

# **DEVELOPMENT PROGRAM**

**LIST OF REQUIRED DOCUMENTS AT TIME  
OF APPLICATION TO TELEFILM CANADA**

- To apply, complete the online application form and upload the required documents below using Dialogue: <https://telemfilm.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](#).
- All application documents must be submitted in English or French, no matter the language of the project.
- 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 (Stream and/or type of application the 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.	<b>Incorporation Certificate</b> For applicant production company and parent company(ies), if applicable.	If modified since company's last application to Telefilm	Incorporation Documents_ <b>Company Name</b>	<b>Incorporation documents</b>
<input type="checkbox"/>	2.	<b>Corporate Declaration</b> Declaration of Canadian Status of Corporation and Corporation Information for applicant company(ies) and parent company(ies), if applicable. <i>Form is available on Telefilm's website.</i>	If modified since company's last application to Telefilm	Corporate Declaration_ <b>Company Name</b>	<b>Affidavit</b>
<input type="checkbox"/>	3.	<b>Eligibility Declaration Form</b> <i>Form is available on Telefilm's website.</i>	All applications submitted under the Selective Stream, the Indigenous Stream or the Stream for Black and People of Colour	Eligibility Declaration Form_ <b>Company Name</b>	<b>Affidavit</b>
<input type="checkbox"/>	4.	<b>Most Recent Creative Material</b> (e.g., outline, treatment, screenplay) Final version, with Screenwriter's name, dated and with numbered pages.	All applications	Creative material_ <b>Date of Script</b>	<b>Script</b>
<input type="checkbox"/>	5.	<b>Executed Screenwriter Agreement</b> Including any amendments to the agreement, the Screenwriter's fee, and the payment and delivery schedule.	All applications	Screenwriter Agreement_ <b>Date</b>	<b>Key personnel agreements</b>
<input type="checkbox"/>	6.	<b>Director Agreement</b> Including any amendments to the agreement, the Director's fee, and the payment schedule.	Packaging applications only	Director Agreement_ <b>Date</b>	<b>Key personnel agreements</b>

		<b>DOCUMENT</b>	<b>REQUIRED FOR</b> (Stream and/or type of application the item is required for)	<b>DESCRIPTION</b> (customize and enter document name in text field on application form)	<b>TYPE</b> (select from dropdown menu)
<input type="checkbox"/>	7.	<b>Distribution Commitment Letter</b> As applicable.	Only those applications with a Distributor attached  (Not required for applications to the Prequalified Stream)	Distribution Commitment Letter <b>_Date</b>	<b>Broadcast or distribution agreement</b>
<input type="checkbox"/>	8.	<b>Declaration Regarding Projects Submitted Under the Indigenous Stream</b> <i>(if applicable)</i> Form available on the Program's webpage.	Indigenous Stream applications only	Declaration_Indigenous Stream	<b>Affidavit</b>
<input type="checkbox"/>	9.	<b>Declaration Regarding Projects Submitted Under the Stream for Black and People of Colour</b> Form available on the Program's webpage.	Stream for Black and People of Colour applications only	Declaration_Stream for Black and People of Colour	<b>Affidavit</b>
<input type="checkbox"/>	10.	<b>Pitch Document</b> 5-10 pages summarizing the following: <ul style="list-style-type: none"> <li>• A short synopsis and a long synopsis</li> <li>• A description of the themes and creative intentions behind the project</li> <li>• Development plan including a summary of the creative goals for this phase</li> <li>• A summary of the track record of the team</li> <li>• An indication of the intended audience, and cultural impact for the project</li> </ul> Please see the <a href="#">Essential Information Guide</a> for more information	All applications submitted to the Selective Stream, the Indigenous Stream or the Stream for Black and People of Colour	Pitch Document	<b>Project Plan</b>
<input type="checkbox"/>	11.	<b>Community Engagement Plan</b> This document is an opportunity for the filmmaking team to demonstrate a plan for how they will responsibly engage with any under-presented communities that will be impacted by the project. Please see the <a href="#">Essential Information Guide</a> for more information	All applications involving under-represented communities	Community Plan <b>_Date</b>	<b>Community Engagement Plan</b>
<input type="checkbox"/>	12.	<b>Filmography for Producer, Screenwriter and Director, (if applicable)</b> One filmography form for each of the Producer, Screenwriter and Director, if applicable Form is available on Telefilm's website.	All applications submitted to the Selective Stream, the Indigenous Stream or the Stream for Black and People of Colour	Filmography_ <b>Name</b>	<b>CV/Resume</b>