



How to apply to the Rocket Fund through the Online Application Portal

Step 1: Visit the “Funding” page on the Rocket Fund website (<http://rocketfund.ca/en/investment/>)

- a) Read the program guidelines and policies (updated January 2017)
 - b) Read the list of required documents.
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Step 2: Go to online application portal: <http://application.rocketfund.ca>

Step 3: Create an account.

- a) Each parent company may have only one account.
 - b) The IP owner (or parent company) should be the account holder and applicant. Service companies should not submit an application through their company’s account.
 - c) This account will be used for ALL applications to the Rocket Fund under each parent company.
 - d) The email used as the login for this account should (ideally) be a general email address, not a personal email. This email address will only be used as a contact for the account, not for specific applications. Each application will have a separate contact for that particular project.
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Step 4: The first page is your Dashboard, this shows all submitted and draft applications and their status.

- a) Click on the New Applications tab to create a new application.
- b) Click the *pencil icon* to edit your application while it is still in draft.
- c) Click the *red X* if you'd like to delete an application draft.
- d) After the project is submitted, click the *magnifying glass* icon to view your application.

Step 5: Click on the New Applications tab. Select the stream you wish to apply for (Canadian Stream or Digital Stream). Then select the deadline you are applying for to the right of the program you are applying for.

- a) PLEASE NOTE: You must be currently submitting an application for the Canadian Stream or have already submitted a successful application for the Canadian Stream in order to be able to apply for the Digital Stream.
- b) If the digital media company holds the copyright to the digital content, they should submit their Digital stream application through their own company's account.
- c) For Canadian Co-Productions, the lead producer should submit the application under their company's account. The Co-Producer does not need to submit anything.
- d) For international treaty co-productions, the Canadian producer should submit the application under their company's account. The Co-Producer does not need to submit anything.

Step 6: Fill in the requested information.

- a) You can save your application as a draft at any time; you will be able to exit the application and continue to work on it at a later date.
- b) There is the option to download your application as a PDF and print it for your records.
- c) You can continue to revise your application until you get to the final page and click Submit.

TIP: When uploading documents, the portal does not accept documents with special characters in the title (!@#\$%^&*), so ensure that the document name does not include a special character prior to uploading.

Step 7: After submitting your application online, please send any additional application materials via mail or courier to the Rocket Fund office (address below).

- a) Application materials that may need to be sent to the office include:
 - a. Two (2) copies of an appropriate demo on DVD. Examples of an appropriate demo include: animatic or test animations for animated productions, examples of previous work of the production company or key creative team, sales demo reels, and corporate sizzle reels. If the production is a series renewal, at least 2 copies of each of 2 episodes from the previous season should be submitted.
 - b. One (1) copy of the original material, if based on a book or other original program or IP (not applicable for series renewals).
 - c. Most recent financial statements for Parent Company(ies) (if Producer prefers to mail these separately).

- b) Please include the production name and production company name on all materials, and send hard copy materials and DVDs to:

Shaw Rocket Fund
Suite 100, 2421 37th Avenue NE
Calgary, Alberta T2E 6Y7

- c) All mailed materials need to be received by the Rocket Fund in Calgary two (2) business days after the deadline date.

Step 8: After submitting your application online, please log back into your account to see the status of your application.

NOTE: The application deadline closes at 5:00pm Pacific Time (8:00pm Eastern Time) on the date of the deadline.