

## MARKETING PROGRAM

### LIST OF REQUIRED DOCUMENTS AT TIME OF FUNDING APPLICATION TO TELEFILM CANADA

- 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.

	<b>DOCUMENT</b>	<b>REQUIRED FOR</b> (i.e., types of applications item is required for)	<b>DESCRIPTION</b> (customize and enter document name in text field on application form)	<b>DIALOGUE DOCUMENT TYPE</b> (select from the drop-down menu in the application form)
<b>1a.</b>	<b>Executed Distribution Agreement</b> and any amendment(s) thereto  (See CFFF Distribution Terms and Contract Requirements on the Program <a href="#">webpage</a> )	All projects submitted by a distribution company	Distribution Agreement_Name of the distribution company	Broadcast or distribution agreement
<b>1b.</b>	<b>Letter Containing the Key Terms of Distribution</b>  (i.e., rights, minimum guarantee, term, region, etc.)  (See CFFF Distribution Terms and Contracts Requirements on the Program <a href="#">webpage</a> )	If the project is self-distributed	Self-distribution Terms_Name of company	Broadcast or Distribution agreement
<b>2.</b>	<b>Written Commitment from an Exhibitor</b> to release the project in theatres within 6 months of the application date	If the project is submitted by a production company or a distribution company that does not qualify as an Eligible Distribution Company under the Program	Commitment_Name of Exhibitor	Broadcast or Distribution agreement
<b>3.</b>	<b>CAVCO Certification Letter or Official Treaty Co-Production Certification</b>  <b>Note:</b> If the CAVCO certification letter is not available, Telefilm Canada may, at its discretion, accept the CRTC certification letter.	If the project was not financed by Telefilm Canada in production/postproduction	Canadian Content Certificate  Or Official Coproduction Treaty Certification	Applicant's proof of eligibility and citizenship
<b>4.</b>	<b>Service Agreement with Third Party Expert in specialized market(s)</b> , if applicable	If the services of a third party expert in the specialized market(s) are retained	Service Agreement (Expert)_ Name of individual or company	Broadcast or Distribution agreement
<b>5.</b>	<b>Detailed Marketing and Distribution Plan</b> for the Canadian theatrical release, including list of cities, screens and dates, which are confirmed, and which are anticipated, and details regarding ancillary platform(s), as applicable.  See the guidelines available on the Program <a href="#">webpage</a> for more information.	All projects	Marketing and distribution Plan	Marketing plan

6.	<b>Links to the Film Website, Social Media Sites, Film's Trailer, etc.</b> (if applicable)	All projects	{URL}	Marketing plan
7.	<b>Video Link of the Film</b> <b>Note:</b> During the Covid-19 pandemic, Telefilm will only accept video links. DVDs may be required at a later date.	Projects not financed by Telefilm Canada in production/postproduction	{URL}	Support material
8.	<b>Detailed Marketing Budget (Canadian and Foreign Costs)</b> including all related party transactions.  <i>Form available on the Program <a href="#">webpage</a></i>  <b>Note:</b> Any non-Canadian costs should be discussed with Telefilm Canada prior to submission.	All projects	Budget_Date	Budget
9.	<b>Deal memos or contracts from financial participants</b> (as applicable)	All applications	Financing Agreement_Name of Financial Participant	Financing Agreement
10.	<b>Declaration Relative to Sponsorship Agreements</b> (if any)  <i>Form available on the Program <a href="#">webpage</a></i>	All applications	Declaration of Sponsorship_Name of Sponsor	Application and Certification forms
11.	<b>Visibility Proposal for Telefilm Canada</b>  Telefilm Canada's visibility requirements are listed on the Program <a href="#">webpage</a> .	If the project was not financed by Telefilm Canada in production/postproduction	Marketing and Distribution Plan	Marketing Plan
12.	<b>Community Engagement Plan</b>  This document outlines the approach of the applicant to underrepresented communities and/or potentially sensitive content.	If the project was not financed by Telefilm Canada in production/postproduction	Community Engagement Plan_Date	Community Engagement Plan
13.	<b>Incorporation documents</b>  Incorporation certificate for applicant company(ies) and parent company(ies), if applicable	If modified since company's last application to Telefilm	Incorporation Documents_Company Name	Incorporation documents
14.	<b>Corporate declaration</b>  Declaration of Canadian Status of Corporation and Corporation Information  Form available on the Program <a href="#">webpage</a>	If modified since company's last application to Telefilm	Corporate Declaration_Company Name	Shareholders Information

15.	<b>Corporate financial statements</b> for the past three fiscal years	If the financial situation of the applicant has changed since its last application to Telefilm	Financial Statements_year	Financial Statements
-----	---	--	---------------------------	----------------------