

Required Documents at time of Application to Telefilm Canada

Promotion Program

To apply, complete the online application form and upload the documents below using Dialogue: <u>https://telefilm.ca/en/log-in</u>

*Please note that links to file hosting services (such as Dropbox, Google Drive, OneDrive, CloudMe, Sugar Sync, etc.) are not accepted. Telefilm reserves the right to request any further documentation or information to assess the application.

		DOCUMENT	DESCRIPTION (customize and enter document name in text field on application form)	TYPE (select from dropdown menu)
	1.	Incorporation documents for the applicant company	Incorporation documents_ Name of applicant company	Incorporation documents
		(only if updated or modified since the applicant's last funding application to Telefilm Canada)		
	2.	Corporate declaration	Corporate Declaration_Name of applicant company	Shareholder Information
		Declaration of Canadian Status of Corporation and Corporate Information for the applicant company		
		Form available on Telefilm's website		
	3.	Activity proposal	Activity Proposal_Name of activity	Activity Proposal
		(only if the activity has not been previously financed by Telefilm or if there was a major change to the activity)		
		The proposal should generally include :		
		 Concise (approx. 50-word) bios of key personnel, as declared on the application form; 		
		 Description of comparable activities held by the applicant (supported or not by Telefilm Canada); 		
		• Brief summary of the key elements that make the activity unique;		
		 How the activity aligns with Telefilm's strategic and promotional objectives; 		
		• Brief description of any innovations about how the activity will deliver its content;		
		• Any notes and/or additional details related to the budget or financing plan that should be highlighted.		
	4.	Detailed Budget and Financial	Budget and Financial	Budget
		Structure of the activity	Structure_Name of applicant	
		(for new activities that have not previously been funded by Telefilm only)		
	5.	Activity Report for the past 3 editions of the activity	Activity Report_Name of activity	Activity Report
		(only for festivals, galas or alternative distribution networks that were not previously financed by Telefilm)		
The following documents are required only upon request from Telefilm Canada				
	6.	Financial Statements of the applicant company	Financial Statements_Name of applicant	Financial Statements