

Reel Focus BC | Production Program

Application Checklist

This is intended as a supplemental guide to aid you in completing your application. This should be read in alongside the program guidelines and FAQ.

DETAILS NEEDED THROUGHOUT THE APPLICATION FORM:

In addition to standard information requests (such as contact info, financing sources and project details), you will need to prepare these more detailed pieces of information for entry in the online application form.

Under Section 3: Project Information

- Project logline (max 140 characters)
- A Project description (max 500 words)

Under Section 5: Key Personnel

- Short biography for each team member in a key role (any writer, director, or producer) (max 250 words)

DOCUMENT UPLOADS:

These are documents (PDF, word or excel) you will need to prepare in advance and upload to our system. An asterisk (*) denotes the item is required for all applications.

Under Section 2: Applicant Information

- If applying as an individual: a copy of your resume*
- If applying as a company: a copy of your articles of incorporation*

Under Section 4: Budget and Financing Plan

- Production budget (top sheet only)*

While not required, we encourage you to use Telefilm Canada or the Canada Media Fund's budget templates

Under Section 6: Creative Materials Uploads

- Creative package, including director's vision* (max 5 pages)

A creative package is different for every project, but ideally it includes what the project/story is, who the characters or subjects are, the visual look and feel, what makes it unique, where and how it will be shot, and a director's vision statement.

- Audience, Marketing and Distribution Plan* (max 2 pages)

The audience, marketing and distribution plan should outline who the intended audience is, and how you plan to reach them, including why the project is impactful, why this project will appeal, and what the distribution path looks like. If there are confirmed market partners, they should be mentioned.

For ultra low budget level projects, this can have a primary festival strategy.

Under Section 6: Creative Materials Uploads - Depending on the type of application

- Personal Statement (max 1000 words) - *Emerging applicants only*

This is the personal statement of the individual applicant, or the primary owner of the applicant, if it's a company. We want to hear about you and how you got here: your background, what projects you have worked on, where are you headed and how you will get there.

This can be delivered as a written document OR a video (max 5 min). If providing a video, upload it to YouTube or Vimeo, and include the URL in a Word/ PDF file.

- A completed script - *For scripted projects only:*
- A Community Engagement Plan (max 2 pages) - *for projects that intend to shoot or collaborate with under-represented communities*

This is an opportunity to talk about your process of working with under-represented communities impacted by the production of your project. This will look different for each project, but may involve consultations, involving community members on the creative team, hiring advisors, cultural sensitivity training, or hiring local crew.

- A letter of support from a community representative (if applicable) - *for projects that intend to shoot or collaborate with under-represented communities*

If the collaborative process has already begun, and you have a letter of support from a community representative endorsing you or the project, include it here.

Under Section 6: Creative Materials Uploads - Optional Uploads

These elements are NOT required but could help the selection process.

- 1 or 2 online links to a previous work, a project teaser, and/or a demo reel (with passwords if applicable)
- A letter of support for you or your project
Who is rooting for your success? Include a letter of support from community or industry mentors, leaders, organizations or other funders. Please only include 1 letter.