

## Required Documents at time of Application to Telefilm Canada

Promotion Program- Industry Initiatives Stream

To apply, complete the online application form and upload the documents below using Dialogue: <a href="https://telefilm.ca/en/log-in">https://telefilm.ca/en/log-in</a>

\*Please note that links to file hosting services (such as Dropbox, Google Drive, OneDrive, CloudMe, Sugar Sync, etc.) are not accepted. Telefilm reserves the right to request any further documentation or information to assess the application. Telefilm reserves the right to request any other document or information it deems useful in order to assess the funding request.

	DOCUMENT	DESCRIPTION (customize and enter document name in text field on application form)	TYPE (select from dropdown menu)
1.	Constitutive documents for the applicant corporation  Only if updated or modified since the applicant's last funding application to Telefilm Canada	Constitutive documents_ Name of applicant corporation	Incorporation documents
2.	Corporate declaration  Declaration of Canadian Status of Corporation and Corporate Information for the applicant corporation  Form available on Telefilm's website  *Please note that if the person identified in Dialogue as the signatory of the Telefilm agreement is not listed in the Corporate declaration form as having signing authority, a resolution of the Board of directors confirming the signatory's signing authority must be submitted to Telefilm	Corporate Declaration_Name of applicant corporation	Shareholder Information
3.	<ul> <li>Activity proposal</li> <li>The proposal should generally include (for each activity financed):</li> <li>Brief summary of the key elements that make the activity unique;</li> <li>Concise (approx. 50-word) bios of key personnel (only if key personnel has changed this year);</li> <li>Description of how the 2021-2022 edition has changed from how it has been historically presented and/or how it was presented last year (250 words maximum);</li> <li>How the activity aligns with Telefilm's strategic and promotional objectives (100 words maximum);</li> <li>Specific details outlining how the expenses and revenues of the activity are different from the previous year and how the proposed budget and financial structure are in line with the activity proposal.</li> </ul>	Activity Proposal_Name of the activity	Activity Proposal
4.	Budget and Financial Structure of the activity (for each activity financed)  Please refer to the budget and final costs template available on the Telefilm's website.	Budget and Financial Structure_ Name of the activity	Budget