

Project Development Fund (PDF) 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.

Documents Needed Throughout the Application Form:

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

Section 1: Applicant Information

- A copy of your articles of incorporation*
- A copy of the name change certificate (if applicable)
- A copy of the parent company's articles of incorporation (if applicable)

Section 2: Project Information

- The fully executed letter(s) of commitment or long-form development advance agreement(s) with the eligible triggering agent*
- Only applicable to those with Telefilm Canada as the eligible triggering agent:** Written confirmation that Telefilm is aware you have submitted an application to Creative BC for additional funding for this phase of development.

Section 3: Budget & Financial Structure

- The proposed development budget and corresponding finance plan*
- You are required to use Telefilm Canada or the Canada Media Fund's budget templates which are available on the program page.
- If your development activity includes a demo tape, please ensure you upload the demo budget.

Section 4: Listing of Key Personnel

- Key Personnel Team Document*

Singular document that outlines the key creative team along with brief one-paragraph individual bios and any relevant links to project demos and/or previous works.

Please also include any crew members who are included in your budget and will contribute to this phase of development. For example, this may include a researcher, story consultant, editor, or cast and crew engaged for demo materials.

Section 5: Employee 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: Document Uploads

- Copies of Option of Transfer of Rights Agreement*
- Copies of Life Story Rights Agreement (if applicable)
- Copies of Screenwriter's Agreement(s)*
- Copies of all creative materials including (where applicable) draft script(s)*
- Copies of all agreements or commitment letters with all other financial sources contributing to this phase of development, including internationally sourced co-production funding (if applicable).
- Copies of Deal Memos/Contractor agreements (if applicable).
- Fully executed co-production agreement* (only required for co-production applicants)

Section 8: Incumbency Certificate (Schedule B)

- Completed Incumbency Certificate for applicant company*
- Completed Incumbency Certificate for parent company* (only required if applicable)

Section 10: Application Fee

- Proof of payment*
A screenshot of your e-transfer confirmation showing your payment to Creative BC of \$105.00.