow arrow points from the bottom right towards the same card. The interface includes a search bar at the top, a grid of application cards, and a 'Users | Usagers' section at the bottom left.

The screenshot shows the 'My Telefilm Applications | Mes Demandes Téléfilm' search results page. A yellow arrow points to the search bar, which is highlighted with a red box. The search bar contains the text 'Search My Telefilm Application'. Below the search bar, there are filters for 'STATUS' (Any), 'PROGRAM' (Any), and 'FISCAL YEAR' (Any). The table below the filters has columns for 'Application Number - Title', 'Program', 'Status', 'Language', and 'Fiscal Year'.



▶ Select **Fulfill Conditions**:


Records / My Telefilm Applications | Mes Demandes Téléfilm
377134 - IPP - TEST / USER GUIDE 2025

Summary Milestones Notes News Related Actions

Summary

Application 377134 - IPP - TEST / USER GUIDE 2025	Program International Promotion Program
Converted from Legacy Systems No	Application Year 2024-2025
Applicant 50058 - Company1245	Submission Date Feb 7, 2025
Applicant Region Toronto	Requested Amount (CAD) 5,000.00
Correspondence Language English	Total Budget (CAD) 6,000.00



▶ Select the **Milestone** for which you would like to submit deliverables. Scroll down to **Conditions** for a list of deliverables for that Milestone. To the right of each deliverable, choose **Submit or comment**:

Milestones

Description	Due Date	Amount (CAD)
Execution	Feb 10, 2025	5,000.00
Final costs	Feb 10, 2025	0.00

Conditions

• Clicking on Refresh will delete any information entered which has not been submitted yet with the SUBMIT button in the Conditions section.

Refresh

Description	Document Type	Directives	Status	Actions
Declaration of Final Costs, as per the template available on Telefilm's website	Cost reports and final cost report		Not Received	Submit or comment
CRTC letter or CAVCO certificate, if applicable	Applicant's proof of eligibility & citizenship		Not Received	Submit or comment

Uploading Multiple Documents for a Single Condition

- ▶ In order to upload multiple documents to satisfy a single condition (ex: two separate insurance certificates or multiple director or writer agreements), you must upload each document separately, by clicking **+Add**.
- ▶ **IMPORTANT:** Click **Submit** only once all the documents for a single deliverable have been uploaded. If you click **Submit** after uploading a single document, you will not be allowed to upload more documents, and you may get an error message. (To rectify this, your Program Agent or Analyst will have to Refuse the document in order for you to submit further documents.)

- ▶ **IMPORTANT:** It is recommended that you click **Refresh** each time you go into the Fulfill Condition page.
- ▶ Upload each document separately, by clicking **+Add**. Repeat the same process for all conditions.
- ▶ **DO NOT** submit links that will expire. The documents submitted must be available to us at all times.

Conditions

Refresh

Description	Document Type	Directives	Status	Actions
▶ [(If there are deliverables but no RC payment insert): There is no payment associated with the Rough Cut Deliverables required for the TV Component	Support Material		Not Received	

Click +Add to continue. Please upload and describe the document(s)/URL(s) or explain why this condition is not applicable to the project.

Document	Website URL	Description	Refused
No items available			

+ Add

CANCEL

SUBMIT

CLOSE TASK

- ▶ If after selecting **Submit**, you would like to provide deliverables at a later date for another Milestone Condition (for example, in the event that additional deliverables are only available for you to submit later), then you may do so by choosing **Fulfill Conditions** once again.
- ▶ **Note:** So long a specific condition's status is at **Received**, you will not be able to add additional deliverables for that Condition. In order to add deliverables to a **Condition** at **Received**, you will need to ask your Program Agent or Analyst (via email) to view and refuse the submitted deliverable.

If you are unsure of their email, you can contact us at coordination@telefilm.ca

MILESTONES FOLLOW-UP NOTIFICATION

- ▶ Whenever your Program Agent or Analyst reviews and refuses submitted documents, under **Tasks**, you will receive a **Milestones Follow-up Notification**.

News **Tasks (1,612)** Records Reports Actions

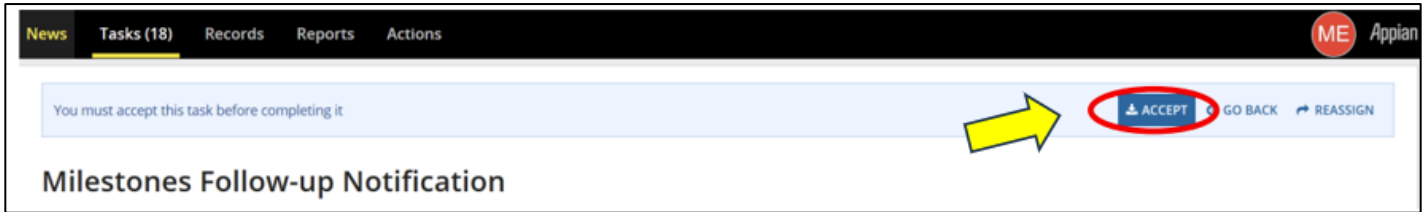
Dialogue

Assigned to Me >
Sent by Me
Starred ☆

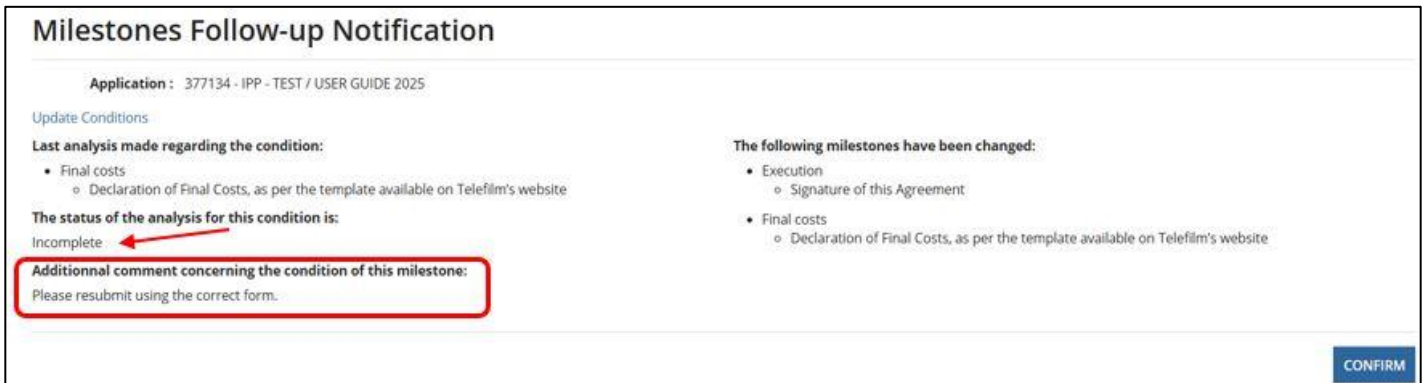
Click here to send a task... NEWEST

✓ Client 50058
Milestones Follow-up Notification - 377134 - IPP - TEST / USER GUIDE 2025
A moment ago ☆

- ▶ Open the Notification and click **Accept**



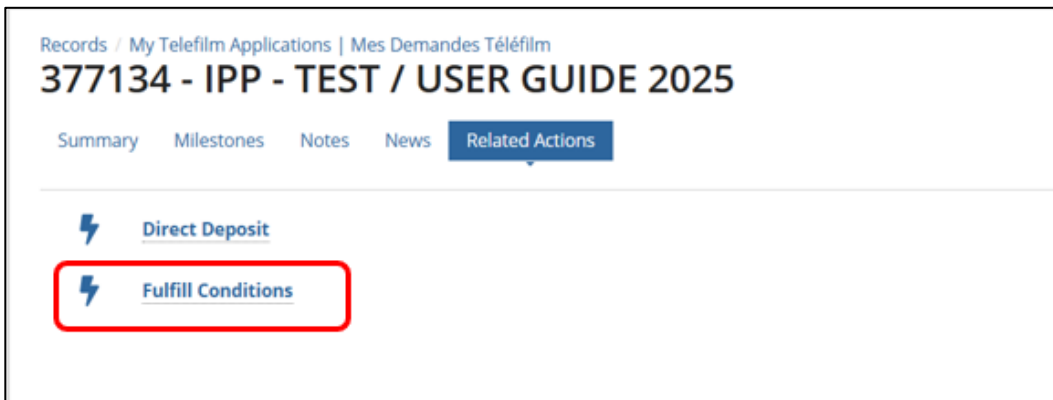
- ▶ You will notice the status of the analysis and additional comments from the Program Agent or Analyst:



- ▶ To complete the task, click on the blue link **Update Conditions:**



- ▶ This page will open, and you will be able to select **Fulfill Conditions** again:



- ▶ **IMPORTANT:** It is recommended that you click Refresh each time you go into the fulfill condition page.
- ▶ You will notice the Program Agent's or Analyst's directive and will be able to **Submit or comment**.
- ▶ Once done, **remember to click CLOSE TASK**.

Conditions

Refresh

Description	Document Type	Directives	Status	Actions
The commitment letter for _____ as set out in this Agreement	Financing agreement		Accepted	
BY THE CLIENT	Activity Proposal	Please upload revised document. Thank you	Incomplete	Submit or comment

CLOSE TASK

- ▶ When finished, go back under your **Tasks** and click **CONFIRM** to close your Notification.

News **Tasks (960)** Records Reports Actions

Applan

Milestones Follow-up Notification

Application : 358887 - FIT TFC DOC

Update Conditions

Last analysis made regarding the condition:

- Drawdown 1
 - BY THE CLIENT

The status of the analysis for this condition is:
Incomplete

Additional comment concerning the condition of this milestone:
Please upload revised document. Thank you

The following milestones have been changed:

- Conditions to Commitment
 - Declaration of Canadian Status and Corporate Information for all Applicants and their parent companies (form available on Telefilm's website) as well as any other information that may be required by Telefilm to confirm the Applicants' Canadian status
- Drawdown 1
 - The commitment letter for _____ as set out in this Agreement
 - BY THE CLIENT

CONFIRM

PAYMENT CONFIRMATION

- ▶ Please note that it may take **up to 5 business days** before you see the Telefilm payment in your account.
- ▶ If the payment is assigned to an **interim financier** and paid by cheque, it may take **up to 10 business days**.

- ▶ Under **Records**, choose **My TELEFILM Applications** and search for the project using the project name or number:

Records

Search record type

Legal Statements | Énoncés légaux

My Broadcaster Agreement Forms | Mes formulair...

My CMF Applications | Mes demandes FMC

My CMF Audience Success Reports | Mes rapports ...

My CMF Exploitation Reports | Mes rapports d'expl...

My CMF Metric Report (Gross Sales) | Mes rapports...

My CMF Pre-Application Consultations | Mes consu...

My List of Milestones to Fulfill | Mes jalou...

My List of Payments Received | Ma liste de paieme...

My Organizations | Mes Organisations

My Products | Mes Produits

My Telefilm Applications | Mes Demandes Téléfilm

My Telefilm Exploitation Reports | Mes rapports d'...

My Telefilm Metric Reports (Gross Sales) | Mes rap...

Users | Usagers

My Telefilm Applications | Mes Demandes Téléfilm

Search My Telefilm Application

STATUS Any

PROGRAM Any

FISCAL YEAR Any

Application Number - Title	Program	Status	Language	Fiscal Year
----------------------------	---------	--------	----------	-------------

- ▶ Click on **Milestones** to view the **Paid (CAD)** amount:

Records / My Telefilm Applications | Mes Demandes Téléfilm

358887 - FIT TFC DOC

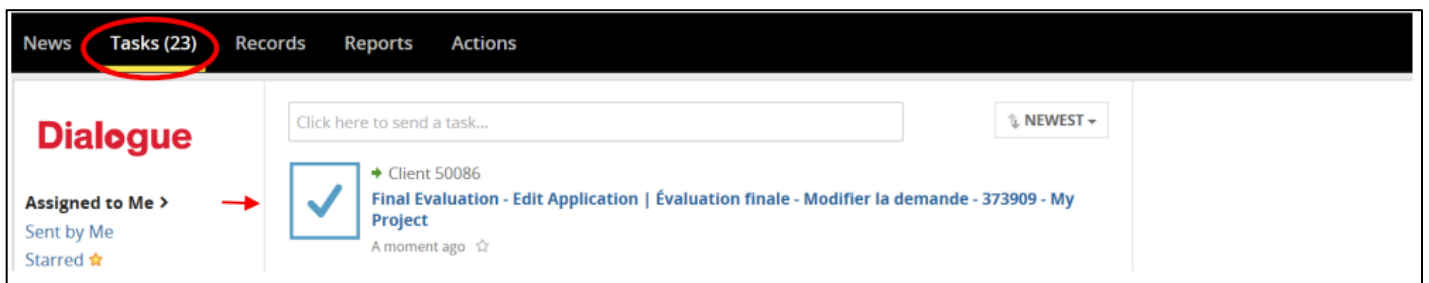
Summary Milestones Notes News Related Actions

Milestones

Title	Due Date	Amount (CAD)	Paid (CAD)	Balance	% Realized
Conditions to Commitment	Mar 27, 2019	0.00	0.00	0.00	0
Drawdown 1	Mar 27, 2019	400.00	150.00	250.00	37.5
Drawdown 2	Mar 27, 2019	1,600.00	0.00	1,600.00	0

FINAL EVALUATION

- ▶ The final evaluation process begins with the submission of deliverables for your final drawdown. Follow the section [How to Fulfill Conditions](#).
 - ▶ If you would like to contact us and are unsure of your Program Agent or Analyst's name and email address, please visit the [Telefilm website](#) for our contact information.
 - ▶ If your final drawdown includes a payment, validate that the direct deposit information is up to date.
 - ▶ The evaluation process may take some time; files are reviewed in the order in which they become complete.
 - ▶ **Note:** Not all Telefilm programs require the Final Evaluation step to complete a file.
-
- ▶ Once the Final Cost deliverables have been submitted as shown in the step [How to Fulfill Conditions](#), your Program Agent or Analyst will review documentation from a preliminary standpoint for consistency and completeness. They may request further or revised documentation, in which case you will receive [a task](#) with the request.
 - ▶ Once your Program Agent or Analyst feels closing documentation is sufficient to allow for a full review of the project, you will receive the task **Final Evaluation – Edit Application**:



The screenshot shows the Dialogue application interface. At the top, there is a navigation bar with 'News', 'Tasks (23)', 'Records', 'Reports', and 'Actions'. The 'Tasks (23)' tab is highlighted with a red circle. Below the navigation bar, the main content area displays a task notification. On the left, there is a sidebar with 'Dialogue' in red, and 'Assigned to Me >', 'Sent by Me', and 'Starred ☆'. A red arrow points from the 'Assigned to Me >' section to a task card. The task card has a blue checkmark icon and contains the text: 'Client 50086', 'Final Evaluation - Edit Application | Évaluation finale - Modifier la demande - 373909 - My Project', and 'A moment ago ☆'. Above the task card is a search bar with the placeholder text 'Click here to send a task...' and a 'NEWEST' dropdown menu.

- ▶ **Accept** the task and update the application fields according to the final details of the project. Update the form systematically ensuring final project details **are consistent with documentation you provided in the [Fulfill Conditions](#) step**.



The screenshot shows a form titled 'Complete Application'. At the top of the form, there is a light blue banner with the text 'You must accept this task before completing it'. On the right side of this banner, there is a blue button with a white checkmark icon and the text 'ACCEPT', followed by a 'GO BACK' button. The 'ACCEPT' button is highlighted with a red circle.

- ▶ Should you wish to consult the documents that you provided in **Fulfill Conditions**, open a new tab, go under **Records** and choose **My Telefilm Applications** and search for the project using the project name or number:

Records

Search record types: [SEARCH]

- Legal Statements | Énoncés légaux
- My Broadcaster Agreement Forms | Mes formulair...
- My CMF Applications | Mes demandes FMC
- My CMF Audience Success Reports | Mes rapports ...
- My CMF Exploitation Reports | Mes rapports d'expl...
- My CMF Metric Report (Gross Sales) | Mes rapports...
- My CMF Pre-Application Consultations | Mes consu...
- My List of Milestones to Fulfill | Mes jalou...
- My List of Payments Received | Ma liste de paieme...
- My Organizations | Mes Organisations
- My Products | Mes Produits
- My Telefilm Applications | Mes Demandes Téléfilm
- My Telefilm Exploitation Reports | Mes rapports d'...
- My Telefilm Metric Reports (Gross Sales) | Mes rap...
- Users | Usagers

My Telefilm Applications | Mes Demandes Téléfilm

Search My Telefilm Applicatio [SEARCH] STATUS: Any PROGRAM: Any FISCAL YEAR: Any

Application Number - Title	Program	Status	Language	Fiscal Year
----------------------------	---------	--------	----------	-------------

- ▶ Select the last **Milestone**, then click on the **Description** of the relevant deliverable. Scroll down and you will see that the document(s) you submitted for that deliverable are available at the bottom of the page, for you to open:

Records / My Telefilm Applications | Mes Demandes Téléfilm

358887 - FIT TFC DOC

Summary **Milestones** Notes News Related Actions

Milestones

	Title	Due Date	Amount (CAD)	Paid (CAD)	Balance	% Realized
	Conditions to Commitment	Mar 27, 2019	0.00	0.00	0.00	0
	Drawdown 1	Mar 27, 2019	400.00	150.00	250.00	37.5
	Drawdown 2	Mar 27, 2019	1,600.00	0.00	1,600.00	0

Conditions

Description	Document Type	Directives	Status
▶ The commitment letter for _____ as set out in this Agreement	Financing agreement		Accepted
BY THE CLIENT	Activity Proposal	Please upload revised document. Thank you	Incomplete

Name	Description	Date Submitted	Submitted By	Refused
aPDF.pdf	DESCRIPTION	Mar 27, 2019 15:34:29	FIT_TFC_IA_EN	<input type="checkbox"/>

- ▶ In the **Complete Application** screen, complete the **Final Costs (CAD)** columns in the **Financial Structure, Budget/Final Costs**, and **Related Party Transactions** sections, **regardless of whether these are changing or not.**
 - If the amounts are not changing, input the original amounts. An amount must be entered into in each field in order to save changes and proceed to the next steps.
 - If you discover at this stage that an error was made in any of the documents you submitted, ask your Program Agent or Analyst to go into the system to **Refuse** it. This will change the deliverable's status from **Accepted** to **Incomplete**, and you will be sent a new task to submit the new document through **Fulfill Conditions**.
- ▶ **IMPORTANT: Do not** upload any documents in the **Complete Application** screen.

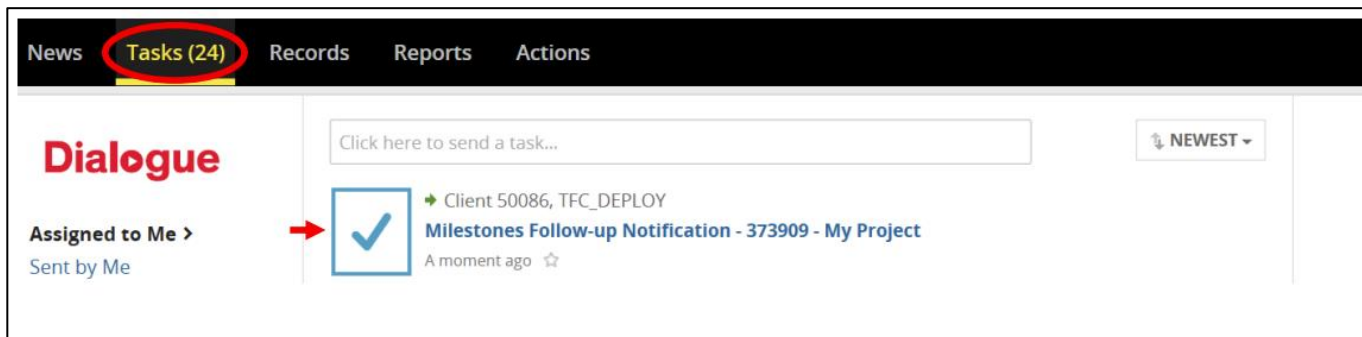
IMPORTANT: Until changes have been evaluated and approved by the Program Agent or Analyst, you will not be able to view them. Therefore, please keep a copy of your Application by printing the page or using "print as pdf" before submitting.

- ▶ Check the **Statement** box before hitting **Submit**:

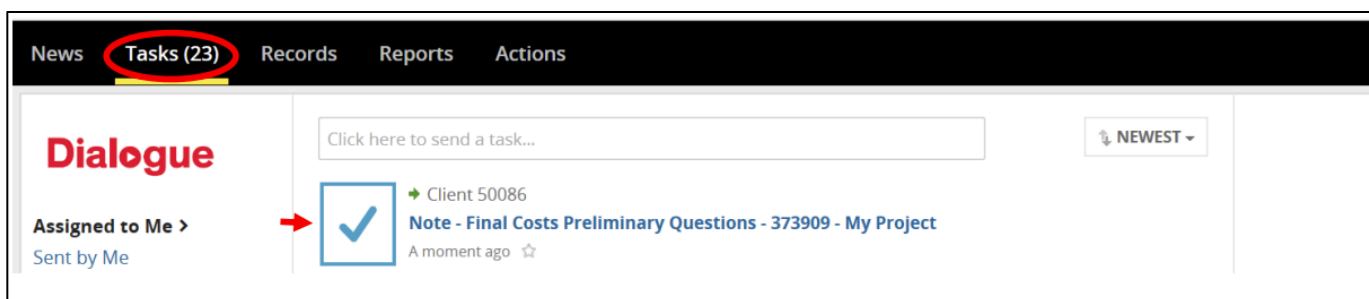
- ▶ Once the page has been successfully submitted, the screen will disappear, and you will end up back at your list of tasks (if that does not happen, scroll up and carefully scan for **red borders or text** that indicate that additional information is required.)
- ▶ Until changes have been approved, the project details that will appear in your file will be the details given in your original Telefilm Contract.

▶ At this point, your Program Agent or Analyst will proceed with a detailed analysis of the project and may contact you in several ways for further information:

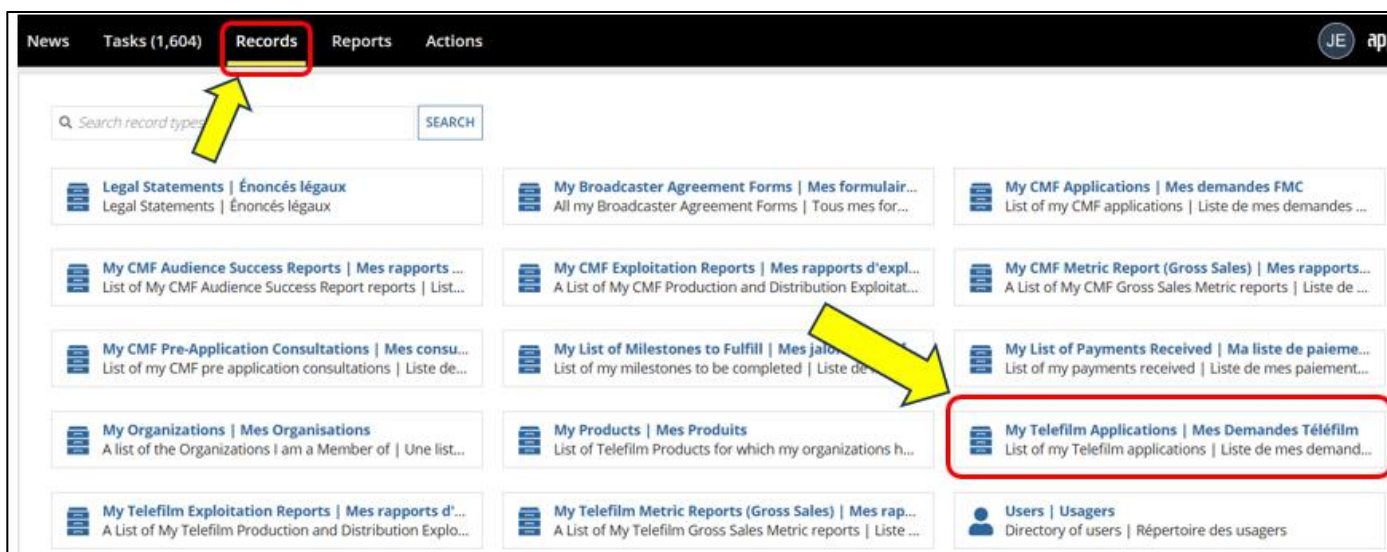
- Under **Tasks**, through **Milestones Follow-up Notification**, if revised documentation is needed (see section on [How to Fulfill Conditions](#)):



- Under **Tasks**, through **Note**, if your Program Agent or Analyst has specific questions for you (see [Managing Tasks and Communicating with Telefilm](#)):



▶ You may go under Records to see the status of your file. Choose My Telefilm Applications and search for the project using the project name or number:



- ▶ Click on **News** to see that the changes to the application have been approved. When you look at the **Summary** view of your application, you will see that project details have been updated.

Records / My Telefilm Applications | Mes Demandes Téléfilm

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- ▶ Depending on the approved final costs amount and other elements, it may be necessary for your Program Agent or Analyst to issue a Telefilm **Amendment Agreement**. If so, under Tasks, you will receive the task **Amendment – Signature Amendment**. Refer to the [AMENDMENT](#) section of this guide for how to proceed.
- ▶ Refer to the [PAYMENT](#) section to see the status of the final payment.