



MEDIA PRODUCTION FUND APPLICATION

Complete all information requested and include all relevant documentation with your application. Note that all applicants must sign this application form and that **incomplete applications will be returned at the applicant's expense**. Submit your application to reel.yukon@yukon.ca.

What are you applying for? <input type="checkbox"/> Media Production Fund <input type="checkbox"/> Comfort Letter			
Project information			
Title of project			
Log line (1-2 sentence project description)			
Genre		Length	
Total production budget		Total Yukon spend	
Projected start date for this project		Projected end date of production	
Projected end date of post-production		Projected release date	
Applicant information			
Applicant			
Production company name			
Business address		City	Province/Territory
			Postal code
Chief executive(s)			Phone
Contact person		Email	
Parent company name			
Business address		City	Province/Territory
			Postal code
Chief executive(s)			Phone
Email		Website	

This information is collected for the purpose of administering an economic development program pursuant to s. 8 and 9 of the *Economic Development Act*, as amended. Personal information on this form is collected under the authority of Section 15(c)(i) of the *Access to Information and Protection of Privacy Act* (ATIPP) for the purpose of carrying out a program, including program evaluation, and/or providing financial assistance to the applicant. The collection, use and disclosure of your personal information is managed in accordance with ATIPP. For more information about the collection, use and disclosure of your personal information, please contact the Manager, Yukon Media Development in writing at 303 Alexander Street, Whitehorse, YT, Y1A 2C6 or by phone at 867-667-5400 or toll free at 1-800-661-0408 extension 5400.

Co-applicant			
Production company name			
Business address	City	Province/Territory	Postal code
Chief executive(s)		Phone	
Email			
Parent company name			
Business address	City	Province/Territory	Postal code
Chief executive(s)		Phone	
Email	Website		
Financing plan information			
Funding sources	\$ amount	Confirmed? Yes/No	Intended application date
Media Production Fund (MPF)	\$		YYYY/MM/DD
Telefilm	\$		YYYY/MM/DD
Canada Media Fund (CMF)	\$		YYYY/MM/DD
Market trigger	\$		YYYY/MM/DD
Producers investment	\$		YYYY/MM/DD
Production company	\$		YYYY/MM/DD
Deferrals	\$		YYYY/MM/DD
Federal tax credit (projected)	\$		YYYY/MM/DD
Other (specify)			
	\$		YYYY/MM/DD
	\$		YYYY/MM/DD
	\$		YYYY/MM/DD
	\$		YYYY/MM/DD
Total production budget	\$		
Total Yukon spend	\$		
Per cent of budget attributable to Yukon spend		%	

Government of Yukon funding			
Has this project received Government of Yukon funding? <input type="checkbox"/> Yes. List funds below. <input type="checkbox"/> No			
Name of Government of Yukon fund	At what phase?	Amount	Date
		\$	YYYY / MM / DD
		\$	YYYY / MM / DD
		\$	YYYY / MM / DD
		\$	YYYY / MM / DD
Yukon labour in key positions			
Under the Media Production Fund, applicants are required to employ at least three different Yukon labour in key positions. The key positions are identified in the Business Guidelines under 3 Eligible Key Positions. Identify how the applicant will meet this requirement.			
Name of Yukon labour (individual)	Eligible key position	# of days to be worked	
Additional Yukon labour in key positions over the required three.			# of days to be worked
Are you applying for training? <input type="checkbox"/> Yes. How many training positions are you applying for? _____ <input type="checkbox"/> No			
<i>Note: Training pre-approval and attachments must be submitted with your application.</i>			
Document checklist			
At the time of application, together with this completed application form, applicant(s) must provide all the documentation listed below. Be advised that during the review of your project, the applicant may be required to provide additional documentation or information. The Government of Yukon reserves the right to request any document or information which, directly or indirectly, references the Government of Yukon, or any matter pertinent to the eligibility of the applicant and the project.			
Applications must include all of the documentation listed below	Enclosed	ATIPP	
Completed application form that has been notarized or signed in front of Media Development staff	<input type="checkbox"/>	<input type="checkbox"/>	
Synopsis of the project and any other existing creative materials	<input type="checkbox"/>	<input type="checkbox"/>	
Description of activities to be undertaken and deliverables to be completed	<input type="checkbox"/>	<input type="checkbox"/>	
Description of the production company including its structure and ownership, the names and addresses of shareholders and incorporation documents	<input type="checkbox"/>	<input type="checkbox"/>	
All co-production agreements and co-production verification form, if applicable	<input type="checkbox"/>	<input type="checkbox"/>	
Brief biographies of all personnel involved in the project, noting which positions will be filled by Yukon residents	<input type="checkbox"/>	<input type="checkbox"/>	

A letter of commitment, licence agreement or deal memo from an eligible trigger	<input type="checkbox"/>	<input type="checkbox"/>
Chain of title showing the applicant has the rights to exploit the project	<input type="checkbox"/>	<input type="checkbox"/>
Production budget, including estimated Yukon spend in each line item	<input type="checkbox"/>	<input type="checkbox"/>
Project schedule that confirms principal photography/key animation will begin within the fiscal year in which it is funded and complete delivery to the eligible trigger within 24 months	<input type="checkbox"/>	<input type="checkbox"/>
Yukon locations list	<input type="checkbox"/>	<input type="checkbox"/>
Related party transaction list	<input type="checkbox"/>	<input type="checkbox"/>
Related party investment calculation	<input type="checkbox"/>	<input type="checkbox"/>
Development history of the project noting all funding received to date	<input type="checkbox"/>	<input type="checkbox"/>
Training preapproval documentation if applying for training	<input type="checkbox"/>	<input type="checkbox"/>
Other documentation as requested by Media Development	<input type="checkbox"/>	<input type="checkbox"/>
For applications for a comfort letter	Enclosed	ATIPP
Financing plan for production, including letters of commitment equivalent to 30 per cent of the production budget (including Media Development's funding contribution) which evidence the terms, conditions and value of the contributions from financial sources	<input type="checkbox"/>	<input type="checkbox"/>
For applications to the Media Production Fund	Enclosed	ATIPP
Financing plan for production, including letters of commitment equivalent to 100 per cent of the production budget (including Media Development's funding contribution) which evidence the terms, conditions and value of the contributions from financial sources	<input type="checkbox"/>	<input type="checkbox"/>

Applicant statements

The undersigned authorized representative of the applicant and co-applicant(s) (if applicable) hereby:

- Authorize(s) the Government of Yukon to discuss the applicant's application with the broadcaster(s), auditor(s), legal counsel, actual or proposed financier(s) and interim financier(s), Canadian Audiovisual Certification Office, Canadian Radio-television and Telecommunications Commission, and any other person(s) or entity(ies) connected with the applicant(s) application or program;
- Authorize(s) the Government of Yukon and Telefilm Canada to communicate, exchange, and discuss with one another any and all information and documentation which relates in any way to the funding application for the program, the production of the program, the agreement to be executed with the Media Production Fund and/or Telefilm Canada, the applicant and any co-applicants and any company which is related (within the meaning of Chapter 3840 of the Canadian Institute of Chartered Accountants Handbook) to the applicant or any co-applicant, and any current or previously completed production of the applicant, co-applicant or a company which is related (within the meaning of Chapter 3840 of the Canadian Institute of Chartered Accountants Handbook) to the applicant or any co-applicant;
- Agree(s) that it shall notify the Government of Yukon immediately if and when any changes occur to any of the submitted documents and shall provide written details of same;
- Authorize(s) the Government of Yukon or its authorized representative(s) to perform audits of the production of the program;
- Declare(s) that the applicant(s) has (/have) not entered into any oral or written agreement or "side deal" that conflicts with any of the provisions of this application or the Media Production Fund and Business Guidelines;
- Declare(s) that all persons specified as being Yukon residents in the application and all accompanying documentation, are Yukoners in accordance with the Media Production Fund policy definitions;
- Has/Have made and shall continue to make full disclosure to the Government of Yukon of any potential litigation that is likely to jeopardize the program or be detrimental to the Government of Yukon's interests;
- Declare(s) that the information provided herein and in the attached documentation is accurate and complete, and the applicant and the program complies and will continue to comply with the Media Production Fund policy;
- Acknowledge(s) that the Government of Yukon has full discretion in administering its programs and in the application of its guidelines to ensure that its funding is provided to programs that meet its spirit and intent. The applicant(s) further acknowledges that in all questions of interpretation of either the Media Production Fund's guidelines or of the spirit and intent of the fund, the Government of Yukon's interpretation shall prevail; and

- Submit that, to the best of our knowledge, all aspects of this proposed project will be in compliance with existing municipal, territorial and federal codes, guidelines and laws and we declare that our business/organization is in good standing and that any debts owed to the Government of Yukon are in good standing.

This document must be sworn by the applicant and all co-applicants before a notary public or Media Development staff. Ensure that all insertions are legible.

The undersigned makes this solemn declaration conscientiously, believing it to be true and knowing that it is of the same force and effect as if made under oath.

Applicant(s)

Signature – I am duly authorized		Date
Print name		Title
Signature – I am duly authorized		Date
Print name		Title
Declared before me		
In the city of	In the province/territory of	Date
Signature (commissioner, etc.)		Print name

Media Development's Production Fund utilizes an assessment matrix to evaluate applications. Details on the Evaluation Criteria can be found in the Business Guidelines Section 1.4 Decision Making.

Access to Information and Protection of Privacy:

Personal and/or third-party information on this form is collected under the authority of Section 29(c) of the *Access to Information and Protection of Privacy (ATIPP) Act* (ATIPP) for the purpose of carrying out the Economic Development funding program, including program evaluation, and/or providing financial assistance to the applicant. The collection, use and disclosure of your personal and/or third-party information is managed in accordance with the ATIPP Act. For more information about the collection, use and disclosure of personal and third-party information, please contact the Department of Economic Development's ATIPP Coordinator at 867-667-5946 or the Director, Finance and Information Management at 867-667-5933.

I understand that all or part of this application may be made available to the public in accordance with the ATIPP Act. ☐

I request eligible third-party information be accepted in confidence, under the authority of Section 69(1)(a) of the ATIPP Act. ☐

For statistical purposes only

This information is being collected for statistical information only.

Does the applicant company identify as majority owned by any of the following:

☐ Indigenous ☐ Living with disability ☐ BIPOC ☐ Female ☐ 2SLGBTQIA+ ☐ Other minority