INDIGENOUS SCREEN OFFICE
BUREAU DE L'ÉCRAN AUTOCHTONE

Production Program (for All) 2025-26
Application Requirements Checklist

Applicants are encouraged to use this checklist to ensure they have completed all required sections of the application. Please note, other information may be required in the application that isn't listed below.

Eligibility Form

- ☐ The eligibility form has been completed accurately.

Applicant Information

- ☐ Complete incorporation documents, including a shareholder registry (for Companies)
- ☐ Indigenous ID Statement(s)
- ☐ Bios and CV for all applicants
- ☐ Accurate contact information of the Indigenous applicant

Project Information Form

- ☐ Project details including project title, length, etc.
- ☐ Funding request amount and total budget
- ☐ Start and end dates of the project
- ☐ Key roles on the project including bios and CVs
- ☐ Funding contracts, letters or agreements and Writers and Directors agreements (in the case of shared roles, as applicable)
- ☐ Project language information
- ☐ Chain of title and related documents (as applicable)
- ☐ Job creation and employment information
- ☐ Trainee information (as applicable).

Project Details

- ☐ The teams connection to the project;
- ☐ Applications should ensure to clearly describe their project, a synopsis, any community engagement done, a production schedule, peer or community support, and an audience or marketing and distribution strategy.

Budget and Finance Structure

- ☐ Complete budget including a finance structure with all confirmed and unconfirmed funding sources listed, budget notes with relevant details including names, dates, and relevant information for assessment utilizing either the Telefilm or CMF Budget template(Productions with budgets under

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$250,000.00 must use the ISO budget template provided to list ISO funding related expenses, with budget notes);

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

Creative 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 any changes to the Script and a brief rationale for the changes to the script since its last application to the ISO.)

Trainee Plan (if applicable)

☐ Upload the template completed with trainee(s) and mentor(s) information along with dates and details of the work.

Required Data

☐ Applicants are asked to provide data regarding their identity, geographic location, etc.

ISO Declaration

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

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