



## Documentary Development Investment Fund Guidelines

Documentary Development Investment funding is designed to support Western Australian companies and individuals by investing in the development of documentary and factual programming.

### Funding Available

- There is a minimum of two rounds per financial year. Successful applicants may be offered up to a maximum of \$25,000 per application.
- The level of Screenwest's funding commitment will be determined by the assessment process and the total demand on available funds.
- 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.
- Screenwest may approve funding at a reduced rate to the funding request, as guided by the Assessment Criteria and recommendations made during the assessment panel process.
- Production Companies can access a maximum total of \$50,000 per financial year (with a \$25,000 cap per application) through all Screenwest development programs, (including Emergency\*, Matched and Scripted Development rounds).
  - \*Individual projects can only access one tranche of Emergency Development funding in perpetuity.
- Funding will not be awarded retrospectively, for example, fees for drafts written prior to submitting an application are not eligible.

## Eligibility

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

## Applicants

The applicant must:

1. Meet the general eligibility requirements set out in the [Screenwest Terms of Trade](#).
2. Be a Western Australian resident or company. (Non-Western Australian productions will only be considered where the Production Company brings demonstrated strong economic and/or ongoing creative opportunities to the State).
3. Hold the underlying rights at the time of application. Screenwest's Development Investment funding cannot be used to purchase options or rights to a project.
4. Be in good standing with all previous Screenwest funds and programs.

Applicants who have an outstanding acquittal report and/or deliverable(s) or have not fulfilled their contractual obligations relating to prior Screenwest funding are not eligible to apply unless an alternative arrangement is agreed with Screenwest prior to application.

Applicants should contact Screenwest directly for advice on their specific situation.

## Projects

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

- Feature
- Single
- Series
- Large format (e.g. IMAX)
- Innovative documentary project

If an application has been unsuccessful in receiving support in the past, it cannot be re-submitted to Screenwest unless it has been substantially changed, developed, or reworked.

A document must be included with the application listing specific changes made to the re-submitted application. Screenwest may not accept a re-submitted application if the relevant Screenwest Executive determines the project has not changed substantially.

Screenwest will not fund projects that contain material that will bring or is likely to bring the Western Australian 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 an investment. Successful applicants will enter into a written Development Investment Agreement (DIA) with Screenwest, specifying the terms of the funding and what the applicant will need to deliver to receive payments.

It is the Producer's responsibility to obtain and renew:

- i. the entire copyright in all material commissioned and/or acquired by it for the development of the Project
- ii. all necessary Agreements to permit the development of the Project, and
- iii. all necessary Agreements to permit the Project to be produced and exploited. Whilst Screenwest approval or sighting of these agreements may not be required at the time of contracting, Screenwest reserves the right to verify them at any point.

Failure to fulfil 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.

## Application Materials

The applicant will need to submit the following:

1. An Application Form completed on SmartyGrants, including any additional documentation and materials listed.
2. If the project has been submitted and declined funding previously, you must list the specific changes made to the re-submitted application.
3. A log line, one paragraph summary and a detailed synopsis, and information on format, likely classification, and timeslot.
4. A development budget that breaks down the investment from all investors, including the Applicant. The applicant is expected to include acceptable rates for fees when preparing the development budget. Screenwest has created a [Guide to Acceptable Budget Figures for Factual Development](#) to assist in preparing an application.
5. A written budget rationale that explains the Screenwest funding request, what the costs are for, and how they will be expended. Screenwest prefers to invest in Western Australian elements, although exceptions can be made.
6. If relevant, 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. Written confirmation of the willingness of both the subject(s) and the community to be involved in the project is essential. **See pages 19 – 29 of [Screen Australia's Pathways & Protocols for protocols relating to initial research, project development and script development](#).**
7. The latest draft script, preliminary treatment or a detailed concept document including character outlines and episode synopses.
8. A clear development strategy outlining the objectives and tasks to be undertaken (e.g. writer's notes and a clear strategy from the producer on how they are going to move the project forward to commissioning).
9. CVs (one page) of the project principals and, if applicable, a company profile indicating past success in developing and producing projects.
10. Letters or emails of intent or other documentation giving proof of marketplace interest.

## Assessment

### Assessment Criteria

Screenwest and external industry assessors competitively assess eligible applications against the following criteria:

1. Market interest and likely audience appeal.
2. The applicant and key creative team's track record.
3. The quality of the overall proposal or concept.
4. The participation of a local producer (Screenwest will always give priority to projects that have a local producer as an active part of the team).
5. The likely chance of the project being realised in Western Australia considering budget, locations, and creative elements.
6. Overall diversity of projects funded by Screenwest e.g. factual, TV-series, and one-off documentaries, as well as ensuring a diverse slate of experienced, mid-career and emerging production companies.
7. Cultural and/or economic benefits to Western Australia.

### Assessment Process

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 a Screenwest Manager.
3. Depending on the number of applications, Screenwest Management reserves the right to shortlist applications, prior to formal panel assessment.
4. Final applications will be approved at a panel assessment meeting with Screenwest Management and at least one external industry assessor.
5. The assessment timeline is approximately 6 – 8 weeks from application deadline.

## Additional considerations

### 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](#).

### Diversity

Screenwest is committed to reflecting the broad 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 recognises diversity as differences in:

- Gender
- Age
- Indigenous 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.

Applications that contribute to and promote diverse representation will be prioritised.

## How to Submit Your Application

- Applications will be accepted through the [Screenwest SmartyGrants Portal](#). Do not email applications directly to individual Screenwest staff members.
- You can start your application at any time once the portal opens. You can save your progress and return to it at any time before the deadline. **Do not start your application the day it is due.**
- 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 are having difficulties, please call Screenwest on [+61 8 6169 2100](#) or 1800 463 043 (regional callers).

## 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](#).

**Please note:** the submission portals for all funding programs close automatically at **5:00pm AWST sharp** on the specified due date.

Allow plenty of time to submit your application in case of unanticipated problems. **Late or incomplete applications will not be accepted.**

## Who can I contact for more information?

For more information about this program, please contact:

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[www.screenwest.com.au](http://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.