



# APPLICATION KIT

ACTRA Montreal Short Film Festival

**Must be submitted by Monday, June 23, 2025 before 11:59 PM (EST)**

Please send your completed, digital or printed, copy to [brabeh@actra.ca](mailto:brabeh@actra.ca)

Title of short:

Contact Person (Must be a member):

Contact Number:

E-mail:

One line description of the short (25 words max.):

  
  
  

Please indicate if your film has already been produced under a MIP agreement

[ACTRA MIP Shared Ownership Agreement](#)

[ACTRA MIP Contract Rider](#)



# RULES & REGULATIONS

1) All ACTRA Shorts must be produced under the terms of the Member Initiated Production (MIP) Agreement - see page 3.

2) Members may not submit more than one (1) project in which they are the majority owner.

**3) The maximum runtime cannot exceed 12 minutes (including credits) without exception.**

4) The [ACTRA logo](#) must appear in the closing credits of your short.

5) As per ACTRA's jurisdiction, all films and performances submitted must be majority English.

6) Participants are responsible for filming and editing their own films. ACTRA will not provide any resources.

7) The deadline for submitting your Short Film application is Monday, June 23, 2025 at 11:59 pm. Applications must be emailed to [brabeh@actra.ca](mailto:brabeh@actra.ca)

8) The deadline for submitting a copy of your short film is Thursday, August 14 2025 at 11:59 pm (without exception). Send to: [brabeh@actra.ca](mailto:brabeh@actra.ca)

9) The ACTRA Montreal Short Film Festival ceremony will be held on Tuesday, October 7th, 2025, at Cinéma du Musée (1379-A rue Sherbrooke Ouest, Montreal, QC) between 6:30 PM and 9 PM. The venue is wheelchair accessible. ♿

**NOTE: If your project is selected, you must provide a closed caption version of the film and a poster.**

# SELECTION, JUDGES, & AWARDS

1) Due to time constraints, not all submissions will be shown at the Festival. The Selection Committee will choose the appropriate number of films to fill the allotted run-time.

2) For the 2025 ACTRA Montreal Short Film Festival, the YEAA Committee will be presenting (Seven) 7 award categories: Best Film, Best Directing, 2 Best Performances, Best Cinematography, Best Writing & Audience Choice Award.

3) After the film submission deadline (August 14, 2025), the Film Fest Selection Committee will meet to view, analyze, and select the films that will be included in the judgment package.

4) To maintain the integrity of the selection process, should a YEAA sub-committee member submit a film for consideration, they will no longer be eligible to partake in the selection process.

5) A panel, made up of impartial judges from the industry, will view and analyze the film selection and vote for the award recipients for each category.

6) Award recipients will be voted on based on merit.

7) The process rests at the discretion of the judging panel and the selection committee members.



## ACTRA MEMBER INITIATED PRODUCTION AGREEMENT (MIP)

This Program seeks to stimulate the desire of members to come together and create original works of art without having the financial resources to pay established daily fees to performers. It also intends to encourage members to advance their skills as actors and allow them to develop their skills in other key creative areas.

Under this Program, the role of the 'producer' is played by the partnership that is created by the members who come together. ACTRA's role - through PRS - is to represent performers' interests in the commercial exploitation of the project in the marketplace.

The terms of the **ACTRA Member Initiated Production Agreement** have been modified for the purposes of producing short films for the **ACTRA Short Film Festival**. Any and all productions produced for purposes other than the ACTRA Short Film Festival are not eligible to apply under this modified version of the Program.

### Terms of Agreement

The Ground Rules:

1. Performers will come together to strike a Limited Partnership.
2. The performers will decide amongst themselves - through a unanimous vote - what each partner's entitlement in the LP will be in terms of their share of the ownership, and any applicable daily fees. The Limited Partnership Agreement will clearly indicate this understanding. Any changes will require the unanimous consent of all partners.
3. In all instances, ACTRA members will - collectively - retain at least 55% ownership.
4. An individual ACTRA member may achieve majority ownership, but not more than 60%.

5. Non-members may be included in the Limited Partnership. These non-members can be either passive investors or hands-on creators like writers, directors, or directors of photography. No individual non-member can hold more than 40% of the ownership.

6. ACTRA PRS will be entitled to a 5% ownership share on all projects, and all matters pertaining to the exploitation of the final product will require ACTRA PRS approval.

### Qualifying Criteria:

1. Final approval of the project will rest with the ACTRA Regional Director - in consultation with the local Branch Staff.
2. Projects containing stunts and/or nudity are not permitted under this agreement.
3. Commercials and corporate productions are not eligible to apply under the Program.
4. Application to this Program must be made to the local branch of ACTRA 30 days prior to the commencement of principal photography.
5. All performers in these productions must be ACTRA members.

### Procedure:

1. All regulations covering the working conditions of performers in the IPA shall be adhered to.
2. All performers must receive credit, either front end or in the crawl.
3. The [ACTRA logo](#) must appear in the end credits.
4. Any and all revenue generated will be collected by ACTRA PRS, who will in turn disburse them amongst the partners, as stipulated by the share allocation in the Limited Partnership Agreement.

# MIP EXAMPLES

## Scenario #1: Equal Partnership

A comedy troupe of five (5) members write and produce a short film. As each member contributed equally, this is truly a collaborative and egalitarian endeavour. They determine that each member is entitled to an equal share when they meet to constitute themselves into a Limited Partnership;

- Five partners @ 19 % each; for a total of 95%.
- ACTRA PRS 5%

## Scenario #2: Unequal Partnership

A member initiates a project by writing a script for a 10-minute short. This member also intends to direct the short and act in it. They require five (5) other performers. (Two (2) performers - including the initiating member - will work four (4) days each, and the remaining four performers will work one (1) day each, for a total of twelve (12) work days.) The six ACTRA members constitute themselves into a Limited Partnership and agree on the following terms;

- For writing and directing the short, the initiating member will receive 35% of the ownership. (15% for writing the script and 20% for directing)
- 5% will go to ACTRA PRS.
- The Partnership decides to divide the remaining 60% amongst the six performers according to days worked, using the following formula;
- Total # of workdays=12 12:1 as 60:x x=5
- The two performers with four days will receive 20% each; for a total of 40%.
- The four performers with one day will receive 5% each; for a total of 20%.

(Note that by performing for four days and thus receiving an additional 20% of ownership, the initiating member brings her total up to 55%.)

## Scenario #3: Project Involving Non-Members

Four (4) members, who wish to create an experimental film, come together as a partnership and decide that each contribution is equal. They then decide to bring on two (2) non-members as partners; an experienced DOP as well as a minor equity investor who agrees to invest \$10,000 to finance the film but does not intend to play a creative role. The four (4) members decide to grant these two (2) non-members a share of the ownership structure and strike the following agreement;

- Each of the four members receives 15%; for a total of 60%.
- 5% will go to ACTRA PRS.
- 15% is granted to the DOP non-member.
- The remaining 20% is given to the passive investor who contributed \$10,000