

## Canada Magazine Fund (CMF) Support for Business Development for Magazine (SBDMP) **Checklist Form**

This checklist should be included with the application form.  
 Make a copy of your complete application for your records.

A complete application includes:

### I Project information (please check)

Documents in support of project:

1. A project proposal including:
  - Project proposal form;
  - Detailed budget form;
  - Funding sources form;
  - Cash flow forecast when required; and
  - Résumés of the consultants who will be affected to the project
2. Market research, a marketing plan or the publishing firm's business plan in support of the proposed project.
3. Letters of confirmation from all funding sources for the project.

### II Applicant information (please check)

4. Magazine information
  - All regular and special issues of the magazine**, published during the publishing firm's reporting period.
  - One or more marked issues** identified with a black marker Canadian editorial content (C), foreign editorial content (F), advertising pages (A) and non-revenue pages (N)
  - One copy of the magazine's most recent issue**
5. A completed, signed and dated **Funding Application – General Information Form**.
6. A **SBDMP application form**, all sections completed, **signed, dated and witnessed**.
7. Proof of legal status (e.g, incorporation or registration documents, letters patent, trade name registration)
8. For charitable, non-profit organizations, proof of charitable status.
9. **Publishing Firm's financial statements**.
  - Please note that the applicant's name on the financial statements should be the same as on SBDMP application form section A1.
  - The publishing firm's most recent financial statements.
  - For associations**
    - a copy of the resolution of the Board of Directors in support of the project.
    - a copy of the annual report.
10. **An audit circulation report** from a recognized circulation audit company or if not available all documents proving that the magazine has more than 10% paid circulation, for all issues published during the reference period referred to in Section D1 of the SBDMP application form.

**FAILURE TO SUBMIT ALL REQUIRED DOCUMENTS OR INFORMATION CAN RENDER THE APPLICATION INELIGIBLE**