

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.	Original Work <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_ Name of work	Original work
<input type="checkbox"/>	2.	Most Recent Screenplay <u>For production applications only.</u> Final version, if available, clearly dated.	Creative material_ Date of Script	Script
<input type="checkbox"/>	3.	Summary of Changes to Screenplay <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_ Date	Rewrite proposal
<input type="checkbox"/>	4.	Rough Cut (or equivalent before Picture Lock) <u>For post-production applications only.</u>	Please send by mail or courier.	
<input type="checkbox"/>	5.	Completion Proposal <u>For post-production applications only.</u> A proposal that outlines the activities to be undertaken to complete the project.	Completion proposal_ Date	Rewrite proposal
<input type="checkbox"/>	6.	Director's Vision The Director's statement often includes (but is not limited to): <ul style="list-style-type: none"> • A personal statement from the director which discusses their connection to the material, and their motivations for making the film. • Notes on their unique approach to visual and sound elements which will elevate the film beyond what can be understood in the script. • Discussion of any unique processes that may be important to the film's execution (e.g. non-traditional casting, shooting during certain times of day, etc.) 	Director's Vision	Director's vision and intentions
<input type="checkbox"/>	7.	Previous Work of Director 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"/>	8.	Cast List Clearly identifying confirmed vs pending status and the nationality of performers.	Cast and crew list	Cast and Key Personnel

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<input type="checkbox"/>	9.	Feature Film Marketing / Promotion Strategy <i>This is only required if there is a distributor attached and must be completed by the distributor.</i>	Marketing plan_Date	Marketing Plan
<input type="checkbox"/>	10.	Summary of Feature Film Marketing / Promotional Strategy <i>Form is available on Telefilm website. Note: If a distributor is attached, this document is to be completed by the distributor.</i>	Marketing summary_Date	Marketing Plan
<input type="checkbox"/>	11.	Eligible Canadian Distribution Agreement <i>If the production budget is \$2.5M or more or if a distributor is attached. Fully executed deal memos and short-form agreements are acceptable at this stage. (See CFFF Distribution Terms and Contracts Requirements Policy).</i>	Distribution Agreement_ Company Name	Broadcast or distribution agreement
<input type="checkbox"/>	12.	International Sales Agent Agreement(s) including 3rd Party Sales Projections <i>If production budget is \$2.5M or more or if the a sales agent is attached.</i>	Sales Agent Agreement_ Company Name	Broadcast or distribution agreement
<input type="checkbox"/>	13.	Filmography for Producer, Director, Screenwriter Or link to IMDb or LinkedIn pages.	Filmography_Name (plus URL, if applicable)	CV/Filmography/ Resume
<input type="checkbox"/>	14.	Coproduction and/or Joint Venture Agreement(s) As applicable. <i>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)</i>	Coproduction agreement_ Company Names	Coproduction agreement
<input type="checkbox"/>	15.	Declaration Form re Designation of Main Applicant and Score Sharing <i>If more than one Canadian applicant for the same project. (Form available on Telefilm's website)</i>	Main Applicant Designation Form_ Company Names	Coproduction agreement

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<input type="checkbox"/>	16.	<p>Details of All Confirmed and Projected Financing</p> <ul style="list-style-type: none"> - <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): - Broadcast licences (if part of the financial structure) - Federal and provincial tax credit summary of calculations - Other financing agreements - Summary status of projected financing including as much details as possible (ex: status and date of application)). <p>Fully executed commitment letters and short-form agreements are acceptable at this stage. (See CFFF Budgets and Production Financing Requirements Policy)</p>	<p>Financing agreement_ Company Name <i>and/or</i></p> <p>Broadcast licence_ Company Name <i>and/or</i></p> <p>Tax credit calculation_ Tax Credit Name (as applicable)</p>	<p>Financing agreement <i>or</i></p> <p>Broadcast or distribution agreement <i>or</i></p> <p>Tax credits (as applicable)</p>
<input type="checkbox"/>	17.	<p>Production Budget (for production applications) <i>or</i></p> <p>Declaration of Costs Incurred and Paid to Date (for postproduction applications) <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"/>	18.	<p>Description of Chain of Title</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
<input type="checkbox"/>	19.	<p>Declaration Regarding Indigenous Projects (if applicable)</p> <p><u>For Indigenous projects only.</u> Form available on Telefilm's website.</p>	Declaration re Indigenous Projects	Affidavit
<input type="checkbox"/>	20.	<p>Community Engagement Plan (if applicable)</p> <p>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.</p>	Community Engagement Plan	Community Engagement Plan

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<input type="checkbox"/>	21.	<p>Request for additional funding for remote locations shooting (if applicable)</p> <p><u>Only applicable to Projects submitted through the Indigenous stream where there is a request for additional funding for remote locations shooting.</u></p> <p>Provide a detailed rationale (max. 2 pages) for why the project requires this additional funding. Additional costs incurred due to the remoteness of the shooting location should be clearly identified.</p>	Request_Additional Funding_Remote_location	Memo
<input type="checkbox"/>	22.	<p>Request for additional funding for capacity building (if applicable)</p> <p><u>Only applicable to Projects submitted through the Indigenous stream where there is a request for additional funding for capacity building.</u></p> <p>Proposals must outline the details of the capacity building initiative, including:</p> <ul style="list-style-type: none"> • Goals, intent, and measurable outcomes. (one page max.) • Additional costs incurred for the capacity-building initiative • Detailed plan and schedule of the capacity-building initiative. 	Request_Additional Funding_Capacity_building	Memo