

## CFC FEATURES

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### APPLICATION FORM | 2011

### IMPORTANT NOTES

- All applications must be received by CFC Features on the date of the deadline, NOT postmarked by that date.
- Please do not call or email for results. The decision of CFC Features is final.
- Written materials will not be returned. DVD(s) tapes will be returned via regular mail ONLY IF a self addressed, stamped envelope (with correct postage) is included with submission.
- We do not provide readers' notes.

## CHECKLIST OF REQUIRED MATERIALS

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Applicants will submit the following materials upon submission (please no staples, paperclips only if required):

- Completed and signed Application Form confirming that the principals and the project meet the requirements of the program and the budget level to which they are applying. Including one completed Self-Identification Questionnaire for each member of the team applying.
- Checklist of Required Materials (this page), completed
- One paragraph synopsis of the screenplay.
- Curriculum Vitae for the writer, director and producer (as applicable). More comprehensive than a resume. Your CV should include summaries of relevant duties performed in jobs listed. Keep it relevant, no more than 2-3 pages.
- Filmographies for the writer, director and producer (as applicable) outlining experiences in the film industry. All production and post-production experience is valid. Only produced films or videos may be listed as credits.
- One to Two Letters of Reference (from a notable member of the film industry) for each member of the team applying. *Each letter must be signed, or emailed/faxed directly to CFC Features (features@cfccreates.com or 416-445-9481) from the person writing the letter*
- One page description from each member of the creative team outlining what would be required most in terms of further developing the project through CFC Features. Please discuss your ideals, hopes and areas to focus on which we can build upon.
- A brief description of the development history of the screenplay.
- A wish list of Mentors for each discipline (writer, director, producer) whom you would like to work with. For each name write a brief one paragraph description of why you feel he/she would be appropriate. Please provide at least five names per discipline, with a maximum of two being international names and a minimum of three being names of Canadian based individuals.
- One or more clearly labeled DVD(s) which showcase the directorial/producorial/writer talents (clearly labeled with title/year of production and name). Please send complete pieces wherever possible (ie. No highlight tapes or clip reels).
- Director has at least 10 mins of narrative drama to submit as visual support material (not including music videos or commercials)
- Producer should have a producer credit on either short film(s), feature film(s) or TV (credits may include documentary film/tv)
- A one paragraph synopsis of the DVD(s) contents with running times for each piece.
- Three (unbound, three-hole paper) copies of the feature length screenplay (all references to title and author must be removed from each page of the script). *In addition, please email a PDF of the script to features@cfccreates.com*
- Screenplay must be properly formatted, as per industry standard.

## CHECKLIST OF REQUIRED MATERIALS (cont)

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- Chain of Title: A written description of the Chain of Title of the project, including any and all agreements pertaining to the project (i.e. option agreement(s), purchase agreement(s), writer agreement(s), producer agreement(s), story editor agreement(s), incorporation documents and any other relevant documents. **NOTE:** If it is determined by CFC Features that additional documentation is required in order to evidence clean Chain of Title, all costs to generate and complete such documentation will be borne by the creative teams applying.
- An outline of why the applicant(s) feel the film can be made within the budget level being applied. **NOTE:** A full budget is NOT required at this stage.
- Preliminary Marketing and Distribution Strategy. The more research the better but at a minimum identify: target audiences, comparison films, ideal markets, festivals and means and strategies.
- Copies of all other Production Financing commitments, if applicable (i.e. letter of agreement, deal memos, letter of intent and distribution agreements).
- If the project has received any development or production funds/grants include any and all paperwork pertaining to such funds/grants.
- One copy of the original literary property (if applicable).
- Non-refundable application fee of \$100.00 (payable to **Canadian Film Centre** in the form of cheque or money order) must be enclosed with each application form.

Submit all materials listed in the checklist above to the following address:

CFC Features  
Attn: Dept Coordinator  
2489 Bayview Ave.  
Toronto, ON M2L 1A8

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### PRODUCTION:

Title of Project: \_\_\_\_\_

Previous Title(s): \_\_\_\_\_

One Line Summary: \_\_\_\_\_

Genre: \_\_\_\_\_ Budget Category: \_\_\_\_\_

### APPLICANTS:

#### WRITER(S):

Name: \_\_\_\_\_ Self identification Questionnaire:

Canadian Citizen (as defined by the Citizenship Act)  OR

Permanent Resident of Canada (as defined by Immigration and Refugee Protection Act):

Age: 18-24  25-34  35-50  over 51  Primary Language Spoken: \_\_\_\_\_

Prov: \_\_\_\_\_ Professional Affiliations (if any):  
Are you or have you ever been a member of an  
industry guild or union (ie. WGC, DGC etc) please list: \_\_\_\_\_

#### DIRECTOR(S):

Name: \_\_\_\_\_ Self identification Questionnaire:

Canadian Citizen (as defined by the Citizenship Act)  OR

Permanent Resident of Canada (as defined by Immigration and Refugee Protection Act):

Age: 18-24  25-34  35-50  over 51  Primary Language Spoken: \_\_\_\_\_

Prov: \_\_\_\_\_ Professional Affiliations (if any):  
Are you or have you ever been a member of an  
industry guild or union (ie. WGC, DGC etc) please list: \_\_\_\_\_

#### PRODUCER(S):

Name: \_\_\_\_\_ Self identification Questionnaire:

Canadian Citizen (as defined by the Citizenship Act)  OR

Permanent Resident of Canada (as defined by Immigration and Refugee Protection Act):

Age: 18-24  25-34  35-50  over 51  Primary Language Spoken: \_\_\_\_\_

Prov: \_\_\_\_\_ Professional Affiliations (if any):  
Are you or have you ever been a member of an industry  
guild or union (ie. WGC, DGC etc) please list: \_\_\_\_\_

## APPLICATION FORM | 2011 (cont)

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Are any of the applicants (writer, producer, director) a Graduate of any one of the CFC's training programs?

Yes  No:

If so, please provide details: \_\_\_\_\_

**NOTE: It is not mandatory that any applicant be a graduate of the CFC**

### CONTACT PERSON:

Name: \_\_\_\_\_

Full mailing address \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

### CONTRACTUAL RELATIONSHIPS:

Is there a legal and/or contractual relationship between the producer, director and writer or any other party?

Yes  No:

If so, please provide details and a copy of such Agreement:

\_\_\_\_\_  
\_\_\_\_\_

### SCREENPLAY/COPYRIGHT:

Title of Original Work and Format (ie. novel/play): \_\_\_\_\_

Author(s): \_\_\_\_\_

Place of Residence: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax \_\_\_\_\_

Email: \_\_\_\_\_

## APPLICATION FORM | 2011 (cont)

### OTHER INTEREST:

Is there any interest in or commitment to the screenplay by a broadcaster, distributor or sale agent? Yes  No

If so, please provide details and copies of applicable Agreements:

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### OTHER FUNDING:

Has the project received any development or other funding: Yes  No

If so, please provide details - name of Fund/Grant, Dollar Amount, and the Amount to be Repaid

FUND NAME	DOLLAR AMOUNT	AMOUNT RECEIVED TO DATE	AMOUNT TO BE REPAID

### APPLICANT SURVEY:

How did you hear of this Application Deadline? (please check one or more boxes)

- CFC Website
- Email Blast
- Playback Magazine Ad
- PlaybackOnline Ad
- Co-Op/Association (ie. WIFT, CFTPA, WGC)
  - Please name: \_\_\_\_\_
- Word of Mouth
- Other: \_\_\_\_\_

### **\*\*IMPORTANT: SEE ATTACHED CHECKLIST OF REQUIRED MATERIALS TO INCLUDE WITH YOUR SUBMISSION\*\***

It is the Applicant's responsibility to ensure that all required documentation is submitted in a manner acceptable to CFC Features. Failure to do so will render the application incomplete and delay its review. Please refer to the CFC Features Guidelines when preparing the items listed on the CHECKLIST.

## APPLICATION FORM | 2011 (cont)

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I have read and understood the CFC Features Guidelines. I hereby declare that and warrant that the information contained herein is true and complete, and I authorize CFC Features to contact sources necessary to verify the contents of this Application, and to keep on file all written materials submitted by the Applicant in support of an Application. I understand that CFC Features is not obliged to select a submission.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (print): \_\_\_\_\_

## CFC FEATURES SELF-IDENTIFICATION QUESTIONNAIRE

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Name: \_\_\_\_\_ Date: \_\_\_\_\_

Gender: Female  Male

Note: The information collected in this Self-Identification Questionnaire is to be used for statistical purposes only and is required by the governmental agency(ies) supporting the CFC. The definitions used here were developed for the purposes of the Federal Employment Equity Act and the Federal Contractors Program. Please note that you may self-identify in more than one category.

### A. VISIBLE MINORITIES

Members of a visible minority are persons in Canada, other than Aboriginal peoples, who identify themselves to be non-white in colour or of a non-Caucasian racial origin. Members of ethnic or national groups such as Portuguese, Italian, Greek, etc., are not considered to be racially visible.

The visible minority groups include:

Black (e.g., African, American, Canadian, Caribbean)  
East Asian (e.g., Chinese, Japanese, Korean, Polynesian)  
South Asian (e.g., Indian, Pakistani, Sri Lankan, Bangladeshi)  
Southeast Asian (e.g., Burmese, Cambodian, Filipino, Laotian, Malaysian, Thai, Vietnamese)  
West Asian (e.g., Arabian, Armenian, Iranian, Israeli, Lebanese, Palestinian, Syrian, Turkish)  
South or Central Amer-Indian  
Other (including mixed ancestry)

Do you consider yourself a member of a visible minority? No  Yes

Please specify: \_\_\_\_\_

### B. PERSONS WITH DISABILITIES

Physical disabilities can be visible or non-visible and can include any degree of paralysis, amputation, lack of physical coordination, blindness or visual impairment, deafness or hearing impairment, muteness or speech impairment, or necessary use of a guide dog, wheelchair or other appliances or devices. Learning, mental or psychiatric disabilities can include learning or comprehension incapacities which are significant and persistent.

Do you consider yourself to be a person with a disability? No  Yes

### C. ABORIGINAL PEOPLES

Do you self-identify with or have ancestry as an Aboriginal person defined as Indian (status or non-status), Métis, or Inuit? No  Yes

Please specify: \_\_\_\_\_