

NOTE 1: Preliminary recommendation applications should normally be submitted at least 30 days prior to principal photography, subject to the applicable treaty (60 days for Hong Kong, Hungary, Poland and Switzerland).

NOTE 2: Applications for funding with Telefilm Canada or with the Canada Media Fund must be submitted **separately**.

To apply, complete the online application form in Dialogue and upload all documents listed below.

**Please note that links to file hosting services (such as Dropbox, Google Drive, OneDrive, CloudMe, Sugar Sync, etc.) are not accepted.*

All documents submitted to Telefilm Canada must be in English or French. **Please note that Telefilm has the right to request additional documents.**

APPLICANT* INFORMATION	
1.	<p>Corporate Documentation</p> <ul style="list-style-type: none"> Incorporation documents for the Applicant and any parent companies (<i>to be uploaded in the My Organizations record in Dialogue</i>) NEW: The Declaration of the Applicant's Canadian Status, and its Shareholders and Directors is now an electronic form that can be found in a new section called "Corporate Information" in Dialogue, under the My Organizations record. Please fill out this new section for the applicant company and, if applicable, for the parent company(ies) and for any other shareholder company that has a Dialogue account. Only members with access to the Organization profile (generally the Administrator) can access this section. See the Corporate Information User Guide for more information.
<p><i>* The Applicant must be the Canadian company(ies) responsible for the production of the project. A recommendation will not be issued to a company yet to be incorporated.</i></p>	
COPRODUCTION DECLARATIONS, as applicable	
2.	<p>Canadian Producer Declaration</p> <p>Form required if any writing is done by a Canadian national.</p>
3.	<p>Canadian Creator Declaration(s)</p> <p>Form required for each Canadian scriptwriter and story editor.</p>
4.	<p>Courtesy Credit Declaration(s)</p> <p>Form required for all non-coproducing country courtesy credits.</p>
<p><i>Forms available on Telefilm's website See the <i>How to use coproduction declarations</i> document for more information.</i></p>	
PROOF OF FINANCING/DISTRIBUTION	
5.	<p>Financing Agreements</p> <p>All available fully-executed agreements in support of the Canadian financial structure (deal memos, commitment letters or short-form agreements may be acceptable at this stage).</p>
6.	<p>Distribution Agreement(s)</p> <p>Fully executed agreements related to distribution in Canada and the rest of the world, as available.</p>
<p><i>Please note that a minimum of 40% of the Canadian financing must be confirmed (excluding tax credits) for the preliminary recommendation to be issued</i></p>	
COPRODUCTION AGREEMENT	
7.	<p>Coproduction Agreement</p> <p>Fully-executed long-form agreement (<i>please ensure any required clauses from the relevant treaty are included in your agreement</i>).</p>
CHAIN OF TITLE	
8.	<p>Chain of Title Documents</p> <ul style="list-style-type: none"> A complete description of the project's development history including the nationalities of all companies and individuals. A transfer of rights agreement between the parent company and the single purpose company (the Applicant), if any.
NON-COPRODUCING COUNTRY ELEMENTS	
9.	<p>Declaration of Non- Coproducing Country Elements</p> <p>Duly completed declaration of all non- Coproducing country elements requested for the project (<i>form available on the Telefilm website</i>).</p>