

**INSTRUCTIONS FOR
SCRIPT DEVELOPMENT APPLICATION FORM**

The numbers indicated below correspond to line items in the application form.

I APPLICANT INFORMATION

1. **Name:** If you are a production company, please enter the name of the producer associated with the project. If you are a writer, please enter your name here as well as in the Screenwriter's Name line. If you are neither a writer, director, or producer of the project, please indicate beside your name, your title or role in relation to this project.
2. **Company/Organization Name:** If you are an incorporated company or partnership please include your full company name here. If you are a registered sole proprietor operating under a trade name, please add SOLE PROPRIETOR beside your trade name. If you are an unincorporated individual without a trade name, leave this blank.
3. **Street Address:** Please remember to include your postal code.
4. **City:** CTV Ottawa has regional restrictions on eligible applicants. Refer to the document "General Information to Applicants".
5. **Telephone:** Include the phone number/cell number where you can be reached during normal office hours.
6. **Screenwriter's Name:** If you are the screenwriter, put your name here again. If you have hired a screenwriter for this project, put his/her name here. If you don't know who the screenwriter will be, please write PENDING here. Explain in your appended documents, why your screenwriter is missing or what steps you have taken to get a screenwriter.
7. **Projects Previously Funded:** If you have received other grants or loans from the CTV Ottawa Fund, list the title of the project as well as the stage of development previously funded and date. For example: "Project X" (first draft) Feb. 2006. If you received a professional Development Grant, write the name and date of the event which you attended. For example: Summer Institute of Film and Television (June 2006).
8. **Other Documentation:** Your resumé as well as the resumé of the screenwriter should be appended to your application. If resumé's are listed as "to come" items, supporting documentation in your application should explain why this is the case. In lieu of complete CV's, the Board of Trustees may elect to accept other documents related to your experience but this would be on an exceptional basis only. All applications should contain a complete resumé of the applicant
9. **Company Directors & Partners:** Please list all other principals in your company or partnership. The Board of Trustees needs this information to ensure that the applicant is a company independent from any direct or indirect subsidiary of Baton Broadcasting Incorporated.

II APPLICATION INFORMATION

10. **Program Concept Report:** Producers wishing to develop or market a program concept may apply to submit a Program Concept Report. This report provides details on the program concept, target audience, key production elements, estimated production budget and financing plan.
11. **Pilot Script:** Television series that require a program "bible" and outline for individual episodes are applicable here. The pilot script eligible for assistance in this category is a first draft script for the first episode of a series program. Applicants should show how this pilot will fit into the overall series through a program bible.
12. **Script Treatment:** Writers with a general outline or program description may apply to develop their idea further into a script treatment. Especially applicable to long-format dramas, the script treatment gives a full account of the story with all the characters, actions, and scenes but often without dialogue and normally without individual shots.
13. **First Draft Script:** Writers may apply for assistance to produce a complete script based upon their submitted outline or treatment. As the blue print for the completed program, the script should contain all scenes, action, dialogue and even, where necessary, camera angles.

14. **Other:** On a case-by-case basis the Board of Trustees may examine the existing development phase of specific independent programs. Applicants must provide a detailed history of the development of their project, as well as the plans that they wish to undertake to bring the project to production.

III PROJECT INFORMATION

15. **Working Title:** The current name of the program or series goes here. If the project has been previously submitted to the CTV Ottawa Fund under another name, also include that name, for example - Working Title: "Project X" (formerly "Project Y").

16. **Project Type:** "TV Series" applied to any program with two or more episodes. "Special" applies to any program of any length, that is designed as a stand-alone program. A Special is also any program that is part of an anthology/compilation series or inserted as part of another program. "Series Pilot" refers to an individual episode of a program series. "TV Movie" refers to any feature-length drama designed for television airplay.

17. **Project Category:** Check one or more of the categories listed here. If your program concept is not listed here, please indicate in the space provided the subject category that best describes your show.

18. **Target Audience:** If your program concept is designed to appeal to a specific audience, check off the appropriate age and sex of the program's principal intended audience. Please limit your estimate to the one or two categories that will best describe your ideal intended viewer(s).

IV APPENDED DOCUMENTS

General Outline: A generic description of the program content, topic, or storyline. If a drama, the outline summarizes the plot and gives a brief account of the story and its characters. A general outline is usually two or three pages long.

First Draft Script: A complete script with all scenes, dialogue, action, and plot. The script should be in standard script form.

Sample Scenes: Two or three complete scenes in standard script form should be included. Each scene should not exceed three pages.

Development Budget: Itemize all costs related to the development phase in your application. Allowable items include such things as producer's fees, scriptwriter's fees, research costs, story rights or option, travel related to research or script writing as well as office expenses. Each item must be broken down by rate and amount (e.g. Director's fee at \$100/day for days total - \$4,000).

Development Schedule: A plan that includes a step-by-step list of the weekly activities that will ultimately result in the completion of the chosen item in your application. The schedule should be of sufficient detail to fully explain your attached budget of expenditures.

Plot Synopsis: A brief one or two page summary of the storyline and characters.

Example of Previous Writing: Submit up to three pages of written material which you feel is indicative of your writing style and capabilities (e.g. magazine articles, short stories, essays, scripts).

Detailed Treatment: See Item 12 in the application form. A treatment for a half-hour program should be five to seven double-spaced pages. A treatment for a feature-length drama should be 20 to 25 double-spaced pages.

Other Funding Sources: List amounts coming from all other sources for the development phase in this application. Where applicable, indicate whether any broadcast rights are being acquired with the participation of third-party funding sources. Contributions toward salary and other direct costs maybe made from applicants who are production companies. Deferral of a portion of fees are also allowable as source of funding.