Production Program

Application Checklist

This is intended as a supplemental guide to aid you in completing your application. This should be read alongside the program guidelines and FAQ.

Details Needed Throughout the Application Form:

In addition to standard information requests (such as contact info, financing sources and project details), you will need to prepare these more detailed pieces of information for entry on the online application form.

Section 2: Project Information

- ❑ Project logline (max 140 characters)
- ❑ A Project description (max 500 words)

Section 6: Creative Material Uploads

- ❑ Short biography for each team member in a key role (any writer, director, or producer) (max 250 words), and any relevant links to project demos and/or previous works.

Document Uploads:

These are documents (PDF, word or excel) you will need to prepare in advance and upload to our system. An asterisk (*) denotes the item is required for all applications.

Section 1: Applicant Information

- ❑ If applying as an individual: a copy of your resume*
- ❑ If applying as a company: a copy of your articles of incorporation*

Section 3: Budget and Financing Plan

- ❑ Production budget (top sheet only)*
- ❑ Detailed Cost Report (post production stream only)
- ❑ You are required to use Telefilm Canada or the Canada Media Fund's budget templates which are available on the program page.

Section 5: Employment Estimates

- ❑ **Employment Estimates***
  Please provide employment estimates for this project in terms of number of people, hours per week, and weeks worked.

  We acknowledge that work in the creative industries is variable and involves different people in various roles and employment arrangements. This section is meant to capture **estimated employment only -** specifically, the number of **British Columbians** to be **newly hired and paid** (full-time or part-time) as a result of this project's budget. Include paid freelancers, contractors, and the labour portion of vendor fees; exclude volunteers and existing employees. These estimates help demonstrate the project's potential impact on local employment.

Section 6: Creative Material Uploads

- ❑ **Creative package, including director's vision* (max 10 pages)**
  A creative package is different for every project, but it should include a long project synopsis/ full story arc / full act structure, who the characters or subjects are (character profiles), the visual look and feel, what makes it unique, where and how it will be shot, and a director's vision statement.

- ❑ **Audience, Marketing and Distribution Plan* (max 5 pages)**
  The audience, marketing and distribution plan should outline who the intended audience is, and how you plan to reach them, including why the project is impactful, why this project will appeal, and what the exhibition and distribution path looks like. What is your intended reach? What are similar comparable projects and how did they fare? Be concise and specific to your situation. If there are confirmed market partners, they should be included.

  For ultra-low budget level projects, this can be a primary festival strategy.

For Post Production Stream applicants, the Audience, Marketing, and Distribution Plan is expected to be well-developed, as the project is further along in the process and nearing completion.

- ❑ **Production Schedule***

  Including key dates (principal photography, rough cut, locked picture, project delivery, intended theatrical or broadcast premiere) and a list of intended shooting locations

- ❑ **Key Creative Team Document***

  Singular document that outlines the key creative team along with individual bios and any relevant links to project demos and/or previous works. For post production stream applicants, it is recommended that you include key team members who will be contributing to your proposed post production activities (Example: post production supervisor, editor, colourist, sound designer, sound mixer, etc.) *

Section 6: Creative Material Uploads – Depending on the type of application

- ❑ **Personal Statement (max 1000 words)** - *Emerging applicants only*

  This is the personal statement of the individual applicant, or the primary owner of the applicant, if it's a company. We want to hear about you and how you got here: your background, what projects you have worked on, where you are headed and how you will get there. This can be delivered as a written document OR a video (max 5 min). If providing a video, upload it to YouTube or Vimeo, and include the URL in a Word/ PDF file.

- ❑ **A copy of the full script** - *For scripted projects only.*

- ❑ **Selected scene from your script (5-15 pages, roughly)** - *For scripted projects only.*

  Please select a scene that showcases the writing and dialogue of the project.

- ❑ **Story and Character(s) Breakdown (max 7 pages)** - *For documentary/factual projects only.*

  Please provide a brief overview of your project's story, including the central subject, themes, and narrative arc. Describe the main character(s) or participants - who they are, their background, and why their perspective is important. You may also include any supporting individuals and how they contribute to the story.

- ❑ **A Community Engagement Plan (max 2 pages)** - *for projects that intend to shoot or collaborate with under-represented communities*

  This is an opportunity to talk about your process of working with under-represented communities impacted by the production of your project. This will look different for each project, but may involve consultations, involving community members on the creative team, hiring advisors, cultural sensitivity training, or hiring local crew.

- ❑ **A letter of support from a community representative (if applicable)** - *for projects that intend to shoot or collaborate with under-represented communities*
  If the collaborative process has already begun, and you have a letter of support from a community representative endorsing you or the project, include it here.

- ❑ **Rationale for the required post production support (max 2 pages)** - *For post production stream projects only*

  The document should clearly outline the project's current status, highlighting what has been completed and the key creative team members involved in this stage. It should justify the need for additional post production support by detailing the work—such as editing, sound design, VFX, colour grading, etc —while explaining how this funding will enhance the final product. A well-structured timeline and budget should demonstrate the feasibility of completing post production on schedule, ensuring all costs align with the project's needs. The document should address any potential risks to completion and the strategies in place to mitigate them, ensuring a smooth and timely delivery.

- ❑ **Detailed Post Production Schedule, including key dates (Picture Editing, Sound Editing, Mixing, Visual Effects, Colour Correction, Titles, etc.)** - *For post production stream projects only*

- ❑ If applying as a co-production, a copy of the co-production agreement or LOI

Section 6: Creative Material Uploads – Optional Uploads

These elements are NOT required but could help the selection process.

- ❑ 1 or 2 online links to a previous work, a project teaser, and/or a demo reel (with passwords if applicable)

- ❑ For post production stream applicants, a link to rough cut. If not available, please provide us with a link to an assembly, dailies, or a storyboard of the project.

- ❑ A letter of support for you or your project

- ❑ Who is rooting for your success? Include a letter of support from community or industry mentors, leaders, organizations or other funders. Please only include 1 letter.