



# 2022-23 GLOBAL MARKET DEVELOPMENT FUND GUIDELINES (formerly Export Fund) For the Film and Television Industry

**Deadline: April 26, 2022 by 5:00pm ET**

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The Ontario Creates Global Market Development Fund – Film/TV program documentation includes:

- Ontario Creates Global Market Development Fund – Film/TV Guidelines (this document)
- [Ontario Creates Program Policies](#)

Applicants must review ALL of the documents listed above prior to submitting an application.

## PROGRAM ADJUSTMENTS FOR 2022 – 2023:

The program has been updated to reflect uncertainty around travel and virtual international business opportunities. Please read the Guidelines carefully, particularly Section 4: Eligible Activities, and Section 5: Budget Requirements, and Eligible Expenditures.

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## 1. Introduction

The **Ontario Creates Global Development Fund** (formerly the Export Fund) provides eligible Ontario companies with funding to participate in international activities that support company growth and produce measurable business and market development results (sales, pre-sales, financing, licensing and/or rights deals, audience awareness, media coverage, partnership development, etc.). The proposed global market development plan must support the company's content creation and exploitation activities in relation to a slate or catalogue of titles. Primary activities supported include targeted sales trips and attendance at international market events.

**The Global Market Development Fund will cover up to 50% (at a maximum of \$15,000) of a participating company's eligible expenses to engage in international business and market development activities between August 1, 2022 and August 31, 2023 as part of a comprehensive plan.**

This program welcomes cross sector opportunities and will support export development plans that include non-traditional markets outside of the applicant company's industry. For example: a film producer attending an event for the book publishing or music industry in order to pursue rights sales or licensing opportunities.

Ontario Creates values and supports diversity and gender parity at all levels and business roles within creative industries. We acknowledge that many communities continue to face systemic barriers, preventing them from participating meaningfully in these industries. Ontario Creates applies a lens of diversity, equity, and inclusion to the evaluation criteria for this program, and directs jury members to do the same. Applicants proposing projects/activities that support, reflect, and strengthen diversity and gender parity in Ontario are expected to tangibly demonstrate a genuine and sustained commitment to these equity-seeking communities.<sup>1</sup> Ontario Creates encourages applications from companies that are led by BIPOC (Black, Indigenous, or People of Colour) or Francophone individuals and applicants that otherwise meet the provincial definition of diversity.<sup>2</sup>

Ontario Creates is committed to fostering respectful workplaces in all sectors and companies we support. Please see [Program Policies](#) for more details, including required respectful workplace Applicant Affidavit.

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<sup>1</sup> Equity seeking communities are those that face significant collective challenges in participating in society. This marginalization may be caused by, but not limited to, attitudinal, historic, social and environmental barriers based on age, ethnicity, disability, economic status, gender, nationality, race, sexual orientation and transgender status. Equity-seeking communities identify barriers to equal access, opportunities and resources due to disadvantage and discrimination and actively seek social justice and reparation.

<sup>2</sup> The provincial definition of diversity states: the dimensions of diversity include, but are not limited to: ancestry, culture, ethnicity, gender identity, gender expression, language, physical and intellectual ability, race, religion (creed), sex, sexual orientation and socio-economic status.

Ontario Creates welcomes applications from people with disabilities, people who are deaf, and people who have barriers to accessing technology. If you would like to request an alternative process or format for submitting an application or request funds (up to \$500 per application) towards service providers to assist with your application, please contact the relevant Program Consultant a minimum of four weeks before the deadline. Support for application assistance is also available to First Nations, Inuit or Métis applicants facing language, geographic and/or cultural barriers. Services may include, but are not limited to, assistance to create an account and navigate the Online Application Portal; transcribe/edit/organize/translate application materials; complete and submit application materials.

## 2. Program Deadline

The deadline for complete submissions is **Tuesday, April 26, 2022 5pm ET**, through the Online Application Portal. Applications and documentation received after this deadline will not be considered.

Decisions will be communicated to applicants in August 2022.

## 3. Eligible Applicants

**Please note: Applicant companies must identify themselves as either a Film or Television company. Identification is based on the stream of production that accounts for the majority of the company's revenue, as well as the primary focus of the projects in a company's slate.**

This program is open to export-ready Film/TV producers. Companies must:

- be Ontario-based and Canadian-controlled;
- be incorporated for at least one year prior to application;
- have been in operation in Ontario for at least one year;
- be a private sector, for profit company;
- be primarily a film or television production company pursuing project pre-sales or co-financing opportunities for a slate of projects or concepts that are currently in development or ready for production. Applicant companies may also attend markets to seek distribution for their productions. Distribution companies seeking distribution for their clients' productions at international markets or via international sales trips are ineligible.
- have an export development plan for a slate of products or projects with defined, achievable and measurable business development goals.

Ontario Creates will only accept one application per company or associated company per fiscal year. Up to three company representatives (full time employees) per activity will be considered. At least one of the participating representatives at each activity must be a decision maker at the executive level within the applicant company. Companies are advised to choose the individual(s) best suited to take advantage of this opportunity.

Company Representatives must:

- be Canadian citizens or landed immigrants/permanent residents;
- be Ontario residents;
- be in a key decision-making role within the applicant company;
- be working full time with the applicant company (sales agents, external consultants, etc. are ineligible);
- meet the requisite experience level for the initiative, with basic comprehension of market and key industry players; and
- Previous credits and/or current projects in development must demonstrate that they are able to benefit from the program and that the company is export-ready with their slate of projects.

#### 4. Eligible Activities

Eligible activities include virtual and in-person participation in key international industry markets and events, planned sales trips to key territories to meet with identified leads and participation in trade missions organized by industry associations and government agencies. Proposed activities must take place outside of Ontario. All activities, whether virtual or in-person, must focus on international audience and business development opportunities.

Applicants are welcome to include appropriate film or television markets as well as other events in their export development plan, provided the purpose for attending these events is to pursue business development opportunities. Travel for professional development, training, production, or public relations/marketing such as a screening or receiving an award will not be supported through this program.

The number of eligible activities will be capped at five. In the event an applicant submits an application to the Fund with more than five activities, only the first five will be considered for funding purposes.

While companies are strongly encouraged to submit carefully considered, realistic and well researched export development plans for the period covered by the Ontario Creates Global Market Development Fund, Ontario Creates is open to adjustments to a participating company's activities as required due to external pressures and unforeseen circumstances. All changes must be reasonable and will require notification and pre-approval by Ontario Creates prior to the change. **Any changes, including attending additional activities, that are not approved by Ontario Creates in advance of traveling dates may not be accepted and may result in a reduction of the amount of support provided to the participating company.**

**\*\*\*NEW IN 2022-23\*\*\*** Successful recipients will be permitted up to three activity changes with prior Ontario Creates approval over the course of the cycle for which the Global Market Development Fund applies. Prior to undertaking a new activity (an activity which is not listed as an activity under the original application), recipients must notify Ontario Creates of the activity change through the OAP by uploading a [Change of](#)

[Activity Form](#) available on the Ontario Creates website along with a revised budget for the year that includes the costs associated with the new activity(ies).

Ontario Creates reserves the right to only relate to a portion of the export development plan submitted by the applicant company.

## 5. Budget Requirements and Eligible Expenditures

Companies must complete the [Budget Template](#) summarizing all eligible expenses including:

Event Costs	Virtual and In-person	Including registration and booth/exhibitor expenses.
Travel Costs	In-person	Including flight and local transportation. Air travel should be budgeted at economy rates and should reflect the costs of booking at least 30 days in advance of travel.
COVID-19 Travel Testing	In-person	<b>***NEW IN 2022-23***</b> Standard costs for diagnostic tests.
Accommodation Costs	In-person	Hotel expenses should be at moderate per night rates and should reflect the average for the travel destination/activity. Ontario Creates will relate to accommodation expenses for a maximum of three days on either side of an event provided the purpose for extending the stay is to pursue business development activities. Approval at the application stage is required.
Per Diems	In-person	Capped at C\$100/day. Including daily meals and incidentals. Ontario Creates will relate to per diem expenses for a maximum of three days on either side of an event provided the purpose for extending the stay is to pursue business development activities. Approval at the application stage is required.
Marketing Materials	Virtual and In-person	Including design, production and shipping material specifically created for the proposed activities. Acceptable marketing materials include activity-specific printed catalogs, event program advertisements, post cards, flyers/one sheets, product samples and demos. <b>***NEW IN 2022-23***</b> Capped at 30% of the total costs of each activity.

For budgeting purposes Ontario Creates will cover arrival the day prior to and departure the day after an event. Any additional time at an event must be addressed in the application and a rationale provided. Expenses for extended stays over weekends will not be eligible.

## Ineligible Costs

While companies may incur additional expenses that do not correspond with the categories above, these costs should not be included in the budget. The amount of the Ontario Creates contribution will be based only on the eligible expenses listed above. Expenses that are considered ineligible for the purpose of this program include:

- **\*\*\*NEW IN 2022-23\*\*\*** staff and operations costs;
- hospitality and entertainment costs;
- core business costs such as design and printing of business cards and standard catalogs;
- communications costs such as faxing, mobile phone rental and fees, long distance fees, etc.;
- costs associated with ineligible company representatives and additional representatives over and above the cap for this program;
- Individual travel insurance related to business travel;
- **\*\*\*NEW IN 2022-23\*\*\*** additional expenses incurred due to public health-related measures; and
- Additional Support - Costs covered in full or in part by a third party such as a festival or market place (e.g. registration, accommodation, airfare) are not eligible for inclusion in the Ontario Creates Global Market Development Fund budget. The balance of uncovered costs, if any, will be considered as an eligible expenditure.

In addition, applicant companies that are receiving support for a specific activity through another Ontario Creates program are not eligible to receive additional support through the Global Market Development Fund for the same activity.

Companies are advised that if they are participating in activities that are supported by federal government agencies, regional or municipal funding bodies or other third party organizations, expenses financed by those organizations may not be eligible for inclusion in the Ontario Creates Global Market Development Fund budget. If you are unsure of how your participation in such activities affects your export budget, please contact the program consultant for clarification.

All eligible expenses included in the budget must be reasonable and appropriate in the opinion of Ontario Creates. A final cost report is required on conclusion of the program and significant deviations from the approved budget may be disallowed. Ontario Creates reserves the right to request changes to the budget submitted by the applicant company as part of their application to conform to the above guidelines.

## 6. Application Process

Applicants must submit their applications electronically through the Online Application Portal (OAP) at <https://apply.ontariocreates.ca/>. A complete list of required application materials is outlined in the application form on the OAP.

## 7. Decision Criteria and Evaluation

Ontario Creates applies a lens of diversity, equity, and inclusion to the evaluation criteria for this program, and directs jury members to do the same. Applicants proposing projects/activities that support and reflect diversity are expected to tangibly demonstrate a genuine and sustained commitment to these equity-seeking communities. Ontario Creates may identify particular underrepresented communities within a particular sector. The provincial definition of diversity states: the dimensions of diversity include, but are not limited to: ancestry, culture, ethnicity, gender identity, gender expression, language, physical and intellectual ability, race, religion (creed), sex, sexual orientation and socio-economic status.

Specifically the applications will be assessed on the following criteria and relative weightings:

<p>Company track record and profile* including an assessment of:</p> <ul style="list-style-type: none"> <li>• global market/export readiness</li> <li>• prior results and success in international markets</li> <li>• previous performance in Ontario Creates programs</li> <li>• diversity among senior leadership, staff or contract employees, particularly underrepresented communities within the Film/TV industry</li> <li>• company policies and/or initiatives that support diversity, equity and inclusion, particularly underrepresented communities within the Film/TV industry**</li> </ul>	30%
<p>Company's business and market development plan including an assessment of:</p> <ul style="list-style-type: none"> <li>• clarity of company plans for growth in the short and long-term</li> <li>• suitability of proposed export activities</li> <li>• viability of activity-specific objectives and strategies</li> <li>• alignment of activities with company plans for growth</li> </ul>	30%
<p>Impact and results including an assessment of</p> <ul style="list-style-type: none"> <li>• anticipated impact of activities on revenues, project success and company growth</li> <li>• defined, achievable and measurable business and market development result projections (details below) and anticipated impact of export activities on company growth</li> </ul>	20%
<p>Project strengths including an assessment of:</p> <ul style="list-style-type: none"> <li>• suitability of projects for activities and global market</li> <li>• readiness of projects for activities and global market</li> <li>• the extent to which the projects support and reflect diversity, particularly under-represented voices within the Film/TV industry</li> </ul>	20%

\*Track record and profile includes an assessment of a company's ability to accurately budget for similar activities. The Ontario Creates contribution may be reduced accordingly.

## **Examples of Business Development Outcomes**

Ontario Creates will give priority to quantitative business and market development result projections in selecting participants and measuring the success of this program. These metrics are used when selecting participants and in measuring the success of the program. Applicants are also encouraged to include qualitative results projections where relevant.

- **Quantitative Metrics:** includes an estimate of the financial impact on the participating company with respect to the dollar value of potential deals such as sales, licensing, publishing, financing, co-financing and partnership arrangements.
- **Qualitative Metrics:** includes descriptions of results such as the development of relationships and partnerships for future business, media coverage and publicity for project/company, etc.

Applications will be reviewed and evaluated by Ontario Creates staff. This is a competitive process and only those applications that best meet the requirements of the program will be accepted. Failure to achieve targeted results in previously funded cycles may be taken into account in funding decisions. Previous successful applications to the Global Market Development Fund program do not guarantee continued funding. Consistent underspends in previous cycles of the program may result in applicants receiving an amount lower than their request.

## **8. Successful Applicants and Participant Obligations**

Successful applicants will receive funding during the course of their activities, triggered by pre-determined deliverables as follows:

- 60% on execution of the Ontario Creates agreement;
- 40% on delivery of a satisfactory final report and all deliverables outlined in the agreement

Participating companies are responsible for making all arrangements for travel, registration and accommodation as required by the activity plan outlined in their application.

- **Payments** – The payment schedule will be determined by a company's schedule of activities. Payments will be tied to reporting requirements which include delivery of an interim report at approximately the halfway point and a final report on conclusion of the program.
- **Reporting** – Interim, final and follow-up reports must include an assessment of business and market development results to date and a comparison of actual



results with those proposed in the participating company's application package. Further report criteria will be outlined in the Ontario Creates agreement. A follow-up report may be required six months to one year after the conclusion of the program that summarizes results of your company's export development activities. This report is not tied to a payment, but failure to respond to requests for this report may have an impact on a company's eligibility to receive further support from Ontario Creates programs.

- Strategic Support – In appropriate situations Ontario Creates may provide strategic support related to key industry events to supplement the funding provided through this program. Strategic support may take the form of access to an industry consultant to provide targeted advice to participating companies, pre-event briefing sessions, networking opportunities during an event, etc. The decision to provide strategic support will be made by Ontario Creates and will be based on the number of Ontario companies attending a specific event, the assessed need for strategic support and the level of interest in these activities.
- Accessibility - Successful applicants who are deaf or otherwise disabled may be eligible for supplementary funds for accessibility expenses required to complete their project deliverables.

## 9. More Information

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Ontario Creates is an agency of the Government of Ontario that facilitates economic development, investment and collaboration in Ontario's creative industries including the music, book, magazine, film, television and interactive digital media sectors.  
**ontariocreates.ca**