



CANADA FEATURE FILM FUND
DEVELOPMENT, PRODUCTION AND MARKETING PROGRAMS
(MAIN PROGRAMS)

THE APPLICATION PROCESS

Applicants must send the appropriate application form, duly completed and signed, together with Telefilm standard budget and all required documentation, to Telefilm Canada by the applicable deadline(s).

A. WHERE TO APPLY

1. Apply on-line:

It is now possible to submit an application using the on-line services of Telefilm Canada (<http://www.telefilm.gc.ca/extranet/EN/>). Applicants who do not have the access code for our extranet services can request one by contacting the resource person in their region.

*Please note that applications submitted through our on-line services will be accepted up to 5PM (local time) on the application cutoff date.

Atlantic Region Patricia Quesnel ✉ quesnep@telefilm.gc.ca Telephone : (902) 426-8425	Quebec Region Josée Asselin ✉ asselij@telefilm.gc.ca Telephone : (514) 283-6363
Ontario and Nunavut Helen Paul ✉ paulh@telefilm.gc.ca Telephone : (416) 973-6436	Western Region Monica Moore ✉ moorem@telefilm.gc.ca Telephone : (604) 666-1566

2. Apply by mail

For projects in English, applications should be sent to Telefilm office in the applicant's region to the attention of the Project Coordinator, who is available to answer any questions regarding the application or the documents required.

For projects in French, all applications should be sent to the Quebec office to the attention of the Project Coordinator, according to the program (see the chart below).

Applicants from:	Telefilm Office	Project Coordinator	Address
British Columbia, Alberta, Saskatchewan, Manitoba, Yukon, Northwest Territories	Western Region	Sasha Dryden drydens@telefilm.gc.ca	609 Granville Street Suite 410 Vancouver, British Columbia V7Y 1G5 Phone: (604) 666-1566 Toll-free: 1-800-663-7771 Fax: (604) 666-7754



Applicants from:	Telefilm Office	Project Coordinator	Address
Ontario, Nunavut	Ontario	Helen Paul paulh@telefilm.gc.ca	474 Bathurst Street Suite 100 Toronto, Ontario M5T 2S6 Phone: (416) 973-6436 Toll-free: 1-800-463-4607 Fax: (416) 973-8606
Quebec	Quebec	<i>Development and Production</i> Maria-Anita Damiani damianm@telefilm.gc.ca <i>Marketing</i> Caroline Landry landryc@telefilm.gc.ca	360 St. Jacques Street Suite 700 Montréal, Quebec H2Y 4A9 Phone: (514) 283-6363 Toll-free: 1-800-567-0890 Fax: (514) 283-8212
Newfoundland & Labrador, Nova Scotia, New Brunswick, Prince Edward Island	Atlantic Region	Patricia Quesnel quesnep@telefilm.gc.ca	1717 Barrington Street Suite 300 Halifax, Nova Scotia B3J 3A4 Phone: (902) 426-8425 Toll-free: 1-800-565-1773 Fax: (902) 426-4445

In the case of inter-provincial co-productions, production companies should take into account the degree to which each company initiated and developed the project, controls the creative, technical and financial aspects, owns the copyright, controls the distribution of rights and retains an ongoing financial interest in the production, etc. in determining which office an application should be made to.

Applicants with their head office in one province or territory, but with a branch office in another province or territory must demonstrate a commitment to build the applicant branch office as a self-sufficient and autonomous production (or distribution) unit when applying to the regional office in which the branch office is located.

B. WHEN TO APPLY

Development Financing for Producers

There is no application deadline for development (Selective or Performance) – we begin receiving development applications in April, and evaluate them on an on-going case-by-case basis until funds are exhausted.

Selective Production Financing for Producers

For all English-language projects irrespective of the requested amount (including Selective and Performance Components as well as License Fee Program top-up requests):

Deadline date for receipt of complete applications	English Language Decision date
Monday, January 17, 2005	Week of March 21, 2005
Monday, April 11, 2005	Week of June 15, 2005
Monday, October 3, 2005	Week of December 12, 2005



For all French-language projects irrespective of the requested amount (including Selective and Performance Components as well as License Fee Program top-up requests):

Deadline date for receipt of complete applications	Decision date
Monday, January 17, 2005	Week of March 14, 2005
Monday, April 18, 2005	Week of June 27, 2005

All applications for production financing must be submitted well in advance of commencement of principal photography. Telefilm Canada will not accept applications for production financing after principal photography has begun on the project for which financing assistance is sought.

Marketing Financing for Distributors – Selective Component

Applications for marketing financing assistance for films planned for release during fiscal 2005/2006 (April 1, 2005 to March 31, 2006) and beyond must be received early in order for financing to be reserved for successful applicants.

The deadline for receipt of these applications is the earlier of: February 7, 2006 or 30 days following Telefilm’s decision to invest in the film (whether through Selective or Performance production financing). An updated marketing plan must be submitted no later than 30 days prior to the Canadian theatrical release date.

Applications for marketing financing for other eligible films must be received no later than 30 days prior to the Canadian theatrical release date.

Performance Envelopes

Performance envelopes must be fully committed, contracted and no less than 90% drawn down (disbursed) by March 31, 2006.

For Telefilm’s cash management purposes, those companies that have not fully drawn down their performance envelope by September 6, 2005 will be required, by that date, to provide Telefilm with an undertaking indicating the amount (project by project) of the remaining envelope that will be contracted and drawn down by March 31, 2006. That portion of a Performance Envelope that will not be contracted and drawn down¹ by March 31, 2006 will be reallocated to the Selective Component.

Applications for projects that are the subject of an undertaking must be submitted to Telefilm no later than November 14, 2005 (production and marketing) and January 9, 2006 (development). Any amount that is undertaken to be drawn down, and is not, will no longer be available to the company. Should such a company qualify for a performance envelope for the fiscal year 2006/2007, an amount equal to the amount lapsed will be deducted from the envelope to which the company would otherwise be entitled. For those companies that do not qualify for an envelope in 2006/2007, Telefilm may have to consider restricting such companies’ access to the Selective Component of the CFFF for the 2006/2007 fiscal year.

¹ Save for a maximum of 10% of the total performance envelope that need not be draw down.



C. HOW TO APPLY

All application(s) to the main programs of the CFFF must be accompanied by a completed, signed application form and Telefilm standard budget. Application and budget forms may be downloaded from the Telefilm Canada Web site (www.telefilm.gc.ca).

Development Application Form

http://www.telefilm.gc.ca/upload/CFFF_2004_2005_devform_EN.doc

Standard Development Budget

http://www.telefilm.gc.ca/upload/CFFF_2004_2005_Dev_Budget_EN.xls

Production Application Form

http://www.telefilm.gc.ca/upload/CFFF_2004_2005_pro_form_EN.doc

Telefilm Standard Budget

http://www.telefilm.gc.ca/upload/fonds_prog/standard-budget-en.xls

Marketing Application Form

http://www.telefilm.gc.ca/upload/CFFF_2004_2005_mkn_form_EN.doc