



**Canadian Television Fund**

## **2006-2007 Guidelines**

### **Versioning Assistance Fund**

The COMPLETE Canadian Television Fund 2006-2007 Guidelines consist of:

Main Document (You must have this) and one of the following Guideline Modules as applicable to your production:

Broadcaster Performance Envelope Stream:

- Drama
- Children's and Youth
- Documentary
- Variety and Performing Arts

Special Initiatives Stream:

- Aboriginal-Language Productions
- French-Language Productions outside Quebec
- Development Financing
- Versioning Assistance

Nos Principes directeurs sont affichés en français sur notre site Internet à l'adresse suivante :  
**[www.FondsCanadiendeTele.ca](http://www.FondsCanadiendeTele.ca)**

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These Guidelines are for the information and convenience of applicants to the Versioning Assistance Fund ("the Fund"). They provide a sense of the objectives of the Fund, the manner in which the Fund is administered, and information on typical administrative practices that the Fund may follow. While compliance with these Guidelines is a prerequisite for access to the Fund, unfortunately, compliance does not guarantee entitlement to financing from the Fund. The Canadian Television Fund ("CTF") has full discretion in administering its programs and in the application of these Guidelines to ensure that its funding is provided to those projects that meet its spirit and intent. In all questions of interpretation of either these Guidelines or of the spirit and intent of the Fund, the CTF's interpretation shall prevail.

Please note that these Guidelines may be changed or clarified as required, without notice.

## 1. Introduction

One of the primary goals of the Versioning Assistance Fund is to increase the availability of CTF-financed television programs for Canadians in English, French and Aboriginal languages.

Two other key objectives have been established to guide the administration of the Fund:

- a) To increase the revenue earned by Canadian productions from national and international markets, thereby increasing the likelihood of returns to investors; and,
- b) To strengthen the Canadian versioning industry, thereby providing Canadian artistic talent and specialized technicians with significant employment opportunities.

## 2. Eligible Applicants

An eligible applicant must be either:

- (a) a television production company which:
  - i. is Canadian within the meaning of the *Investment Canada Act*,
  - ii. meets the current eligibility requirements of the CTF; and,
  - iii. has a contract in good standing (i.e. not in default) with the CTF

or

- (b) a private sector distributor which:
  - i. is Canadian within the meaning of the *Investment Canada Act*,
  - ii. meets the current eligibility requirements of the CTF; and,
  - iii. holds the distribution rights to the CTF project which is the subject of the application.

For clarity, CBC/SRC does not have a guaranteed envelope in the Versioning Assistance Fund. CBC/SRC licenced projects will be treated similarly to those projects licenced by other broadcasters.

## 3. Eligible Projects

### a) Basic Requirements

Eligible television projects are those that have received production financing support in any year through the CTF (for Feature Films financed via the CTF in previous years, please refer to the Versioning Assistance Guidelines for Feature Films on the Telefilm Canada website).

Moreover, the project must be completed in its original language before it will be considered eligible under the Versioning Assistance Fund.

The CTF will not usually contribute towards the versioning of a production where there already exists a similar version of that production in the same language for commercial release. However, in some cases it may agree to subsidize minor changes to versions if the production was versioned in Canada.

b) Additional Requirements

In addition to meeting the basic requirements detailed in Section 3 (a), eligible projects must have either:

- i. A letter from a broadcaster committing to air the versioned production in Canada or abroad within one year of delivery. The letter must specify a broadcast licence fee, the market value of which must be fair and acceptable to the CTF and represent a minimum of 25% of the versioning budget;
- ii. A foreign sales contract, the market value of which is fair and acceptable to the CTF.

If one or more production financiers contractually require that the project be versioned into a second language, then the cost of versioning that television program must be included in the original language production budget. In such cases, the project is not eligible for versioning assistance.

#### 4. Other Conditions and Requirements

a) Availability of the Dubbed or Sub-titled Version:

In cases where an applicant does not have exclusive distribution rights in all markets for a production, the applicant must guarantee that the production versioned with the assistance of the Fund be made available either to the Canadian producer or to any distribution or foreign sales company appointed by the Canadian producer.

Where Telefilm Canada's Festivals Bureau has purchased a copy of a Canadian television production and has had that copy versioned solely for festival screenings, the applicant may have access to this version only to make a copy.

b) Distribution, Partnership and Sub-Distribution:

Any business association or sub-distribution agreement involving the marketing of the versioned production in any market sector and any media in Canada, must be made only with Canadian (as defined in the *Investment Canada Act*) companies with recognized expertise in these markets.

The contractual agreement must be filed with the CTF, and the terms of the agreement must be acceptable to the corporation.

c) Companies Active in Specialized Markets:

The CTF may help finance the versioning of eligible projects to be distributed in specialized markets (i.e., other than commercial theatres or public or private commercial broadcasts). Companies applying for assistance must have proven marketing expertise in these areas and a sufficient volume of business in this sector.

d) Versioning Subsequent Episodes of Television Series:

Applicants who have previously received Telefilm Canada or CTF assistance to version a television series, and are seeking to version subsequent episodes, must version all such episodes in Canada through a Canadian (as defined in the *Investment Canada Act*) company for distribution in the Canadian market.

Failure to comply with this condition will result in the applicant being required to reimburse the CTF for the total amount of versioning assistance previously received for that series.

#### 5. Eligible Expenses

The CTF will accept:

- a) Only the versioning expenses and services carried out in Canada by qualified, Canadian (as defined in the *Investment Canada Act*) private-sector companies, and;
- b) Only costs related to the versioning of the eligible project that were not included in the original language production budget.

In some cases, the CTF may finance secondary activities (minimal re-editing, adaptation of songs, etc.) that are indirectly related to the versioning of a Canadian production but nonetheless essential to the making of the production. The CTF will evaluate such requests on a case-by-case basis.

Normally, the CTF does not accept items that are related to the production of the television project as part of the versioning budget. These items should be included in the project's original language production budget, and remain solely the responsibility of the producer.

The CTF's participation will not exceed the maximum levels of participation (i.e., caps) as set out in section 6. All costs exceeding these caps will be the responsibility of the applicant.

The applicant must provide a versioning budget in accordance with the TFC standard format budget (see separate document entitled "Standard Budget for Versioning" on Telefilm Canada's website) that:

- a) Defines those activities eligible for financial assistance through this Fund, including all tasks from the pre-production phase (receipt of material to be versioned) to the submission of the required version (final copy);
- b) Identifies the costs for each of the tasks required. The budget also allows for reasonable administrative expenses incurred by the versioning company, up to a maximum of 5% of the budget (with no pyramiding of fees allowed). In addition, the applicant is allowed to include expenses incurred in coordinating the versioning process up to a maximum of the lesser of 5% of the budget, or \$5,000.

The CTF reserves the right to request that the applicant obtain multiple quotes from service providers and to assess reasonable costs.

If versioning assistance is received prior to the CTF Phase II drawdown, full disclosure of all assistance should be delivered with closing documentation to the CTF.

## 6. Maximum Levels of Participation (Caps)

For versioning assistance the following maximum rates will apply:

Television	Drama	Children's and Youth	Animation	Docs	Variety and Performing Arts
All Formats	\$380/min	\$380/min	\$340/min	\$265/min	\$265/min

In 2006-2007, a minimum of 25% of versioning assistance funds will be allocated for the versioning of Children's and Youth projects.

## 7. Financial Participation

### a) Television program or series

Assistance will be provided in the form of a grant.

The CTF may finance up to 75% of the eligible expenses, subject to the maximum levels of participation detailed in section 6.

No work carried out without prior written confirmation of funding from the CTF will be eligible for financial assistance.

### b) Pilot or episode for a series

The CTF may contribute up to 100% of the costs of dubbing or sub-titling the pilot or a single episode from a television series or mini-series, for preview or marketing purposes.

## 8. Application and Project Assessment

Applications are evaluated as they are received. Funding is allocated to projects meeting the minimum eligibility criteria as they are received with consideration given to ensuring all regions are able to participate.

## 9. How to Apply

### a) Where to apply:

The applicant should send a completed application form and all required documentation to the applicant's local Telefilm Canada office to the attention of the project coordinator, at the addresses in section 10. The coordinator is available to answer any questions regarding the application or the documents required.

Applications from the Western provinces and the Territories should be directed to Telefilm Canada's office in Vancouver; applications from Ontario and Nunavut should be sent to the Toronto office; the Montreal office receives applications originating in Quebec; and the Atlantic Provinces are served by Telefilm Canada's Halifax office on behalf of the CTF.

### b) When to apply:

The CTF will begin accepting applications April 3, 2006. Complete applications are assessed as they are received. However, applications seeking financing assistance within the current fiscal year (April 1, 2006 – March 31, 2007) must submit a completed application prior to December 15, 2006. It is expected that 75% of the Versioning Assistance Fund will be spent by this time. This Closing Date has been established to allow sufficient time to review, contract and return any surplus prior to the CTF's fiscal year-end (March 31, 2007). Applications received after the Closing Date will continue to be assessed until the final deadline of February 15, 2007. Projects arriving after that final deadline will be assessed for assistance in the next fiscal (provided that the Fund is renewed).

Please contact Telefilm Canada's regional offices or consult the CTF website for additional information in this regard.

### c) Documents required:

To be considered complete, an application must include the following:

- i. Completed and signed application form;
- ii. Copy of production company's agreement with the CTF, confirming that the Eligible Project has received production support;
- iii. All documentation demonstrating that the applicant holds all the requisite rights to distribute the versioned production in the target market;
- iv. Copies of any television sale of the versioned project that is not included in the production's original financial structure;
- v. Standard versioning budget form (please see separate document entitled Standard Budget for Versioning on Telefilm Canada's website) showing breakdown of all anticipated costs, including quotes from the versioning company and other relevant agreements;
- vi. A copy of the production in video format for screening purposes.

## 10. Telefilm Canada's Offices

### Quebec Region

Versioning Coordinator  
**Telefilm Canada**  
360 St-Jacques Street  
Suite 700  
Montreal, Quebec H2Y 4A9  
Phone: (514) 283-6363  
Toll-free: 1 800 567-0890  
Fax: (514) 283-8212

### Atlantic Region

Versioning Coordinator  
**Telefilm Canada**  
1717 Barrington Street  
Suite 300  
Halifax, Nova Scotia B3J 2A4  
Phone: (902) 426-8425  
Toll-free: 1 800 565-1773  
Fax: (902) 426-4445

### Ontario and Nunavut Region

Versioning Coordinator  
**Telefilm Canada**  
474 Bathurst Street  
Suite 100  
Toronto, Ontario M5T 2S6  
Phone: (416) 973-6436  
Toll-free: 1 800 463-4607  
Fax: (416) 973-8606

### Vancouver

Versioning Coordinator  
**Telefilm Canada**  
#410 – 609 Granville St.  
P.O. Box 10375  
Vancouver, British Columbia V7Y 1G5  
Phone: (604) 666-1566  
Toll-free: 1 800 663-7771  
Fax: (604) 666-7754

Canadian Television Fund website: <http://www.CanadianTelevisionFund.ca>

Telefilm Canada's website: <http://www.Telefilm.gc.ca>