

# CMF / SHAW ROCKET FUND KIDS DIGITAL ANIMATED SERIES PROGRAM APPLICATION CHECKLIST



The documents listed must be uploaded in order for the application to be considered complete. Any documents submitted following the deadline will not be included in the project analysis which is presented to the Board of Directors for the funding decision.

DOCUMENTS:	REQUIRED?
1. One-page synopsis	Yes
2. Current script(s), at least 2 episodes should be submitted	Yes
3. Series bible	Yes
4. Document detailing how the production reflects Canadian diversity and inclusion (story, key creative crew, actors, etc.)	Yes
5. Associated digital content plan (i.e. website, games, etc.).	Yes
6. Evidence of Canadian legal identity (i.e. incorporation documents for production or parent company)	Yes
7. Evidence of 6/10 Canadian content certification points – a signed letter from producer detailing anticipated points for each key cast & crew, such letter confirming that a minimum 6/10 points will be obtained	Yes
8. Co-production agreement(s) or short form(s) that outline the terms of the agreement(s) (if applicable)	Yes, if applicable
9. Proposed financial structure	Yes
10. Letter(s) from an eligible platform indicating the intent to make the program or series available in a meaningful way to the intended audience in Canada within twelve months of project completion, if applicable	Yes
11. Evidence of financing secured to date	Yes
12. Provincial and federal tax credit calculations, based on the submitted budget	Yes, if applicable
13. Proposed recoupment schedule	Yes
14. A detailed and feasible Discoverability Plan (i.e. how you will market your Production to your audience, including and in addition to any efforts by your broadcaster/platform)	Yes
15. Distribution agreement(s) including all licences and pre-sales that may or may not be part of your financing	No
16. Canadian marketing and promotional strategy (i.e. how you will sell your Production to broadcasters, platforms and distributors)	Yes
17. If available, sales and revenue projections from a bonafide distributor	No
18. Current budget top sheet and detailed production budget, dated and signed	Yes
19. Related party transactions (i.e. what production costs are being paid to owners of the company, related parties)	Yes
20. Current company profiles for Production Company, Co-Production Company and Parent Company(ies)	Yes
21. Production & Creative Teams List (template can be found on SRF website), key creative bios/resumes (i.e. Writer, Director, etc.)	Yes

*The Fund reserves the right to withhold evaluation of incomplete applications.*

SHAW ROCKET FUND RESERVES THE RIGHT TO REQUIRE ADDITIONAL INFORMATION UPON REQUEST