INDIGENOUS SCREEN OFFICE
BUREAU DE L'ÉCRAN AUTOCHTONE

Interactive and Immersive Program, in partnership with the CMF - Application Requirements Checklist 2026-2027

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, including how the Applicant intends to apply (as a company, collective, individual or sole proprietor etc.)

Applicant Information Form - Indigenous-owned companies, collectives, individuals, sole proprietors and Indigenous governing bodies such as First Nation Band Offices, Inuit Communities or Métis Settlements

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

Project Information Form

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

Project Proposal Form

- ➔ Applicant Relationality - the connection to the story being told;

- ➔ A project description including: a synopsis and overview of community engagement, project collaboration and community support, and an audience or marketing and distribution strategy.

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.

Part Two - Required Uploads

Applicant Information

Individual/Sole Proprietor:

- ➔ Bio and CV

Companies/Collectives:

- ➔ Complete incorporation documents, including shareholder registry (including % of ownership), or a signed collective agreement (for collectives).
- ➔ Bios and CVs for all company owners or collective members.

Indigenous governing bodies:

- ➔ Relevant governing documents, resolutions, etc.

Project Information

- ➔ Bios and CV's for all Key Creatives
- ➔ Chain of title and related IP documents
- ➔ Detailed Production or Development Schedule
- ➔ Funding contracts (for confirmed funding), co-production agreements, and writers and directors agreements (in the case of shared roles, as applicable)
- ➔ Bios for Trainees and a **Trainee Plan** (if applicable)
  - ◆ Applicants wishing to engage trainees should provide an overview of the training plan or recruitment process.

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Budget (template provided)

- ➔ Budget detailing all confirmed and unconfirmed funding sources for the project, ISO costs separated.

Additional CMF Funding

Applicants who are eligible for the additional CMF 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 for any additional questions.

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, lookbook, previous work of key creatives, script, etc

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

Letters of Support

- ➔ Letter or letters of support from community, mentors, industry leaders, collaborators, community members, band offices, Indigenous screen industry professionals etc.

Marketing, promotion, distribution plan

- ➔ An overview of your marketing, promotion, and distribution plan for the project. (max. 2 pages)

Applicants applying for production funding for their project must complete this section. Applicants applying for development funding do not need to provide this document.

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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.

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 ensure all required documents are uploaded before the application deadline.

<u>Please note:</u>

- ➔ 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 OneDrive).

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