

## Required Documents at time of Application to Telefilm Canada

*Feature Film Production and Post-Production*

To apply, complete the online application form and upload the documents below  
using eTelefilm: <http://www.telefilm.ca/eTelefilm>

*\*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>DESCRIPTION</b> (customize and enter document name in text field on application form)	<b>TYPE</b> (select from dropdown menu)
<input type="checkbox"/>	1.	<b>Incorporation Certificate</b>  For applicant production company and parent company(ies), if applicable ( <i>only if modified since company's last application to Telefilm</i> ).	Incorporation Documents_ <b>Company Name</b>	<b>Incorporation documents</b>
<input type="checkbox"/>	2.	<b>Original Work</b> ( <i>if applicable</i> )  <u>For the FIRST production application only.</u> e.g., optioned literary property, as applicable (Provide reviews and book sales figures if available).	Original work_ <b>Name of work</b>	<b>Original work</b>
<input type="checkbox"/>	3.	<b>Most Recent Screenplay</b>  <u>For production applications only.</u> Final version, if available, clearly dated.	Creative material_ <b>Date of Script</b>	<b>Script</b>
<input type="checkbox"/>	4.	<b>Summary of Changes to Screenplay</b> ( <i>if applicable</i> )  <u>For production applications only.</u> A description of material changes to the script since its last production application to Telefilm.	Rewrite proposal_ <b>Date</b>	<b>Rewrite proposal</b>
<input type="checkbox"/>	5.	<b>Rough Cut</b> (or equivalent before Picture Lock)  <u>For post-production applications only.</u>	Please send by mail or courier.	
<input type="checkbox"/>	6.	<b>Completion Proposal</b>  <u>For post-production applications only.</u> A proposal that outlines the activities to be undertaken to complete the project.	Completion proposal_ <b>Date</b>	<b>Rewrite proposal</b>
<input type="checkbox"/>	7.	<b>Director's Vision</b>	Director's Vision	<b>Director's vision and intentions</b>
<input type="checkbox"/>	8.	<b>Previous Work of Director</b>  DVD or equivalent. This item is not required if you have previously submitted a production application for the same project.	Please send by mail or courier.	
<input type="checkbox"/>	9.	<b>Cast List</b>  Clearly identifying confirmed vs pending status and the nationality of performers.	Cast and crew list	<b>Cast and Key Personnel</b>
<input type="checkbox"/>	10.	<b>Promotion Strategy and Audience Reach Plan</b>  See Section 4 of the guidelines for more information. The theatrical release marketing plan should originate from the domestic distributor. Sales projections (if available) to be confirmed by a third party.	Marketing plan_ <b>Date</b>	<b>Marketing Plan</b>

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<input type="checkbox"/>	11.	<b>Summary of Feature Film Marketing / Promotional Strategy</b> <i>Form is available on Telefilm website.</i>	Marketing summary_Date	<b>Marketing Plan</b>
<input type="checkbox"/>	12.	<b>Eligible Canadian Distribution Agreement</b> If production budget is \$2.5M or more. Fully executed deal memos and short-form agreements are acceptable at this stage. (See CFFF Distribution Terms and Contracts Requirements Policy).	Distribution Agreement_Company Name	<b>Broadcast or distribution agreement</b>
<input type="checkbox"/>	13.	<b>International Sales Agent Agreement(s) including 3rd Party Sales Projections</b> If production budget is \$2.5M or more.	Sales Agent Agreement_Company Name	<b>Broadcast or distribution agreement</b>
<input type="checkbox"/>	14.	<b>Filmography for Producer, Director, Screenwriter</b> or link to IMDb or LinkedIn pages.	Filmography_Name (plus URL, if applicable)	<b>CV/Filmography/ Resume</b>
<input type="checkbox"/>	15.	<b>Coproduction and/or Joint Venture Agreement(s)</b> As applicable. If audiovisual treaty co-production: the short-form or deal memo must include certain requirements (The list of elements is available on the Telefilm website)	Coproduction agreement_Company Names	<b>Coproduction agreement</b>
<input type="checkbox"/>	16.	<b>Declaration Form re Designation of Main Applicant and Score Sharing</b> If more than one Canadian applicant for the same project. (Form available on Telefilm's website)	Main Applicant Designation Form_Company Names	<b>Coproduction agreement</b>
<input type="checkbox"/>	17.	<b>Details of All Confirmed and Projected Financing</b> <u>Whether or not included in the financial structure</u> , evidencing terms, conditions and value of the financial contributions. Provide confirmation of financing for all market interest elements (see section 4 of the guidelines for more information). Include (as applicable): <ul style="list-style-type: none"> <li>Broadcast licences (if part of the financial structure)</li> <li>Federal and provincial tax credit summary of calculations</li> <li>Other financing agreements</li> </ul> Fully executed commitment letters and short-form agreements are acceptable at this stage. (See CFFF Budgets and Production Financing Requirements Policy)	Financing agreement_Company Name <i>or</i> Broadcast licence_Company Name <i>or</i> Tax credit calculation_Tax Credit Name (as applicable)	<b>Financing agreement</b> <i>or</i> <b>Broadcast or distribution agreement</b> <i>or</i> <b>Tax credits</b> (as applicable)

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<input type="checkbox"/>	18.	<p><b>Production Budget</b> (for production applications) <u>or</u> <b>Declaration of Costs Incurred and Paid to Date</b> (for postproduction applications)</p> <p><i>Forms are available on Telefilm website.</i></p> <p><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></p>	Budget_Date	Budget
<input type="checkbox"/>	19.	<p><b>Description of Chain of Title</b></p> <p>A complete description of the project's development history, demonstrating clear chain of title.</p>	Chain of Title_Describe Document	Chain of title & development history