

How to Apply for the Early Stage Development Program

Set up your Dialogue account before the opening day of June 20, 2019.

Go to: <https://telefilm.ca/en/log-in> scroll down and choose the appropriate option (see screenshot below)

Submit or access an application online

You have a Dialogue account

Log in

You are a new client

Create an account

Once you have a Dialogue account, go to **Actions** and choose **Submit an Application**

The screenshot shows the Dialogue application portal interface. At the top, there is a navigation bar with the following items: News, Tasks (146), Records, Reports, and Actions (which is highlighted with a yellow underline). Below the navigation bar, the main content area is divided into two columns. The left column contains the Dialogue logo and a sidebar menu with the following items: All >, Starred ☆, APPLICATIONS, BAF (1), CMF (1), Telefilm (1), TFC Enrolment (1), and TFC Manage Exploitations (5). The right column displays a list of tasks, each with a lightning bolt icon, a title in English and French, and a brief description. The tasks are: 1. Canada Media Fund Payment | Paiement Fonds des médias du Canada ☆ (Manage payments for CMF reports | Gestion de paiements des rapports du FMC); 2. Create Broadcaster Agreement Form | Créer un formulaire d'entente de licence ☆ (Create a new Broadcaster Agreement Form | Créer un nouveau formulaire d'entente de licence); 3. Create Organization | Créer une organisation ☆ (Create a new Organization | Créer une nouvelle organisation); 4. Request a Preliminary Opinion About the Eligibility of a Project to the CMF | Demandez une opinion préliminaire sur l'admissibilité d'un projet au FMC ☆ (Submit a Pre-Application consultation request | Soumettre une demande de consultation préalable); 5. Submit an Application | Soumettre une demande ☆ (Submit a request for financing or a coproduction recommendation | Soumettre une demande de financement ou de recommandation en coproduction); 6. Submit Distribution Reports | Rapports de distribution à soumettre ☆ (Select distribution reports to complete | Sélectionner les rapports de distribution à compléter); 7. Submit Gross Sales Reports | Soumettre rapports de ventes brutes ☆ (Select gross sales reports to complete | Sélectionner rapports de ventes brutes à compléter). The 'Submit an Application' task is highlighted with a yellow background.

From the drop-down menu, choose **Predevelopment and Early Stage Development** (Note: this will probably be worded as “Predevelopment and Early Stage Development.”) Then click on **Next**

News Tasks (146) Records Reports **Actions** ME Appian

[SAVE DRAFT](#)

Application

* Program **CMF Convergent Stream - Predevelopment**

Organization Canada Media Fund

Fiscal Year 2019-2020

Description If you are applying for a CMF First-come, First-served Program, you are encouraged to visit that program page at www.cmf-fmc.ca to confirm availability of remaining funds. In the event of oversubscription a notice will be posted.

[CANCEL](#) [NEXT](#)

Fill out the information. Further down in the application, under the heading **CMF Financing Programs** click on the drop down menu and choose the option that applies to you (outlined in red).

NOTE: You will not be able to add the CMF financing for either the CMF Creator Collaboration Access Point or the CMF Writer Access Point until opening day on June 20, 2019. In the meantime, you can fill out the rest of the application and save it as you work on it.

▼ **CMF Financing Program(s)**

Source of CMF Financing	Type	Language	Requested Amount (CAD)	
--Select--	--Select--	--Select--		
--Select--				
CMF Aboriginal Program - Predevelopment/Development				
CMF Creator Collaboration Access Point - English				
CMF Creator Collaboration Access Point - French				
CMF Writer Access Point - English				
CMF Writer Access Point - French				
No items available				

Traveller Name (if applicable)	Citizenship	Eligible Amount (CAD)	Requested Cost
No items available			

Once you have chosen the CMF Financing Program, choose the costs that are applicable to your project by selecting the appropriate box in the Requested Cost column. (The column is highlighted in yellow below).

Requested Eligible Costs

Category	Details	Traveller Name (if applicable)	Citizenship	Eligible Amount (CAD)	Requested Cost
Creative Documents			--Select--	32,200.00	<input type="checkbox"/>
Short non-broadcast Demo (live-action projects only)			--Select--	2,500.00	<input type="checkbox"/>
Production of Drawings (animation projects only)			--Select--	2,500.00	<input type="checkbox"/>
Producer Fees and Corporate Overhead (Creative Documents)			--Select--	4,000.00	<input type="checkbox"/>
Printing/Collating/Packaging Costs			--Select--	500.00	<input type="checkbox"/>
Travel Expenses within Canada			--Select--	800.00	<input type="checkbox"/>

Requested Eligible Amount (CAD): 0.00

Fill out the remaining information in the application.

Make sure you print a copy of the application before pressing the **Submit** button at the bottom of the application. (Circled in red on the following page.)

Statement

Statement

By checking this box, the Applicant declares having read the [Applicant Statements](#) and acknowledges that these statements are accurate, true and complete.

IMPORTANT before submitting

If you wish to keep a copy of your Application please print or "print as pdf" before submitting.

For programs with a selective decision process, analysts will only evaluate documents submitted and will not contact you for more information or missing documents.

If you do not receive a confirmation number after submitting, scroll up the page and look for boxes outlined in red. Fill in the missing information and **submit**. Once you've received the confirmation number, then you know your application has been successfully submitted.

Note: if you see the error message shown in the first screenshot below then

▲ CMF Financing Program(s)

The requested amount can not exceed 84% of the budget amount

you must scroll up to the Total Budget box and increase the amount that you have in the box. (See the screenshot below.)

Total Budget

A value is required

Be sure to refer to the [Required Documents Checklist and Data Entry Guide](#) posted on the CMF website

FOR WRITER ACCESS POINT ONLY

If you have chosen the Writer Access Point, the Dialogue portal will ask for a letter of interest (see screenshot below).

Letter of Interest provided by

A value is required

Since the portal will not allow you to submit without entering something in this box, enter the following:

Letter of Interest provided by

Letter of Interest provided by (specify if applicable)

THE END