



## Funding Application Form: A2.1 Practitioner Development Travel Grants

### Contact Details

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Salutation:

First Name:

Company Name:

Surname:

### Telephone

Work:

Home:

E-mail Address:

Skype / VOIP Tag:

Fax:

Mobile:

Website / Myspace:

### Address

Address Line 1:

Address Line 2:

Suburb:

State:

Postcode:

## PO Box Address

Address Line 1:

Suburb:

Postcode:

Address Line 2:

State:

## Company Details

ACN:

ABN:

Are you registered for the GST?

Yes

No

## Statistical Information

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Is your company based in Western Australia?

Yes  No

Are you a Western Australian Resident?

Yes  No

Will any of the proposed project or activity be undertaken in Regional WA?

Yes  No

Location of proposed project / activity:

Are you between:

15-24  25-45  45 or older

Are you Male or Female:

Male  Female

## Funding Details

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Do you have outstanding aquittals with ScreenWest?

Yes  No

Amount requested from ScreenWest:

Estimated completion date:

If yes, was it successful?:

Yes  No

Have you approached any other organisations for funding?:

Yes  No

Organisation name of previous funding [1]:

Organisation name of previous funding [2]:

Will you be approaching any other organisation for funding?:

Yes  No

Organisation name of future funding [1]:

Organisation name of future funding [2]:

Total budget of proposed activity/development stage:

Estimated starting date for activity/development stage:

Has the project been previously submitted to ScreenWest?:

Yes  No

Value of previous funding [1]:

Value of previous funding [2]:

Value of future funding [1]:

Value of future funding [2]:

## Travel/Marketing Budget

Please complete and attach a travel/marketing budget reflecting the funds requested from ScreenWest and attach to this applicaiton.

To download a travel/marketing budget template, go to <http://www.screenwest.com.au/files/TravelBudget.pdf>

## Funding Round

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Please confirm the funding round for this application:

6 March 2009 to 30 June 2009

## Application Checklist

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Please list all items submitted as attachments to this application

### Attachment 1


### Attachment 2


### Attachment 3


### Attachment 4


### Attachment 5


## Applicant Declaration

I declare I have read and understand ScreenWest's current guidelines. In particular, I acknowledge that ScreenWest reserves the right to vary any of its terms and conditions without notice.

I agree and understand that any funding is discretionary and that the final interpretation of the guidelines and the decision to approve applications rests with the ScreenWest Board and the Minister for Culture & the Arts.

I have retained a copy of my material and ScreenWest shall not be responsible for its preservation or return.

I declare that the information given herein and in all attachments is, to the best of my knowledge and belief, true and correct.

I agree to the terms and conditions

**Applicants Name:**

**Signature:**

**Date:**

## A2.1 Practitioner Development Travel Grants - Specific Guidelines

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**Type:** Grant

**Funds Available:** Contributions only

**Assessed:** Internally

### Purpose and Scope:

ScreenWest provides Travel Grants to enable Western Australian film practitioners to attend relevant conferences, seminars, workshops, film festivals or intensive training programs being held interstate or overseas.

### Eligibility:

Applicants must be 18 years and over and a Western Australian resident as defined in the [General Guidelines](#). Filmmakers who are currently undertaking a course of study (either graduate or post-graduate) are not eligible to apply.

Producers and production companies currently in receipt of a [Travel Marketing Grants](#) are not eligible to apply.

Filmmakers who intend to apply for travel to international festivals and markets supported by [Screen Australia](#) would also be expected to apply to Screen Australia for these funds.

Please note only one representative per film project, company or organisation will be eligible to apply for a Practitioner Development Travel Grant.

### Interstate Travel:

Preference for travel assistance to attend interstate conferences and seminars is generally provided for film practitioners who have embarked on a serious career in the Western Australian screen industry.

Travel assistance to attend courses or training activities is limited to events of short duration that are designed to impart skills or knowledge at an advanced level and only when similar training opportunities are not available locally.

Those applicants who are wishing to attend conferences or festivals will be expected to list the projects they will be hoping to advance (with a short synopsis), as well as listing the industry meetings they have planned for the event.

### Festivals and Awards Ceremonies:

Practitioners wishing to attend a film festival or award ceremony must provide an official letter of invitation with their application. It would be advantageous to the applicant if he/she can demonstrate how they intend to fully utilise the opportunity in terms of networking and enhancing the profile of the film. Festivals with a high national and international reputation will be more highly regarded.

### Overseas Travel:

Support to attend overseas events will generally only be given to filmmakers who have at least two production credits, or who have a short film or long-form factual (including documentary) or drama production, which has been accepted into a high profile international film festival. Only one international trip per film is likely to be provided and only one key creative (the producer or director) per film will be eligible to apply for funding. It will be considered an advantage if directors or producers applying for overseas travel have at least one well developed project to take with them.

### Financial Assistance and Conditions:

Funding assistance will be offered as a contribution towards the costs of travel and generally will be limited to the cost of discounted airfares from the centre nearest the applicant's place of residence from which a regular commercial air service is available. ScreenWest does not fund retrospectively.

In exceptional circumstances, a higher contribution to travel costs as well as assistance with living expenses may be available. Regional filmmakers will be eligible to apply for assistance on the same terms for travel to events that occur in Perth.

Due to restricted funding, it is likely that only one travel grant will be allocated per practitioner within a given financial year, therefore practitioners are encouraged to consider which conference or workshop would best advance their career before applying to ScreenWest.

### Reporting requirements:

Upon accepting a Practitioner Development Travel Grant, it is to be agreed that successful applicants will be required to submit a full report on their travel within 30 days of their return. Travel reports will be read and assessed by the Director of Production and Development.

The report should be framed in terms of what benefits the applicant has gained from the trip and what future career strategies will be implemented. Copies of flight, accommodation and conference registration receipts must be submitted with the report. Future ScreenWest grants will not be considered until all outstanding travel reports have been received and approved.

### How to Apply:

Applications should address the assessment criteria for individuals listed in the [General Guidelines](#) . The applicant will generally be required to submit:

- A General Application Form
- A list of planned activities, detailed travel itinerary and Budget;
- A rationale for the planned activities, including strategic significance and objectives of the individual practitioner in terms of career advancement and/or project advancement; It would be advantageous for Directors and Producers who are applying for overseas travel to provide a copy of at least one well developed treatment that they intend to market on the trip;
- A one page CV

### Special Instructions:

Applications seeking travel assistance outside of the advertised key conferences will be accepted at anytime, however applicants are expected to apply at least four weeks in advance of the proposed travel. Special rounds will be advertised for key conferences such as the Australian Directors Guild Conference (ADG), the Screen Producers Association of Australia (SPAA) Conference, the Australian International Documentary Conference (AIDC) etc. Rounds will be advertised via ScreenWest's e-newsletter [ScreenOnline](#). Late applications will not be accepted.

These guidelines must be read in conjunction with the [General Guidelines](#).

# ScreenWest Funding Application - General Guidelines

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## Using These Guidelines

General Guidelines apply to all funding schemes, however specific exceptions may apply.

ScreenWest provides funding for film and television productions undertaken in Western Australia in order to assist development of a local screen industry, and to encourage national and international standard production in the State.

Funding limits exist, so no applicant can be guaranteed of funding. ScreenWest will consider joint applications where applicants are seeking co-funding arrangements with other State or Federal funding agencies.

ScreenWest reserves the right to vary any of the terms or conditions without notice, therefore applicants should confirm the currency of these Guidelines before lodging applications. ScreenWest does not fund retrospectively.

The ScreenWest Board also reserves the right to waive certain conditions in individual cases where the application is considered to fit the spirit of these Guidelines. The final interpretation of these Guidelines and the decision to approve applications rests with the ScreenWest Board and the Minister for Culture & the Arts.

## General Eligibility

For applications to be considered, they must meet the following General Eligibility Criteria:

### Activity within Western Australia

All Projects must show they provide economic, employment, creative or industry development, and/or cultural benefits to the State. In the case of Production Fund projects, they must also demonstrate national and/or international market attachments.

Priority is given to applications from either resident Western Australians, a Western Australian-resident Production Company, or a Western Australian-resident production company that has entered into a genuine co-production relationship with a non Western Australian-resident production company. Non Western Australian drama productions will only be considered where the Production Company employs substantially Western Australian crew and creative personnel and brings demonstrated strong economic and/or creative opportunities to the State.

Note: A genuine co-production relationship with a Western Australian-resident production company will be evidenced by both co-producers sharing creative control, copyright and profit entitlements on a pro rata basis and sharing credit entitlements by way of a shared card. Variations to the foregoing entitlements may be considered in exceptional circumstances Preference is given to productions that can demonstrate substantial Western Australian content in terms of personnel employed, (including key personnel), locations and facilities used.

Projects originating from outside the State will be considered in certain circumstances, provided they are filmed predominantly in Western Australia and will generate demonstrated substantial employment and professional development opportunities for the local production industry.

Other funded activities such as screen events must occur within Western Australia and enable participation by Western Australian audiences.

### Productions

ScreenWest's priorities for project funding are in the areas of:

- television drama (including children's and animated drama);
- low budget features; and
- factual television, with a distinct emphasis on documentary.

Projects can be either series or one-off programs, but must be designed for cinema release or television transmission and generally be at least a commercial half hour in duration.

Producers of other types of projects are welcome to seek funding advice and assistance from ScreenWest.

While ScreenWest has no specific schemes of support for multimedia projects, ScreenWest acknowledges the importance of this developing area and encourages projects which provide 'cross-over' opportunities for broadcasters and distributors, provided they fit within the broader guidelines.

### Individuals

ScreenWest seeks to encourage the work of established professional filmmakers and those mid-career and emerging filmmakers who have embarked on a serious

career in the screen industry in this State. They are expected to be Western Australian residents and working or aiming to work predominantly in the drama and factual production sector of the industry (see eligible productions).

A Western Australian resident is defined as "someone who has been resident in Western Australia for at least six months prior to submitting the Application and is registered on the Western Australian electoral roll. 'Being resident' means 'having your usual place of abode'."

The Board reserves the right to make exemptions in cases where there are exceptional benefits for the local industry.

Practitioners employed on a full time basis by television networks or training institutions are generally not eligible to apply.

## Companies

While funding schemes are available to all applicants who meet the eligibility criteria, some schemes give priority access to Western Australian-resident production companies.

ScreenWest adopts the following test for WA residency for companies where a residency test is required:

A Western Australian-resident company is a company which:

- Has its principal place of business in WA; and
- Has at least 50% beneficial ownership by a WA resident(s).

Exemptions may apply where the Company can demonstrate a strong track record and commitment to the WA industry over a minimum two year period. The Board also reserves the right to make further exemptions in cases where there are exceptional benefits for the local industry.

## Activities not Funded

Direct funding through ScreenWest will usually not be considered for the following:

- Activities which are associated with a course of study or which take place predominantly in an educational institution;
- Purchase of equipment or capital works;
- Productions primarily intended for corporate, educational, training or promotional purposes;
- Productions for non-commercial outlets, or which do not have national and/or international market attachments;
- Television programming (other than drama or documentary) such as commercials, infotainment, current affairs, light entertainment and general children's programming;
- "Domestic door" documentaries intended to be funded entirely by the FFC and national broadcasters (unless the total budget exceeds \$332,000 per hour);
- Publication costs of film journals, books or magazines.

## Application Procedures

Applicants are required to submit an appropriate completed application form (available from the ScreenWest website) plus the supporting material listed in the specific Guidelines for each scheme. The relevant assessment criteria should be addressed in either the support material or a covering letter.

Applicants need only provide ONE typed copy of the submission. It must be professionally presented, but NOT bound. Pages must be printed on one side only. CVs included as support material should be limited to one page and list only experience relevant to the application.

Materials submitted to ScreenWest will not be returned. Applicants should keep their own copy of the application, and should not under any circumstances submit original supporting material.

Closing dates vary across ScreenWest's funding schemes. They are listed under the specific guidelines. Late or incomplete applications are not generally accepted. Potential applicants are encouraged to contact ScreenWest for more information prior to submitting their application.

## Assessment Procedures

ScreenWest utilises a combination of in-house and external panelists when assessing applications. Small grants such as travel grants are usually approved in-house however, applications for development or production investment are considered by specially convened panels comprising of ScreenWest staff and industry representatives with relevant expertise. Panel members are not allowed to have any involvement in a project they are assessing.

The panels make recommendations that are approved by ScreenWest Management for funding amounts up to \$25,000 or are referred to the ScreenWest Board for approval if the funding is over \$25,000. Where funding assistance exceeds \$50,000 for any single project, the Minister for Culture and the Arts must also approve the funding.

Funding recipients are not informed of the panels recommendations until the appropriate level of approval has been obtained. ScreenWest reserves the right to contact and discuss a project with all parties associated with an application, including but not limited to the broadcasters, distributors and/or sales agents approached by the applicant. Copies of script assessments commissioned by ScreenWest and the names of any external assessors and panel members are available to applicants on request.

Recommendations and/or deliberations of the assessment panel and, where applicable, the ScreenWest Board and the Minister will remain confidential throughout the assessment and decision making processes.

## Assessment Criteria

In assessing applications the following competitive factors are considered, depending on the nature of the application:

### Projects

The Western Australian components in the application plus:

- The quality of the project and its central idea;
- The marketplace potential of the project and the marketplace attachments already in place;
- The likelihood of the project achieving full finance and being produced;
- The track record and/or potential of the principals;
- The proposed level of involvement of Western Australian principals, cast, crew, facilities and locations;
- The economic, employment, industry development and/or cultural benefits for Western Australia.

### Individuals

- The track record and/or potential of the applicant, and their commitment to work professionally within the Western Australian film and television industry; the benefits likely to be derived by the applicant and the industry through participation in the proposed activity;
- The cost of the proposal in relation to likely outcomes.

It is important to note that in most cases applications are assessed competitively against other applications. Therefore an applicant cannot be guaranteed of success, even if an application substantially meets the criteria.

For applicants who have previously received ScreenWest support, compliance with previous agreements, track record of repayment, and the amount of committed funds still outstanding are taken into account in considering a new application.

### Application Receipts

Applicants will receive acknowledgement of acceptance for their submissions within two working days of the closing date. Should applicants not receive acknowledgement within this timeframe it is expected and recommended that they contact ScreenWest.

### Notification of Decisions

Applicants seeking funding of less than \$25,000 will be notified in writing of the funding decision within five business days of the Panel meeting.

Funding between \$25,000 and \$50,000 requires Board approval and applicants will be advised in writing of the Board's decision within five business days of the ScreenWest Board's approval.

Where funding in excess of \$50,000 is sought, decisions are made by the Minister for Culture and the Arts. Applicants will be notified of the Minister's decision within five working days of notification of that decision to ScreenWest.

All decisions may be made conditional on the applicant meeting specified requirements. Unsuccessful applicants will be advised of the decision after the decision has been made and, where applicable, after the successful applicant has been notified.

### Appeals

Applicants can formally appeal to the ScreenWest Board for reconsideration if they disagree with assessment decisions made by ScreenWest staff or panels. Appeals should be directed in writing to the Chief Executive, and must be lodged within 10 business days of receiving notification of the assessment decision. Any questions regarding the appeal process should be sent to the [ScreenWest Funding Team](#).

The [Conflict of Interest, Code of Conduct and Directors Duties policy](#) provides a full explanation of ScreenWest's codes and duties throughout the application process.

### Financial Assistance and Conditions

All ScreenWest financial assistance is subject to a binding legal agreement between ScreenWest and the successful applicant. Apart from production funding commitments, offers of support are usually based on ScreenWest's standard agreements and legal fees are not generally charged (although applicants are liable for their own costs in reviewing documentation or seeking advice).

Where standard agreements do not exist, or where variations to the standard agreements are sought, successful applicants will be required to contribute to ScreenWest's legal costs in preparing documentation or reviewing and drafting proposed amendments.

An applicant may be an individual, a company, or in some cases an incorporated association. Companies receiving support must be registered under the Corporations Law.

All project related assistance will be contingent on the applicant providing evidence of copyright ownership through a clear chain of title.

Projects receiving funds from ScreenWest are generally required to include a credit acknowledging the support of ScreenWest and Lotterywest in the titles of the production and on any scripts or other documentation produced with the funds. Acknowledgment should also be given in any promotional material associated with a funded project or activity.

Projects receiving funds from ScreenWest are also expected to use Western Australian personnel and facilities, unless otherwise discussed and agreed with ScreenWest Management.

### Preliminary Advice

It is recommended that applicants contact ScreenWest before making a formal application.

Advice can be provided on whether a proposal meets the guidelines, is in a form that is ready for consideration, or suggest amendments to strengthen an application. The process of consultation with ScreenWest may extend over a period of weeks, and applicants should allow sufficient time for this process.

Where a formal application has been received, and wherever possible, ScreenWest will provide general advice and feedback on applications. It is strongly recommended that developing filmmakers contact the Film & Television Institute and/or the WA Branch of the Australian Writers Guild for general advice on developing projects. Both organisations provide advisory services to members.

### Freedom of Information Act

Applicants are informed that Western Australian Government Agencies are subject to the Western Australia Freedom of Information Act which provides a general right of access to records held by State and Local Government agencies.

Applicants should also be aware that information pertaining to the receipt of State Government financial assistance will be tabled in the Western Australian Parliament. This information could include the name of recipients, the amount of the assistance, the name of the project/activity and, possibly, a brief description of the funded project/activity. This could result in requests for more detail to be released publicly.

Should you require any further information in relation to this issue, please contact ScreenWest's [Chief Operating Officer](#).

### Further Information

For further information regarding these Guidelines, please contact ScreenWest Funding Team Leader Shannon Jenkins [by email](#) or phone (08) 9224 7340.

Applications will be considered on receipt by ScreenWest of full documentation from the Applicant, addressing the Assessment Criteria outlined above. Applications should be sent to:

**Shannon Jenkins**  
**Funding Team Leader**  
**ScreenWest PO Box 8349,**  
**Perth Business Centre, WA 6849**