

List of Required Documents 2018

Canada-Colombia Co-Development Incentive for Web Series and Other Digital Media Projects

The Canada Media Fund (CMF) accepts applications exclusively through an online platform. Go to the Apply page on Telefilm Canada's website to log in to your account or to create an account on the platform.

Fill out the application form online.

Submit each document listed below, individually, according to the nomenclature indicated on the last page of this list. Do not submit documents in a .zip or .rar file or via a document sharing site (e. g. dropbox). Ensure that each document does not exceed a maximum file size of 20 MB.

Videos should be submitted via hyperlinks leading to a video sharing website (e.g. vimeo).

Required Documents

Applications must include the following Administrative information:

- 1) **Joint Signature Form**, signed by both parties.
- 2) **Colombian company resume**, including a list of projects produced by the company.
- 3) **Canadian company resume**, including a list of projects produced by the company.
- 4) **The deal memo or the co-development agreement**. Please provide information regarding the co-development split between the two countries in the co-development agreement (if available).
- 5) **Contracts proving the acquisition of necessary rights** (e.g. option contracts, script writer's contracts, etc.) including complete chain of title demonstrating proof of rights ownership.
- 6) **Calendar on project development stages**, development schedule, including start and end dates and all locations (by city, country).
- 7) **Development Budget**, showing breakdown of all anticipated per country costs. The Excel Budget is available on the CMF website.
- 8) **Development Financing Plan**, including all sources of financing, separated by Canadian and Colombian development financial structures. Please indicate which sources of financing are confirmed. Total budget amounts must equal total financial structure amounts.
- 9) **Preliminary estimate of the production budget with potential sources of funding**.

Applications must include the following Creative information:

10) CV of screen writer(s).

11) CV of the director, if already attached to the project, and Vimeo or YouTube and links with selection of audiovisual work previously done by the director.

12) Script writer's notes (mandatory).

13) Director's notes (if applicable).

14) Producer's notes (must include the target audience of the project).

15) Brief project summary (maximum 1 page).

16) Treatment (maximum of 20 pages).

17) List of deliverables: material that will be submitted by the applicants to the CMF and Proimágenes during the development process:

- Creative Deliverables: including but not limited to: script, creative material, storyboard, character design, etc.

- * Final deliverable: As a result of the development process the applicants should produce a Minimum Viable Product (MVP) which specifications may vary according to the content's nature and the jury's recommendations. The MVP may include a short demo, teaser, prototype among others and should reflect the story's narrative geometry, the technology involved, the platforms used, marketing strategy, audiences, etc.

The Parties reserve the right to require other documentation from applicants for the completion of the assessment of the project.

* Please note that the final deliverables will be required by December 7th, 2018 and not during the application process.

Required Documents Nomenclature

Upload each required document according to the following nomenclature

Required Documents

List of Required Documents

Document	Website URL 	Description	Type
<input type="text"/> <input type="button" value="UPLOAD"/> 	<input type="text"/>	<input type="text"/>	<input type="text" value="--Select--"/> ×

Required Documents (per Checklist)	Description (document name to be entered)	Type (to be selected from dropdown menu)
1. Joint Signature Form	Joint Signature Form	Application & certification forms
2. Colombian company resume	Corporate profile_ Company name	Corporate profile
3. Canadian company resume	Corporate profile_ Company name	Corporate profile
4. The deal memo or the co-development agreement	Codevelopment agreement_ Parties names	Chain of title & development history
5. Contracts proving the acquisition of necessary rights	Chain of title_ Option agreement Chain of title_ Transfer of rights _Parties names	Chain of title & development history
6. Calendar	Calendar	Calendar
7. Development Budget	Development Budget	Budget
8. Development Financing Plan	Financing Plan	Financing Agreement
9. Preliminary estimate of the production Budget	Production Budget	Budget
10. CV of screen writer(s)	CV_ Individual's full name	CV/Resume
11. CV of the director	CV_ Individual's full name	CV/Resume
12. Script writer's notes	Creative material_ Script	Outline/Proposal/Treatment/Synopsis
13. Director's notes	Creative material_ Director's notes	Outline/Proposal/Treatment/Synopsis
14. Producer's notes	Creative material_ Producer's notes	Outline/Proposal/Treatment/Synopsis
15. Brief project summary	Brief project summary	Outline/Proposal/Treatment/Synopsis
16. Treatment	Treatment	Outline/Proposal/Treatment/Synopsis
17. Creative deliverables <ul style="list-style-type: none"> • Script • Creative material • Storyboard • Character design • Etc. 	Creative deliverables_ Please name according to document type	Outline/Proposal/Treatment/Synopsis