



# INDIGENOUS SCREEN OFFICE BUREAU DE L'ÉCRAN AUTOCHTONE

## Finishing Fund Application Requirements Checklist

- Eligibility Form**
  - Applicants will determine their eligibility to the program once they complete this form.
  
- Applicant Information Form**
  - Applicants will provide information about their company structure, such as complete incorporation documents and shareholder registry, contact information, Statement of Indigenous Identity, etc.;
  - Applicants should ensure this information is accurate. If the Applicant is successful, the company 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, languages included, names and roles of team members, trainee information;
  - Other confirmed funding (if applicable) License agreements/Funding contracts;
  - Writers and directors agreements (in the case of shared roles).
  
- Project Proposal Form**
  - Applicant relationality and project details including: company leads, collaborator backgrounds and connection to the project;
  - Applications should ensure to clearly describe their project, a synopsis, any community engagement done, a post production schedule, peer or community support;
  - An audience and marketing and distribution strategy.

**Budget and Finance Structure**

- Applicants will provide a finance structure, a declaration of costs incurred, and a post production budget using the ISO template.
- IF applying for community engagement and training costs: Applicants must utilize the additional budget template provided to include notes providing information about breakdown of fees, names of mentors, trainees, etc.
- Further instructions on the budget can be found in the template.

**Bios and CVs**

- For all leads and key creatives listed on the project

**IP Agreement**

- A current IP agreement/contract to Produce the project in the name of the applicant (exception for inter-provincial or international treaty co-productions).

**Community Engagement Plan** (optional, but recommended)

- This can include letter(s) of support for projects that intend to film in, collaborate with Indigenous communities or include collectively-held cultural knowledge ie. This could be for Indigenous language inclusion, historical accuracy, or **any** significant cultural nuances outside of the storyteller's experience.

**Support Materials**

- A rough cut or early cut;
- Transportation and accommodation references (if applicable);
- A training plan (if applicable)

**Voluntary Personal Data** (optional)

- Applicants have the option to provide data regarding their identity, 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](mailto:funding@iso-bea.ca) to submit your application via video.