

Required Documents
at time of Application to Telefilm Canada
Theatrical Documentary 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.

		DOCUMENT	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 (<i>only if modified since company's last application to Telefilm</i>)	Incorporation Documents_ Company Name	Incorporation documents
<input type="checkbox"/>	2.	Treatment or Script Max. 5 pages	Creative material_ Date of Script	Script
<input type="checkbox"/>	3.	Creative production plan <u>For production applications only</u> Max. 3 pages. Including summary of research.	Production plan	Project Plan
<input type="checkbox"/>	4.	Creative completion plan <u>For post-production applications only</u> Max. 3 pages. Explaining how the planned post-production will serve to attract a theatrical audience	Completion plan	Project Plan
<input type="checkbox"/>	5.	Director's vision and intentions Max. 2 pages	Director's Vision	Director's vision and intentions
<input type="checkbox"/>	6.	Director's previous work Web link (if not available, DVD – 3 copies)	[URL]	Support Material
<input type="checkbox"/>	7.	Rough Cut of the film Web link (no DVD)	[URL]	Support Material
<input type="checkbox"/>	8.	Filmographies of all key creative personnel (must specify running time, Canadian theatrical release dates and Canadian film festival selections for each work when applicable) Including producer(s), writer(s) and director(s)	Filmography_ Name (<i>plus URL, if applicable</i>)	CV/Filmography/ Resume
<input type="checkbox"/>	9.	Co-Production and/or Joint Venture Agreement(s) As applicable	Co-production agreement_ Company Names	Co-production agreement
<input type="checkbox"/>	10	Declaration Form re: Designation of Main Applicant and Sharing of Project Score If more than one Canadian applicant for the same project. (Form available on Telefilm's website) As applicable	Main Applicant Designation Form_ Company Names	Co-production agreement

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<input type="checkbox"/>	11.	Promotion and marketing plan (to be completed by the distributor) Clearly identifying the target market with solid marketing hooks (including broadcaster support for the theatrical release, as applicable), and the project's potential to appeal to audiences in Canada and abroad on various platforms, including projected prints and advertising commitment.	Marketing plan_ Date	Marketing Plan
<input type="checkbox"/>	12.	Canadian theatrical distribution agreement or deal memo Fully executed, demonstrating allowance of a telecast window six (6) months following the start of the theatrical release* <i>*Unless otherwise agreed by applicant, Telefilm, broadcaster(s) and distributor</i>	Canadian distribution agreement_ Company name	Broadcast or distribution agreement
<input type="checkbox"/>	13.	Broadcast licence written commitment(s) and/or online distribution agreements As applicable. Fully executed, demonstrating allowance in each for a theatrical distribution window* of at least six (6) months following the start of theatrical release. <i>*Unless otherwise agreed by applicant, Telefilm, broadcaster(s) and distributor</i>	Broadcaster licence_ Company name	Broadcast or distribution agreement
<input type="checkbox"/>	14.	Production Budget* (for production applications) <u>and</u> Declaration of Costs Incurred and Paid to Date (for postproduction applications) <i>Forms are available on Telefilm website.</i> <i>*For an international treaty coproduction please provide a multi-columnar budget showing each country's participation in a separate column and a consolidated column.</i>	Budget_ Date	Budget
<input type="checkbox"/>	15.	Description of Chain of Title A complete description of the project's development history, demonstrating clear chain of title.	Chain of Title_ Describe Document	Chain of title & development history