APTN PROGRAMMING REQUEST FOR PROPOSALS FOR LICENSING

December 5, 2018

Indigenous Language Programming – Emerging Director 2018-2019

Deadline for submissions: February 25, 2019 by 5:00 pm PT/CT/ET

APTN is sharing our Peoples' journey, celebrating our cultures, inspiring our children and honouring the wisdom of our Elders.

For this specific RFP intake, we will consider all one-off documentary proposals that meet our eligibility requirements regardless it being previously developed since APTN does not develop one-off documentary ideas.

Introduction

This document constitutes a "Request for Proposals" (RFP) by APTN for licencing. This RFP is limited to:

- Indigenous Language **one-off documentary** that **must have** an English or French version (see under Submission Specifics) with an **emerging Indigenous director and a mentoring experienced director** attached to the production, and
- Project proposals which will be submitted to the 2019-2020 Aboriginal Program (AP) of the Canada Media Fund (CMF).

Although the CMF has yet to release their guidelines for their 2019-2020 fiscal, APTN will operate on the assumption that there will be **one AP Fund deadline**, as in their 2018-2019 fiscal.

- APTN's decisions for Indigenous Language programming recommended to the AP fund will be based on selections from this RFP and the **Indigenous Language Programming Series RFP** to be issued on December 5, 2018.
- APTN will not issue any other RFP's for Indigenous language projects for this fiscal year.
- APTN recognizes the CMF's decision to support a shift towards equal representation of gender in Canada's screen-based industries. The CMF's goal is to increase the amount of women-led productions, and are encouraging projects to add women to the enumerated cumulative Producer, Director and Writer positions to attain 40% of total number of positions held by women.

Submission specifics

Please see schedules B, C & D for programming general terms & conditions, eligibility and content priorities. Failure to comply with the conditions set out in these schedules will result in automatic rejection of your proposal.
Under the Canada Media Fund Aboriginal Program requirement, the **Indigenous Language version must air first** in peak viewing hours within 18 months of completion. The Indigenous Language, and English or French version **must be delivered at the same time** in order to launch within the completion period.

Documentary (Indigenous Language(s) with an English and/or French version)

One-off (1 x 60 minutes)
Must be directed by an emerging Indigenous director (see definition below)
Request for proposals open: December 5, 2018
Deadline for applications: February 25, 2019 by 5:00 pm **PT/CT/ET**
Decisions to Producers: April 2019
Budget Range TV: **$100,000-$200,000**

What APTN is looking for:

- One-off stories on any subject by an emerging Indigenous director (defined as having training and previous experience in production/film and television but no more than two above-the-line broadcast credits as a director.
- Engaging, commercial, audience-driven stories that feature Indigenous culture and people in front of and behind the camera;
- Programs that target a young adult audience (20-34).
- APTN requires a clear Emerging Director training plan. This includes an end report with details of what was learned and where they are in their filmmaking process.

Please Note:

- Producers must deliver a minimum of **two** versions of the program simultaneously (Indigenous and French/English), and all versions must include described video (In English or French, as applicable)
    - the Indigenous language version must be subtitled in either French or English; any English or French language segments in the Indigenous language version are to be translated and delivered with Indigenous language voice over, which is an APTN requirement.
    - the French or English version must be closed captioned
- In accordance with the CMF 2018-2019 Indigenous Language guidelines, "on average, at least 20% of the original Indigenous version of the Television Component's on-screen dialogue and/or narration must have been originally shot in an Indigenous language".

- The Indigenous language version should be a complete viewing experience and must include bilingual opening and closing credits, titles, and graphics. Producers must demonstrate that on-screen fonts of the indicated Indigenous language are available
- Producers must ensure that they have sufficient voice talent for the Indigenous language version to provide a distinct voice to each subject (ie: actors, narrators, interview subjects). Producer should strive to have the voice reflect the sex and age of the original speaker.

Programs that receive a licence fee commitment must commence principal photography before **June 30, 2020**, and have interim financing or similar funding arrangements in place.

APTN is unable to confirm at this time when first payment can occur. If a project is recommended for licencing, APTN will contact the producer to discuss potential payment drawdowns. APTN strongly suggests that producers forecast and budget for interim financing for a minimum period of 12 months.

All payments will be payable in 60 days following receipt and approval of the invoice and deliverables.

What to Submit with your Proposal(s)

1. Television Component

When submitting ensure that components are organized in the following order:

- ❒ 1. Signed **INDIGENOUS LANGUAGE PROGRAMMING – EMERGING DIRECTOR 2018-2019 Section A: TELEVISION COMPONENT APPLICATION FORM. APTN Producers**
- ❒ 2. Signed **Proposal Submission Agreement for Producers Form.**
- ❒ 3. Completed **Declaration as to Indigenous Descent Form.**

  Individual

  Company
- ❒ 4. Short synopsis (one paragraph only).
- ❒ 5. Long synopsis (one page maximum).
- ❒ 6. Identify your target audience and outline the program's relevance and appeal to APTN's audience.
- ❒ 7. Program format and summary (identify the genre, running time, original language of shooting and language of versioning - the Indigenous language version should be a complete viewing experience and must include bilingual opening and closing credits, titles, and graphics. Producer must demonstrate that on-screen fonts of the indicated Indigenous language are available - and provide a summary of how the story is structured, how it will be told, its focus, and how it will be treated in its visual and audio presentation).
- ❒ 8. Treatment (5 to 15 pages), including, if applicable, list of shooting locations, list of potential guests, description of the host/narrator, etc…
- ❒ 9. Creative materials (such as storyboards, sketches, photos, DEMO/SIZZLE reel available online via Vimeo or YouTube in support of project, DVD of Director and/or Producer's previous works).
- ❒ 10. Proposed production schedule, including start of principal photography, rough cut delivery, fine cut delivery and master delivery and target dates for confirmation of funding, completion of production and proposed broadcast.
- ❒ 11. Finance Plan (if applicable, provide confirmation of other financing commitments – a second broadcaster is preferred but not required. Provide second window agreement if applicable. Please also include the amount of your financial request to APTN).
- ❒ 12. Dated and signed complete budget**.**

- ❒ 13. Cashflow statement (Please see note in box on page 3). All payments will be payable in 60 days following receipt and approval of deliverables and invoice.
- ❒ 14. Description of interim financing.
- ❒ 15. Detailed calculation for Federal and Provincial tax credit.
- ❒ 16. Corporate information (including past production experience/broadcasting credits). APTN will not consider licencing proposals submitted by individuals or companies that do not have relevant production experience.
- ❒ 17. Incorporation documents for all Producer(s), Production Companies and Parent Company(ies), wholly-owned subsidiaries where relevant or other involved corporate entities that have a substantial involvement in the production, as applicable.
- ❒ 18. Shareholder register and ownership share.
- ❒ 19. List and resumes of key creative personnel/principal crew members
- ❒ 20. Complete Chain of Title identifying the following:
  - Writer's agreements, option/purchase agreements, transfers of rights agreements and all other agreements demonstrating that the producer(s) holds the rights to the following:
    - The creative material and concept.
    - The rights to produce, distribute and exploit the project.
- ❒ 21. A detailed and comprehensive mentorship plan for the emerging Indigenous director clearly outlining the professional and mentorship components.
- ❒ 22. Promotional Implementation Delivery Strategy. Please see our guidelines for details regarding what promotional materials are needed, and should be included in your budget. **Promo Material Guidelines**
- ❒ 23. List and resumes of the following working on the Indigenous language version: Translator/Oral, Translator/Written, Participant (if applicable), Indigenous Graphics Creator for Open and Close credits, titles, graphics, Host (if applicable) and Voice over Actor(s) (if applicable)
- ❒ 24. DVD or USB containing the above mentioned materials. APTN requires that all proposal submissions submit a hardcopy and a digital copy.

PLEASE NOTE: Submissions received after the deadline will not be accepted or considered and incomplete submissions will be automatically declined by APTN.

Where to Submit Proposals

Proposals must be on 8.5" x 11" paper, single-sided only. Proposals must be sent by courier or by mail, clearly marked and **received at our office no later than February 25, 2019 by 5:00 pm PT/CT/ET**. Submissions sent by email or by fax will not be accepted.

Submissions received after the deadline will not be accepted or considered and incomplete submissions will be automatically declined by APTN.

Western Region (British Columbia, Alberta, Yukon)

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Tania Koenig-Gauchier, Manager of Programming, Western Region
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North Vancouver BC V7P 3J3
(604) 986-9843 ext. 232
tkoenig@aptn.ca

Central Region (Saskatchewan, Manitoba, Ontario, Northwest Territories)

APTN
Shelley MacDougall, Manager of Programming, Central Region
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smacdougall@aptn.ca

Eastern Region (Quebec, Maritimes, Newfoundland and Labrador, Nunavut and Nunavik Independent Producers)

APTN
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SCHEDULE A

I.

Background

ABOUT APTN:

APTN launched in 1999 as the first national Indigenous broadcaster in the world, creating a window into the remarkably diverse mosaic of Indigenous Peoples. A respected non-profit, charitable broadcaster and the only one of its kind in North America. *Sharing our stories* of authenticity in English, French and a variety of Indigenous languages, to approximately 11 million Canadian TV subscribers. With over 80% Canadian content, APTN connects with its audience through genuine, inspiring, and engaging entertainment through multiple platforms.

APTN Mission Statement

APTN is sharing our Peoples' journey, celebrating our cultures, inspiring our children and honouring the wisdom of our Elders.

APTN Programming Mission

The APTN Programming department develops, commissions and acquires distinctive Indigenous content which reflects our pride and heritage. APTN is committed to enabling Indigenous Peoples to share their stories and convey them to a domestic and international audience.

APTN Programming Vision

APTN strives to be domestically and internationally recognized as the leading source for distinctively Indigenous audio-visual content produced by, for and about Indigenous Peoples.

SCHEDULE B

General Terms & Conditions

Applications are not accepted via fax or email.

Failure to provide all documentation will result in automatic rejection of the proposal. Please note that APTN will not return materials so please retain a copy for your files. APTN is not responsible for damaged materials. Submissions received after the deadline will not be accepted or considered.

A committee of APTN Programming Department members will meet to review complete proposals (outside readers may be engaged to review treatments/scripts for complete applications). This process takes anywhere from 6 to 8 weeks. The committee will recommend the selection of a limited number of programs for licencing.

APTN is not obliged to select all proposals that are considered and reserves the right to extend the deadline for proposals or add, delete, and/or change the terms of this RFP and issue corrections and amendments to this document. APTN has made every effort to ensure the completeness and accuracy of the information contained in this document. APTN also reserves the right to contact producers to discuss their proposal and to conduct negotiations with a producer.

EXCEPT as provided in the Proposal Submission Agreement, producers who submit proposals will not acquire any legal or equitable rights or privileges whatsoever until a formal licence agreement is signed with APTN.

APTN requests applicants to voluntarily self-identify. APTN requires statistics in these areas for reporting requirements to the Board of Directors and the CRTC. An Indigenous person is defined to include a First Nations, Inuit or Métis person who resides in Canada.

APTN will contact producers whose programs have been selected and, subject to the satisfaction of certain conditions, will extend an invitation to enter into a formal agreement with APTN.

Please note:

- There are no automatic broadcast licences for programs that are currently in development with APTN. Producers must submit a full application.
- APTN requires E&O insurance for all projects. This must be included in the budget (Five (5) years for all genres).
- Program is to otherwise comply with **APTN Technical Standards**

SCHEDULE C

Content Priorities

- APTN seeks innovative documentary, children and youth, music, dance and variety, drama, lifestyle, reality, sports, interactive (with digital media content) and talk-show proposals
- We intend to increase programming that originates in Indigenous languages
- We currently broadcast programming in English (56%), French (16%) and Indigenous languages (28%)
- Our program schedule must be 75% Canadian
- Our programming celebrates our rich heritage and shares our unique and diverse stories with all Canadians
- APTN will give a forum to Indigenous artists and producers to exhibit their work, but we will not license more than two series or major productions from one production company within any single broadcast season
- APTN will reflect an appropriate balance among the needs of all Indigenous people including First Nations, Inuit and Métis
- APTN will endeavour to be relevant to all regions of the country
- APTN will broadcast programs in both High Definition and Standard Definition
- APTN seeks proposals that include plans to bring the program to life on the web. A contemporary and competitive web presence that includes unique and innovative digital media technology will be given priority. This includes content-heavy projects that will be able to engage the audience before, during and after the television broadcast.

SCHEDULE D

Eligibility and Evaluation of Proposals

Eligibility Guidelines

In order for proposals to be eligible for consideration the following conditions must be met:

1) Program selection must be of interest to a national Indigenous audience.
2) The producer must:

    a) be an Indigenous Person, if an individual, which is defined to include a First Nations, Métis or Inuit individual who resides in Canada;

    b) be an Indigenous Production Company, which is defined to include:
        - A sole proprietorship, a limited company, a co-operative, a partnership or a not-for-profit organization in which Indigenous Persons have at least **fifty-one (51%) percent ownership and control; or**

    c) have submitted a proposal that otherwise qualifies for funding or licensing under the APTN Licensing and Acquisitions Policy.

3) The production company must be in compliance, and not in default, with any previous contract(s) with APTN. In the event of a coproduction or new company established between two or more existing companies, all companies must be in compliance with any previous contract(s) with APTN. APTN reserves the right not to review proposals from any company involved in a project that does not meet this requirement.
4) APTN will require programs in Indigenous languages to be subtitled in either French or English.
5) APTN requires closed captioning for the hearing impaired on all English and French programs, as well as described video for programming drawn from the following CRTC program categories: 2(b) long form doc; 7 drama and comedy; 9 variety; 11(a) general entertainment & human interest; 11(b) reality TV, and/or may be programming targeting children.
6) All projects accessing CMF funding will require an ISAN number.

7) APTN will not licence proposals submitted by individuals or companies that do not have relevant production experience.

8) For any licenced program APTN will require a CRTC Certificate of Canadian Program Certification (no CAVCO) for all programs over 5 minutes in duration. The program must satisfy all Canadian content requirements of the CRTC. APTN will require a Canadian content certificate from the CRTC for the original language version of the program, as well as separate CRTC Canadian content certificate(s) for the Indigenous language version and/or any other official language version (which certificate should allow for additional 25% time credit from the CRTC for programs dubbed in Canada).

Evaluation Criteria

Notes:

Among various criteria, proposals are rated upon (but not limited to) the following conditions:

- High Definition – all proposals must include HD delivery of program masters
- Canadian source (please note that for any licensed program APTN will require a CRTC Certificate of Canadian Program Certification (no CAVCO) for all programs over 5 minutes in duration)
- Creative content including originality, production value, track record of creative team
- Level of Indigenous participation :
    - Executive Producer, Producer, Director, Principal Writer
    - Crew
    - Talent
- Indigenous mentorship/training commitments
- Number and value of licenses previously granted
- Secured funding
- Shelf life
- APTN window
- Production schedule (target availability for broadcast)
- Primary and Secondary Audience
    - National
    - Regional

Proposals are evaluated on many criteria, including the vision of the APTN; our desire to attract and engage our audience; the terms of our license with the CRTC; the finite financial resources of the network; the quality of the proposal; and the credentials of the production team.

APTN receives more than 250 television proposals, as well as a similar number of Digital Media project proposals each year and is only able to proceed with a small number of these. A rejection of your proposal is not always a creative judgment on your work but merely a reflection of how much we can commit to at any given time.