

# CANADA FEATURE FILM FUND

## PRODUCTION PROGRAM

### GUIDELINES

APPLICABLE AS OF NOVEMBER 4, 2021

Ce document est également disponible  
en français.

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## Program Intent and Objectives

The Production Program (the “Program”) supports Canadian production companies at the production and/or post-production stage of their feature film project(s). The guiding principles of the Program are:

- To support feature films that will speak to Canadian and international audiences, and that will bring both cultural impact and audience engagement. Telefilm seeks to fund films that will build and contribute to our Canadian cultural legacy.
- To support filmmakers with a strong sensibility and perspective who will bring original voices and approaches and will advance cinematic expression.
- To support emerging and established filmmakers in advancing their artistic career through ambitious and impactful films.
- To support greater equity and representation in storytelling, that reflects gender parity and diversity from various communities including Indigenous, Black, People of Colour, 2SLGBTQIA+ individuals, Gender-diverse identities and expressions, as well as People with Disabilities from all regions of the country<sup>1</sup>.
- To support Indigenous content that is produced by creators who are Indigenous and/or have engaged in meaningful research, collaboration, and cooperation with Indigenous communities impacted by their projects<sup>2</sup>.
- To support creative teams who are from underrepresented communities or who have engaged in meaningful research, collaboration, and cooperation with underrepresented communities, where films are dealing with the experiences of those communities.
- To give voice to creative teams from Official Language Minority Communities and those situated outside the main production centres of Toronto and Montreal.
- To support content creation that helps advance sustainable production practices and that encourages environmentally responsible community engagement plans.

Resources within the Canada Feature Film Fund are allocated on a linguistic basis which maintains approximately one third of funding for French-language projects.

## 1. ELIGIBILITY CRITERIA FOR APPLICANTS<sup>3</sup>

### 1.1. Basic Eligibility Criteria for Applicants

An applicant must meet all the following eligibility criteria:

- be a Canadian-controlled corporation, as determined under sections 26 to 28 of the [Investment Canada Act](#);
- have its head office in Canada and carry out its activities in Canada; and
- operate as an audiovisual production company.

Furthermore, individual producers and other key production personnel exercising creative and financial control over the

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<sup>1</sup> Telefilm acknowledges that terminology is subject to change and evolving language will be part of the ongoing and inclusive dialogue with the industry.

<sup>2</sup> Telefilm encourages all applicants to respect the guiding principles outlined in the [“On-Screen Pathways and Protocols: A Media Production Guide”](#).

<sup>3</sup> In the case of audiovisual treaty coproductions, the determination of eligibility of applicants and projects will be adapted to reflect the conditions set out in the applicable treaty(ies) while meeting the spirit and intent of these guidelines.

project submitted to Telefilm must be Canadian citizens, within the definition of the [Citizenship Act](#), or permanent residents within the definition of the [Immigration and Refugee Protection Act](#).

## 1.2. Broadcaster-Affiliated Companies<sup>4</sup>

Broadcaster-affiliated production companies based outside of Quebec that meet the basic eligibility criteria are eligible to apply.

## 2. ELIGIBILITY CRITERIA FOR PROJECTS<sup>5</sup>

### 2.1. Basic Project Eligibility Criteria

To be eligible, a project<sup>6</sup> must:

- be a feature length (at least 75 minutes long) fictional film to be produced or completed primarily in French, English, an Indigenous language or, for artistic imperatives, in another language<sup>7</sup>.
- be aimed primarily at the Canadian theatrical market while maximizing distribution on alternate platforms;
- be under the ownership of the Canadian applicant(s);
- have its copyright owned by Canadians (unless the project is an audiovisual treaty coproduction);
- be under the financial, creative and distribution control of the eligible applicant(s); as well, all the rights and options necessary for the full and complete exploitation of the project must be held by the eligible applicant(s);
- with respect to Canadian content certification, upon completion be **either**:
  - certified by the Canadian Audio-visual Certification Office (CAVCO) as a “Canadian film or video production” with a minimum of 8 out of 10 points under the provisions of the [Income Tax Act](#) (Canada); **or**
  - recognized as an audiovisual treaty coproduction by the Minister of Canadian Heritage (refer to Telefilm’s guidelines on [Audiovisual Treaty Coproductions](#)).
- be solely written by Canadian citizens, within the definition of the *Citizenship Act*, or permanent residents, within the definition of the *Immigration and Refugee Protection Act* (Canada) (unless the project is an audiovisual treaty coproduction);
- be solely directed by Canadian citizens, within the definition of the *Citizenship Act*, or permanent residents, within the definition of the *Immigration and Refugee Protection Act* (Canada) (unless the project is an audiovisual treaty coproduction);
- be budgeted at no less than \$250,000;

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<sup>4</sup> A company is considered to be broadcaster-affiliated if it, or a corporate group of which it is a member, receives more revenue from CRTC-regulated operations (including without limitation, broadcasting, cable, satellite) than from combined production and distribution operations. For the purposes of the above, corporate group means two or more affiliated corporations. Telefilm will use the definition of affiliate set out in the [Canada Business Corporations Act](#).

<sup>5</sup> In the case of audiovisual treaty coproductions, the determination of eligibility of applicants and projects will be adapted to reflect the conditions set out in the applicable treaty(ies) while meeting the spirit and intent of these guidelines.

<sup>6</sup> The term **eligible project** is used interchangeably with **film** or **project** throughout the guidelines.

<sup>7</sup> Audiovisual Treaty coproductions may be in any language, subject to compliance with the applicable treaty(ies).

- if a post-production application, be submitted following rough assembly and prior to picture-lock<sup>8</sup>;
- if the total budget of the project is \$3.5M or more, must have a firm commitment from an eligible Canadian distribution company<sup>9</sup> for a theatrical release in Canada within one year of completion and delivery. **Note:** on a case-by-case basis, Telefilm reserves the right to accept a firm written commitment from a non-eligible Canadian distribution company;
- conform to the Canadian Association of Broadcasters (CAB) Code of Ethics and to all other programming standards endorsed by the CAB or the CRTC, and not contain any element that is an offence under the [Criminal Code](#), is libellous or in any other way unlawful.

Telefilm is suspending the “two strikes” rule for the fiscal year 2022-2023 to respond to the impacts of the pandemic on the industry. Applications which were refused twice may therefore be submitted to the Program this year (including previous applications that were refused by Telefilm or abandoned or withdrawn by the applicant). Note that typically applications which have been refused twice have not been competitive unless there have been material changes to the project. Telefilm may revisit limits on application submission in the future.

The following non-exhaustive list provides examples of the types of projects that are not eligible under the Program:

- projects done on contract for, or produced by, a government agency;
- projects produced primarily for industrial, corporate or institutional purposes;
- advertising;
- student projects;
- projects using film as a tool to record or document existing artworks;
- documentary or non-drama projects;
- conventional forms of television entertainment, such as pilots, movies-of-the-week, news reports; and,
- projects not destined for a theatrical or festival audience.

## 2.2. Audiovisual Treaty Coproductions

Please note that projects that are recognized as audiovisual treaty coproductions are eligible to apply to this Program but are not guaranteed funding.

## 3. EVALUATION CRITERIA AND DECISION-MAKING PROCESS

Advisory committees composed of internal and external experts will evaluate projects based on the evaluation criteria described below and submit their recommendations to Telefilm. There may be different advisory committees for different portfolios based on considerations such as language market, budget level, and region. Each advisory committee will use an evaluation grid to score the eligible projects and will meet to discuss and recommend a priority ranking of the projects that it considered.

The decision-making process will also take into account Telefilm’s objective to foster a diversity of voices in the industry, ensuring Telefilm funds a balanced portfolio of productions reflecting a variety of genres, budgets and company sizes, regions across the country, and different viewpoints. Gender parity will continue to be a priority across all programs in particular within communities where women are still underrepresented. Telefilm may prioritize projects whose key creative personnel (i.e. director(s) and/or screenwriter(s) and/or producer(s)) are members of communities supported through its Inclusion Initiatives: Indigenous, Black, People of Colour, Gender-diverse identities and expressions, 2SLGBTQIA+ individuals, Persons with disabilities and members of Official Language Minority Communities. That prioritization will also consider the intersectionality of identities as a way to better reflect a large spectrum of lived experiences.<sup>10</sup>

<sup>8</sup> Any point in the post-production process that still involves picture cutting and/or editing. Once all picture editing is complete, the film’s visual elements are considered locked (picture lock) and post-production can move to the next phase, the sound edit and mix.

<sup>9</sup> The criteria for an eligible distributor are outlined in the Marketing Program guidelines available on Telefilm’s [website](#).

<sup>10</sup> Telefilm acknowledges that terminology is subject to change and evolving language will be part of the ongoing and inclusive dialogue with the industry.

Furthermore, Telefilm aims to support the production of feature films which contain significant Canadian creative elements. While Telefilm does not intend to restrict filmmakers in their choices of stories, or their natural settings, it will, wherever possible, give priority to projects that present a distinctly Canadian point of view<sup>11</sup>.

### **3.1. Creative Elements**

For production applications, Telefilm will evaluate the creative elements of the projects including the originality, quality of the script, and the director's vision for the film.

For postproduction applications, the artistic quality and potential of the film to reach audiences will be evaluated based on the rough cut and the completion plan.

### **3.2. Track record of the Key Creative Personnel (Producer(s), Director(s) and Screenwriter(s))**

Telefilm will evaluate the screen-based industry experience of the key creative team, primarily the producer(s), director(s), and screenwriter(s), including critical acclaim and audience success. Telefilm will also consider the track record based on past and current performance including their full range of industry experience and level of expertise as it relates to the nature and scope of the project. Lastly, Telefilm will consider any relevant complementary expertise of the creative team.

### **3.3. Project Viability**

The financial feasibility and creative viability and where relevant, the level of committed market interest, will be taken into account in the evaluation of the project.

Telefilm may prioritize projects that are likely to start principal photography during the current fiscal year.

### **3.4. Cultural Impact and Audience Reach Potential**

Telefilm will consider the applicant's promotional strategy to make the film discoverable and accessible to its intended audience, via community, festival and theatrical releases in Canada, and the project's potential to appeal to Canadian and international audiences.

Furthermore, the project's potential for cultural resonance (e.g., critical reviews, film festival acclaim, adding to representation in content, generating new perspectives and cultural conversation, etc.) and to distinguish itself in the current Canadian feature film landscape will also be considered.

### **3.5. Audiovisual Treaty Coproductions**

For audiovisual treaty coproductions, Telefilm will assess the potential investment optimization, capacity building and visibility and promotion of Canada's audiovisual industry (in addition to the evaluation criteria above).

As a Partner of Choice, Telefilm understands the particular context of audiovisual treaty coproductions with a minority Canadian coproducer and, as such, will allow for an extended application period for such projects, subject to availability of funds<sup>12</sup>. When funding applications for these projects are not submitted during the main application period for all projects, they will be evaluated by an internal advisory committee.

## **4. TERMS OF FUNDING**

### **4.1. Amount of Telefilm Financing**

Telefilm's financing may not exceed:

- For projects whose **Canadian budget is less than \$1.5 million**: the lesser of 49% of eligible Canadian

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<sup>11</sup> In the case of audiovisual treaty coproductions, this criterion will be adapted to reflect the treaties and to ensure that the spirit and intent of these production guidelines are met.

<sup>12</sup> To submit an application outside the main application period, applicants must contact their Feature Film Executive to obtain permission.

production costs or \$500,000;

- For projects whose **Canadian budget is between \$1.5 million and \$3.5 million**: one third of eligible Canadian production costs;
- For projects whose **Canadian budget is greater than \$3.5 million**:
  - ✓ the lesser of 49% of eligible Canadian production costs or \$3.5 million for French-language projects
  - ✓ the lesser of 49% of eligible Canadian production costs or \$4 million for projects in other languages.

Telefilm may, in its discretion, exceed these caps in certain situations where there is demonstrated need. For more details, please see the Essential Information Guide available on the Program [webpage](#).

Telefilm typically aims for its participation to be approximately one third of eligible Canadian production costs.

Telefilm will strive to support projects at the requested amount but may, in its discretion, recommend a different amount than requested (subject to the overall availability of funds and portfolio objectives).

## 4.2. Funding Method

Generally, the form of Telefilm's financial participation will vary depending on the total project budget and, in certain scenarios, the Applicant's choice from among the following options:

- 1) For projects with budgets under \$2.5 million: Choice between a **non-repayable contribution** or an **equity investment repayable at a rate of 10% of the Applicant's entitlement to the production revenues, for a period of two years** from the starting date of the project's commercial exploitation.
- 2) For projects with budgets of \$2.5 million and above: Choice between a **repayable advance** or a **repayable equity investment**.

Should Telefilm's financial participation be provided in the form of an equity investment, no matter the level of the project's budget, Telefilm will acquire a proportionate share of the copyright in the production.

**Note:** The applicant's choice of the form of Telefilm's financing may affect the amount of federal or provincial tax credits that the producer is eligible to receive in connection with the production. Consequently, the producer must determine, in consultation with the producer's professional tax advisors, which form of Telefilm financing is optimal for the project. However, the producer must clearly indicate the choice of funding at the time of application and such choice will be finalized at the time of contracting.

## 4.3. Greenlight Financing

### 4.3.1. Greenlight Pre-Production Advances

A greenlight advance is only available at Telefilm's discretion for higher-budget projects that have already received a commitment letter from Telefilm for financing in the amount of at least \$1.5 million. Eligible costs for a greenlight advance include those associated with the final polish of the script, closing agreements with financial participants, attaching cast and early pre-production; in other words, generally those costs associated with fulfilling the conditions outlined in the production commitment letter. Applications for a greenlight advance must have an eligible distributor attached.

Applicants should be aware that greenlight advance financing is not in addition to Telefilm's offer of production financing. If an applicant receives a greenlight advance, the amount will be included as part of Telefilm's total financial commitment to a production, as outlined in a commitment letter from Telefilm.

### 4.3.2. Greenlight Financial Participation and Repayment

Telefilm greenlight financial participation will generally not exceed 80% of eligible costs, up to a maximum of \$250,000 and will be provided as an advance against Telefilm's production financing. However, Telefilm may, at its discretion, consider granting a higher greenlight pre-production advance if the production financing is complex and time is of the essence to incur certain expenses. In such case, the greenlight financial participation may not exceed the lesser of:

- 80% of eligible costs;
- \$500,000;
- 25% of the amount of financial participation indicated in the production commitment letter.

Should the project proceed into production with financial support from Telefilm, this greenlight advance, part of Telefilm's total funding, will take the same form as Telefilm's total funding and will be included in this funding.

Should the project proceed into production without financial support from Telefilm or does not proceed into production by a defined date, the greenlight advance will be treated as a non-equity repayable advance similar to a development advance. In this case, the advance will be repayable according to the contract that Telefilm and the producer enter into, generally on the earlier of: the first day of principal photography (or any other use of the script) or the sale, assignment or other disposition of the rights to the project.

#### **4.4. Encoding and Availability in Both Official Languages**

All projects funded by Telefilm must be made available on digital platforms no later than two years after their theatrical exploitation or in the year following their completion if a theatrical release is not required.

Furthermore, all projects must be available in both official languages, in either subtitled or dubbed versions.

Please note that both encoding and subtitling or dubbing costs should be included in production budgets and it is deemed to be the producer's responsibility to ensure that both versions are produced. Dubbing costs included in the production budget will not be eligible for funding under the Canada Feature Film Fund (CFFF) Marketing Program.

## **5. INDIGENOUS STREAM**

Telefilm will set aside funds for projects that are created, owned and controlled by Canadian Indigenous filmmakers in order to increase the diversity of the projects it supports and to support Canadian Indigenous creators who face a variety of unique barriers in the audiovisual industry.

In addition to the applicant and project eligibility criteria set out in sections 1 and 2 of these guidelines, applicant companies applying for funding under this Stream will have to show that they meet the following criteria:

- at least 51%<sup>13</sup> of the project's copyright is held by a production company majority-owned and controlled by Indigenous persons;
- the project is under the creative, financial and distribution control of Indigenous persons;
- two thirds of the key creative team members (producer(s), director(s) and screenwriter(s)) must be Indigenous.

Advisory committees composed of external and internal experts, including Indigenous experts, will evaluate the projects submitted to the Indigenous Stream based on the evaluation criteria described above and submit their recommendations to Telefilm. There may be different advisory committees for different portfolios based on language market and budget.

Each advisory committee will use an evaluation grid to score the eligible projects and will meet to discuss and recommend a priority ranking of the projects for its portfolio. Projects submitted under this Stream will be assessed based on the criteria set out in section 3 above. The objectives of narrative sovereignty outlined in the [On-Screen Pathways and Protocols: A Media Production Guide will also be a factor in the consideration of all Indigenous projects and content.](#)

The methods of funding set out in section 4 are also applicable to projects submitted under the Indigenous Stream.

In order to help achieve the objectives of this Stream, projects that are shooting in a remote location or implementing capacity-building programs, are eligible to apply for an additional \$100,000 towards the remote location shoot and/or capacity-building program. However, the total Telefilm funding shall not exceed 49% of the eligible Canadian production costs.

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<sup>13</sup> Or 100%, if only one applicant company.



Please note that applicants who qualify under the Indigenous Stream are not required to submit projects under this Stream and may choose to submit their projects to any other stream under which they are eligible.

Please carefully review all requirements found here, in the Essential Information Guide, and the list of required application materials regarding the Indigenous Stream.

Indigenous applicants who have questions about submitting their project are encouraged to contact the Lead, Indigenous Initiatives at Telefilm **prior** to submitting their application.

## **6. RECOUPMENT**

This section applies only if Telefilm's financial participation takes the form of a repayable advance or equity investment, regardless of the stream under which the project is submitted.

### **6.1. Projects with budgets under \$2.5 million**

For projects with budgets of less than \$2.5 million, and for which Telefilm's financial participation is provided as a repayable equity investment, a simplified form of Telefilm recoupment will be applied. Telefilm will recoup 10% of the applicant's entitlement to the production revenues received at any time during a period ending 24 months after the start of the project's commercial exploitation.

### **6.2. Projects with budgets of \$2.5 million and more**

Telefilm will recoup its financing according to the contract it enters into with the applicant. The calculation of Telefilm's entitlement to recoupment will not be affected by the form of Telefilm's financial participation.

#### **6.2.1. Minimum Recoupment Practices**

- a) If Telefilm's financial participation does not exceed \$250,000 and is provided for post-production only, Telefilm will recoup 10% of the applicant's entitlement to production revenues received at any time.
- b) If Telefilm's financial participation does not exceed \$250,000 and the project is an audiovisual treaty coproduction in which the Canadian financing does not exceed 20% of the total financial structure, Telefilm will recoup 10% of the applicant's entitlement to production revenues received at any time.
- c) For all other projects with budgets over \$2.5 million, Telefilm will recoup its financial participation no less favourably than *pro rata* and *pari passu*<sup>14</sup> with all other financial contributions<sup>15</sup> (except as noted below for Priority Financing and private investors), including: producer investments, investments from broadcasters and other CRTC licensees, funds established as a requirement of the CRTC, provincial agency financing, craft and creative deferrals (whether or not by related parties), any form of distributor-related financial participation which is directly or indirectly supported by payments from the budget and any form of producer-related financial participation which is directly or indirectly supported by producer fees, corporate overhead or federal or provincial tax credits.

For projects where the financing structures include distribution advances/minimum guarantees, presales for non-Canadian territories or other similar forms of participation including gap financing, Telefilm is to receive a deal that will not limit Telefilm's ability to recoup its financial participation.

Although a producer may sell worldwide distribution rights to approved entities in return for a distribution advance/minimum guarantee to be included in the project's financial structure or arrange a gap loan for unsold territories ("**Priority Financing**"), the Priority Financing may not be recouped from worldwide revenues 100% ahead of Telefilm's financial participation (except as noted below). Telefilm shall have on its own a corridor of up to 5% of worldwide revenues, recouped *pro rata* and *pari passu* with the Priority Financing ("**Telefilm's Corridor Percentage**"), calculated as

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<sup>14</sup> Please note that if another financial participant is granted a premium, Telefilm will require an equivalent premium.

<sup>15</sup> Telefilm acknowledges that public agencies in certain provinces/territories have recoupment policies that may differ from Telefilm's practices and, in such instances, may in its own discretion grant more favorable terms than *pro rata* and *pari passu*.

follows:

- **If Telefilm's financial participation exceeds \$1.5 million, up to \$2.5 million:** Telefilm's Corridor Percentage will be based on 25% of Telefilm's proportionate share of total financing, with such Corridor Percentage capped at 5%.
- **If Telefilm's financial participation exceeds \$2.5 million:** Telefilm's Corridor Percentage will be based on 35% of Telefilm's proportionate share of total financing, with such Corridor Percentage capped at 5%.

Telefilm will allow other financiers (including producer investment/deferrals) to recoup *pro rata* and *pari passu* with the Priority Financing, but only to the extent that the Priority Financing's recoupment position on first tier is not lowered to less than 80% of the first tier.

Telefilm does not accept open territories in lieu of a corridor on first revenues or catch-up tiers.

The Priority Financing may be recouped from worldwide revenues 100% ahead of Telefilm's financial participation if:

- Telefilm's financial participation is \$1.5M or less; or
- The Priority Financing is the lesser of \$100,000 or 5% of the budget.

In all circumstances, the fees, expenses, and premiums of the Priority Financing shall be reasonable. Telefilm may impose caps or limitations on deductible distribution and gap lending fees and expenses. Any amounts allocated to distributors or sales agents in excess of their Priority Financing amount shall be paid from the applicant's share of recoupment and remain subject to Telefilm's premium requirements as set in footnote 14 above; Telefilm's share of recoupment shall be calculated on receipts prior to the deduction of any additional amounts.

When a distribution advance/guarantee/gap is provided by a company related to or affiliated with the applicant, Telefilm may require a recoupment position for the advance/guarantee/gap that is more consistent with that of other financial contributions (i.e. *pro rata* and *pari passu*).

Unless agreed to in writing by Telefilm in advance, all gap/bridge/interest/other loan financing costs are to be included in the production budget.

Unless they operate as bridge financiers and have a track record as such, any investor, distributor, producer or coproducer, gap financier and similar financial participant in a project shall not also be accepted as a bridge financier or similar high-risk lender/financier on that same project, nor shall any of those companies' related parties be accepted in such a manner.

Any entity that previously held ownership/copyright in a project may not be accepted as a third-party financier and said entity and any of its related parties shall be assessed consistently with the treatment of a producer financing source as noted above.

Approved budget overruns may be recouped only after Telefilm has recouped.

For productions where Telefilm deems certain budget items to be excessive (including producer's fees and corporate overhead, finders' fees, financing fees, and third-party cast, crew, or service deferrals), Telefilm may require a recoupment position for such costs that ensures that such items do not negatively affect Telefilm's recoupment.

Applicants are expected to ensure that international agreements will not limit the Canadian share of production revenue (example: a premium granted by a foreign coproducer may only apply to the foreign producer's share of production revenue).

### **6.2.2. Profit Participation**

If Telefilm's financial participation<sup>16</sup> in the project exceeds \$250,000, Telefilm shall receive, once all financial contributions (including financing of Telefilm-approved overages, if any), have been recouped a share of production revenues equal to 50% of its proportionate share of total equity<sup>17</sup>, in perpetuity.

### 6.2.3. Incentive to Encourage Private Financing

In order to encourage producers seeking non-traditional sources of private financing for their projects, Telefilm will offer the following incentive to productions benefiting from such funding:

- Until full recoupment of eligible private financial participations, on recoupment tiers on which there is no advance/guarantee/gap recouping as referenced above, eligible private participants may receive up to 50% of revenues on said tiers. The other 50% will be shared *pro rata* and *pari passu* between Telefilm and the remaining equity/repayable advances.

On recoupment tiers on which there is an advance/guarantee/gap, eligible private financial participants may receive a corridor of up to 15% *pro rata* and *pari passu* with the Priority Financing and Telefilm, but only to the extent that the Priority Financing's recoupment percentage on first tier does not become less than 80%. Telefilm's Corridor Percentage on the first tier will be maintained.

Such a preferred position will not apply to: producers, production companies, affiliates or related parties of the applicant, suppliers deferring payments, broadcasters and other CRTC licensees, funds established as a requirement of the CRTC, and Canadian participants eligible to receive accompanying benefit from their participation, such as distribution or licensing rights, payment for services provided to the production or the fulfillment of regulatory requirements, or entities receiving a producer credit, nor to any related party to any of the aforementioned entities. Furthermore, any portion of such private participation that is directly or indirectly supported by remuneration from the budget may not recoup more favourably than Telefilm's participation.

Applicants wishing to take advantage of this incentive are strongly advised to contact the [Canada Revenue Agency](#) for details on how third-party loans, investments and other financings may affect qualification for tax credits.

## 7. APPLICATION PROCESS

### 7.1. How to Apply

All applicants must apply online using [Dialogue and must submit](#) all applicable documentation described in the Required Document list found on Telefilm's [website](#). All documentation required to be submitted after the application is submitted must also be submitted on-line through Dialogue.<sup>18</sup> If you have technical difficulties, please contact your regional coordinator. If required, please consult the [Service Charter](#).

Please note that applications for audiovisual treaty coproductions recommendations must be done separately at the earliest of: 40% of the financing confirmed (exclusive of tax credits) or after an offer of financing from Telefilm has been received and, in all cases, no later than 30 days before the start of principal photography.

### 7.2. When to Apply

Please refer to the Program [webpage](#) for the opening and closing dates for applications for the different project budget levels and streams. Telefilm recommends that applications for production financing be submitted well in advance of the commencement of principal photography. Applications for completion funding must be submitted prior to picture lock.

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<sup>16</sup> This is not applicable if Telefilm's financial participation is in the form of a non-recoupable contribution or for projects that meet the criteria of section 6.1 above.

<sup>17</sup> Calculation made on approved budget, exclusive of approved overages.

<sup>18</sup> Applicants will be advised if their application is incomplete and will be given five (5) business days to provide missing documentation, following which additional documentation will not be accepted. Please see the Essential Information Guide the Program [webpage](#) for details.

## **8. GENERAL INFORMATION**

While compliance with the guidelines is a prerequisite to eligibility for funding, compliance does not guarantee entitlement to Telefilm funds. Telefilm may adjust its guidelines and application forms from time to time as required. Telefilm has full discretion in the application and interpretation of these guidelines to ensure that its funding is provided to those projects that meet its spirit and intent. In all questions of interpretation of either these guidelines, or the spirit and intent of this program, Telefilm's interpretation shall prevail.

Any information, in any form, provided, obtained, created, or communicated in connection with an application or project is subject to the [Access to Information Act](#) and the [Privacy Act](#).

All Telefilm programs are subject to the availability of funding from government and other sources.