

Document Checklist – Digital Media Component

The present list includes A and B :

A. FOR ALL PROGRAMS

B. FOR PERFORMANCE ENVELOPE PROGRAM ONLY

At the end of this document, please find the Uploading and Naming Documents Process for the new platform.

Do not submit a document as a compressed file (e.g. zip or rar) 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 video-sharing websites (e.g. vimeo). Hyperlinks should remain live for at least 4 months.

A. FOR ALL PROGRAMS

Included

BROADCASTER INFORMATION

- 1. **Broadcaster Financing Agreement(s)** confirming the applicable minimum cash financing of the Digital Media Component's Eligible Costs.
- 2. **Broadcaster Agreement Form(s)** (for Digital Media Components) completed and signed.

****The preceding elements are not required for In-house Productions****

For English POV Program:

A.1 and A.2 are not required the time of application, but must be submitted by **December 5, 2017**.

For In-house Productions only:

- 3. **A completed and signed Broadcaster Declaration Form** (for Digital Media Components).

FINANCING INFORMATION

- 4. **Fully executed financing and distribution agreements** for all committed sources, including any sources of foreign financing, if applicable.

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).

- 5. **Marketing & Promotion Plan for the Digital Media Component**, including the intended market audience plan. If available, enclose an international marketing plan for the Digital Media Component.

The following element is not required for In-house Productions:

- 6. **Detailed calculation page(s) for Federal and Provincial Tax Credits**, if applicable.

PRODUCTION AND BUDGET INFORMATION

- 7. **A Digital Media Budget (in standard CMF format) signed and dated** showing a breakdown of all anticipated costs. When completing the budget, please clearly identify any non-Canadian Costs (specify all amounts paid to non-Canadian companies or individuals).

CREATIVE INFORMATION

FOR ALL PROGRAMS :

- 8. **Digital Media Component Synopsis**. Summary of the project, detailing the themes and subject matter.
- 9. **Description of the Design and technology** to be used in the production and implementation of the DM Component.

A. FOR ALL PROGRAMS (continued)

included

FOR THE CONVERGENT DIGITAL MEDIA INCENTIVE ONLY:

- 10. **Detailed treatment and/or creative rundown** of the Digital Media Component. Describe the presence of any marquee elements such as well-known actors, narrators or hosts, if applicable.
- 11. **Director's Statement of Intent** including a description of the compatibility and cohesion with the TV Component in terms of content. Describe how the Digital Media Component will augment the television viewer's engagement towards – and expand their experience beyond-the TV Component.

UNDERLYING RIGHTS INFORMATION

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

- 12. **Written summary of the Digital Media Component's complete development history** (conception to application).
- 13. **All Rights Documentation**, including but not limited to: transfer of rights 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. Please note that if there is a legal opinion that exists regarding the chain of title which confirms, to the satisfaction of the CMF, that the Applicant owns all the rights for production and exploitation of the Digital Media Component then the legal opinion may be submitted in place of these separate documents.
- 14. **Signed writer(s), director(s) agreements and the DM Service Agreement** (if applicable) that are currently available.
- 15. **Co-production and/or joint venture agreement(s)**, if applicable. For International Co-productions: provide information regarding the co-production split between Canada and the co-producing country.

KEY CREATIVE PERSONNEL

- 16. **C.V. of all key creative personnel** with complete histories of work, education, certifications, awards and nominations to date, indicating citizenship & Aboriginal Nation for self-declared Aboriginal persons.

FOR THE CONVERGENT DIGITAL MEDIA INCENTIVE ONLY:

- 17. **Awards and Festivals Summary Form.**

APPLICANT INFORMATION

*****Only required if there have been changes to the corporate information since the last application*****

The two preceding elements are not required for In-house Productions:

- 18. **Complete incorporation documents** (Articles of Incorporation and By-laws) for all Digital Media Component Applicants, Television Component Co-Applicants and Parent Companies, as applicable.
- 19. **Signed and dated directors and shareholders form** (form available) including nationality and ownership share all Digital Media Component Applicants, Digital Media Component Co-Applicants and Parent companies, as applicable.

B. FOR PERFORMANCE ENVELOPE PROGRAM ONLY

Included

FINANCING INFORMATION

1. Description of planned interim financing.

PRODUCTION AND BUDGET INFORMATION

2. Projected cash flow.

APPLICANT INFORMATION

*****Only required if there have been changes to the corporate information since the last application*****



The following elements are not required for In-house Productions :

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.
6. **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.

Application Process – Uploading and Naming Documents on Dialogue

Required Documents

List of Required Documents

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

Required Documents (per Checklist)	Description (document name to be entered)	Type (to be selected from dropdown menu)
A. FOR ALL PROGRAMS		
A1. Broadcaster Financing Agreement(s)	Broadcaster agreement_ Broadcaster name	Broadcast or distribution agreement
A2. Broadcaster Agreement Form(s)	BAF_ Broadcaster name	Broadcast or distribution agreement
A3. Broadcaster Declaration Form (In-house Productions)	BDF in-house_ Broadcaster name	Broadcast or distribution agreement
A4. Fully executed financing and distribution agreements	Financing agreement_ Source name	Financing agreement
A5. Marketing & Promotion Plan for the Digital Media Component	Distribution Strategy	Marketing Plan
A6. Detailed calculation page(s) for Federal and Provincial Tax Credits	Tax credit_ Federal Tax credit_ Provincial	Tax credits
A7. Signed and dated Digital Media Budget	Budget_ Date	Budget
A8. Digital Media Component Synopsis	Creative material_ Description	Outline/Proposal/Treatment/Synopsis
A9. Description of the Design and technology	Creative material_ Design and Technology	Outline/Proposal/Treatment/Synopsis
A10. Detailed treatment and/or creative rundown	Creative material_ Treatment Creative material_ Creative rundown	Outline/Proposal/Treatment/Synopsis
A11. Director's Statement of Intent	Creative material_ Director's Vision	Outline/Proposal/Treatment/Synopsis
A12. Written summary of the Digital Media Component's complete development history	Chain of title_ Development history	Chain of title & development history
A13. All Rights Documentation	Chain of title_ Option agreement Chain of title_ Transfer of rights_Parties names	Chain of title & development history
A14. Signed writer(s) and director(s) agreements	Writer's agreement_ Writer's full name Director's agreement_ Director's full name	Chain of title & development history

A15. Coproduction and/or joint venture agreement(s)	Coproduction agreement_ Parties names	Chain of title & development history
A16. C.V. of all key creative personnel	CV_ Individual's full name	CV/Resume
A17. Awards and Festivals Summary Form	Awards and Festivals Form_ Individual's full name	CV/Resume
A18. Complete incorporation documents	Incorporation documents_ Company name	Incorporation documents
A19. Signed and dated directors and shareholders form	Directors and Shareholders form_ Company name	Shareholder's information
Required Documents (per Checklist)	Description (document name to be entered)	Type (to be selected from dropdown menu)
B. FOR ENVELOPE PERFORMANCE PROGRAMS ONLY		
B1. Description of planned interim financing	Interim financing	Loan agreement / Mortgage
B2. Projected cash flow	Cash Flow	Cash Flow
B3. Corporate profile	Corporate profile_ Company name	Corporate profile
B4. Shareholder's or partner's agreement	Shareholder's agreement	Shareholder's information
B5. Corporate secretary's certificate	Officers signing authority	Shareholder's information
B6. Corporate financial statements	Financial statements_ Company name and Year	Financial statements