



DOCUMENT CHECKLIST

Short-Form Digital Series (Production)

All documents must be uploaded through the Online Application Portal. Document titles that are underlined require that a specific template be used. Templates can be found on the specific program page of the Bell Fund website.

Documents to be uploaded

| | | |
|-----|---|------------------------|
| 1. | <u>Project Details Form</u> | Required |
| 2. | Proof that Copyright of Project is owned, optioned or controlled by applicant (producer) | Required |
| 3. | Licence Agreement (commitment letter may be sufficient at application stage) with a CRTC Licensed, broadcaster-owned, digital platform or hybrid VOD service; | Required and or |
| | Licence Agreement (commitment letter may be sufficient at application stage) with a digital platform accessible to Canadians (Canadian or Foreign Owned) (non-broadcaster owned) | Required and or |
| | Agreement with a Canadian distributor with a commitment to make the program available on one of the Platforms described above. | Required or |
| | Waiver Request (In those rare cases where there is no agreement, the Bell Fund, at its sole discretion, may consider waiving the Licence requirement. To prepare a waiver request see Section 1 of Guidelines and provide a link to a completed episode in the online application form. | Required if applicable |
| 4. | Proof of other financing, if applicable | Required if applicable |
| 5. | <u>Budget - Series Production (.xls or .xlsx)</u> | Required |
| 6. | <u>Budget – Discoverability (.xls or .xlsx)</u> | Required |
| 7. | Discoverability Plan (refer to Discoverability document for guidance) | Required |
| 8. | Creative (series treatment and 1 script ; refer to Project Details Form for guidance) | Required |
| 9. | Production Schedule | Required |
| 10. | Credits of Applicant Company (track record of applicant company and production team) | Required |
| 11. | Key Personnel List + CVs (experience and achievements) (eg. writer, video production team and community & content manager for discoverability) | Required |
| 12. | Co-Production Agreement if applicable | Required if applicable |
| 13. | Service Agreement if applicable (eg. for Discoverability) | Required if applicable |
| 14. | Letters of Support | Not Required |
| 15. | Additional documents | Not Required |

Notes:

- Ensure documents correspond to numbered list (above)
- For multiple documents, upload each file separately, do not zip them
- To upload more documents than allowed in a section or documents not listed here use #15, 'additional documents'
- Keep file names short with no symbols
- Acceptable file types for upload are: .pdf, .jpeg, .jpg, .doc, .docx, .xls, .csv, .xlsx, .txt, .mov, .avi, .mp4, .wmv, .png, .ppt, .pptx, .tif
- Do not email documents