



# INDIGENOUS SCREEN OFFICE BUREAU DE L'ÉCRAN AUTOCHTONE

## Sector Development Program- Application Requirements

Applicants are encouraged to use this list 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
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### Part One: 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, collective, non-profit, etc.)

**Applicant Information Form** - Indigenous-owned company, non-profits, registered charities, Indigenous governing bodies, collectives, educational institutions

- Company/organization/collective name and contact information
- Indigenous ID Statement(s) and contact information for all company owners, board members, collective members, etc.

#### Project Information Form

- Project details including project title, length, etc.
- Funding request amount and total budget amount
- Start and end dates of the project
- Names of key roles on the project including Indigenous ID Statement(s)
- Project language information
- Job creation and employment information
- Trainee information (as applicable)

#### Project Proposal Form

- Detailed answers to the narrative questions, including applicant relationality, previous work, details on outcomes, etc.



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## **Applicant Data Form**

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

## **ISO Declaration Form**

- The Declaration statement is reviewed and signed by the Indigenous Applicant or signing authority acknowledging the responsibilities outlined.

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## **Part Two - Required Uploads**

### **Applicant Information**

- Complete incorporation documents, including shareholder registry (including % of ownership), or a signed collective agreement, or relevant governing documents.
- Bios and CVs for all company owners, board members, collective members, or other relevant applicants.

### **Project Information**

- Letters or contracts for confirmed funding listed in the proposed budget
- Bios and CV's for key team members
- Bios for Trainees and a **Trainee Plan** or recruitment plan if trainees are unconfirmed (if applicable)
- Chain of title and related IP documents (for production training)
- Detailed Production Schedule (for production training)

### **Project Timeline and Activities** [\(template provided\)](#)

- Project timeline and activities including dates, detailed information on other funding requests and application dates (as applicable), activity schedule, etc.

### **Budget** [\(template provided\)](#)

- Complete budget including all confirmed and unconfirmed funding sources listed, budget notes with relevant details including names, dates, etc.
- For production training applications: production budget must be supplied.



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## Letters of Support

- Signed letters of support from team members, collaborators, community members, funders, or other project-specific individuals or organizations.

## Support Materials

- Support materials related to the project, including call for applications, training curriculum, links to projects completed through previous versions of the program, job descriptions, etc.
- Or, support materials that reflect past work, call for applications, project visuals, content bible, pitch decks, lookbooks, and other projects that demonstrate past successes.

## Creative Materials (as applicable)

- For production training applications: Lookbook, script, teaser, production bible, director's treatment, etc.

## Community Engagement Plan (optional)

- A community engagement plan (max. 2 pages) describing 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 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. Follow the instructions under the heading **Upload your supporting documents here**.
5. Click the **Finish** button once all uploads have been added.

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