



FEATURE FILM DEVELOPMENT FUND MANDATORY DOCUMENTATION CHECK LIST

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

Items #1-17 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) Letter of interest from industry-recognized distributor (if applicable - see phase requirements in program guidelines).
- 4) 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).
- 5) Signed commitment letter(s) from ALL other financial participants.
- 6) Development schedule.
- 7) Detailed cast & crew list.
- 8) Resumes for key creative positions.
- 9) Detailed marketing and distribution plan, indicating target audience and market potential.
- 10) Estimated production budget and shoot dates (Phase 3 only).
- 11) Full concept/treatment (Phase 1 only).
- 12) Scene samples and character descriptions (Phase 2 and 3 only).
- 13) Previous draft of script (Phase 2 and 3 only).
- 14) Script notes and director's notes (Phase 2 and 3 only).
- 15) Signed writer deferral agreement (Phase 1 only, if required - see program guidelines for requirements).
- 16) Complete chain of title documentation.
- 17) Co-development agreement between co-producers (if co-developing).

Items #18-25 are required to go to contract.

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

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

Items #21-25 are required to be uploaded to Applicant Profiles for all companies involved including the Applicant Company, Co-Production Companies and Parent Companies:

21) Business registration/Articles of incorporation.

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

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

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

25) Production Company Bio/Experience.

Where applicable:

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

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

28) 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