

USER GUIDE

HOW TO NAVIGATE

Dialogue

UPDATED AUGUST 2019

TELEFILM
C A N A D A

CMF  FMC

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Welcome to the **Dialogue** User Guide!

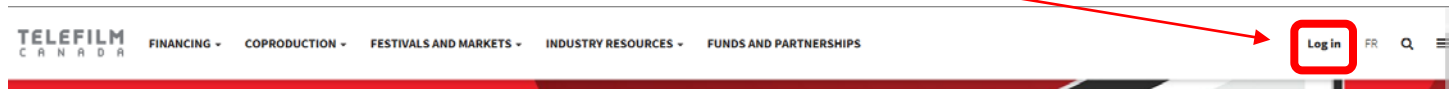
As of April 2017, all CMF programs are administered via Dialogue, an electronic platform that is **accessible from all electronic devices** and that centralizes all tasks and communications related to the application process.

NEW TO Dialogue? Use this guide to learn the basic step-by-step instructions to help you navigate the Dialogue platform.

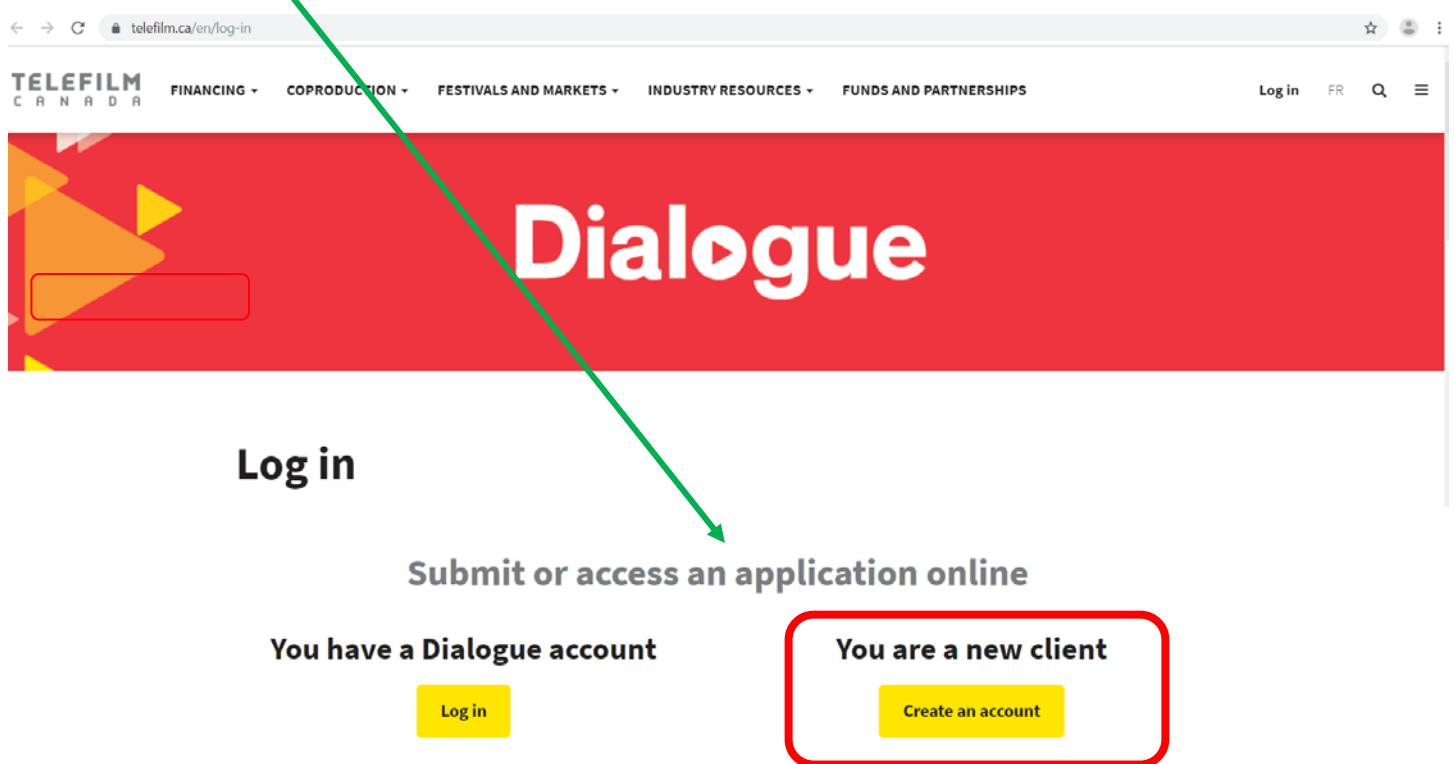
Quick tips:

- You will require a Dialogue account in order to submit an application. You will also need to create an Organization in order to submit an application.
- For Enrolment questions and technical support – please email services@telefilm.ca
- When you contact services@telefilm.ca for support, always provide your email, your full name and the full name of your organization. You can expect a response within 24 hours, however, **in order to avoid potential delays** or missed deadlines, please plan to **start the process a few days prior to submitting your application**.
- 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.
- Once an Organization has been created, any **Member** of the Organization can submit an application on behalf of the Organizations or work on existing applications related to the Organization.
- A task to designate an **Administrator** is automatically sent to the Member of the account when the project status is moved to [recommended](#). If you do not receive the Administrator Task, please email services@telefilm.ca.
- If you are expecting payments for projects that were migrated from our previous platform eTelefilm to Dialogue, please note that you will need to contact services in order to set up an Administrator. You will also need to set up [Direct Deposit](#). For questions and technical support – please email services@telefilm.ca
- You will receive email notifications from Dialogue. Dialogue notifications are not SPAM. Please contact services@telefilm.ca when you are hesitant.
- If you have questions concerning the **application process, your file status, or general funding information** please contact our Coordination Team at <https://www.cmf-fmc.ca/en-ca/contact-us>.

To create a Dialogue account, go to Telefilm Canada's website, under **Log in**:



Click on **Create an account**:



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

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

First Name

Last Name

Email

☐ I'm not a robot



Create account

You will be taken to a confirmation page. An e-mail with your account details, activation link and temporary password will be sent to you:

TELEFILM CANADA 50 FINANCING ▾ COPRODUCTION ▾ FESTIVALS AND MARKETS ▾ BUSINESS INTELLIGENCE ▾ FUNDS AND PARTNERSHIPS Apply Q ≡

Protected: New account confirmation

Content here

Share

✉ G in f

STAY INFORMED 1

ENTER YOUR EMAIL ADDRESS

>

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

- Your **username** is the **email address** you have registered with.
- The first time you login to your account, you will need to go to the **TASKS** menu and **Accept the Terms and Conditions**.
- You will need to create an Organization or be added to an existing Organization by the Administrator of the said Organization. Under **Actions** – **Create Organization**:

The screenshot shows the Dialogue application interface. At the top is a navigation bar with tabs: News, Tasks (964), Records, Reports, and Actions. The 'Actions' tab is selected and highlighted with a red circle. On the left side, there is a sidebar with the title 'Dialogue' and a list of 'APPLICATIONS' including BAF (1), CMF (1), Talent to Watch | Talents en vue (1), Telefilm (1), TFC Enrolment (1), and TFC Manage Exploitations (5). The main content area displays a list of actions, each preceded by a yellow lightning bolt icon. The 'Create Organization | Créer une organisation' action is highlighted with a red rectangle. Other actions include 'Canada Media Fund Payment | Paiement Fonds des médias du Canada', 'Create Broadcaster Agreement Form | Créer un formulaire d'entente de licence', 'Request a Preliminary Opinion About the Eligibility of a Project to the CMF | Demandez une opinion préliminaire sur l'admissibilité d'un projet au FMC', and 'Submit a Talent to Watch Project | Soumettre un projet talents en vue'.

- You will not be able to submit an application unless you have an Organization in your account.

QUICK TIPS ONCE YOUR ORGANIZATION IS SET UP IN DIALOGUE

DO NOT USE NEWS to [communicate](#) with us:

The screenshot shows the Dialogue interface. The top navigation bar has tabs: News, Tasks (949), Records, Reports, and Actions. The 'News' tab is highlighted with a red box and a red X over it. On the left, there is a 'Dialogue' sidebar with a search bar and links for 'All >', 'Updates', 'Participating', and 'Kudos'. The main content area shows a post from 'Client #359392 - My Project' with a comment from 'User 998' stating 'An application has been submitted.' Below the post, there is a comment input field with the placeholder text 'Add your comment here...' which is also highlighted with a red box and a red X over it.

Under **Records**, you will find folders such as **My CMF Applications** and **My Organizations**:

The screenshot shows the Dialogue interface with the 'Records' tab selected in the top navigation bar. The left sidebar is the same as in the previous image. The main content area displays a list of folders under the 'Records' tab. The folders are: 'Legal Statements | Énoncés légaux', 'My Broadcaster Agreement Forms | Mes formulaires d'entente de licence', 'My CMF Applications | Mes demandes FMC', 'My CMF Exploitation Reports | Mes rapports d'exploitation FMC', 'My CMF Metric Report (Gross Sales) | Mes rapports de mesures FMC (ventes brutes)', 'My CMF Pre-Application Consultations | Mes consultations préalables FMC', 'My Organizations | Mes Organisations', 'My Telefilm Applications | Mes Demandes Téléfilm', and 'My Telefilm Exploitation Reports | Mes rapports d'exploitation Téléfilm'. The 'My CMF Applications | Mes demandes FMC' and 'My Organizations | Mes Organisations' folders are highlighted with red boxes. A red arrow points from the 'My Organizations | Mes Organisations' folder to the 'My CMF Applications | Mes demandes FMC' folder.

Once in **My Organizations**, click on the **Legal Name** to open the Organization profile:

My Organizations | Mes Organisations

Q SEARCH

Legal Name	ID	Type	Administrator	Resp?	Application	e-Sign	Organization Profile	Exploitation Reports	Broadcaster
_1_Fitnessse_corp	300592	Company	Test FR Enroll NonPartner	Yes					

Select **Details, Members, Documents or Defaults** in order to see the information related to those sections:

Records / My Organizations | Mes Organisations

_1_Fitnessse_corp

[Summary](#) [Filmography](#) [News](#) [Related Actions](#)

[ADD MEMBER](#) [MANAGE DOCUMENTS](#) [EDIT MEMBER PERMISSIONS](#) [...](#)

Details	Members	Documents	Defaults

Organization Details

Legal Name _1_Fitnessse_corp	Organization ID 300592
	Validated <input checked="" type="checkbox"/>
	Validation Date Oct 2, 2018
	Validation Document Incorporation Document
	CMF Default Dialogue
	Telefilm Default Dialogue
	TFC Other Default <input type="checkbox"/>
	CMF Other Default <input type="checkbox"/>

Location Austria
HST / GST PST





Under **Defaults**, when applicable, you will see the list of Applications currently in [Default](#):

Records / My Organizations | Mes Organisations

_1_Fitness corp

 [ADD MEMBER](#) [MANAGE DOCUMENTS](#) [EDIT MEMBER PERMISSIONS](#) [...](#)

[Summary](#) [Filmography](#) [News](#) [Related Actions](#)

Details	Members	Documents	Defaults
			

Direct Default(s)

Active Defaults: [Yes](#) Default Type: [--Select--](#) Entity: [--Select--](#) Application ID: [--Select--](#)

Default Type	Entity	Application ID	Application Title	Start Date	End Date
Deliverable	Canada Media Fund	358379	NEW FIT convergent developement tv	10/1/2018	
Deliverable	Canada Media Fund	358389	FIT TFC versioning	10/1/2018	

Default Quick Tips

- Consult the [Default Policy](#).
- For Deliverable Defaults: [Contact your Analyst](#).
- For Exploitation Reports: Follow the steps [here](#).
- For Dollar Default : Please [send](#) a payment by cheque or by electronic transfer
- For Other Defaults and any questions: Please email the Compliance & Collection Department at this address: cc-cr@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'. The 'Actions' tab is selected and highlighted with a red circle. Below the navigation bar, the 'Dialogue' section is visible. On the left, there is a sidebar with 'All >' and 'Starred ★'. Under 'APPLICATIONS', there are links for '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 'Submit an Application | Soumettre une demande' action is highlighted with a red box. The other actions are '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'.

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

News Tasks (636) Records Reports **Actions**

SAVE DRAFT

Application

Program --Select--

CANCEL

- Select--
- CMF Quebecor Fund Export Assistance Program Pilot Partnership
- CMF Export Pilot Program
- CMF Versioning
- CMF Convergent Stream - Predevelopment
- CMF Convergent Stream - Development
- CMF Convergent Stream - Production
- CMF Experimental Stream - Prototyping
- CMF Experimental Stream - Innovation Program
- CMF Experimental Stream - Marketing and Promotion
- CMF Experimental Stream - Commercial Projects Program (C2P)
- CMF Experimental Stream - Web Series Program

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**:

Complete Application

Summary

Program CMF Convergent Stream - Production

Application Year 2019-2020

[Required Documents and Guide for completing your application](#)

Applicant

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

Correspondence Language

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	Indigenous	Visible Minority	Cavco Points
Producer		--Select--	--Select--	--Select--	--Select--	0
Executive producer		--Select--	--Select--	--Select--	--Select--	0
Director		--Select--	--Select--	--Select--	--Select--	0
Screenwriter		--Select--	--Select--	--Select--	--Select--	0
Director of Photography		--Select--	--Select--	--Select--	--Select--	0
Editor		--Select--	--Select--	--Select--	--Select--	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	Design Supervisor / Art Director	1 point
Production Designer / 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 **Broadcaster Agreement Forms** section, the **CMF Financing Program(s)** and **Financial Structure** sections, click **+Add** and select the BAF ID and 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.

For further information, please refer to the [Dialogue Broadcaster Agreement Form User Guide](#).

Reminder: Selective Program(s) and First Come First Serve Program(s) can't be entered in the same application.

Broadcaster Agreement Forms

BAF ID	Applicant	Broadcast Ownership Group	Broadcaster Eligible Licence Fee	CMF Performance Envelope allocation - Investment	CMF Performance Envelope allocation - Licence
700059 - My New Project	Test & Test Company	Bell Media - English	50,000.00	75,000.00	75,000.00 ✖
<div style="border: 1px solid red; padding: 2px; display: inline-block;">+ Add</div>					

CMF Financing Program(s)

Source of CMF Financing	Broadcaster	Type	Language	Requested Amount (CAD)
CMF Performance Envelope Program - Production	Bell Media - English	Investment	English	75,000.00
CMF Performance Envelope Program - Production	Bell Media - English	Licence	English	75,000.00
Total				150,000.00
<div style="border: 1px solid red; padding: 2px; display: inline-block;">+ Add</div>				

Financial Structure

Source	Category	Broadcaster	Type	Confirmed	Amount (CAD)	% Canadian
Canada Media Fund	CMF			<input checked="" type="checkbox"/>	150,000.00	75.00
BAF FEL	Broadcaster	Bell Media - English	Licence	<input checked="" type="checkbox"/>	50,000.00	25.00
Total					200,000.00	
<div style="border: 1px solid red; padding: 2px; display: inline-block;">+ 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 style="border: 1px solid red; padding: 2px; display: inline-block;">+ 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--

[+ Add](#)

DOCUMENT	HELPFUL NOTES	DESCRIPTION document name to be entered	TYPE FORMAT to be selected from the dropdown menu in Dialogue
BROADCASTER INFORMATION			
A Broadcast licence agreement(s) for all Eligible Licence Fees	For English POV Program Only: it is not required at time of application, but must be submitted by date specified in the Guidelines	Broadcaster long form agreement_ Broadcaster name	
B Fully executed short form agreements are acceptable at application stage.	Not required for in-house Productions	Broadcaster Commitment Letter_ Broadcaster name	Broadcast or distribution agreement
FINANCING INFORMATION			
A Documentation confirming Sources of financing – domestic and/or foreign		Financing agreement_ Source name	Financing agreement
B		Financing agreement DM_ source name	
C			

➔ 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(s) 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.
- If you would like to contact us and are unsure of your Analyst's name and email address, please request them from our Coordination Team by calling the applicable Telefilm office at: <https://www.cmf-fmc.ca/contact-us> (under Applications).
- **DO NOT USE NEWS.** Communication between you and the Analyst should be done, whenever possible, 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' section of a web application. At the top, there is a navigation bar with tabs: 'News' (crossed out), 'Tasks (17)' (circled in red), 'Records', 'Reports', and 'Actions'. Below the navigation bar, the 'Dialogue' section is titled in large red letters. 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 blue. Below this, it says '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 dropdown menu labeled 'NEWEST' with a downward arrow.

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

ACCEPTGO BACK

Note Task - 373727

Summary

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

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, M5T 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**:

The screenshot shows the 'Dialogue' interface with a navigation bar at the top containing 'News', 'Tasks (14)', 'Records', 'Reports', and 'Actions'. The 'Tasks (14)' tab is highlighted with a red circle. On the left, under 'Assigned to Me >', there are links for 'Sent by Me' and 'Starred'. A red arrow points from this section to a task card. The task card has a blue square icon with a white checkmark. To its right, it says 'Client 50086' and 'Complete Application | Compléter la demande - 373730 - My Project'. Below this, it says 'A moment ago' with a star icon. At the top right of the task card area, there is a search bar with the text 'Click here to send a task...' and a 'NEWEST' dropdown menu.

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

The screenshot shows the 'Complete Application' task page. At the top, the navigation bar is the same as in the previous screenshot. On the right side of the navigation bar, there is a red circle with 'ME' and the word 'Applicant'. Below the navigation bar, there is a light blue banner with the text 'You must accept this task before completing it'. On the right side of this banner, there are two buttons: 'ACCEPT' and 'GO BACK', both of which are circled in red. Below the banner, the title 'Complete Application' is displayed. Underneath, there is a 'Summary' section with 'Program' as 'CMF Convergent Stream - Production - TV' and 'Application Year' as '2017-2018'. To the right of the summary, there is a link 'Guide for completing an application in Dialogue'. Below the summary, there is a 'Request' section enclosed in a red rounded rectangle. The request text says: 'Dear Client, I have unlocked the Key Personnel, Related Party Transactions and Required Documents Sections. Could you please revise the editable sections by adding the Executive Producer, revising the RPTs and uploading your revised budget. Thank you, Analyst'. Below the request, there is an 'Applicant' section. It includes contact information for Snowshoe Productions Inc. and a link to the Telefilm Helpdesk. It also includes a 'Correspondence Language' section set to 'English' and a question 'Are you applying on behalf of a company to be incorporated?' with the answer 'No'. At the bottom, there is a question about whether the applicant or their parent company has a director or shareholder that is not a Canadian citizen or a permanent resident for more than 5 years.

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

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 Dialogue application interface. The top navigation bar includes 'News', 'Tasks (18)', 'Records' (highlighted with a red circle), 'Reports', and 'Actions'. On the right, there is a user profile icon labeled 'ME' and the name 'Appian'. The main content area is titled 'Dialogue' and contains a list of links. The link 'My CMF Applications | Mes demandes FMC' is highlighted with a red box. Below it, there are two more links: 'My CMF Pre-Application Consultations | Mes consultations préalables FMC' and 'Legal Statements | Énoncés légaux'.

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

The screenshot shows the Dialogue application interface for a specific project. The top navigation bar includes 'News', 'Tasks (16)', 'Records' (highlighted with a red circle), 'Reports', and 'Actions'. On the right, there is a user profile icon labeled 'ME' and the name 'Appian'. The main content area is titled '373727 - My Project'. Below the title, there are three buttons: 'DIRECT DEPOSIT' (highlighted with a red circle), 'FULFILL CONDITIONS', and 'REQUEST FIRST COME FIRST SERV...'. The 'Summary' tab is selected, showing project details. The details are organized into two columns: 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), and Total Financing (CAD). At the bottom, there is a table with eight columns: 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

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

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

NewsTasks (16)RecordsReportsActions

MEAppia

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		

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

- 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.

NewsTasks (16)RecordsReportsActions

MEApp

Request to Set-up Direct Deposit

Summary

Application373727 - My Project

Applicant50086 - Snowshoe Productions Inc.

Correspondence LanguageEnglish

FormatOne-off

GenreDocumentary

Number of Episodes1

Broadcast Length60

per Episode in Minutes

ProgramCMF Convergent Stream - Production - TV

Application Year2017-2018

Submission DateJan 24, 2018

Requested Amount100,000.00

(CAD)

Total Budget (CAD)750,000.00

Total Financing750,000.00

(CAD)

Direct Deposit Status

StatusApproved

Applicant

NameSnowshoe Productions Inc.

Address271 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

- Should you require to create a single purpose company, it is highly recommended to do so before contracting. Note that the process of implementing the change to a single-purpose company post-contract is lengthy.
- 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.
- **IMPORTANT:** 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. Follow the section [How to Fulfill Conditions](#).

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

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

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 Applan

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.
- **NEW: A Milestone can only be submitted to Telefilm once ALL conditions have been fulfilled.**

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:

The screenshot shows the top navigation bar with 'Records' highlighted. Below it, the 'My CMF Applications' link is highlighted with a red box. The page title is 'Dialogue'.

Select **FULFILL CONDITIONS**:

The screenshot shows the 'FULFILL CONDITIONS' page for project 373727. The 'FULFILL CONDITIONS' button is highlighted with a red box. The page title is '373727 - My Project'. Below the title, there is a 'Summary' tab selected. The summary table shows details for the application, including the applicant, program, application year, submission date, requested amount, total budget, and total financing.

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

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

View Application

Milestones

Description	Due Date	Amount (CAD)
<div>Phase I Payment</div> <div>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:</div>	Jan 25, 2018	85,000.00

USER GUIDE: HOW TO NAVIGATE DIALOGUE

24

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

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:	Aug 6, 2019	1,020.00
▶	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:	Aug 6, 2019	0.00
	Eye on Canada	Aug 6, 2019	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, 2021.	Aug 6, 2019	180.00

Conditions

Refresh

	Description	Document Type	Directives	Status	Actions
	a DVD copy of the official Rough Cut of the TV Component in accordance with the requirements set out in Section 1.7 of Schedule B (in the case of a series, the CMF has the right for these purposes to receive and approve a rough cut for such number of episodes in the series cycle that the CMF may request in its sole discretion)	DVD or Video		Received	
	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	Screen credits		Received	
	[If there are deliverables but no RC payment insert]: There is no payment associated with the Rough Cut Deliverables required for the TV Component	Support Material		Not Received	Submit or comment

CLOSE TASK

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 **SUBMIT** only once all the documents for a single deliverable have been uploaded. If you click **SUBMIT** 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.

→ **DO NOT** submit links that will expire. The documents submitted must be available to us at all times.

Conditions

Refresh

Description	Document Type	Directives	Status	Actions
► [If there are deliverables but no RC payment insert]: There is no payment associated with the Rough Cut Deliverables required for the TV Component	Support Material		Not Received	

Click +Add to continue. Please upload and describe the document(s)/URL(s) or explain why this condition is not applicable to the project.

Document	Website URL	Description	Refused
No items available			

+ Add

CANCEL

SUBMIT

CLOSE TASK


A **comment** (instead of an uploaded document) can be entered in the Description section if the **condition is not applicable to the project:**

Conditions

Refresh

Description	Document Type	Directives	Status	Actions
► a confirmation of commencement of official preparation for principal photography of the TV Component	Schedule		Not Received	

Click +Add to continue. Please upload and describe the document(s)/URL(s) or explain why this condition is not applicable to the project.

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

+ Add

You will be able to Submit to Telefilm **only once all Conditions have been fulfilled**. Click **SUBMIT TO TELEFILM** in order to make all deliverables available to your Analyst.

Conditions

Refresh

Description	Document Type	Directives	Status	Actions
a confirmation of commencement of official preparation for principal photography of the TV Component	Schedule		Received	
Direction to pay between co-applicants (if applicable).	Application & certification forms		Not Received	Submit or comment

To submit the milestone to Telefilm, all conditions must be fulfilled. One or more condition are missing.

[CLOSE TASK](#) [SUBMIT TO TELEFILM](#)

- If after hitting **SUBMIT TO TELEFILM**, 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

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](#):

[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


This page will open and you will be able to [Fulfill Conditions](#) again:


[News](#) [Tasks \(17\)](#) [Records](#) [Reports](#) [Actions](#)


Records / My CMF Applications | Mes demandes FMC

373727 - My Project

[Summary](#) [Milestones](#) [Notes](#) [News](#) [Related 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 or comment**.

Conditions

Refresh

Description	Document Type	Directives	Status	Actions
a confirmation of commencement of official preparation for principal photography of the TV Component	Schedule		Accepted	
[if applicable:] the repayment of the development advance in accordance with Section 2.2 of Schedule B	Support Material	Please upload copy of Development Repayment cheque. Thank you	Incomplete	Submit or comment

CLOSE TASK

SUBMIT TO TELEFILM

Once done, remember to click **CLOSE TASK**.

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

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

PAYMENT CONFIRMATION

- Please note that it may take **up to 5 business days** before you see the CMF payment in your account.
- If the payment is assigned to an **interim financier** per the Notice and Direction, it may take **up to 10 business days** before the institution receives the cheque.

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

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

Records / My CMF Applications | Mes demandes FMC

373727 - My Project

Summary **Milestones** Notes News Related 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 (also see the [Dialogue Broadcaster Agreement Form User Guide](#))
 - if you would like the CMF to relate to a revised budget (i.e.: 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 displays the Dialogue application interface. At the top, a navigation bar includes 'News', 'Tasks (24)' (highlighted with a red circle), 'Records', 'Reports', and 'Actions'. On the left, a sidebar titled 'Dialogue' contains filters for 'Assigned to Me >', 'Sent by Me', 'Starred ★', and 'STATUS Open ✕'. The main content area features a search bar with the placeholder 'Click here to send a task...' and a 'NEWEST' dropdown. Below these, two task items are listed, 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', posted 'A moment ago'. The second task is 'Note - Changes - 373869 - My Project' by 'Client 50086', also posted 'A moment ago'. A red arrow points from the 'STATUS Open ✕' filter to the second task item.

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.

- 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 Applian

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



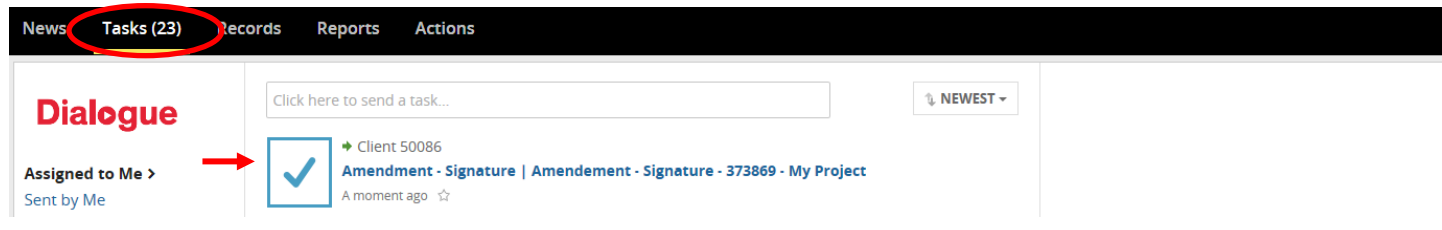
Application Changes #373869 - The changes to your application have been approved by the CMF. Please see the Summary and/or Milestones tabs to see the updated version of your application

373869 - My Project

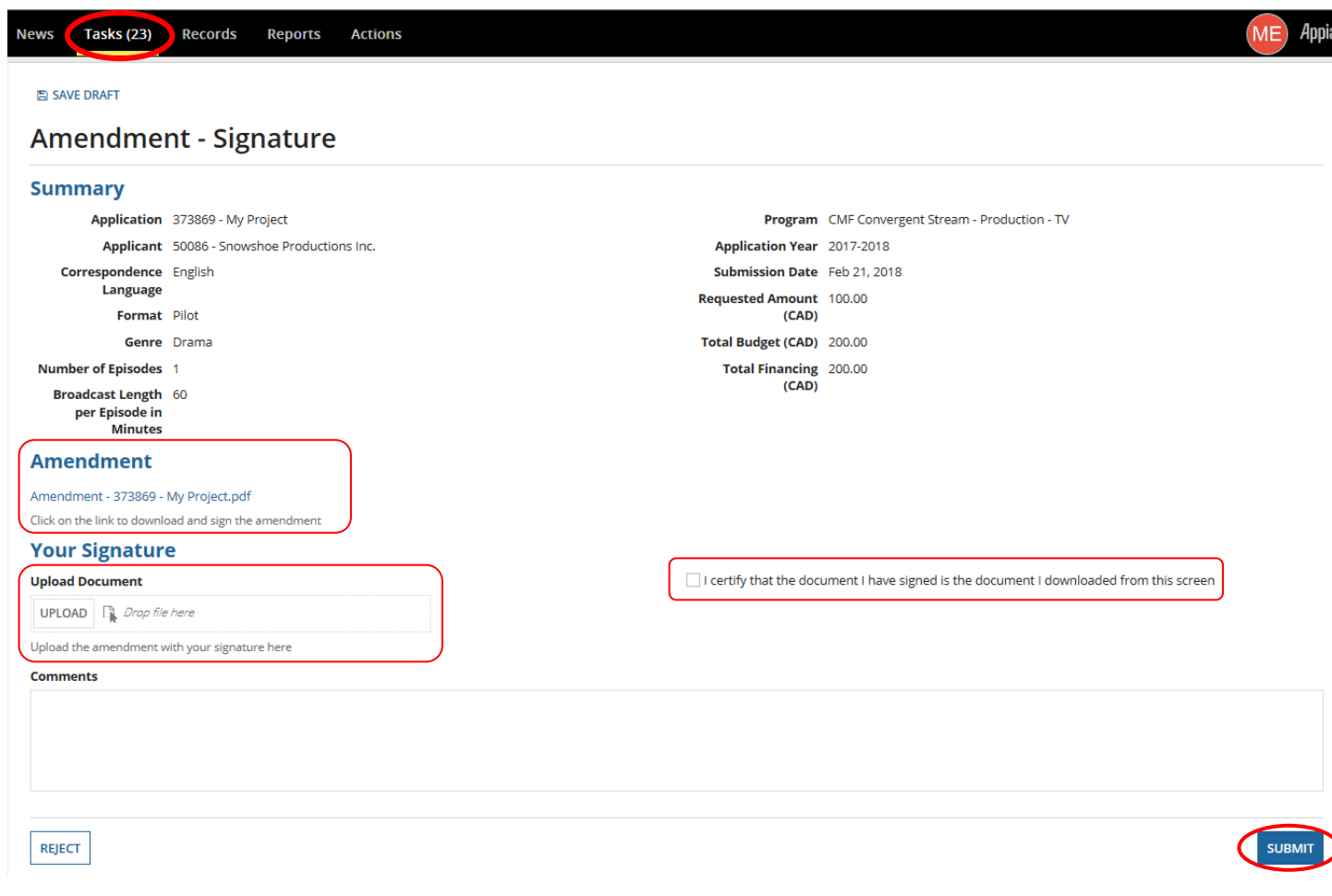
1 minute ago ☆ 🔒 Comment

→ 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**:



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**:



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

The screenshot shows the 'Records' tab selected in the top navigation bar. Below the navigation bar, the breadcrumb trail reads 'Records / My CMF Applications | Mes demandes FMC'. The main heading is '373616 - Satellite Officers'. To the right of the heading are three buttons: 'DIRECT DEPOSIT', 'FULFILL CONDITIONS', and 'REQUEST FIRST COME FIRST SERV...'. Below the heading is a sub-navigation bar with 'Summary' (circled in red), 'Milestones', 'Notes', 'News', and 'Related Actions'. The 'Summary' section displays application details in two columns. The left column includes: Application (373616 - Satellite Officers), Applicant (50086 - Snowshoe Productions Inc.), Correspondence Language (English), Format (Series), Genre (Drama), Number of Episodes (10), and Broadcast Length per Episode in Minutes (30). The right column includes: Program (CMF Convergent Stream - Production - TV), Application Year (2017-2018), Submission Date (Jan 3, 2018), Requested Amount (CAD) (1,000,000.00), Total Budget (CAD) (5,100,000.00), and Total Financing (CAD) (5,100,000.00). At the bottom, there is a horizontal menu with seven items: 'Applicants and Contacts', 'Project and Products', 'Key Personnel', 'Financial Structure and Budget', 'Contribution and Payment', 'Documents', 'Letters and Agreements' (circled in red), and 'All'.

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

- 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.
- 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>.
- 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.
- **NEW: A Milestone can only be submitted once ALL conditions have been fulfilled.**

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:

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 **FULFILL CONDITIONS**:

Records / My CMF Applications | Mes demandes FMC

373727 - My Project

Summary Milestones Notes News Related Actions

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	

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
a confirmation of commencement of official preparation for principal photography of the TV Component	Schedule	Please add document	Incomplete	Submit or comment

CLOSE TASK

SUBMIT TO TELEFILM

Click **SUBMIT TO TELEFILM** in order to make all deliverables available to your Analyst. **You will be able to Submit to Telefilm only once all Conditions have been fulfilled.**

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 ☆

→ Note that this Task will not be sent to you for projects that have been migrated from eTelefilm to Dialogue. The Analyst will update, on your behalf, all data in the Dialogue Application in accordance with the deliverables uploaded in the Phase II Payment Milestone.

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

Summary

Milestones

Notes

News

Related 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
<p>▶ 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</p>	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	

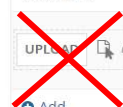

[Add](#)

- 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
<p> <input type="text" value="Upload"/></p> <p> Drop file here</p> <p>Add</p>	<input type="text"/>	<input type="text"/>	--Select--

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

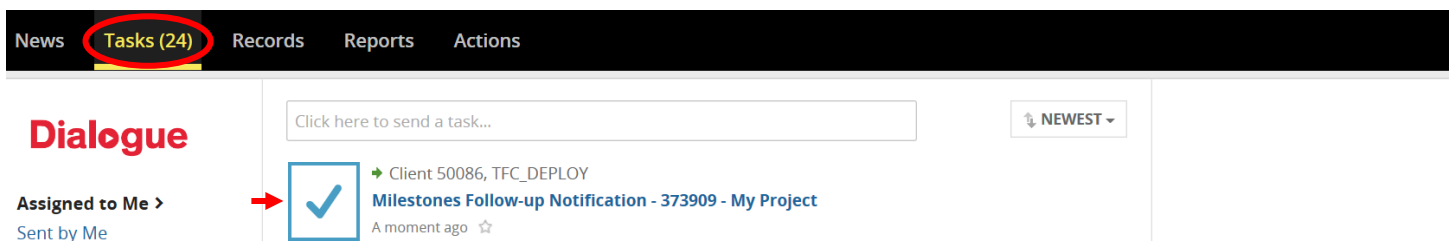
SUBMIT

SAVE

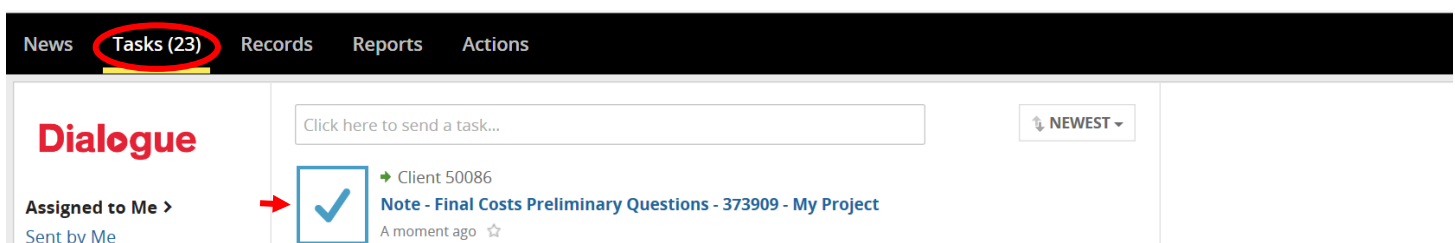
- Once the page has been successfully submitted, the screen will disappear, and you will end up back at your list of tasks. (If that does not happen, **scroll up and carefully scan for red borders or text** that indicate that additional information is required.)
- Until changes have been approved, the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



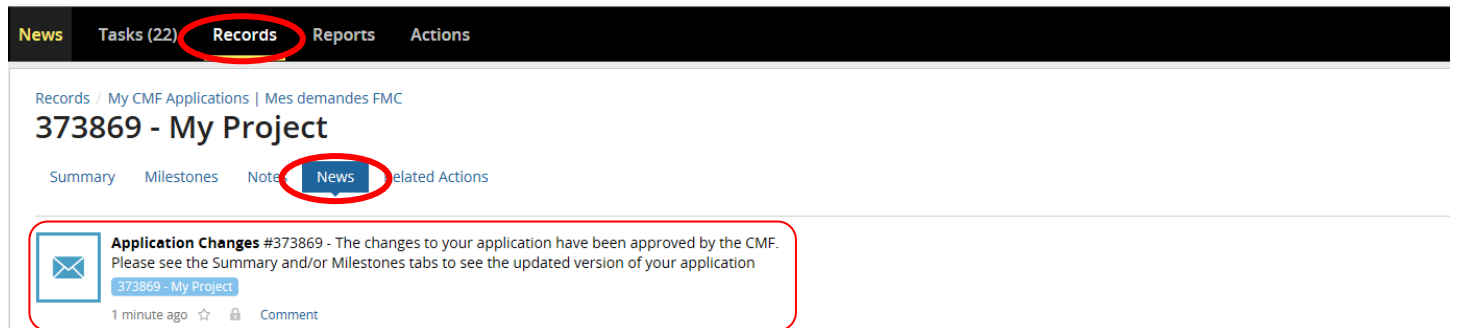
→ Under **Tasks**, through **Note**, if your Analyst has specific questions for you (see [Managing Tasks and Communicating with Your Analyst](#)):



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:

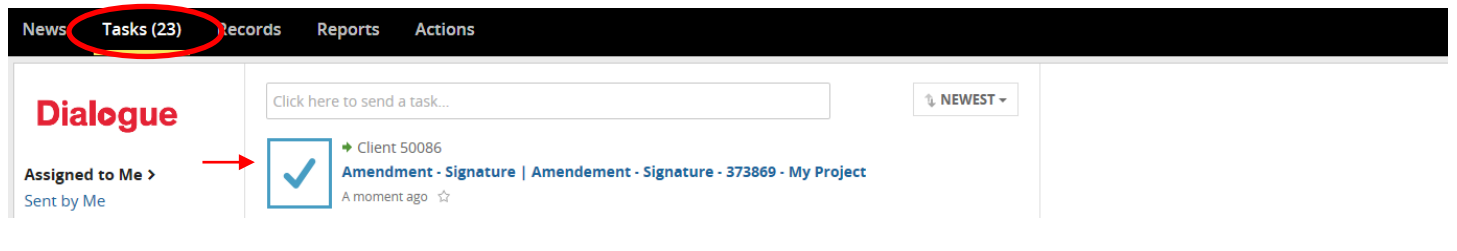


Click on **News** to see that the changes to the application have been approved:



→ 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
 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

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](#)

[DIRECT DEPOSIT](#) [FULFILL CONDITIONS](#) [REQUEST FIRST COME FIRST SERV...](#)

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:

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

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

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

Records / My CMF Applications | Mes demandes FMC

373909 - My Project

Summary **Milestones** Notes News Related 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

REPORTING - HOW TO SUBMIT EXPLOITATION REPORTS

IMPORTANT: The Reporting process below is for the Experimental Stream. For the Convergent Stream process see tutorial link on page 46. More TUTORIALS are available [here](#) under Tools and resources.

- 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 the following items: News, Tasks (449), Records, Reports, and **Actions** (which is circled in red). Below the navigation bar, the main content area is divided into two sections. On the left, there is a 'Dialogue' sidebar with a list of applications: CMF (1), Telefilm (1), TFC Enrolment (1), and TFC Manage Exploitations (5). On the right, there is a list of tasks, each preceded by a 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' (which is highlighted with a red box), and 'Telefilm Canada Payment | Paiement Téléfilm Canada'.

Dialogue


All >
Starred ★

APPLICATIONS
CMF (1)
Telefilm (1)
TFC Enrolment (1)
TFC Manage Exploitations (5)

Actions

- 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**  Appliar

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>--- Select ---</div>
357060	FIT TFC Exp Web	Experimental	Dec 31, 2019	300008	Fit Organization, the Second	Not Available

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)	
<div>--- Select ---</div>	<div>--- Select ---</div>	<div>--- Select ---</div>		<div>--- Select ---</div>		0.00		0.00	0.00		0.00	✗
Total						0.00	0.00	0.00	0.00	0.00	0.00	

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

Deductions

Type	Details	Previous (CAD)	Current (CAD)	Cumulative (CAD)	
<div>--- Select ---</div>	<div>--- Select ---</div>	0.00		0.00	✗

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

→ Once you have submitted your exploitation report, you must send in your payment through an electronic fund transfer or by cheque. See also tutorial links further in this document.

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:

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

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

NewsTasks (450)RecordsReportsActions

Appian

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.

BACKSUBMIT

- 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

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

- Submit your exploitation report:
 - **Experimental:** <https://youtu.be/uYpJEmUujtk>
 - **Convergent:** <https://www.youtube.com/watch?v=bqZ8t2ANubl&feature=youtu.be>
- Make a payment: <https://youtu.be/uI0E2KX1xU4>

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 'Submitting Your Application' page for the 'Production' program. On the left is a navigation menu with 'Programs & Deadlines' expanded, showing options like 'Programs', 'How to Apply', 'Application Deadlines', 'Approved Application Documents', 'International Incentives', 'Envelope Administration', 'Digital Media Reporting', and 'Archives'. The 'Production' program is selected in the main header. Below the header, a list of required documents is displayed, each with a file icon (PDF or XLS). The 'Required documents & Data entry guide' is highlighted with a red box. To the right of this list are four additional calculators: 'Cashflow', 'Licence Fee Threshold Calculator', 'PFCO Calculator', and 'Recoupment Structure'. A red arrow points from the text above to the 'Submitting Your Application' section, and another red arrow points from the text above to the 'Required documents & Data entry guide'.

Submitting Your Application

Production

Required documents & Data entry guide

Directors and Shareholders Form

Budget

Budget: Digital Media
(for a DM Component, if applicable)

Cashflow

Licence Fee Threshold Calculator

PFCO Calculator

Recoupment Structure

Download All Files >

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 & Electronic BAF**:



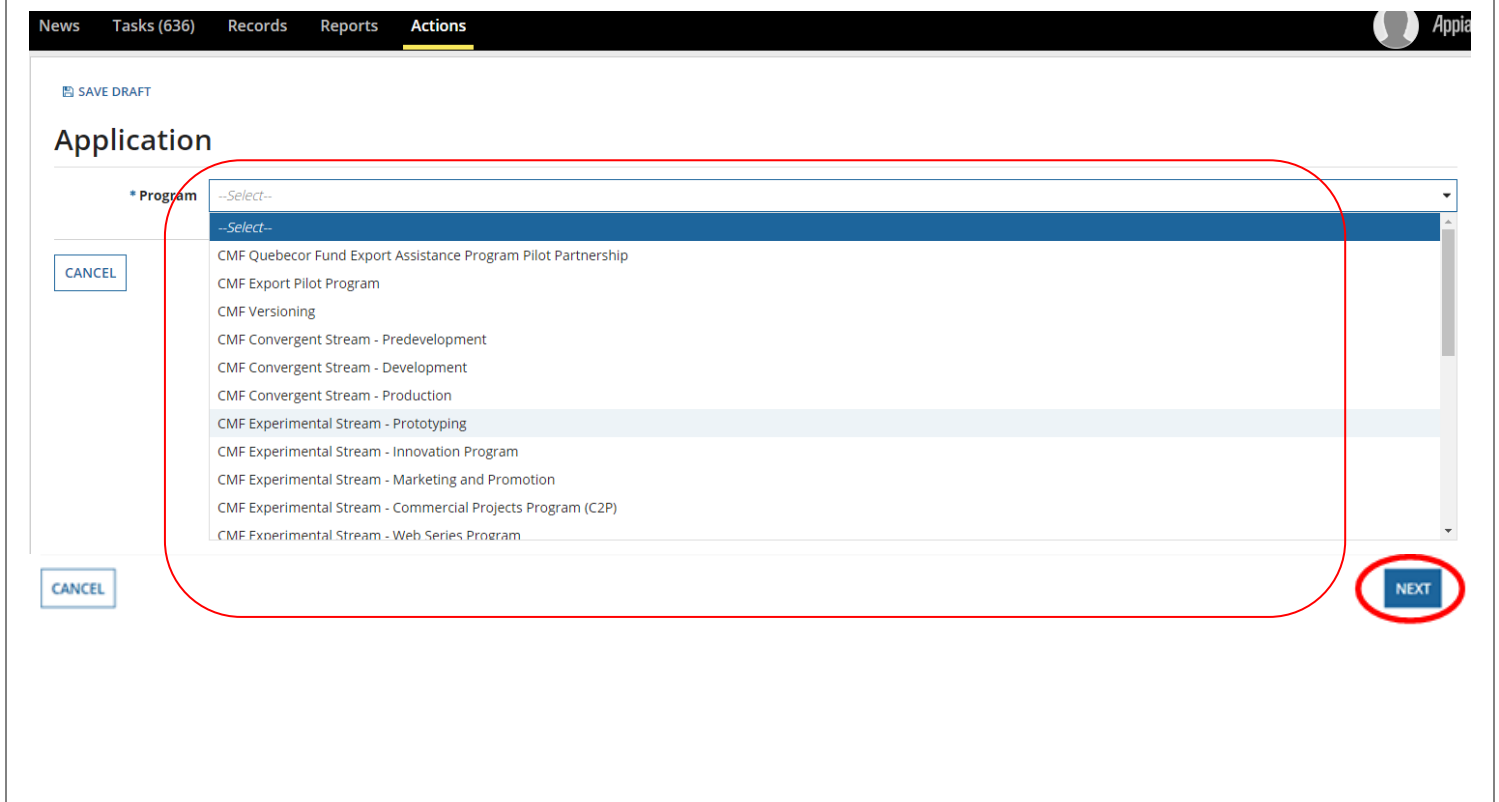
The screenshot shows the 'Dialogue' interface with a top navigation bar containing 'News', 'Tasks (26)', 'Records', 'Reports', and 'Actions' (which is circled in red). On the left, a sidebar lists 'All >', 'Starred', and 'APPLICATIONS' with sub-items 'CMF (1)', 'Telefilm (1)', and 'TFC Manage Exploitations (4)'. The main area displays a list of 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. Below it are 'Submit Distribution Reports', 'Submit Production Reports', and 'Telefilm Canada Payment'.

Dialogue

Actions

- 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**:



The screenshot shows the 'Application' form. At the top, a navigation bar includes 'News', 'Tasks (636)', 'Records', 'Reports', and 'Actions' (underlined). A 'SAVE DRAFT' button is in the top left. The main heading is 'Application'. Below it, a dropdown menu for '* Program' is open, showing a list of programs. The 'NEXT' button is circled in red. There are also 'CANCEL' buttons on the left and bottom left.

Application

* Program

--Select--

--Select--

CMF Quebecor Fund Export Assistance Program Pilot Partnership

CMF Export Pilot Program

CMF Versioning

CMF Convergent Stream - Predevelopment

CMF Convergent Stream - Development

CMF Convergent Stream - Production

CMF Experimental Stream - Prototyping

CMF Experimental Stream - Innovation Program

CMF Experimental Stream - Marketing and Promotion

CMF Experimental Stream - Commercial Projects Program (C2P)

CMF Experimental Stream - Web Series Program

NEXT

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

News Tasks (46) Records Reports Actions

ME Appian

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--	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)**, or if your electronic BAF is in the process of being approved, 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):

News **Tasks (417)** **Records** **Reports** **Actions**

Dialogue

Assigned to Me >
Sent by Me




→ 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 


→ 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):

News **Tasks (417)** **Records** **Reports** **Actions**

Dialogue

Assigned to Me >
Sent by Me




→ 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

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.*

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

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.*

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 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**