



Applicants to the Canadian Television Fund ("CTF") should be familiar with the CTF 2009-2010 Development Financing Guidelines and applicable CTF Business Policies prior to completing this Application Form. Please complete all information requested and include all relevant documentation with your application. Please note that this Application Form must be signed by all Applicants prior to submission to the CTF. Incomplete applications will have to be withdrawn from consideration. (**Bolded document name indicates that CTF required form can be found on the CTF website: www.ctf-ct.ca**)

**To which Sub-Stream are you applying?**

ENGLISH-LANGUAGE BROADCASTER DEVELOPMENT ENVELOPES

FRENCH-LANGUAGE DEVELOPMENT:

Quebec Regional Development

Project Development

Project Pre-Development

Selective Process Development

SRC/RDI Broadcaster Development Envelope

ABORIGINAL LANGUAGE PROJECTS DEVELOPMENT

FRENCH-LANGUAGE PROJECTS OUTSIDE QUEBEC DEVELOPMENT

**Title of Project:**

\_\_\_\_\_ ("Project")

Series Cycle: \_\_\_\_\_ Episodes: # \_\_\_\_\_ to # \_\_\_\_\_

Has the Project previously been submitted to CTF or Telefilm Canada ("TFC")?

No

Yes - CTF File #: \_\_\_\_\_

Yes - TFC File #: \_\_\_\_\_

Development dollars received: \$ \_\_\_\_\_

Previous Title (if any): \_\_\_\_\_

**Applicant Production Company(ies):**

\_\_\_\_\_ ("Applicant")

on behalf of a company to be incorporated.

Is this the correct Project title and Applicant name(s) to use for CTF publicity purposes should the Project receive funding?

Yes  No

**Applicant Company(ies) is / are:**

Independent  Broadcaster-Affiliated

**PLEASE ENSURE EACH SECTION IS COMPLETED**

| GENRE   | FORM   | ORIGINAL LINGUISTIC MARKET                             | SHOOTING MEDIUM  |
|---|--|--|--|
| <input type="checkbox"/> Drama                        | <input type="checkbox"/> One-off                             | <input type="checkbox"/> English                       | <input type="checkbox"/> HD _____ (specify)            |
| <input type="checkbox"/> Documentary                  | <input type="checkbox"/> MOW                                 | <input type="checkbox"/> French                        | <input type="checkbox"/> Digital Video _____ (specify) |
| <input type="checkbox"/> Variety                      | <input type="checkbox"/> Pilot                               | <input type="checkbox"/> Double shoot                  | <input type="checkbox"/> Video _____ (specify)         |
| <input type="checkbox"/> Performing Arts              | <input type="checkbox"/> Mini-series<br># of episodes: _____ | <input type="checkbox"/> Aboriginal<br>_____ (specify) | <input type="checkbox"/> Other _____ (specify)         |
| <input type="checkbox"/> Children's                   | <input type="checkbox"/> Series<br># of episodes: _____      |  |  |
| <input type="checkbox"/> Youth                        |  |  |  |
| TYPE  |  | BROADCAST LENGTH (PER EPISODE)                         |  |
| <input type="checkbox"/> Live Action                  | <input type="checkbox"/> 30 min.                             | <input type="checkbox"/> 120 min.                      |  |
| <input type="checkbox"/> Animation                    | <input type="checkbox"/> 60 min.                             | <input type="checkbox"/> Other: _____ (specify)        |  |
| <input type="checkbox"/> Both Animation & Live Action | <input type="checkbox"/> 90 min.                             | <b>Total Broadcast Length for Series:</b> _____ min    |  |

**IF THE PROJECT IS BASED ON AN ORIGINAL WORK:**

| TITLE OF ORIGINAL WORK | AUTHOR | CITIZENSHIP |
|------------------------|--------|-------------|
| _____                  | _____  | _____       |

**CREATIVE MATERIALS TO BE COMPLETED AND DELIVERED FOR THIS PHASE OF DEVELOPMENT (e.g. Bible, Treatment, Draft Script etc.):**  
(Please note: This information **must** accord with the broadcaster development letter (and the Broadcaster Agreement Form for Development Envelope applications)).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PLEASE ENSURE THAT EACH SECTION IS COMPLETED**

**Projected Completion Date for this Development Request:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 yyyyy/mm/dd

**Projected Production Principal Photography Start Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 yyyy/mm/dd

**Projected Shooting Location:** \_\_\_\_\_

**Projected Production Budget:** \$ \_\_\_\_\_

|                                  |           |             |  |           |         |             |
|----------------------------------|-----------|-------------|--|-----------|---------|-------------|
| LEGAL NAME OF PRODUCTION COMPANY |           |             | LEGAL NAME OF CO-PRODUCTION COMPANY(IES) (AS APPLICABLE) |           |         |             |
| ADDRESS                          |           |             | ADDRESS  |           |         |             |
| CITY                             | PROVINCE  | POSTAL CODE | CITY   | PROVINCE  | COUNTRY | POSTAL CODE |
| TEL ( ) -                        | FAX ( ) - |             | TEL ( ) -  | FAX ( ) - |         |             |
| E-MAIL                           |           |             | E-MAIL   |           |         |             |
| WEB ADDRESS                      |           |             | WEB ADDRESS  |           |         |             |
| CONTACT FOR THIS FILE            |           |             | CONTACT FOR THIS FILE                                    |           |         |             |
| CONTACT E-MAIL:                  |           |             | CONTACT E-MAIL:  |           |         |             |

LEGAL NAME OF PARENT COMPANY(IES) (AS APPLICABLE)

ADDRESS

CITY PROVINCE POSTAL CODE

TEL ( ) - FAX ( ) -

E-MAIL

WEB ADDRESS

LEGAL NAME OF PARENT COMPANY(IES) (AS APPLICABLE)

ADDRESS

CITY PROVINCE COUNTRY POSTAL CODE

TEL ( ) - FAX ( ) -

E-MAIL

WEB ADDRESS

| PROJECT PARTICIPANTS       | NAME<br>(first name followed by last name; separate individuals with semi colon) | CITIZENSHIP<br>(Aboriginal nation, if applicable) |
|----------------------------|--|---|
| Producer                   | _____  | _____   |
| Co-producer                | _____  | _____   |
| Executive producer         | _____  | _____   |
| Scriptwriter(s)            | _____  | _____   |
| Script Editor / Researcher | _____  | _____   |
| Story consultant           | _____  | _____   |
| Director                   | _____  | _____   |

**FINANCING FOR THIS PHASE**

| FINANCING FOR THIS PHASE              | SPECIFY LEGAL NAME OF COMPANY OR ORGANIZATION | AMOUNT          | %             |
|---------------------------------------|---|-----------------|---------------|
| Canadian Television Fund              | _____   | \$ _____        | _____%        |
| Canadian broadcaster                  | _____   | \$ _____        | _____%        |
| Canadian broadcaster                  | _____   | \$ _____        | _____%        |
| Other                                 | _____   | \$ _____        | _____%        |
| Other                                 | _____   | \$ _____        | _____%        |
| Other                                 | _____   | \$ _____        | _____%        |
| <b>Total Financing For This Phase</b> |   | <b>\$ _____</b> | <b>_____%</b> |

**At the time of application, together with this completed Application Form, Applicant(s) must provide all the documentation listed below.** Please be advised that during the CTF's review of the application, Applicant(s) may be required to provide additional information or documentation. The CTF reserves the right to request any document, which, directly or indirectly, relates to the CTF, or to any matter pertinent to the eligibility of the Applicant(s) and/or the Project for CTF funding.

|   |
|---|
| <p><b>CTF DEVELOPMENT APPLICATION FORM</b></p> <p><input type="checkbox"/> <b>Enc.</b> Completed and signed CTF Development Application Form.</p>   |
| <p><b>BROADCAST INFORMATION</b></p> <p><input type="checkbox"/> <b>Enc.</b> Copy of development letter(s) from a Canadian broadcaster(s) confirming financial participation (or letter of interest as applicable).</p> <p><input type="checkbox"/> <b>Enc. Broadcaster Development Agreement Form(s)</b> (Broadcaster Development Envelope applications only).<br/>(Form available on CTF website).</p>   |
| <p><b>FINANCING INFORMATION</b></p> <p><input type="checkbox"/> <b>Enc.</b> All financing agreements from other committed sources evidencing the terms, conditions and value of the financial contributions with the status of each request.<br/><i>Fully executed deal memos and short-form agreements are acceptable at this stage.</i></p>   |
| <p><b>DEVELOPMENT BUDGET INFORMATION</b></p> <p><input type="checkbox"/> <b>Enc. Dated development budget (using 2009-2010 Television Standard Development Budget Template)</b> (Form available on CTF website) <i>(If a Demo expense is included in the budget, please provide a separate demo budget using the 2009-2010 Demo Budget template. Form available on CTF website.)</i></p> <p><input type="checkbox"/> <b>Enc.</b> Development Schedule</p> <p><input type="checkbox"/> <b>Enc. Related Party Transaction Form</b> (Form available on CTF website)</p>  |
| <p><b>CREATIVE MATERIALS (Development Envelope – 1 copy of each, Selective – 2 copies of each)</b></p> <p><input type="checkbox"/> <b>Enc.</b> Original work, e.g. optioned literary property (as applicable &amp; provide reviews and book sales figures if available).</p> <p><input type="checkbox"/> <b>Enc.</b> Synopsis detailing the project themes, subject matter and setting of the story.</p> <p><input type="checkbox"/> <b>Enc.</b> Most recent creative material (outline, treatment screenplay), dated.</p> <p><input type="checkbox"/> <b>Enc.</b> Rewrite proposal (as applicable).</p>  |
| <p><b>UNDERLYING RIGHTS INFORMATION</b></p> <p><input type="checkbox"/> <b>Enc.</b> Clean and complete chain of title for the Project including:</p> <p><input type="checkbox"/> <b>Enc.</b> Complete description of the Project's development history.</p> <p><input type="checkbox"/> <b>Enc.</b> All documentation demonstrating that the Applicant(s) holds the rights to the concept and underlying creative material and to develop, produce, distribute and exploit the Project for at least 24 months.</p> <p><input type="checkbox"/> <b>Enc.</b> Publisher's release (as applicable).</p> <p><input type="checkbox"/> <b>Enc.</b> Writer's agreement including any amendments and the payment schedule. (Deal memos are acceptable at this stage.)</p> <p><input type="checkbox"/> <b>Enc.</b> Co-production and/or joint venture agreement(s) (as applicable).</p>   |
| <p><b>PERSONNEL INFORMATION</b></p> <p><input type="checkbox"/> <b>Enc.</b> Resumes of all key creative personnel including producer(s), writer(s), and director(s) (if known), as well as DVDs of work by directors unfamiliar to the Canadian Television Fund.</p>  |
| <p><b>CORPORATE INFORMATION</b></p> <p><b>Please note: the following documents are required only if they have been updated or modified since the Applicant's last funding application.</b></p> <p><input type="checkbox"/> <b>If the below corporate information remains unchanged since the last CTF application, please confirm this by checking this box.</b></p> <p><input type="checkbox"/> <b>Enc.</b> <input type="checkbox"/> <b>On File</b> - Complete incorporation documents for all Applicants, Co-Applicants and Parent Companies, as applicable.</p> <p><input type="checkbox"/> <b>Enc.</b> <input type="checkbox"/> <b>On File</b> - List of directors and shareholders including nationality and ownership share for all Applicants, Co-Applicants and Parent Companies, as applicable.</p> <p><input type="checkbox"/> <b>Enc.</b> <input type="checkbox"/> <b>On File</b> - Corporate financial statements for the past three years must be provided for all Applicants, Co-Applicants and Parent Companies, as outlined below:</p> <p><input type="checkbox"/> <b>Enc.</b> <input type="checkbox"/> <b>On File</b> - a) Consolidated and audited annual financial statements, if consolidated annual gross revenue of the Applicant and its Related Parties is equal to or greater than \$10 million;</p> <p><input type="checkbox"/> <b>Enc.</b> <input type="checkbox"/> <b>On File</b> - b) Consolidated annual financial statements, together with a review engagement report if consolidated annual gross revenue of Applicant and its Related Parties is equal to or greater than \$5 million but less than \$10 million;</p> <p><input type="checkbox"/> <b>Enc.</b> <input type="checkbox"/> <b>On File</b> - c) Non-consolidated annual financial statements, together with a notice to readers if consolidated annual gross revenue of the Applicant and its Related Parties is less than \$5 million.</p> <p><i>Notwithstanding the foregoing, the CTF and Telefilm Canada reserve their right to request from the Applicant, at any time and at the CTF and Telefilm Canada's absolute discretion, consolidated and audited annual financial statements.</i></p> <p><input type="checkbox"/> <b>Enc.</b> <input type="checkbox"/> <b>On File</b> - Corporate profile (including company mandate) for all Applicants, Co-Applicants and Parent Companies, as applicable.</p> <p><input type="checkbox"/> <b>Enc.</b> <input type="checkbox"/> <b>On File</b> - Shareholder's or partner's agreement (if applicable).</p> <p><input type="checkbox"/> <b>Enc.</b> <input type="checkbox"/> <b>On File</b> - Corporate secretary's certificate naming the officers and indicating their signing authority.</p> |

**The undersigned authorized representative of the Applicant and Co-Applicant(s) (if applicable) hereby:**

- acknowledge(s) that Telefilm Canada is the CTF's authorized administrator for all funding applications and that Telefilm Canada is subject to the *Access to Information Act*;
- authorize(s) the CTF and Telefilm Canada to discuss and disclose any and all information and documentation which relates in any way to the funding application, the Project, any previously completed Project, the production of the Project, the agreement to be executed with the CTF, the Applicant and any Co-Applicants and any company which is related (within the meaning of Chapter 3840 of the *Canadian Institute of Chartered Accountants Handbook*) to the Applicant or any Co-Applicant, with one another and with every entity connected (in the CTF and Telefilm Canada's opinion) with the funding application, the Project, any previously completed Project, the Applicant(s) or any Co-Applicant(s) and any company which is related (within the meaning of Chapter 3840 of the *Canadian Institute of Chartered Accountants Handbook*) including, but not limited to the broadcaster(s), auditor(s), legal counsel, actual or proposed financier(s) and interim financier(s), CAVCO, CRTC, the Department of Canadian Heritage and other governmental entities (collectively, the "Entities"). The Applicant and Co-Applicant(s) further authorize the Entities to discuss and disclose to the CTF and Telefilm Canada any information related to the foregoing;
- authorize(s) the CTF and Telefilm Canada to disclose on their website any and all information pertaining to the application and/or the Project;
- agrees(s) that it shall notify the CTF and Telefilm Canada immediately if and when any changes occur to any of the submitted documents or information and shall provide written details of same;
- authorize(s) the CTF and Telefilm Canada or their authorized representative(s) to perform audits of the production of the Project;
- agree(s) that neither Telefilm Canada nor the CTF will act as a depository or be responsible in any way for the holding or return of any material submitted at any time in connection with the application or Project and such material may be destroyed at any time.
- declare(s) that the Applicant(s) has(/have) not entered into any oral or written agreement or "side deal" that conflicts with any of the provisions of this application or the CTF 2009-2010 Development Financing Guidelines and applicable CTF Business Policies;
- declare(s) that all persons, specified as being Canadian in the application and all accompanying documentation, are Canadians in accordance with the *Investment Canada Act*, the *Immigration and Refugee Protection Act* or the *Citizenship Act*;
- has(/have) made and shall continue to make full disclosure to the CTF and Telefilm Canada of any dispute, actual or potential litigation in connection with the Project;
- declare(s) that the information provided herein and in the attached documentation is accurate and complete, and that the Project complies and will continue to comply with the CTF 2009-2010 Development Financing Guidelines and applicable CTF Business Policies; and
- acknowledge(s) that the CTF has full discretion in administering its programs and in the application of its Guidelines to ensure that its funding is provided to those programs that meet its mandate. The Applicant(s) further acknowledges that in all questions of interpretation of either the CTF's Guidelines or of the mandate of the Fund, the CTF's interpretation shall prevail.

**The undersigned hereby solemnly declares and warrants that the information and documents submitted for this application are accurate, true and complete, and makes this solemn declaration knowing that it is of the same force and effect as if made under oath. This document must be signed by the Applicant and all Co-Applicants.**

Signature: \_\_\_\_\_  
 I am duly authorized  
 Name: \_\_\_\_\_  
 Please print  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 (yyyy/mm/dd)

Signature: \_\_\_\_\_  
 I am duly authorized  
 Name: \_\_\_\_\_  
 Please print  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 (yyyy/mm/dd)