



Edmonton Screen Media Fund

Required Documents Checklist for Audiovisual – Production

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	Script(s) for feature film or television pilot or web series	Yes, as applicable
5	TV Series bible	Yes, if applicable
6	Director's vision statement, for feature film projects	Yes, if applicable
7	Story outline, for documentary projects	Yes, if applicable

8	Demo, sizzle reel, trailer, previous work, previous episodes of series, in progress rough cut (links in application form preferred, but must submit 2 copies if a hard copy)	Applicant discretion
9	Original materials if based on a book or other property (can be mailed)	Applicant discretion
10	Summary of project revisions, if submitting a revised project	Yes, if applicable
11	Production Schedule	Yes
12	Complete chain of title documents, such as option, purchase, writer agreements and any other proof of copyright ownership or license, including a summary page	Yes
13	Evidence of secured financing, such as funding agreements	Yes, as available
14	Distribution agreements, along with any license and pre-sale agreements or support letters	Yes, as available
15	Co-Production agreements	Yes, if applicable
16	Sales and revenue projections (from a bonafide distributor as available, can be internal if based on previous project revenues)	Yes, as available
17	Budget (topsheet and detailed versions) and cash flow, dated and signed	Yes
18	Related parties and transactions	Yes, if applicable
19	Costs incurred to date	Yes, if applicable
20	Tax Credit Calculations	Yes, if applicable
21	Proposed recoupment schedule (for equity-based applications)	Yes, if applicable
22	Global and domestic marketing and promotion strategy	Yes
23	Discoverability plan	Yes
24	Digital content plan (for convergent projects)	Yes, if applicable



25	Company profile, track record and credits. Include parent company, production company, or co-production partners as applicable.	Yes
26	Bio's and CV's of key personnel, including above the line cast and crew	Yes
27	Letters of support	Applicant discretion
28	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