



## LIST OF REQUIRED DOCUMENTS TO UPLOAD FOR 2019-2020



### WILDBRAIN-CMF KIDS & FAMILY DEVELOPMENT PROGRAM

#### Step 1

Please read the Program Guidelines available on the CMF's website. Make sure that you have also consulted the *List of Required Documents* for the correct program. The budget templates and the Directors and Shareholders Form are available on the CMF website.

#### Step 2

The Canada Media Fund (CMF) accepts applications exclusively through an online platform called Dialogue available <https://telefilm.ca/en/log-in>.

If you have a technical problem with your account or any other element of the platform, contact [services@telefilm.ca](mailto:services@telefilm.ca)

#### Step 3

Once in the Dialogue platform, go to the *Actions* menu and select the *Submit an Application* submenu. Choose the appropriate CMF program. See the Program Guidelines on the CMF website: <https://www.cmf-fmc.ca/> for the definition of activities.

A guide to help you complete the application form can be found in this document following the list of required documents. For the *Required Documents* section, pay attention to the *Helpful notes*. For the nomenclature, please follow the Description and Type provided to ensure proper analysis of your project.

For Programs with funds allocated on a selective basis, CMF Program Administrator Analysts will only evaluate documents submitted and will not contact you for more information or missing documents.

	<b>No compressed files (e.g. zip or rar)</b>	<b>No document sharing sites (e.g. Dropbox)</b>		<b>Maximum size of file: 20 MB</b>
--	--	---	--	--

Phone Contact for Coordination  
Offices 1-800-567-0890



Please note the Broadcaster Agreement Form (BAF) is now submitted electronically in Dialogue. Please refer to the the Téléfilm website for BAF User Guides

<b>DOCUMENT</b>		<b>HELPFUL NOTES</b>	<b>DESCRIPTION</b> document name to be entered	<b>TYPE FORMAT</b> to be selected from the dropdown menu in Dialogue
<b>BROADCASTER INFORMATION</b>				
	Development letter(s)/agreements from a Canadian broadcasters confirming financial participation	<b>A Dialogue BAF is required to confirm your Broadcaster Development Fee.</b>	Broadcaster dev letter_ <b>Broadcaster name</b>  Broadcaster dev agreement_ <b>Broadcaster name</b>	Broadcast or distribution agreement
<b>FINANCING INFORMATION</b>				
	All financing agreements from other committed sources	Evidencing the terms, conditions and value of the financial contributions with the status of each request  Fully executed deal memos and short-form agreements are acceptable at this stage	Financing agreement_ <b>Source name</b>	Financing agreement
<b>DEVELOPMENT BUDGET INFORMATION</b>				
	Signed and dated development project budget	In standard CMF format  If a demo expense is included in the budget, please provide a separate demo budget using the Development Budget Template	Budget_ <b>Date</b>  Budget demo_ <b>Date</b>	Budget

**CREATIVE INFORMATION**

	Synopsis	Detailing the themes, subject matter and setting of the storyline	Creative material_ <b>Synopsis</b> Creative material MN_ <b>Synopsis</b>	Outline/Proposal/Treatment/Synopsis
	Creative Material, as available	Script, bible treatment, outline, rundown.	Creative material_ <b>name of document</b>	Outline/Proposal/Treatment/Synopsis

**UNDERLYING RIGHTS INFORMATION**

	Clean and complete chain of title for the project, including: Written summary of the complete development history	Conception to application	Chain of title_ <b>Development history</b>	Chain of title & development history
--	--	---------------------------	--	--------------------------------------

All Rights Documentation	<p>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 project holds the requisite rights to the concept and underlying creative material necessary to develop, produce, distribute and exploit the Television Project for at least 24 months</p> <p>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 the development, production and exploitation of the Television project then the legal opinion may be submitted in place of these separate documents</p>	<p>Chain of title_<b>Option agreement</b></p> <p>Chain of title_Transfer of rights_<b>Parties names</b></p>	Chain of title & development history
Publisher's release	If applicable	Chain of title_ <b>Publisher's release</b>	Chain of title & development history
Signed Writer(s) and Director(s) agreements	<p>If available at application- Including any amendments and the payment schedule</p> <p>Deal memos are acceptable at this stage</p>	<p>Writer's agreement_<b>Writer's full name</b></p> <p>Director's agreement_<b>Director's full name</b></p>	Chain of title & development history

Co-production and/or joint venture agreement(s)	If applicable	Coproduction agreement_ <b>Parties names</b> Codevelopment agreement_ <b>Parties names</b>	Chain of title & development history
---	---------------	---	--------------------------------------

**KEY CREATIVE PERSONNEL**

C.V. for all Producers(s), Writer(s), and Director(s)	If known- with complete histories of work, education, certifications, awards and nomination to date, indicating citizenship, gender & Aboriginal Nation (for self- declared aboriginal person)	CV_ <b>Individual's full name</b>	CV/Resume
Signed letter of intent identifying Creative Costs paid to women, if applicable.	Creative Costs: See guidelines for exhaustive list	Letter of Intent_Women-led	CV/Resume

**CORPORATE INFORMATION- If not yet submitted or if changes have occurred since the last application**

Documents under this section to be submitted under Records/My Organizations; select company; select Manage Documents button on top right; click on Add and then Submit.

Complete incorporation documents	Articles of Incorporation and By- laws for all Television Applicants, Co- Applicants and Parent Companies, as applicable	Incorporation documents_ <b>Company name</b>	Incorporation documents
Corporate profile	(Including company mandate)for all Television Project/Applicants, Television Project Co- Applicants and Parent Companies, as applicable	Corporate profile_ <b>Company name</b>	Corporate profile

	Shareholder's or partner's agreement	If applicable	Shareholder's agreement	Shareholder's information
	Signed and dated directors and shareholders CMF form	Form available- including nationality and ownership share all Television Project Applicants, Television Project as applicable	Directors and Shareholders form_ <b>Company name</b>	Shareholder's information
	Corporate secretary's certificate	Naming the officers and indicating their signing authority	Officers signing authority	Shareholder's information
	<p>Corporate financial statements For the past three years must be provided for all Television Project Applicants, Television Project Co-Applicants and Parent Companies.</p> <p>Notwithstanding the below requirements, the CMF reserves its rights to request from the Television Project Applicant(s), at any time and at the CMF's absolute discretion, consolidated and audited annual financial statements</p>	<p>Consolidated and audited annual financial statements if consolidated annual gross revenue of the TV project Applicant and its Related Parties is equal to or greater than \$10 million; OR</p> <p>Consolidated annual financial statements, together with a review engagement report if consolidated annual gross revenue of the TV Project Applicant and its Related Parties is equal to or greater than \$5 million but less than \$10 million; OR</p> <p>Non-consolidated annual financial statements, together with a notice to readers if consolidated annual gross revenue of the TV Project Applicant and its Related Parties is less than \$5 million</p>	Financial statements_ <b>Company name and Year</b>	Financial statements

The CMF reserves the right to require other documentation from applicants for the completion of the assessment of the project.

**THE DIALOGUE APPLICATION FORM - A STEP BY STEP GUIDE TO  
 FILLING OUT EACH SECTION**

**IMPORTANT:**

- > To save and continue later, click **SAVE** at the bottom of the page
- > To retrieve a saved and not yet submitted application form, click on **Tasks** and then on **Complete Application | Compléter la demande** (the title of the application will not appear on this page)
- > If after clicking on submit, the page does not refresh and you do not receive a confirmation number- scroll up, a or many field(s) contain errors

**Applicant**

- Verify that the name and address of the Applicant are correct. If revisions are required, please contact the Telefilm Helpdesk [services@telefilm.ca](mailto:services@telefilm.ca) to request a modification.
- **Correspondence Language:** The selected language will be the language in which all communications will be made, including decision letter and financing agreement, as applicable.
- If the Applicant company for which you are entering a funding application is not yet incorporated, answer “yes” to that question.
- **Do the Applicant, the Co-Applicant and/or their parent company have a director or shareholder that is not a Canadian citizen or a director or shareholder that has been a permanent resident for more than 4 years?:** If there is a non-Canadian director or shareholder in the corporate structure of the Applicant\*, no matter the number or type of shares, please answer “yes” to that question. If the person is a permanent resident of Canada and not yet a Canadian citizen, answer “yes” as well. Please note that should the project receive a positive decision for CMF funding, further information regarding the corporate structure of the Applicant will be required in order to proceed to the contracting stage. Please refer to the *Program Guidelines* available on the CMF’s website, notably section 3.1 Eligible Applicants, for more information regarding Applicant eligibility requirements.

*\*The term Applicant includes all co-applicants, and/or all related, associated, affiliated or parent companies and/or individuals (as determined by the CMF at its sole discretion), as applicable.*

## Contacts

- Each field in this table must be completed in order to successfully submit the application

## Canadian Co-Applicant(s)

- If a Canadian Co-Applicant is not applicable to the funding application, no action is required.
- If Canadian Co-Applicant(s) is (are) applicable to the funding application, please click **+Add** and complete each text field with the information applicable to the Canadian Co-Applicant company(ies). To delete the line, if added by mistake, you may click on the X at the end of the line.

## International Coproduction

### Is this an international coproduction?

- Select "Yes" if the project is currently an international coproduction supported by a signed codevelopment or coproduction agreement, and complete the section by selecting the applicable treaty(ies) from the dropdown menu and click **+Add** to enter the coproducing company's name and country.

### If applying for development funding from a CMF international codevelopment incentive

- Select "Yes" and complete the section by selecting the applicable treaty(ies) from the dropdown menu and click **+Add** to enter the coproducing company's name and country.

### Intended to be a Treaty Co-Production?

- Select "Yes" if the project is intended to be an international coproduction (in Production).

## Previous Application(s)

### Has the Project previously been submitted to the CMF?

- If the project was previously submitted for CMF funding click "Yes" (enter Yes even if the previous application was refused or abandoned) and identify the most recent funding activity:

*Pre-development or Development or Production.*

- Previous Application(s) Number(s) is a required field. If you are unable to retrieve the previous application numbers, please do not hesitate to contact a member of the CMF Program Administrator | Telefilm Canada Coordination team.

## Project

*Each field in this section must be completed in order to successfully submit the application.*

- **Title:** Please provide the correct title (maximum 60 characters) for the CMF to use for publicity purposes, should the project receive funding. Please do not enter title in all CAPS unless the title should appear in capital letters in all CMF communications and publications (CMF contracts, news releases, annual reports).
  - > Title of the TV Component, followed by Roman numeral for the season number. *Ex: Monsters II.*
- **Cycle:** Enter the cycle number applicable to the application, for example: 2.  
*This is a required field, please enter 0 if a cycle number is not applicable.*
- **Original Language Market:** Select the language in which the project will be produced and delivered.
- **Number of Episodes:** Enter the total number of episodes in the series to be funded by the CMF with the application, for example 13.  
*These are required fields, please enter from 1 to 1 if the project is a Feature Film, Feature-Length Documentary, MOW, One-off or Pilot.*



- **From Episode Number:** For example: 14.
- **To Episode Number:** For example: 26.  
*These are required fields, please enter from 1 to 1 if the project is a Feature Film, Feature-Length Documentary, MOW, One-off or Pilot.*
- **Broadcast Length per Episode in Minutes:** Enter multiples of 30, unless the project consists of a series of short episodes (*please note:* episodes shorter than 30 minutes are not eligible for the *documentary* genre).
- **Total Length for Series in Minutes:** Enter the number of episodes x broadcast length per episode.  
*This is a required field, please enter the same as Broadcast Length per Episode in Minutes if the project is a Feature Film, Feature-Length Documentary, MOW, One-off or Pilot.*
- **Projected Start of Production:** Enter the anticipated start date for Principal Photography (not intended to reflect the start of production of a short non-broadcast demo in development).
- **Material to be Delivered for this Application:** Please list the creative material that will be delivered to the Broadcaster and the CMF through the development activity of this current funding application.
- **Synopsis:** Enter the synopsis of the TV Component that will be used by the CMF for promotional purposes. Kindly advise the CMF Program Administrator I Telefilm Canada if there are any changes required after the submission has been made.

#### Key Personnel

- Please enter one individual's name per line. If a same key position is filled by more than one individual – click **+Add** to add a line and enter each position separately.
- If the individual in a particular key position is not yet known, please enter TBD in the text field.

#### Broadcaster Agreement Form (BAF)

- Click **+Add** and select the approved BAF associated to the project.

The Broadcaster's Development fee and the Broadcaster's Development Envelope Program allocation will automatically appear in the CMF funding programs section and the financing structure below.

## CMF Financing Programs

▪ Click **+Add** and select the CMF program for which the current application is requesting funding. The CMF's Development Envelope Program will not appear since funding requests from this program are triggered by entering the approved BAF number in the **Broadcaster Agreement Form** section above.

**IMPORTANT NOTE:** combining funding from a program allocated on a first come first served basis with funding from another CMF development program is not allowed.

## Financial Structure

The total CMF amount requested will automatically appear in the first line of the financing structure.

Click **+Add**

- **Source:** Please type in the name of the financial participant.
- **Categories:**

<b>Broadcaster</b>	<b>a.</b> A Canadian programming undertaking, public or private, licensed to operate by the Canadian Radio-television and Telecommunications Commission (CRTC); <b>b.</b> An online service owned, controlled and operated by a Canadian licensed programming undertaking; <b>c.</b> An online service owned, controlled and operated by a Canadian broadcasting distribution undertaking ("BDU"), licensed to operate by the CRTC; <b>d.</b> CRTC-licensed VOD services.
<b>Federal Government</b>	This category includes all federal government funding, for example: funding from tax credits, the NFB, or the Canada Council for the Arts. Any Telefilm Canada funding is also included here.
<b>Provincial Governments</b>	This category includes provincial government funding, for example: tax credits, grants or investments from cultural agencies and ministry departments.
<b>Distributors</b>	This category includes pre-sales and distribution advances from Canadian distributors. Distribution companies that are unrelated to the Applicant company as well as those that are related distribution arms.
<b>Foreign</b>	This category includes financing from foreign entities of any type, including but not limited to broadcasters and distributors.
<b>Producers</b>	All production company participation is represented in this category (except for distribution advances from related distribution arms). This includes equity investment, deferrals, or services rendered in kind. The participants are not limited to the Applicant company and could be a related party, a supplier, or any creative personnel.
<b>Private Funds</b>	This category includes the independent television and digital media funds set up to fulfill CRTC requirements. Their participations include grants or equity investments. Other cultural agencies or charitable organizations are included in the Other category.
<b>Private Investors</b>	Equity investment from private third-parties is represented in this category.
<b>Other Canadian</b>	This category includes any type of Canadian-based financing that does not fit into the above-mentioned categories. Charitable foundations, universities, crowdfunding campaigns, and corporate sponsors are examples of these financiers.

- **Type:** If a contribution type is not in the list, it might be that it is an ineligible type of funding.

<b>Additional Advance</b>	<b>Do Not Use this contribution type for Convergent Production applications</b>
<b>Additional Licence Fee</b>	<b>Do Not Use this contribution type for Convergent Production applications</b>
<b>Advance</b>	Cash fees paid by a distributor in anticipation of sales of the project, to be recouped via revenues made through commercialization; excluded from profit participation.
<b>Contribution</b>	<b>Do Not Use this contribution type for Convergent Production applications</b>
<b>Deferral</b>	Fees from the production budget that are not paid to an individual or company until the project is in a recoupable position; excluded from profit participation.
<b>Development fee</b>	Cash fee paid by a Broadcaster to the CMF Applicant in support of development activities and contributing toward the CMF's Development Fee Threshold.
<b>Grant</b>	Cash contribution that is not repayable or recoupable.
<b>Investment</b>	Cash contribution recoupable via revenues made through commercialization; included in profit participation.
<b>Licence</b>	<b>Do Not Use this contribution type for Convergent Production applications</b>
<b>Minimum Guarantee</b>	<b>Do Not Use this contribution type for Convergent Production applications</b>
<b>Non-Broadcast Rights</b>	<b>Do Not Use this contribution type for Convergent Production applications</b>
<b>Other Rights</b>	<b>Do Not Use this contribution type for Convergent Development applications</b>
<b>Pending licence</b>	<b>Do Not Use this contribution type for Convergent Development applications</b>
<b>Services</b>	Contribution in the form of in-kind services; may be recoupable however excluded from profit participation.
<b>Sponsorship</b>	Financial contribution provided by a corporate entity in exchange for some form of recognition. <u>Please note:</u> while sponsorship may be acceptable in a project's financing structure, "sponsored productions" are not eligible to apply to the CMF.



The financial structure total must equal the total amount of the **Budget** summary below and of the Budget submitted as part of the Required Documents.

*If applying for development funding from a CMF international codevelopment incentive*

**In the case of an international coproduction** (as previously identified in the application form):

- The column **Country** will appear in the **Financial Structure**. Please enter on separate lines all the sources contributing to the Canadian portion of the financing/budget first, followed by all the sources contributing to the coproducing country(ies) portion the financing/budget. Each countries financing must total their respective portion of the budget.
- Only Canada and the coproduction country(ies) must be entered in the **Country** column. Sources originating for a country different than Canada and the coproducing country(ies)

must be contributing to the Canadian or coproducing country's financing and therefore must be identified as such in the **Country** column.

- Please first enter all sources contributing to the Canadian financing/budget (with Canada selected in the **Country** column), followed by all sources contributing to the coproducing country(ies) financing/budget.
  - The Canadian financial structure total must equal the total amount of the Canadian **Budget** summary in the section below and of the Canadian portion of the Budget submitted as part of the Required Documents.
- 
- **Confirmed:** The box in the **Confirmed** column should be checked if the source of funding and the amount entered in the financing structure is confirmed in writing and that the support documentation is being submitted as part of the Required Documents below. If a funding source and/or amount is still pending, please do not check the box in the **Confirmed** column.

### Budget

This budget summary section must be completed with the same subtotal amounts as indicated on the Budget submitted as part of the Required Documents below (the Budget template is available on the [CMF website](#)). Each field in this section must be completed in order to successfully submit the application. If there are no costs budgeted for a given category, please enter 0.

*If applying for development funding from a CMF international codevelopment incentive*  
*Coproducing country's total financing entered above*  
*must = Coproducing country's Budget summary total*  
*must = Coproducing country's "paper" budget total*

### Related Party Transactions

Click **+Add**

**A minimum of one line must be added, and each field in this section must be completed in order to successfully submit the application.**

### Required Documents

- Click on the link to see the [Required Documents list](#) applicable to the funding application.
- Click **+Add** to begin uploading a required document.
- Upload each required document separately.
- Please ensure that documents are created in familiar office software (Word, Excel, Adobe).  
***Documents submitted in a zip or rar file or via a document-sharing site like Dropbox are not accepted.***
- Each document cannot exceed the maximum allowable size of **20 MB**.

- Videos should be submitted via hyperlinks (leading to video-sharing websites), not uploaded as files. If a website URL is entered in the field identified for that purpose, please note that a document cannot also be uploaded on the same line.
- Click on Verify Link to make sure that it works. Please ensure that the provided hyperlinks are functional **for at least 4 months after the application date or deadline**, and make sure to provide required passwords in the Description field, if applicable.
- **Documents will not be accepted by mail**; everything including supporting material must be submitted online. New documents and updates cannot be submitted after the deadline.

**The system will not provide a warning if a required document is not submitted.**

- Once submitted, applicants will not receive an acknowledgement letter (complete and/or incomplete) from the CMF Program Administrator I Telefilm Canada. Applications will instead be assigned to Business Analysts upon receipt and missing information may be requested as needed.

**\*\* FOR PROGRAMS WITH A SELECTIVE DECISION PROCESS, Analysts will only evaluate documents submitted and will not contact you for more information or missing documents \*\***

*In order to be equitable to all Applicants submitting an application to a selective funding program, documents other than those required in the Required Documents Checklist or exceeding the allotted page counts will not be considered.*

## **SUBMIT**

- A confirmation that the application has successfully been submitted will appear. If you do not see the message confirming that the application was successfully submitted, this means that errors or incomplete fields remain (scroll up and look for the section in red). Correct the errors and incomplete fields and click **Submit** again.
- The application #, title, funding stream and status will be available for reference under **Records** and **My CMF Applications I Mes demandes FMC**
- For selective program: a decision letter will be sent via the portal approximately 8 to 10 weeks after the program deadline date. Applicants will also receive an email alerting them to verify the decision in the portal.