



Screenwest (Australia) Ltd  
ABN 43 620 492 300  
30 Fielder Street East Perth WA 6004  
P +61 8 6169 2100 | T 1800 463 043  
E [info@screenwest.com.au](mailto:info@screenwest.com.au)  
W [screenwest.com.au](http://screenwest.com.au)  
W [filminwesternaustralia.com.au](http://filminwesternaustralia.com.au)

## Travel Assistance: Established Production Companies (EPC)

### Program Overview

Travel Assistance: Established Production Company (EPC) recognises the flexibility screen businesses require to forge critical relationships and potential business opportunities on an interstate and international scale. This fund provides a financial contribution towards the costs of attendance at relevant national and international markets, national and international festivals and awards, and business meetings relating to the production of an applicant's development slate.

### Funding available

There will be one (1) round per financial year. Successful applicants may be offered up to a maximum of \$25,000. The level of Screenwest's funding commitment will be determined by the assessment process and the total demand on available funds.

Screenwest can provide a contribution for each trip of up to:

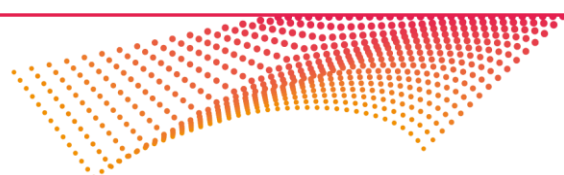
CAP CATEGORY	Type of trip	Cap amount
IT	International Travel	Up to \$6,250
ITAP	International Travel (Asia Pacific region)	Up to \$3,000
IT MULTI	International Travel Multi-countries (two (2) or more)	Up to \$8,000
NAT	National Travel	Up to \$1,500

The applicant can request a Screenwest contribution of up to 100% of Screenwest's eligible costs for each specific trip.

### Eligibility

An applicant must first meet the following eligibility criteria in order to be competitively assessed for EPC Travel Funding Assistance:

1. Must meet the general eligibility requirements set out in the [Screenwest Terms of Trade](#).
2. Must have generated a minimum of \$1.5million Qualifying Western Australian Expenditure (QWAE) that has incurred on eligible, completed and audited productions in the previous two (2) financial years. Importantly, the qualifying spend must have been specifically incurred within the qualifying period (i.e. between 1 July 2016 and 30 June 2018) and companies applying must provide final audit reports very clearly substantiating the qualifying spend.
3. Must not have any outstanding acquittals with Screenwest.



4. This funding stream is only available to companies that have generated the required level of QWAE through projects that have received Screenwest production funding; however, *Productions that are fully financed, directly or indirectly, (i.e. any special initiatives) by Screenwest are not eligible to be included in these QWAE calculations.*
5. Applicants that are in current receipt of an EPC grant can still submit an application for 2018-19 EPC travel funding, but must fully acquit any and all previous Travel Assistance grants (including 2017-18 EPC) on or before 30 October 2018 to become eligible to receive the 2018-19 EPC Travel grant. If you do have an outstanding travel grant, please contact the program coordinator to advise when acquittal will be provided to Screenwest.
6. This fund is available to Western Australian Resident and based production companies only.

Eligible costs are:

1. Economy class flights.
2. Paid accommodation (up to 3-star).
3. Market/conference registration fees ('early bird' or equivalent where available).

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

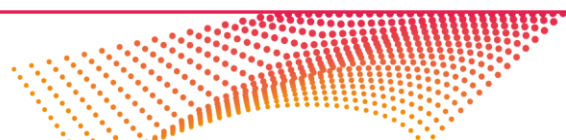
---

Funding is provided as a grant. Successful applicants will enter into a written grant agreement with Screenwest, specifying the terms of the funding and what the applicant will need to deliver to receive payments.

1. The travel period is for 12-months starting 1 October and ending on 30 September of the same financial year of the application.
2. Under Screenwest's general travel assistance initiatives, the contribution is for one (1) practitioner per trip. As a special condition of EPC Travel funding if more than one person from your company is travelling to the same event/destination/market etc, you may use the Screenwest EPC funding contribution towards each person's eligible costs, however the same travel cap will still apply. For example, if two people from your company are travelling nationally, the costs attributed to both people cannot exceed the total \$1,500 cap.
3. You must seek Screenwest's prior approval for changes to approved/contracted travel destinations to ensure Screenwest can efficiently acquit your grant at the end of the 12-month travel period. Changes not authorized by Screenwest Management prior to final acquittal may not be approved.
4. Successful applicants will be ineligible for all other Screenwest travel assistance initiatives.

Applicants must declare if they have received support from Screen Australia or other funding sources to attend the nominated event(s). If other funding is received, Screenwest may review or reduce the offer amount and approve its expenditure on alternative travel if still consistent with the objectives of this program.

**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

---

Applicants will need to submit the following:

1. A completed Travel Assistance: Established Production Company (EPC) Application Form.
2. Evidence in the form of final audit reports of a minimum of \$1.5Million in [QWAE](#) from eligible productions incurred in the last two financial years.

Applicants must ensure all requested material is completed and submitted together. Applications that do not include all requested material or do not comply with these guidelines when submitted may not be accepted for assessment/may not be prioritised.

## Assessment criteria

---

Screenwest competitively assesses eligible applications against the following criteria:

1. Strong and targeted travel strategy and opportunity for financing projects;
2. The applicant company's track record; and
3. Meeting the general minimum eligibility criteria.

Screenwest will take into consideration whether the applicant has a number of concurrent outstanding projects in development or production that may impact on this 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 assessors will take into consideration diversity elements of a submission during the assessment process.

## Closing date

---

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

## Submitting an application

---

Applications must be emailed to [funding@screenwest.com.au](mailto:funding@screenwest.com.au) Please forward all required application materials in a single email. Do not email application materials directly to individual staff members.

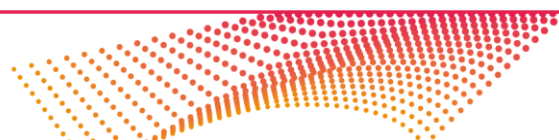
For emails larger than 8MB, send via Screenwest's Hightail Account by following this link: [hightail.com/u/Screenwest](https://hightail.com/u/Screenwest).

## 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

---



**Wendy Simmons, Screenwest Development and Production Executive**

**T: (08) 6169 2113 (Mon-Thurs)**

**Toll free:** 1800 463 04 (WA country callers only)

**E:** [wendy.simmons@screenwest.com.au](mailto:wendy.simmons@screenwest.com.au)

30 Fielder Street, East Perth WA 6004

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.

