



# INDIGENOUS SCREEN OFFICE BUREAU DE L'ÉCRAN AUTOCHTONE

## Development Program 2026-2027 Application Requirements Checklist

Applicants are encouraged to use this checklist to ensure they have completed all required sections of the application.

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### **ISO applications have two parts:**

- Application Forms via the ISO Portal
- Required Uploads

### **Application Forms:**

*To be completed within the ISO Application Portal*

### **Eligibility Form**

- The eligibility form has been completed accurately, including how the Applicant intends to apply (as a company, individual, etc.)

### **Applicant Information Form**

- Indigenous ID Statement(s)
- Accurate contact information for 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
- Project language information
- Job creation and employment information

### **Project Details Form**

- Applicant relationality and project details including: company leads, collaborator backgrounds and connection to the project;
- A clear description of their project including; a synopsis, team and project personnel, community engagement, and peer or community support .



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## **Applicant Data From**

- Applicants have the option to provide data regarding their identity, geographic location, etc.

## **ISO Declaration**

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

## **Required Uploads**

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.

## **Attachments Include:**

### **Company, Individual or Organizational Documents:**

#### **Individual:**

- Bio and CV

#### **Companies:**

- Complete incorporation documents
- Shareholder registry, showing % of ownership, including any parent companies
- Bios and CVs for all company owners

#### **Collectives:**

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





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## **Council, community, settlement:**

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

## **Project information documents:**

- Chain of Title, IP Agreement or Statement of Authorship indicating the applicant holds all necessary rights to develop this project.
- Please provide a project budget with ISO costs separated. Please use the following [budget template](#). Instructions included in the budget.
- Confirmed funding contracts, letters, etc. (as applicable)
- Bios and CVs for all Key Creatives
- Please provide a production or development schedule for your project.
- If trainees are included in this project, please provide bios for the trainees.

## **Additional Funding**

Companies who are eligible for the additional 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](mailto:funding@iso-bea.ca) for any additional questions.

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## **Creative 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, one pager, lookbook, script, etc.

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

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## Letters of Support

→ Who is supporting your success?

Letters of support from community, mentors, or industry leaders regarding the project. (3 letters max.) Optional but encouraged for emerging creators

## 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.

## Please note:

→ We ask that applicants label attachments in the following format:

**name of document, name of Project**

→ Using a simple black font on a white background with a size greater than 11 points makes your documents easier to read.

→ Documents directly uploaded to the ISO Portal must be in **PDF, Microsoft Word, Microsoft Excel or any file type supported by Microsoft Office or Adobe Acrobat and should not exceed 25MB.**

→ Documents with unsupported file types (e.g. Apple Pages, Apple Numbers) will not be reviewed.

→ File formats for data compression (e.g. ZIP) must only be used for images, audio and audiovisual files.

→ Hyperlinks (non-expiring) provided for audiovisual material should not lead to platforms requiring registration or sharing personal information about connected users with applicants (e.g. Google Drive, DropBox, Microsoft



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OneDrive).

Please contact [funding@iso-bea.ca](mailto:funding@iso-bea.ca) with any questions.

Please note, video application submissions are accepted. Please contact [funding@iso-bea.ca](mailto:funding@iso-bea.ca) to submit your application's Project Proposal answer via video.