

GRANT PROGRAM FOR EMERGING TALENT AND MICRO-BUDGET PRODUCTION

Mandatory Documentation Checklist

All documents must be versioned, dated, and signed, if applicable.

Items #1-12 must be included in the online application under the Supporting Documentation tab at the time of submission for the analysis of the funding request.

- 1) Detailed story outline and project description.
- 2) Final screenplay. (*Treatments will be accepted for documentaries and variety productions.*)
- 3) Detailed budget – using industry standard template (*locked and dated*).
- 4) Evidence of broadcaster or distributor commitment (*if applicable*).
- 5) Signed and dated commitment letter(s) from ALL other financial participants.
- 6) Federal and provincial tax credit calculations including a detailed list of projected eligible Manitoba expenditures (*if applicable*).
- 7) Production schedule.
- 8) Detailed cast & crew list indicating provincial residency.
- 9) Resumes and short bios for key creative positions.
- 10) Marketing and distribution plan including elements detailed in [program guidelines](#).
- 11) Chain of title summary and all documentation indicating project ownership. If applicant is the rights owner, include a dated and signed ownership declaration letter.
- 12) Co-production agreement between co-producers (*if a co-production*).

Items #13-24 are required to go to contract.

- 13) Signed long-form agreements for all financial participants (*including broadcasters and distributors as applicable*).
- 14) Insurance certificates showing Manitoba Film & Music as an additional insured and/or loss payee, detailed in [program guidelines](#).
- 15) Void cheque for the bank account through which all production expenses will be paid.

16) Banking resolution which shows cheque signing authority for the production account (*if applying as a registered business or corporation*).

Items #17-21 are required to be uploaded to Applicant Profiles for all companies involved including the Applicant Company, Co-Production Companies and Parent Companies. (Not applicable to individual applicants):

17) Business registration/articles of incorporation.

18) Resolution of board of directors (*indicating list of directors, officers, voting shareholders, and contract signing authority*).

19) Most recent copy of the annual corporate return of information (*if incorporated more than one year*).

20) Most current financial statements (*parent company statements if newly incorporated*).

21) Production company bio/experience.

Where applicable:

22) Information on commercial success of the work (*if based on previous work*).

23) The original work (*if applicable*).

24) Any other relevant information.

MANITOBA FILM & MUSIC may request additional application materials to complete the analysis of an application.

APPLICATIONS WILL NOT BE PROCESSED UNTIL ALL REQUIRED DOCUMENTS ARE RECEIVED BY MANITOBA FILM & MUSIC.