

USER GUIDE

HOW TO NAVIGATE

Dialogue

TABLE OF CONTENTS

GENERAL INFORMATION	1
ENROLMENT	2
HOW TO SUBMIT AN APPLICATION.....	7
MANAGING TASKS AND COMMUNICATING WITH YOUR ANALYST	13
HOW TO SET UP DIRECT DEPOSIT	17
CMF CONTRACT SIGNATURE	20
HOW TO FULFILL CONDITIONS	21
PAYMENT CONFIRMATION	26
PROJECT CHANGES POST-CONTRACTING.....	27
FINAL EVALUATION.....	33
REPORTING - HOW TO SUBMIT EXPLOITATION REPORTS	41
REPORTING - HOW TO MANAGE PAYMENTS FOR CMF REPORTS.....	45
ANNEX 1 - REQUIRED DOCUMENTS AND GUIDE FOR COMPLETING YOUR APPLICATION.....	49
ANNEX 2 - HOW TO PREPARE YOUR APPLICATION IN ADVANCE OF THE OPENING DATE	51

GENERAL INFORMATION

Welcome to the **Dialogue** User Guide!

This User Guide was created with step-by-step instructions to help you navigate the Dialogue platform.

Additional resources, in the form of application *data entry* guides ([Required Documents and Guide for completing your application](#)) are listed in [Annex 1](#) of this User Guide.

About Applying to the Canada Media Fund (“CMF”)

- As of April 2017, all CMF programs will now be administered via Dialogue, a new electronic platform that is accessible from all electronic devices and that centralizes all tasks and communications related to the application process.
- You will require a Dialogue account in order to submit an application.
- It is highly recommended that you create a single purpose company before applying so that the applicant company does not need to be changed pre-Contracting. Note that when applying with the parent company, the process of implementing the change to a single-purpose company post-application is lengthy.

ENROLMENT

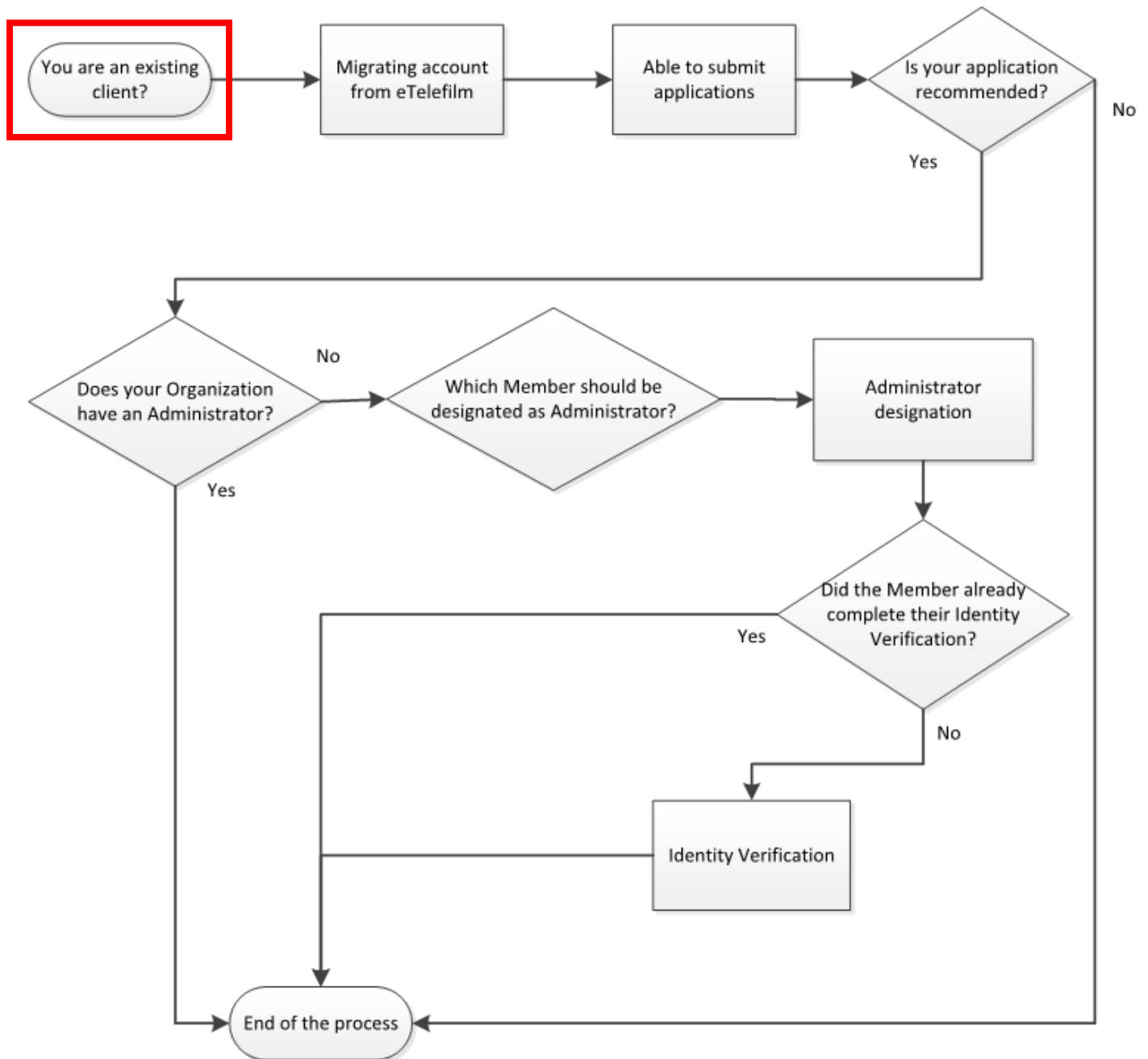
- If you have an eTelefilm account:
 - Always migrate it instead of creating a new account via Telefilm's website.
 - Always keep your information accurate before migrating, including your email address.
- When you contact Telefilm for support, always provide your email, your full name and the full name of your organization.
- When you deal with Telefilm's services regarding support, always answer to the existing email you received from services@telefilm.ca rather than sending a new request. This ensures continuity of support on your issue or request.
- When creating a new Organization in Dialogue, always provide the name exactly as it appears on the incorporation documents.
- When you receive email notifications from Dialogue, please do not delete them. Dialogue notifications are not SPAM. Please contact services@telefilm.ca or your Analyst when you are hesitant.

How to migrate your existing eTelefilm account to Dialogue:

1. Log into eTelefilm, as you would have done before, here: <https://etelefilm.telefilm.gc.ca>
2. Click on the second tab on the top-left of the screen "My applications" and in the left-side menu, the first option, "Financing application", under "Create an application".
3. In the first field of the form, select the promotion program (this is only to get to the migration notice; it won't create an actual application).
4. A message notifying you of the need to migrate will appear. Validate that your information is still valid and then click on "Create my new account". This will create your account and you will receive email confirmation.

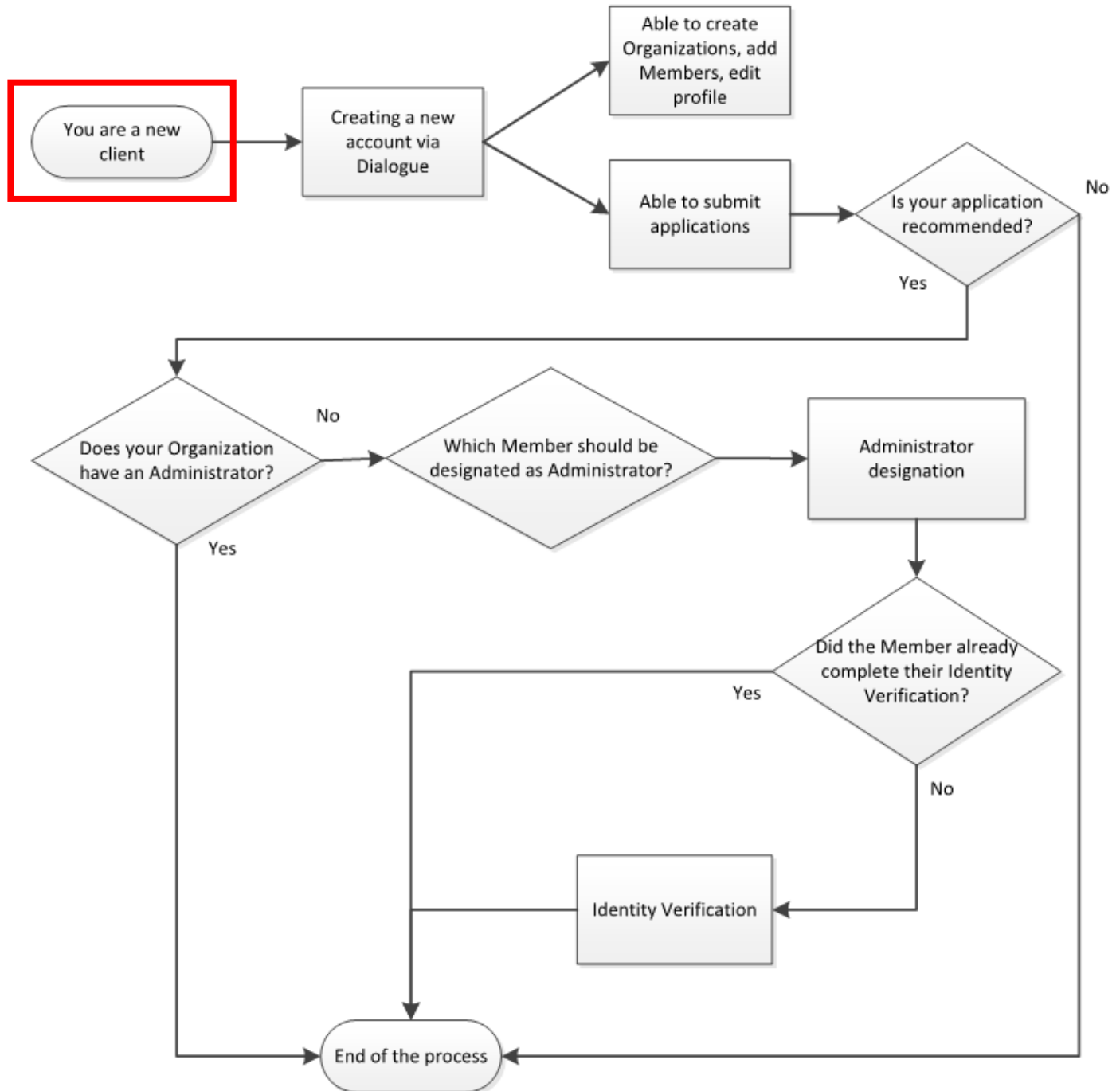
Enrolment Process Overview – As of April 12th, 2018

Existing Client

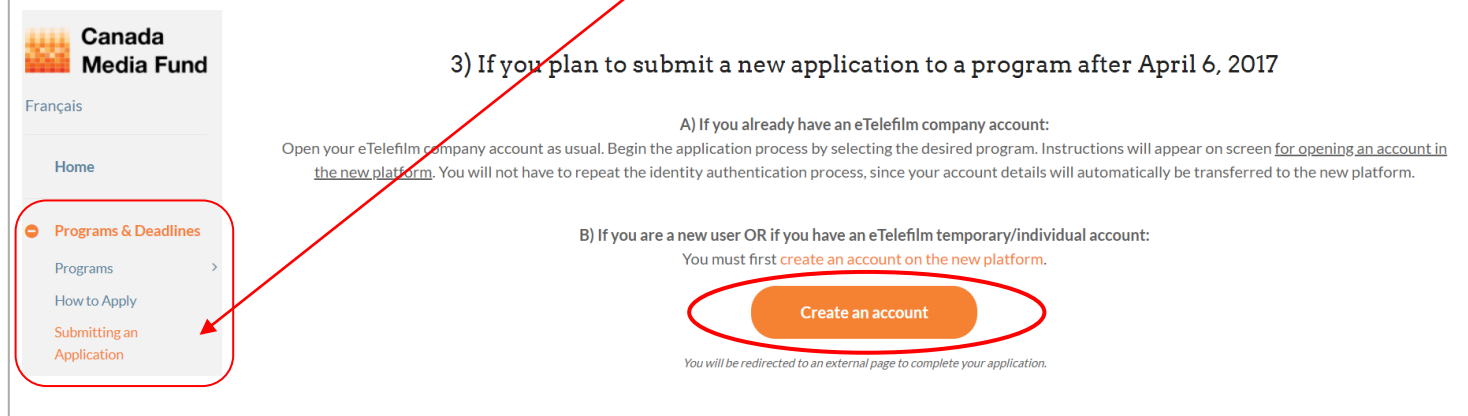


Enrolment Process Overview – As of April 12th, 2018

New Client



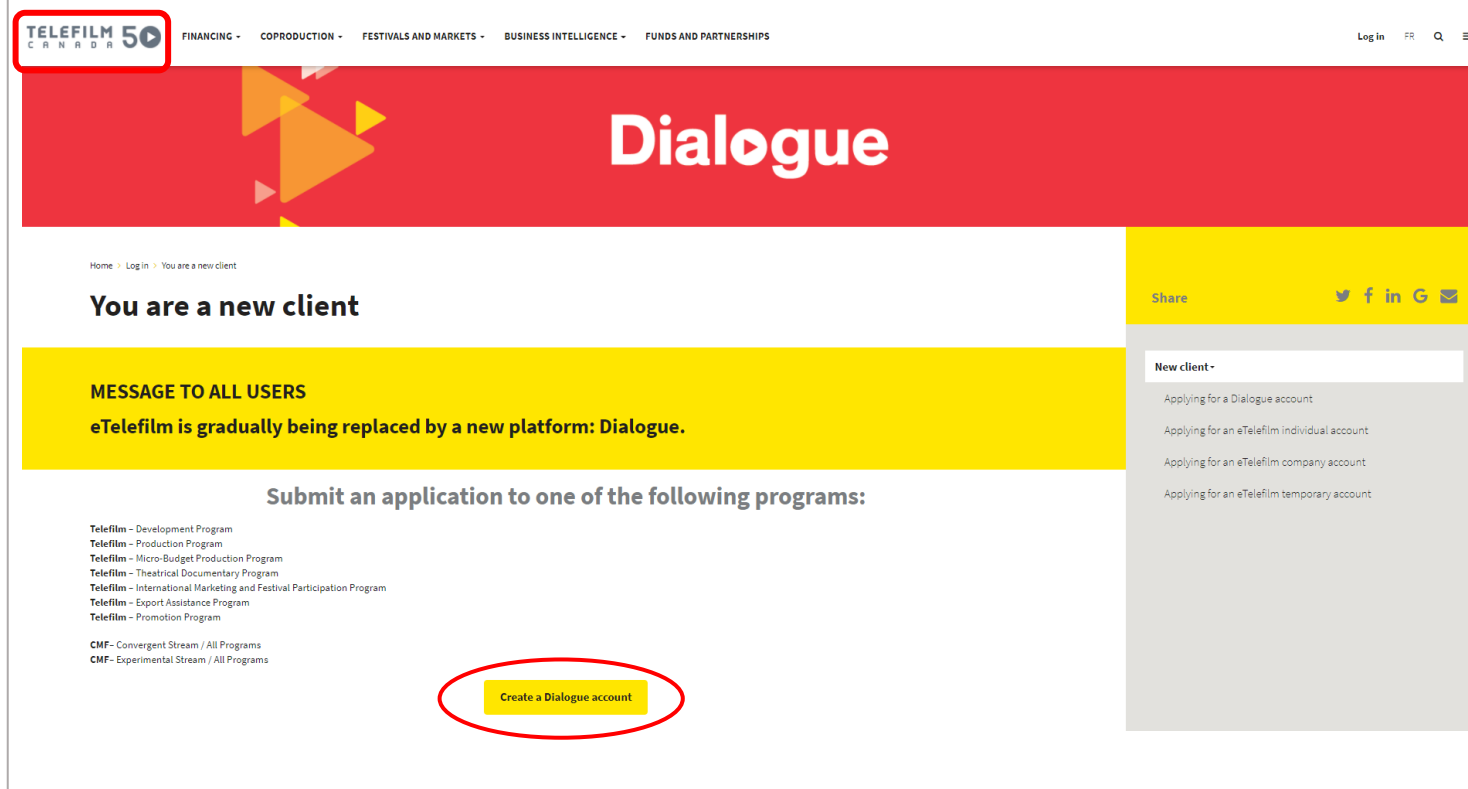
To create a Dialogue account, go to the CMF website, under **Submit an Application** and follow the instructions:



The screenshot shows the Canada Media Fund website. On the left, a navigation menu is highlighted with a red box, showing 'Programs & Deadlines' expanded, with 'Submitting an Application' selected. A red arrow points from the text '3) If you plan to submit a new application to a program after April 6, 2017' to the 'Submitting an Application' link. The main content area has a heading '3) If you plan to submit a new application to a program after April 6, 2017'. Below this, there are two instructions: A) If you already have an eTelefilm company account: Open your eTelefilm company account as usual. Begin the application process by selecting the desired program. Instructions will appear on screen for opening an account in the new platform. You will not have to repeat the identity authentication process, since your account details will automatically be transferred to the new platform. B) If you are a new user OR if you have an eTelefilm temporary/individual account: You must first create an account on the new platform. Below this, a red oval highlights a 'Create an account' button. Below the button, it says 'You will be redirected to an external page to complete your application.'

- If you already have an eTelefilm company account: Open your eTelefilm company account as usual. Begin the application process by selecting promotion program. Instructions will appear on screen for opening an account in the new platform. You will not have to repeat the identity authentication process, since your account details will automatically be transferred to the new platform.
- If you are a new user OR if you have an eTelefilm temporary/individual account: You must first create an account on the new platform.

Click on **Create an account** which will take you to the Telefilm Canada website. Then click on **Create a Dialogue account**:



The screenshot shows the Telefilm Canada website. The top navigation bar includes 'TELEFILM CANADA 50' and various menu items. A red box highlights the 'TELEFILM CANADA 50' logo. Below the navigation bar, there is a large red banner with the word 'Dialogue' in white. Below the banner, there is a yellow section with the heading 'You are a new client'. Below this, there is a yellow box with the heading 'MESSAGE TO ALL USERS' and the text 'eTelefilm is gradually being replaced by a new platform: Dialogue.' Below this, there is a section titled 'Submit an application to one of the following programs:' with a list of programs. A red oval highlights a 'Create a Dialogue account' button. On the right side, there is a sidebar with a 'Share' button and a 'New client' section with links to 'Applying for a Dialogue account', 'Applying for an eTelefilm individual account', 'Applying for an eTelefilm company account', and 'Applying for an eTelefilm temporary account'.

Navigate to the Telefilm website and click on the “**log in**” button. Fill out the first name, last name and email fields. Those are mandatory. After acknowledging that you are not a robot, click on **Create Account**:

Home > Log in > You are a new client > Applying for a Dialogue account

Applying for a Dialogue account

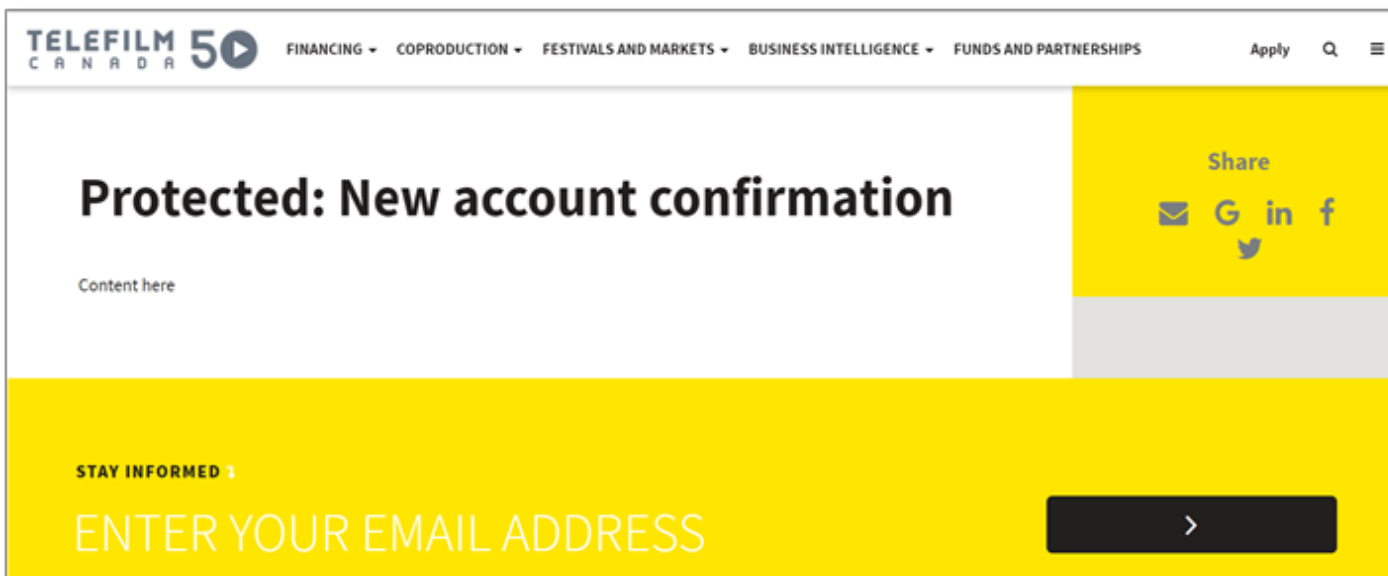


I'm not a robot



Create account

You will be taken to a confirmation page. An e-mail with your account details will also be sent within a minute:



Enrolment support and questions – please email services@telefilm.ca

HOW TO SUBMIT AN APPLICATION

- Prior to submitting your application, please make sure to familiarize yourself with the CMF Guidelines, CMF Reference documents and Business Policies available from the CMF website.
- All downloadable CMF forms and templates required at application stage are also available from the CMF website.
- Please note it is not possible to request funding from a selective program and a program allocated on a first come first served basis in the same application form.
- Once a project is submitted to a selective program and receives a positive decision, the Applicant will then have the opportunity to request funding from the first come first served program for the pre-existing (selected) application.
- Before submitting your application, make sure to print a copy (or print to PDF). Once submitted, the application form will no longer be available as it will be under evaluation.

In Dialogue, go to **Actions** and choose **Submit an Application**:

The screenshot shows the Dialogue application management interface. The top navigation bar includes 'News', 'Tasks (26)', 'Records', 'Reports', and 'Actions' (which is highlighted with a red circle). The left sidebar, titled 'Dialogue', shows 'All' selected under 'Starred'. Below this, under 'APPLICATIONS', are 'CMF (1)', 'Telefilm (1)', and 'TFC Manage Exploitations (4)'. The main content area lists several actions, each with a lightning bolt icon and a star icon. The action 'Submit an Application | Soumettre une demande' is highlighted with a red box. Other actions include 'Canada Media Fund Payment | Paiement Fonds des médias du Canada', 'CMF Pre-Application Consultation | Consultation préalable FMC', 'Submit Distribution Reports | Rapports de distribution à soumettre', 'Submit Production Reports | Rapports de production à soumettre', and 'Telefilm Canada Payment | Paiement Téléfilm Canada'.

Action	Description
Canada Media Fund Payment Paiement Fonds des médias du Canada	Manage payments for CMF reports Gestion de paiements des rapports du FMC
CMF Pre-Application Consultation Consultation préalable FMC	Submit a Pre-Application consultation request Soumettre une demande de consultation préalable
Submit an Application Soumettre une demande	Submit a request for financing Soumettre une demande de financement
Submit Distribution Reports Rapports de distribution à soumettre	Select distribution reports to complete Sélectionner les rapports de distribution à compléter
Submit Production Reports Rapports de production à soumettre	Select production reports to complete Sélectionner les rapports de production à compléter
Telefilm Canada Payment Paiement Téléfilm Canada	Manage payments for TFC reports Gestion de paiements des rapports de TFC

Select the correct program and click **NEXT**:

News Tasks (14) Records Reports **Actions** ME Appian

SAVE DRAFT

Application

* Program --Select--

CANCEL

- Select--
- CMF Export Pilot Program
- CMF Quebecor Fund Export Assistance Program Pilot Partnership
- CMF Versioning
- CMF Convergent Stream - Predevelopment
- CMF Convergent Stream - Development - TV
- CMF Convergent Stream - Development - DM
- CMF Convergent Stream - Production - TV
- CMF Convergent Stream - Production - DM
- CMF Experimental Stream - Innovation Program - Development
- CMF Experimental Stream - Innovation Program - Production
- CMF Experimental Stream - Innovation Program - Marketing and Promotion

CANCEL

NEXT

Before you start, please always open the [Required Documents and Guide for completing your application](#). This Data Entry Guide includes important helpful tips to complete a proper application:

News **Tasks (16)** Records Reports Actions ME Appian

Complete Application

Summary

Program CMF Convergent Stream - Production - DM Application Year 2017-2018

Applicant

If this information is incorrect, please contact the Telefilm Helpdesk, Services@telefilm.ca

Snowshoe Productions Inc.
271 East 24th Ave
Vancouver, British Columbia
V5V 1Z7

Correspondence Language --Select--

Are you applying on behalf of a company to be incorporated? --Select--

Do the Applicant, the Co-Applicant and/or their parent company have a director or shareholder that is not a Canadian citizen or a director or shareholder that has been a permanent resident for more than 5 years?

[Guide for completing an application in Dialogue](#)

In the Key Personnel section, click **+Add** to add key positions, as applicable to the project. In order to enter the Cavco Points correctly, please refer to the [Required Documents and Guide for completing your application:](#)

▼ Key Personnel

Role	Name (last name, first name)	Gender	Citizenship	Member of an Indigenous community	Member of a community representing the cultural diversity of the country	Cavco Points
Producer	Name (last name, first r	Does not wish to identify ▼	Canadian ▼	Does not wish to identify ▼	Does not wish to identify ▼	0
Executive producer	Name (last name, first r	Female ▼	Canadian ▼	Yes ▼	Does not wish to identify ▼	0
Director	Name (last name, first r	Male ▼	Canadian ▼	No ▼	Does not wish to identify ▼	0
Screenwriter	Name (last name, first r	Other gender identity ▼	Canadian ▼	Does not wish to identify ▼	Does not wish to identify ▼	0
Director of Photography	Name (last name, first r	Does not wish to identify ▼	Canadian ▼	Yes ▼	Does not wish to identify ▼	0
Editor	Name (last name, first r	Female ▼	Canadian ▼	No ▼	Does not wish to identify ▼	0
Total						0

+ Add

(TV) CAVCO points are applicable to TV Components only:

Live Action Productions		Animation Productions	
Director	2 points	Director	1 point
Screenwriter	2 points	Screenwriter / Storyboard Supervisor	1 point
Director of Photography	1 point	Camera Operator	1 point
Editor	1 point	Editor	1 point
Highest Paid Performer	1 point	First or second highest paid Voice	1 point
2 nd Highest Paid Performer	1 point		
Production Designer / Art Director	1 point	Design Supervisor / Art Director	1 point
Music Composer	1 point	Music Composer	1 point
		Key Animation <i>The point will be allotted if the work is performed solely in Canada.</i>	1 point
		Layout and background <i>The point will be allotted if the work is performed solely in Canada.</i>	1 point
		Assistant animation and in- betweening <i>The point will be allotted if the work is performed solely in Canada.</i>	1 point

(DM) CAVCO points to remain at 0 for all DM Components.

In the **CMF Financing Program(s)** and **Financial Structure** sections, click **+Add** and select the CMF program for which the current application is requesting funding. If the project is being submitted for funding from several CMF programs, please **+Add** line accordingly. **Reminder:** Selective Program(s) and First Come First Serve Program(s) can't be entered in the same application.

News
Tasks (18)
Records
Reports
Actions

ME Appian

▼CMF Financing Program(s)

Source of CMF Financing	Broadcaster	Type	Language	Requested Amount (CAD)
No items available				
<div>+ Add</div>				

▼Financial Structure

Source	Category	Broadcaster	Type	Confirmed	Amount (CAD)	% Canadian
Canada Media Fund	CMF			<input checked="" type="checkbox"/>		0.00
Total					0.00	
<div>+ Add</div>						

In order to enter the Program(s) and the Source(s) of Financing correctly, please refer to the [Required Documents and Guide for completing your application](#).

In the **Related Party Transactions** section, a minimum of one line must be added, and each field in this section must be completed in order to successfully submit the application.

▼Related Party Transactions


Budget Line	Description	Name of Related Company or Individual	Amount (CAD)	Measurement Basis	Related Party Reference Number
				--Select--	--Select--
Total			0.00		
<div>+ Add</div>					

- Please note: labour must be identified (and calculated) as Actual Costs as per the [CMF Accounting and Reporting Requirements policy](#).
- In order to enter the Related Party correctly, please refer to the [Required Documents and Guide for completing your application](#) and the [CMF Appendix B](#) for definitions.

In the [Required Documents](#) section, click on the [Required Documents and Guide for completing your application](#) link to see the checklist.

▼ Required Documents

List of Required Documents

Document	Website URL 	Description	Type
<div> <div>UPLOAD</div> <div>Drop file here</div> </div>			--Select--
<div> <div>+</div> <div>Add</div> </div>			

DOCUMENT	HELPFUL NOTES	DESCRIPTION document name to be entered	TYPE FORMAT to be selected from the dropdown menu in Dialogue
Broadcaster Financing Agreement(s)	Confirming the applicable minimum cash financing of the Digital Media Component's Eligible Costs. Not required for In House Productions FOR POV: Not required at time of application, but must be submitted by December 5, 2018 Not Required for In-House Productions	Broadcaster agreement_ Broadcaster name	Broadcast or distribution agreement
Broadcaster Agreement Form(s)	Completed and signed. Not required for In House Productions FOR POV: Not required at time of application, but must be submitted by December 5, 2018 Not Required for In-House Productions	BAF_ Broadcaster name	Broadcast or distribution agreement

➔ Then click **+Add** to begin uploading a required document.

- In order to upload and name all required documents correctly, please refer to the [Required Documents and Guide for completing your application](#).
- Upload each required document separately. Use the nomenclature (Description and Category) provided in the [Required Documents and Guide for completing your application](#).
- You cannot delete previously submitted documents.
- Please identify outdated documents as superseded in the Description column. For example:
Budget TV_Date (superseded)

When the application form is finalized, please read the [Applicant Statement](#) and check the box. Then click **SUBMIT**:

Statement

Statement

☒ By checking this box, the Applicant declares having read the [Applicant Statements](#) and acknowledges that these statements are accurate, true and complete.

IMPORTANT before submitting

If you wish to keep a copy of your Application please print or "print as pdf" before submitting.

For programs with a selective decision process, analysts will only evaluate documents submitted and will not contact you for more information or missing documents.

[CANCEL](#) [SUBMIT](#) [SAVE](#)

Your **confirmation** number will appear at the **top** of the page:

News **Tasks (17)** Records Reports Actions

Confirmation

You have successfully submitted your application. The reference number of your application is 373727.

IMPORTANT

- Once you click Submit, a confirmation that the application has successfully been submitted will appear. If you do not see the message confirming that the application was successfully submitted, this means that errors or incomplete fields remain (scroll up and look for the section in red). Correct the errors and incomplete fields and click Submit again. The application #, title, funding stream and status will be available for reference under Records and My CMF Applications.
- Please note Applicants will not receive an acknowledgement letter (complete and/or incomplete) from the CMF Program Administrator I Telefilm Canada. Applications will instead be assigned to Business Analysts upon receipt and missing information may be requested as needed.
- For programs with a selective decision process**, Analysts will only evaluate documents submitted and will not contact you for more information or missing documents. A decision letter will be sent via the portal approximately 8 to 10 weeks after the program deadline date. Applicants will also receive an email alerting them to verify the decision in the portal.

YOU HAVE APPLIED, NOW WHAT?

MANAGING TASKS AND COMMUNICATING WITH YOUR ANALYST

- Your Analyst will initiate a communication with you once they have reviewed the submitted application.
- **DO NOT USE NEWS.** Communication between you and the Analyst (formerly done via email) is now done via Dialogue, through **Tasks** and **Notifications**.
- Communication via the task **Note** allows the Analyst to send you a list of questions. You will have to respond to each of the questions.
- Communication via the task **Complete Application** allows the Analyst to send you a message with unlocked section(s) of the application. **NOTE:** You will not be able to write a message back to the Analyst but you will be able to revise the unlocked application section(s) and upload required documents.
- Both **Note** and **Complete Application** tasks should be completed in tandem when possible since the Analyst cannot proceed when a task is with you.
- When the task **Complete Application** is with you, the application is locked for the Analyst.

Under **Tasks**, you will receive a task **Note** similar to this one below:

The screenshot shows the 'Dialogue' interface. At the top, there is a navigation bar with tabs: 'News' (crossed out with a red X), 'Tasks (17)' (circled in red), 'Records', 'Reports', and 'Actions'. Below the navigation bar, the 'Dialogue' section is visible. On the left, there are filters: 'Assigned to Me >', 'Sent by Me', and 'Starred ★'. A red arrow points from the 'Assigned to Me >' filter to a task card. The task card has a blue checkmark icon in a box. To the right of the icon, it says 'Client 50086' with a green star icon, followed by 'Note - Preliminary Questions - 373727 - My Project' in bold, and 'A moment ago' with a star icon. At the top right of the task card area, there is a text input field with the placeholder 'Click here to send a task...' and a 'NEWEST' dropdown menu.

You must first **ACCEPT** the task. On this window, you will notice under **Note**, the **Topic**, **Subject** and **Message** from the Analyst. Underneath, you will have a list of questions and blank boxes for your responses. You will need to answer all questions before clicking **SEND RESPONSE**:

News

Tasks (17)

Records

Reports

Actions

ME

Ap

You must accept this task before completing it

ACCEPT

GO BACK

Note Task - 373727

Summary

Application	373727 - My Project	Program	CMF Convergent Stream - Production - TV
Applicant	50086 - Snowshoe Productions Inc.	Application Year	2017-2018
Correspondence Language	English	Submission Date	Jan 24, 2018
Format	One-off	Requested Amount (CAD)	100,000.00
Genre	Documentary	Total Budget (CAD)	750,000.00
Number of Episodes	1	Total Financing (CAD)	750,000.00
Broadcast Length per Episode in Minutes	60		

Note

Topic Budget

Subject Preliminary Questions

Message Dear Client,

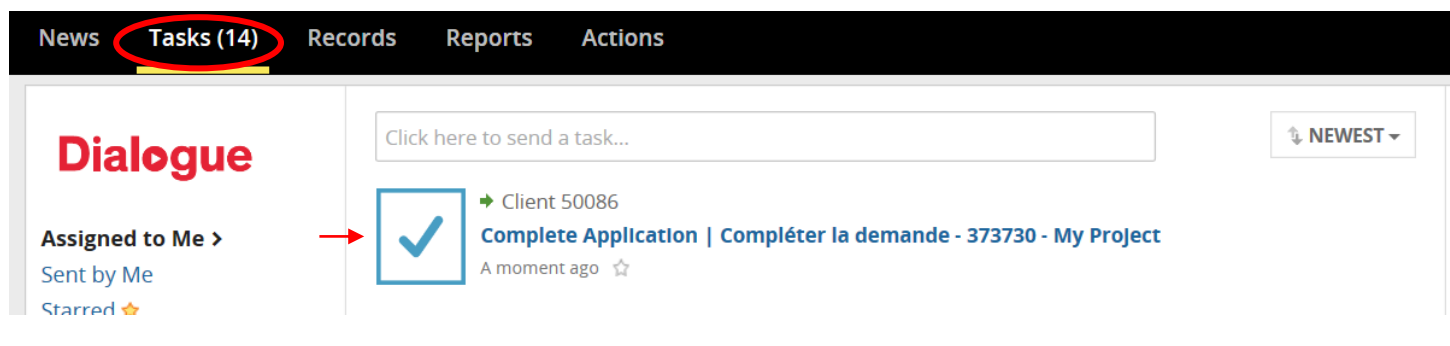
Please see below questions and please respond as soon as possible.

Thank you
CMF Analyst

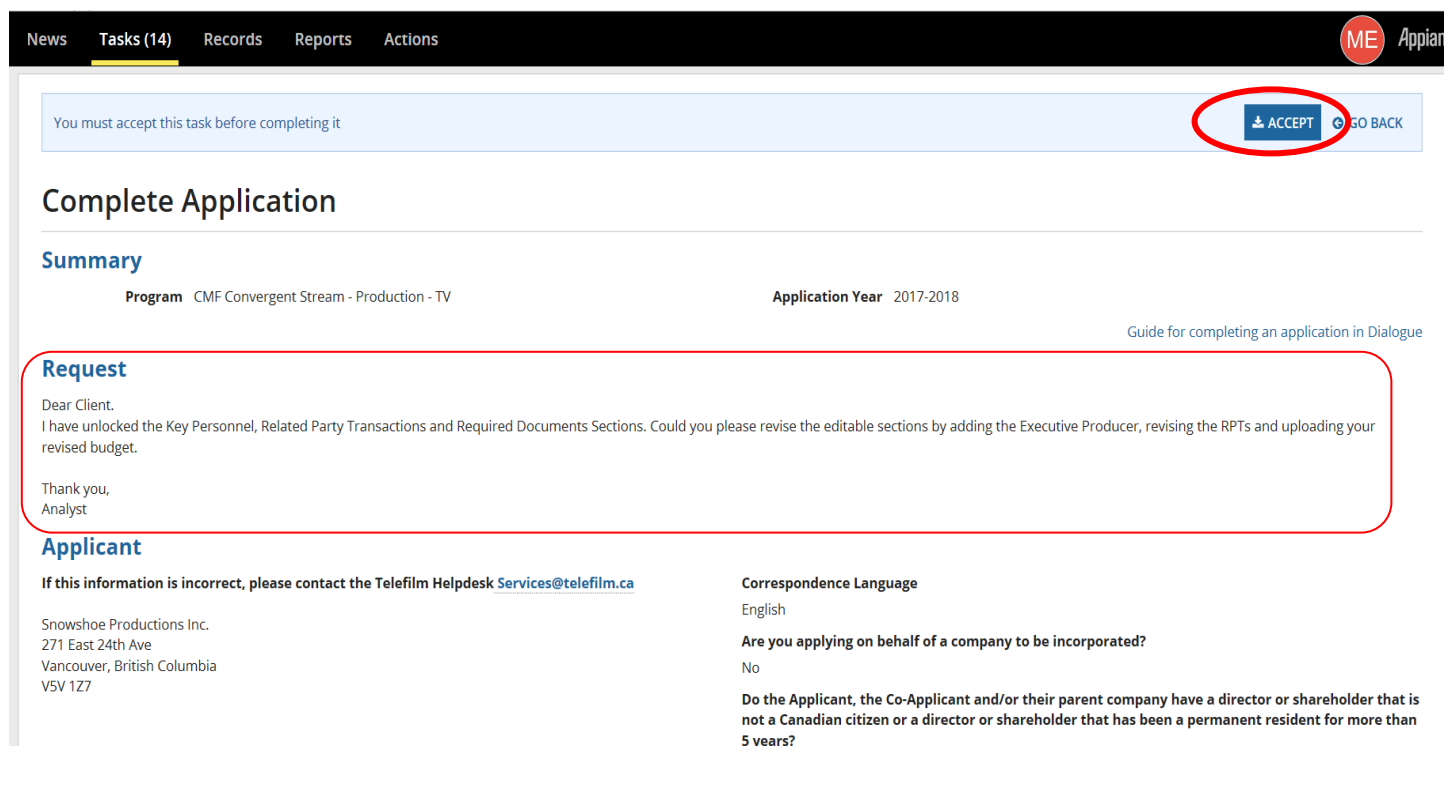
Number	Question	Response
1	Can you please send to my attention? Our address is 474 Bathurst Street, Suite 100, Toronto, MST 2S6	
2	Can you please explain why? I have unlocked the portal so you can upload any relevant document that may lend clarity here.	

SEND RESPONSE

If an application revision or additional documents are required, the Analyst may send you the Task **Complete Application**:




Through this Task, the Analyst will have sent you a **Request** to revise certain section(s) of the Application.



If the Analyst requires revised document(s), the section **Required Documents** will be unlocked and you will be able to upload them:

▼ Required Documents

List of Required Documents

Document	Website URL ?	Description	Type	
<div>UPLOAD  Drop file here</div>			--Select--	×
<div>+ Add</div>				

- In order to upload and name all required documents correctly, please refer to the [Required Documents and Guide for completing your application](#).
- Upload each required document separately. Use the nomenclature (Description and Category) provided in the [Required Documents and Guide for completing your application](#).
- You cannot delete previously submitted documents.
- Please identify outdated documents as superseded in the Description column.
For example: **Budget TV_Date (superseded)**

→ Click **+Add** to begin uploading a document:

▼ Required Documents

List of Required Documents

Document	Website URL ?	Description	Type	
Desert.jpg			Affidavit	
<div>+ Add</div>				

Statement

<input type="checkbox"/>	Statement
<input type="checkbox"/>	By checking this box, the Applicant declares having read the Applicant Statements and acknowledges that these statements are accurate, true and complete.

IMPORTANT before submitting

If you wish to keep a copy of your Application please print or "print as pdf" before submitting.

For programs with a selective decision process, analysts will only evaluate documents submitted and will not contact you for more information or missing documents.

CANCEL

SUBMIT SAVE

- Once you click **SUBMIT**, the Analyst will receive a notification letting them know you have revised the application and submitted the required documents.
- Once the page has been successfully submitted, the screen will disappear, and you will end up back at your list of tasks. (If that does not happen, scroll up and carefully scan for red borders or text that indicate that additional information is required.)

HOW TO SET UP DIRECT DEPOSIT

- The Direct Deposit option will appear once the status of your project is at Recommended.
- Applicant(s) must have a bank account (Canadian dollars) with a financial institution located in Canada.
- Direct deposit applications for projects that involve more than one applicant must be authorized by all applicants.
- **IMPORTANT** - The Applicant's name and address must appear in printed characters on the specimen cheque. If you cannot provide a valid specimen cheque, you can provide a bank statement or a letter from your bank that specified the account number, the transit number and institution number. A sole purpose bank account may be required for your project.
- When the direct deposit request is submitted, your request goes directly to our Accounting department. Someone will be in touch with you if there are changes/corrections needed.
- Direct Deposit must be set up for each application number.

Under **Records**, choose **My CMF Applications** and search for the project using the project name or number:

The screenshot shows the Appian user interface. At the top, there is a navigation bar with 'News', 'Tasks (18)', 'Records' (highlighted with a red circle), 'Reports', and 'Actions'. On the right of the bar is a user profile icon labeled 'ME Appian'. Below the navigation bar, on the left, is a 'Dialogue' sidebar with 'All' selected. The main content area displays three options: 'Legal Statements | Énoncés légaux', 'My CMF Applications | Mes demandes FMC' (highlighted with a red box), and 'My CMF Pre-Application Consultations | Mes consultations préalables FMC'.

Select **DIRECT DEPOSIT** and follow the instructions:

The screenshot shows the Appian interface for project '373727 - My Project'. The 'Records' tab is selected in the top navigation bar. Below it, the breadcrumb trail is 'Records / My CMF Applications | Mes demandes FMC'. The project title '373727 - My Project' is displayed. To the right of the title, there are three buttons: 'DIRECT DEPOSIT' (highlighted with a red circle), 'FULFILL CONDITIONS', and 'REQUEST FIRST COME FIRST SERV...'. Below the project title, there is a 'Summary' tab selected. The summary page displays project details in two columns. The left column includes 'Application', 'Applicant', 'Correspondence Language', 'Format', 'Genre', 'Number of Episodes', and 'Broadcast Length per Episode in Minutes'. The right column includes 'Program', 'Application Year', 'Submission Date', 'Requested Amount (CAD)', 'Total Budget (CAD)', and 'Total Financing (CAD)'. At the bottom, there is a horizontal menu with tabs: 'Applicants and Contacts', 'Project and Products', 'Key Personnel', 'Financial Structure and Budget', 'Contribution and Payment', 'Documents', 'Letters and Agreements', and 'All'.

Application	Applicant	Correspondence Language	Format	Genre	Number of Episodes	Broadcast Length per Episode in Minutes	Program	Application Year	Submission Date	Requested Amount (CAD)	Total Budget (CAD)	Total Financing (CAD)
373727 - My Project	50086 - Snowshoe Productions Inc.	English	One-off	Documentary	1	60	CMF Convergent Stream - Production - TV	2017-2018	Jan 24, 2018	100,000.00	750,000.00	750,000.00

Upload the supporting document and fill out the **Banking Information** then click **SUBMIT**:

NewsTasks (16)RecordsReportsActions

MEAppia

Request to Set-up Direct Deposit

Summary

Application373727 - My Project

Applicant50086 - Snowshoe Productions Inc.

Correspondence LanguageEnglish

FormatOne-off

GenreDocumentary

Number of Episodes1

Broadcast Length per Episode in Minutes60

ProgramCMF Convergent Stream - Production - TV

Application Year2017-2018

Submission DateJan 24, 2018

Requested Amount (CAD)100,000.00

Total Budget (CAD)750,000.00

Total Financing (CAD)750,000.00

Applicant

☐

Name

Address

☐

Snowshoe Productions Inc.

271 East 24th Ave

Banking Information

* Supporting Document

UPLOAD

Drop file here

IMPORTANT - The Applicant's name and address must appear in**printed characters**on the specimen cheque. If you cannot provide a valid specimen cheque, you can provide a bank statement or a letter from your bank that specified the account number, the transit number and institution number. If it is required by the guidelines of your application, you have to open a specific bank account for your project.


* Financial Institution Name

* Transit No.

* Institution No.

* Account No.

Between 7 and 12 digits must be entered
XXX---XXXXXXX[XXXXXX]



Enter the transit, institution and account numbers EXACTLY as per your cheque, including all zeros before and after each number.

CANCEL

SUBMIT

USER GUIDE: HOW TO NAVIGATE **DIALOGUE**

18

- You may modify your **Direct Deposit** application when required by going under **Records**, choosing **My CMF Applications** and searching for the project using the project name or number.

Select **DIRECT DEPOSIT** and follow the instructions. Select **MODIFY** to continue.

News
Tasks (16)
Records
Reports
Actions
ME App

Request to Set-up Direct Deposit

Summary

Application	373727 - My Project	Program	CMF Convergent Stream - Production - TV
Applicant	50086 - Snowshoe Productions Inc.	Application Year	2017-2018
Correspondence Language	English	Submission Date	Jan 24, 2018
Format	One-off	Requested Amount (CAD)	100,000.00
Genre	Documentary	Total Budget (CAD)	750,000.00
Number of Episodes	1	Total Financing (CAD)	750,000.00
Broadcast Length per Episode in Minutes	60		

Direct Deposit Status

Status Approved

Note Your direct deposit request has been approved. If you would like to make any modifications, please click Modify below to begin another request.

Applicant

Name Snowshoe Productions Inc.

Address 271 East 24th Ave

Banking Information

Supporting Document

Financial Institution Name Financial Institution Name

Transit No. 12345

Institution No. 123

Account No. 123123123

CANCEL
MODIFY

CMF CONTRACT SIGNATURE

- The CMF Contract should never be modified by the Client.
- Please make sure to sign the Guarantor page (the last page of the CMF Contract) when applicable.
- The electronic signature option will be implemented gradually. In the meantime, please print, sign, scan, upload and submit the CMF Contract.

Once the CMF Contract is ready for your signature, you will receive the task **Contract Signature**:

Dialogue

Assigned to Me >

Sent by Me

Starred ★

Click here to send a task...

NEWEST ▾

✓ Client 50086

Contract Signature | Signature du contrat - 373727 - My Project

A moment ago ☆

Open the task and **ACCEPT**:

News Tasks (17) Records Reports Actions

ME Applian

You must accept this task before completing it

ACCEPT GO BACK

Contract Signature

Then, click on the **Contract link** to open the CMF Contract and print it. Once you have read the CMF Contract, sign it, scan it and upload the fully executed copy. If the CMF Contract has been modified, it will be rejected by the Analyst. Once uploaded, click **SUBMIT**:

Broadcast Length 60
per Episode in
Minutes

Contract

Contract - 373727 - My Project.pdf

Click on the link to download and sign the contract

Your Signature

Upload Document*

Client Guide Contract
PDF - 81.31 KB

Upload the contract with your signature here

☒ I certify that the document I have signed is the document I downloaded from this screen

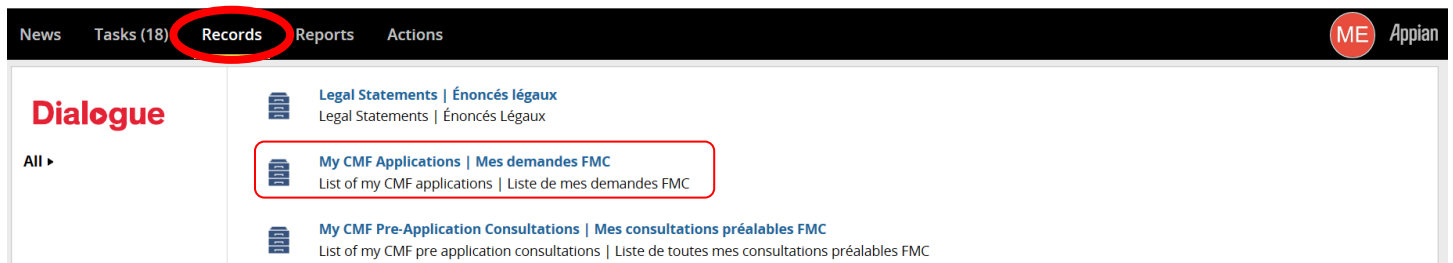
REJECT

SUBMIT

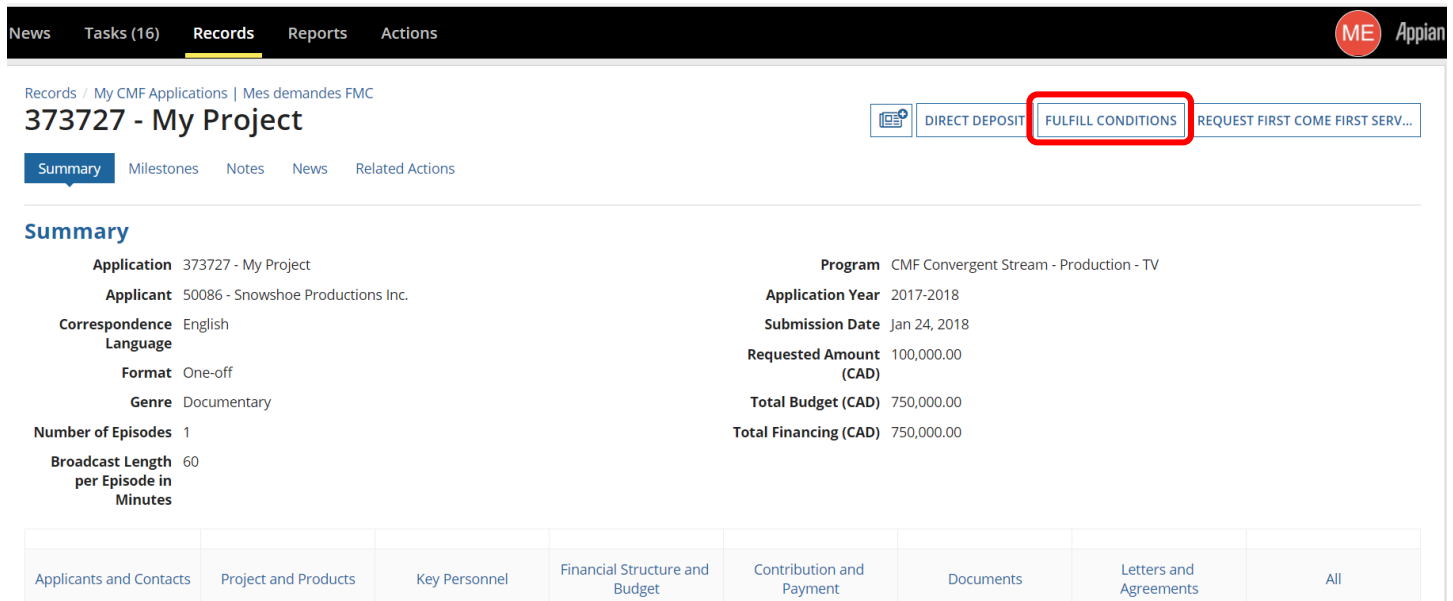
HOW TO FULFILL CONDITIONS

- Submission of deliverables can only be done once the CMF Contract or Amendment has been signed.
- Since there are no more **Tasks** generated once the CMF Contract is fully executed, it is up to you to initiate the submission of the conditions.
- Please submit items that cannot be uploaded (eg DVD's) to the attention of your Analyst at the applicable Telefilm office. Please find the office addresses here <https://telefilm.ca/en/contact-us>.
- **IMPORTANT:** It is recommended that you click **Refresh** each time you go into the **FULFILL CONDITIONS** page.

Once you have submitted the fully executed CMF Contract, go under **Records** and choose **My CMF Applications** and search for the project using the project name or number:



Select FULFILL CONDITIONS:



Records / My CMF Applications | Mes demandes FMC

373727 - My Project

Summary | Milestones | Notes | News | Related Actions

Application 373727 - My Project	Program CMF Convergent Stream - Production - TV
Applicant 50086 - Snowshoe Productions Inc.	Application Year 2017-2018
Correspondence Language English	Submission Date Jan 24, 2018
Format One-off	Requested Amount (CAD) 100,000.00
Genre Documentary	Total Budget (CAD) 750,000.00
Number of Episodes 1	Total Financing (CAD) 750,000.00
Broadcast Length per Episode in Minutes 60	

Applicants and Contacts	Project and Products	Key Personnel	Financial Structure and Budget	Contribution and Payment	Documents	Letters and Agreements	All
-------------------------	----------------------	---------------	--------------------------------	--------------------------	-----------	------------------------	-----

Select the **Milestone** (eg Phase I Payment, Rough Cut, Beta, Eye on Canada, Phase II Payment) for which you would like to submit deliverables:

NewsTasks (16)RecordsReportsActions

MEAppian

Records / My CMF Applications | Mes demandes FMC

373727 - My Project

SummaryMilestonesNotesNewsRelated Actions

SAVE DRAFT

Fulfill Conditions

Summary

Application373727 - My Project

Applicant50086 - Snowshoe Productions Inc.

Correspondence LanguageEnglish

FormatOne-off

GenreDocumentary

Number of Episodes1

Broadcast Length per Episode in Minutes60

View Application

ProgramCMF Convergent Stream - Production - TV

Application Year2017-2018

Submission DateJan 24, 2018

Requested Amount (CAD)100,000.00

Total Budget (CAD)750,000.00

Total Financing (CAD)750,000.00

Milestones

Description	Due Date	Amount (CAD)
Phase I Payment An amount equal to the herein designated % of the CMF Total Contribution, shall be payable to the Applicant upon full execution of this Agreement and receipt and approval by the CMF of the following Phase I documentation:	Jan 25, 2018	85,000.00

Scroll down to **Conditions** for a list of deliverables for that Milestone. To the right of each deliverable, choose **Submit Documents**:

Milestones

Description	Due Date	Amount (CAD)
Phase I Payment An amount equal to the herein designated % of the CMF Total Contribution, shall be payable to the Applicant upon full execution of this Agreement and receipt and approval by the CMF of the following Phase I documentation:	Jan 25, 2018	85,000.00
Rough Cut Upon completion of the Rough Cut of the TV Component (no later than the date of delivery of the Rough Cut to the first-window Canadian broadcaster or VOD service or any other financier), the Applicant may be required to deliver to the CMF certain documentation for approval (the "Rough Cut Deliverables") in order to confirm the ongoing eligibility of the TV Component. In certain cases, as applicable to the TV Component, an amount equal to the herein designated % of the CMF Total Contribution shall be payable to the Applicant upon, and in no case earlier than, receipt and approval by the CMF of these Rough Cut Deliverables:	Jan 31, 2018	0.00
Eye on Canada	Mar 13, 2018	0.00
Phase II Payment An amount equal to the unpaid balance of the CMF Total Contribution payable to the Applicant upon, and in no case earlier than, the receipt and approval by the CMF of all Phase II documentation itemized hereto and any other documentation which the CMF may request for its approval, in its sole discretion, to confirm final eligibility of the TV Component (the "Phase II Closing Documentation"). The Applicant is required to deliver the Phase II Closing Documentation to the CMF by March 31, 2020.	Mar 31, 2019	15,000.00

Conditions

Refresh

Description	Document Type	Directives	Status	Actions
the fully executed Agreement	TFC/CMF financing contract		Not Received	Submit Documents
a confirmation of commencement of official preparation for principal photography of the TV Component	Schedule		Not Received	Submit Documents
a commitment letter from the applicable lender in respect of interim financing for the TV Component	Letters		Not Received	Submit Documents

UPLOADING MULTIPLE DOCUMENTS FOR A SINGLE CONDITION

- In order to upload multiple documents to satisfy a single condition (ex: two separate insurance certificates or multiple director or writer agreements), you must upload each document separately, by clicking **+Add**.
- **IMPORTANT:** Click **APPLY** only once all the documents for a single deliverable have been uploaded. If you click **APPLY** after uploading a single document, you will not be allowed to upload more documents and you may get an error message. (To rectify this, your Analyst will have to **Refuse** the document in order for you to submit further documents.)


IMPORTANT: It is recommended that you click **Refresh** each time you go into the fulfill condition page.


Upload each document separately, by clicking **+Add**. Repeat the same process for all conditions for which you would like to submit deliverables.

Conditions

Refresh

Description	Document Type	Directives	Status	Actions
▶ the fully executed Agreement	TFC/CMF financing contract		Not Received	

Document	Website URL	Description	Refused	
UPLOAD  Drop file here			<input type="checkbox"/>	×

 Add

CANCEL

APPLY

Click **FINISH** in order to make the deliverables available to your Analyst:

Conditions

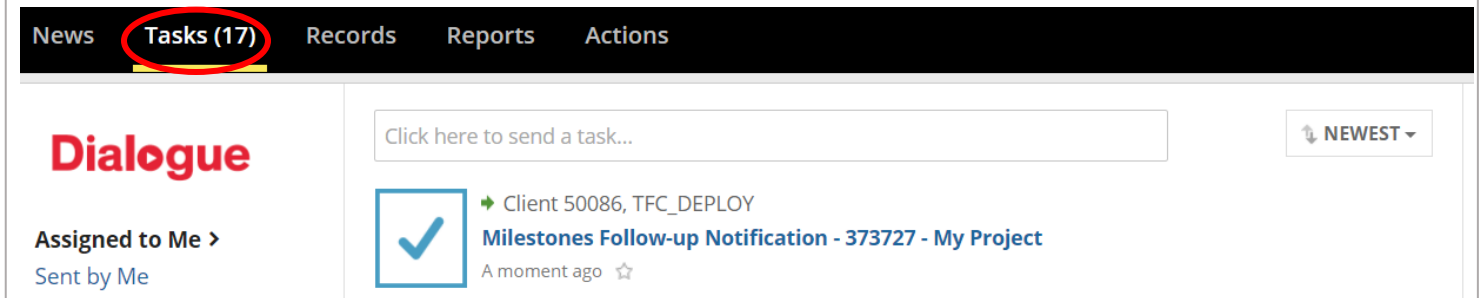
Refresh

Description	Document Type	Directives	Status	Actions
the fully executed Agreement	TFC/CMF financing contract		Received	
a confirmation of commencement of official preparation for principal photography of the TV Component	Schedule		Received	
a commitment letter from the applicable lender in respect of interim financing for the TV Component	Letters		Received	

FINISH

- If after hitting **FINISH**, you would like at a later date to provide deliverables for another Milestone Condition (in the event for example that additional deliverables are only available for you to submit later), then you may do so by choosing **FULFILL CONDITIONS** once again.
- **Note:** As long as a specific condition's status is at **Received**, you will not be able to add additional deliverables for that Condition. In order to add deliverables to a Condition at **Received**, you will need to ask your Analyst (via email) to view and Refuse the submitted deliverable.

Whenever your Analyst reviews and refuses submitted documents, under Tasks, you will receive a Notification Milestones Follow-up Notification:



News **Tasks (17)** Records Reports Actions

Dialogue

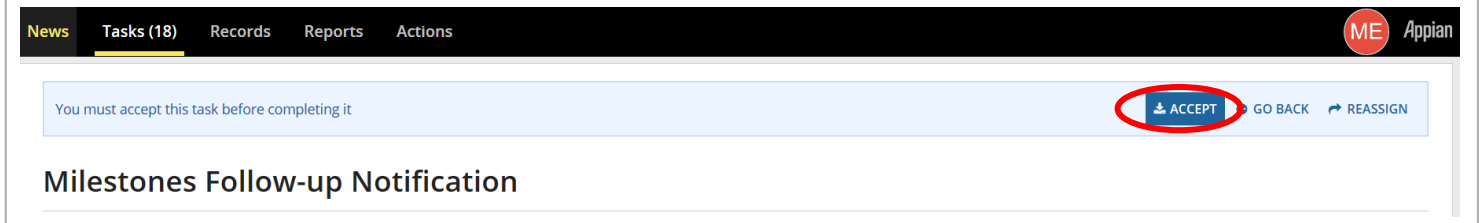
Assigned to Me >
Sent by Me

Click here to send a task...

NEWEST

✓ Client 50086, TFC_DEPLOY
Milestones Follow-up Notification - 373727 - My Project
A moment ago ☆

Open the Notification and click **ACCEPT**:



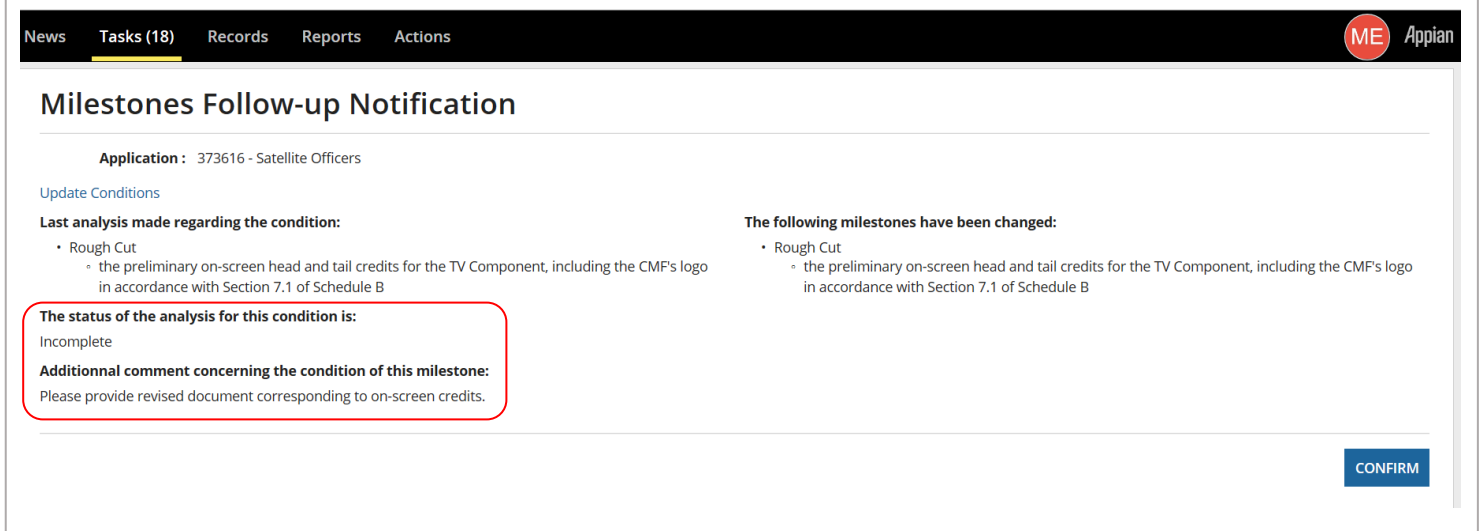
News **Tasks (18)** Records Reports Actions ME Appian

You must accept this task before completing it

ACCEPT GO BACK REASSIGN

Milestones Follow-up Notification

You will notice the status of the analysis and additional comments from the Analyst:



News **Tasks (18)** Records Reports Actions ME Appian

Milestones Follow-up Notification

Application : 373616 - Satellite Officers

Update Conditions

Last analysis made regarding the condition:

- Rough Cut
 - the preliminary on-screen head and tail credits for the TV Component, including the CMF's logo in accordance with Section 7.1 of Schedule B

The status of the analysis for this condition is:
Incomplete

Additional comment concerning the condition of this milestone:
Please provide revised document corresponding to on-screen credits.

The following milestones have been changed:

- Rough Cut
 - the preliminary on-screen head and tail credits for the TV Component, including the CMF's logo in accordance with Section 7.1 of Schedule B

CONFIRM

To complete the task, click on **Update Conditions**:

NewsTasks (18)RecordsReportsActions

MEAppian

Milestones Follow-up Notification

Application : 373616 - Satellite Officers

Update Conditions

Last analysis made regarding the condition:

- Rough Cut
 - the preliminary on-screen head and tail credits for the TV Component, including the CMF's logo in accordance with Section 7.1 of Schedule B

The status of the analysis for this condition is:
Incomplete

Additional comment concerning the condition of this milestone:
Please provide revised document corresponding to on-screen credits.

The following milestones have been changed:

- Rough Cut
 - the preliminary on-screen head and tail credits for the TV Component, including the CMF's logo in accordance with Section 7.1 of Schedule B

CONFIRM

This page will open and you will be able to **Fulfill Conditions** again:

NewsTasks (17)RecordsReportsActions

Records / My CMF Applications | Mes demandes FMC

373727 - My Project

SummaryMilestonesNotesNewsRelated Actions

- Direct Deposit
- Fulfill Conditions**
- Request First Come First Served Fund
Request First Come First Served Fund

IMPORTANT: It is recommended that you click **Refresh** each time you go into the fulfill conditions page.

You will notice the Analyst's directive and will be able to **Submit Documents**.

Conditions

Refresh

Description	Document Type	Directives	Status	Actions
the fully executed Agreement	TFC/CMF financing contract		Incomplete	Submit Documents
a confirmation of commencement of official preparation for principal photography of the TV Component	Schedule	Please submit revised document	Incomplete	Submit Documents
a commitment letter from the applicable lender in respect of interim financing for the TV Component	Letters		Received	

FINISH

Once done, remember to click **FINISH**.

When finished, go back under your **Tasks** and click **CONFIRM** to close your Notification.

NewsTasks (18)RecordsReportsActions

MEAppian

Milestones Follow-up Notification

Application : 373616 - Satellite Officers

Update Conditions

Last analysis made regarding the condition:

- Rough Cut
 - the preliminary on-screen head and tail credits for the TV Component, including the CMF's logo in accordance with Section 7.1 of Schedule B

The following milestones have been changed:

- Rough Cut
 - the preliminary on-screen head and tail credits for the TV Component, including the CMF's logo in accordance with Section 7.1 of Schedule B

The status of the analysis for this condition is:
Incomplete

Additional comment concerning the condition of this milestone:
Please provide revised document corresponding to on-screen credits.

CONFIRM

PAYMENT CONFIRMATION

- Please note that it may take up to 5 business days before you see the CMF payment in your account.

Under **Records**, choose **My CMF Applications** and search for the project using the project name or number:

NewsTasks (18)RecordsReportsActions

MEAppian

Dialogue

All ▶

Legal Statements | Énoncés légaux
Legal Statements | Énoncés Légaux

My CMF Applications | Mes demandes FMC
List of my CMF applications | Liste de mes demandes FMC

My CMF Pre-Application Consultations | Mes consultations préalables FMC
List of my CMF pre application consultations | Liste de toutes mes consultations préalables FMC

Click on **Milestones** to view the **Paid (CAD)** amount:

NewsTasks (14)RecordsReportsActions

MEAppian

Records / My CMF Applications | Mes demandes FMC

373727 - My Project

Summary**Milestones**NotesNewsRelated Actions

Milestones

Title	Due Date	Planned (CAD)	Paid (CAD)	Balance	% Realized
Phase I Payment	Jan 25, 2018	85,000.00	85,000.00	0.00	100
Rough Cut	Jan 31, 2018	0.00	0.00	0.00	0
Eye on Canada	Mar 13, 2018	0.00	0.00	0.00	0
Phase II Payment	Mar 31, 2019	15,000.00	0.00	15,000.00	0

PROJECT CHANGES POST-CONTRACTING

- Once the CMF Contract is signed, the application is locked.
- Please contact your Analyst via email to alert them of changes. Provide them with a summary of significant changes and they will inform you of what is needed in order to proceed. The summary could include the following:
 - addition of a new licence fee
 - if you would like the CMF to relate to a revised budget (ie if you would like your final cost reporting to report against a different budget than was identified in your CMF Contract). This may include a budget increase or decrease or shifts within budget categories.
 - if a single-purpose company is created for the project post-Contracting
 - proposed changes to Project Elements, recoupment, or project deliverables,
 - attachment of a distributor, especially in projects for which the CMF is providing equity.
- If you are unsure of your Analyst's name and email address, please request them from CMF Project Coordination by calling the applicable Telefilm office at: <https://telefilm.ca/en/contact-us>).
- It is highly recommended that you create a single purpose company before contracting. Note that the process of implementing the change to a single-purpose company post-contract is lengthy.

Little or no further subsequent action may be required on your part; not all changes need to be recorded prior to Final Evaluation.

The Analyst may contact you with further questions via **Tasks Note**:

The screenshot shows the 'Dialogue' interface with the 'Tasks (24)' tab selected. The sidebar on the left contains filters: 'Assigned to Me >', 'Sent by Me', 'Starred ★', and 'STATUS Open ✕'. The main content area has a search bar 'Click here to send a task...' and a 'NEWEST' dropdown. Below these are two task entries, each with a blue checkmark icon in a box. The first task is 'Application Changes - Edit Application | Révision de la demande - Modifier la demande - 373869 - My Project' by 'Me'. The second task is 'Note - Changes - 373869 - My Project' by 'Client 50086'. A red arrow points to the second task.

Click **ACCEPT** then read under **Note** the **Topic**, **Subject** and **Message** from your Analyst. Underneath, you will have a list of question(s) and blank box(es) for your response(s). You will need to answer all questions before clicking **SEND RESPONSE**:

News Tasks (24) Records Reports Actions ME Appian

You must accept this task before completing it **ACCEPT** GO BACK

Note Task - 373869

Summary

Application 373869 - My Project	Program CMF Convergent Stream - Production - TV
Applicant 50086 - Snowshoe Productions Inc.	Application Year 2017-2018
Correspondence Language English	Submission Date Feb 21, 2018
Format Pilot	Requested Amount (CAD) 100.00
Genre Drama	Total Budget (CAD) 200.00
Number of Episodes 1	Total Financing (CAD) 200.00
Broadcast Length per Episode in Minutes 60	

Note

Topic Other
Subject Changes
Message Could you please...

Number	Question	Response
1	Could you please...	

SEND RESPONSE

Depending on the nature of the proposed changes, your Analyst may choose to return the application form to you so that you may update your application details and/or provide additional documentation.

If that is the case, you will receive a task **Application Changes – Edit Application**:

News **Tasks (23)** Records Reports Actions

Dialogue

Assigned to Me > Sent by Me Starred ☆

Click here to send a task... **NEWEST**

Client 50086
Application Changes - Edit Application | Révision de la demande - Modifier la demande - 373869 - My Project
 A moment ago ☆

Click **ACCEPT** and follow the instructions from the Analyst's [Request](#):

[News](#) **Tasks (19)** [Records](#) [Reports](#) [Actions](#) ME [Appian](#)

You must accept this task before completing it **ACCEPT** [GO BACK](#)

Complete Application

Summary

Program CMF Convergent Stream - Production - TV **Application Year** 2017-2018 [Guide for completing an application in Dialogue](#)

Request
Please update the application to reflect the revised budget, RPT's and schedule. Please attach the revised budget.

Applicant
If this information is incorrect, please contact the Telefilm Helpdesk Services@telefilm.ca **Correspondence Language** English

In addition to making the changes requested by the analyst, complete the **Proposed (CAD)** columns in the [Financial Structure](#), [Budget/Final Costs](#), and [Related Party Transactions](#) sections, regardless of whether these are changing or not.

→ If the amounts are not changing, input the original amounts. An amount must be entered in each field in order to save changes and proceed to the next steps.

Financial Structure

Source	Category	Broadcaster	Type	Confirmed	Amount (CAD)	% Canadian	Proposed (CAD)	% Canadian
Canada Media Fund	CMF			<input checked="" type="checkbox"/>	1,100,000.00	21.57		0.00
	Broadcaster	CBC	Licence	<input checked="" type="checkbox"/>	4,000,000.00	78.43		0.00
Total					5,100,000.00		0.00	

[Add](#)

If the Analyst requested more documents, scroll down to the [Required Documents](#) section and click **+Add** to begin uploading:

Required Documents

[List of Required Documents](#)

Document	Website URL ?	Description	Type
<div>UPLOAD Drop file here</div>			--Select--

+ Add

- In order to upload and name all required documents correctly, please refer to the [Required Documents and Guide for completing your application](#).
- Upload each required document separately. Use the nomenclature (Description and Category) provided in the [Required Documents and Guide for completing your application](#).
- You cannot delete previously submitted documents.
- Please identify outdated documents as superseded in the Description column. For example: **Budget TV_Date (superseded)**

IMPORTANT: Before submitting your application, make sure to print a copy (or print to PDF). Once submitted, the application form will no longer be available as it will be under evaluation.

Check the **Statement** box before hitting **SUBMIT**:

Statement

☐ Statement

By checking this box, the Applicant declares having read the [Applicant Statements](#) and acknowledges that these statements are accurate, true and complete.

IMPORTANT before submitting

If you wish to keep a copy of your Application please print or "print as pdf" before submitting.

For programs with a selective decision process, analysts will only evaluate documents submitted and will not contact you for more information or missing documents.

CANCEL

SUBMIT

SAVE

- Once the page has been successfully submitted, the screen will disappear, and you will end up back at your list of tasks. (If that does not happen, scroll up and carefully scan for red borders or text that indicate that additional information is required.)
- Until changes have been approved, the project details that will appear in your file will be the details given in your original CMF Contract.

Should you wish to see whether changes have been approved or not, go under **Records**, choose **My CMF Applications** and search for the project using the project name or number:

News Tasks (18) **Records** Reports Actions

ME Appian

Dialogue

All ▶

- Legal Statements | Énoncés légaux
Legal Statements | Énoncés Légaux
- My CMF Applications | Mes demandes FMC**
List of my CMF applications | Liste de mes demandes FMC
- My CMF Pre-Application Consultations | Mes consultations préalables FMC
List of my CMF pre application consultations | Liste de toutes mes consultations préalables FMC

Click on **News** to see that the changes to the application have been approved:

News Tasks (22) **Records** Reports Actions

Records / My CMF Applications | Mes demandes FMC

373869 - My Project

Summary Milestones Notes **News** Related Actions

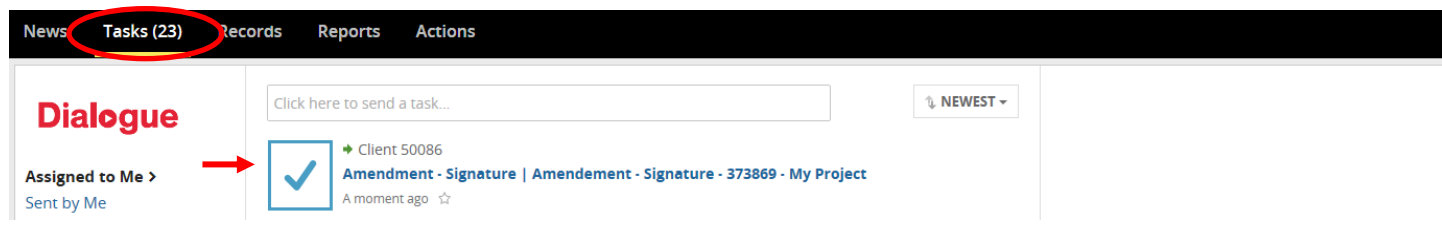
Application Changes #373869 - The changes to your application have been approved by the CMF. Please see the Summary and/or Milestones tabs to see the updated version of your application

373869 - My Project

1 minute ago ☆ 🔒 Comment

→ When you look at the **Summary** view of your application, you will see that project details have been updated.

Depending on the nature of the changes to the project, it may be necessary for the Analyst to issue a CMF Amendment Agreement. If so, under **Tasks**, you will receive the task **Amendment – Signature Amendment**:



News **Tasks (23)** Records Reports Actions

Dialogue

Assigned to Me > Sent by Me

Click here to send a task...

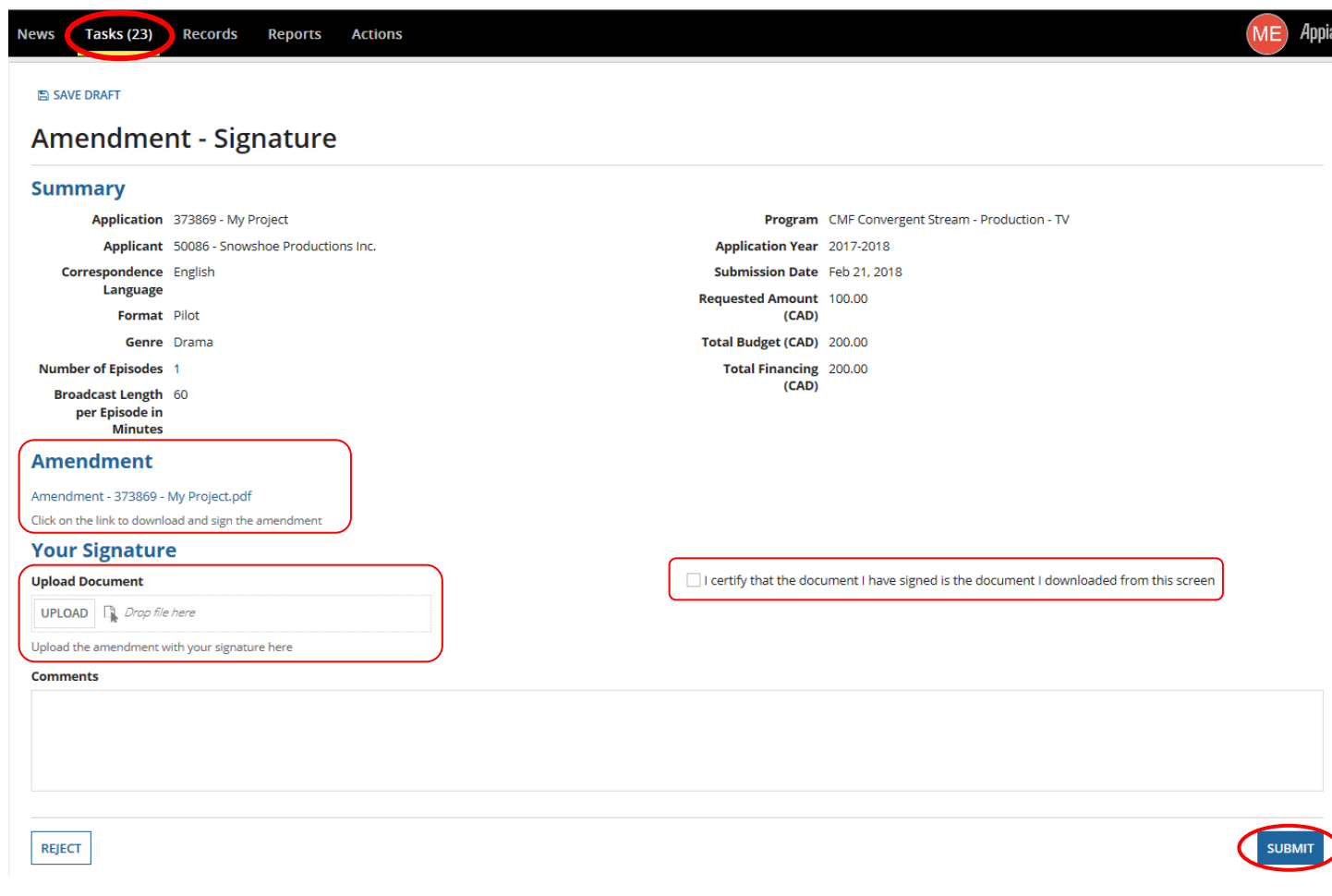
NEWEST

Client 50086

Amendment - Signature | Amendement - Signature - 373869 - My Project

A moment ago ☆

Click on the **Amendment** link to open the CMF Amendment and print it. Once you have read the CMF Amendment, sign it, scan it and upload the fully executed copy. If the CMF Amendment has been modified, it will be rejected by the Analyst. Once uploaded, click **SUBMIT**:



News **Tasks (23)** Records Reports Actions

ME Appia

SAVE DRAFT

Amendment - Signature

Summary

Application	373869 - My Project	Program	CMF Convergent Stream - Production - TV
Applicant	50086 - Snowshoe Productions Inc.	Application Year	2017-2018
Correspondence Language	English	Submission Date	Feb 21, 2018
Format	Pilot	Requested Amount (CAD)	100.00
Genre	Drama	Total Budget (CAD)	200.00
Number of Episodes	1	Total Financing (CAD)	200.00
Broadcast Length per Episode in Minutes	60		


Amendment

Amendment - 373869 - My Project.pdf

Click on the link to download and sign the amendment

Your Signature

Upload Document

UPLOAD  Drop file here

Upload the amendment with your signature here

☐ I certify that the document I have signed is the document I downloaded from this screen

Comments

REJECT

SUBMIT

Once the CMF Amendment has been approved, you will find it in the [Letters and Agreements](#) section of the project file:

Records / My CMF Applications | Mes demandes FMC

373616 - Satellite Officers

[Summary](#) [Milestones](#) [Notes](#) [News](#) [Related Actions](#)

Summary

Application	373616 - Satellite Officers	Program	CMF Convergent Stream - Production - TV
Applicant	50086 - Snowshoe Productions Inc.	Application Year	2017-2018
Correspondence Language	English	Submission Date	Jan 3, 2018
Format	Series	Requested Amount (CAD)	1,000,000.00
Genre	Drama	Total Budget (CAD)	5,100,000.00
Number of Episodes	10	Total Financing (CAD)	5,100,000.00
Broadcast Length per Episode in Minutes	30		

Applicants and Contacts	Project and Products	Key Personnel	Financial Structure and Budget	Contribution and Payment	Documents	Letters and Agreements	All
---	--------------------------------------	-------------------------------	--	--	---------------------------	--	---------------------

→ When you look at the [Summary](#) view of your application, you will see that project details have been updated.

IMPORTANT necessary steps before any milestone payment can be processed

- If the applicant company has changed (for example when a single-purpose company is created after the initial CMF Contract has been signed), remember:
 - to follow the [Enrollment Process](#) for the new company
 - to [Set Up Direct Deposit](#) for the new company.

FINAL EVALUATION

- If you are unsure of your Analyst's name and email address, please request them from CMF Project Coordination by calling the applicable Telefilm office at: <https://telefilm.ca/en/contact-us>.
- The final evaluation process begins with the submission of deliverables for your final drawdown. Follow the section [How to Fulfill Conditions](#).
- A new Analyst will be assigned to work with you on the project.
- Validate that the direct deposit information is up-to-date.
- The evaluation process may take some time; files are reviewed in the order in which they become complete.

When you are ready to submit your final costs deliverables, go under **Records** and choose **My CMF Applications** and search for the project using the project name or number:

Select FULFILL CONDITIONS:

Records / My CMF Applications | Mes demandes FMC

373727 - My Project

Summary | Milestones | Notes | News | Related Actions

Application 373727 - My Project

Applicant 50086 - Snowshoe Productions Inc.

Correspondence Language English

Format One-off

Genre Documentary

Number of Episodes 1

Broadcast Length per Episode in Minutes 60

Program CMF Convergent Stream - Production - TV

Application Year 2017-2018

Submission Date Jan 24, 2018

Requested Amount (CAD) 100,000.00

Total Budget (CAD) 750,000.00

Total Financing (CAD) 750,000.00

Applicants and Contacts	Project and Products	Key Personnel	Financial Structure and Budget	Contribution and Payment	Documents	Letters and Agreements	All

Select the **Milestone Phase II Payment** and follow the section [How to Fulfill Conditions](#) to submit your deliverables

Milestones

Description	Due Date	Amount (CAD)
Phase I Payment An amount equal to the herein designated % of the CMF Total Contribution, shall be payable to the Applicant upon full execution of this Agreement and receipt and approval by the CMF of the following Phase I documentation:	Mar 9, 2018	85.00
Rough Cut Upon completion of the Rough Cut of the TV Component (no later than the date of delivery of the Rough Cut to the first-window Canadian broadcaster or VOD service or any other financier), the Applicant may be required to deliver to the CMF certain documentation for approval (the "Rough Cut Deliverables") in order to confirm the ongoing eligibility of the TV Component. In certain cases, as applicable to the TV Component, an amount equal to the herein designated % of the CMF Total Contribution shall be payable to the Applicant upon, and in no case earlier than, receipt and approval by the CMF of these Rough Cut Deliverables:	Mar 16, 2018	0.00
Eye on Canada	Mar 23, 2018	0.00
Phase II Payment An amount equal to the unpaid balance of the CMF Total Contribution payable to the Applicant upon, and in no case earlier than, the receipt and approval by the CMF of all Phase II documentation itemized hereto and any other documentation which the CMF may request for its approval, in its sole discretion, to confirm final eligibility of the TV Component (the "Phase II Closing Documentation"). The Applicant is required to deliver the Phase II Closing Documentation to the CMF by March 31, 2020.	Mar 30, 2018	15.00

Conditions

Refresh

Description	Document Type	Directives	Status	Actions
Any new or amended document or information which, directly or indirectly, relates to the CMF or to any matter pertinent to the CMF Total Contribution (including revised recoupment schedules) or the eligibility of the TV Component Applicant or the TV Component for CMF funding	Final cost analysis & audit		Not Received	Submit Documents

FINISH

Your Analyst will review documentation from a preliminary standpoint for consistency and completeness. As noted in [How to Fulfill Conditions](#), your Analyst may request further or revised documentation, in which case you will receive a task with the request.

Once your Analyst feels closing documentation is sufficient to allow for a full review of the project, you will receive the task **Final Evaluation – Edit Application**:

News **Tasks (23)** Records Reports Actions

Dialogue

Assigned to Me >

Sent by Me

Starred ★

Click here to send a task...

NEWEST ▾



Client 50086

Final Evaluation - Edit Application | Évaluation finale - Modifier la demande - 373909 - My Project

A moment ago ☆

ACCEPT the task and update the application fields according to the final details of the project:

NewsTasks (19)RecordsReportsActions

MEAppian

Complete Application

Summary

ProgramCMF Convergent Stream - Production - TVApplication Year2017-2018

Guide for completing an application in Dialogue

Request

Please update your application according to the final details of the project. Please ensure that updates are in accordance with the documents you provided as milestone deliverables.

Applicant

If this information is incorrect, please contact the Telefilm Helpdesk Services@telefilm.ca

Snowshoe Productions Inc.
271 East 24th Ave
Vancouver, British Columbia
V5V 1Z7

Correspondence Language

English

Are you applying on behalf of a company to be incorporated?

Yes

Do the Applicant, the Co-Applicant and/or their parent company have a director or shareholder that is not a Canadian citizen or a director or shareholder that has been a permanent resident for more than 5 years?

No

Applicant(s) is/are a Canadian

- Update the form systematically ensuring final project details are consistent with documentation you provided in **FULFILL CONDITIONS**.

Should you wish to consult the documents that you provided in FULFILL CONDITIONS, open a new tab, go under **Records** and choose **My CMF Applications** and search for the project using the project name or number:

NewsTasks (18)RecordsReportsActions

MEAppian

Dialogue

All ▾

Legal Statements | Énoncés légaux
Legal Statements | Énoncés Légaux

My CMF Applications | Mes demandes FMC
List of my CMF applications | Liste de mes demandes FMC

My CMF Pre-Application Consultations | Mes consultations préalables FMC
List of my CMF pre application consultations | Liste de toutes mes consultations préalables FMC

Select **Milestones**, **Phase II Payment**:

NewsTasks (26)RecordsReportsActions

MEAppian

Records / My CMF Applications | Mes demandes FMC

373909 - My Project

SummaryMilestonesNotesNewsRelated Actions

Milestones

	Title	Due Date	Amount (CAD)	Paid (CAD)	Balance	% Realized
	Phase I Payment	Mar 9, 2018	0.85	0.85	0.00	100
	Rough Cut	Mar 9, 2018	0.00	0.00	0.00	0
	Eye on Canada	Mar 9, 2018	0.00	0.00	0.00	0
▶	Phase II Payment	Mar 9, 2018	0.15	0.15	0.00	100

Then click on the Description of the relevant deliverable. Scroll down and you will see that the document(s) you submitted for that deliverable are available at the bottom of the page, for you to open:

Conditions

Description	Document Type	Directives	Status
<div>►</div> For Non-CMF-Funded Rich and Substantial DM Components: Non-Funded Digital Media Information Form (form available) outlining the delivery method and content type of the Rich and Substantial DM Component as per the definitions specified in the Digital Media Definitions document	Support Material	Please revise cost report	Accepted

Name	Description	Date Submitted	Submitted By	Refused
Tulips.jpg	b	Mar 9, 2018 17:48:06	TFC_EA_003	<input type="checkbox"/>
Tulips.jpg	b	Mar 12, 2018 13:05:21	TFC_EA_003	<input type="checkbox"/>

In the **Complete Application** screen, complete the **Final Costs (CAD)** columns in the **Financial Structure**, **Budget/Final Costs**, and **Related Party Transactions** sections, regardless of whether these are changing or not.

→ If the amounts are not changing, input the original amounts. An amount must be entered in each field in order to save changes and proceed to the next steps.

▼ Financial Structure


Source	Category	Broadcaster	Type	Confirmed	Amount (CAD)	% Canadian	Final Costs (CAD)	% Canadian
Canada Media Fund	CMF			<input checked="" type="checkbox"/>	1.00	50.00		0.00
	Broadcaster	APTN - English	Licence	<input type="checkbox"/>	1.00	50.00		0.00
Total					2.00		0.00	
<div>➕ Add</div>								

- If you discover at this stage that an error was made in any of the documents you submitted, ask your analyst to go into the system to **Refuse** it. This will change the deliverable's status from Accepted to Incomplete, and you will be sent a new task to submit the new document through **FULFILL CONDITIONS**.

IMPORTANT: Do not upload any documents in the **Complete Application** screen.

▼ Required Documents

List of Required Documents

Document	Website URL 	Description	Type
<div> <div>UPLOADED</div> <div>Drop file here</div> </div>			--Select--
<div>➕ Add</div>			

IMPORTANT: Until changes have been evaluated and approved by the Analyst, you will not be able to view them. Therefore, please keep a copy of your Application by printing the page or using "print as pdf" before submitting.

Check the **Statement** box before hitting **SUBMIT**:

Statement

Statement
<input type="checkbox"/> By checking this box, the Applicant declares having read the Applicant Statements and acknowledges that these statements are accurate, true and complete.

IMPORTANT before submitting

If you wish to keep a copy of your Application please print or "print as pdf" before submitting.

For programs with a selective decision process, analysts will only evaluate documents submitted and will not contact you for more information or missing documents.

CANCEL

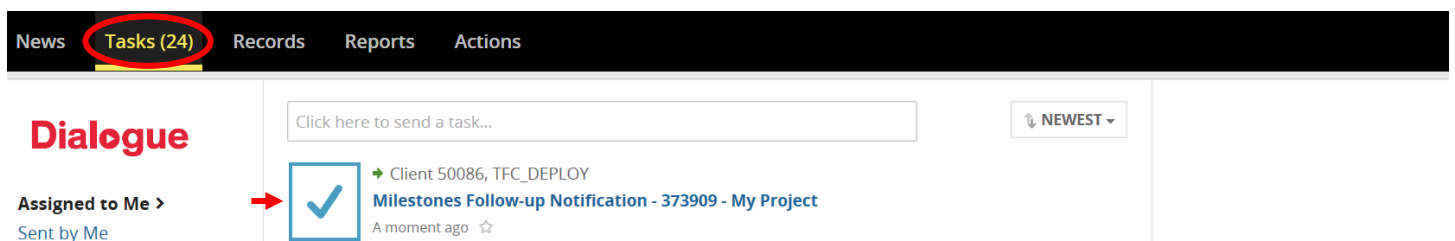
SUBMIT

SAVE

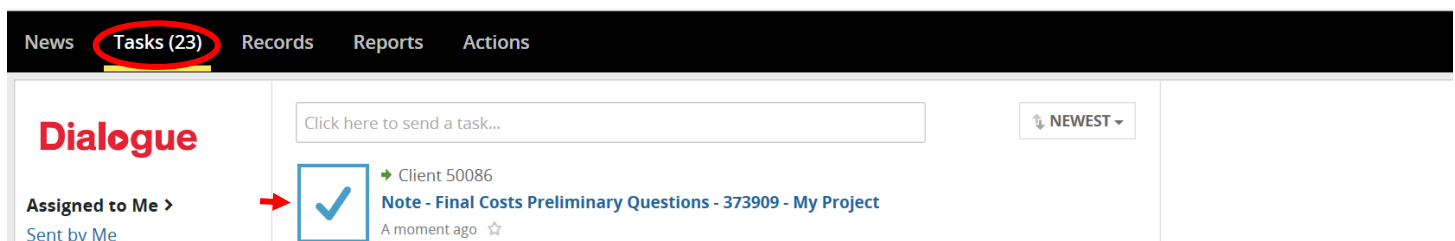
- Once the page has been successfully submitted, the screen will disappear, and you will end up back at your list of tasks. (If that does not happen, scroll up and carefully scan for red borders or text that indicate that additional information is required.)
- Until changes have been approved, the project details that will appear in your file will be the details given in your original CMF Contract.

At this point, your Analyst will proceed with a detailed analysis of the project, and may contact you in several ways for further information.

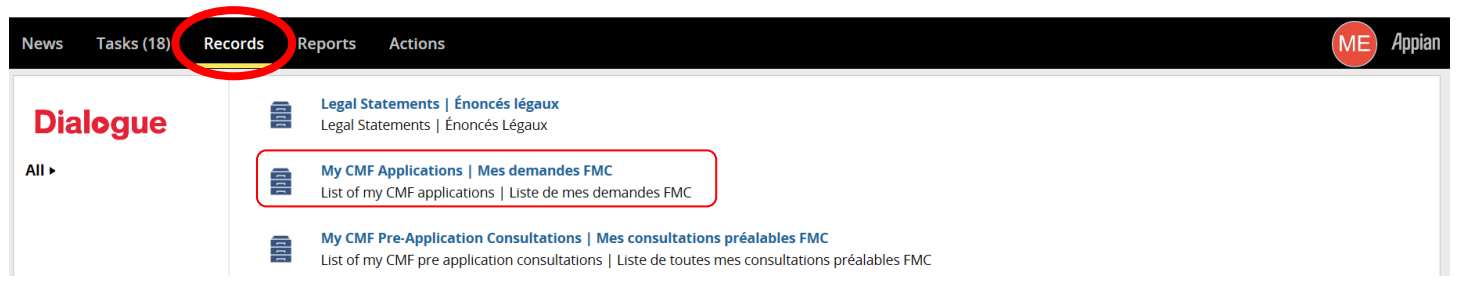
→ Under **Tasks**, through **Milestones Follow-up Notification**, if revised documentation is needed (see section on [How to Fulfill Conditions](#)):



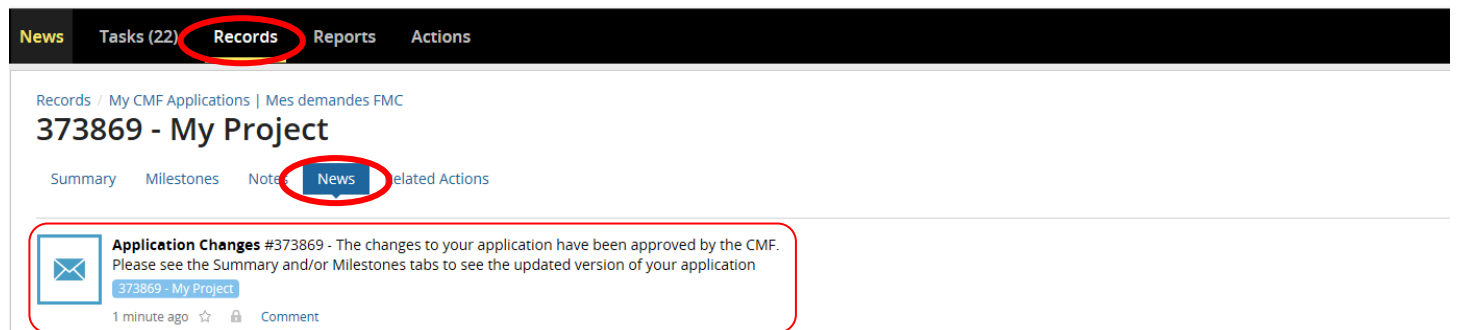
→ Under **Tasks**, through **Note**, if your Analyst has specific questions for you (see [Managing Tasks and Communicating with Your Analyst](#)):



You may go under **Records** to see the status of your file. Choose **My CMF Applications** and search for the project using the project name or number:

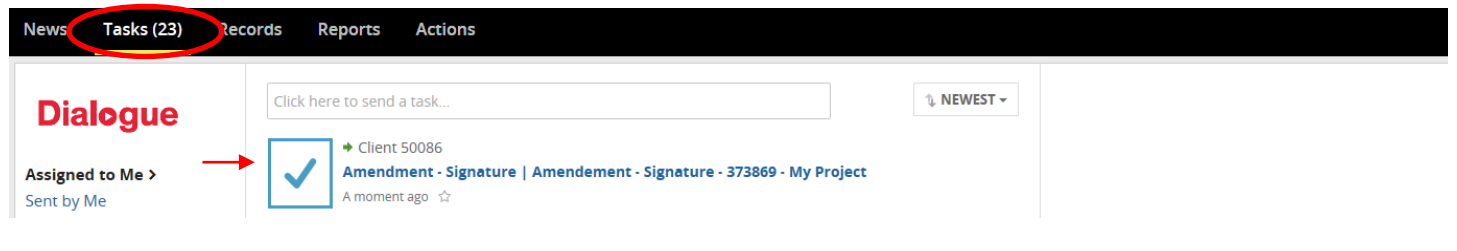


Click on **News** to see that the changes to the application have been approved:



→ When you look at the **Summary** view of your application, you will see that project details have been updated.

Depending on the approved final costs amount and other elements, it may be necessary for your Analyst to issue a CMF Amendment Agreement. If so, under **Tasks**, you will receive the task **Amendment – Signature Amendment**:



Click on the [Amendment link](#) to open the CMF Amendment and print it. Once you have read the CMF Amendment, sign it, scan it and upload the fully executed copy. If the CMF Amendment has been modified, it will be rejected by your Analyst. Once uploaded, click **SUBMIT**:

[News](#) **Tasks (23)** [Records](#) [Reports](#) [Actions](#) ME App

[SAVE DRAFT](#)


Amendment - Signature

Summary

Application 373869 - My Project	Program CMF Convergent Stream - Production - TV
Applicant 50086 - Snowshoe Productions Inc.	Application Year 2017-2018
Correspondence Language English	Submission Date Feb 21, 2018
Format Pilot	Requested Amount (CAD) 100.00
Genre Drama	Total Budget (CAD) 200.00
Number of Episodes 1	Total Financing (CAD) 200.00
Broadcast Length per Episode in Minutes 60	

Amendment
Amendment - 373869 - My Project.pdf
Click on the link to download and sign the amendment

Your Signature
Upload Document

UPLOAD  Drop file here

Upload the amendment with your signature here

Comments

REJECT

SUBMIT

Once the CMF Amendment has been approved, you will find it in the [Letters and Agreements](#) section of the project file:

[News](#) [Tasks \(20\)](#) **Records** [Reports](#) [Actions](#) ME App

Records / My CMF Applications | Mes demandes FMC

373616 - Satellite Officers

[Summary](#) [Milestones](#) [Notes](#) [News](#) [Related Actions](#)

Summary

Application 373616 - Satellite Officers	Program CMF Convergent Stream - Production - TV
Applicant 50086 - Snowshoe Productions Inc.	Application Year 2017-2018
Correspondence Language English	Submission Date Jan 3, 2018
Format Series	Requested Amount (CAD) 1,000,000.00
Genre Drama	Total Budget (CAD) 5,100,000.00
Number of Episodes 10	Total Financing (CAD) 5,100,000.00
Broadcast Length per Episode in Minutes 30	

Applicants and Contacts

Project and Products

Key Personnel

Financial Structure and Budget

Contribution and Payment

Documents

Letters and Agreements

All

→ When you look at the [Summary](#) view of your application, you will see that project details have been updated.

You may go under **Records** to see the status of the final payment. Choose **My CMF Applications** and search for the project using the project name or number:

NewsTasks (18)**Records**ReportsActions

MEAppian

Dialogue

All ▶

Legal Statements | Énoncés légaux

Legal Statements | Énoncés Légaux

My CMF Applications | Mes demandes FMC

List of my CMF applications | Liste de mes demandes FMC

My CMF Pre-Application Consultations | Mes consultations préalables FMC

List of my CMF pre application consultations | Liste de toutes mes consultations préalables FMC

Under **Milestones** you will see the **Paid (CAD)** amount:

NewsTasks (23)**Records**ReportsActions

MEAppian

Records / My CMF Applications | Mes demandes FMC

373909 - My Project

Summary**Milestones**NotesNewsRelated Actions

Milestones

Title	Due Date	Amount (CAD)	Paid (CAD)	Balance	% Realized
Phase I Payment	Mar 9, 2018	0.85	0.85	0.00	100
Rough Cut	Mar 9, 2018	0.00	0.00	0.00	0
Eye on Canada	Mar 9, 2018	0.00	0.00	0.00	0
Phase II Payment	Mar 9, 2018	0.15	0.15	0.00	100

USER GUIDE: HOW TO NAVIGATE **DIALOGUE**

40

REPORTING - HOW TO SUBMIT EXPLOITATION REPORTS

IMPORTANT: The Reporting process below is for the Experimental Stream. The Convergent Stream process will be added once it becomes available.

- Make sure to check your Tasks as you will receive one for every project which requires an exploitation report or gross sales report.
- Make sure the members of your Organization have the proper access. For support and questions regarding Member Access – please email services@telefilm.ca.

Under **Actions** choose **Submit Production Exploitation Reports**:

The screenshot shows the Telefilm Canada web application interface. At the top, there is a navigation bar with tabs: News, Tasks (449), Records, Reports, and **Actions** (highlighted with a red circle). Below the navigation bar, the main content area is divided into two sections. On the left is the 'Dialogue' sidebar, which includes a search bar, a 'Starred' filter, and a list of applications: CMF (1), Telefilm (1), TFC Enrolment (1), and TFC Manage Exploitations (5). On the right is the main list of tasks, each preceded by a yellow lightning bolt icon. The tasks are: 'Canada Media Fund Payment | Paiement Fonds des médias du Canada', 'CMF Pre-Application Consultation | Consultation préalable FMC', 'Create Organization | Créer une organisation', 'Submit an Application | Soumettre une demande', 'Submit Distribution Reports | Rapports de distribution à soumettre', 'Submit Gross Sales Reports | Soumettre rapports de ventes brutes', **'Submit Production Exploitation Reports | Rapports d'exploitation en production à compléter'** (highlighted with a red box), and 'Telefilm Canada Payment | Paiement Téléfilm Canada'.

Task Name	Description
Canada Media Fund Payment Paiement Fonds des médias du Canada	Manage payments for CMF reports Gestion de paiements des rapports du FMC
CMF Pre-Application Consultation Consultation préalable FMC	Submit a Pre-Application consultation request Soumettre une demande de consultation préalable
Create Organization Créer une organisation	Create a new Organization Créer une nouvelle organisation
Submit an Application Soumettre une demande	Submit a request for financing Soumettre une demande de financement
Submit Distribution Reports Rapports de distribution à soumettre	Select distribution reports to complete Sélectionner les rapports de distribution à compléter
Submit Gross Sales Reports Soumettre rapports de ventes brutes	Select gross sales reports to complete Sélectionner rapports de ventes brutes à compléter
Submit Production Exploitation Reports Rapports d'exploitation en production à compléter	Select production reports to complete Sélectionner les rapports de production à compléter
Telefilm Canada Payment Paiement Téléfilm Canada	Manage payments for TFC reports Gestion de paiements des rapports de TFC

First, you must **Assign** the Report to the person responsible and then click **SUBMIT**. You can assign the report(s) to yourself if you are the only member of your Organization:

News
Tasks (449)
Records
Reports
Actions

Appian

Assign Production Exploitation Report

Application #	Name	Report Stream	Period End Date	Principal Applicant #	Principal Applicant Name	Assigned To
355385	FIT EXP PROD	Experimental	Jun 30, 2017	300008	Fit Organization, the Second	<div> <div>---</div> <div>Select</div> </div>
357060	FIT TFC Exp Web	Experimental	Dec 31, 2019	300008	Fit Organization, the Second	Not Available

CANCEL

SUBMIT

Once assigned, a task will be created and sent to that person. Under **Tasks**, select **Complete Production Exploitation Report**:

News
Tasks (450)
Records
Reports
Actions

Dialogue

Assigned to Me >

Sent by Me

Starred ☆

Click here to send a task...

NEWEST

Me

Complete Production Exploitation Report

Compléter un rapport d'exploitation en production - 355385

A moment ago ☆

All cells must be filled out in order to submit the Exploitation Report. Fill out the **Gross Sales and Gross Revenues** section and click **+Add** when a new Territory is required:

Gross Sales and Gross Revenues

Territory	Country	Revenue Stream	Cumulative # of Units	Name of Distributor/Platform/Publisher	Specify if Applicable	Previous Gross Sales (CAD)	Current Gross Sales (CAD)	Cumulative Gross Sales (CAD)	Previous Gross Revenues (CAD)	Current Gross Revenues (CAD)	Cumulative Gross Revenues (CAD)	
---	---	---		---		0.00		0.00	0.00		0.00	✗
Total						0.00	0.00	0.00	0.00	0.00	0.00	

Add

Fill out the **Deductions** section and click **+Add** when necessary:

Deductions

Type	Details	Previous (CAD)	Current (CAD)	Cumulative (CAD)	
---	---	0.00		0.00	✗

Add

For the **Recoupment Schedule** section, you must refer to the Recoupment Schedule from your CMF Contract or Amendment (whichever is the most recent) to fill out the **CMF Share (%)** column:

Recoupment Schedule

	CMF Participation in Financing (Investment/Advance)	CMF Share (%)	Up to a Maximum Revenues of (CAD)	Net Cumulative Revenues	CMF Share (CAD)
Tier 1	750.00		0.00	0.00	0.00
Profit Participation				2.50	0.00
Total CMF Recoupment					0.00

In the **Recoupment Schedule** section, please note that the amount under **CMF Share (CAD)** is the **Total amount payable to the CMF before applicable taxes**:

Recoupment Schedule

	CMF Participation in Financing (Investment/Advance)	CMF Share (%)	Up to a Maximum Revenues of (CAD)	Net Cumulative Revenues	CMF Share (CAD)
Tier 1	750.00	50.00	1,500.00	1,500.00	750.00
Profit Participation		25.00		486,500.00	121,625.00
Total CMF Recoupment					122,375.00

Amount Payable To The Canada Media Fund

	Production	Marketing and Promotion
Allocation (%)	100.00	0.00
Subtotal	122,375.00	0.00
Less: Total Cumulative Invoiced	0.00	0.00
Total before applicable taxes	122,375.00	0.00

Once completed, click **SUBMIT**:

All amounts <\$10 will not be invoiced in the current period and postponed to the next period
 Invoice will be generated within one hour
 Negative amounts are subject to approval

REJECT

SAVE

SUBMIT

- Once the page has been successfully submitted, the screen will disappear, and you will end up back at your list of tasks. (If that does not happen, scroll up and carefully scan for red borders or text that indicate that additional information is required.)

Your Exploitation Report will be under **Records**, in **My CMF Exploitation Reports** section:

NewsTasks (449)**Records**ReportsActions

Dialogue

All ▶

Legal Statements | Énoncés légaux

Legal Statements | Énoncés Légaux

My CMF Applications | Mes demandes FMC

List of my CMF applications | Liste de mes demandes FMC

My CMF Exploitation Reports | Mes rapports d'exploitation FMC

A List of My CMF Production and Distribution Exploitation reports | Liste de mes Rapports d'exploitation Production et Distribution du FMC

To access the submitted Exploitation Report, click on the link under **Report**:

NewsTasks (449)**Records**ReportsActions

My CMF Exploitation Reports | Mes rapports d'exploitation FMC

QSEARCHREPORT TYPEAny

Application #	Application	Organization	Report Type	Reporting Period	Report
355385	FIT EXP PROD	Fit Organization, the Second	Production Exploitation Report	2017-01-01 To 2017-06-30	1.1

Scroll down to find the **Amount Payable To The Canada Media Fund**:

Amount Payable To The Canada Media Fund

	Production	Marketing and Promotion
Allocation (%)	100.00	0.00
Subtotal	0.00	0.00
Less: Total Cumulative Invoiced	0.00	0.00
Total before applicable taxes	0.00	0.00

All amounts <\$10 will not be invoiced in the current period and postponed to the next period
Invoice will be generated within one hour
Negative amounts are subject to approval

REPORTING - HOW TO MANAGE PAYMENTS FOR CMF REPORTS

IMPORTANT: The Reporting process below is for the Experimental Stream. The Convergent Stream process will be added once it becomes available.

- Once you have submitted your exploitation report, you must send in your payment through an electronic fund transfer or by cheque.

Under **Actions**, choose **Canada Media Fund Payments**:

News Tasks (450) Records Reports **Actions**

Dialogue

 **Canada Media Fund Payment** | Paiement Fonds des médias du Canada ☆
Manage payments for CMF reports | Gestion de paiements des rapports du FMC

By selecting a **Company**, a window will expand underneath with the information regarding each project, including the **Current Balance** amount:

News Tasks (450) Records Reports **Actions**

SAVE DRAFT

Pay my Canada Media Fund Balance

Company	Invoiced (CAD)	Paid (CAD)	Balance (CAD)	
PRODUCTIONS DES ANNEES LUMIERES INC.	97,561.73	28,184.00	69,377.73	69377.73
FIT ORGANIZATION, THE SECOND	2,660,982.80	1,230.47	2,659,752.33	2659752.33
TOTAL	2,758,544.53	29,414.47	2,729,130.06	2,729,130.06

Company	Invoice Number	Invoice Date	Application #	Description	Capital	Taxes	Interest	Payment	Current Balance
FIT ORGANIZATION, THE SECOND	D000420	2/5/2018	000355385	FIT EXP PROD	84.69	4.23	0.00	0.00	88.92
FIT ORGANIZATION, THE SECOND	D000026	11/15/2017	000355386	FIT EXP PROD	10.00	0.50	0.00	0.00	10.50
FIT ORGANIZATION, THE SECOND	D000443	2/6/2018	000355386	FIT EXP PROD	240.63	12.03	0.00	0.00	252.66
FIT ORGANIZATION, THE SECOND	D000446	2/6/2018	000355386	FIT EXP PROD	1,346.88	67.34	0.00	0.00	1,414.22

Please note that the **TOTAL** amount must be paid:

NewsTasks (450)RecordsReportsActions

Appian

SAVE DRAFT

Pay my Canada Media Fund Balance

Company	Invoiced (CAD)	Paid (CAD)	Balance (CAD)	Amount to Pay (CAD)
PRODUCTIONS DES ANNEES LUMIERES INC.	97,561.73	28,184.00	69,377.73	69377.73
FIT ORGANIZATION, THE SECOND	2,660,982.80	1,230.47	2,659,752.33	2659752.33
TOTAL	2,758,544.53	29,414.47	2,729,130.06	2,729,130.06

Once completed, click **SUBMIT**:

It may take up to a business day for a transaction to appear.
If a transaction is missing contact cc-cr@telefilm.ca.

CANCEL

SUBMIT

The Payment Information screen will open. **IMPORTANT:** Please keep a copy of the Payment Information and Reference Number, then click **SUBMIT**. You will then be able to proceed with your electronic fund transfer via your bank's website or cheque payable to the Canada Media Fund.

Cheques are payable to the order of: **The Canada Media Fund**

Address: Telefilm Canada – Compliance and Collection

360, St-Jacques Street, Suite 600

Montreal, Quebec

H2Y 1P5

News Tasks (450) Records Reports Actions

Payment Information

Company	Amount to Pay (CAD)
PRODUCTIONS DES ANNEES LUMIERES INC.	69,377.73
FIT ORGANIZATION, THE SECOND	2,659,752.33
Total	2,729,130.06

Payment Information for Electronic Funds Transfer to Canada Media Fund:
Bank Number: 004
Transit Number: 19922
Account Number: 06205280308

Comments

☐ Reference Number:71

Inscribe this transaction number as a reference on your Electronic Funds Transfer or cheque to Canada Media Fund.

You may now proceed with your payment.

BACK SUBMIT

- Make sure to click on the box next to the reference number before submitting.
- This reference number must appear in the description of your electronic fund transfer.

ADDITIONALLY

2 Video Tutorials are available to guide you through the reporting and payment process:

- Submit your exploitation report: <https://youtu.be/uYpJEmUujtk>
- Make a payment: <https://youtu.be/ul0E2KX1xU4>

ANNEX 1

REQUIRED DOCUMENTS AND GUIDE FOR COMPLETING YOUR APPLICATION

ANNEX 1 - REQUIRED DOCUMENTS AND GUIDE FOR COMPLETING YOUR APPLICATION

On the CMF website <https://www.cmf-fmc.ca/>, under **Programs & Deadlines / Programs**, choose the Program you wish to apply for and scroll down to the section “**Submitting Your Application**”, to find the applicable **Required Documents and Guide for completing your application**:

The screenshot shows the CMF website interface. At the top, there's a 'Guidelines & References' section with buttons for 'Read Guidelines' and 'View Reference Documents'. Below this, a red arrow points to the 'Programs & Deadlines' menu on the left, where 'Programs' is highlighted. Another red arrow points to the 'Submitting Your Application' section, which is circled in red. This section lists various programs like 'Television' and 'Funded Digital Media', each with a list of required documents and forms, such as 'Directors and Shareholders Form', 'Recoupment Structure: TV', 'PFCO Calculator: TV', 'Budget: Production TV', 'Budget: Digital Media', and 'Broadcaster Agreement Form: TV'.

Convergent:

- **Predevelopment** (including Aboriginal, English and French) **Required Documents and Guide for completing your application.**
- **Development** (including Aboriginal Program, Development Program, Corus CMF “Page To Pitch” Program and Export Programs) **Required Documents and Guide for completing your application.**
- **Production** (including Aboriginal Program, Anglophone Minority Program, Convergent Digital Media Incentive Program, Diverse Language Program, English POV Program, English Regional Production Bonus, Francophone Minority Program, Northern Incentive and Performance Envelope Program) **Required Documents and Guide for completing your application.**
- **Versioning Program** **Required Documents and Guide for completing your application.**

Experimental:

- **Development – Production - Marketing** (including Commercial Projects Pilot Program, Innovation Program and Web Series Pilot Program) **Required Documents and Guide for completing your application.**
- **Accelerator Partnership Program** **Required Documents and Guide for completing your application.**

International:

- **International Incentives** **Required Documents and Guide for completing your application.**

ANNEX 2

HOW TO PREPARE YOUR APPLICATION IN ADVANCE OF THE OPENING DATE

ANNEX 2 - HOW TO PREPARE YOUR APPLICATION IN ADVANCE OF THE OPENING DATE

In Dialogue, go to **Actions** and choose **Submit an Application**:

The screenshot shows the Dialogue application interface. At the top, there is a navigation bar with tabs: News, Tasks (26), Records, Reports, and **Actions** (highlighted with a red circle). On the left side, there is a sidebar with the title "Dialogue" and a list of applications: CMF (1), Telefilm (1), and TFC Manage Exploitations (4). The main content area displays a list of actions, each with a lightning bolt icon and a star icon. The actions are: "Canada Media Fund Payment | Paiement Fonds des médias du Canada", "CMF Pre-Application Consultation | Consultation préalable FMC", "Submit an Application | Soumettre une demande" (highlighted with a red rectangle), "Submit Distribution Reports | Rapports de distribution à soumettre", "Submit Production Reports | Rapports de production à soumettre", and "Telefilm Canada Payment | Paiement Téléfilm Canada".

Select the correct program and click **NEXT**:

The screenshot shows the Dialogue application interface with the "Application" form open. The top navigation bar includes tabs: News, Tasks (14), Records, Reports, and **Actions** (highlighted with a red circle). The sidebar on the left shows the "Application" title and a "SAVE DRAFT" button. The main content area displays a form with a "Program" dropdown menu (highlighted with a red rectangle) and a "CANCEL" button. The dropdown menu is open, showing a list of programs: "CMF Export Pilot Program", "CMF Quebecor Fund Export Assistance Program Pilot Partnership", "CMF Versioning", "CMF Convergent Stream - Predevelopment", "CMF Convergent Stream - Development - TV", "CMF Convergent Stream - Development - DM", "CMF Convergent Stream - Production - TV", "CMF Convergent Stream - Production - DM", "CMF Experimental Stream - Innovation Program - Development", "CMF Experimental Stream - Innovation Program - Production", and "CMF Experimental Stream - Innovation Program - Marketing and Promotion". At the bottom right, there is a "NEXT" button (highlighted with a red circle) and a "CANCEL" button.

As an example, select **CMF Convergent Stream – Production – TV** and click **NEXT**:

News Tasks (46) Records Reports **Actions** ME Applian

SAVE DRAFT

Application

* Program CMF Convergent Stream - Production - TV

Organization Canada Media Fund

Fiscal Year 2018-2019

CANCEL NEXT

The application form will open and you will then be able to choose the desired **CMF Financing Program(s)**.

▼ CMF Financing Program(s)

Source of CMF Financing	Broadcaster	Type	Language	Requested Amount (CAD)
--Select--		--Select--	--Select--	
--Select--				0.00

CMF Aboriginal Program - Production

CMF Anglophone Minority Incentive - Production

CMF Diverse Languages Program - Production

CMF English POV Program - Production

CMF English Regional Production Bonus - Alberta

CMF English Regional Production Bonus - British-Columbia

CMF English Regional Production Bonus - Manitoba

CMF English Regional Production Bonus - New-Brunswick

CMF English Regional Production Bonus - Newfoundland-and-Labrador

CMF English Regional Production Bonus - Nova-Scotia

CMF English Regional Production Bonus - Ontario

CMF English Regional Production Bonus - Prince-Edouard-Island

CMF English Regional Production Bonus - Saskatchewan

CMF Francophone Minority Program - Production

CMF Northern Incentive - Production

CMF Performance Envelope Program - Production

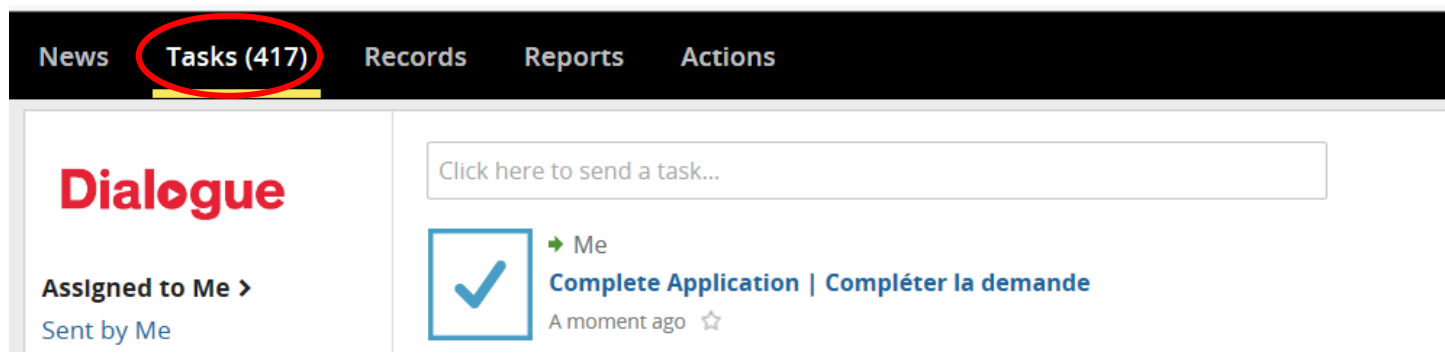
CMF Quebec French Regional Incentive - Production

Broadcaster	Type	Confirmed	Amount (CAD)	% Canadian
		<input checked="" type="checkbox"/>	0.00	0.00

IMPORTANT: If the Program you are looking for is not on the list of **CMF Financing Program(s)**, you can still fill out all other sections of the application form, upload the required documents and click **SAVE**.

→ For **First Come First Served Programs**: The Program you are looking for will appear on the **CMF Financing Program(s)** list the day of the Opening Date (see <https://www.cmf-fmc.ca/programs-deadlines/program-deadlines>).

On that Opening day, go under **Tasks** and select the **Complete Application** for the project you are submitting (Note: Your project title will not be on the **Task** has you have not yet submitted your application):



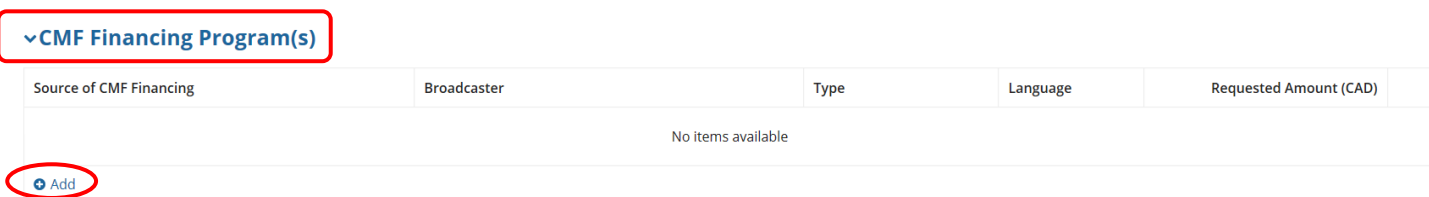
Dialogue

Assigned to Me >
Sent by Me

Click here to send a task...

✓ Me
Complete Application | Compléter la demande
A moment ago ☆

Click **+Add** in the **CMF Financing Program(s)** section and select the CMF program for which the current application is requesting funding:



▼ **CMF Financing Program(s)**

Source of CMF Financing	Broadcaster	Type	Language	Requested Amount (CAD)
No items available				

⊕ Add

If the project is being submitted for funding from several CMF Financing Programs, please **+Add** line accordingly. Once your application is complete, click **SUBMIT**.



▼ **CMF Financing Program(s)**

Source of CMF Financing	Broadcaster	Type	Language	Requested Amount (CAD)
→ --Select--		--Select--	--Select--	
→ --Select--		--Select--	--Select--	
Total				0.00

⊕ Add

Once your application is complete, click **SUBMIT**:

IMPORTANT before submitting

If you wish to keep a copy of your Application please print or "print as pdf" before submitting.

For programs with a selective decision process, analysts will only evaluate documents submitted and will not contact you for more information or missing documents.

CANCEL

SUBMIT SAVE

→ For **Selective Programs**: The Program you are looking for will appear on the **CMF Financing Program(s)** list approximately 2 weeks prior to the Opening Date (see <https://www.cmf-fmc.ca/programs-deadlines/program-deadlines>).

On that day, go under **Tasks** and select the **Complete Application** for the project you are submitting (Note: Your project title will not be on the **Task** as you have not yet submitted your application):

The screenshot shows a navigation bar with 'News', 'Tasks (417)', 'Records', 'Reports', and 'Actions'. The 'Tasks (417)' tab is highlighted with a red circle. Below the navigation bar, the 'Dialogue' section is visible. On the left, it says 'Assigned to Me >' and 'Sent by Me'. On the right, there is a search bar with the text 'Click here to send a task...'. Below the search bar, there is a checkmark icon and the text 'Me Complete Application | Compléter la demande' with 'A moment ago' and a star icon.

Click **+Add** in the **CMF Financing Program(s)** section and select the CMF program for which the current application is requesting funding:

The screenshot shows a section titled 'CMF Financing Program(s)' with a dropdown arrow. Below it is a table with columns: 'Source of CMF Financing', 'Broadcaster', 'Type', 'Language', and 'Requested Amount (CAD)'. The table is empty and contains the text 'No items available'. At the bottom left of the table, there is a '+ Add' button highlighted with a red circle.

If the project is being submitted for funding from several CMF Financing Programs, please **+Add** line accordingly. Once your application is complete, click **SUBMIT**.

The screenshot shows the 'CMF Financing Program(s)' section with a dropdown arrow. Below it is a table with columns: 'Source of CMF Financing', 'Broadcaster', 'Type', 'Language', and 'Requested Amount (CAD)'. There are two rows added to the table, each with a red arrow pointing to the 'Source of CMF Financing' dropdown menu. The first row has 'Type' as '--Select--', 'Language' as '--Select--', and 'Requested Amount (CAD)' as '0.00'. The second row has 'Type' as '--Select--', 'Language' as '--Select--', and 'Requested Amount (CAD)' as '0.00'. At the bottom left of the table, there is a '+ Add' button.

Once your application is complete, click **SUBMIT**:

IMPORTANT before submitting

If you wish to keep a copy of your Application please print or "print as pdf" before submitting.

For programs with a selective decision process, analysts will only evaluate documents submitted and will not contact you for more information or missing documents.

CANCEL

SUBMIT SAVE

IMPORTANT REMINDERS

Combining funds from a CMF selective program* + funds from a program allocated on a first come first served basis**

**Selective programs: Aboriginal Program, English POV Program, Diverse Languages Program, Francophone Minority Program, Convergent Digital Media Incentive.*

***Programs allocated on first come first served basis: Anglophone Minority, English Regional Production Bonus, Quebec French Regional Production Incentive, Northern Incentive (TV & DM).*

It is **not** possible to request funding from a selective program and a program allocated on a first come first served basis in a same application form. Instead, once a project submitted to a selective program receive a positive decision for funding and that funds remain available from the desired first come first served funding program, the Applicant will then have the opportunity to request funding from the first come first served program for the pre-existing (selected) application.

In order to do so, after the project has received a positive decision, the Applicant may retrieve the title under **Records** and **My CMF Applications I Mes demandes FMC** click the title of the project and then click on REQUEST FIRST COME FIRST SERVED FUND.

Combining funds from the CMF Performance Envelope program + funds from a program allocated on a first come first served basis* when the application for Performance Envelope has already been submitted

**Programs allocated on first come first served basis: Anglophone Minority, English Regional Production Bonus, Quebec French Regional Production Incentive, Northern Incentive (TV & DM).*

The Applicant may retrieve the title of the previously submitted application under **Records** and **My CMF Applications I Mes demandes FMC** click the title of the project and then click on REQUEST FIRST COME FIRST SERVED FUND.

To complete a request from a program allocated on a first come first served basis (as described in the two instances above)

Description

Summarize any changes since the initial application was submitted, or indicate N/A if not applicable.

CMF Financing Programs

Click **+Add** to request funding from the first come first served program.

Required Documents for additional funding request please include the following documents, as applicable:

- ❖ **Revised Financing Structure form** including the amount requested from the CMF first come first served program

- ❖ **Confirmation letters and/or agreements** for any new sources of financing

Note: in order to be considered for a CMF first come first served program, the project must satisfy the applicable licence fee threshold and have 100% of its financing confirmed (including CMF financing)

- ❖ **Revised Broadcaster Agreement Form(s)**

- ❖ **Revised Production Budget**

Note: the Analyst assigned to the project may request an edit to the application form in order for the list of Related Party Transactions to be revised to correspond with the revised budget.

- ❖ **Revised Cash flow**