



INDIGENOUS SCREEN OFFICE BUREAU DE L'ÉCRAN AUTOCHTONE

Sector Development Program - Application Requirements Checklist 2024-2025

- Eligibility Form**
 - Applicants will determine their eligibility to the program once they complete this form.

- Applicant Information Form** - Company, Organization or Educational Institute, Council, Community, or Settlement, Collective or Group
 - Applicants will provide information about their organizational structure, such as complete incorporation documents and shareholder registry, board of directors (if applicable), contact information, Statement of Indigenous Identity, etc.;
 - Applicants should ensure this information is accurate. If the Applicant is successful, the organization name must match the signatory of the funding agreement.

- Project Information Form**
 - Applicants will provide details on their project including, but not limited to: name of project, start/end date, funding request amount, names of team members, trainee information, etc.;
 - Applicants should ensure the start and end dates included in the application are as accurate as possible.

- Project Proposal Form**
 - Applicants will provide written answers describing their organization, project, team, and scope of work;
 - Applications should ensure to clearly describe their project, the people involved, logistics, and other key information when answering the questions.

- Project Timeline and Activities** (template provided)
 - Applicants will complete the project timeline and activities document that is provided. This document should capture the work needed to successfully complete the project, and who is responsible for the work.



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Budget (template provided)

- Applicants will provide a budget detailing all confirmed and unconfirmed funding sources for the project, and separate the ISO costs.
- Applicants must include notes in the budget providing information about costs associated with the project including breakdown of rates, names of mentors, trainees, etc.
- Further instructions on the budget can be found in the template.

Letters of Support

- Applicants must provide letters from community, mentors, industry leaders, collaborators, community members, band offices, Indigenous screen industry professionals etc. Please note, these letters must be signed.
- These letters should highlight past successes, support from those impacted by the proposed work, key collaborators, letters of interest, etc.

Support Materials

- Applicants must provide Support Materials that highlight the project and previous work, such as videos, images, testimonials, previous application forms, finished projects, pitch decks, etc.

Bios and CVs (optional)

- Applicants must provide all relevant bios and CVs for team members, if not already provided.

Community Engagement Plan (optional)

- Applicants will use the community engagement plan (max. 2 pages) as an opportunity to talk about the process of working with communities impacted by or involved in your project. This will look different for each project, but may involve consultations, involving community members on the creative team, hiring advisors, cultural sensitivity training, or hiring local crew, etc.

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Voluntary Personal Data (optional)

- Applicants have the option to provide data regarding their identity, geographic location, etc.



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ISO Declaration

→ Applicants will review and sign the declaration in order to submit their application.

Please note, video application submissions are accepted. Please contact funding@iso-bea.ca to submit your application via video.

