



FEATURE FILM DEVELOPMENT FUND

Mandatory Documentation Checklist

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

Items #1-17 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) Detailed budget (*locked and dated*).
- 3) Letter of interest from industry-recognized distributor (*if applicable - see phase requirements in program guidelines*).
- 4) Signed commitment letter from industry-recognized arms' length distributor or fund covering at least 20% of the phase budget (*if applicable - see phase requirements in program guidelines*).
- 5) Signed commitment letter(s) from ALL other financial participants.
- 6) Development schedule.
- 7) Detailed cast & crew list (*indicate provincial residency if Canadian or country if non-Canadian*).
- 8) Resumes for key creative positions.
- 9) Detailed marketing and distribution plan, indicating target audience and market potential.
- 10) Estimated production budget and shoot dates (*phase 3 only*).
- 11) Full concept/treatment (*phase 1 only*).
- 12) Character descriptions (*phase 2 and 3 only*).
- 13) Previous draft of script (*phase 2 and 3 only*).
- 14) Script notes and director's notes (*phase 2 and 3 only*).
- 15) Signed writer deferral agreement (*phase 1 only, if required - see program guidelines for requirements*).
- 16) Chain of title summary and documentation indicating project ownership.
- 17) Co-development agreement between co-producers (*if co-developing*).

Items #18-29 are required to go to contract.

- 18) Fully executed agreements for key creatives, (*i.e. writer, director, story editor, as applicable*).
- 19) Signed long-form agreements for all financial participants (*including broadcasters and distributors as applicable*).
- 20) Void cheque for the account through which all expenses will be paid.
- 21) Banking resolution showing cheque signing authority for the account.

Items #22-26 are required to be uploaded to Applicant Profiles for all companies involved including the Applicant Company, Co-Production Companies and Parent Companies.

- 22) Business registration/articles of incorporation.
- 23) Resolution of board of directors (*indicating list of directors, officers, voting shareholders, and contract signing authority*).
- 24) Most recent copy of the annual corporate return of information (*if incorporated more than one year*).
- 25) Most current financial statements (*parent company statements if newly incorporated*).
- 26) Production company bio/experience.

Where applicable:

- 27) Information on commercial success of the work (*if based on previous work*).
- 28) The original work (*if applicable*).
- 29) 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.