



## WEB SERIES RFP 2019-2020 APPLICATION FORM

Submission Date: \_\_\_\_\_

Program Title: \_\_\_\_\_

Applicant Production Company Name: \_\_\_\_\_

Region of Production:  Eastern (NB, NL, NS, NU, PE, QC)

Central (SK, MB, ON, NT)

Western (AB, BC, YT)

Genre:  Children's and Youth

Drama, Science Fiction, Comedy, Fantasy and Horror

Documentary

Variety and Performing Arts

Form: # of Episodes: \_\_\_\_\_

Length Per Episode: Minimum length 2 minutes) \_\_\_\_\_

Total Web Series Length: \_\_\_\_\_

Short Synopsis: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Original Language:  English

French

Indigenous with English Subtitles:

- Please specify: \_\_\_\_\_

Indigenous with French Subtitles:

- Please specify: \_\_\_\_\_



Closed Captioning is required and must be included in the budget.

Is closed captioning accounted for?     No                       Yes

**Applicant Information:**

Legal Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Website: \_\_\_\_\_

**Indigenous Declaration:**

APTN requests applicants to voluntarily self-identify as Indigenous.\*

Please indicate which percentage of the Applicant Production Company is Indigenous-owned:

Name of Shareholder	Percentage of ownership	Percentage of ownership			
		Inuit	First Nations	Métis	Non-Indigenous
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total</b>					

\* Where the applicant is an individual, an Indigenous individual is defined to include a First Nations, Métis or Inuit individual who resides in Canada. Where the applicant is a production company, an Indigenous production company is defined as a sole proprietorship, a limited company, a co-operative, a partnership or a not-for-profit organization in which Indigenous persons have at least 51% ownership and effective control; or a joint venture consisting of two or more Indigenous businesses or an Indigenous business and a non-Indigenous business, provided that the Indigenous business(es) has at least 51% Indigenous ownership and effective control of the joint venture. APTN requires statistics in these areas for reporting requirements to the Board of Directors. Consistent with our founding objectives, APTN gives preferential treatment to Indigenous individuals and production companies in the selection of production proposals.



Please list key creative and indicate Indigenous descent:

Title	Name(s)	Inuit	First Nations	Métis	Non-Indigenous
Executive Producer		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Producer		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Associate Producer		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writer		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Host/Actor		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director of Photography		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Editor		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Composer		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What aspects of APTN's Programming Mandates are reflected in the proposal?

- Indigenous Context
- Indigenous Director
- Indigenous Producer
- Indigenous Talent
- Other (please specify) \_\_\_\_\_



**Finance Structure**

Please indicate if financing is committed or pending:

<b>Financing source</b>	<b>Dollar amount expected</b>	<b>Percentage of total budget</b>	<b>Confirmed or pending?</b>
<b>APTN licence</b>			
Other Sources Please Specify: _____			
Other Sources Please Specify: _____			
Other Sources Please Specify: _____			
Other Sources Please Specify: _____			
<b>Total budget amount</b>			



**Declaration of Related-Party Transactions**

During the production titled \_\_\_\_\_, will the production company \_\_\_\_\_ perform any transactions (including fees, salary, rental of goods or services, administration fees or miscellaneous expenses) with the following companies and/or individuals?

Type of Related Parties	YES	NO
Parent company	<input type="checkbox"/>	<input type="checkbox"/>
Subsidiary	<input type="checkbox"/>	<input type="checkbox"/>
Companies under common control	<input type="checkbox"/>	<input type="checkbox"/>
Shareholders of parent company	<input type="checkbox"/>	<input type="checkbox"/>
Shareholders of subsidiary	<input type="checkbox"/>	<input type="checkbox"/>
Members of immediate family (husband, wife and children)	<input type="checkbox"/>	<input type="checkbox"/>
Management and/or employees of parent company	<input type="checkbox"/>	<input type="checkbox"/>
Management and/or employees of subsidiary	<input type="checkbox"/>	<input type="checkbox"/>

If you answered yes to one of the questions above, then please complete the table hereunder:

Name of the Related Company of Individual	Type of Relation	Budget Code	Description	Amount
<b>Total</b>				

## Definitions

Related parties exist when one party has the ability to exercise, directly or indirectly, control, joint control or significant influence over the other. Two or more parties are related when they are subject to common control, joint or common significant influence. Related parties also include management and immediate family members.

A related party transaction is a transfer of economic resources or obligations between related parties, or the provision of services by one party to a related party, regardless of whether any consideration is exchanged. The parties to the transaction are related prior to the transaction. When the relationship arises as a result of the transaction, the transaction is not one between related parties.

Control of an enterprise is the continuing power to determine its strategic operating, investing and financing policies without the cooperation of others.

Significant influence over an enterprise is the ability to affect the strategic operating, investing and financing policies of the enterprise.

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## **Checklist of Attached Materials**

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

- 1. **Signed Web Series RFP 2019-2020 Application Form.**
  - 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. Draft Shooting Script.
  - 6. Outline the program's relevance and appeal to APTN's audience.
  - 7. Web series format and summary (identify the genre, running time, original language 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 (Maximum 5 pages), including, if applicable, list of shooting locations, list of potential actors, description of shooting style, etc...
  - 9. Creative materials (such as storyboards, sketches, photos, DEMO/SIZZLE reel available online via Vimeo or YouTube in support of project, of Director and/or Producer's previous works).
  - 10. Proposed production schedule, including start of principal photography, rough cut delivery, fine cut delivery and final delivery and target dates for confirmation of funding, completion of production and proposed launch date.
  - 11. Finance Plan (if applicable, provide confirmation of other financing commitments. Please also include the amount of your financial request to APTN).
  - 12. Dated and signed complete budget.



- 13. Cashflow statement. All Payments will be payable in 60 days following receipt and approval of deliverables and invoice.
- 14. Detailed calculation for Provincial tax credits if applicable.
- 15. Corporate information.
- 16. 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.
- 17. Shareholder register and ownership share.
- 18. List and resumes of key creative personnel/principal crew members.
- 19. Complete Chain of Title identifying the following:
  - o 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.

**I certify that Signed 2019-2020 WEB SERIES APPLICATION FORM and deliverables listed in the checklist are complete and all the information provided is truthful and accurate and that no material fact has been omitted.**

**By signing below, I also certify that I have read and will abide by  
ON-SCREEN PROTOCOLS & PATHWAYS**

\_\_\_\_\_  
**Signature:**

\_\_\_\_\_  
**Name:**

\_\_\_\_\_  
**Date:**

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