



TELEVISION AND WEB-BASED DEVELOPMENT FUND

Mandatory Documentation Checklist

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

Items #1-11 and i-vi (if applicable) 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) Evidence of broadcaster and/or distributor commitment (*if applicable*).
- 4) Signed commitment letter(s) from ALL financial participants.
- 5) Development schedule.
- 6) Detailed cast & crew list (*indicate provincial residency if Canadian or country if non-Canadian*).
- 7) Resumes for key creative positions.
- 8) Detailed marketing and distribution plan, indicating target audience and market potential.
- 9) Estimated production budget and shoot dates if deliverable is final script or packaging.
- 10) Chain of title summary and documentation indicating project ownership.
- 11) Co-development agreement between co-producers (*if co-developing*).

Additional items required for “web only” projects:

- i. Signed commitment letter or contract with an industry-recognized web broadcaster (*if applicable*).
- ii. Signed commitment letter or contract with an industry-recognized web content distribution company (if applicable).
- iii. Marketing and promotional plan, including specific strategies for (a) distribution, (b) monetization, and (c) post broadcast data collection.
- iv. Audience building plan, including social media strategy.
- v. Maintenance plan, both in terms of content and financial support.
- vi. Description of the development team’s web content development experience.

Items #12-23 are required to go to contract.

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

Items #16-20 are required to be uploaded to Applicant Profiles for all companies involved including the Applicant Company, Co-Production Companies and Parent Companies:

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

Where applicable:

- 21) Information on commercial success of the work (*if based on previous work*).
- 22) The original work (*if applicable*).
- 23) 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.