



## Professional Development Attachments and Internships Guidelines

### Program overview

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The Attachments and Internships program is open to WA resident practitioners who have demonstrated a considerable commitment to their field of choice in the film, TV and digital industry in WA, but have a clear need for further skills development and have been offered an exceptional opportunity by a third party to enhance and develop their professional and career opportunities.

The fund is primarily focused at providing support for exceptional national or international opportunities made available for key creatives. Professional development for crew is supported through Screenwest's Production Investment programs and is not eligible under this scheme.

### Funding available

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Applicants can apply under this fund at any time. Successful applicants may be offered up to a maximum of \$15,000. The level of Screenwest's funding commitment will be determined by the assessment process and the total demand on available funds.

### Eligibility

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An application must first meet the following eligibility criteria in order to be competitively assessed for funding through this program.

The applicant must:

1. Meet the general eligibility requirements set out in the Screenwest Terms of Trade.
2. Be a Western Australian resident (see Screenwest Terms of Trade for the full definition).
3. Be engaged in a meaningful role during the entirety of the attachment or internship period.
4. Have displayed a substantial commitment to the area that they are seeking the opportunity in as evidenced in their track record.
5. Demonstrate the exceptional nature of the opportunity and state a clear rationale as to why this opportunity is important to their career development.

Screenwest will not fund projects that contain material that will bring, or is likely to bring the WA government or Screenwest into public disrepute, contempt, scandal, or ridicule, or which might tend to reflect unfavourably on Screenwest.

### Terms of funding

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Funding is provided as a grant. If you are successful Screenwest will enter into a written agreement with you, specifying the terms of the funding and what you will need to deliver to receive payments.

It is expected that:

- The applicant bears some of the financial burden of the opportunity.
- The financial support is not subsidising a current position in a company or on a current production.
- The opportunity is not available locally.

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Submissions will be assessed at Screenwest Management's discretion and be subject to guidance from the applicant in relevance to that specific situation. Only in exceptional circumstances will Screenwest consider a local opportunity.

Applications must be received at least three weeks prior to the intended start date of the attachment or internship opportunity.

Screenwest will likely only fund one or two competitive and exceptional applications per year.

Professional development opportunities are limited to a maximum of two per practitioner throughout their career unless an exceptional opportunity presents and a strong rationale accompanies the application.

**Failure to fulfill acquittal and/or meet deliverable requirements as specified within the funding agreement is a breach of contract. If contractual obligations are not met, Screenwest has the right to recoup funds already paid to the applicant and it may disqualify the recipient from being eligible for future Screenwest funding until outstanding funds are paid back and the matter resolved with Screenwest.**

## **How to apply**

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Prior to submitting an application, it is preferred that the applicant discuss the application with the program contact.

Applicants will need to submit the following:

1. A completed Application Form.
2. A cover letter outlining the opportunity, dates, location and a rationale as to why this opportunity strategically builds on and will progress the practitioner's career development in the screen industry.
3. A Letter of agreement from the Production Company confirming the opportunity and the level of involvement the practitioner will have with the company's activities.
4. The applicant's current slate of projects, including a logline, status, key creatives involved and the proposed project outcomes to be achieved from this opportunity.
5. A current CV (one page only) of both the applicant and the production company or individual that the applicant will be attached to.
6. A detailed budget including all in kind contributions.

Please ensure all requested material are completed and submitted together. Applications that do not include all requested material may not be accepted for assessment.

## **Assessment criteria**

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Screenwest competitively assesses eligible applications against the following criteria:

1. The applicant's track record, career progression and commitment to their area of choice in the screen industry.
2. The quality of the overall proposal.
3. The exceptional nature of the opportunity and track record of the production company/ practitioner hosting the attachment or internship.
4. The slate of projects the practitioner has in development and the identified outcomes to be achieved.

5. The level of funding and support Screenwest has committed to the practitioner historically and the outcomes achieved;
6. The benefits and outcomes the opportunity will bring to the Western Australia screen industry; and
7. The current needs of the WA screen industry. Screenwest will favour opportunities that address identified needs in the Western Australian screen industry.

Screenwest will take into consideration whether the applicant has a number of concurrent outstanding projects in development or production that may impact on the quality and timely delivery of further projects as part of its assessment of the application.

ScreenWest seeks to reflect the diversity of Western Australia's community on screen and behind the camera, through projects funded and practitioners supported. The funding panel will take into consideration diversity elements of a submission during the assessment process.

### **Closing date**

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All closing dates are listed on the Screenwest website and are published in the Screenwest e-newsletter. To register for the newsletter go [here](#).

**All application materials must be submitted by 5:00pm on the specified closing date.**

Applicants should note that just prior to a closing date consultations can be in high demand. Consequently, it is best to telephone or email the program contact for an appointment or general advice well before the advertised closing date.

Applicants should also allow plenty of time to submit an application in case of unanticipated problems as late applications will not be accepted.

### **Submitting an application**

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#### ***Emailed applications***

Applications can be emailed to [funding@screenwest.com.au](mailto:funding@screenwest.com.au). Applicants should forward all required application materials in a single email. Application materials are not to be emailed directly to individual staff members.

For emails larger than 8MB, send via Screenwest's Hightail Account by following this link: [hightail.com/u/Screenwest](https://hightail.com/u/Screenwest).

#### ***Hard copy applications***

*Post applications to:*

Attn Funding Admin Officer – Development  
Screenwest  
PO Box 3274  
East Perth WA 6892

*Hand deliver applications to:*

Attn Funding Admin Officer -Development  
Screenwest  
30 Fielder Street  
East Perth WA 6004

Screenwest recommends that mailed applications are sent via registered post. No responsibility is taken for unregistered mail.

***Application receipt confirmation***

An application receipt will be forwarded to the applicant within two working days to confirm that Screenwest has received the application. **It is the applicant's responsibility to contact Screenwest if an application receipt has not been received within this timeframe.** Application material(s) will not be returned by Screenwest.

**Program contact**

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**Wendy Simmons**  
**Screenwest**

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**Toll free:** 1800 463 043 (WA country callers only)

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