



Edmonton Screen Media Fund

Required Documents Checklist for

Interactive Digital Media – Development and Marketing

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	Summary detailing project history and goals, design ideas, assumptions, and any new functionalities or innovative processes. Indicate the final deliverable for this project phase.	Yes
5	Revenue model, market study and marketing plan including information on audience and community building as appropriate to the project.	Yes
6	Any images, including concept art, mock-ups, screenshots, videos, gameplay footage	Yes, as available

7	Previous samples of work	Applicant discretion
8	Original materials if based on a book or other property (can be mailed)	Applicant discretion
9	Summary of project revisions, if submitting a revised project	Yes, if applicable
10	Milestone Schedule	Yes
11	Complete chain of title documents, 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
12	Evidence of secured financing, such as publisher agreement	Yes, as available
13	Co-Venture agreements	
14	Budget (topsheet and detailed versions) and cash flow, dated and signed	Yes
15	Related parties and transactions	Yes, if applicable
16	Costs incurred to date	Yes, if applicable
17	Proposed recoupment schedule (for equity-based applications)	Yes, if applicable
18	Company profile, track record and credits. Include parent company or partners as applicable.	Yes
19	Bio's and CV's of key personnel	Yes
20	Letters of support	Applicant discretion
21	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/licences are in place
 - o No liens have been placed on assets
 - o WCB coverage as applicable