

# **APTN REQUEST FOR PROPOSALS FOR SCRIPTED FEATURE FILM LICENSING**

**November 7, 2022**

**Deadline for submissions: January 13, 2023**

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

## **Introduction**

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

- Feature-length films for production. Scripts may be in either English or French.

## **Submission specifics**

Projects for which principal photography commenced before an APTN decision has been reached on the application will be eligible for consideration. In these cases, a smaller license fee may be offered. Applications for productions that have completed principal photography will be expected to be accompanied by a rough cut, and a lower license fee reflective of the funds being required for completion rather than principal photography.

*\*Please see schedules A & B for programming general terms & conditions and eligibility. Failure to comply with the conditions set out in these schedules will result in automatic rejection of your proposal.*

## **Feature Length Film Licensing**

**1 x 2-hour Feature Film (90 minutes Total Running Time)**

**English and or French Language Versions**

**Delivered with two versions:** Theatrical version, and "clean" matinee version.

APTN Maximum License Fee: \$125,000.00

## **Please Note:**

Producers are expected to secure other funding commensurate with an independent feature-length film budget. Films with other confirmed sources of financing will be more likely to receive support.

The funding amount is intended as a one-time contribution to the project. **APTN will not contribute any additional funds from its commissioning or development budgets or Canada Media Fund Performance Envelopes.**

APTN reserves the right to a world television premiere for the film in addition to a negotiated number of plays over a period of five years.

Please note that, in order to make the films available to the widest audience, APTN will require the films to have closed captioning and described video.

Programs that receive a licensing fee commitment must commence principal photography within 18-24 months of signing an agreement with APTN, 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 licensing and or development, 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)**

#### **Checklist of Attached Materials for Production**

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

- 1. Signed **APPLICATION FORM**. [Application Forms](#).
- 2. Signed [Proposal Submission Agreement for Producers Form](#).
- 3. Completed **Declaration as to Indigenous Descent Form**.
  - o [Individual](#)
  - o [Company](#)
- 4. Short synopsis (one paragraph only).
- 5. Full Polished Script.
- 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 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 10 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, 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. Please also include the amount of your financial request to APTN).
- 12. Dated and signed complete budget.
- 13. Description of interim financing.
- 14. Detailed calculation for Federal and Provincial tax credit.
- 15. Corporate information (including past production experience/broadcasting credits). APTN will not consider licensing proposals submitted by individuals or companies that do not have relevant production experience.
- 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:
  - 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.
- 20. Promotional Implementation Delivery Strategy. Please see the [APTN Program Delivery Technical Specifications](#) for details regarding what promotional materials are needed and should be included in your budget.

**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 submitted to the Executive in Charge of Development and Scripted Production via a Dropbox, Wettransfer (or other file sharing link) provided by the producer. Applications that have not been confirmed as “received” by the Executive will not be considered.

### **APTN**

#### **Danelle Granger**

Executive in charge of Development and Scripted Production

339 Portage Ave.

Winnipeg, MB R3B 2C3

(431) 792-7620

[dgranger@aptn.ca](mailto:dgranger@aptn.ca)

**APPLICATION FORM**

Submission Date: \_\_\_\_\_ Program Title: \_\_\_\_\_ Window Offered to APTN: \_\_\_\_\_

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

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

Central (SK, MB, ON, NT)

Western (AB, BC, YT)

**Genre:**

Scripted feature film

**Target**

**Audience:**

Teenagers (13 – 17 years)

Primary (18 – 34 years)

Secondary (35+ years)

Broadcast

Length: 1 X 88 minutes

Primary ways the film serves APTN audiences (choose two)

Entertain

Inform/Educate

Inspire Action

Celebrate/Revitalize Culture

Short Synopsis:

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Original Language (select one):

- Indigenous  
Please specify: \_\_\_\_\_
- Dialect (if applicable)  
Please specify: \_\_\_\_\_
- English
- French

Versioning (select any that are applicable)

- Indigenous  
Please specify: \_\_\_\_\_
- Dialect (if applicable)  
Please specify: \_\_\_\_\_
- English
- French

Closed captioning is required and must be included in the budget.  
Is closed captioning accounted for?

Descriptive video is required and must be included in the budget.  
Is descriptive video accounted for?

**Applicant Information:**

Legal Business Name: \_\_\_\_\_ Address: \_\_\_\_\_  
City, Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Website: \_\_\_\_\_

Indigenous Partner/Owner: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_  
Non-Indigenous Partner/Owner (if applicable): \_\_\_\_\_ Title: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

**Indigenous Declaration:**

APTN requires applicants to specify the Indigenous group to which they belong. \*

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

Name of Shareholder	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"/>
<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 Indigenous community/affiliation:

Title	Name(s)	Emerging Y/N	Gender F/M/X	Inuit	First Nations	Métis
Executive Producer				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Producer				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Associate Producer				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writer				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Host/Lead Actor				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director of Photography				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Editor				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Composer				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Series Creator or Creator				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Showrunner				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Are 40% or more of the key creative roles held by women? Yes or No ?

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

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

**INDIGENOUS LANGUAGE VERSION (optional):**

Please list translators and Indigenous community/affiliation:

Title	Name(s)	Inuit	First Nations	Métis	Non-Indigenous
Translator/Oral		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Translator/Written		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Finance Structure**

Please indicate if financing is confirmed or pending:

Financing source	Dollar amount expected	Percentage of total budget	Confirmed or pending?
APTN license			
Other Broadcaster License Please Specify:			
Federal Tax Credits			
Provincial Tax Credits			
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.

### **Checklist of Attached Materials for Production**

*When submitting ensure that components are organized and numbered, as individual documents, in the following order:*

- 1. Signed **APPLICATION FORM**. [Application Forms](#).
- 2. Signed [Proposal Submission Agreement for Producers Form](#).
- 3. Completed **Declaration as to Indigenous Descent Form**. [Individual Company](#)
- 4. Program format, summary, identify the genre, running time, number of episodes, original language of shooting.
- 5. Treatment (1-5 pages), including, if applicable, synopsis, list of shooting locations, list of potential guests, and description of the host/narrator.
- 6. Creative materials (such as storyboards, sketches, photos, DEMO/SIZZLE reel available online via Vimeo or YouTube in support of project, links of Director and/or Producer's previous works)
- 7. Identify your target audience. Outline the program's relevance and appeal to APTN's audiences. Highlight how your film will achieve some of our objectives to: Entertain, Inform/Educate, Celebrate/Revitalize Culture, and Inspire Action.
- 8. Proposed production schedule, including start of principal photography, rough cut delivery, fine cut delivery and master delivery as well as target dates for confirmation of funding, completion of production and proposed broadcast.
- 9. Finance Plan (must note confirmed and unconfirmed sources of financing.) If confirmed sources are in place, include letters confirming financial commitments.
- 10. Dated and signed complete budget.
- 11. Cashflow statement. All payments will be payable in 60 days following receipt and approval of deliverables and invoice.
- 12. Description of interim financing.
- 13. Detailed calculation for Federal and Provincial tax credit.
- 14. Corporate information (including past production experience/broadcasting credits). APTN will not consider licensing proposals submitted by individuals or companies that do not have relevant production experience.
- 15. 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.
- 16. Shareholder register and ownership share.
- 17. List and resumes of key creative personnel/principal crew members

- ☐ 18. Complete Chain of Title identifying the following:
  - Writer's agreements, option/purchase agreements, transfer 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 THIS 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](#)**

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**Signature:**

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**Name:**

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**Date:**



World's First National Aboriginal Broadcaster

**Where to Submit Proposals**

Proposals must be submitted in PDF format with each component organized and numbered individually via the producer's Dropbox (or other online server APTN can access for secure download). Once submitted, please confirm receipt of the submission.

Danelle Granger  
Executive in charge of Development and Scripted Production  
Email: [dgranger@aptn.ca](mailto:dgranger@aptn.ca)

## **SCHEDULE A**

### **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.

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 license 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 the [APTN Program Delivery Technical Specifications](#).

## **SCHEDULE B**

### **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;**
  - 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 license proposals submitted by individuals or companies that do not have relevant production experience
- 8) Any licensed program APTN will require a [CRTC Certificate of Canadian Program Certification](#) (no CAVCO number) 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).