



Edmonton Screen Media Fund

Required Documents Checklist for – Ventures

Please read the ESMF Guidelines prior to submitting application materials. These documents must be uploaded as applicable, for the application to be considered complete. Document file names should be numbered in accordance with this list. Submitted legal agreements must be fully executed.

Hyperlinks to supporting visual content, such as trailers, are preferred. Please add these within your application form. We will only accept hard copies of certain supporting materials if they are otherwise impossible to make available online, such as DVDs and books, sent to the address below. Printed document packages will not be accepted.

When you are ready to submit your complete application package, please either:

1. Pay the required application fee based on the amount requested (required for requests about \$25,000 CAD). Upon receipt of this payment we will provide a link to upload materials. This link will expire 7 days from the date of issue.

Or

2. If an application fee is not required (requests below \$25,000 CAD), please email funding@edmontonscreen.com to let us know you are ready to submit your application and we will provide a link to upload your materials. This link will expire 7 days from the date of issue.

| # | Document | Required? |
|---|---|-------------------|
| 1 | Application form, signed and dated | Yes |
| 2 | Certificate of Officer, with corporate documents appended | Yes |
| 3 | Financial statements for the past two years | Yes, as available |
| 4 | Business Plan | Yes |
| 5 | Slide Deck | Yes |
| 6 | Executive Summary | Yes |
| 7 | Share register | Yes |

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| 8 | Shareholder agreements | Yes |
| 9 | Capitalization table | Yes |
| 10 | Summary of revisions, if submitting a revised application | Yes, if applicable |
| 11 | Stock Option agreements | Yes |
| 12 | Future budgets and projections for 3-5 years | Yes |
| 13 | Related parties and transactions | Yes |
| 14 | Cashflow projections | Yes |
| 15 | Finance agreements, including shareholder loans, bank documentation, credit cards | Yes, if applicable |
| 16 | Grant agreements | Yes, if applicable |
| 17 | Company Organization Chart | Yes |
| 18 | Founder and employee contracts | Yes |
| 19 | Consulting and Advisory contracts | Yes, if applicable |
| 20 | Employee handbook and benefits plan | Yes, as available |
| 21 | Any policies on inclusive hiring and workplace harassment | Yes, as available |
| 22 | Complete chain of title documents for all IP, such as acquisition and writer agreements and other proof of copyright ownership or license of rights, as well as patents and preliminary patents, including a summary page. | Yes |
| 23 | Tax credit calculation | Yes, if applicable |
| 24 | Year end tax filings and GST filings | Yes, as available |



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| 25 | Sales Pipeline | Yes |
| 26 | Sales Deck | Yes |
| 27 | All material sales contracts, license agreements, partnership agreements and NDA's | Yes |
| 28 | Marketing and promotional materials, media coverage | Yes |
| 29 | Letters of support | Applicant discretion |
| 30 | Additional documents | Applicant discretion |

The ESIO may request additional documents and information including, but not limited to:

- CRA reports from all accounts
- Tax returns and Notice of Assessment from CRA
- Aged accounts receivable listing
- Aged accounts payable listing
- Copies of identification from one owner
- Confirmation of the following:
 - o GST filings are up to date
 - o CRA remittances are up to date
 - o Covenants required under other financing arrangements are met
 - o Alberta Employment Standards are met
 - o Appropriate permits/licenses are in place
 - o No liens have been placed on assets
 - o WCB coverage as applicable