



TELEVISION AND WEB-BASED DEVELOPMENT FUND

MANDATORY DOCUMENTATION

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, signed 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.
- 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) Complete chain of title documentation.
- 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 #12-19 are required to go to contract.

- 12) Signed long-form agreements for all financial participants (including broadcasters and distributors as applicable).
- 13) Void cheque for the account through which all expenses will be paid.

14) Banking resolution showing cheque signing authority for the account.

Items #15-19 are required to be uploaded to Applicant Profiles for all companies involved including the Applicant Company, Co-Production Companies and Parent Companies:

15) Business registration/Articles of incorporation.

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

17) Most recent copy of the annual corporate return of information (if incorporated more than 1 year).

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

19) Production Company Bio/Experience.

Where applicable:

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

21) One copy of original work (if applicable).

22) Any other relevant information.

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

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