

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 attached to the application to support the Evaluation Criteria Worksheet.

No.	Item/Description	✓	Office Use
1	Completed online application form.		
2	Chain of title documentation evidencing rights to exploit the project.		
3	Detailed production schedule including locations, dates and duration.		
4	Viable commercial license agreement.		
5	Completion of the Eligible Alberta Cost Worksheet with a breakdown of the Alberta spend.		
6	Co-Production agreement, if applicable. Documentation must reference back-end revenue participation as well as creative and financial control dispute resolution.		
7	Recoupment structure for co-production projects, if applicable.		
8	Completion of the evaluation worksheet and attachment of any supplemental documents.		
9	Related Party Transaction Declaration Form, if applicable.		
10	Copy of corporate policies and/or practices for inclusion of under-represented people or groups, if applicable.		

Please note: Applicants who are approved for funding will be required to provide additional documentation prior to issuance of the grant agreement.