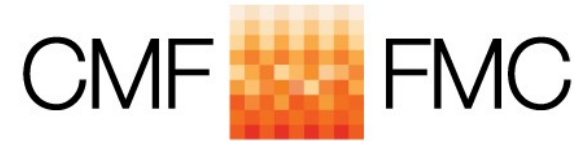




LIST OF REQUIRED DOCUMENTS 2019-2020

Experimental stream



CONCEPTUALIZATION 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. The applicant (or any related entities, companies under common control – see section 3.1 of the guidelines for more details) cannot have previously received any Experimental funding to be eligible to apply to this program.

Step 2

The Canada Media Fund (CMF) accepts applications exclusively through an online platform called Dialogue. Allow for at least two business days before the deadline date to create your account. For help with filling out your application to the Experimental Stream: **1-800-567-0890**

If you have a technical problem with your account or any other element of the platform, contact 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 program CMF Experimental Stream - Conceptualization. See the Program Guidelines on the CMF website: <https://www.cmf-fmc.ca/> for the definition of each of these 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.

	No compressed files (e.g. zip or rar)	No document sharing sites (e.g. Dropbox)		Maximum size of file: 20 MB
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REQUIRED DOCUMENT	HELPFUL NOTES	DESCRIPTION Name of file and description to input	TYPE to be selected from the dropdown menu in Dialogue
Team Description (max. 1 page)	Briefly describe the experience and achievements of the studio, the management, creative and technical staff. Make sure that the name and role of the individuals identified in the online application form and in the budget are identical.	Team Description	Cast and Key Personnel
Curriculum Vitae (max. 3 pages each)	Submit a curriculum vitae (not a bio) for each key staff member describing job history, training, certifications, and awards and nominations received.	<i>CV_Name of the individual</i>	CV/Filmography/Resume
Concept Description (max. 3 pages)	Provide a written proof of concept proposal indicating clearly what you wish to create and test with the requested funds. The proposal can explore design ideas, concept assumptions or new functionalities and is required to convincingly present how it will be significantly interactive or immersive and how it will be connected to the Canadian cultural sector.	Concept description	Outline/Proposal/Treatment/Synopsis
History (max. 1 page)	Indicate which entity or person will hold the rights to the project.	History	Chain of title & development history
Budget	You must use the 2019-2020 Conceptualization budget template, available on the CMF website.	<i>Budget_Date</i>	Budget

REQUIRED DOCUMENT	HELPFUL NOTES	DESCRIPTION	TYPE
Financing Commitment Letters or Agreements	For all sources of funding indicated in the financial structure, submit the corresponding commitment letters or agreements.	Commitment letter_ <i>Name</i> Financing agreement_ <i>Name</i>	Financing agreement
CORPORATE INFORMATION Documents under this section to be submitted under the Records menu, under My Organizations; select company; select Manage Documents button on top right; click on Add and then Submit.			
Certificate of Incorporation of the Applicant	"Applicant" means the company or corporation making the application. If you are applying on behalf of a company that is not yet incorporated, do not submit anything at this point.	Certificate of incorporation_ <i>Name of company</i>	Incorporation documents
Directors and Shareholders Form	You must use the template available on the CMF website. Submit a form for the applicant and, if applicable, your parent companies or any other shareholder that is a company. If you are applying on behalf of a company that is not yet incorporated, submit a list of the future directors and shareholders.	Directors and shareholders form_ <i>Name of company</i>	Shareholder's information

*Please be aware that in the event that the project is approved for CMF funding, additional documents may be required in order to proceed to the contracting phase.

APPLICATION FORM

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).

COMPLETE APPLICATION

Summary

Program:

Make sure you have chosen the appropriate program CMF – Experimental Stream Conceptualization. See the Program Guidelines for the definition of this activity.

Application Year:

This field automatically populates with the CMF fiscal year in which you apply. The Program Guidelines, the List of Required Documents and the budget template you use should be in the same year.

Applicant

Select Applicant Company:

Select the company (Applicant) for which you are making an application.

Correspondence Language:

Select the correspondence language.

Are you applying on behalf of a company to be incorporated?

If the company for which you are making an application is not yet incorporated, answer “yes”.

Do the Applicant, the Co-Applicant and/or their parent company have a director or shareholder that is not a Canadian citizen or a director or shareholder that has been a permanent resident for more than 4 years?

If there is a non-Canadian shareholder or director in your company, parent company or co-applicant’s company, whatever the number of shares, please answer “yes” to that question. If the person has been permanent resident of Canada for more than 4 years and not yet a Canadian citizen, answer “yes” as well. Be aware that should your project receive a positive decision, we will require further information at that time. Please read the *Program Guidelines* available on the CMF’s website, notably section 3.1 on *Eligible Applicants*.

Canadian Co-Applicant(s)

If you are applying jointly with another company who will share the rights to the project with you, add their information in the fields under this section. A co-applicant must meet the same eligibility criteria as the applicant and will be jointly responsible for the project for the CMF. If you will be working with subcontractors, do not add their name here.

International Coproduction

If your project is an international codevelopment or coproduction, indicate yes. Make sure that you meet the requirement of the [Framework for International Digital Media Co-Production](#) available on the CMF’s website.

Previous Applications

Has the Project been submitted for Pre-application Consultation?

If you have submitted your project for a pre-application consultation via *Dialogue* prior to applying, answer “yes”.

Has the Project been previously submitted to the CMF?

Previous Application Number(s)

Previous Title

If you have submitted your project to the Experimental Stream in the past, indicate to which activity (the latest), the application number and the previous title if it is not the same as the current one.

Project

Title:

Indicate the title of the proposed project; this title may be a working title.

Previous Title:

If your project was initially created under a different title, please enter it in this field.

Requested Amount (CAD):

Conceptualization Program: the maximum amount requested to the CMF is the lesser of 75% of the project’s eligible costs or the activity’s cap (i.e. Conceptualization – see *Program Guidelines* on the CMF’s website).

% Canadian Costs:

Indicate the percentage of Canadian costs here as per the budget submitted. The project’s eligible costs indicated in the budget must be at least 75% Canadian in Conceptualization.

Language:

Select the language in which the project will be delivered. Keep in mind that if you select “English-French”, the project will need to be made available in both languages to the end user, and the CMF will accordingly require deliverables in both languages. It will not be necessary however to provide documentation – reports and documents – in in both languages.

Total Budget:

Please enter the total budget in this field (make sure the Requested CMF Amount is not more than 75% of this field).

Content Type:

Select the content type that best represents your project. For definitions on content types listed in the dropdown menu, please consult the [Digital Media Definitions](#) document available on the CMF’s website.

Description:

Enter a short description that summarizes your project.

Website URL:

Enter website URL specific to the project here. If you do not have one, leave the field empty.

Target Audience:

Select the principal audience that you are targeting with your project.

Material to be delivered for this Application:

List the deliverables that you will do with the proposed budget for the requested activity only (Conceptualization), i.e. what you will deliver by the end of the proposed project as part of this request if it is funded.

Contacts

Please fill out the fields for the two types of contacts.

Key Personnel

Click on “Add” to enter names. Add a line for each member of your team (key personnel only). In the « Role » dropdown menu, select the option that is closest to the person’s role. Enter the person’s citizenship information. Be sure to identify the gender in key roles. Please read the *Program Guidelines* available on the CMF’s website. Make sure that the name and role of the individuals identified here and in the budget are identical.

Schedule

Click on “Add” to add milestones to the schedule according to the following instructions:

Enter one line for “Conceptualization”, enter the start date of the Conceptualization phase and in the Description field, indicate that this is the start date.

Enter a second line for “Conceptualization”, enter the end date of the Conceptualization phase and in the Description field, indicate that this is the end date.

Start and end dates should correspond to the period covered by the budget.

Required Documents

Go back to the start of this document to see the Required Documents Checklist for Experimental - Conceptualization.

Upload each document separately according to the list on the last page of the Required Documents Checklist by clicking “Add”. Select a file on your computer to add it.

You are responsible for submitting the documents requested in the list; the system will not provide a warning if a required document is not submitted. **Once your application is submitted in full, you will not be contacted for more information, and the evaluation of your application will be based only on what you have provided.** Out of fairness to all applicants, documents other than those requested in the Required Documents list or exceeding the allotted page counts will not be considered. Note that the submission of a complete application does not guarantee its financing.

Documents will not be accepted by mail; everything including supporting material must be submitted online. We will not accept documents or updates after the program’s Final Closing Date.

Statement (and submit)

When your application is final and you are ready to submit, at the bottom of the form, tick the Statement and click on the « Submit » button. A confirmation that you have successfully submitted your application will appear and you will no longer have access to the application because it is under evaluation. A confirmation message will also appear in the News menu.

If you do not see the message confirming that you have successfully submitted your application, this probably means that errors remain in your application. Correct the errors and click on the “Submit” button again.