



DOCUMENT CHECKLIST

TV Program – Major Production Funder Envelope (Production)

All documents must be uploaded through the Online Application Portal. Underlined document(s) have link to template(s).

Documents to be uploaded

1.	Proof that Copyright of Project is owned, optioned or controlled by applicant (producer)	Required
2.	Licence Agreement (commitment letter may be sufficient at application stage) with a CRTC Licensed, Broadcaster.	Required
3.	<u>Broadcaster Support Form</u>	Required
4.	*TV Ratings for previous season(s) if applicable	Required if applicable
5.	Proof of other financing, if applicable	Required if applicable
6.	Budget - Series Production (.xls or .xlsx)	Required
7.	Creative (1 or 2 scripts plus bible/treatment)	Required
8.	Production Schedule	Required
9.	Credits of Applicant Company (track record of applicant company and production team)	Required
10.	Key Personnel List + CVs (experience and achievements)	Required
11.	<u>Proof of eligibility</u> for CAVCO certification	Required
12.	<u>Self-ID Form</u>	Required
13.	Co-Production Agreement if applicable	Required if applicable
14.	Additional documents if applicable	Not Required

*March 2019 removed requirement for Audience Research/Marketing Plan and added requirement for TV Ratings.

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 #13, '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