



INDIGENOUS SCREEN OFFICE BUREAU DE L'ÉCRAN AUTOCHTONE

Interactive and Immersive Program, in partnership with the CMF - Application Requirements Checklist 2025-2026

Part One:

- ☐ Completed all sections of the application in the portal (<https://iso-bea.my.site.com/>)

Part Two:

- ☐ Uploading all the required documents:

Company, Individual or Organizational Documents:

Individual:

- ☐ Bio and CV

Companies:

- ☐ Complete incorporation documents including shareholder registry
- ☐ Bios and CVs for all company owners

Collectives:

- ☐ Bios and CVs for all collective members
- ☐ Collective agreement, signed by all members

Council, community, settlement:

- ☐ Bios and CVs for all team leads
- ☐ Relevant department or governing documents

Project information documents:

- ☐ Chain of Title
- ☐ Confirmed funding contracts, letters, etc. (as applicable)
- ☐ Bios and CVs for applicant and team members
- ☐ If trainees are included in this project, please provide bios for the trainees.
- ☐ Applicants intending to apply with unconfirmed trainees, please provide a brief description of how trainees will be selected and intended training plan. (max. 1 page)

Development or Production Schedule

- ☐ Please provide a production or development schedule for your project.



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Budget

- ☐ Please provide a project budget with ISO costs separated.

Please use the following [budget template](#). Instructions included in the budget.

Additional CMF Funding

Applicants who are eligible for the additional CMF Funding should include their request in their budget, using the template provided above.

Please refer to the program guidelines and reach out to funding@iso-bea.ca for any additional questions.

Support Materials

- ☐ Please provide support materials related to your project, including but not limited to: link(s) to a project trailer/prototype video, sketches, demo reel, lookbook, previous work of key creatives, script, etc

Video files must be submitted via links to video sharing websites, along with any passwords.

Marketing, promotion, distribution plan [optional]

Applicants applying for production funding for their project must complete this section.
Applicants applying for development funding do not need to provide this document.

- ☐ Please provide an overview of your marketing/promotion and distribution plan. (max. 2 pages)
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Letters of Support

- ☐ Who is supporting your success?
Upload a letter or letters of support from community, mentors, industry leaders, collaborators, community members, band offices, Indigenous screen industry professionals etc.



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Community Engagement Plan (optional)

- ☐ A Community engagement plan (max. 2 pages) is an opportunity to talk about your 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.

This section is not only for community engagement plans related to projects interacting with, or occurring on, reserve-based communities. This document can include how you plan to increase outreach to underserved participants, how participants will be supported during a program, who will be consulted with decision making and policy, and how the behind the scenes staff check-ins will occur, etc.

Community Engagement plans vary depending on the proposed activities and the ISO acknowledges the unique approaches each applicant will have.

Upload instructions:

The following documents must be uploaded, following the instructions:

1. On the **Home** page, click **My Applications**.
 - Or, in the menu, click **Applications Under Review**.
2. Find your application (if you have more than one, select the most recent one you submitted).
3. Click the **Application ID** number.
4. In the left-hand column, click the **Attachments** tab.
5. Click the **Upload Files** button to attach your documents.

Please ensure all required documents are uploaded before the application deadline.