



INDIGENOUS SCREEN OFFICE BUREAU DE L'ÉCRAN AUTOCHTONE

APPLICATION CHECKLIST Production Program 2023-24

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

- Articles of incorporation, and/or relevant ownership agreements, individual percentages of ownership;
- Bios and CV's for all owners, and their key roles in the project; Bios and CV's for the Key Creatives listed in the application;
- Letters and or license agreements from all confirmed funding;
- A Community Engagement Plan (max 2 pages);
and Letter(s) of Support for projects that intend to film in, collaborate with Indigenous communities or significantly include collectively-held cultural knowledge; i.e. this could be for Indigenous language inclusion, historical accuracy, cultural nuances outside of the storyteller's experience).
- For training costs: Applicants must submit a detailed training plan, including bios/CV's 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;
- Support material including combination of the following:
 - Documentaries - links to production teaser, lookbook/pitch deck/visual treatment, demo reel/previous work of Key Creatives
 - Narrative Fiction - links to a production teaser, lookbook/pitch deck or bible, and demo reel or previous work of Key Creatives;
- A Chain of Title And current IP agreement/contract to Produce the project in the name of the applicant (except for inter-provincial or international treaty co-productions);
- A detailed production schedule;
- A completed script and a Story Outline OR shooting script and an Outline for documentaries;
- A final Production budget, including a financial structure with confirmed/unconfirmed funding listed (**Productions with budgets under \$250,000.00 must use the ISO budget template provided to list ISO funding related expenses, with budget notes**);
- A festival and online release strategy and/or broadcast/theatrical release plan.