



INDIGENOUS SCREEN OFFICE BUREAU DE L'ÉCRAN AUTOCHTONE

Production Program 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 themselves and/or 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 applicant, collective or 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) and Writers and Directors agreements (in the case of shared roles).

- Project Proposal Form**
 - Applicant relationality and project details including: project leads, collaborator backgrounds and connection to the project;
 - Applications should ensure to clearly describe their project, a synopsis, any community engagement done, project goals, a production schedule, peer or community support, and an audience, marketing and distribution strategy;
 - IF applying for Sustainability costs as a BC based applicant, a Sustainability Questionnaire must be completed and The Reel Green at Creative BC toolkits should be utilized.

- Budget and Finance Structure**
 - Applicants will provide a finance structure with all confirmed and unconfirmed funding sources for the project, and a current production budget (**Productions with budgets under \$250,000.00 must use the ISO budget template provided to list ISO funding related expenses, with budget notes**);

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



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→ 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.

Bios and CVs

→ For all Leads and Key Creatives listed on the project, and whether they are confirmed or tentative.

Chain of Title and 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 i.e. This could be for Indigenous language inclusion, historical accuracy, or **any** significant cultural nuances outside of the storyteller's experience.

Support Materials

→ Creative support materials including combination of the following:
Links to production teaser, lookbook/pitch deck/visual treatment, bible and, demo reel/previous work of Key Creatives;

→ A current version of the screenplay/script, episodic scripts, and a Story Outline; Or a shooting script and a detailed outline for documentaries;

→ IF reapplying with a project: A Rewrite outline (a summary of changes to the Script and a brief rationale for the changes to the script since its last application to the ISO.

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.

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