

FOR OFFICE USE ONLY Date Received: _____ Application File Number: _____

Project Name: _____

**Applicant
Company Name:** _____

Information identified on this checklist is required for eligibility. Additional information may be required to support the Economic and Cultural Benefit scoring criteria. Please review the Economic and Cultural Benefit scoring criteria for more information.

No.	Item/Description	✓	Office Use
1	Completed Application Form with signed Applicant Agreement.		
2	Copy of Certification of Incorporation of the Applicant Company, including the most recent Corporate Registry Annual Return.		
3	Brief synopsis of project.		
4	Information regarding the ownership structure of Applicant Company, including contact information for all shareholders.		
5	Chain of title documentation evidencing rights to exploit the project.		
6	Viable commercial license agreement.		
7	List of all projected Albertan Head of Department personnel including contact information.		
8	Detailed production budget with breakdown of Alberta spend (Eligible Alberta Cost Worksheet is the preferred format). Minimum Alberta spend is greater than \$50,000 (before GST).		
9	Evidence of confirmed financing based on the budget.		
10	Evidence of industry standard insurance with \$2 million general liability insurance.		
11	Detailed production schedule including locations, dates and duration.		
12	Co-Production agreement, if applicable. Documentation must reference back-end revenue participation as well as creative and financial control dispute resolution.		
13	Recoupment structure for co-production projects, if applicable.		
14	Related Party Transaction Declaration Form, if applicable.		