



**EXPERIMENTAL STREAM-
INNOVATION PROGRAM
GUIDELINES
2019-2020**

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1. GENERAL INFORMATION

Interpretation, Application, Disclaimer, and other Important Information

These Guidelines are for the information and convenience of Applicants (as defined in section 3.1 herein). They provide an overview of the objectives of the CMF, the manner in which the CMF is administered, and information on typical administrative practices of the CMF. Compliance with these Guidelines is a prerequisite to eligibility for any CMF funding.

The CMF has full discretion in the administration of its programs, and in the application of these Guidelines, to ensure funding is provided to those projects that contribute to the fulfillment of its mandate. In all questions of interpretation of these Guidelines, the interpretation by the CMF shall prevail.

All Applicants and broadcasters (where relevant) must abide by the Accounting and Reporting Requirements (ARR) of the CMF and follow applicable business policies as created and amended from time to time. Business policies, including the ARR, may be found in Appendix B of these Guidelines (and as specific appendices to Programs in the Experimental Stream), and are also available from the CMF website at www.cmf-fmc.ca. Information included in Appendices A and B is an integral part of these Guidelines.

Projects that receive CMF funding in a given year are subject to the Guidelines and the CMF policies that are in effect for that fiscal year. For greater clarity, changes to CMF Guidelines and/or policies made in a subsequent fiscal year will not be applied retroactively, unless specifically stated. The CMF fiscal year is April 1 to March 31.

Please note: These Guidelines may be changed, or modified as required, without notice. Please consult the CMF website at www.cmf-fmc.ca to receive the latest Guideline news and documentation.

Provision of Documentation

It is the responsibility of the Applicant to ensure the CMF receives all relevant documentation, and to update such documentation and information after a material change. The CMF may request other documentation and information to conduct an assessment and evaluation of the project and, once assessed, to complete CMF file reviews. For the purposes of project assessment and evaluation, the CMF reserves the right to rely solely on the written and audiovisual materials initially submitted by the Applicant.

Failure to Comply

If an Applicant fails to comply with these Guidelines, as determined by the CMF, then the CMF may refuse the application, revoke the eligibility status of the Applicant's project, and may demand repayment of any sums paid to the Applicant.

Misrepresentation

If, at any time, an Applicant, as required by the Guidelines or as requested by the CMF, provides false information or omits material information in connection with an application, the Applicant may suffer serious consequences.

These may include, among others outcomes:

- Loss of eligibility for funding of the current project
- Loss of eligibility for funding of future productions
- Repayment of any funds already advanced, with interest
- Criminal prosecution, in the case of fraud

These measures may be imposed not only on the Applicant but also on related, associated and affiliated companies and individuals (as determined by the CMF at its sole discretion). Any Applicant receiving approval for funding will be required to sign a legally enforceable agreement, which includes further provisions concerning misrepresentations, defaults, and related matters.

2. HOW THE INNOVATION PROGRAM WORKS

2.1 INTRODUCTION

Beginning in 2019-2020, projects may only apply for a single stage of funding within the Innovation Program: Production support. This Production support will, however, include eligible costs devoted to marketing & promotion activities.

Further, for Projects that have received Production support prior to 2019-2020, the Innovation Program will have some limited funding strictly for Marketing & Promotion support. Please refer to section 4 below for more details.

The Innovation Program shall fund projects through a selective process in which Eligible Projects (see section 3.2) are assessed according to an evaluation grid (see section 2.4).

A project requesting funding through this Program should be one out of the conceptual prototype stages and able to demonstrate a clear path to market and/or monetization. Innovation Program support is provided for the creation of a final, market-ready version of an Eligible Project, including localisation of the project, and marketing/commercialisation activities.

2.2 NATURE OF FUNDING CONTRIBUTION

Successful applicants receive funding in the form of a recoupable investment.

Details on the recoupment of CMF funding support can be found in Appendix A to these Guidelines ([Recoupment Policy: Experimental Stream – Innovation Program](#)).

2.3 AMOUNT OF FUNDING CONTRIBUTION

2.3.1 CMF Contribution

Maximum Contribution – All Funding Activities

A single Project may receive Conceptualization, Prototyping and Innovation Program Production support, either alone or in combination with each other, but in no case will the CMF contribute more than \$1.5 million towards a single project.

Maximum Contribution - Production

Successful applicants receive funding in an amount appropriate to the needs of the project and subject to a Maximum Contribution of the lesser of 75% of the project's Eligible Costs or \$1.5 million.

Any CMF Conceptualization or Prototyping funding that is converted into Production funding, as described in section 2.2.1 of the [Conceptualization Program](#) and [Prototyping Program](#) Guidelines, will be included towards the \$1.5 million cap described above.

For international coproductions, the Maximum Contribution will be calculated on the lesser of the Eligible Costs of the Canadian portion of the project's global budget and the Eligible Costs of the Canadian portion of the global final costs.

Digital media coproductions are eligible if they comply with the [Framework for international digital media coproduction](#).

2.3.2 Eligible Costs

Eligible Costs are costs set out in the budget for the project or the final cost report, as applicable (including both related-party and non-related-party costs), plus costs the CMF considers necessary, and minus costs that the CMF considers excessive, inflated or unreasonable.

Eligible Costs must be costs directly related to the project, including but not limited to:

- Research and preparation of content
- Salaries and benefits/wages/contracts for project team (project management, business development, coding, design, system infrastructure, content development)
- Technology infrastructure (hardware and software)
- Travel and accommodations
- Project audit fees
- Other technical and administrative expenses
- Marketing and promotion

Projects must spend a minimum of 25% and maximum of 50% of categories B + C of their production budget on eligible marketing and promotion costs.

Core business operations or capital expenditures of the applicants, such as rent, purchase of real estate, and maintenance costs, are not Eligible Costs.

All related-party and capital expenditures must be established in accordance with generally accepted accounting principles and CMF [Accounting and Reporting Requirements](#), and disclosed to the CMF. Projects must be protected in accordance with the CMF [Insurance Policy](#).

Assessment of a project's Eligible Costs shall be done at the CMF's sole discretion.

2.4 EVALUATION GRIDS

The CMF chooses successful projects in the Innovation Program according to the following evaluation grids. Please note that the CMF reserves the right to limit how many projects are awarded funding to a single Applicant.

Assessment Criteria	Weight
<p>Team (12%)</p> <p>Studio</p> <ul style="list-style-type: none"> ▪ Experience and achievements of the studio. ▪ Critical and commercial success of previous projects, funded or not by the CMF. ▪ Historical success working with the CMF (adherence to proposed timelines and budget, deliverables comply with initial submitted proposal, historical sales performance of previous CMF-funded projects [if applicable], etc.). <p>Personnel</p> <ul style="list-style-type: none"> ▪ Experience and achievements of project producers and management staff. ▪ Experience and achievements of creative and technical staff. ▪ Experience and achievements of the marketing, promotion and sales staff (Production only). <p>Team Work</p> <ul style="list-style-type: none"> ▪ Degree to which staff expertise is complementary ▪ Cohesion and capacity to work as a team <p>Parity (3%)</p> <p>Personnel</p> <ul style="list-style-type: none"> ▪ 40% of the cumulative Eligible Positions on the Team are held by women. <p>For clarity, “Eligible Positions” shall be defined as Producer, Executive Producer, Director (including Technical Director, Creative Director, Art Director, and Interactive Director), Senior Programmer, Designer, and Project Leader.</p>	<p>15%</p>
<p>Innovation, Creativity and Advancement</p> <ul style="list-style-type: none"> ▪ Originality, quality and relevance of content and form. ▪ Quality and sophistication of design elements and programming. ▪ Quality and distinctiveness of user experience and interactivity. ▪ Development and/or integration of innovative technologies. ▪ Product potential to renew and transform the genre. ▪ Potential for legacy to the industry. 	<p>45%</p>
<p>Financial Viability</p> <ul style="list-style-type: none"> ▪ Budget relevance and financial structure risk. ▪ Applicant’s financial stability in relation to the size of the project. ▪ Risk level assumed by the CMF and the applicant. ▪ Relevance of preliminary revenue model. ▪ Profitability analysis ▪ Return on investment and justification of projections 	<p>20%</p>

<p>Strategic Positioning and Marketing</p> <p>Market Study</p> <ul style="list-style-type: none"> ▪ Audience analysis ▪ Market analysis ▪ Positioning and competitive advantages <p>Marketing Strategy</p> <ul style="list-style-type: none"> ▪ Quality of the project's marketing and promotional strategy and plan ▪ Diversity and relevance of distribution modes ▪ Relevance of promotional activities ▪ Level of interest demonstrated by market channel partners and/or quality of self-distribution plan 	<p>20%</p>
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3. ELIGIBILITY FOR FUNDING

3.1 ELIGIBLE APPLICANTS

An eligible Applicant to the CMF is either:

1) A company that

a) Is for-profit: i.e. a taxable Canadian corporation, within the meaning of the *Income Tax Act* (Canada);

Note: Not-for-profit corporations are not eligible Applicants to the CMF, however coproductions or partnerships between for-profit and not-for-profit corporations may be allowed where the not-for-profit corporation holds a minority interest in the project; in such a case the CMF will only contribute to the Eligible Costs related to the for-profit corporation.

b) Is Canadian-controlled as determined for the purposes of sections 26 to 28 of the *Investment Canada Act*,

and

c) Has its head office based in Canada.

or

2) A Canadian Broadcaster¹

An eligible Applicant must own and control all the rights necessary to produce and exploit the project that is the subject of the application at every stage of the project's life-cycle, including Prototyping; entities that provide services but do not own the applicable rights are not eligible to be applicants to the CMF.

Note: For the purposes of these Guidelines, the term Applicant includes all coapplicants, and/or all related, associated, affiliated or parent companies and/or individuals (as determined by the CMF at its sole discretion), as applicable.

3.2 ELIGIBLE PROJECTS

The Experimental Stream's Innovation Program seeks to support Canadian interactive digital media content and application software that is innovative and leading edge.

¹Any of the following will be considered a "Canadian Broadcaster":

- a. A Canadian programming undertaking, public or private, licensed to operate by the Canadian Radio-television and Telecommunications Commission (CRTC) (including exempt broadcasters regulated by the CRTC via *Broadcasting Order CRTC 2015-88*);
- b. An online service owned, controlled and operated by a Canadian licensed programming undertaking;
- c. An online service owned, controlled and operated by a Canadian broadcasting distribution undertaking ("BDU"), licensed to operate by the CRTC; and
- d. CRTC-licensed VOD services.

3.2.1 Canadian Elements

An Eligible Project must meet the following criteria:

- a) Its underlying rights are owned, and significantly and meaningfully developed, by Canadians.
- b) It is produced in Canada, with at least 75% of its Eligible Costs being Canadian costs, however, some flexibility will be granted for Eligible Costs devoted to marketing & promotion activities.
- c) It is, and remains throughout its production, under Canadian ownership and Canadian executive, creative, and financial control.

Digital media coproductions are eligible if they comply with the [Framework for international digital media coproduction](#).

3.2.2 Types of Content/Applications

An Eligible Project must be digital media content and/or application software that is innovative, interactive, and is connected to the Canadian cultural sector.

3.2.2.1 Digital Media Content/Applications

The Experimental Stream's Innovation Program will fund a variety of innovative, interactive content/applications, including but not limited to:

- Web applications
- Mobile applications
- Software applications with a connection to the Canadian cultural sector
- Videogames, whether for PC, console, handheld console, mobile, or other platforms
- Interactive Projects that contain audiovisual content

The CMF does not wish to unduly limit the types of content or applications that it funds, and applicants with innovative project proposals are encouraged to apply. The following, however, are types of projects that are ineligible for the Experimental Program:

- Products with a specific corporate, industrial or mainly promotional focus
- Curriculum-based products (including but not limited to e-learning applications, software and technologies)
- Projects which essentially serve the Applicant's current activities, including obtaining contracts or orders from other businesses
- Partial or split projects (and project portions) that cannot be independently exploited
- Project porting or project adaptation from one platform to another
- Catalogues or compilations of repurposed material, presented without benefit of new, value-added original content
- System software
- Pure research and development, such as projects or activities that would be eligible for the Federal Scientific Research and Experimental Development Tax Incentive Program
- Casino type games
- Gamification of non-cultural content (e.g., scientific, research, medical, etc.)

3.2.2.2 Innovation

Eligible Projects must be innovative. Innovation may be expressed in terms of innovative content or innovative technology. While the CMF does not define or delimit what is innovative, the CMF recognizes that innovation can include both breakthrough, novel and revolutionary content/technology and the intelligent re-imagination, reworking or extension of existing content/technology². Applicants are encouraged to pursue their own vision of innovation.

3.2.2.3 Interactivity

Eligible Projects in the Innovation Program must be interactive. Interactivity is defined as a meaningful participatory experience between the user and a product/technology (including but not limited to immersive technologies that engage and stimulate the user's senses to create perceptually-real sensations), or the user and other users as enabled by the product/technology. Projects that use the internet or mobile platforms to distribute linear content without significant interactive feature(s) are not eligible.

In determining whether a project is "interactive," the CMF will look at the project as a whole. As such, an Eligible Project may contain both interactive and linear components, as long as the overall user experience involves a significant degree of interactivity.

3.2.3 Market Channel Partner

Eligible Projects must have a letter of intent from a market-channel partner committing to take the project to market and to actively promote the project. A letter of interest need not include a cash financing commitment to the project.

A market-channel partner must be a 3rd party – it cannot be the Applicant or a related party to the Applicant.

The CMF may waive the market-channel partner requirement where there are clear and acceptable alternative arrangements for taking the project to market, or where the Applicant can demonstrate that it has the ability to effectively self-distribute the project.

3.2.4 Miscellaneous Requirements

- a) An Eligible Project cannot contain elements of excessive violence, sexual violence, or sexual exploitation or elements which are obscene, indecent or child pornography within the meaning of the Criminal Code (as amended from time to time), or libelous or in any other way unlawful.
- b) A project cannot be submitted simultaneously in the C2P and the Innovation programs for the Fall 2019 deadlines.
- c) The project must be made available in Canada when it is marketed.

²For clarity, sequels to existing products and advancing existing technology or content will be considered innovative to the extent that the above noted criteria are addressed.

4. LIMITED MARKETING & PROMOTION SUPPORT

Only Projects which have previously received Production Support in the Innovation Program prior to 2019-2020 are eligible to access this Limited Marketing and Promotion support. For projects submitted starting in 2019-2020, marketing and promotion costs should be integrated in the Project's Production budget.

Projects should comply with all of the applicable eligibility requirements noted in section 3 of the Innovation Program Guidelines.

4.1 Contribution

Successful applicants receive funding in an amount appropriate to the needs of the project and subject to a Maximum Contribution of 75% of the project's Eligible Costs or \$400,000, whichever is less. Eligible Projects for this limited access will be subject to the overall Project Maximum Contribution cap of \$1.2M.

Successful applicants will receive funding in the form of a recoupable advance. A recoupable advance must be repaid from revenue generated by exploitation of the project in a manner no less favourable than *pro rata* and *pari passu* with other financial participants who are providing recoupable financing to the project until the full amount of the CMF's advance is recouped.

The CMF will not participate in profits generated by exploitation of a project in relation to its recoupable advance for marketing and promotion support.

For clarity, the amount of the CMF's Marketing & Promotion support will be added to the amount of CMF's Production funding and both will be recouped together according to the proration provided for in the recoupment structure for the Production funding.

4.2 Eligible Costs

Projects must comply section 2.3.2 of the Innovation Program Guidelines above. Please note, for exclusive Marketing & Promotion support only, at least 50% of the Project's Eligible Costs must be Canadian costs.

Marketing & Promotion support is provided for marketing and promotion of an Eligible Project, such as the creation of national and international marketing campaigns, design costs, creation and market testing of advertising, use of the internet for promotion or transactions, promotion and publicity for launches or in international trade publications; localisation of the project; and marketing specific initiatives.

4.3 Evaluation Grid

The CMF chooses successful projects for exclusive Marketing & Promotion support according to the following evaluation grid.

Assessment Criteria – MARKETING AND PROMOTION	Weight
<p>Team</p> <ul style="list-style-type: none"> ▪ Experience and achievements of the marketing, promotion and sales staff ▪ Cohesion of the marketing team and degree to which the expertise of the team members is complementary; and capacity to work with creative, technical and management staff ▪ Historical success working with the CMF (adherence to proposed timelines and budget, deliverables comply with initial submitted proposal, historical sales performance of previous CMF-funded projects [if applicable], etc.) 	<p>20%</p>
<p>Project Viability</p> <ul style="list-style-type: none"> ▪ Degree to which the deliverables financed in Production are still relevant and innovative ▪ Level of risk assumed by the CMF and the Applicant ▪ Adequacy of budget and marketing/ promotion plan ▪ Level of risk of financial structure ▪ Relevance of revenue model and justification of projections 	<p>30%</p>
<p>Strategic Positioning and Marketing</p> <p>Market Study</p> <ul style="list-style-type: none"> ▪ Audience analysis ▪ Market analysis ▪ Positioning and competitive advantages <p>Marketing Strategy</p> <ul style="list-style-type: none"> ▪ Quality of the project's marketing and promotional strategy and plan ▪ Diversity and relevance of distribution modes ▪ Relevance of promotional activities ▪ Level of interest demonstrated by market channel partners and/or quality of self- distribution plan 	<p>50%</p>



APPENDIX A
RECOUPMENT POLICY:
EXPERIMENTAL STREAM –
INNOVATION PROGRAM
2019-2020

1. INTRODUCTION

This policy applies to all projects funded through the CMF's Innovation Program in the Experimental Stream. This policy describes:

- The nature of the CMF's contribution in the Experimental Stream's Innovation Program
- The CMF's expectations for repayment of its contribution and, where applicable, its level of participation in profits
- Details related to recoupment and reporting of revenues.

The CMF expects to fund a variety of different projects through the Experimental Stream's Innovation Program, many of which may face different marketplace realities relating to recoupment. As such, the CMF has chosen a case-by-case approach to recoupment in this stream, subject to the principles described in this policy. Details of project recoupment not covered in this policy will be negotiated between successful applicants and the CMF.

2. RECOUPMENT AND PROFIT PARTICIPATION

2.1 NATURE OF FUNDING CONTRIBUTION: RECOUPABLE INVESTMENTS

Successful applicants for Production funding will receive funding in the form of a recoupable investment.

2.2 EXPLOITATION FEES AND EXPENSES, AND ENHANCEMENT COSTS

Depending on the nature of the project:

- Applicants (or distribution entities) may incur expenses in the course of distributing and/or exploiting the project;
- Distribution entities may take fees/commissions in payment for their distribution services
- Applicants may incur costs for enhancements or upgrades to the project that are proposed after the start of the exploitation.

Before the CMF recoups its share of revenues, the Applicant is allowed to deduct commissions, fees and expenses related to the exploitation and, if applicable, the enhancements costs of the project up to a maximum of 75% of the gross exploitation revenues in the project's first year of exploitation and up to a maximum of 50% of the gross exploitation revenues in all subsequent years. The CMF will determine appropriate deductions on a case- by- case basis. All deductions must be reasonable, actual and verifiable.

2.3 LEVEL OF RECOUPMENT AND PROFIT PARTICIPATION

After the deduction of applicable costs and fees (noted above in section 2.2), the CMF will recoup its investment from revenue generated by exploitation of the project:

- a) In a manner no less favourable than *pro rata* and *pari passu* with other financial participants who provide recoupable financing to the project, to a *maximum* of 50%.
- b) Until the full amount of the CMF's investment is recouped or seven (7) years from the submission to the CMF of the project's first exploitation report, whichever comes first.

For greater clarity, "*pro rata* and *pari passu*" includes the concept that the recoupment of the CMF will be proportional to its share of project financing compared to other sources of recoupable financing, subject to the 50% maximum.

For example, for a project costing \$1 million:

- Since the CMF will cap its recoupment and profit participation at 50%, where the CMF provides an investment of \$750,000 and the applicant or other investors provide \$250,000, the CMF will again receive \$0.50 of every dollar of revenue generated by the project after the deduction of applicable costs and fees.

1st year of exploitation:

Gross revenues	\$1.43
Commissions and fees from publishers or distributors	<u>-\$0.43 (max. 30% of gross)</u>
Revenue received by Applicant	\$1.00
Allowable deductions of costs and fees	<u>-\$0.75 (max. 75% 1st year)</u>
Revenue after deductions	\$0.25
CMF recoupment (50%)	\$0.125

2nd year of exploitation:

Gross revenues	\$1.43
Commissions and fees from publishers or distributors	<u>-\$0.43 (max. 30% of gross)</u>
Revenue received by Applicant	\$1.00
Allowable deductions of costs and fees	<u>-\$0.50 (max. 50% 2nd year)</u>
Revenue after deductions	\$0.50
CMF recoupment (50%)	\$0.25

- Where the CMF provides an investment of less than 50% of the project financing, the CMF will recoup and participate in profits at the same percentage as its investment. Where the CMF provides an investment of \$250,000 and the applicant or other investors provide \$750,000, the CMF will receive 25% of every dollar of revenue generated by the project after the deduction of applicable costs and fees.

1st year of exploitation:

Gross revenues	\$1.43
Commissions and fees from publishers or distributors	<u>-\$0.43 (max. 30% of gross)</u>
Revenue received by Applicant	\$1.00
Allowable deductions of costs and fees	<u>-\$0.75 (max. 75% 1st year)</u>
Revenue after deductions	\$0.25
CMF recoupment (25%)	\$0.0625

2nd year of exploitation:

Gross revenues	\$1.43
Commissions and fees from publishers or distributors	<u>-\$0.43 (max. 30% of gross)</u>
Revenue received by Applicant	\$1.00
Allowable deductions of costs and fees	<u>-\$0.50 (max. 50% 2nd year)</u>
Revenue after deductions	\$0.50
CMF recoupment (25%)	\$0.125

2.3.1 Profit Participation

Once the CMF has recouped 100% of its investment, the CMF will participate in profits generated by exploitation of the project in the same manner in which it recouped its investment, except:

- The CMF will forego 25% of *its* profit participation share for the benefit of the applicant
- Where the CMF recoups 100% of its investment within the first 2 years of exploitation of the project, the CMF will forego an additional 25% of *its* profit participation share for the benefit of the applicant, for a total of 50% of the CMF's initial recoupment position in the project.

As with the recoupment of its investment in the project, the CMF will participate in profits for no longer than (7) seven years from the submission to the CMF of the project's first exploitation report.

2.3.2 BUY-OUT

The CMF may consider proposals by the applicant(s) to be "bought out" of its right(s) of recoupment and/or profit participation on a case-by-case basis.

The CMF will not consider proposals to buy out the CMF's investment where the buy-out is primarily intended to extinguish the CMF's right to recoupment or profit participation from revenues generated by the project. As such, the CMF will expect to receive buy-out proposals in which the amount paid to the CMF for the buy-out would be materially higher than the amount of the CMF's investment in the project. The CMF expects that buy-out proposals will typically come where a sale of the project, either alone or as an asset in the sale of the applicant company/companies, (or similar transaction) by the applicant(s) to a party unrelated to the applicant has been made.

Buy-out proposals must involve payment to the CMF in cash or in instruments easily convertible to cash.

Where a sale of the project (or similar transaction) results in an ongoing revenue stream to the applicant(s), the CMF will expect to also participate in those revenues in a proportion consistent with the level of recoupment and profit participation described above.