



## TELEVISION AND WEB-BASED PRODUCTION FUND

### Mandatory Documentation Checklist

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

**Items #1-14 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) Final screenplay (*a treatment will be accepted for documentary and variety productions*).
- 3) Detailed budget (*locked, signed and dated*).
- 4) Evidence of broadcaster or distributor commitment (*if applicable*).
- 5) Signed commitment letter(s) from all financial participants (*minimum 75% required to be reviewed*).
- 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 (indicate provincial residency if Canadian or country if non-Canadian).
- 9) Resumes for key creative positions.
- 10) Detailed training plan (*to support Manitoba training requirements*).
- 11) Proposed recoupment schedule based on Manitoba Film & Music's recoupment policy, in [program guidelines](#).
- 12) Detailed marketing and distribution plan including elements detailed in program guidelines.
- 13) Chain of title summary and complete documentation indicating project ownership.
- 14) Co-production agreement between co-producers (*if a co-production*).

**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 #15-34 are required to go to contract.**

- 15) A short sustainability plan (*outlining the broad steps the producer will implement to achieve a more environmentally sustainable practice, including the use of cleaner technologies and reducing the use of unsustainable resources, in the production and exploitation of the project*).
- 16) National and international revenue projections (*from distributor or sales agent if applicable*).
- 17) Complete chain of title documentation. A legal opinion on the chain of title may be required upon MFM’s request.
- 18) Pre-sale/agreements pledged to distributor (*if applicable*).
- 19) Completion guarantor agreement/Producer holdback agreement (*if applicable*).
- 20) Signed long-form agreements for all financial participants (*including broadcasters and distributors as applicable*).
- 21) Interim financing long form agreement.
- 22) Insurance certificates showing Manitoba Film & Music as an additional insured and/or loss payee detailed in section 6.08 of the Standard Terms and Conditions and in [program guidelines](#).
- 23) Project cash flow statement.
- 24) Void cheque for the bank account(s) through which all production expenses will be paid.
- 25) Banking resolution showing cheque signing authority for the production account(s).

**Items #26-30 are required to be uploaded to Applicant Profiles for all companies involved including the Applicant Company, Co-Production Companies and Parent Companies:**

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

**Where applicable:**

- 31) Information on commercial success of the work (*if based on previous work*).
- 32) The original work (*if applicable*).
- 33) A community engagement plan and a letter of support from a community representative (*if applicable - required for projects that intend to shoot or collaborate with under-represented communities*).
- 34) 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.**