

Required Documents at time of Application to Telefilm Canada *Marketing Assistance Program*

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

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

		DOCUMENT	DESCRIPTION (customize and enter document name in text field on application form)	DIALOGUE DOCUMENT TYPE (select from dropdown menu)
<input type="checkbox"/>	1a.	Executed distribution agreement and any amendment(s) thereto (See CFFF Distribution Terms and Contracts Requirements Policy) *Not required if the film was financed by Telefilm in production/post-production and there has been no change to the distribution terms.	Distribution agreement_name of company	Broadcast or Distribution agreement
<input type="checkbox"/>	1b.	If self-distributing, a Letter containing the key terms of distribution (i.e., rights, minimum guarantee, term, region, etc.) (See CFFF Distribution Terms and Contracts Requirements Policy)	Self-distribution terms_name of company	Broadcast or Distribution agreement
<input type="checkbox"/>	2.	Commitment from exhibitor specifying the dates and number of screenings	Commitment letter_name of exhibitor	Broadcast or Distribution agreement
<input type="checkbox"/>	3.	CAVCO certification letter or CRTC certification letter or Official treaty co-production certification (If a project not financed by Telefilm in production). <i>Note: If CAVCO's certification letter is not available, Telefilm may, at its discretion, accept the CRTC certification letter.</i>	Canadian content certificate Or Official coproduction treaty certification	Applicant's proof of eligibility and citizenship
<input type="checkbox"/>	4.	Service agreement with third party expert , if applicable	Third party (Expert) Agreement name of individual or company	Broadcast or Distribution agreement
<input type="checkbox"/>	5.	Detailed marketing and distribution plan for the Canadian theatrical release, including list of cities, screens and dates, which are confirmed and which are anticipated, and details regarding alternative platform(s), as applicable. See the guidelines for more information.	Marketing and distribution plan	Marketing plan
<input type="checkbox"/>	6.	Proposed or detailed digital platform services agreement from one or more digital platform services companies / consultants, if the Marketing Plan includes digital platform marketing activities.	Digital Platform Services agreement_name of company	Broadcast or Distribution agreement
<input type="checkbox"/>	7.	Links to the film website, social media sites, film's trailer, etc (if applicable)	{URL}	Marketing plan

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<input type="checkbox"/>	8.	Videolink or DVD of the film (Only if available and for a project not financed by Telefilm in production or post-production). <i>Note:</i> During the Covid-19 pandemic, Telefilm will only accept videolinks. (DVDs may be required at a later date.)	{URL} or Please send DVD by mail or courier	Support material
<input type="checkbox"/>	9.	Detailed marketing budget (Canadian and Foreign costs) including all related party transactions. In standard Telefilm Canada format (<i>Form is available on Telefilm website</i>). <i>Note:</i> Any ancillary platform and non-Canadian costs should be discussed with a Telefilm decision-maker prior to submission.	Budget_date	Budget
<input type="checkbox"/>	10.	Financial participation deal memos Deal memos or contracts from financial participants (as applicable)	Financing agreement_name of participant or company	Financing agreement
<input type="checkbox"/>	11.	Declaration re sponsorships (Form available on Telefilm website)	Declaration of sponsorship_name of sponsor	Application and Certification forms
<input type="checkbox"/>	12.	Visibility proposal for Telefilm Canada (Only if the project was not financed by Telefilm in production.) <i>Telefilm Canada's visibility requirements are listed on our website</i>	Marketing and distribution plan	Marketing plan
<i>The following documents are required if they have been updated or modified since the applicant company's last funding application to Telefilm Canada:</i>				
<input type="checkbox"/>	13.	Incorporation documents Incorporation certificate for applicant company(ies) and parent company(ies), if applicable	Incorporation Documents_Company Name	Incorporation documents
<input type="checkbox"/>	14.	Corporate declaration Declaration of Canadian Status of Corporation and Corporation Information <i>Form is available on Telefilm's website.</i>	Corporate Declaration_Company Name	Shareholders Information
<input type="checkbox"/>	15.	Corporate financial statements for the past three fiscal years	Financial Statements_year	Financial Statements