

- To apply, complete the online application form and upload the 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 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 Telefilm will not accept links to file hosting services (i.e., Dropbox, Google Drive, OneDrive, CloudMe, Sugar Sync, etc.).

		DOCUMENT	REQUIRED FOR (i.e., types of applications 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.	Incorporation Certificate For applicant production company and parent company(ies), if applicable.	If modified since company's last application to Telefilm	Incorporation Documents_ Company Name	Incorporation documents
<input type="checkbox"/>	2.	Most Recent Treatment or Script Max. 5 pages	All Production applications	Creative material_ Date of Script	Script
<input type="checkbox"/>	3.	Creative Production Plan Max. 3 pages. Including summary of research.	All Production applications	Production plan_ Date of Plan	Project Plan
<input type="checkbox"/>	4.	Summary of Changes to Script and Creative Production Plan A description of material changes to the Script and Creative Production Plan since its last application to Telefilm.	Second-time production applications only	Rewrite proposal_ Date of Script/Creative Production Plan	Rewrite Proposal
<input type="checkbox"/>	5.	Rough Cut (or equivalent before Picture Lock) Web link (DVDs cannot be accepted)	All Post-production applications	Rough Cut	Support Material
<input type="checkbox"/>	6.	Creative Completion Plan Max. 3 pages. A proposal that outlines the postproduction and explains how it will serve to attract a theatrical audience.	All Post-production applications	Completion plan_ Date	Project Plan
<input type="checkbox"/>	7.	Director's Vision and Intentions (See Essential Information Guide for details)	All applications	Director's Vision_ Date	Director's vision and intentions
<input type="checkbox"/>	8.	Previous Work of Director Web link	All applications	Director's Previous Work	Previous Work
<input type="checkbox"/>	9.	Filmography for Producer, Director, Screenwriter <u>One filmography form for each Producer, Writer and Director.</u> <i>Form is available on Telefilm website.</i>	All applications	Filmography_ Name	CV/ Resume

<input type="checkbox"/>	10. Promotion and Marketing Plan <p>The plan should clearly identify the target market, marketing hooks and the project's potential to appeal to audiences in Canada and abroad on various platforms, including projected prints and advertising commitment.</p> <p>Note: This document must be completed by the distributor.</p>	All applications	Marketing plan_Date	Marketing Plan
<input type="checkbox"/>	11. Firm Commitment from a Canadian Distributor <p>A fully executed deal memo, a short-form agreement or a firm commitment letter are acceptable at this stage.</p> <p>The document <u>must</u> outline all rights and/or options being licensed or acquired, the territory, the term, the amount of the minimum guarantee and the P&A budget.</p> <p>For more information, see the Essential Information Guide and the <i>CFFF Distribution Terms and Contracts Requirements Policy</i>¹.</p>	All applications	Distribution Agreement_Company Name	Broadcast or distribution agreement
<input type="checkbox"/>	12. Broadcast licence commitment(s) and/or online distribution agreements <p>Fully executed, demonstrating allowance in each for a theatrical distribution window* of at least six (6) months following the start of theatrical release.</p> <p><i>*Unless otherwise agreed by applicant, Telefilm, broadcaster(s) and distributor.</i></p>	Applications with a broadcaster or online distributor attached	Broadcaster licence_Company name	Broadcast or distribution agreement
<input type="checkbox"/>	13. Co-Production and/or Joint Venture Agreement(s)	Applications with two or more production companies attached (Canadian and/or International)	Co-production agreement_Company Names	Co-production agreement
<input type="checkbox"/>	14. Details of All Confirmed and Projected Financing <p><u>Whether or not included in the financial structure</u>, evidencing terms, conditions and value of the financial contributions.</p> <p>Provide supporting documentation for each source of financing in the financial structure including (as applicable):</p> <ol style="list-style-type: none"> All market interest elements including broadcast licences, gap financing, distribution and sales agency agreements (see above), etc.; Federal and provincial tax credit calculation summaries; Other financing agreements (e.g., provincial and private equity and contributions); Summary status of confirmed and projected financing including as much detail as possible (e.g., status and date of application, timeline to complete financing). <p>Fully executed commitment letters and short-form agreements are acceptable at this stage. (See <i>CFFF Budgets and Production Financing Requirements Policy</i>)</p>	All applications	Financing agreement_Company Name <u>and/or</u> Broadcast licence_Company Name <u>and/or</u> Tax credit calculation_Tax Credit Name <i>(as applicable)</i>	Financing agreement <u>or</u> Broadcast or distribution agreement <u>or</u> Tax credits <i>(as applicable)</i>
<input type="checkbox"/>	15. Production Budget* <p><i>Form is available on Telefilm website.</i></p> <p><i>*For an international treaty coproduction please provide a multi-column budget showing each country's participation in a separate column and a consolidated column.</i></p>	All applications	Budget_Date	Budget

¹ Please note that the CFFF Distribution Terms and Contracts Requirements Policy is currently under review.

<input type="checkbox"/>	16. Declaration of Costs Incurred and Paid to Date <i>Forms are available on Telefilm website.</i>	All postproduction applications	Cost report_ Date	Budget
<input type="checkbox"/>	17. Description of Chain of Title A complete description of the project's development history, demonstrating clear chain of title.	All applications	Chain of Title_ Document Description	Chain of title & development history
<input type="checkbox"/>	18. Declaration Regarding Indigenous Projects <i>Form is available on Telefilm website</i>	Indigenous stream applications only.	Declaration re Indigenous Projects_ Date	Affidavit
<input type="checkbox"/>	19. Community Engagement Plan This document is an opportunity for the filmmaking team to demonstrate a plan for how they will responsibly engage with any under-represented communities that will be impacted by the project. <i>Please see the Essential Information Guide for more information.</i>	All applications involving under-represented communities (i.e., characters, story elements, etc.) and applications submitted under the Indigenous Stream.	Community Engagement Plan_ Date	Community Engagement Plan
<input type="checkbox"/>	20. Request for Additional Funding for Remote Locations Shooting A detailed rationale (max. 2 pages) explaining why the project requires this additional funding. Additional costs incurred due to the remoteness of the shooting location should be clearly identified.	Applications submitted to the Indigenous stream where there is a request for additional funding for remote locations shooting	Request_Additional Funding_Remote_location_ Date	Memo
<input type="checkbox"/>	21. Request for additional funding for capacity building Proposals must outline the details of the capacity building initiative, including: <ul style="list-style-type: none"> • Goals, intent, and measurable outcomes. • Additional costs incurred for the capacity-building initiative • Detailed plan and schedule of the capacity-building initiative. (See Essential Information Guide)	Applications submitted to the Indigenous stream where there is a request for additional funding for remote locations shooting	Request_Additional Funding_Capacity_building_ Date	Memo
<input type="checkbox"/>	22. Declaration Form re: Designation of Main Applicant and Sharing of Project Score <i>Form available on Telefilm's website</i>	All applications where there is more than one Canadian production company	Main Applicant Designation Form_ Company Names	Coproduction agreement