



Taking Care of Business – Production Company & Producer Support Package

To assist in business capability development to advance culture by bringing Western Australian stories and identity to screen for the benefit of the community.

What is it for?

Taking Care of Business is a one-time special purpose sustainability fund aimed at assisting Western Australian production companies and producers to sustain their business and to continue to contribute to the screen industry during the COVID-19 crisis.

This fund acknowledges the role of Production Companies and Producers in bringing work into the Western Australian Screen Industry. It aims to support producers to ensure a healthy pipeline of production after the COVID-19 crisis and into the future so far as is possible.

This fund is separated into four tiers providing support to a range of companies and sole operators, depending on their levels of experience, company needs and recent and anticipated contributions to the Western Australian screen industry.

Application budgets may include funds for the producers and company principals themselves, to assist their own cash flow over the coming six months.

It is not anticipated that the funds available through this initiative will, on their own, be sufficient to enable producers to maintain anticipated company costs. “Taking Care of Business” is part of a package of assistance for the WA screen sector that represents the maximum funds that Screenwest has been able to repurpose in response to the current situation.

Producers are encouraged to seek all available Federal and State business assistance in addition to this support package.

Successful applicants of Taking Care of Business funding support are still eligible to apply for other Screenwest development and production program funds.

Tier 1: (Up To) \$75,000

For busy, well-established, Western Australian production companies that:

- Have significant and well-established infrastructure and overheads in place.
- Have more than four fulltime/part time employees.
- Can demonstrate considerable and consistent, year to year production outcomes over multiple productions in Western Australia for a minimum of five years prior to the application date.

Proposals will need to:

- Present a case for keeping doors open, retaining staff on payroll and keeping company owner/manager active.
- Present how they will manage business overheads and other necessary running costs such as accountancy, legal support, additional contractor assistance.
- Demonstrate a substantial slate of projects in development, with the capacity to potentially expand and/or diversify this slate over the next six months.

Tier 2: (Up To) \$30,000

For Western Australian production companies that have:

- Moderate infrastructure and overheads.
- Part-time contractors such as development staff, accountants and legals.
- Made a significant contribution to the Western Australian Screen Industry within the last two to three years, with a consistent slate of projects in development with significant market interest, at least one project shot within Western Australia and/or at least one project already greenlit for production through Screenwest Scripted or Documentary Production funding.

Proposals will need to:

- Provide a breakdown of running costs and expenditure.
- Demonstrate the need to sustain company principals and contractors such as a development executive, accountant, legal staff and assistants.
- Demonstrate that they have an active slate of projects in development, with a strong likelihood of at least one of these getting up in the next 12 months.
- Demonstrate a significant contribution to the Western Australian Screen Industry over the past three years.

Tier 3: (Up To) \$15,000

For Western Australian production companies/producers that have:

- Made a significant contribution to the industry and have at a minimum a producer, co-producer or associate producer credit, or confirmed market commitment for at least one theatrical or television production within the last 12 months.
- This can include projects yet to be released but that have completed production.
- Producers in this category will need to demonstrate a number of active projects in development.

Proposals will need to:

- Demonstrate how the applicant will continue to develop work and pay necessary overheads and producer fees.
- Demonstrate a significant contribution to the screen industry.
- Provide a slate development plan for the next 6 – 12 months.

Practitioners who have not worked consistently over the past 12 months, are encouraged to provide details of their work over the past three years and a reasonable explanation for any gaps (e.g. maternity leave or childcare responsibilities).

Tier 4: (Up To) \$7,500

For producers/production companies that:

- May not have had a project get up into production, but can demonstrate an active and consistent development slate, with demonstrated market interest and a strong likelihood of being able to finance and move projects into production.
- Have no employees and minimal overheads.
- Have made a consistent contribution to the screen industry within the past two years.

Proposals will need to:

- Provide a slate development plan for the next 6 – 12 months.
- Demonstrate a strong track record and ability to deliver.
- Outline a breakdown of expenses including paying the sole operator a fee and any necessary overheads.
- Clearly demonstrate the applicant's contribution to the screen industry within the past two years.

How much can I apply for?

- Tier 1 – Up to \$75,000
- Tier 2 – Up to \$30,000
- Tier 3 – Up to \$15,000
- Tier 4 – Up to \$7,500

Funding is not automatic, even if an applicant can demonstrate they meet all the assessment criteria.

Screenwest may approve funding less than the requested amount, as guided by the recommendations made during the assessment process and the total demand on available funds.

Who is it for?

To be considered eligible for this program, the applicant must:

- be a Western Australian documentary/scripted, television or feature film producer or production company.
- Be a Western Australian resident as per the [Screenwest Terms of Trade](#).
- Be able to demonstrate an ongoing commitment to the Western Australian Screen Industry.

Note: funding is not for activities that have occurred prior to funding being approved; Screenwest does not provide retrospective funding.

What do I need to apply?

- A proposal/business plan, no longer than 5 pages that addresses:
 - The proposal requirements as per the relevant funding Tiers above.
 - A clear game plan for what you are proposing to deliver and the outcomes to be achieved with this funding.
- The Western Australian projects you/your company have worked on over the time period relevant to the funding Tier you are applying for.
- Company bio/CV (two pages max) that clearly demonstrates you/ your companies' relevant credits.
- Completed Screenwest development budget template, including a line by line rational for the Screenwest funding.
- **To note: A COVID risk management plan may be requested based on the type of activity proposed. Screenwest may request additional materials during the assessment process.**

How is my application assessed?

Screenwest will competitively assess all eligible applications against the following criteria:

1. Applicant track record including project delivery, demonstrated commitment to having worked and continuing to work in Western Australia.
2. Overall quality of proposal, particularly regarding proposed deliverables and outcomes.
3. Impact the game plan will have on the continued viability of the applicant / applicant company.
4. The applicants current slate of projects.
5. Level of funding and support Screenwest has committed to the applicant historically and the outcomes achieved.
6. Support for Screenwest's commitment to the creation and growth of diverse representation as further described below.
7. Alignment with Screenwest's current strategic plan.

In evaluating the application Screenwest will take into account any information and weight the above criteria as it judges appropriate to best serve the purpose and strategy of the organisation.

Screenwest may separately contact any party identified in the application as having agreed to participate in and/or supporting the project and discuss their involvement in the project.

Screenwest will follow the following process in assessing the application:

1. Screenwest will check the application's eligibility.
2. Any applications found ineligible will be reviewed by Senior Screenwest Management.
3. Tier 3 and 4 applications will be assessed by Screenwest Management.
4. Tier 1 and 2 applications will be assessed by Screenwest Management, with final approval by the Screenwest Board.

Diversity

Screenwest is committed to reflecting the broad diversity of Western Australia's community on screen and behind the camera, through stories funded and practitioners supported.

Screenwest recognises diversity as differences in gender; age; Aboriginal identity; cultural and linguistic diversity (CaLD); disability; sexuality and gender identities, including lesbian, gay, bisexual, transgender, queer, intersex and ace (LGBTQIA+); location (including regional and remote regions) and socio-economic status.

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](#).

What are the Terms of Funding?

- Funding will be provided as a grant.
- Successful applicants will enter into a written grant agreement with Screenwest, specifying the terms of the funding. Recipients are required to provide a written acquittal report detailing the outcomes achieved as a result of the funding. Aspects of these may be published on the Screenwest website following consultation with the applicant.
- Grant income is generally assessable and subject to tax. The amount of tax payable on your grant income would depend on the tax position of each of each individual recipient. Applicants are reminded to seek professional advice or determine their own taxation responsibilities as they relate to their own personal circumstances before an application is made.
- The Applicant warrants that they have/will have obtained insurance cover appropriate to the nature and level of risk of work they intend to undertake. Alternatively, the Applicant warrants they have made enquiries to the appropriate third parties to ensure they are covered for any risks during the activity period.
- Screenwest reserves the right to request copies of Certificates of Currency for these insurances at any time during the application or activity period.

What is the deadline?

Tuesday, 14 April 2020 at 5:00pm AWST.

How do I submit my application?

- Please apply using the Screenwest SmartyGrants Portal:
<https://screenwest.smartygrants.com.au/>.
- Do not email applications directly to individual Screenwest staff members.
- An application receipt will be forwarded to the applicant within two working days to confirm receipt.
- **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.

Who can I speak to about this program?

Matthew Horrocks, Head of Screen Investment & Strategic Projects

Screenwest

T: [\(08\) 6169 2118](tel:(08)61692118)

E: matthew.horrocks@screenwest.com.au

Stephanie Cole, Development & Production Assistant

Screenwest

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E: stephanie.cole@screenwest.com.au

Toll Free: 1800 463 043 (regional callers)

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 before applying.