

PRODUCTION PROGRAM

LIST OF REQUIRED DOCUMENTS

Required Documents at time of Application to Telefilm Canada

Feature Film Production and Post-Production

- To apply, complete the online application form and upload the required documents below using Dialogue: <https://telefilm.ca/en/log-in>.
- **IMPORTANT:** All required documents must be submitted with the application form at the time of submission. Applicants will be notified if their application is incomplete and given a notice to submit missing documentation within five (5) business days. Applicants must submit all missing documentation within that notice period. Documentation submitted to Telefilm after the submission of the application form or, for incomplete applications, after the notice period indicated in the incomplete file notice, may not be considered in the decision-making process. For more information, please refer to the Essential Information Guide available on the Program [webpage](#).
- All application documents must be submitted exclusively in one language, either in English or French.
- Note that Telefilm reserves the right to request additional information at any time.
- Please note that links to file hosting services (such as Dropbox, Google Drive, OneDrive, CloudMe, Sugar Sync, etc.) are not accepted.

		DOCUMENT	REQUIRED FOR (i.e., types of applications item is required for)	DESCRIPTION (customize and enter document name in text field on application form)	TYPE (select from dropdown menu)
<input type="checkbox"/>	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
<input type="checkbox"/>	2.	Most Recent Script Final version, if available, clearly dated.	All Production applications	Creative Material_ Date of Script	Script
<input type="checkbox"/>	3.	Summary of Changes to Script A description of material changes to the script since its last application to Telefilm.	Production applications submitted more than once	Rewrite Proposal_ Date	Rewrite proposal
<input type="checkbox"/>	4.	Rough Cut (or equivalent before Picture Lock) Web link (DVDs are not accepted).	Post-production applications only	Rough Cut	Support Material

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<input type="checkbox"/>	5.	Creative Completion Plan A proposal that outlines the postproduction activities and explains how they will serve to attract the intended audience.	Post-production applications only	Completion Plan_ Date	Completion Plan
<input type="checkbox"/>	6.	Director's Vision and Intentions <i>Please see the Essential Information Guide for more information.</i>	All applications	Director's Vision_ Date	Director's vision and intentions
<input type="checkbox"/>	7.	Previous Work of Director(s), if applicable A document including links to selected works and/or a curated selection of excerpts from works by the Director(s) to demonstrate aesthetic, expertise and capacity to realize the proposed vision. Please include all Web link(s) in a single document <i>Please see the Essential Information Guide for more information</i>	All applications	Director's Previous Work	Previous Work
<input type="checkbox"/>	8.	Track Record Summary for all Producers, Directors and Screenwriters <u>One track record form for each Producer, Screenwriter and Director (whether a Lead or not).</u> <i>Form available on the Program webpage.</i>	All applications	Track Record_ Name	CV/ Resume
<input type="checkbox"/>	9.	Cast List Clearly identifying role, confirmed vs. proposed/pending status and the nationality of performers.	All applications	Cast and Crew List_ Date	Cast and Key Personnel
<input type="checkbox"/>	10.	Promotion and Marketing Plan The plan should clearly identify the target market with solid marketing hooks, and the project's potential to appeal to audiences in Canada and abroad on various platforms and	All projects where there is a distributor attached.	Marketing Plan_ Date	Marketing Plan

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		<p>should include projected P&A commitment.</p> <p>Note: This document must be completed by the distributor.</p>			
<input type="checkbox"/>	11.	<p>Summary of Audience Reach / Promotional Strategy</p> <p><i>Form is available on the Program webpage.</i></p> <p>Note: If a distributor is attached, this document <u>must</u> be completed by the distributor. If no distributor is attached, it should be completed by the producer.</p>	All applications	Marketing Summary_Date	Marketing Plan
<input type="checkbox"/>	12.	<p>Firm Commitment from a Canadian Distributor</p> <p>A fully executed deal memo, a short-form agreement or a firm commitment letter are acceptable at this stage.</p> <p>The document <u>must</u> outline all rights and/or options being licensed or acquired, the territory, the term, the amount of the minimum guarantee.</p> <p>For more information, see the Essential Information Guide and the <i>CFFF Distribution Terms and Contracts Requirements Policy</i>¹.</p>	Applications where the production budget is \$3.5M or more <u>or</u> a distributor is attached.	Distribution Agreement_Company Name	Broadcast or distribution agreement
<input type="checkbox"/>	13.	<p>International Sales Agent Agreement(s) including Third Party Sales Projections</p>	Applications with a sales agent attached.	Sales Agent Agreement_Company Name	Broadcast or distribution agreement
<input type="checkbox"/>	14.	<p>Coproduction and/or Joint Venture Agreement(s)</p>	Applications with two or more production companies attached (Canadian and/or International)	Coproduction agreement_Company Names	Coproduction agreement

¹ Please note that the CFFF Distribution Terms and Contracts Requirements Policy is currently under review.

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<input type="checkbox"/>	15.	Declaration Form - Designation of Main Applicant and Performance Ratio Sharing <i>Form available on the Program webpage.</i>	All applications where there is more than one Canadian applicant	Main Applicant Designation Form_ Company Names	Coproduction agreement
<input type="checkbox"/>	16.	Details of All Confirmed and Projected Financing <u>Whether or not included in the financial structure</u> , evidencing terms, conditions and value of the financial contributions. Provide supporting documentation for each source of financing in the financial structure including (as applicable): a) All market interest elements including broadcast licences, gap financing, distribution and sales agency agreements (see above), etc.; b) Federal and provincial tax credit calculation summaries; c) Other financing agreements (e.g., provincial and private equity and contributions); d) Summary status of confirmed and projected financing including as much detail as possible (e.g., status and date of application, timeline to complete financing). Fully executed commitment letters and short-form agreements are acceptable at this stage. <i>(See CFFF Budgets and Production Financing Requirements Policy)</i>	All applications	Financing agreement_ Company Name <i>and/or</i> Broadcast licence_ Company Name <i>and/or</i> Tax credit calculation_ Tax Credit Name (as applicable)	Financing agreement <i>or</i> Broadcast or distribution agreement <i>or</i> Tax credits <i>(as applicable)</i>
<input type="checkbox"/>	17.	Production Budget* <i>Form is available on Telefilm website</i> <i>*For an international treaty coproduction please provide a multi-column budget showing each country's participation in a separate column and a consolidated column.</i>	All applications	Budget_ Date	Budget

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<input type="checkbox"/>	18.	Declaration of Costs Incurred and Paid to Date <i>Form is available on the Program webpage.</i>	All postproduction applications	Declaration of Costs Incurred and Paid	Support Material
<input type="checkbox"/>	19.	Description of Chain of Title A complete description of the project's development history, demonstrating clear chain of title.	All applications	Chain of Title_ Title of the Document	Chain of title & development history
<input type="checkbox"/>	20.	Declaration Regarding Projects Submitted to the Indigenous Stream <i>Form is available on the Program webpage.</i>	Indigenous Stream applications only	Declaration re Indigenous Stream_ Date	Affidavit
<input type="checkbox"/>	21.	Community Engagement Plan This document is an opportunity for the filmmaking team to elaborate on elements of their project that involve sensitive content and/or specific communities/peoples and/or to demonstrate a plan for how they will responsibly engage with any underrepresented communities who will be impacted by the project. <i>Please see the Essential Information Guide for more information.</i>	All applications	Community Engagement Plan_ Date	Community Engagement Plan
<input type="checkbox"/>	22.	Sustainability Plan This document is an opportunity for the filmmaking team to elaborate on elements of their project that involve specific environmentally responsible or sustainability practises. <i>Please see the Essential Information Guide for more information.</i>	Optional	Sustainability Plan	Support Material
<input type="checkbox"/>	23.	Request for Additional Funding for Remote Location Shooting Provide a detailed rationale (max. 2 pages) explaining why the project requires this additional funding. Additional costs incurred due to the	Applications submitted to the Indigenous stream where there is a request for additional funding for	Request_Additional Funding_Remote_location_ Date	Memo

		DOCUMENT	REQUIRED FOR (i.e., types of applications item is required for)	DESCRIPTION (customize and enter document name in text field on application form)	TYPE (select from dropdown menu)
		remoteness of the shooting location should be clearly identified. <i>Please see the Essential Information Guide for more information.</i>	remote location shooting.		
<input type="checkbox"/>	24.	<p>Request for Additional Funding for Capacity Building</p> <p>Proposals must outline the details of the capacity building initiative, including:</p> <ul style="list-style-type: none"> • Goals, intent, and measurable outcomes. (maximum one page) • Additional costs incurred for the capacity-building initiative • Detailed plan and schedule of the capacity-building initiative. <p><i>Please see the Essential Information Guide for more information.</i></p>	Applications submitted to the Indigenous Stream where there is a request for additional funding for capacity building.	Request for Additional Funding_Capacity building_ Date	Memo