



TELEVISION AND WEB-BASED PRODUCTION FUND MANDATORY DOCUMENTATION CHECK LIST

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

Items #1-16 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) Final screenplay (A treatment will be accepted for documentary and variety productions).
- 3) Detailed budget (locked, signed and dated with no convergent elements included).
- 4) Detailed budget for convergent elements (locked, signed and dated – if applicable).
- 5) Evidence of broadcaster or distributor commitment (if applicable).
- 6) Signed commitment letter(s) from ALL financial participants (minimum 75% required to be reviewed).
- 7) Federal and provincial tax credit calculations including a detailed list of projected eligible Manitoba expenditures (if applicable).
- 8) Production schedule.
- 9) Detailed cast & crew list (indicate Manitoba content points as applicable).
- 10) Resumes for key creative positions.
- 11) Detailed training plan (to support Manitoba Training Requirements).
- 12) Proposed recoupment schedule based on Manitoba Film & Music's recoupment policy.
- 13) Detailed marketing and distribution plan, indicating target audience and market potential.
- 14) National and International revenue projections.
- 15) Complete chain of title documentation.
- 16) Co-production agreement between co-producers (if a co-production).

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 #17-30 are required to go to contract.

- 17) Pre-sale/agreements pledged to distributor (if applicable).
- 18) Completion guarantor agreement/Producer holdback agreement (if applicable).
- 19) Resumes of key production positions.
- 20) Signed long-form agreements for all financial participants (including broadcasters and distributors as applicable).
- 21) Interim financing long form agreement.
- 22) Insurance agreements and certificates showing Manitoba Film & Music as an additional insured and/or loss payee.
- 23) Project cash flow statement.
- 24) Void cheque for the bank account(s) through which all production expenses will be paid.
- 25) Banking resolution showing cheque signing authority for the production account(s).

Items #26-30 are required to be uploaded to Applicant Profiles for all companies involved including the Applicant Company, Co-Production Companies and Parent Companies:

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

Where applicable:

- 31) Information of commercial success of the work (if based on previous work).
- 32) One copy of original work (if applicable).
- 33) 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