

TALENT TO WATCH PROGRAM

LIST OF REQUIRED DOCUMENTS

- **IMPORTANT:** All required documents must be submitted with the application form at the time of submission. Applicants will be notified if their application is incomplete and given a notice to submit missing documentation within five (5) business days. Applicants must submit all missing documentation within that notice period. Documentation submitted to Telefilm after the submission of the application or recommendation form or, for incomplete applications, after the notice period indicated in the incomplete file notice, may not be considered in the decision-making process. For more information, please refer to the [Essential Information Guide](#).
- All application documents must be submitted exclusively in one language, either English or French.
- Note that Telefilm reserves the right to request additional information at any time.
- All applications and recommendations must be submitted to Telefilm through Dialogue.
- Please note that links to file hosting services (such as Dropbox, Google Drive, OneDrive, CloudMe, Sugar Sync., etc.) are not accepted, unless otherwise indicated below.

		DOCUMENT	REQUIRED FOR	DESCRIPTION	TYPE (select from dropdown menu in Dialogue)
<input type="checkbox"/>	1.	Incorporation Certificate For applicant production company and parent company(ies), if applicable.	All applications, if modified since company's last application to Telefilm Note: this document is not required at the recommendation stage for projects recommended by the Designated Partners under the Industry Partner Stream. Teams invited to apply will be required to submit this document at time of application.	Incorporation Documents_ Company Name	Incorporation documents
<input type="checkbox"/>	2.	Corporate Declaration Declaration of Canadian Status of Corporation and Corporation Information for applicant company(ies) and parent company(ies), if applicable. <i>Form is available on the Program's webpage.</i>	All applications Note: this is not required at the recommendation stage for projects recommended by the Designated Partners under the Industry Partner Stream. Teams invited to apply will be required to submit this document at time of application.	Corporate Declaration_ Company Name	Incorporation Documents
<input type="checkbox"/>	3.	Completed Screenplay	All applications	Completed Screenplay_ Project Title	Script

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<input type="checkbox"/>	4.	<p>Presentation Video</p> <p>A downloadable pitch video of a maximum of 5 minutes that will:</p> <ul style="list-style-type: none"> •state the project’s working title. •identify the genre, the type, and the length of the project. •identify the key creative team involved in the project and their individual track records (including samples of past work if applicable or relevant). •provide a brief synopsis of the story from beginning to end. •outline the creative team’s vision/visual treatment of the material. •outline any other relevant information that sets the project apart (e.g.: personal connection to the story material, confirmed appearance by an established actor, successful crowdfunding campaign, relationship with VFX professionals or animators). •identify the target audience. •include 1-minute segment of the director’s previous short films. <p>Notes:</p> <ol style="list-style-type: none"> 1. To submit the video, embed the link in a word document. 2. The video must NOT include footage from other projects that are not the team’s own work. 	All applications	Creative Material _Project Title	Support Material

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<input type="checkbox"/>	5.	<p>Synopsis of the Project <i>(PDF Format)</i></p> <p>Maximum of 750 words, which includes the main story developments, and tells the basic story from beginning to end.</p>	All applications	Synopsis _Date	Outline/Proposal/Treatment/Synopsis
<input type="checkbox"/>	6.	<p>Director's Vision <i>(PDF Format)</i></p> <p>Maximum three pages in length.</p>	All applications	Director's Vision _Date	Director's vision and intentions
<input type="checkbox"/>	7.	<p>Promotion and Distribution Plan <i>(PDF Format)</i></p> <p>Maximum two pages in length. This document must identify the project's audience (age, sex, sensibility, culture, etc.). It must also identify how the team will find and access this audience and why will they connect with the project.</p>	All applications	Promotion and Distribution Plan _Date	Marketing Plan
<input type="checkbox"/>	8.	<p>Track Record for Producer, Screenwriter and Director</p> <p><i>Form is available on Telefilm's website.</i></p>	All applications	Track Record _Name	Previous Work
<input type="checkbox"/>	9.	<p>Production Schedule (from Pre-Production to Release)</p> <p>Such schedule shall outline how the team plans to start principal photography of the project within 18 months of:</p> <ul style="list-style-type: none"> •the receipt of Telefilm's invitation to apply (Selective Stream), Or •Telefilm's positive decision letter (Festival Selection Stream and Stream for Underrepresented Filmmakers). 	All applications	Production Schedule _Project Title	Schedule
<input type="checkbox"/>	10.	<p>Budget Top Sheet for the Project</p>	All applications	Budget Top Sheet _Title	Budget

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		<i>See template available on the Program's webpage.</i>			
<input type="checkbox"/>	11.	<p>Details of All Confirmed and Projected Financing</p> <p>The financial structure should be realistic and reflect the scope of this program.</p> <p>Please provide the following:</p> <p>a) Summary status of confirmed and projected financing including as much detail as possible (e.g., status and date of application, timeline to complete financing).</p> <p>b) Supporting documentation for each source of confirmed financing in the financial structure.</p>	All applications	<p>Financing Agreement_Company Name</p> <p>And/or</p> <p>Broadcast Licence_Company Name</p> <p>And/or</p> <p>Tax Credit Calculation_Tax Credit Name</p> <p>(as applicable)</p>	<p>Financing Agreement</p> <p>Or</p> <p>Broadcast or distribution agreement</p> <p>Or</p> <p>Tax credits</p> <p>(as applicable)</p>
<input type="checkbox"/>	12.	<p>Letter of Support from the Designated Industry Partner</p> <p>A brief letter outlining why this team was chosen to represent the designated industry partner.</p>	Applications to the Industry Partner Stream	Letter of Support _Name of Designated Partner _Title	Letters
<input type="checkbox"/>	13.	<p>Community Engagement Plan</p> <p>This document is an opportunity for the filmmaking team to demonstrate a plan for how they will responsibly engage with any underrepresented communities that will be impacted by the project.</p> <p><i>Please see the Essential Information Guide on the Program's webpage for more information.</i></p>	All applications involving underrepresented communities	Community Plan _Date	Community Engagement Plan

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<input type="checkbox"/>	14.	Festival Invitation Letter See the list of recognized film festivals listed in Appendix A attached to the guidelines.	Application to the Festival Selection Stream	Festival Invitation Letter _Date	Letters