



Completeness of Application Policy for CFFF Production Applications

**This policy applies to applications for
production financing from the Selective Component and
the Low Budget Program of the Canada Feature Film Fund (CFFF)**

1. Documents Required at the time of Application

All documents listed in the application form (also listed on the [checklist of required documents](#)) should be submitted at the time of application with a completed and signed application form using [eTelefilm](#).

Nine key documents must be included with the completed and signed application form by the end of business on the day of submission of the application. Failure to provide all key documents at time of application may result in an immediate refusal of the application without review. These documents are marked with an asterisk < * > in the document list of the application form. Please refer to the document list for additional descriptions of the key documents.

The **nine key documents** are:

1. Creative materials
2. Canadian theatrical distribution agreement¹
3. Canadian distribution and marketing plans
4. Recoupment schedules
5. Co-production and/or joint venture agreement (as applicable)
6. Financing structure with details of all confirmed and projected financing
7. Production budget dated and signed by the producer(s)
8. List of related-party transactions
9. Clear and complete chain of title

If the application is missing documents other than the nine key documents, the applicant will be given 2 business days notice (in a deadline system) or 5 business days notice (in a non-deadline system) to submit the missing documents. If all missing documents are not received within the required time, the application will be refused without further review.

Applications that present financial structures or creative materials that are insufficiently developed for evaluation purposes may be removed from the evaluation process.

2. Scripts

At the time of application, submitted scripts should be production-ready. Only professionally formatted, proof read scripts that include pagination and scene numbers, together with the date and the author's name correctly attributed on the cover page, will be accepted. Please see the [Suggested](#)

¹ For films budgeted under \$1.25 million, a distribution agreement is not required (See CFFF Guidelines – Eligible Projects)

[Script Layout document guide](http://www.screenaustralia.gov.au/) (provided courtesy of the Australian Film Commission, <http://www.screenaustralia.gov.au/>).

Due to limited staff resources, Telefilm may be unable to review updated scripts submitted during the evaluation process.

3. Documents That May Be Submitted After the time of Application

It is recognized that not all financing sources will be confirmed at time of application. Commitment letters are not required at time of application for unconfirmed financing sources. Applicants should, however, submit copies of any correspondence with other funding agencies or other provincial or foreign government authorities.

Financing and international distribution agreements or deal memos that are signed after time of application should be submitted as they become available and in a timely enough manner to allow for a full evaluation. These commitments will be taken into consideration in determining the viability of the proposed production financing.

Updates to key documents are considered material changes to the production application, and should be communicated to Telefilm as soon as the new information becomes available. However, updated scripts should not be submitted during the evaluation process.

4. Documents Submitted Via [eTelefilm](#)

eTelefilm application documents may be submitted electronically within the body of the electronic application form. If Telefilm is in electronic receipt of documents, there is no need to submit hard copies.

For the required multiple copies of creative materials, and for any documents/materials that cannot be submitted in electronic form through eTelefilm, hard copies must be submitted to the appropriate Telefilm office by the time of application or application deadline (as appropriate).

5. Applicants at a Distance (in a deadline system)

In a deadline system, in the event that an applicant must courier an application package a day or more in advance of the application deadline due to distance, it is acceptable to send additional documents by fax, provided they are received by the application deadline. This is to ensure that applicants residing outside of cities where Telefilm offices are located will not be placed at a disadvantage.

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