



# 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
	Pre-Approval to Apply (where there is no eligible distributor or license agreement available, AND your channel/platform is not already listed as an acceptable online service pursuant to CAVCO (as outlined in Notice 2017-01) producer must seek approval for its channel/distribution platform from the Bell Fund prior to application. Upload Bell Fund email correspondence as evidence of approval to apply..	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 documents for guidance)	Required
8.	Content (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 for Discoverability, community & content manager)	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