



INDIGENOUS SCREEN OFFICE BUREAU DE L'ÉCRAN AUTOCHTONE

APPLICATION CHECKLIST Podcasting Program 2023-2024

Please utilize this checklist to ensure your project is ready complete the program application:

- Articles of incorporation, and/or relevant ownership agreements, including individual percentages of ownership;
- Bios and CVs for the applicant, company owners, key creatives, and collaborators in the project;
- Project information including: scope of work, plan of execution and intended impact;
- Budget with ISO costs separated;
- Financial structure;
- Confirmation letters or contracts for confirmed funding sources, when applicable;
- Community engagement plan, when applicable (max 2 pages);
- Support materials including: a trailer, teaser, audio samples, previous episodes/audio works, podcast artwork, lookbook, etc.;
- A chain of title and current agreement/contract to produce the project's IP in the name of the applicant;
- A detailed development or production timeline/schedule;
- Letters of support;
- A marketing/promotion and distribution plan and/or strategy;



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- For applications including trainees in the proposal: Applicants must submit a detailed training plan, including bios/CVs for trainees. If trainees are unconfirmed, a detailed recruitment plan must be submitted. Outcomes for trainees must be explained and impact should be clearly articulated. Applicants may not propose more than 4 trainees.

Please note, details and specifics about these application requirements can be found in ISO Apply in the application under “Task Instructions”.