**Travel Assistance Business & Marketing: Application Form**

Before completing this form please read the relevant Guidelines in conjunction with the Screenwest Terms of Trade.

**ALL** fields are to be completed. Incomplete applications may not be processed. Double click on the [ ]  and select ‘Default Value – Checked’ to insert a [x]  in the box.

Submit this Application Form and all supporting documents in **one email** to funding@screenwest.com.au

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| 1.0 Application summary |
| Application Date |  |
| Fund Applying For | Travel Assistance – Business & Marketing |
| Travel Category | Advertised Round: Market Events [ ]  | Out-of-Round: Market Events [ ] Out-of-Round: Festivals & Awards [ ]  |
| Funding Request | $  |
| Name of Event / Activity |  |
| Travel Destination |  |
| Dates of Travel |  |

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| **2.0 Applicant details**  |
| **Applicant / Applicant Company**  |  |
| **Application Contact Name** |  |
| **ABN** |  |
| **Year Incorporated** |  |
| **Registered Business Address** |  |
|  |
| **State** |  | **Post Code** |  |
|  |  |
| **Address (if different)**  |  |
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| **State** |  | **Post Code** |  |
| **Phone / Mobile** |  |
| **Email** |  |
| **Website** |  |
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| **3.0 Statistical information for this application** |
| Is the applicant aged between | 18-24 [ ]  25-34 [ ]  35-44 [ ]  45-54 [ ]  55-64 [ ]  65+ [ ]  |
| Is the applicant male or female? |  Male [ ]  Female [ ]  |
| Is the applicant company based in Western Australia? | Yes [ ]  No [ ]  |
| Is the applicant a Western Australian Resident as defined in the Terms of Trade? | Yes [ ]  No [ ]  |
| Does the applicant identify as Indigenous? | Yes [ ]  No [ ]  |
| Will there be any Indigenous content involved in this application’s stated project(s) which are taken to the event? | Yes [ ]  No [ ]  |
| Will there be any Indigenous people involved in this application’s stated project(s) which are taken to the event? | Yes [ ]  No [ ]  |
| Does this event /activity take place in regional WA? | Yes [ ]  No [ ]  |
| In what city does it take place? |

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| **4.0 Applicant’s current funding obligations** |
| **Activity/project currently in receipt of funding (not yet acquitted)** | **Current status/ action required** | **Delivery date** |
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| **5.0 Previous funding received** |
| Have you attended this event before?If YES, when? | Yes [ ]  No [ ]  |
| Have you submitted for any travel with these projects before?If YES, please provide details: | Yes [ ]  No [ ]  |

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| **6.0 Business and marketing eligibility - Credits** |
| **To apply under Business & Marketing, provide a minimum of two credits in the role relevant to the opportunity (being any combination of broadcast, theatrically-distributed, or commercially released credit).** |
| 1. |  |
| 2. |  |

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| **7.0 Application materials required (Refer to the relevant category and include materials required)** |
| **Advertised Round: Market Events**  | **Applicant use** | **Office use only** |
| 1. Completed Application Form.
 | [ ]  | [ ]  |
| 1. Current CV (one page only; a bio will only be accepted in addition to a CV).
 | [ ]  | [ ]  |
| 1. A summary (no more than one paragraph on each) of at least three projects being taken to the market and confirmation of any current market interest (i.e. a letter or email). Section 9.0

*\*Note: A budget is not required for an Advertised Round.* | [ ]  | [ ]  |

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| **Advertised Round: Conferences**  | **Applicant use** | **Office use only** |
| 1. Completed Application Form.
 | [ ]  | [ ]  |
| 1. Current CV (one page only; a bio will only be accepted in addition to a CV).
 | [ ]  | [ ]  |
| 1. Rationale as to what the key outcomes of attending the conference will be (one paragraph). Section 8.0

*\*Note: A budget is not required for an Advertised Round.* | [ ]  | [ ]  |

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| **Out-of-Round: Market Events** | **Applicant use** | **Office use only** |
| 1. Completed Application Form.
 | [ ]  | [ ]  |
| 1. Current CV (one page only; a bio will only be accepted in addition to a CV).
 | [ ]  | [ ]  |
| 1. Confirmation of selection/invitation to the event (if applicable).
 | [ ]  | [ ]  |
| 1. Rationale as to why attendance is important for you at this time, including a summary of set meetings and outcomes (one paragraph). Section 8.0
 | [ ]  | [ ]  |
| 1. A summary (no more than one paragraph on each) of at least three projects being taken to the market, and confirmation of any current market interest (i.e. a letter or email). Section 9.0
 | [ ]  | [ ]  |
| 1. A description of the Market Event/Conference, including a link to the relevant website, if it is not included in the Screenwest ‘*List of Eligible Markets, Conferences, Festivals and Awards*’. Section 10.0
 | [ ]  | [ ]  |
| 1. Proposed travel itinerary. Section 11.0
 | [ ]  | [ ]  |
| 1. Proposed budget using template in Section 12.0
 | [ ]  | [ ]  |

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| **Out-of-Round: Festivals and Awards** | **Applicant use** | **Office use only** |
| 1. Completed Application Form.
 | [ ]  | [ ]  |
| 1. Current CV (one page only; a bio will only be accepted in addition to a CV).
 | [ ]  | [ ]  |
| 1. Confirmation of award nomination or festival acceptance.
 | [ ]  | [ ]  |
| 1. Rationale as to why attendance is important for you at this time. Section 8.0
 | [ ]  | [ ]  |
| 1. A description of the Festival/Award, including a link to the relevant website, if it is not included in the Screenwest ‘*List of Eligible Markets, Conferences, Festivals and Awards*’. Section 10.0
 | [ ]  | [ ]  |
| 1. Proposed travel itinerary. Section 11.0
 | [ ]  | [ ]  |
| 1. Proposed budget using template in Section 12.0
 | [ ]  | [ ]  |

**PLEASE ONLY COMPLETE THE FOLLOWING AREAS RELEVANT TO THE TRAVEL CATEGORY, AS MARKED ABOVE**.

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| **8.0 Rationale for attendance** (Add additional rows as needed.) |
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| **9.0 Market events: Project summary**  | (Add additional rows as needed.) |
| **Does the applicant hold the rights to make and market each of the projects listed below?** | Yes [ ] No[ ]  |
| **Project Title No.1** |  |
| Project Type |  |
| Stage of Development |  |
| Market Interest (attach proof) |  |
| Short Synopsis |  |
|  |  |
| **Project Title No.2** |  |
| Project Type |  |
| Stage of Development |  |
| Market Interest (attach proof) |  |
| Short Synopsis |  |
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| **Project Title No.3** |  |
| Project Type |  |
| Stage of Development |  |
| Market Interest (attach proof) |  |
| Short Synopsis |  |
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| **10.0 Description of Festival / Award / Market event** – complete this section if the event is notincluded in the Screenwest ‘*List of Eligible Markets, Conferences, Festivals and Awards*’ |
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| **11.0 Proposed travel itinerary** – provide a brief narrative of your travel plans including intended activities and itinerary details. (Add additional rows as needed.) |
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| **12.0 Estimated budget** |

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| **Guide to acceptable rates**  |   |   |   |   |   |   |
| Airfares | Economy flights only  |
| Accommodation(Dependent on location, based on current government allowed rates) | Inter/Intrastate: $150-$200 per night |
| Asia: $150-$200 per night |
| Europe: $250 per night  |
| America: $150-$200 per night |
| *\* This is a guide only; Screenwest recognises that there may be exceptions to these figures.*  |

Screenwest will contribute up to 100% of eligible costs, based on the above guide of acceptable rates. Screenwest Contribution value cannot exceed Total Travel Budget value.Eligible costs are: Airfares, Accommodation and Market Registration (if applicable). **Receipts are required for all Out of Round applications.**

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| **Expense Category** | **Total Travel Budget** | **Requested Screenwest Contribution**  |
| Airfares | $ | $ |
| Accommodation | $ | $ |
| Registration / Event Fees | $ | $ |
| **Total** | **$** | **$** |

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| **13.0 Applicant warranty** |

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| **In submitting this application, I, the applicant warrant that:*** I have read, understand and adhere to Screenwest's current relevant guidelines and Terms of Trade. In particular, I acknowledge that Screenwest reserves the right to vary any of its terms and conditions without notice.
* I am not a full time student at a secondary school or a full time student at a tertiary institution (including at a film school).
* I will always act in good faith in all dealings with Screenwest.
* I have the capacity, resources and rights to carry out the proposal listed above.

Note: You must ensure that all particulars you have supplied are true and correct and that you have not concealed information relevant to this application.  In making this application you are seeking a benefit from Screenwest. Under section 409 of the *Criminal Code Act Compilation Act1913 (WA)*, a person who gains a benefit by deceit or any fraudulent means is guilty of an offence. Company directors may be personally liable for the statements of the company. In the event that the particulars you have knowingly supplied are false, Screenwest may (a) revoke any offer made in conjunction with this application; (b) demand immediate repayment of any funds which had been paid under a funding contract for funding approved based on this application; and/or (c) cease to consider any application (whether current or future) from you.  |
| **Signed** | ***[ELECTRONIC NAME / SIGNATURE IS ACCEPTABLE]*** |
| **Name / Title** |  | **Date** |  |