



INDIGENOUS SCREEN OFFICE BUREAU DE L'ÉCRAN AUTOCHTONE

Travel Program - Application Requirements

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

ISO applications have two parts:

- Application Forms via the ISO Portal
 - Required Uploads
-

Part One: Application Forms:

To be completed within the ISO Application Portal

Eligibility Form

- The eligibility form has been completed accurately

Applicant Information Form- Company, Individual (including sole proprietors)

- Applicant information completed
- Indigenous ID Statement(s)
- Accurate contact information of the Indigenous applicant

Proposed Travel Information Form

- Travel details including name of event, type of activity (community engagement, workshops, festival etc), length of event, names of any other you are travelling with, etc
- Funding request amount and total budget
- Travel dates

Travel Funding Application Form

- Detailed answers to the questions

Applicant Data

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



INDIGENOUS SCREEN OFFICE BUREAU DE L'ÉCRAN AUTOCHTONE

ISO Declaration

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

Part Two: Required Uploads

Company, Individual or Organizational Documents:

Individual:

- Bio and CV

Companies:

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

Personal Event Schedule (template provided)

- A detailed event schedule of any meeting, panels, workshops, etc

Budget (template provided)

- Complete budget including all confirmed and unconfirmed funding sources listed, budget notes with relevant details including breakdown of airfare, transportation, accommodations and per diem

Transportation and Accommodation References

- Provide references for any travel and accommodation costs included in the budget with corresponding dates of travel. It should match the amounts provided in the budget

Support Materials

- An official invitation, a letter of acceptance to a program/workshop, or confirmation of a project being screened, presented, or scheduled in a program with relevant correspondence.
- Market place attendance must have an acceptance or invitation letter to a program and have a slate of projects suited for the proposed market.



INDIGENOUS SCREEN OFFICE BUREAU DE L'ÉCRAN AUTOCHTONE

Project Related Support Material(s) (optional)

- Upload any work(s) in progress or materials related to the project ie. trailers, demo reels, pitch decks, lookbooks, etc.

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.

How to provide 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.

Please contact funding@iso-bea.ca with any questions.

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