



INDIGENOUS SCREEN OFFICE BUREAU DE L'ÉCRAN AUTOCHTONE

Travel Program - Application Requirements Checklist 2024-2025

Eligibility Form

→ Applicants will determine their eligibility to the program once they complete this form.

Applicant Information Form

→ 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.

Proposed Travel Information Form

→ Applicants will provide details on their proposed travel including, but not limited to: name of event, type of activity (community engagement, workshops, festival, etc), length of event, dates applicant plans to travel, funding request amount, names of any others you are travelling with;

→ Applicants should ensure the start and end dates included in the application are as accurate as possible.

Travel Funding Application

→ Applicants will provide written answers describing themselves or company, why they have chosen to attend the proposed event, what they will be doing, how attending will benefit their career, what their goals are and how will the success of their travel be measured.

Personal Event Schedule (template provided)

→ Applicants will provide a detailed event schedule of any meeting, panels, workshops, etc. they will be partaking in during the event;

→ Applicants will clearly state if schedule items are confirmed or unconfirmed.



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Budget (template provided)

- Applicants will provide a budget detailing all confirmed and unconfirmed funding sources for the proposed schedule, and separate the ISO costs (column C).
- Applicants must include notes in the budget providing information about costs associated with the proposed travel including breakdown of airfare, accommodations, per diem, etc.
- Further instructions on the budget can be found in the template.

Transportation and Accommodation References

- Applicants will provide references for any travel and accommodation costs included in the budget. This can be a receipt or estimated cost from the hotel website, etc. This should match amounts provided in the budget.

Support Materials

- Applicants will provide letters of interest/support for meetings/community invitations (if applicable); or, official invitation, program enrolment confirmation, relevant correspondence, or other application specific information.
- Applicants proposing to attend a marketplace must provide a slate of projects they will be attending with.

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 proposed travel. This will look different for each application, but may involve consultations, involving community members on the creative team, cultural sensitivity training, etc.

Project Related Support Material(s) (optional)

- Upload any work(s) in progress or materials related to the project ie. trailers, demo reels, pitch decks, lookbooks, etc.



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Application Requirements Checklist

→ Applicants will be asked to fill out a final checklist to ensure they have submitted all the required documentation and provided all necessary information.

Voluntary Personal Data (optional)

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

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.