



INDIGENOUS SCREEN OFFICE BUREAU DE L'ÉCRAN AUTOCHTONE

Marketing Promotion Distribution 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, inclusive of marketing and distribution funds) and license agreements (instead of Indigenous peer review);
 - 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 detailed marketing, promotion, distribution schedule, and a rationale for the required support;
 - An audience and marketing and distribution strategy; names and bios of key companies or persons to be contracted.

Budget and Finance Structure

- Applicants will provide a finance structure, a declaration of costs incurred, and a marketing promotion distribution budget (using the template provided separating out ISO expenditures);
- 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 link to the rough or fine cut of the project (or recent episode for series);
- 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 to submit your application via video.