

## 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 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.	<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> ) For the <u>FIRST</u> production application only. 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	<b>Budget</b>
<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	<b>Chain of title &amp; development history</b>
<input type="checkbox"/>	20.	<p><b>Producer's Statement</b> <i>(if applicable)</i></p> <p><u>For Indigenous projects only.</u> This statement should outline the project's development origin; how the producer become involved in the project; what is the importance of the story being told; what is the producer's vision for the project.</p>	Producer's Statement	<b>Affidavit</b>
<input type="checkbox"/>	21.	<p><b>Declaration Regarding Indigenous Projects</b> <i>(if applicable)</i></p> <p><u>For Indigenous projects only.</u> Form available on Telefilm's website.</p>	Declaration re Indigenous Projects	<b>Affidavit</b>