



MANITOBA | Musique et Film  
Film & Music | MANITOBA

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Feature Film Development Fund Application

PROJECT INFORMATION

Title of Project \_\_\_\_\_

Log Line (1-2 sentence project description)

[Empty box for Log Line description]

Name of Production Company \_\_\_\_\_

Company is self declared as:  Francophone  Aboriginal

Address \_\_\_\_\_

City \_\_\_\_\_ Province/State \_\_\_\_\_

Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Producer \_\_\_\_\_ Other Contact Person \_\_\_\_\_

Fax \_\_\_\_\_

Name of Co-Production Company \_\_\_\_\_

Company is self declared as:  Francophone  Aboriginal

Address \_\_\_\_\_

City \_\_\_\_\_ Province/State \_\_\_\_\_

Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Producer \_\_\_\_\_ Other Contact Person \_\_\_\_\_

Fax \_\_\_\_\_

Is project based on another work  Yes  No

If Yes Title \_\_\_\_\_

Name of Author \_\_\_\_\_ Original Medium \_\_\_\_\_

Current Copyright Owner \_\_\_\_\_

WHICH PHASE DOES THIS APPLICATION COVER?

- Phase 1: Concept/Treatment to First Draft
- Phase 2: Second or Subsequent Draft
- Phase 3: Packaging

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## COMMUNICATION AUTHORIZATION FORM

Name of Project: \_\_\_\_\_ (the "Project")

Program (TV/Web Development, Feature Development, TV/Web Production, Emerging Talent, Microbudget Production, Manitoba Tax Credit, Feature Marketing): \_\_\_\_\_

By Signing below, the Applicant(s)/Borrower(s) hereby authorizes Manitoba Film & Music ("MFM") to collect, use, disclose, communicate and share information with the individuals listed in the table below (the "Authorized Individuals") and with any other person with whom MFM must reasonably communicate, on behalf of the Applicant(s)/Borrower(s), regarding all aspects of this application (the "Application"), both before and after MFM goes to contract on the Project, as applicable.

Such collection, use, disclosure, communication and sharing of information includes information regarding the Application, the contract, deliverables for drawdowns, personal information about production staff, artists, and other personnel including work experience, residency, and ethnicity (the latter only for purposes of bonus points regarding Aboriginal production for Equity Applications), as applicable, and potential amendments to any agreement signed, if applicable, as well as any other issue surrounding the Project.

APPLICANT(S)/BORROWER(S) INFORMATION			
Full Name	Telephone #	Mailing Address (If different from Applicant(s)/Borrower(s) address)	Email Address

By Signing below, the Applicant(s)/Borrower(s) confirms that, unless MFM receives written notification, and acknowledges such notification, stating that an individual listed as an Authorized Individual is no longer permitted to liaise about the Project on behalf of the Applicant(s)/Borrower(s), it is understood that the Authorized Individuals are authorized, at all times, to communicate with MFM regarding the Project.

By signing this form, the undersigned Applicant(s)/Borrower(s), represents and warrants that he/she/it has the authority to allow the Authorized Individuals to collect, use, disclose, communicate and share information regarding the Project.

If an organization:

**NAME OF APPLICANT/BORROWER**

By: \_\_\_\_\_

Title: \_\_\_\_\_

If an individual:

\_\_\_\_\_

Witness

\_\_\_\_\_

Print Name of Witness

\_\_\_\_\_

Signature of Applicant(s)/Borrower(s)

\_\_\_\_\_

Print Name of Applicant(s)/Borrower(s)

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## INTENDED PROJECT FORMAT

Original Version  English  French  Other \_\_\_\_\_ (specify)

Category  Scripted, Fictional  Documentary  Children

Technique  Conventional  Animation

Length (minutes) \_\_\_\_\_ Delivery Format \_\_\_\_\_

Shooting Format  35mm  16mm  Video  HD

Colour  B&W  Other \_\_\_\_\_

## PRODUCTION STAFF

Province/State and Country

Executive Producer	_____	_____
Producer	_____	_____
Co-Producer	_____	_____
Director	_____	_____
Script Writer	_____	_____
Story Editor	_____	_____

## TENTATIVE LOCATIONS AND DATES SCHEDULED FOR SHOOTING

## FINANCING STRUCTURE FOR DEVELOPMENT

Public Funder	MANITOBA FILM & MUSIC	_____
Public Funder	_____	_____
Production Company	_____	_____
Distributor	_____	_____
Broadcaster	_____	_____
Specialty Services	_____	_____
Pay Television	_____	_____
Other (Specify)	_____	_____
Other (Specify)	_____	_____
Total Budget for Development	_____	_____

## Feature Film Development Fund Application

**WAS MANITOBA FILM & MUSIC INVOLVED IN OTHER DEVELOPMENT PHASES?**       Yes       No

If yes, under which company name? \_\_\_\_\_

Contact # \_\_\_\_\_ Phase # \_\_\_\_\_ Amount \_\_\_\_\_

Contact # \_\_\_\_\_ Phase # \_\_\_\_\_ Amount \_\_\_\_\_

Contact # \_\_\_\_\_ Phase # \_\_\_\_\_ Amount \_\_\_\_\_

Total all Phases Amount \_\_\_\_\_

### GENERAL INFORMATION ON THE PRODUCTION COMPANY

Date of Incorporation (attach Letters Patent) \_\_\_\_\_

Incorporated Under       Federal       Provincial

Authorized Capital \_\_\_\_\_

Is the share capital issued paid in full? \_\_\_\_\_

Give the names and addresses of all administrators, office staff and shareholders of the production company

### Production Company Legal Counsel

Legal Counsel Name \_\_\_\_\_

Address \_\_\_\_\_

City/Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

### Production Company Bank

Bank Name \_\_\_\_\_

Address \_\_\_\_\_

City/Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Production Bank Account Number \_\_\_\_\_

**Production Company Accountants**

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City/Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

**Production Company Film Experience (attach separate sheet if necessary)**

**Other Projects Currently Active**

### **MANDATORY DOCUMENTATION - FEATURE FILM DEVELOPMENT FUND CHECK LIST (all documents must be numbered, versioned and dated)**

Please number documents accordingly on the top right corner of the page.

Items #1-24 must be submitted at the time of the application for the analysis of the funding request (preparation of Business Affairs Report).

- 1. Completed, signed and dated application
- 2. Detailed story outline and project description
- 3. Detailed budget - locked, signed and dated
- 4. Financing structure
- 5. Letter of interest from industry-recognized distributor (if applicable - see phase requirements in program guidelines)
- 6. 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)
- 7. Signed commitment letters from all other financial participants (if applicable)
- 8. Projected Manitoba development expenditures form
- 9. List of related party expenditures
- 10. Development schedule
- 11. Detailed cast & crew list
- 12. List of past projects, including MFM supported development projects that have gone into production
- 13. Information on the co-production partners (if co-developing)
- 14. Complete chain of title documentation
- 15. Co-development agreement (if co-developing)
- 16. Resumes for key creative positions
- 17. Detailed marketing and distribution plan, indicating target audience and market potential
- 18. Information on success of previous work (if applicable)
- 19. Estimated production budget and shoot dates (Phase 3 only)
- 20. Full concept/treatment (Phase 1 only)
- 21. Scene samples and character descriptions (Phase 2 and 3 only)

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- 22. Previous draft of script (Phase 2 and 3 only)
- 23. Script notes and director's notes (Phase 2 and 3 only)
- 24. Signed writer deferral agreement (Phase 1 only, if required - see program guidelines for requirements)

Items #25-31 must be submitted to go to contract.

- 25. Signed long form agreements for all financial participants (including distributors, as applicable)
- 26. Business registration/Articles of incorporation for all companies involved
- 27. Most recent copy of annual corporate return of information for all companies involved (if incorporated more than 1 year)
- 28. Resolution of the board of directors (listing all directors, officers, voting shareholders and contract signing authorities) for all companies involved
- 29. Most current financial statements (parent company statements if newly incorporated)
- 30. Void cheque for the account through which all expenses will be paid
- 31. Banking resolution showing cheque signing authority for the account

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

# Feature Film Development Fund Application

**APPLICANTS:** For this program, Manitoba Film & Music requests that you indicate the gender, cultural origin and language of communication for the Producer(s), Director(s) and Writer(s) in the chart below. Manitoba Film & Music uses this information internally for program planning, evaluation and policy development. This information will not be used to assess your application. Completing this information is entirely voluntary. It will help Manitoba Film & Music identify whether its programs are reaching a diverse and wide range of clients as intended.

<b>PRODUCER(S)/DIRECTOR(S)/WRITER(S) INFORMATION</b>					
Full Names	MB Resident (Y/N)	Gender	Francophone (Y/N)	First Nations, Métis, or Inuit Descent (Y/N)	Cultural Minority (Y/N)

I hereby confirm that the information in this application, and in all supporting documents, is verified true and correct. Application materials will NOT be returned. All submissions become the property of MANITOBA FILM & MUSIC.

## MANITOBA PRODUCER'S SIGNING AUTHORITY

Name \_\_\_\_\_ Title \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_