

Part 1 – General Information

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

- Applicants should be familiar with the CMF 2011-2012 Guidelines of the applicable Program and the corresponding CMF Business Policies prior to completing this Application Form.
- All downloadable CMF forms listed in the Application Form are available from the CMF website: www.cmf-fmc.ca.
- Complete all information requested and include all relevant documentation with your application. Incomplete applications will result in a delay in funding decisions.
- Assemble all required documents for both the Television Component and the Digital Media Component(s) in one consolidated package with each accompanying form or document, separately stapled, clearly identified and free of any sort of binding device.
- Applicants may submit their CMF funding application to any of the following offices of the CMF Program Administrator

| Telefilm Canada:

MONTREAL

360 Saint-Jacques Street, 6th Floor,
 Montréal, Quebec H2Y 1P5
 Toll Free: 1-800-567-0890
 T: (514) 283-6363 F: (514) 283-8212

HALIFAX

1717 Barrington Street, 4th Floor,
 Halifax, Nova Scotia B3J 2A4
 Toll Free: 1-800-565-1773
 T: (902) 426-8425 F: (902) 426-4445

TORONTO

474 Bathurst Street, Suite 100,
 Toronto, Ontario M5T 2S6
 Toll Free: 1-800-463-4607
 T: (416) 973-6436 F: (416) 973-8606

VANCOUVER

609 Granville Street, Suite 410,
 Vancouver, British Columbia V7Y 1G5
 Toll Free: 1-800-663-7771
 T: (604) 666-1566 F: (604) 666-7754

- Applicants may also submit their CMF funding application through eTelefilm at www.telefilm.gc.ca.
- For inquiries on the status of your CMF funding application, please call your regional office.

About this Application Form

- The Television Component Applicant and the Digital Media Component Applicant/Producer may be the same production company, or they may be two separate production companies.
- Applicant/Producers must own and control all the rights necessary to produce and exploit the Eligible Project or applicable component(s) of the Eligible Project; entities that provide services but do not own the applicable rights are not eligible to apply to the CMF.
- This Application is comprised of **three** sections:
 1. Section A: **Television** Component Application
 2. Section B1: **Funded Digital Media** Component Application (for applications requesting CMF Digital Media funding)
 - A **separate** Section B1: Funded Digital Media Component Application must be completed for each additional Digital Media Component Project Type (i.e. Interactive Content, Application Software, Game) even if it is being submitted by the same Digital Media Component Applicant. For projects with multiple digital media components, the broadcaster minimum cash contribution financing requirement applies to each eligible component.
 3. Section B2: **Non-Funded Digital Media** Component Application (for applications that are meeting the Convergent Criteria requirements with a Digital Media Component but are not requesting CMF Digital Media funding). (Please note that applicants of the English Production Incentive, seeking financing for the Television Component only, need to complete Section A: Television Component Application and Section B2: Non-Funded Digital Media Component Application.)
- The Television Component and the Digital Media Component must be the subject of the same Application Form (Section A and Section B1 or B2) and they must be submitted at the same time.

Please note the following information regarding the new 2011-2012 Convergent Digital Media Incentive:

1. Only Digital Media Components submitted for CMF funding in the 2011-2012 CMF fiscal year are eligible; projects that were submitted for and received CMF funding in previous fiscal years are not eligible for the 2011-2012 Convergent Digital Media Incentive. You may apply for the Convergent Digital Media Incentive alone or it may be combined with funding from other CMF production funding Programs: Performance Envelope, Aboriginal, Francophone Minority, English POV or Diverse Languages. The Digital Media Component must be 100% fully financed at application (including any other CMF financing as well as the Convergent Digital Media Incentive request).
2. To apply for the Convergent Digital Media Incentive, complete 'Section B1: Funded Digital Media Component' of this Application Form as follows:
 - (a) If you are applying for digital media funding solely through the Convergent Digital Media Incentive, complete Section B1.

Part 1 – General Information (continued)

(b) If you are simultaneously applying for digital media funding through the Convergent Digital Media Incentive and the Performance Envelope Program, complete Section B1.

(c) If you are requesting digital media funding through both a selective CMF Program (Aboriginal, Francophone Minority, English POV or Diverse Languages) and the Convergent Digital Media Incentive you must first apply to the applicable selective CMF Program by completing Section B1. Once that request is approved for funding, complete the sections of Section B1 that have changed since the initial application submission (the Applicant Declaration page must be completed).

(d) If you have already submitted a Performance Envelope Program application or a selective Program application and were approved for funding and are now applying for additional digital media funding through the Convergent Digital Media Incentive, complete the sections of Section B1 that have changed since the initial application submission (the Applicant Declaration page must be completed).

Digital Media Component Measurement (including but not limited to Web, Mobile, Apps and Console reporting):

Please be advised that for approved Funded Digital Media Components and approved Non-Funded Digital Media Components, the CMF will require access to web analytics or must receive reports detailing the number of:

- Total Visits
- Unique Visitors
- Average Time Spent
- Returning Visitors
- Downloads
- % Bounce Rate
- Digital device used to access content
- A sitemap or legend identifying the CMF funded content as listed in the analytics

A copy of the revenue/activity reports are to be submitted to the CMF at minimum once every 3 months. The specific reporting requirements by project type will be set out in the CMF Financing Agreement and will be posted on the CMF website (www.cmf-fmc.ca)

Part 2 – Application Instructions

1. Project Information	<p>CMF Application Programs: When applying to two Programs, the applicable selective Program will be assessed first.</p> <p>Regional French or English Production Incentive: Please refer to the applicable Guidelines for complete eligibility requirements.</p> <p>Titles: When filling in the titles, please remember to provide the correct titles for the CMF to use for publicity purposes, should the project receive funding.</p> <p>ISAN: The ISAN root number should be supplied, if available. Please be advised that the full ISAN number for all episodes and versions is included in the CMF Financing Agreement as a mandatory requirement at final costs.</p> <p>Original Linguistic Market: For information on Double Shoot, please refer to Section 2.1.2 of the Performance Envelope Program Guidelines.</p>
2. Applicant/ Producer Information	<p>General: If there is insufficient space on the form, please attach a separate sheet.</p>
3. Key Creative Personnel	<p>General: Please insert the name of all persons filling the listed positions and their citizenship. If a position is not yet filled, please insert “TBA” and indicate their citizenship and Aboriginal Nation, if applicable. Include any key Digital Media Component participants not already listed on the form.</p> <p>Name: First name followed by last name and separate each individual with semi colon.</p> <p>Position: Refer to the Essential Requirements set out in the CMF Guidelines for each Program.</p>
4. Financing Plan Information	<p>Broadcaster Contribution To Other Rights: Please refer to Guideline Section 3.2.TV.5.3 - Treatment of Other Rights when completing this section.</p> <p>CMF Contribution Request: CMF Contribution Top-Up Request (20% or 25% of Budget or less); CMF Contribution Equity Request (\$ over 20% or 25% of Budget to cap). Please refer to the Guidelines of the applicable Program for more information.</p> <p>Performance Envelope Program: 60% of total Canadian financing, including Performance Envelope contributions and all licence fees contributing to the Licence Fee Threshold must be confirmed at the time of application and both Television Component and Digital Media Component must be 100% financed by the final deadline.</p> <p>English POV Program: It is not necessary to have confirmation from a broadcaster at the application stage, but please indicate a potential licence fee amount (at least 15%). Canadian 3rd Party Minimum Financial Contribution: Requirement of 15% of the Television Component’s Eligible Costs. Television & Digital Media Components: must be 100% financed by December 5, 2011.</p> <p>English Production Incentive: 100% of total Canadian financing, including the English Production Incentive and any other CMF financing must be confirmed at the time of application.</p> <p>Producer Investment and/or Deferrals: Please refer to the Producer’s Fees & Corporate Overhead Policy for more information.</p> <p>Tax Credits: For the Aboriginal Program, Francophone Minority Program, English POV Program and Diverse Languages Program, please refer to the Treatment of Tax Credits Policy in Appendix B.</p> <p>Minimum Broadcaster Financial Contribution: requirement of 10% of Digital Media Projects’ Eligible Costs and for projects with multiple digital media components, the 10% minimum financial contribution applies to each eligible component. Please note there is no minimum broadcaster financial contribution for Aboriginal Program and Diverse Languages Program.</p> <p>DM Broadcaster participation forms: choices for application financing plan form include: Licence, Equity, Facilities & Services, and Contribution.</p>
5. Production Schedule	<p>First Window Broadcaster Delivery: Supply the One-off, MOW or Pilot delivery date or the first episode of a Mini-series or Series delivery date.</p>

Part 2 – Application Instructions (continued)

<p>6. Document Checklist</p>	<p>General: At the time of application, together with the completed Application Form, both of the Television Component Applicant(s) and the Digital Media Component Applicant/Producer(s) <u>must provide all the documentation listed</u> in the attached Document Checklists. Please be advised that during the CMF's review of the application, the Television Component Applicant(s) and Digital Media Component Applicant/Producer(s) may be required to provide additional information or documentation. The CMF reserves the right to request any document, which, directly or indirectly, relates to the Television Component Applicant and the Digital Media Component Applicant/Producer, or to any matter pertinent to the eligibility of the Television Component Applicant(s) and/or the Digital Media Component Applicant/Producer(s) and/or the Television Component and/or the Digital Media Component for CMF funding. Please note that all documents, including the Underlying Rights Information, may <u>only</u> be submitted in English or French.</p> <p>Creative Materials: Ensure that all creative materials address CMF eligibility requirements.</p> <p>The Viewer/User Experience Description of the Television Component and the Digital Media Component should be submitted as one combined document, if possible.</p> <p>Corporate Information: If the Television Component Applicant and the Digital Media Component Applicant/Producer are same corporate entity, it is not necessary to submit all the corporate information twice (it should be submitted in the Television Component Application and it can be listed as On File in the Digital Media Component Application). Similarly, if the same Digital Media Component Applicant/Producer is submitting multiple Application Forms, it can be submitted once and then listed as On File). Please note: each corporate information document is only required if it has been updated or modified since the Television Component Applicant's or Digital Media Component Applicant/Producer's last funding application. The CMF reserves its right to request from the Television Component Applicant(s) and the Digital Media Component Applicant/Producer(s), at any time and at the CMF's absolute discretion, the Corporate Information documents for the Ultimate Parent company(ies) (as applicable).</p>
<p>7. Applicant/Producer Declaration</p>	<p>Broadcaster Information:</p> <p>Broadcast licence agreements for all Eligible Licences. Please refer to Section 3.2.TV.5 of the Guidelines of the applicable Program for more information.</p> <p>For the English POV Program, Eligible Projects in the English POV Program need not meet the requirements of Section 3.2.TV.5 at application; the CMF will accept applications to the Application Deadline that do not have a broadcast licence agreement attached. However, all Eligible Projects must meet section 3.2.TV.5 and all its subsections by December 5, 2011. Please refer to Section 5 of the Guidelines of the English POV Program for more information.</p> <p>Production & Budget Information: Digital Media Budget-When using this budget template, please note that for the purposes of CMF calculations at least 75% of the Eligible Costs must be Canadian costs.</p> <p>Signature: Each section of the Application Form must be signed by the appropriate Applicant/Producer prior to submission to the CMF.</p>

A. Television Component – 1. Project Information



Title of Television Component (“Television Component”): _____

Previous Title (if any): _____

Applicant Production Company(ies): _____

ISAN (Root Number): _____ Cycle: _____ Episodes #: _____ to #: _____

CONVERGENT CRITERIA FOR ELIGIBLE PROJECTS

Please confirm that at least one of the following Television Criteria and Convergent Criteria as set out in Section 3.2 of the Guidelines of the applicable Program will be met.

Television Criteria (Please list all that are applicable and complete Section A: Television Component Application comprised of pages 2 to 13 of this form.)

The Television Component will be made available by:

- A. One or more CRTC-licenced traditional, scheduled **broadcasters**;
- B. One or more CRTC-licenced **video-on-demand (VOD) services** (if you choose ‘B’ you cannot also choose ‘C’);

Convergent Criteria (Please list all that are applicable.)

- C. The Television Component will be made available to Canadians by one or more CRTC-licensed **video-on-demand** services (if you chose ‘B’ this option is not available);
- D. The Television Component will be made available to Canadians by a Canadian entity via **non-simulcast digital distribution**;

(If the Convergent Criteria is being met through either ‘C’ or ‘D’ then only Section A: Television Component Application (pages 2 to 13) needs to be submitted.)

- E. One or more **Digital Media Components** (please specify as follows):
 - Funded** Digital Media Component (Please **complete Section B1: Funded Digital Media Component Application** comprised of pages 14 to 23 of this form);
 - Non-Funded** Digital Media Component (Please **complete Section B2: Non-Funded Digital Media Component Application** comprised of pages 24 to 29 of this form).

CANADA MEDIA FUND (“CMF”) APPLICATION PROGRAM(S)



- | | |
|--|---|
| <input type="checkbox"/> Performance Envelope Program | <input type="checkbox"/> English POV Program |
| <input type="checkbox"/> Regional French Incentive OR | <input type="checkbox"/> English Production Incentive |
| <input type="checkbox"/> Northern Production Incentive | specify Province/Territory: _____ |
| <input type="checkbox"/> Aboriginal Program | <input type="checkbox"/> English Production Incentive |
| <input type="checkbox"/> Francophone Minority Program | specify Province/Territory: _____ |
| <input type="checkbox"/> Diverse Languages Program | |

TELEVISION COMPONENT CMF/CTF HISTORY:

Has the Television Component been previously submitted to the CMF/Canadian Television Fund (“CTF”)?

- | | |
|---|---|
| <input type="checkbox"/> Not previously submitted | <input type="checkbox"/> Development: File #: _____ Received: _____ |
| <input type="checkbox"/> Pre-Application Consultation | <input type="checkbox"/> Production: File #: _____ Received: _____ |

A. Television Component – 1. Project Information (continued)

GENRE:

- Children's Performing Arts Documentary Specify if Documentary POV
 Youth Auteur OR 4 Essential Requirements
 Drama All other 2 Essential Requirements: #2 & #3
 Variety

FORM:

- One-off MOW Pilot Mini-series # of episodes: _____ Series # of episodes: _____

BROADCAST LENGTH (PER EPISODE):

- 30 min. 60 min. 90 min. 120 min. Other (specify): _____

Total Broadcast Length for Series (min.): _____

TYPE:

- Live Action Animation Both Live Action and Animation % Live Action: _____ % Animation: _____

ORIGINAL LINGUISTIC MARKET:



- English French Double Shoot Aboriginal Other (for Diverse Languages Applications only)
Specify: _____ Specify: _____

VERSIONING:

- No Yes Versioned Language: _____ Are Versioning costs included in the Budget? No Yes

CLOSED CAPTIONING:

- as per budget provided by (Broadcaster, Distributor, Other): _____
Exempt Target audience children under five years of age Aboriginal Program

SHOOTING MEDIUM:

- High Definition Digital Video Video 3D Other

Specify: _____

DELIVERY MEDIUM:

- High Definition Digital Video Video 3D Other

Specify: _____

Synopsis (concise summary of the content, 150 words or less):

Logline (140 characters or less):

A. Television Component – 2. Applicant Information



APPLICANT

Legal name of Television Component Applicant: _____
 ("Television Component Applicant") On behalf of a company to be incorporated

Television Component Applicant is a Canadian:
 For-profit Production Company Broadcaster-affiliated Production Company Broadcaster (In-house Production)

Address: _____ City: _____ Province: _____

Postal Code: _____ Phone: _____ Fax: _____ Email: _____

Web: _____ GST/HST Reg #: _____ QST Reg. # (QC only): _____

Legal name of Television Component Parent Company(ies): (as applicable) _____

Address: _____ City: _____ Province: _____

Postal Code: _____ Phone: _____ Fax: _____ Web: _____

Legal name of Television Component Ultimate Parent Company(ies): (as applicable) _____

Address: _____ City: _____ Province: _____

Postal Code: _____ Phone: _____ Fax: _____ Web: _____

CO-APPLICANT (IF APPLICABLE)

Legal name of Television Component Co-Applicant: _____
 ("Television Component Co-Applicant") On behalf of a company to be incorporated

Television Component Co-Applicant is a Canadian:
 For-profit Production Company Broadcaster-affiliated Production Company Broadcaster (In-house Production)

Address: _____ City: _____ Province: _____

Postal Code: _____ Phone: _____ Fax: _____ Email: _____

Web: _____ GST/HST Reg #: _____ QST Reg. # (QC only): _____

Legal name of Television Component Parent Company(ies): (as applicable) _____

Address: _____ City: _____ Province: _____

Postal Code: _____ Phone: _____ Fax: _____ Web: _____

Legal name of Television Component Ultimate Parent Company(ies): (as applicable) _____

Address: _____ City: _____ Province: _____

Postal Code: _____ Phone: _____ Fax: _____ Web: _____

REGIONAL PRODUCTION:

No Yes Does the Television Component meet the definition of a "regional production" set out in Section 2.1.1 of the 2011-2012 Performance Envelope Program Guidelines?
 If yes, please indicate percentage of the regional Television Component Applicant's copyright ownership in the Television Component: _____ %

A. Television Component – 2. Applicant Information (continued)

INTERNATIONAL TREATY CO-PRODUCTION:

No Yes Percentage of participation from: Canada _____ %
 Co-producing country: _____ %
 Co-producing country: _____ %

A. Television Component – 3. Key Creative Personnel



KEY CONTACT INFORMATION

Name

Email

Telephone

Corporate Contact: _____

Administrative Contact for File: _____

Publicity Contact: _____

Position Name

Citizenship (or Aboriginal Nation)

Producer(s) _____

Executive Producer(s) _____

Co-Producer(s) _____

Associate Producer(s) _____

Line Producer(s) _____

Other Producer(s) _____

Director(s) _____

Principal Screenwriter(s) _____

Other Screenwriter(s) _____

Editor(s) / Off-line Editor(s) _____

Music Composer(s) _____

LIVE ACTION

Highest Paid Performer _____

2nd Highest Paid Performer _____

Production Designer / Art Director _____

Director of Photography /
 Technical/Lighting Director _____

ANIMATION

Storyboard Supervisor _____

1st or 2nd Highest Paid Voice _____

Design Supervisor / Art Director _____

Camera Operator _____

A. Television Component – 4. Financing Plan Information

Production Budget (\$): _____
(Budget must equal financing)

Dated (yyyy-mm -dd): _____

Total Canadian Budget (\$): _____

Total Non-Canadian Budget (\$) (if applicable): _____
 (International Treaty Co-productions)

SOURCES OF FINANCING (Please identify financier) \$ Amount

BROADCASTER ELIGIBLE LICENCES
(Eligible Licence Fees for the Canadian Broadcast Right/VOD right)

Broadcasters

TOTAL FOR BROADCASTER ELIGIBLE LICENCES: _____ **(A)**

OTHER BROADCASTER CONTRIBUTION FOR CANADIAN BROADCAST RIGHT/VOD RIGHT

Broadcasters	Type of contribution <i>(non-eligible licences, services, equity, grant, etc)</i>	\$ Amount

TOTAL FOR OTHER BROADCASTER CONTRIBUTION: _____ **(B)**

BROADCASTER CONTRIBUTION TO OTHER RIGHTS (SEE LEGEND BELOW)

Broadcasters	Type of contribution <i>(up-front cash, services, revenue sharing***)</i>	Type of rights <i>(see # in the legend below)</i>

*** For revenue sharing, put \$0 in "\$ Amount" column

TOTAL FOR OTHER RIGHTS: _____ **(C)**

Legend for Broadcaster Contribution to Other Rights

1. Free Internet broadcast/distribution	3. Mobile/wireless distribution	5. Electronic sell-through and/or digital rental	7. Theatrical distribution	9. Merchandising and ancillary rights
2. Paid Internet broadcast/distribution	4. Original Digital Content rights	6. DVD, Blu-ray	8. Non-Theatrical distribution	10. Other

Sources of Financing continues on next page

A. Television Component – 4. Financing Plan Information (continued)

SOURCES OF FINANCING (PLEASE IDENTIFY FINANCIER)

\$ Amount



CMF CONTRIBUTION REQUEST *CMF Contribution Top-Up Request (20% or 25% of Budget or less); CMF Contribution Equity Request (\$ over 20% or 25% of Budget to cap). Please refer to the Guidelines of the applicable Program for more information.*

Performance Envelope Broadcaster: _____ CMF Request: _____

Performance Envelope Broadcaster: _____ CMF Request: _____

Performance Envelope Broadcaster: _____ CMF Request: _____

Regional French Incentive: CMF Request: _____

Northern Production Incentive: CMF Request: _____

Aboriginal Program: CMF Request: _____

Francophone Minority Program: CMF Request: _____

Diverse Languages Program: CMF Request: _____

English POV Program: CMF Request: _____

English Production Incentive (specify Province/Territory: _____): CMF Request: _____

English Production Incentive (specify Province/Territory: _____): CMF Request: _____

TOTAL CMF CONTRIBUTION: _____ **(D)**

OTHER FINANCIERS

Name of the participants

Type of contribution

Distributor: _____

Private Funds & Public Agencies: _____

Producer Investment and/or Deferrals: _____

Provincial Tax Credit: _____ Equity

Federal Tax Credit: _____ Equity

Foreign participants in the Canadian Financial Structure _____

TOTAL OF OTHER FINANCIERS: _____ **(E)**

TOTAL OF THE CANADIAN FINANCIAL STRUCTURE (A+B+C+D+E): _____ **(F)**

FINANCING OF THE FOREIGN FINANCIAL STRUCTURE (IN CASE OF TREATY COPRODUCTION ONLY)

Name of the participants


Type of contribution

TOTAL OF THE FOREIGN FINANCIAL STRUCTURE: _____ **(G)**

GRAND TOTAL OF THE PRODUCTION (F+G): _____

A. Television Component – 5. Production Schedule

Stages	Location (City, Country)	From (yyyy-mm-dd)	To (yyyy-mm-dd)	Number of Days
LIVE ACTION				
Pre-production	_____	_____	_____	_____
Principal Photography	_____	_____	_____	_____
Post-production	_____	_____	_____	_____
Rough Cut		_____		
Final Cut		_____		
First Window Broadcaster Delivery		_____		
Total Number of Live Action Days				_____
Hiatus Days				_____

ANIMATION				
Storyboards	_____	_____	_____	_____
Dialogue recording	_____	_____	_____	_____
Design and Layout	_____	_____	_____	_____
Animation	_____	_____	_____	_____
Ink & Paint	_____	_____	_____	_____
Post-production	_____	_____	_____	_____
Rough Cut		_____		
Final Cut		_____		
First Window Broadcaster Delivery		_____		
Operation Location(s)	_____			
Layout & Background Location(s)	_____			
Key Animation Location(s)	_____			
Assistant Animation / In-betweening Location	_____			
Total Number of Animation Days				_____

A. Television Component – 6. Document Checklist

IMPORTANT: This Document Checklist applies to the following CMF Programs: **Performance Envelope Program and English Production Incentive.** (For the CMF selective Programs, please refer to the Document Checklist on pages 10-11).



Enclosed

1. **Television Component Application Form** Completed and signed.

CREATIVE INFORMATION

FOR BOTH PROGRAMS AND ALL GENRES:



2. **Viewer/User Experience Description.** Complete description of the Television Component explaining how the Television Component and the Digital Media Component are associated with each other and enhance the viewer/user's experience of each other.
3. **Television Component Synopsis.** Detailing the themes, subject matter and setting of the storyline.
4. **Original Work.** E.g. optioned literary properties (where applicable).

FOR CHILDREN'S & YOUTH AND DRAMA GENRES:

5. **One-offs.** The most recent and dated draft script (final draft, if available).
6. **Detailed series bible, treatment and/or outlines.** For each episode of new and returning series: as many draft and dated scripts as possible (final drafts, if available). DVD of first and last episodes from previous cycle for returning series only.

FOR DOCUMENTARY, VARIETY AND PERFORMING ARTS, GENRE:

7. **One-offs.** Detailed treatment and/or creative rundown of the Television Component.
8. **Detailed series treatment and/or creative rundown.** For new and returning series: including episodic descriptions, treatments and/or outlines for each episode. DVD of first and last episodes from previous cycle for returning series.

FOR POV DOCUMENTARIES AND AUTEUR PERFORMING ARTS:

9. **All above documents listed for Documentary, Variety and Performing Arts genres, plus:**
10. A **Statement of Intent** from the filmmaker and a **Director's Filmography and DVD(s) of previous work(s).**

BROADCASTER INFORMATION

11. **Broadcast licence agreements for all Eligible Licences.** Fully executed short form agreements are acceptable at application stage.
12. **Development financing agreements** (if not developed with CMF/CTF assistance).
13. **Broadcaster Agreement Form** (Television Component). Completed and signed for each Eligible Licence.



FINANCING INFORMATION

14. **Detailed calculation page(s) for Federal and Provincial Tax Credits.** (N.B.: Refer to Tax Credit Policy in Appendix B, Chapter 7.)
15. **All distribution agreements,** if applicable.
16. **Projected cash flow.**
17. If CMF equity comprises a portion of the CMF Contribution Request, Applicants must submit a **Recoupment Schedule** that complies with the CMF's standard policy and identify which Model of Recoupment has been used. (To confirm whether or not your project has equity participation from the CMF please refer to the appropriate Threshold Calculator.)
18. **Confirmed documentation of all foreign financing** (including Treaty Co-productions), when available.
19. **Description of interim financing** (including lender name, conditions and amount of loan required) including commitment letter from lender.
20. For Performance Envelope Program: **Fully executed financing agreements for at least 60% of Canadian financing.** Fully executed short form agreements are acceptable at application stage. (N.B.: Television Components must be 100% financed by the final deadline – December 5, 2011.)

OR

- For English Production Incentive (with or without a Performance Envelope Program contribution): **Fully executed financing agreements for 100% of Canadian financing.** Fully executed short form agreements are acceptable at application stage.

A. Television Component – 6. Document Checklist (continued)

Enclosed

PRODUCTION & BUDGET INFORMATION

- 21. **Detailed production budget** (in standard Telefilm Canada format) dated and signed by the Television Component Applicant and any Television Component Co-Applicant(s) confirming that budget bottom-line is locked.
- 22. **Producer Fees/Corporate Overhead and Deferral Calculator.**
- 23. **Multi-column budget** showing each country's participation in a separate column and a consolidated total column. (International Treaty Co-productions only.)
- 24. **Related Party Transactions Form.**

UNDERLYING RIGHTS INFORMATION *Clean and complete chain of title for the Television Component including:*

- 25. **Written summary of the Television Component's complete development history** (conception to application).
- 26. **All Rights Documentation**, including but not limited to: transfer of rights agreements, writer's and director's agreements, option/purchase agreements, publisher's releases, quit claims, assignment consents and all other agreements or documents demonstrating that the Television Component Applicant(s) holds the requisite rights to the concept and underlying creative material necessary to produce, distribute and exploit the Television Component in the target markets.
- 27. **Co-production and/or joint venture agreement(s)**, if applicable.
- 28. For International Treaty Co-productions: A copy of the completed **Application for the Preliminary Recommendation** submitted to the Telefilm Canada Co-Production Office and the Preliminary Recommendation (when available). Note: Television Component Applicants should submit all documents required to enable Telefilm Canada to begin assessment of the Application for Preliminary Recommendation to the Co-Production Office prior to submitting this CMF application. No CMF funds will be released prior to the CMF's receipt and approval of the Preliminary Recommendation.

KEY CREATIVE PERSONNEL

- 29. **Cast and crew list**, indicating citizenship & Aboriginal Nation for self-declared aboriginal person.
- 30. **Resumes** for all Producers(s), Writer(s), and Director(s), as well as **DVD of previous work(s)** from Directors whose work is unknown to the CMF.

APPLICANT INFORMATION



- On File Encl. CORPORATE INFORMATION *(If the corporate information remains unchanged since the last application, please select the On File check box.)*
- 31. **Complete incorporation documents** for all Television Component Applicants, Television Component Co-Applicants and Parent Companies, as applicable.
 - 32. **List of directors and shareholders** including nationality and ownership share for all Television Component Applicants, Television Component Co-Applicants and Parent companies, as applicable.
 - 33. **Corporate profile** (including company mandate) for all Television Component Applicants, Television Component Co-Applicants and Parent Companies, as applicable.
 - 34. **Shareholder's or partner's agreement** (if applicable).
 - 35. **Corporate secretary's certificate** naming the officers and indicating their signing authority.
 - 36. **Corporate financial statements** for the past three years must be provided for all Television Component Applicants, Television Component Co-Applicants and Parent Companies. **Notwithstanding the below requirements, the CMF reserves its rights to request from the Television Component Applicant(s), at any time and at the CMF's absolute discretion, consolidated and audited annual financial statements.**
 - **Consolidated and audited annual financial statements**, if consolidated annual gross revenue of the Television Component Applicant and its Related Parties is equal to or greater than \$10 million; **OR**
 - **Consolidated annual financial statements**, together with a review engagement report if consolidated annual gross revenue of Television Component Applicant and its Related Parties is equal to or greater than \$5 million but less than \$10 million; **OR**
 - **Non-consolidated annual financial statements**, together with a notice to readers if consolidated annual gross revenue of the Television Component Applicant and its Related Parties is less than \$5 million.

A. Television Component – 6. Document Checklist (continued)

IMPORTANT: This Document Checklist applies to the following selective CMF Programs: **Aboriginal Program, Diverse Languages Program, English POV Program and Francophone Minority Program.** (For the CMF Programs: Performance Envelope Program and English Production Incentive, please refer to the Document Checklist on pages 8-9.)



Enclosed

1. **Television Component Application Form** Completed and signed.



CREATIVE INFORMATION

FOR ALL CMF PROGRAMS AND GENRES:

2. **Viewer/User Experience Description.** Complete description of the Television Component explaining how the Television Component and the Digital Media Component are associated with each other and enhance the viewer/user's experience of each other.
3. **Television Component Synopsis.** Detailing the themes, subject matter and setting of the storyline.
4. **Original Work.** E.g. optioned literary properties (where applicable).

FOR CHILDREN'S & YOUTH AND DRAMA GENRES:

5. **One-offs.** The most recent and dated draft script (final draft, if available).
6. **Detailed series bible, treatment and/or outlines.** For each episode of new and returning series: as many draft and dated scripts as possible (final drafts, if available). DVD of first and last episodes from previous cycle for returning series only.

FOR DOCUMENTARY, VARIETY AND PERFORMING ARTS, GENRE:

7. **One-offs.** Detailed treatment and/or creative rundown of the Television Component.
8. **Detailed series treatment and/or creative rundown.** For new and returning series: including episodic descriptions, treatments and/or outlines for each episode. DVD of first and last episodes from previous cycle for returning series.

FOR POV DOCUMENTARIES (NOT APPLYING TO ENGLISH POV PROGRAM) AND AUTEUR PERFORMING ARTS:

9. **All above documents listed for Documentary, Variety and Performing Arts genres, plus:**
10. **A statement of intent** from the filmmaker and the Director's **Filmography** and **DVD(s)** of previous work(s).

FOR ENGLISH LANGUAGE POV PROGRAM DOCUMENTARIES:

11. **Detailed treatment and/or creative rundown** of the Television Component.
12. **Director's Statement of Intent** describing how this project and material meets the Guideline criterion (Vision, Originality, Creativity of Concept and Approach, Innovation and Form, Social Relevance and Impact). (**not to exceed 4 pages**)
13. The Director's **Filmography** and **DVD(s)** of previous work(s).

FOR DIVERSE LANGUAGES PROGRAM:

14. **Summary document** describing: (**not to exceed 2 pages**)
- o. the Ethnic Cultural Content and how the Television Component is specifically directed to and will serve that ethnic community
 - p. the marquee elements
 - q. a script or treatment summary if the material is in a language other than English or French

BROADCASTER INFORMATION



15. **Broadcast licence agreements** for all Eligible Licences. Fully executed short form agreements are acceptable at application stage.
16. **Development financing agreements** (if not developed with CMF/CTF assistance).
17. **Broadcaster Agreement Form** (Television Component). Completed and signed for each Eligible Licence.

Note for English POV Program: #s 15 and 17 do not need to be supplied at application and may be provided when available but not later than December 5, 2011.

FINANCING INFORMATION

18. **Detailed calculation page(s) for Federal and Provincial Tax Credits.** (N.B.: Refer to Tax Credit Policy in Appendix B, Chapter 7.)
19. **All committed sources and/or copies of submitted applications** from the expected sources, when available.
20. **Confirmed documentation of all foreign financing** (including Treaty Co-productions).

FOR ENGLISH POV PROGRAM ONLY:

21. **Canadian 3rd party Financing Agreement** confirming the minimum financing commitment of 15% of the Television Component's Eligible Costs.

PRODUCTION & BUDGET INFORMATION

22. **Detailed production budget** (in standard Telefilm Canada format) dated and signed by the Television Component Applicant and any Television Component Co-Applicant(s) confirming that budget bottom-line is locked.

A. Television Component – 6. Document Checklist (continued)

Enclosed

PRODUCTION & BUDGET INFORMATION

- 23. **Producer Fees/Corporate Overhead and Deferral Calculator**
- 24. For International Treaty Co-productions: **Multi-column budget** showing each country's participation in a separate column and a consolidated total column.
- 25. **Related Party Transactions Form.**
FOR ENGLISH POV PROGRAM ONLY:
- 26. **Marketing & Promotion Plan** for the Television Component, including the intended market audience plan. (If available, please also enclose an international marketing plan for the Television Component.)

UNDERLYING RIGHTS INFORMATION *Clean and complete chain of title for the Television Component including:*

- 27. **Written summary of the Television Component's complete development history** (conception to application).
- 28. **All Rights Documentation**, including but not limited to: transfer of rights agreements, writer's and director's agreements, option/purchase agreements, publisher's releases, quit claims, assignment consents and all other agreements or documents demonstrating that the Television Component Applicant(s) holds the requisite rights to the concept and underlying creative material necessary to produce, distribute and exploit the Television Component in the target markets.
- 29. **Co-production and/or joint venture agreement(s)**, if applicable.
- 30. For International Treaty Co-productions: A copy of the completed **Application for the Preliminary Recommendation** submitted to the Telefilm Canada Co-Production Office and the Preliminary Recommendation (when available). Note: Television Component Applicants should submit all documents required to enable Telefilm Canada to begin assessment of the Application for Preliminary Recommendation to the Co-Production Office prior to submitting this CMF application. No CMF funds will be released prior to the CMF's receipt and approval of the Preliminary Recommendation.

KEY CREATIVE PERSONNEL

- 31. **Cast and crew list**, indicating citizenship & Aboriginal Nation for self-declared aboriginal person.
- 32. **Resumes** for all Producers(s), Writer(s), and Director(s), as well as **DVD of previous work(s)** from Directors whose work is unknown to the CMF.

APPLICANT INFORMATION

- 33. Complete incorporation documents** for all Television Component Applicants, Television Component Co-Applicants and Parent Companies, as applicable.
- 34. List of directors and shareholders** including nationality and ownership share for all Television Component Applicants, Television Component Co-Applicants and Parent companies, as applicable.



On File Encl. CORPORATE INFORMATION *(If the corporate information remains unchanged since the last application, please select the On File check box.)*

N.B.: The following below listed documents are not required at the application stage. However, during the analysis of the Television Component, the Applicant may be asked to provide the CMF with some or all of these documents. Furthermore, in the event that the Television Component is approved for CMF funding, please be aware that the Applicant will be required to submit additional documents (including but not limited to) the full list of documents listed below in order to proceed to the contracting stage.

1. FINANCING INFORMATION

- a. **All distribution agreements**, if applicable and when available.
- b. **Projected cash flow.**
- c. If CMF equity comprises a portion of the CMF Contribution Request, Applicants must submit a **Recoupment Schedule** that complies with the CMF's standard policy and identify which Model of Recoupment has been used. (To confirm whether or not your project has equity participation from the CMF please refer to the appropriate Threshold Calculator.)
- d. **Description of interim financing** (including lender name, conditions and amount of loan required) including commitment letter from lender, when available.

2. APPLICANT INFORMATION

Corporate financial statements for the past three years must be provided for all Television Component Applicants, Television Component Co-Applicants and Parent Companies. Notwithstanding the below requirements, the CMF reserves its right to request from the Television Component Applicant(s), at any time and at the CMF's absolute discretion, consolidated and audited annual financial statements.

- Consolidated and audited annual financial statements, if consolidated annual gross revenue of the Television Component Applicant and its Related Parties is equal to or greater than \$10 million; **OR**
 - Consolidated annual financial statements, together with a review engagement report if consolidated annual gross revenue of Television Component Applicant and its Related Parties is equal to or greater than \$5 million but less than \$10 million; **OR**
 - Non-consolidated annual financial statements, together with a notice to readers if consolidated annual gross revenue of the Television Component Applicant and its Related Parties is less than \$5 million.
- 3. **Corporate profile** (including company mandate) for all Television Component Applicants, Television Component Co-Applicants and Parent Companies, as applicable
 - 4. **Shareholder's or partner's agreement** (if applicable).
 - 5. **Corporate secretary's certificate** naming the officers and indicating their signing authority

A. Television Component – 7. Applicant Declaration

The undersigned authorized representative(s) of the Television Component Applicant and Television Component Co-Applicant(s) (if applicable) hereby:

- acknowledge(s) that this Application Form is comprised of two sections: Section A. Television Component Application and Section B. Digital Media Component Application;
- acknowledge(s) that Telefilm Canada is the CMF's authorized administrator for all funding applications and that Telefilm Canada is subject to the *Access to Information Act*, and accordingly, any authorization granted to CMF herein shall also be granted to Telefilm Canada as CMF's authorized administrator;
- authorize(s) the CMF to discuss and disclose any and all information and documentation which relates in any way to the funding application, the Television Component, any previously completed Television Component, the production of the Television Component, the agreement to be executed with the CMF, the Television Component Applicant and any Television Component Co-Applicants and any company which is related (within the meaning of Chapter 3840 of the Canadian Institute of Chartered Accountants Handbook) to the Television Component Applicant or any Television Component Co-Applicant, with one another and with every entity connected (in the CMF's opinion) with the funding application, the Television Component, any previously completed Television Component, the Television Component Applicant(s) or any Television Component Co-Applicant(s) and any company which is related (within the meaning of Chapter 3840 of the Canadian Institute of Chartered Accountants Handbook) including, but not limited to the broadcaster(s), auditor(s), legal counsel, actual or proposed financier(s) and interim financier(s), CAVCO, CRTC, the Department of Canadian Heritage and other governmental entities (collectively, the "Entities"). The Television Component Applicant and Television Component Co-Applicant(s) further authorize the Entities to discuss and disclose to the CMF any information related to the foregoing;
- acknowledges that the materials submitted in connection with the application may be reproduced and distributed to an external party as part of the project assessment in the selective evaluation process under the Aboriginal Program, Francophone Minority Program, English POV Program and Diverse Languages Program;
- authorize(s) the CMF to disclose on their website any and all information pertaining to the application and/or the Television Component;
- agrees(s) that it shall notify the CMF immediately if and when any changes occur to any of the submitted documents or information and shall provide written details of same;
- authorize(s) the CMF or their authorized representative(s) to perform audits of the production of the Television Component;
- agree(s) that neither Telefilm Canada nor the CMF will act as a depository or be responsible in any way for the holding or return of any material submitted at any time in connection with the application or Television Component and such material may be destroyed at any time;
- declare(s) that the Television Component Applicant(s) has(/have) not entered into any oral or written agreement or "side deal" that conflicts with any of the provisions of this application or the CMF 2011-2012 Guidelines of the applicable Program and applicable CMF Business Policy;
- declare(s) that all persons, specified as being Canadian in the application and all accompanying documentation, are Canadians in accordance with the Investment Canada Act, the Immigration and Refugee Protection Act or the Citizenship Act;
- has(/have) made and shall continue to make full disclosure to the CMF of any dispute, actual or potential litigation in connection with the Television Component;
- declare(s) that the information provided herein and in the attached documentation is accurate and complete, and that the Television Component complies and will continue to comply with the CMF 2011-2012 Guidelines of the applicable Program and applicable CMF Business Policies; and
- acknowledge(s) that the CMF has full discretion in administering its projects and in the application of its Guidelines to ensure that its funding is provided to those projects that meet its mandate. The Television Component Applicant(s) further acknowledges that in all questions of interpretation of either the CMF 2011-2012 Guidelines of the applicable Program or of the mandate of the CMF, the CMF's interpretation shall prevail.

The undersigned hereby solemnly declares and warrants that the information and documents submitted for this application are accurate, true and complete, and makes this solemn declaration knowing that it is of the same force and effect as if made under oath. This document must be signed by the Television Component Applicant and all Television Component Co-Applicants.

A. Television Component – 7. Applicant Declaration (continued)

TELEVISION COMPONENT APPLICANT



Signature: _____
I am duly authorized

Signature: _____
I am duly authorized

Name: _____
(please print)

Name: _____
(please print)

Title: _____

Title: _____

Date: _____
(yyyy-mm-dd)

Date: _____
(yyyy-mm-dd)

TELEVISION COMPONENT CO-APPLICANT

Signature: _____
I am duly authorized

Signature: _____
I am duly authorized

Name: _____
(please print)

Name: _____
(please print)

Title: _____

Title: _____

Date: _____
(yyyy-mm-dd)

Date: _____
(yyyy-mm-dd)

B1. Funded Digital Media Component – 1. Project Information



Title of Digital Media Component ("Digital Media Component"): _____

Previous Title (if any): _____

Applicant Production Company(ies): _____

ISAN (Root Number): _____

Title of Related Television Component ("Television Component"): _____

Television Component is a new 2011-2012 Eligible Project.

Television Component was financed by the CMF/CTF in a previous year. File #: _____ Year Funded: _____

CANADA MEDIA FUND ("CMF") APPLICATION PROGRAM(S)



Performance Envelope Program

Francophone Minority Program

English POV Program

Aboriginal Program

Diverse Languages Program

Convergent Digital Media Incentive

DIGITAL MEDIA COMPONENT CMF/CTF HISTORY:

Has the Digital Media Component been previously submitted to the CMF/CTF?

Not previously submitted

Development: File #: _____ Received: _____

Pre-Application Consultation

Production: File #: _____ Received: _____

DIGITAL MEDIA COMPONENT PROJECT TYPE (SELECT ONE):

Interactive Content

Application Software

Game

Other (specify): _____

DIGITAL MEDIA COMPONENT PROJECT CATEGORY (SELECT ONE):

Interactive Web series or narrative

Software as a service

Web portal

Social networking

AAA game

Multiplayer online game

Casual game

Desktop software

Other (specify): _____

DIGITAL MEDIA COMPONENT DISTRIBUTION PLATFORM (SELECT ALL THAT APPLY):

Web

PC

Smartphone

Tablet

Console

Handheld console

Terminal/Kiosk

Interactive TV (ITV)

Other (specify): _____

Digital Media Component Website Address/URL (if available): _____

Host Company (if available): _____

Synopsis (concise summary of the content, 150 words or less):

Logline (140 characters or less):

B1. Funded Digital Media Component – 2. Applicant Information



APPLICANT

Legal name of Digital Media Component Applicant: _____
("Digital Media Component Applicant") On behalf of a company to be incorporated

Digital Media Component Applicant is a Canadian:

For-profit Production Company Broadcaster-affiliated Production Company Broadcaster (In-house Production)

Address: _____ City: _____ Province: _____

Postal Code: _____ Phone: _____ Fax: _____ Email: _____

Web: _____ GST/HST Reg #: _____ QST Reg. # (QC only): _____

Legal name of Digital Media Component

Parent Company(ies): (as applicable) _____

Address: _____ City: _____ Province: _____

Postal Code: _____ Phone: _____ Fax: _____ Web: _____

Legal name of Digital Media Component

Ultimate Parent Company(ies): (as applicable) _____

Address: _____ City: _____ Province: _____

Postal Code: _____ Phone: _____ Fax: _____ Web: _____

CO-APPLICANT (IF APPLICABLE)

Legal name of Digital Media Component Co-Applicant: _____
("Digital Media Component Co-Applicant") On behalf of a company to be incorporated

Digital Media Component Co-Applicant is a Canadian:

For-profit Production Company Broadcaster-affiliated Production Company Broadcaster (In-house Production)

Address: _____ City: _____ Province: _____

Postal Code: _____ Phone: _____ Fax: _____ Email: _____

Web: _____ GST/HST Reg #: _____ QST Reg. # (QC only): _____

Legal name of Digital Media Component

Parent Company(ies): (as applicable) _____

Address: _____ City: _____ Province: _____

Postal Code: _____ Phone: _____ Fax: _____ Web: _____

Legal name of Digital Media Component

Ultimate Parent Company(ies): (as applicable) _____

Address: _____ City: _____ Province: _____

Postal Code: _____ Phone: _____ Fax: _____ Web: _____

B1. Funded Digital Media Component – 3. Key Creative Personnel



KEY CONTACT INFORMATION

Name

Email

Telephone

Corporate Contact: _____

Administrative Contact for File: _____

Publicity Contact: _____

Position Name

Citizenship (or Aboriginal Nation)

Producer(s) _____

Executive Producer(s) _____

Co-Producer(s) _____

Project Manager _____

Director(s) _____

Designer _____

Art Director _____

Technology Director _____

B1. Funded Digital Media Component – 4. Financing Plan Information

Digital Media Production Budget (\$):
(Budget must equal financing) _____

Dated (yyyy-mm-dd): _____

\$ Amount

DIGITAL MEDIA FINANCING

CMF NON-REPAYABLE CONTRIBUTION REQUEST

Performance Envelope Program _____
 Aboriginal Program _____
 Francophone Minority Program _____
 Diverse Languages Program _____
 English POV Program _____
 Convergent Digital Media Incentive _____

TOTAL CMF NON-REPAYABLE CONTRIBUTION REQUEST _____

(A)

PRIVATE FUNDS OR PUBLIC AGENCIES

Bell New Media Fund: _____
 Telus: _____
 Fonds Quebecor: _____

Other (specify): _____

Other (specify): _____

DIGITAL MEDIA TAX CREDITS:

Provincial (specify province): _____

Provincial (specify province): _____

TOTAL PRIVATE FUNDS OR PUBLIC AGENCIES _____

(B)

BROADCASTER CONTRIBUTION & OTHER LICENCE FEES *(Please refer to the Guidelines of the applicable Program for the Broadcaster minimum cash contribution financing requirement.)*

Name of the participants

Type of contribution

Licence: _____ Licence _____

Equity: _____ Equity _____

Services: _____ Services _____

Other (specify): _____

Other (specify): _____

OTHER SERVICES

Services (specify type): _____

Services (specify type): _____

Distributor(s) (if applicable): _____

Producer Investment & Deferrals: _____

Other Financing (specify): _____

Other Financing (specify): _____

TOTAL BROADCASTER CONTRIBUTION AND OTHER LICENCE FEES: _____

(C)

TOTAL OF THE CANADIAN FINANCIAL STRUCTURE (A + B + C): _____

(D)

FINANCING OF THE FOREIGN FINANCIAL STRUCTURE

Name of the participants

Type of contribution

TOTAL OF THE FOREIGN FINANCIAL STRUCTURE: _____

(E)

TOTAL FINANCING (D + E): _____

B1. Funded Digital Media Component – 5. Production Schedule

Stages	Location (City, Country)	From (yyyy-mm-dd)	To (yyyy-mm-dd)	Number of Days
Production	_____	_____	_____	_____
Testing	_____	_____	_____	_____
Deployment	_____	_____	_____	_____
Final Release	_____	_____	_____	_____
Distribution	_____	_____	_____	_____
Site Maintenance	_____	_____	_____	_____
Total Number of Days				_____

B1. Funded Digital Media Component – 6. Document Checklist

IMPORTANT: This Document Checklist applies to the CMF **Performance Envelope Program** and the **Convergent Digital Media Incentive**. If you have already submitted an application for the Digital Media Component and are now applying for the Convergent Digital Media Incentive, it is not necessary to submit the below documentation twice, only supply documents that have changed since the initial application. (For the CMF selective Programs, please refer to the Document Checklist on pages 20-21).



Enclosed

- 1. **Digital Media Component Application Form.** Completed and signed
- CREATIVE INFORMATION**
- 2. **Digital Media Component Synopsis.** Detailing the themes, subject matter and setting of the storyline
 - 3. **Viewer/User Experience Description.** Complete description of the Digital Media Component explaining how the Digital Media Component and the Television Component are associated with each other and enhance the viewer/user's experience of each other
 - 4. **Describe the design and the technology** to be used in the production and implementation of the Digital Media Component.
- BROADCASTER INFORMATION**
- 5. **Broadcast Licence Agreements** (if applicable)
 - 6. **Broadcaster Financing Agreement** confirming the applicable minimum cash financing of the Digital Media Component's Eligible Costs.
 - 7. **Broadcaster Agreement Form** (Digital Media Component) completed and signed
 - 8. **Development financing Agreements** (if not developed with CMF assistance)
- FINANCING INFORMATION**
- 9. **Fully executed financing and distribution agreements** for all committed sources. NOTE: If you are applying for funding through the Convergent Digital Media Incentive, the Digital Media Component must be 100% fully financed at application (including any other CMF financing as well as the Convergent Digital Media Incentive request).
 - 10. **Description of interim financing** (including lender name, conditions and amount of loan required) including commitment letter from lender, if available.
 - 11. **Details of financial participation of other financiers**, including foreign financing (if available)
 - 12. **Detailed calculation page(s) for Provincial Tax Credits**, if applicable.
 - 13. **Distribution plan or exploitation plan for the Digital Media Component** (as referenced in Section 3.2 DM 5 of the Guidelines of the applicable Program). (If available, also enclose an International distribution or exploitation plan for the Digital Media Component.)
 - 14. **Business model and/or revenue model** for the Digital Media Component
- PRODUCTION & BUDGET INFORMATION**
- 15. **Signed and dated Digital Media Budget** showing breakdown of all anticipated costs. When completing the budget, please clearly identify all Non-Canadian Costs (specify all amounts paid to Non-Canadian companies or individuals).
 - 16. **Projected cash flow**



B1. Funded Digital Media Component – 6. Document Checklist (continued)

Enclosed

- 17. Related Party Transactions Form**
- 18. Standard insurance certificates** for the Digital Media Component, if available
- UNDERLYING RIGHTS INFORMATION** *Clean and complete chain of title for the Digital Media Component including:*
- 19. Written summary of the Digital Media Component's complete development history** (conception to application)
- 20. All Rights Documentation**, including but not limited to: transfer of rights agreements, writer's and director's agreements, option/purchase agreements, publisher's releases, quit claims, assignment consents and all other agreements or documents demonstrating that the Digital Media Component Applicant(s) holds the requisite rights to the concept and underlying creative material necessary to produce, distribute and exploit the Digital Media Component in the target markets
- 21. Co-production and/or joint venture agreement(s)**, if applicable
- 22.** For International Co-productions: Provide **information regarding the co-production split** between Canada and the co-producing country

KEY CREATIVE PERSONNEL

- 23. Resumes of all key creative personnel**, indicating citizenship & Aboriginal Nation for self-declared aboriginal person

APPLICANT INFORMATION

- CORPORATE INFORMATION** *(If the corporate information remains unchanged since the last application, please select the On File check box.)* 
- 24. Complete incorporation documents** for all Digital Media Applicants, Digital Media Co-Applicants and Parent Companies, as applicable
- 25. List of directors and shareholders** including nationality and ownership share for all Digital Media Applicants, Digital Media Co-Applicants and Parent companies, as applicable
- 26. Corporate profile** (including company mandate) for all Digital Media Component Applicants, Digital Media Component Co-Applicants and Parent Companies, as applicable
- 27. Shareholder's or partner's agreement** (if applicable).
- 28. Corporate secretary's certificate** naming the officers and indicating their signing authority
- 29. Corporate financial statements** for the past three years must be provided for all Digital Media Component applicants, Digital Media Component Co-Applicants and Parent Companies. Notwithstanding the below requirements, the CMF reserves its rights to request from the Digital Media Component Applicant(s), at any time and at the CMF's absolute discretion, consolidated and audited annual financial statements.
- Consolidated and audited annual financial statements, if consolidated annual gross revenue of the Digital Media Component Applicant and its Related Parties is equal to or greater than \$10 million; **OR**
 - Consolidated annual financial statements, together with a review engagement report if consolidated annual gross revenue of Digital Media Component Applicant and its Related Parties is equal to or greater than \$5 million but less than \$10 million; **OR**
 - Non-consolidated annual financial statements, together with a notice to readers if consolidated annual gross revenue of the Digital Media Component Applicant and its Related Parties is less than \$5 million

B1. Funded Digital Media Component – 6. Document Checklist (continued)

IMPORTANT: This Document Checklist applies to the following selective CMF Programs: **Aboriginal Program, Diverse Languages Program, English POV Program and Francophone Minority Program.** (For the CMF Performance Envelope Program and the Convergent Digital Media Incentive, please refer to the Document Checklist on pages 18-19).

Enclosed



1. **Digital Media Component Application Form.** Completed and signed



CREATIVE INFORMATION

2. **Digital Media Component Synopsis.** Detailing the themes, subject matter and setting of the storyline
3. **Viewer/User Experience Description.** Complete description of the Digital Media Component explaining how the Digital Media Component and the Television Component are associated with each other and enhance the viewer/user's experience of each other
4. **Describe the design and the technology** to be used in the production and implementation of the Digital Media Component.

FOR DIVERSE LANGUAGES PROGRAM ONLY:

5. **Describe the Ethnic Cultural Content** and how it is specifically directed to and how it will serve that ethnic community.

BROADCASTER INFORMATION

6. **Broadcast Licence Agreements** (if applicable)
7. **Broadcaster Financing Agreement** confirming the applicable minimum cash financing of the Digital Media Component's Eligible Costs.
8. **Broadcaster Agreement Form** (Digital Media Component) completed and signed
9. **Development financing Agreements** (if not developed with CMF assistance)

Note for English POV Program: #s 7 and 8 do not need to be supplied at application and may be provided when available but not later than December 5, 2011.

FINANCING INFORMATION

10. **Detailed calculation page(s) for Provincial Tax Credits**, if applicable.
11. **Fully executed financing and distribution agreements** for all committed sources.
12. **Details of financial participation of other financiers**, including foreign financing (if available).
13. **Distribution plan or exploitation plan for the Digital Media Component** (as referenced in Section 3.2 DM 5 of the Guidelines of the applicable Program). (If available, also enclose an International distribution or exploitation plan for the Digital Media Component.)
14. **Business model and/or revenue model** for the Digital Media Component.

PRODUCTION & BUDGET INFORMATION



15. **Signed and dated Digital Media Budget** showing breakdown of all anticipated costs. When completing the budget, please clearly identify all Non-Canadian Costs (specify all amounts paid to Non-Canadian companies or individuals).
16. **Related Party Transactions Form.**
- FOR ENGLISH POV PROGRAM ONLY:
17. **Marketing & Promotion Plan for the Digital Media Component**, including the intended market audience plan. (If available, please also enclose an international marketing plan for the Digital Media Component.)

UNDERLYING RIGHTS INFORMATION Clean and complete chain of title for the Digital Media Component including:

18. **Written summary of the Digital Media Component's complete development history** (conception to application).
19. **All Rights Documentation**, including but not limited to: transfer of rights agreements, writer's and director's agreements, option/purchase agreements, publisher's releases, quit claims, assignment consents and all other agreements or documents demonstrating that the Digital Media Component Applicant(s) holds the requisite rights to the concept and underlying creative material necessary to produce, distribute and exploit the Digital Media Component in the target markets.
20. **Co-production and/or joint venture agreement(s)**, if applicable.
21. For International Co-productions: Provide **information regarding the co-production split** between Canada and the co-producing country.

B1. Funded Digital Media Component – 6. Document Checklist (continued)

Enclosed

KEY CREATIVE PERSONNEL

22. Resumes of all key creative personnel, indicating citizenship & Aboriginal Nation for self-declared aboriginal person.

APPLICANT INFORMATION



CORPORATE INFORMATION *(If the corporate information remains unchanged since the last application, please select the On File check box.)*

On
File

Encl.

23. Complete incorporation documents for all Digital Media Applicants, Digital Media Co-Applicants and Parent Companies, as applicable.
24. List of directors and shareholders including nationality and ownership share for all Digital Media Applicants, Digital Media Co-Applicants and Parent companies, as applicable.

N.B.: The following below listed documents are not required at the application stage. However, during the analysis of the Digital Media Component, the Applicant may be asked to provide the CMF with some or all of these documents.

Furthermore, in the event that the Digital Media Component is approved for CMF funding, please be aware that the Applicant will be required to submit additional documents (including but not limited to) the full list of documents listed below in order to proceed to the contracting stage.

1. FINANCING INFORMATION

- a. Projected cash flow.
- b. Description of interim financing (including lender name, conditions and amount of loan required) including commitment letter from lender, if available.
- c. Standard insurance certificates for the Digital Media Component, if available

2. APPLICANT INFORMATION

Corporate financial statements for the past three years must be provided for all Digital Media Component applicants, Digital Media Component Co-Applicants and Parent Companies. Notwithstanding the below requirements, the CMF reserves its rights to request from the Digital Media Component Applicant(s), at any time and at the CMF's absolute discretion, consolidated and audited annual financial statements.

- Consolidated and audited annual financial statements, if consolidated annual gross revenue of the Digital Media Component Applicant and its Related Parties is equal to or greater than \$10 million; OR
 - Consolidated annual financial statements, together with a review engagement report if consolidated annual gross revenue of Digital Media Component Applicant and its Related Parties is equal to or greater than \$5 million but less than \$10 million; OR
 - Non-consolidated annual financial statements, together with a notice to readers if consolidated annual gross revenue of the Digital media Component Applicant and its Related Parties is less than \$5 million
3. Corporate profile (including company mandate) for all Digital Media Component Applicants, Digital Media Component Co-Applicants and Parent Companies, as applicable.
 4. Shareholder's or partner's agreement (if applicable).
 5. Corporate secretary's certificate naming the officers and indicating their signing authority.

B1. Funded Digital Media Component – 7. Applicant Declaration

The undersigned authorized representative(s) of the Digital Media Component Applicant and Digital Media Component Co-Applicant (if applicable) hereby:

- acknowledge(s) that this Application Form is comprised of two sections: Section A. Television Component Application and Section B1. Funded Digital Media Component Application;
- acknowledge(s) that Telefilm Canada is the CMF's authorized administrator for all funding applications and that Telefilm Canada is subject to the Access to Information Act, and accordingly, any authorization granted to CMF herein shall also be granted to Telefilm Canada as CMF's authorized administrator;
- authorize(s) the CMF to discuss and disclose any and all information and documentation which relates in any way to the funding application, the Digital Media Component, any previously completed Digital Media Component, the agreement to be executed with the CMF, the Digital Media Component Applicant(s) and any Digital Media Component Co-Applicant (s) and any company which is related (within the meaning of Chapter 3840 of the Canadian Institute of Chartered Accountants Handbook) to the Digital Media Component Applicant or any Digital Media Component Co-Applicant, with one another and with every entity connected (in the CMF's opinion) with the funding application, the Digital Media Component, any previously completed Digital Media Component, the Digital Media Component Applicant(s) or any Digital Media Component Co-Applicant(s) and any company which is related (within the meaning of Chapter 3840 of the Canadian Institute of Chartered Accountants Handbook) including, but not limited to the broadcaster(s), auditor(s), legal counsel, actual or proposed financier(s) and interim financier(s), CAVCO, CRTC, the Department of Canadian Heritage and other governmental entities (collectively, the "Entities"). The Digital Media Component Applicant(s) and Digital Media Component Co-Applicant(s) further authorize the Entities to discuss and disclose to the CMF any information related to the foregoing;
- acknowledges that the materials submitted in connection with the application may be reproduced and distributed to an external party as part of the project assessment in the selective evaluation process under the Aboriginal Program, Francophone Minority Program, English POV Program and Diverse Languages Program;
- authorizes the CMF to disclose on their websites any and all information pertaining to the application and/or the Digital Media Component;
- agrees to notify the CMF immediately if and when any changes occur to any of the submitted documents or information and shall provide written details of same;
- authorize(s) the CMF or their authorized representative(s) to perform audits of the production of the Digital Media Component;
- agree(s) that neither Telefilm Canada nor the CMF will act as a depository or be responsible in any way for the holding or return of any material submitted at any time in connection with the application or Digital Media Component and such material may be destroyed at any time;
- declares that the Digital Media Component Applicant(s) and Digital Media Component Co-Applicant (s) has/(have) not entered into any oral or written agreement or side deal that conflicts with any of the provisions of this application form, the CMF 2011-2012 Guidelines of the applicable Program and applicable CMF Business Policies;
- declares that the information provided herein and in any attached documentation is accurate and complete, and that the Digital Media Component complies and will continue to comply with the CMF 2011-2012 Guidelines of the applicable Program and applicable CMF Business Policies;
- has/have made and shall make without delay full disclosure to the CMF of any dispute, and actual or potential litigation in connection with the Digital Media Component;
- declares that all persons specified as being Canadian in the application and all accompanying documentation, are Canadians, in accordance with the Investment Canada Act, the Immigration and Refugee Protection Act or the Citizenship Act;
- acknowledge(s) that the CMF has full discretion in administering its Programs and in the application of its guidelines to ensure that its funding is provided to those Programs that meet its mandate. The Digital Media Component Applicant(s) further acknowledge(s) that in all questions of interpretation of the CMF 2011-2012 Guidelines of the applicable Program or of the mandate and the objectives of the CMF, the CMF's interpretation shall prevail.

The undersigned hereby solemnly declares and warrants that the information and documents submitted for this application are accurate, true and complete, and makes this solemn declaration knowing that it is of the same force and effect as if made under oath. This document must be signed by the Digital Media Component Applicant and all Digital Media Component Co-Applicants.

B1. Funded Digital Media Component – 7. Applicant Declaration (continued)

DIGITAL MEDIA COMPONENT APPLICANT



Signature: _____
I am duly authorized

Signature: _____
I am duly authorized

Name: _____
(please print)

Name: _____
(please print)

Title: _____

Title: _____

Date: _____
(yyyy-mm-dd)

Date: _____
(yyyy-mm-dd)

DIGITAL MEDIA COMPONENT CO-APPLICANT

Signature: _____
I am duly authorized

Signature: _____
I am duly authorized

Name: _____
(please print)

Name: _____
(please print)

Title: _____

Title: _____

Date: _____
(yyyy-mm-dd)

Date: _____
(yyyy-mm-dd)

B2. Non-Funded Digital Media Component – 1. Project Information



Title of Digital Media Component ("Digital Media Component"): _____

Previous Title (if any): _____

Producer Production Company(ies): _____

ISAN (Root Number): _____

Title of Related Television Component ("Television Component"): _____

CANADA MEDIA FUND ("CMF") APPLICATION PROGRAM(S)



- Performance Envelope Program
 Francophone Minority Program
 English POV Program
 Aboriginal Program
 Diverse Languages Program

DIGITAL MEDIA COMPONENT CMF/CTF HISTORY:

Has the Digital Media Component been previously submitted to the CMF/CTF?

- Not previously submitted
 Development: File #: _____ Received: _____
 Pre-Application Consultation
 Production: File #: _____ Received: _____

DIGITAL MEDIA COMPONENT CONTENT INFORMATION

- New Digital Media Component
 Pre-existing Digital Media Component with new content modifications
 Pre-existing Digital Media Component with no new content modifications

DIGITAL MEDIA COMPONENT PROJECT TYPE (SELECT ONE):

Interactive Content Application Software Game Other (specify): _____

DIGITAL MEDIA COMPONENT PROJECT CATEGORY (SELECT ONE):

Interactive Web series or narrative Software as a service Web portal
 Social networking AAA game Multiplayer online game
 Casual game Desktop software Other (specify): _____

DIGITAL MEDIA COMPONENT DISTRIBUTION PLATFORM (SELECT ALL THAT APPLY):

- Web PC Smartphone
 Tablet Console Handheld console
 Terminal/Kiosk Interactive TV (ITV) Other (specify): _____

Digital Media Component Website Address/URL (if available): _____

Host Company (if available): _____

Synopsis (concise summary of the content, 150 words or less):

Logline (140 characters or less):

B2. Non-Funded Digital Media Component – 2. Producer Information



PRODUCER

Legal name of Digital Media Component Producer: _____

("Digital Media Component Producer")

On behalf of a company to be incorporated

Digital Media Component Producer is a Canadian:

For-profit Production Company

Broadcaster-affiliated Production Company

Broadcaster (In-house Production)

Address: _____ City: _____ Province: _____

Postal Code: _____ Phone: _____ Fax: _____ Email: _____

Web: _____ GST/HST Reg #: _____ QST Reg. # (QC only): _____

Legal name of Digital Media Component

Parent Company(ies): (as applicable) _____

Address: _____ City: _____ Province: _____

Postal Code: _____ Phone: _____ Fax: _____ Web: _____

Legal name of Digital Media Component

Ultimate Parent Company(ies): (as applicable) _____

Address: _____ City: _____ Province: _____

Postal Code: _____ Phone: _____ Fax: _____ Web: _____

CO-PRODUCER (IF APPLICABLE)

Legal name of Digital Media Component Co-Producer: _____

("Digital Media Component Co-Producer")

On behalf of a company to be incorporated

Digital Media Component Co-Producer is a Canadian:

For-profit Production Company

Broadcaster-affiliated Production Company

Broadcaster (In-house Production)

Address: _____ City: _____ Province: _____

Postal Code: _____ Phone: _____ Fax: _____ Email: _____

Web: _____ GST/HST Reg #: _____ QST Reg. # (QC only): _____

Legal name of Digital Media Component

Parent Company(ies): (as applicable) _____

Address: _____ City: _____ Province: _____

Postal Code: _____ Phone: _____ Fax: _____ Web: _____

Legal name of Digital Media Component

Ultimate Parent Company(ies): (as applicable) _____

Address: _____ City: _____ Province: _____

Postal Code: _____ Phone: _____ Fax: _____ Web: _____

KEY CONTACT INFORMATION

Name

Email

Telephone

Corporate Contact: _____

Administrative Contact for File: _____

Publicity Contact: _____

B2. Non-Funded Digital Media Component – 3. Financing Plan Information

DIGITAL MEDIA FINANCING

Amount

Total Budget: _____

Non-Canadian Costs: _____

INTERNATIONAL CO-PRODUCTION

Amount

% Percent

No Yes

Total Canadian Budget: _____

Total Foreign Budget: _____

B2. Non-Funded Digital Media Component – 4. Delivery Date

Delivery Date (yyyy-mm-dd): _____

Location (City, Country): _____

B2. Non-Funded Digital Media Component – 5. Document Checklist

Enclosed

PROJECT INFORMATION

- 1. **Non-Funded Digital Media Component Application** Form. Completed and signed.



CREATIVE MATERIALS

- 2. **Digital Media Component Synopsis.** Detailing the themes, subject matter and setting of the storyline.
- 3. **Viewer/User Experience Description.** Complete description of the Digital Media Component explaining how the Television Component and the Digital Media Component are associated with each other and enhance the viewer/user's experience of each other.
- 4. **Describe the design and the technology** to be used in the production and implementation of the Digital Media Component.
- 5. **Ethnic Cultural Content Description.** (for Diverse Languages Applications only) Description of how the Digital Media Component is specifically directed to that ethnic community and how the content will serve that community.

DEVELOPMENT HISTORY

- 6. **Written summary of the Digital Media Component's complete development history** (conception to application).

CORPORATE INFORMATION AND BUDGET AND UNDERLYING RIGHTS INFORMATION

- 7. **CMF Affidavit for Non-Funded Digital Media Components** (fully-completed, signed and notarized).

B2. Non-Funded Digital Media Component – 6. Producer Declaration

The undersigned authorized representative(s) of the Digital Media Component Producer and Digital Media Component Co-Producer (if applicable) hereby:

- acknowledge(s) that this Application Form is comprised of two sections: Section A. Television Component Application and Section B2. Non-Funded Digital Media Component Application;
- acknowledge(s) that Telefilm Canada is the CMF's authorized administrator for all funding applications and that Telefilm Canada is subject to the Access to Information Act, and accordingly, any authorization granted to CMF herein shall also be granted to Telefilm Canada as CMF's authorized administrator;
- authorize(s) the CMF to discuss and disclose any and all information and documentation which relates in any way to the application, the Digital Media Component, any previously completed Digital Media Component, the Digital Media Component Producer(s) and any Digital Media Component Co-Producer(s) and any company which is related (within the meaning of Chapter 3840 of the Canadian Institute of Chartered Accountants Handbook) to the Digital Media Component Producer or any Digital Media Component Co-Producer, with one another and with every entity connected (in the CMF's opinion) with the application, the Digital Media Component, any previously completed Digital Media Component, the Digital Media Component Producer(s) or any Digital Media Component Co-Producer(s) and any company which is related (within the meaning of Chapter 3840 of the Canadian Institute of Chartered Accountants Handbook) including, but not limited to the broadcaster(s), auditor(s), legal counsel, actual or proposed financier(s) and interim financier(s), CAVCO, CRTC, the Department of Canadian Heritage and other governmental entities (collectively, the "Entities"). The Digital Media Component Producer(s) and Digital Media Component Co-Producer(s) further authorize the Entities to discuss and disclose to the CMF any information related to the foregoing;
- acknowledges that the materials submitted in connection with the application may be reproduced and distributed to an external party as part of the project assessment in the selective evaluation process under the Aboriginal Program, Francophone Minority Program, English POV Program and Diverse Languages Program;
- authorizes the CMF to disclose on their websites any and all information pertaining to the application and/or the Digital Media Component;
- agrees to notify the CMF immediately if and when any changes occur to any of the submitted documents or information and shall provide written details of same;
- agree(s) that neither Telefilm Canada nor the CMF will act as a depository or be responsible in any way for the holding or return of any material submitted at any time in connection with the application or Digital Media Component and such material may be destroyed at any time;
- declares that the Digital Media Component Producer(s) and Digital Media Component Co-Producer(s) has/(have) not entered into any oral or written agreement or side deal that conflicts with any of the provisions of this application form, the CMF 2011-2012 Guidelines of the applicable Program and applicable CMF Business Policies;
- declares that the information provided herein and in any attached documentation is accurate and complete, and that the Digital Media Component complies and will continue to comply with the CMF 2011-2012 Guidelines of the applicable Program and applicable CMF Business Policies;
- has/have made and shall make without delay full disclosure to the CMF of any dispute, and actual or potential litigation in connection with the Digital Media Component;
- declares that all persons specified as being Canadian in the application and all accompanying documentation, are Canadians, in accordance with the Investment Canada Act, the Immigration and Refugee Protection Act or the Citizenship Act;
- acknowledge(s) that the CMF has full discretion in administering its Programs and in the application of its guidelines to ensure that its funding is provided to those Programs that meet its mandate. The Digital Media Component Producer(s) and Digital Media Component Co-Producer(s) further acknowledge(s) that in all questions of interpretation of the CMF 2011-2012 Guidelines of the applicable Program or of the mandate and the objectives of the CMF, the CMF's interpretation shall prevail.

The undersigned hereby solemnly declares and warrants that the information and documents submitted for this application are accurate, true and complete, and makes this solemn declaration knowing that it is of the same force and effect as if made under oath. This document must be signed by the Digital Media Component Producer and all Digital Media Component Co-Producers.

B2. Non-Funded Digital Media Component – 6. Producer Declaration (continued)

DIGITAL MEDIA COMPONENT PRODUCER



Signature: _____
I am duly authorized

Signature: _____
I am duly authorized

Name: _____
(please print)

Name: _____
(please print)

Title: _____

Title: _____

Date: _____
(yyyy-mm-dd)

Date: _____
(yyyy-mm-dd)

DIGITAL MEDIA COMPONENT CO-PRODUCER

Signature: _____
I am duly authorized

Signature: _____
I am duly authorized

Name: _____
(please print)

Name: _____
(please print)

Title: _____

Title: _____

Date: _____
(yyyy-mm-dd)

Date: _____
(yyyy-mm-dd)