



# 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 or meaningful commitment letter from an online service owned, controlled and operated by a Canadian, licensed programming undertaking including operating as a Hybrid VOD service (CraveTV, Club Illico).	Required and or
	Licence agreement or meaningful commitment letter from a digital platform that features Entertainment Programming and is accessible to Canadians (Canadian or Foreign owned). [All non-broadcaster digital platforms must be pre-approved by Bell Fund prior to application].	Required and or
4.	Proof of other financing, if applicable	Required if applicable
5.	<u>Budget - Series Production (.xls or .xlsx)</u>	Required
6.	<u>Transactions by All Parties/Canadian Costs Form (xls)</u>	Required
7.	<u>Budget – Discoverability (.xls or .xlsx)</u>	Required
8.	Discoverability Plan (refer to Discoverability documents for guidance)	Required
9.	Content (series treatment + 1 script for Fiction/series treatment + 1 episodic outline for non-fiction); refer to Project Details Form for guidance	Required
10.	Production Schedule	Required
11.	Credits of Applicant Company (track record of applicant company and production team)	Required
12.	Key Personnel List + CVs (experience and achievements) (eg. writer, video production team and for Discoverability, community & content manager)	Required
13.	<u>Self Identification Form</u>	Required
14.	Co-Production Agreement if applicable	Required if applicable
15.	Service Agreement if applicable (eg. for Discoverability)	Required if applicable
16.	Letters of Support	Not Required
17.	Additional documents (eg. Platform/Channel Pre-Approval Form)	Not Required

### Notes:

- Ensure documents correspond to numbered list (above)
- Files should be named consistently using this naming convention: Applicant Company Project Title DocumentName
- 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 #16, 'additional documents'
- 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