



Documentary Production Fund Guidelines

Program Overview

The Documentary Production Fund provides support to Western Australian Producers with distinctive, high quality and diverse projects with strong Western Australian outcomes.

The Documentary Production Fund provides production finance for feature length documentary films and factual series with significant marketplace attachments from traditional and new online platforms and distributors.

Funding Available

- The level of Screenwest's funding commitment will be determined by the assessment process and total demand on available funds. Funding will be provided as a grant.
- All applications are assessed competitively. Funds are limited and demand on Screenwest's resources far outweighs its ability to assist all applicants. Funding is not automatic even if an applicant meets all the criteria.

Total funding per project can be calculated in one of two ways.

Option 1: For productions with a per hour cost of \$500,000 and above

- Screenwest will match the amount of cash funding provided by legitimate, at arms-length, market partners up to a maximum of \$400,000 or 25% of the total cash production budget, whichever is less.

Option 2: For productions with a per hour cost of lower than \$500,000

- Up to a maximum of \$400,000 per application or 15% of the budget, whichever is less.
- Total funding per project is calculated by a combination of **Base Funding** plus a number of **Funding Incentives**

Please refer to the section [Funding Request](#) for further details on calculating your funding request.

Producers and/or production companies can only access:

- Up to maximum of \$800,000 in any one financial year through the Documentary Production Fund.
- If you have reached this cap, you are still eligible to access further production funding from The Scripted and Footloose Production Funds, Special initiatives and On Demand Content funding to total the \$1.2million financial year cap per production company.

Funding offers are valid for the set period (generally three (3) months) as outlined in the funding Letter of Offer, after which the funding offer will expire if conditions are not met, unless otherwise agreed upon by the Screenwest.

Eligibility

The applicant must be either a:

1. Western Australian resident company;
2. Western Australian resident company in a Genuine Co-production Partnership with a non-WA resident company (as defined in the [Screenwest Terms of Trade](#)); or a
3. Western Australian resident company in an Official Treaty Co-production relationship with a non-WA resident company.

Format and Marketplace

For the purposes of defining an eligible documentary for this Fund, Screenwest will be guided by the [Australian Communications and Media Authority](#) (ACMA) guidelines.

Documentary projects must be one of the following formats to be eligible for funding:

- Feature
- Single
- Series
- Large format (e.g. IMAX)
- Innovative project (including VR, AR and Mixed Reality)

Projects are required to have confirmed marketplace attachment from a recognised distributor or exhibition platform for one or more of the following:

- Australian theatrical release
- Australian television broadcast in free to air or cable TV
- International broadcaster with Australian audience footprint
- Online platform with significant audience reach in Australia (e.g. Netflix, Amazon, Google, Vice, The Guardian).

Western Australian Elements

Projects are required to reach a minimum of 10 points, as per the point allocation table below, to qualify as eligible Western Australian (WA) content:

Ref	Position	Points
A	WA Production Company with at least joint creative control	2
B	Original concept with at least 50% copyright owned by WA Production Company	2
C	Identifiable WA location/setting or character	2
D	Series - WA Series Producer and Series Director. 1 point awarded per position. Single – WA Director attached. 2 points awarded.	2
E	WA Supervising Post Producer and WA Supervising Post Director. 1 point awarded per position.	2
F	WA Writer/s; at least 50% of the writers (receiving full credit) attached must be filled by West Australians to receive this point.	1
G	WA Editor	1
H	Post: 75% of your post budget spend in WA	1
I	75% of crew to be West Australian to get 2 points. Points cannot be pro rata'd.	2
J	Flexible Point *	1

Please note the following clarifications for the above point allocations:

- The maximum number of points that can be attributed to a position is the number stated in the above table. For example, a project that has two WA producers attached will receive a maximum of two (2) points.
- Individuals are able to receive points in multiple categories.

- *Flexible Point – this is a floating point that can be attributed to a variety of outcomes that align with Screenwest Strategic Plan, and that haven't been accounted for in other areas of the points table. For example – Diversity, significant ex-pat attached, high profile West Australian talent attachment. It will be up to the producer to make the case for these points.

Please note: although the number of points determines eligibility, it is not the sole criteria for assessment.

Funding Request

The minimum Qualifying Western Australian Expenditure (QWAE) for all applications is \$300,000.

The ratio of funding to Qualifying Western Australian Expenditure (QWAE) must be at least 1:3.

Option 1: For projects with a per hour cost of \$500,000 and above

Screenwest will match the amount of cash funding provided by legitimate, at arms-length, market partners (eg. broadcast licence fees, distribution advances and/or guarantees, and broadcaster or distributor equity) up to a maximum of \$400,000 or 25% of the total cash production budget, whichever is less.

In-kind resources will **not** be recognised as market partner funding for the purposes of calculating Screenwest matched funding and, at a minimum, we require a Letter of Offer from the proposed market partner(s) confirming their funding contribution.

Option 2: For projects with a per hour cost of lower than \$500,000.

Eligible projects can apply for **Base Funding** and may top this amount up with additional funds through **Funding Incentives** (outlined below):

1. Base funding
 - Base Funding is calculated on 10% of the Production budget of a project, up to \$250,000.

2. Funding Incentives

- Funding Incentives represent additional equity provided on top of the Screenwest Base Funding.

Ref	Funding Incentives	Potential Equity	Criteria
2.2	WA Content – Authorship and WA on screen	Up to \$50,000	<p>Awarded on the strength of the project meeting some of the specific elements below which define the cultural significance of the project to WA:</p> <ul style="list-style-type: none"> • The content is an original idea conceived by a WA producer. • The content profiles a significant work, character or event specific to WA either historically, artistically, scientifically, culturally or socially. • A recognisable WA setting profiled in the majority of the documentary. • If the production has 12 points or more in the WA Content table. <p>To receive the full amount, at least two of the above elements will need to be met.</p>
2.3	WA Spend Incentive	Up to \$50,000	<p>Where the QWAE represents 60-80% of the production budget, an additional incentive is accessible, as per the below sliding scale:</p> <ul style="list-style-type: none"> • 60% -70%: \$20 000 • 70% -80%: \$30 000 • 80%+: \$50 000

Ref	Funding Incentives	Potential Equity	Criteria
2.4	WA Key creatives and crew	Up to \$50,000	<p>Eligible Roles:</p> <ul style="list-style-type: none"> • Series Director • Series Producer • Supervising Post Director/Producer <p>To receive the full amount all of the above roles (relevant to the production) will need to be filled by WA residents.</p> <p>The incentive amount will be pro-rated if there are non-WA residents placed in any of the listed positions.</p>
2.5	Volume of content	Up to \$50,000	<p>Productions totalling 6 hrs and over of broadcast content are eligible for this incentive. This incentive cannot be pro rata'd.</p>
2.6	Flexible incentive	Up to \$25,000	<p>As determined by Screenwest Board, where a project demonstrates significant Industry outcomes including:</p> <ul style="list-style-type: none"> • Diversity • Industry Development • Digital innovations • Employment of an ex-WA key creative (Executive Producer, Writer) or HOD where they have worked interstate or internationally for more than 2 years • Significant WA profile onscreen talent attachment <p>The producer is expected to make their case if requesting this incentive.</p>

Post Production

Applications for Post-Production funding are eligible where a production has received market or significant festival interest or support by way of a presale and/ or a distribution agreement at rough cut stage.

Funding is to be used to help meet the costs of post-production yet to be undertaken (at the time of offer by Screenwest). Applicants will need to show that any deferred payments, options or clearances have been paid or have been funded.

Screenwest will not fund retrospective deferments.

Assessment

Assessment Criteria

1. Track record of the applicant(s) and key creatives.
2. Cultural and creative benefits of the project to Western Australia (as highlighted in the total points accumulated in the WA Elements points table).
3. Economic benefits including the amount of Qualifying Western Australian Expenditure (QWAE) and the employment of key Western Australian crew.
4. Strength of the market attachments (as appropriate to the market).
5. Quality and rigour of the supporting materials.
6. Overall diversity of projects (e.g. documentary vs scripted) and companies funded by Screenwest.
7. Availability of Screenwest funds.
8. How the project aligns with the relevant strategic initiatives as set out in the Screenwest Strategic Plan.

Indigenous Content and Participation

Where there is Indigenous content or participation in any project, Screenwest requires that each applicant complies with protocols related to the treatment of Indigenous Cultural and Intellectual Property Rights (ICIP). For more information on ICIP, please refer to the Arts Law Centre of Australia.

Written confirmation of the willingness of both the subject(s) and the community to be involved in the project is essential.

There must be strong indigenous representation on all projects that tell indigenous stories, through the involvement of an indigenous key creative or through thorough consultation and collaboration that is adequately budgeted for.

Please ensure you allow sufficient time for consultation so that people giving consent can more fully understand what they are consenting to.

Please note, these requirements apply equally to Indigenous and non-Indigenous filmmakers.

For information on what Content, Consent and Consultation means, please refer to the Screenwest website for more information on [Filming with Indigenous People, Content and Land](#).

For more detailed information on Indigenous Content and Participation protocols, please refer to [Screen Australia's Pathways & Protocols: a filmmaker's guide to working with Indigenous people, culture and concepts](#).

Additional Considerations

- 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.
- Screenwest will not fund projects that contain material that will bring, or is likely to bring Screenwest and its funding partners into public disrepute, contempt, scandal, or ridicule, or which might tend to reflect unfavourably on Screenwest or its funding partners.

- Screenwest recognises that there may be exceptional circumstances in which a project may not meet Screenwest’s minimum eligibility requirements. In these exceptional circumstances, and at the sole discretion of Screenwest Management, a project that can demonstrate how it meets and addresses Screenwest’s Assessment Criteria may be considered for acceptance into an assessment round. If this is the case, please make an appointment with the Documentary Manager at least one to two weeks in advance of the application closing date, for advice on your specific project and the situation presented.

Assessment Process

1. Screenwest Management prepares the applications for assessment.
2. An assessment panel, including external experienced industry practitioners and Screenwest Management, makes funding recommendations to the Screenwest Board.
3. The assessment timeline is approximately 6 – 8 weeks from deadline to board decision.
4. Final decisions are made by the Board of Directors of Screenwest.

Applying

Before applying

- Read these guidelines and the Screenwest Terms of Trade;
- Check eligibility; and
- Contact the Documentary Manager as early as possible to determine the most appropriate time to submit an application.

Timing

- Projects are not eligible for retrospective funding.
- Projects where pre-production commences prior to the Board decision date are only eligible to apply for completion funding.

Application Materials

All applicants are required to submit:

1. A completed Documentary Application Form
2. All documents referred to in the Application Summary checklist
 - In all cases, projects are required to present a strong, market-driven (as appropriate to the market) distribution/ business plan highlighting how the project will reach target audiences.
 - Applicants must also present a distribution plan for Australian domestic and Rest of World (ROW) sales.
 - Projects eligible for the Producer Offset or Producer Equity Program (PEP) are expected to include it in their proposed Finance Plan.

Production Budget Requirements

Crew Attachment Program

- Productions that receive Screenwest production funding over \$100,000 are required to budget for and engage a Western Australian attachment/s in consultation with Screenwest.
 - \$199,000 and less in Screenwest production funding– production must budget for 1 x attachment at \$1,000/50-hour week x 5 weeks (\$5,000)
 - \$200,000 and greater in Screenwest funding – production must budget for 2 x attachments at \$1,000/50-hour week x 5 weeks (\$10,000)

Please refer to the [Crew Attachment Program Guidelines](#) on the Screenwest website for more information.

Fees

- All production budgets at application stage must allow for any and all repayable development, slate and/or administration fees. While Screenwest Project Managers may check that these fees have been adequately budgeted for, the responsibility to ensure they are accommodated rests solely with the applicant.

Closing Date

All closing dates are listed on the Screenwest website and are also announced in the Screenwest e-newsletter. You can opt-in through the [Screenwest newsletter subscription page](#).

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

Please ensure you allow plenty of time to submit your application in case of unanticipated problems as late applications will not be accepted.

Submitting an Application

- Applications will be accepted through the [Screenwest SmartyGrants Portal](#), with application forms going live **Wednesday, 1 July 2020**. Do not email applications directly to individual Screenwest staff members.
- An application receipt will be automatically forwarded to the applicant from SmartyGrants 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 two working days.**

If you are unable to submit an application online or having difficulties, please call Screenwest on [+61 8 6169 2100](#) or 1800 463 043 (regional callers).

If you are successful in your application:

- You will be required to pay an administration fee to Screenwest of 2% of the funding amount, up to a maximum of \$5,000.

Program Contacts

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www.screenwest.com.au

Please note that meetings with program contacts can be in high demand, so it's best to telephone or email for an appointment or general advice well before planning to submit an application.

Applicants are strongly encouraged to discuss their applications with the program contacts before applying.