



INDIGENOUS SCREEN OFFICE BUREAU DE L'ÉCRAN AUTOCHTONE

Marketing Promotion Distribution - 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
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Part One: Application Forms:

To be completed within the ISO Portal

Eligibility Form

- The eligibility form has been completed accurately

Applicant Information Form - Company

- Company name and contact information
- Indigenous ID Statement(s) for all company owners
- 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
- All key roles on the project including Indigenous ID Statement(s) for Key Creatives
- Project language information
- Job creation and employment information
- Trainee information (as applicable, including Indigenous ID Statements)

Project Proposal Form

- Detailed answers to the narrative questions

Applicant Data Form

- 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.
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Part Two: Required Uploads

Applicant Information

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

Project Information

- **Funding contracts, letters or agreements (as applicable)**
- **Chain of title and related documents (as applicable)**
- **Bios and CVs for team members for all Key Creatives**

Project Timeline and Activities (template provided)

- Project timeline and activities including dates, key people involved, deliverables, activity schedule, and training activities (if applicable), etc.

Transportation and Accommodation References (if applicable)

- Transportation and accommodation references and expense quotes

Finance Structure

- Upload finance structure

Budget (template provided)

- Upload declaration of costs incurred or top sheet
- Complete budget including all confirmed and unconfirmed funding sources listed, budget notes with relevant details including names, dates, and relevant information for assessment

Support Materials

- A link to the rough or fine cut of the project (or recent episode for series)
- Invitation for screenings (if applicable)
- Samples of promotional materials

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.

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.