



<b>Telefilm Microbudget Program</b> <b>(IMAC Intake Form)</b>
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Project Name:	
Name of Applicant (Producer):	
Address:	
Postal Code:	
IMAC Member in Good Standing (membership paid up to date): yes <input type="checkbox"/> no <input type="checkbox"/>	
Email:	Telephone:

Date	Name	Signature
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This form must be completed and signed by the Producer that will be representing this project as 100% owner (who may also take the role as Director and/or Writer) and who is a Canadian citizen within the definition of the Citizenship Act or permanent residents within the definition of the Immigration and Refugee Protection Act.

- Checklist:**
- 1. 3 to 5 minute clip pitch
  - 2. trailer if available
  - 3. synopsis and creative vision statement
  - 4. marketing and distribution plan
  - 5. production timeline
  - 6. budget
  - 7. financial structure
  - 8. signed intake form

Applications must be submitted as a **hard copy** and a **digital copy**.

**Hard Copies** can be mailed to IMAC P.O. Box 2726 Charlottetown, PE C1A 8C3 or dropped off at the IMAC offices which are located at 115 Richmond Street, Charlottetown on the third floor above the Guild. Office hours are Monday, Tuesday, Thursday, Friday 10 to 4 (closed from 12 to 1). Hard copies must be postmarked no later than Jan 3, 2014. Hard copies delivered by hand to the IMAC offices must be in by 4pm on Jan 3, 2014.

**Digital Copies** can be emailed to [director@imac.coop](mailto:director@imac.coop) or put on disc and delivered with the Hard Copy. Emailed Digital copies must be received no later than 12pm Atlantic time, Jan 3, 2014. Mailed digital copies must be postmarked no later than Jan 3, 2014. Digital copies delivered by hand to the IMAC offices must be in by 4pm on Jan 3, 2014. NOTE: digital copies must be in the following format: written material must be in PDF format; video must be submitted as .mov with H.264 compression (files should be under 100mb).

The Executive Director will send two letters to each applicant to confirm receipt of hard copy and digital copy of their project. If applicants do not receive a letter of confirmation for either copy they are advised to contact the ED at [director@imac.coop](mailto:director@imac.coop).