



# INDIGENOUS SCREEN OFFICE BUREAU DE L'ÉCRAN AUTOCHTONE

## Podcasting Program 2026-2027

### Application Requirements Checklist

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, individual, etc.)

**Applicant Information Form** - Indigenous-owned companies, Indigenous-owned companies, non-profits, registered charities, Indigenous governing bodies, collectives

- 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
- Start and end dates of the project
- Key roles on the project
- Project language information
- Job creation and employment information
- Trainee information (as applicable)



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## **Project Proposal Form**

- Applicant relationality and project details including: company leads, collaborator backgrounds and connection to the project

## **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
- Chain of title and related IP documents
- Detailed Development or Production Schedule
- Bios for Trainees and a **Trainee Plan** or recruitment plan if trainees are unconfirmed (if applicable)

### **Development or Production Schedule**

- Complete development or production schedule with details including names, dates, and relevant information for assessment

Please note, further instructions can be found in the template provided via the portal.



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## **Budget**

- Complete [budget](#) including all confirmed and unconfirmed funding sources listed, budget notes with relevant details including names, dates, and relevant information for assessment

## **Creative Materials**

- Links or uploads to work in progress, or related to the project i.e. audio samples, episodic outlines, previous projects, etc.

## **Bios and CVs**

- All relevant bios and CVs for team members and those involved in the development and/or creation of the project

## **Chain of Title, IP agreement or Statement of Authorship**

- A current Chain of Title or IP agreement or Statement of Authorship to Develop the project in the name of the applicant

## **Letters of Support**

- Applicants must provide letters from community, mentors, industry leaders, collaborators, community members, band offices, Indigenous screen industry professionals etc. Please note, these letters must be signed

These letters should highlight past successes, support from those impacted by the proposed work, key collaborators, letters of interest, etc.

## **Marketing, promotion and distribution plan (for production applications)**

- Applicants must provide a plan for how they will market, promote, and distribute their podcast (when applying for the production of a podcast)

## **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.



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## 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.