

CFC FEATURES

ONLINE APPLICATION REQUIREMENTS AND INSTRUCTIONS | 2016

NOTE: Online Application form will go live on February 1, 2016, for the March 31st, 2016 deadline. No applications can be uploaded prior to that date.

IMPORTANT NOTES

- All applications must be received by CFC Features on the date of the deadline BY 11:59pm EST.
- Please do not call or email for results. The decision of CFC Features is final.
- We do not provide readers' notes.
- Please carefully read through this document and have all required documents ready before you start to fill out the Online Application Form.

CFC FEATURES APPLICATION DETAILS

APPLICANTS PLEASE NOTE:

- All application materials must be submitted electronically via our Online Application Form **unless otherwise specified**.
- Please note that the maximum file size uploaded to a single field should not exceed 3MB.
- \$100.00 application processing fee is payable via credit card or debit payment through our online application system.
- All scripts must be in proper screenplay format.
- All documents must be uploaded as separate PDF documents in the fields indicated in the Online Application Form (no one document larger than 3MB).
- Please submit and upload your application and all required materials no later than 11:59pm EST on Thursday March 31, 2015.
- For questions please contact features@cfccreates.com or call 416-445-1446 x268.

CFC Features
2489 Bayview Ave
Toronto, ON M2L 1A8

CHECKLIST OF REQUIRED MATERIALS

THE FOLLOWING MATERIALS ARE REQUIRED AND MUST BE INCLUDED IN YOUR ONLINE APPLICATION:

Section 1: Team Members and Project Information

- General project details including title of project, one line summary, genre, and budget dollar amount.
- Contact details for project's primary contact.
- Details for all other applicants attached to project.
- CVs for 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 (uploaded for each individual applicant in appropriate field).
- Filmographies for 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 (uploaded for each individual applicant in appropriate field).
- Title of original work and format (ie. novel, play etc.) (if applicable), screenplay synopsis and upload of completed screenplay.
- List of broadcasters, distributors, and sales agents who have been presented this screenplay, or any versions of the screenplay (if applicable).
- Copies of any documentation pertaining to interest or commitment from a broadcaster, distributor, or sales agent (if applicable; uploaded to the appropriate field).
- A brief description of the development history of the screenplay (uploaded to the appropriate field).

Section 2: Budget, Funding, and Chain of Title

- List of any development or other funding the project has received. Applicant must provide name of fund/grant, dollar amount(s), amount(s) received to date, amount(s) to be repaid.
- If the project has received any development or production funds/grants include any and all paperwork pertaining to such funds/grants (any applicable documents should be scanned and uploaded to appropriate fields on Online Application Form).
- Copies of all other Production Financing commitments, if applicable (i.e. letter of agreement, deal memos, letter of intent and distribution agreements - any applicable documents should be scanned and uploaded to the Chain of Title fields in the Online Application Form).
- Chain of Title: a point form summary of the Chain of Title of the project, listing 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) and listing the entities and or individuals involved. **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 (any applicable documents should be scanned and uploaded to appropriate fields in Online Application Form; summary listed in point form in text box).
- An outline of why the applicant(s) feel the film can be made within the budget level being applied. Please include a proposed schedule of production financing that corresponds with the budget level indicated on your application (uploaded to Budget Level Rationale field). **NOTE:** A full budget is NOT required at this stage.

Section 3: Application Package Materials and Payment

- One paragraph synopsis of screenplay (inserted into appropriate field in Online Application Form).
- Copy of feature length screenplay - all references to title and author must be removed from each page of the script (uploaded to appropriate field).

- A wish list of Mentors for each discipline (writer, director, producer) with whom you would like to work. 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 three being names of Canadian based individuals (all team members are required to submit a Mentor Wish List; please submit as one document uploaded to the appropriate field).
- A wish list of story editors with whom you would like to work. Please provide at least three names and a brief description as to why you would like to work with each person on the list. Story editors can be Canadian or International.
- Preliminary Marketing Distribution Strategy. The more research the better, but at a minimum identify: target audiences, comparison films, ideal markets, festival and means and strategies (uploaded to the appropriate field).
- Domestic distribution and foreign sales expectations. Please articulate what your expectations are regarding domestic and international territories (i.e. release patterns, appropriate territories and mediums internationally) (uploaded to the appropriate field).
- One paragraph synopsis for each individual visual support material submitted (i.e. feature film, short film, TV episode). Must include running times for each piece (uploaded to the appropriate field). Please feel free to note any special circumstances of your pieces, whether it be time constraints, financial limitations etc.
- Signed application signature page confirming that the principals and the project meet the requirements of the program and the budget level to which they are applying. The form must be signed by all applicants and scanned and uploaded to Online Application Form (**application signature page can be found on page 7 of this document**).
- One page Development Plan from each member of 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 that we can build upon (all team members are required to submit their expectations; please submit as one document uploaded to the appropriate field).
- Application fee payment

Additional Required Materials

The following materials must be submitted for the application to be complete:

- Visual support material that showcases the directorial/producer/writer talents. Should be submitted as links (Vimeo etc.) as **.mov or .mp4 files** (H.264 in Quicktime). If that is not possible, data files can be sent electronically to features@cfccreates.com or mailed to CFC Features on a data disc or through file transfer websites Dropbox, YouSendIt, or WeTransfer. Clearly indicate the title of film/year of production/applicant name in the file name of all visual support submitted. Director must have at least 10 minutes of narrative drama to submit (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 data disc is a storage medium that holds digitized files. Please ensure that you **DO NOT** submit DVD .vob files.
- 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 and emailed/faxed directly to CFC Features (features@cfccreates.com or 416-445-9481) from the person writing the letter.
- One copy of the original literary property (if applicable).

Materials can only be submitted electronically; in the case that a required application material can only be submitted in hard copy please call 416-445-1446 x268.

APPLICATION SIGNATURE PAGE | 2016

NOTE: all applicants attached to this submission must sign below in order for the application to be valid. Once all applicants have signed the form, please upload it to the online application.

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.

Applicant #1

Signature: _____ Date: _____

Name (print): _____

Applicant #2

Signature: _____ Date: _____

Name (print): _____

Applicant #3

Signature: _____ Date: _____

Name (print): _____

Applicant #4

Signature: _____ Date: _____

Name (print): _____