

Low Budget Independent Feature Film Assistance Program



For Telefilm Canada use

Application number _____
 Date received _____ Y _____ M _____ D _____
 Date entered _____
 Date issued _____

(Please read the guidelines carefully prior to filling out the application form.)

The following information is essential to the application.)

Title of Production:

Previous Title (if any):

Project Information

Applicant Name

Applicant Production Company(ies), if applicable:

Has project previously been submitted to Telefilm?

No Yes: Application #: _____

Length of Film: _____ min

Original Language: English French

Shooting Format: Film _____ mm

Other: _____ (please specify)

Delivery Format: _____ (please specify)

Location(s) of Photography: _____

Estimated Schedule:

Principal Photography :	Y		M		D	
Post Production Start:	Y		M		D	
Post Production End :	Y		M		D	

If the script is based on an original literary work

Title of original work	Author	Nationality
_____	_____	_____

Financing Information

(If there is insufficient space on this form please attach a separate sheet.)

CONFIRMED PENDING

Telefilm Canada	_____	\$	%		
Other	_____	\$	%		
Other	_____	\$	%		
Other	_____	\$	%		
Other	_____	\$	%		
Other	_____	\$	%		
Other	_____	\$	%		
TOTAL	_____	\$	100%		

Applicant Information

(If there is insufficient space on this form, please attach a separate sheet.)

Name of Applicant and/or Production Company(ies):

Full business address: _____

 _____ Tel: () _____

Contact for this file: _____ Fax: () _____
 Title of Contact: _____ E-mail: _____

If the Applicant is a shareholder in a company other than the one that is applying please fill in the following:

Name of Company(ies):

Full business address: _____

 Chief Executive(s): _____ Tel: () _____
 _____ Fax: () _____
 _____ E-mail: _____

Key Creative Personnel:

Please insert the name of all persons filling the following positions and their citizenship. If a position is not yet confirmed, please note it as TBA and indicate the citizenship of that position. **NOTE: Director must be filled in.**

	NAMES	CITIZENSHIP	GENDER*	+CAVCO POINT COUNT
Director		Must be Canadian		/ 2
Principal Screenwriter(s)		Must be Canadian		/ 2
Other Screenwriter(s)		Must be Canadian		
Producer(s)/ Executive Producer(s) (if applicable)		Must be Canadian		
Co-Producer(s) (if applicable)				
Line Producer(s) / Production Manager				
Editor(s)				/ 1
Music Composer(s)				/ 1
Highest Paid Performer				/ 1
2 nd Highest Paid Performer				/ 1
Production Designer / Art Director				/ 1
Director of Photography				/ 1
TOTAL:				/10
Principal Cast: Name	Role	Citizenship	GENDER*	

- For statistical purposes only.

+ The Low Budget Independent Feature Film Assistance Program will be using the CAVCO Canadian Content point system as a guideline. A project must attain a minimum 8/10 points in order to be eligible for consideration.

Document Checklist

Enclosed Telefilm
use only

1.	Five (5) copies of the dated screenplay and one page synopsis. <i>In the case of a Post Production/Completion request two (2) copies of the dated screenplay and a one page synopsis.</i>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Director's vision and intentions for the film. <i>In the case of a Post Production/Completion request Director's vision and intentions to complete the film.</i>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<i>In the case of a Post Production/Completion request two (2) VHS copies of the most recent cut of the Production.</i>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Two (2) copies of original literary work (where applicable).	<input type="checkbox"/>	<input type="checkbox"/>
5.	Clean and complete Chain of Title including: <ul style="list-style-type: none"> • copy of screenwriter(s) transfer of rights contract or option agreement including payment schedule (if applicable) • all documentation demonstrating Applicant(s) has the rights to the concept and underlying creative material and holds the rights to produce, distribute and exploit the project In the case of an adaptation of an existing work: <ul style="list-style-type: none"> • a copy of the agreement for the assignment of underlying literary rights or option agreement (where applicable) • a complete description of the development history of the project 	<input type="checkbox"/>	<input type="checkbox"/>
6.	C.V.'s for all Key Personnel including Director, Writer(s), and Producer(s) (if applicable) as well as one (1) VHS copy of the Director's most recent short or feature length dramatic work.	<input type="checkbox"/>	<input type="checkbox"/>
7.	Production budget* (using Telefilm format) and a cashflow. <i>In the case of a Post Production/Completion request a copy of the detailed cost report/budget, accounting for work done to date (with separate columns for paid and payable - indicating cash costs and deferrals) and budgeted cost to complete – all totaling the overall cost to complete and deliver the production.</i>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Production and post production schedule: <ul style="list-style-type: none"> •date and number of photography days •location of all photography (cities and countries are sufficient) •commencement and completion of principal photography dates •expected rough cut, fine cut, delivery and final audited cost dates. 	<input type="checkbox"/>	<input type="checkbox"/>
9.	Producer agreement(s) (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>
10.	Incorporation or registration documents for Applicant Production Company(ies) (and Parent Company[ies], if applicable), with list of shareholders including nationality and ownership share. <i>If the applicant is not incorporated at the time of applying and if the application is in turn successful, the applicant shall submit to Telefilm Canada all documents required for the preparation of a Contract. All fees related to incorporation can be included in the production budget.</i>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Preliminary marketing and distribution plan (optional at the production stage; strongly recommended at the post-production/completion stage). A Canadian theatrical distribution Letter of Interest (if available) / a Canadian broadcast Letter of Interest (if available) Festival & Other Letter(s) of interest.	<input type="checkbox"/>	<input type="checkbox"/>

Please be advised that the successful applicant will be required during contracting to provide Telefilm Canada with:

- A signed Director Ownership affidavit *
- Proof of full financing (to include deferral* and investment agreements)
- Canadian Citizenship affidavits*
- E&O Insurance
- Cost reports during Production and Post-Production* (as agreed to with TFC)
- Final review engagement report or audited final cost report.
- A copy of the receipt issued by the National Archives of Canada for preservation material as stipulated in the Guidelines.

(* Sample forms available)

Telefilm Canada reserves the right to request any document which, directly or indirectly, references Telefilm Canada, or any matter pertinent to the eligibility of the Applicant and the project. Please be advised that during the review of your project, the Applicant may be required to provide additional documentation.

Telefilm Canada retains the right to keep on file all written material submitted by the Applicant in support of an application.

Telefilm Canada is subject to the Access to Information Act.

I hereby declare and warrant that the information and documents submitted for this application are accurate, true and complete.

Date: (Y) _____ (M) _____ (D) _____

Signature of Applicant:	
	(I am duly authorized)
Title:	Please print