



PREDEVELOPMENT PROGRAM FOR DOCUMENTARY PRODUCTIONS

MANDATORY DOCUMENTATION

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

Items #1-9 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 predevelopment project description.
- 2) Detailed predevelopment budget (locked, signed and dated).
- 3) Signed commitment letter(s) for the balance of the predevelopment funding (if applicable);
- 4) Predevelopment schedule.
- 5) Detailed cast & crew list (if applicable - for example if a proof of concept is identified as a deliverable).
- 6) Resumes for key creative positions.
- 7) Pitch plan (an outline of the strategy and scope of the pitch to national and international broadcasters and distributors - identify those that will be targeted).
- 8) Marketplace readiness plan indicating target audience and market potential.
- 9) Complete chain of title documentation.

Items #10-12 are required to go to contract.

- 10) Signed long-form agreements for all financial participants (if applicable).
- 11) Void cheque for account through which all expenses will be paid.
- 12) Banking resolution showing cheque signing authority for the account.

Items #13-17 are required to be uploaded to Applicant Profiles for all companies involved including the Applicant Company and Parent Companies:

- 13) Business registration/Articles of incorporation.
- 14) Resolution of board of directors (indicating list of directors, officers, voting shareholders, and contract signing authority).
- 15) Most recent copy of the annual corporate return of information (if incorporated more than 1 year).
- 16) Most current financial statements (parent company statements if newly incorporated).
- 17) Production Company Bio/Experience.

Where applicable:

- 18) Information of commercial success of the work (if based on previous work).
- 19) One copy of original work (if applicable).
- 20) 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