**\*PLEASE FOLLOW ADDITIONAL INFORMATION IN APPENDIX 1 FOR APPLYING THROUGH BAI ONLINE\***

**GENERAL INFORMATION**

The Canada-Ireland Co-development Incentive is a collaboration between the Canada Media Fund (“CMF”) and the Broadcasting Authority of Ireland (“BAI”) to fund the co-development of eligible projects between producers from Canada and Ireland. Applicants should be familiar with the 2017-2019 Canada-Ireland Co-development Incentive Guidelines prior to completing this application form.

**CLOSING DEADLINE FOR APPLICATIONS: SEPTEMBER 19th, 2019 submitted by 12:00 noon local time**

Projects will be assessed by a selection committee composed of CMF and BAI representatives.

\*\**Each co-producer will be responsible to submit a complete application to the authority (CMF or BAI) of its own country. The same set of documents/information must be submitted by each co-producer and this application form must be signed by all co-producers*\*\*

**DELIVERY PROCESS FOR APPLICATIONS:**

Applications should be submitted by email by the Irish producer to the BAI contact at: [www.baionline.ie](http://www.baionline.ie) **AND** Applications must also be submitted by the Canadian producer via eTelefilm (<https://www.telefilm.ca/en/log-in> ).

**1. Project Information**

|  |  |
| --- | --- |
| **Title of Project** (“Project”): |  |
| Previous TV Title (if any): |  |
| Title of Digital Media Component, as applicable (“Digital Media Component”): |  |
| Previous DM Title (if any): |  |

|  |
| --- |
| **BAI CRITERIA FOR ELIGIBLE PROJECTS** |
| **Please confirm in the box below which of the following criteria apply to your project:**   * Irish Culture, Heritage and Experience; * Public Awareness of Global Issues; * Adult or Media Literacy |
|  |

|  |
| --- |
| **GENRE** |
| **Please confirm in the box below which genre applies to your project:**   * Drama (includes animation format); * Documentary; education (excluding curriculum-based programming); * Children’s & Youth (includes drama, documentary, animation, entertainment or education formats); * Variety & Performing Arts (includes entertainment format) |
|  |
| **FORMAT** |
| **Please confirm in the box below which of the following formats applies to your project:**  One-off  Series  Mow  Feature |
|  |
| **If applicable please indicate in the box below the number of episodes:** |
|  |

|  |
| --- |
| **BROADCAST LENGTH** |
| **Please indicate in the box below the broadcast length of the project in minutes:** |
|  |

|  |
| --- |
| **TYPE** |
| **Please indicate in the box below the project type from the following options:**   * Live Action * Animation * Both Live Action and Animation (if the project includes live action and animation, please indicate the percentage of Live Action and Animation that will make up the entire proposal) |
|  |

|  |
| --- |
| **ORIGINAL LINGUISTIC MARKET** |
| **Please confirm in the box below the linguistic market for the production from the following options:**   * English * French * Irish |
|  |

|  |  |
| --- | --- |
| **If the Project is based on an original work, please indicate the following:** | |
| Title of Original Work |  |
| Author |  |
| Author’s Citizenship |  |
| **Please confirm in the box below which of the creative materials will be completed and delivered for this phase of development** (e.g. Bible, Treatment, Draft Script etc.)  *Please note: This information must accord with the broadcaster development letter if a broadcaster is already secured for the project.* | |
|  | |

|  |
| --- |
| **Synopsis** *(please provide a concise summary of the content in 150 words or less):* |
|  |

**2. Applicant Information - Canada**

|  |  |
| --- | --- |
| **CANADIAN APPLICANT** | |
| **Production Company** | |
| **Legal name of Applicant:**  (“Canadian Applicant”) |  |
| Is the application on behalf of a company to be incorporated? |  |
| Identify if Applicant is “For-profit Production Company” or “Broadcaster-affiliated Production Company” |  |
| Address |  |
| City |  |
| Province |  |
| Postal Code |  |
| Phone |  |
| Email |  |
| Website |  |
| Producer name |  |
|  |  |
| **Legal name of Parent Company/s**  (as applicable)**:** |  |
| Address |  |
| City |  |
| Province |  |
| Postal Code |  |
| Phone |  |
| Email |  |
| Website |  |
|  |  |
| **Legal name of Ultimate Parent Company(ies)**  (as applicable)**:** |  |
| Address |  |
| City |  |
| Province |  |
| Postal Code |  |
| Phone |  |
| Email |  |
| Website |  |

|  |  |
| --- | --- |
| **CANADIAN CO-APPLICANT, if applicable** | |
| **Legal name of Co-Applicant:**  (“Canadian Co-Applicant”) |  |
| Is the application on behalf of a company to be incorporated? |  |
| Identify if Co-Applicant is “For-profit Production Company” or “Broadcaster-affiliated Production Company” |  |
| Address |  |
| City |  |
| Province |  |
| Postal Code |  |
| Phone |  |
| Email |  |
| Website |  |
|  |  |
| **Legal name of Parent Company/s**  (as applicable)**:** |  |
| Address |  |
| City |  |
| Province |  |
| Postal Code |  |
| Phone |  |
| Email |  |
| Website |  |
|  |  |
| **Legal name of Ultimate Parent Company/s**  (as applicable)**:** |  |
| Address |  |
| City |  |
| Province |  |
| Postal Code |  |
| Phone |  |
| Email |  |
| Website |  |

**2. Applicant Information - Ireland**

|  |  |
| --- | --- |
| **IRISH APPLICANT** | |
| **Production Company** | |
| Legal name of individual submitting application:  (“Irish Applicant”) |  |
| Address |  |
| City |  |
| Postal Code |  |
| Phone |  |
| Email |  |
| Website |  |
| Legal name of Production Company(s) as applicable |  |
| City |  |
| Province |  |
|  |  |
| **Legal name of Production Company(s)**  (as applicable)**:** |  |
| Address |  |
| City |  |
| Province |  |
| Postal Code |  |
| Phone |  |
| Website |  |
| Email |  |

|  |  |
| --- | --- |
| **IRISH CO-APPLICANT** | |
| Legal name of individual co-applicant submitting application:  (“Irish Applicant”) |  |
| Address |  |
| City |  |
| Postal Code |  |
| Phone |  |
| Email |  |
| Website |  |
|  |  |
| Legal name of Production Company(s)  (as applicable)**:** |  |
| Address |  |
| City |  |
| Postal Code |  |
| Phone |  |
| Website |  |
| Email |  |

**3. Key Creative Personnel**

|  |  |
| --- | --- |
| **CONTACT INFORMATION** | |
| Producer Contact Name: |  |
| Producer Contact Email: |  |
| Producer Contact Phone: |  |
| **KEY CONTACT INFORMATION FOR ALL BAI CORRESPONDENCE** | |
| Contact Name: |  |
| Contact Email: |  |
| Contact Phone: |  |
| **KEY CONTACT INFORMATION FOR ALL CMF CORRESPONDENCE** | |
| Contact Name: |  |
| Contact Email: |  |
| Contact Phone: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **KEY PERSONNEL CITIZENSHIP & GENDER INFORMATION** | | | |
| **Position** | **Name** | **Citizenship** | **Gender** |
| Producer(s)\* |  |  |  |
| Executive Producer(s) |  |  |  |
| Co-Producer(s) |  |  |  |
| Scriptwriter(s)\* |  |  |  |
| Script Editor |  |  |  |
| Researcher |  |  |  |
| Story Consultant |  |  |  |
| Director(s) |  |  |  |
| \*These fields are mandatory | | | |

**4. Budget Information**

|  |  |  |
| --- | --- | --- |
| **Budget Date** (yyyy-mm-dd): |  | |
|  |  |  |
|  | **$ CDN** | **€ EUR** |
| **Canadian Budget Amount:** |  |  |
| **Irish Budget Amount:** |  |  |
| **Total combined Development Budget:**  *(Total Budget must equal total financing)* |  |  |
| **Total Projected Production Budget:** |  |  |
| **Exchange Rate Used:** |  |  |
| **CANADA-IRELAND CO-DEVELOPMENT SPLIT** | | |
| **Percentage from Canada:** | % | |
| **Percentage from Ireland:** | % | |

**5. Financing Plan Information**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **FINANCING OF THE CANADIAN FINANCIAL STRUCTURE** | | | | | |
|  |  |  |  |  |  |
|  | **$ CDN** | **€ EUR** | **%** | **Requested** | **Confirmed** |
| Canada Co-development Incentive |  |  |  |  |  |
| Canadian Broadcaster name:  *(if secured)* |  |  |  |  |  |
| Canadian Broadcaster name:  *(if secured)* |  |  |  |  |  |
| *Specify Legal Name of Company or Organization:* | | | | | |
| Producer Investment and/or Deferrals |  |  |  |  |  |
| Other |  |  |  |  |  |
| Other |  |  |  |  |  |
| Other |  |  |  |  |  |
| Total |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **FINANCING OF THE IRISH FINANCIAL STRUCTURE** | | | | | |
|  |  |  |  |  |  |
|  | **$ CDN** | **€ EUR** | **%** | **Requested** | **Confirmed** |
| Ireland Co-development Incentive |  |  |  |  |  |
| Ireland Broadcaster name:  *(if secured)* |  |  |  |  |  |
| Ireland Broadcaster name:  *(if secured)* |  |  |  |  |  |
| *Specify Legal Name of Company or Organization:* | | | | | |
| Producer Investment and/or Deferrals |  |  |  |  |  |
| Other |  |  |  |  |  |
| Other |  |  |  |  |  |
| Other |  |  |  |  |  |
| Total |  |  |  |  |  |

**6. Schedule**

|  |  |
| --- | --- |
| DEVELOPMENT | |
| Projected Start Date:  *(yyyy-mm-dd)* |  |
| Projected Completion Date:  *(yyyy-mm-dd)* |  |
| **PRODUCTION** | |
| Projected Principal Photography/Animation Start Date:  *(yyyy-mm-dd)* |  |
| Projected Shooting Location  *(City, Country)* |  |
| Language of Shooting: |  |

**7. Document Checklist**

**PLEASE NOTE the following language specifications for the Document Checklist items:**

**All items may be submitted in the language of the majority co-producer (i.e. in English or French or Irish). However, if submitted in a language other than English, short-form translations in English are also required to be submitted with the original documents. Please indicate below that each document is submitted.**

|  |  |
| --- | --- |
| APPLICATIONS MUST ENCLOSE THE FOLLOWING ADMINISTRATIVE INFORMATION; PLEASE CONFIRM IN EACH INSTANCE THAT REQUIRED DOCUMENTATION IS ENCLOSED | |
| 1. **A list of the films/ audio-visual projects produced by the Irish company/s** |  |
| 1. **A list of the films/ audio-visual projects produced by the Canadian company/s** |  |
| 1. **The deal memo or the co-development agreement** |  |
| 1. **Contracts proving the acquisition of necessary rights (e.g. option contract, script writer’s contract, etc.)** |  |
| 1. **Calendar on project development stages** |  |
| 1. **Multi-column Development budget (available on CMF & BAI websites)** |  |
| 1. **Development financing plan** |  |
| 1. **Details on the proposed eligible broadcasters, commitment letter(s) if available.** |  |
| **APPLICATIONS MUST INCLUDE THE FOLLOWING CREATIVE INFORMATION:** | |
| 1. **CV of screen writer(s) and, if already selected, the director** |  |
| 1. **Script writer’s notes** |  |
| 1. **Director’s notes (if applicable)** |  |
| 1. **Producer’s notes** |  |
| 1. **Brief project summary (maximum 5 pages)** |  |
| 1. **Treatment (maximum of 20 pages)** |  |
| 1. **A document explaining the stage at which the project has reached as of the date of this application and identify its needs in terms of development (max. 600 words)** |  |
| 1. **A document describing the envisaged activities during the development of the project including the schedule until the start of production (e.g. schedule and timeline, scriptwriting, script editing, research work, director recruitment, proposed casting/casting methods, proposed locations/location scouting) (max 600 words)** |  |
| 1. **A document describing the financing strategy envisaged to produce the submitted project and a preliminary/ proposed finance plan, including, if relevant, suitable potential partners (applicants will not be bound by proposals submitted at application stage)** |  |

**8. Applicant Declaration**

### The undersigned authorized representatives of the Canadian and the Irish Applicants (and Co-Applicants, if applicable) hereby:

* acknowledge that Telefilm Canada acts as the file administrator for the CMF’s programs and that Telefilm Canada is subject to the Access to Information Act, and accordingly, any authorization granted to the CMF herein shall also be granted to Telefilm Canada as CMF’s authorized administrator;
* authorize the CMF (including Telefilm Canada) and BAI to discuss and disclose any and all information and documentation which relates in any way to the funding application, the Project, any previously completed Project, the agreement to be executed with the CMF or BAI (as applicable), the Canadian Applicant and the Irish Applicant (and Co-Applicants, if applicable) and any company which is related (as defined in accordance with the CMF’s Accounting and Reporting Requirements, as amended, supplemented or replaced from time to time) to the Canadian Applicant and the Irish Applicant (and Co-Applicants, if applicable) with one another and with every entity connected (in the CMF’s and BAI’s opinion) with the funding application, the Project, any previously completed Project, the Canadian Applicant and the Irish Applicant (and Co-Applicants, if applicable) and any company which is related (as defined in accordance with the CMF’s Accounting and Reporting Requirements, as amended, supplemented or replaced from time to time) including, but not limited to the broadcaster(s), auditor(s), legal counsel, actual or proposed financier(s) and interim financier(s), CAVCO, CRTC, the Department of Canadian Heritage and other governmental entities (collectively, the “Entities”). The Canadian Applicant and the Irish Applicant (and Co-Applicants, if applicable) further authorize the Entities to discuss and disclose to the CMF and BAI any information related to the foregoing;
* authorize the CMF and BAI to include in press releases and to disclose on their websites all information pertaining to the application and/or the Project;
* agree to notify the CMF and BAI immediately when any changes occur to any of the submitted documents or information and shall provide written details of same;
* authorize the CMF and BAI or their authorized representative(s) to perform audits of the Project;
* agree that neither Telefilm Canada nor the CMF nor BAI will act as a depository or be responsible in any way for the holding or return of any material submitted at any time in connection with the application or the Project and such material may be destroyed at any time;
* declare that the Canadian Applicant and the Irish Applicant (and Co-Applicants, if applicable) have not entered into any oral or written agreement or side deal that conflicts with any of the provisions of this application form, the Canada-Ireland Co-development Incentive for Documentary Projects Guidelines and applicable CMF Business Policies, BAI mission or values and applicable Irish laws;
* declare that the information provided herein and in any attached documentation is accurate and complete, and that the Project complies and will continue to comply with the Canada-Ireland Co-development Incentive for Documentary Projects Guidelines and applicable CMF Business Policies, BAI mission or values and applicable Irish laws;
* have made and shall make without delay full disclosure to the CMF and BAI of any dispute, and actual or potential litigation in connection with the Project;
* agree that the Project is intended to be a Canada-Ireland Treaty Coproduction;
* declare that all persons specified as being Canadian and Irish in the application and all accompanying documentation, are Canadians and Irish. All persons specified as being Canadian and their accompanying documentation shall be in accordance with the Investment Canada Act, the Immigration and Refugee Protection Act or the Citizenship Act;
* Applicants from the Irish section of the application must be Irish or EU nationals/residents. Legal entities must be incorporated in Ireland or the EU.
* acknowledge that the CMF and BAI have full discretion in administering their programs and in the application of their guidelines to ensure that their funding is provided to those Projects that meet their mandates. The Canadian Applicant and Irish Applicant (and Co-Applicants, if applicable) further acknowledge that in all questions of interpretation of the Canada–Ireland Co-development Incentive for Documentary Projects Guidelines or of the mandate and the objectives of the CMF and BAI, the CMF’s and BAI’s interpretations shall prevail;
* acknowledge that the BAI undertakes to use its best endeavours to hold confidential any material provided in response to this process, subject to the BAI’s obligations under law, including the Freedom of Information Act 2014 (“FOI Act”). Applicants and Contractors are asked to consider if any of the information supplied to the BAI in an application or during subsequent contracting should not be disclosed because of its information content, to identify same and to specify reasons for its sensitivity. The BAI will consult with applicants about confidential, personal or commercially sensitive information before deciding on any request received under the FOI Act. Such information may be released in response to an FOI request;
* declare that all personal information, as defined by the *Privacy Act*, submitted to the CMF herein and at any time in the future is provided with the consent and knowledge of the Canadian Applicant(s) and the individuals concerned.

### The undersigned hereby solemnly declare and warrant that the information and documents submitted for this application are accurate, true and complete, and makes this solemn declaration knowing that it is of the same force and effect as if made under oath. This document must be signed by the Canadian and Irish Applicants and all Co-Applicant(s).

### Signatures

|  |  |
| --- | --- |
| **IRISH APPLICANT** | |
| Signature: | (I am duly authorized) |
| Name: | (please print) |
| Title: |  |
| DATE: | (yyyy-mm-dd) |
| **IRISH APPLICANT** | |
| Signature: | (I am duly authorized) |
| Name: | (please print) |
| Title: |  |
| DATE: | (yyyy-mm-dd) |
|  | |
| **IRISH CO-APPLICANT (IF APPLICABLE)** | |
| SIGNATURE: | (I am duly authorized) |
| Name: | (please print) |
| Title: |  |
| Date: | (yyyy-mm-dd) |
| **IRISH CO-APPLICANT (IF APPLICABLE)** | |
| Signature: | (I am duly authorized) |
| Name: | (please print) |
| Title: |  |
| Date: | (yyyy-mm-dd) |

|  |  |
| --- | --- |
| **CANADIAN APPLICANT** | |
| Signature: | (I am duly authorized) |
| Name: | (please print) |
| Title: |  |
| Date: | (yyyy-mm-dd) |
| **CANADIAN APPLICANT** | |
| Signature: | (I am duly authorized) |
| Name: | (please print) |
| Title: |  |
| Date: | (yyyy-mm-dd) |
|  |  |
| **CANADIAN CO-APPLICANT (IF APPLICABLE)** | |
| Signature: | (I am duly authorized) |
| Name: | (please print) |
| Title: |  |
| DATE: | (yyyy-mm-dd) |
| **CANADIAN CO-APPLICANT (IF APPLICABLE)** | |
| Signature: | (I am duly authorized) |
| Name: | (please print) |
| Title: |  |
| Date: | (yyyy-mm-dd) |

**APPENDIX 1: IMPORTANT ADDITIONAL GUIDANCE: APPLYING ONLINE**

All applicants should read this Guidance before submitting the application form through [www.baionline.ie](http://www.baionline.ie) (hereafter “BAIonline”).

**\* NOTE\*** The application form is the main document which should be completed and uploaded to BAIonline. The BAIonline System is set up primarily for applications for **production** funding and therefore at the initial application page a number of headings do not directly correlate with the official Application form for this scheme. Applicants need to follow the information below when creating a new application online.

**BAI Online: Guidance for Creating an Application**

* BAI online: **Programme Pitch** – Please provide short description of the proposal. Maximum 250 words.
* BAI online: **Contractor** – Please provide Irish applicant company name.
* BAI online: **Genre** – Please note the entry you selected on the paper form under genre and choose the closest description to that from the drop-down list online.
* BAI online: **Theme** – On the application form this list it titled **‘Criteria for Eligible Projects’** and includes three options. Please note the entry you selected on the paper form under criteria and choose the closest description to that from the drop-down list online.
* BAI online: **Format** – This is labelled **‘Genre’** on the application form and includes four options. Please note the entry you selected on the paper form under genre and choose the closest description to that from the drop-down list online.
* **How does the project deal with themes?** Please briefly describe how the **theme/criteria selected** is met in the proposal.
* **Does the project meet the low budget criteria?** Please select Yes.
* BAI online: **Financial Details** – Please include total project costs (Ireland and Canada combined). However, under **funding requested** please enter funds applied for to BAI only.
* BAI online: **Production Schedule** – Please provide the Development Schedule.
* BAI online: **Tick boxes** – All fields are mandatory. Please read references to production as references to development.