

FAQ – COPRODUCTION

Note: The answers provided in this document are of a general nature and may vary depending on the coproduction treaty applicable to each project.

In addition, please note that new guidelines apply to Canadian treaties that have entered into force after July 1, 2014.

Questions related to administrative procedures

1. Do I need to apply for a preliminary recommendation 30 days prior to the shooting?

Yes, except in the case of a single animation production or an animation series (see special conditions below).

Apart from exceptional circumstances, Telefilm will not examine requests filed after this deadline. Applicants that are unable to meet this deadline are asked to contact Telefilm’s coproduction department.

Specific conditions for animation

Single production: Submit application at the time of main key animation work.

Series: Submit application, at the latest, upon production of a video master of first episode.

2. If I’m unable to provide all the required documentation when I apply for a preliminary recommendation, will my project be evaluated?

Applicants are required to submit a number of documents for a file to be opened and then evaluated. These documents are identified with an asterisk on the application form. The remaining documents may be submitted during the evaluation process.

3. Can I apply for a preliminary recommendation if I haven’t signed a detailed coproduction contract with my partner?

Yes. Telefilm accepts a short form of the coproduction contract (deal memo). This memo must be signed and must contain the minimum required information (see the [List of Minimum Required Elements in a Coproduction Short Form or Deal Memo](#) on Telefilm’s website). However, the detailed coproduction contract must be provided to and approved by Telefilm in order for the preliminary recommendation to be issued.

4. The preliminary recommendation letter Telefilm sent me states that I must notify Telefilm of any major changes made to my production. What are these major changes?

The major changes that must be declared to Telefilm and foreign authorities are those changes that could infringe upon the applicable coproduction treaty. Examples of major changes include:

- Change in corporate status of one of the production companies (shareholders and Canadian control);

- The Canadian and/or coproducing country's production company has changed during the project but the countries involved remain the same;
- The coproducing country has changed during the project;
- A bipartite coproduction has become a multipartite coproduction (or vice versa);
- The film has become a television program (or vice versa);
- Any elements that change the initial project breakdown or affect the following items: budget, key positions, financing, copyright, revenues, percentage spent by the Canadian producer on Canadian elements, distribution;
- The shooting (or part of it) is now being done in a studio in a non-coproducing country;
- The animation work is being sub-contracted;
- Any new contract or amendment to funding or distribution contracts that could have an impact on the revenue sharing or territory split; and
- Bankruptcy of one or more production companies.

5. I am coproducing a 26-episode animation series. I haven't hired all the writers yet, and some will be hired by my coproducer. Since Telefilm requires a complete chain of title, will this prevent issuance of a preliminary recommendation?

No. At the time of application, Telefilm expects to receive all the signed screenwriting contracts, regardless of the screenwriters' nationality, as well as all affidavits signed by the Canadian screenwriters working on the project. Any missing contracts must be supplied to Telefilm as soon as they are signed, accompanied by the [Creator's Affidavit](#) if Canadian screenwriters are involved. Telefilm may issue a preliminary recommendation in the absence of all the screenwriting contracts, and will evaluate on a case-by-case basis whether there is a sufficient number of contracts to issue a preliminary recommendation.

6. Do I need to complete a [Canadian Producer Affidavit](#) for every Canadian screenwriter?

When Canadian screenwriters are hired by a Canadian producer, the producer is required to complete a [Canadian Producer Affidavit – Preliminary Recommendation](#). This single affidavit can be completed for an author who has written several scripts in a series or who has worked in multiple capacities on a production (e.g. screenwriter and main author), and can be completed for several authors at once.

The Canadian screenwriter must complete the [Canadian Creator Affidavit](#). Please consult the [How to Use the Affidavits](#) document on Telefilm's website for more details.

Note: When the final recommendation application is submitted, the producer must submit a new Affidavit to either confirm or change the list of hired screenwriters using the [Canadian Producer Affidavit – Final Recommendation](#).

7. Do I need to submit another [Declaration of Canadian Status of Corporation and Corporate Information](#) for each application?

Not necessarily. If you have already submitted this document within the last year as part of another application to Telefilm and there have been no changes, it's not necessary to submit



another declaration. However, if you are applying through a new company or there have been changes to the company's structure, then you must resubmit the declaration.