**Travel Assistance Skills Development & Exposure: 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 in the box.

Submit this Application Form and all supporting documents in **one email** to [funding@screenwest.com.au](mailto:funding@screenwest.com.au)

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| 1.0 Application summary | |
| Application Date |  |
| Fund Applying For | Travel Assistance - Skills Development & Exposure |
| Travel Category | Advertised Round: Market Events & Conferences |
| Out of Round: Market Events & Conferences |
| Out of Round: Festivals & Awards |
| Out of Round: Skills Development |
| 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** |  | | | |
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| **State** |  | **Post Code** |  |
| **Applicant Contact Name** |  | | | |
| **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 Application materials required** (Refer to the relevant category and include materials required) | | |
| **Advertised Round: Market Events and 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. A summary (no more than one paragraph on each) of at least three projects being taken to the event and confirmation of any current market interest (i.e. a letter or email). Section 8.0 |  |  |
| 1. A strategic development, marketing and financing plan of how each project will move towards production, and how attendance is a necessary part of this plan. |  |  |
| 1. A list of proposed outcomes to be achieved by the end of the market or conference, including a summary of set meetings. Section 7.0 |  |  |
| 1. An identified mentor that will offer advice and facilitate in setting meetings for you at the event. Please provide a letter of confirmation from your mentor. |  |  |
| 1. Confirmation of selection / invitation to the event (if applicable).   *\*Note: A budget is not required for an Advertised Round.* |  |  |

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| **Out-of-Round: Market Events and 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. Confirmation of selection / invitation to the event (if applicable). |  |  |
| 1. A summary (no more than one paragraph on each) of at least three projects being taken to the event, and confirmation of any current market interest (i.e. a letter or email). Section 8.0 |  |  |
| 1. A strategic development, marketing & financing plan of how each project will move towards production, and how attendance is necessary. Attach separate page. |  |  |
| 1. A list of proposed outcomes to be achieved by the end of the market or conference, including a summary of set meetings. Section 7.0 |  |  |
| 1. An identified mentor that will offer advice and facilitate in setting meetings for you at the event. Please provide a letter of confirmation from your mentor. |  |  |
| 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 10.0 |  |  |
| 1. Proposed budget using template in Section 13.0 |  |  |

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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 9.0 |  |  |
| 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 12.0 |  |  |
| 1. Proposed budget using template in Section 13.0 |  |  |

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| **Out-of-Round: Skills Development Opportunities** | **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 or invitation to the skills development opportunity (if applicable). |  |  |
| 1. Detailed summary of the skills development opportunity. Section 11.0 |  |  |
| 1. Rationale as to why attendance is important for you at this time. Section 11.0 |  |  |
| 1. Proposed budget using template in Section 13.0 |  |  |

**Please only complete the following areas relevant to the travel category, as marked above**.

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| * 1. **Market events & conferences: Proposed outcomes & summary of set meetings** (Add additional rows as needed.) |
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| **8.0 Market events & conferences: Project summary**  Remember to also attach a strategic development, marketing and financing plan, and how attendance is a necessary part of this plan. (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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| **9.0 Festivals & awards: Rationale for attendance** (Add additional rows as needed.) |
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| **10.0 Description of Festival / Award / Market Event / Conference** – complete this section if the event is **not included** in the Screenwest ‘*List of Eligible Markets, Conferences, Festivals and Awards*’ |
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| **11.0 Skills development** (Add additional rows as needed.) | |
| **Detailed summary of the skills development opportunity** |  |
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| **Rationale as to why applicant attendance is important at this time (including a summary of set meetings and/or outcomes)** |  |
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| **12.0 Proposed itinerary** – provide a brief narrative of your travel plans including intended activities and itinerary details. (Add additional rows as needed.) |
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| **13.0 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 Conference/Market Registration (if applicable). **Receipts are required for all Out of Round applications.**   |  |  |  | | --- | --- | --- | | **Expense Category** | **Total Travel Budget** | **Requested Screenwest Contribution** | | Airfares | $ | $ | | Accommodation | $ | $ | | Registration / Event Fees | $ | $ | | **Total** | **$** | **$** | |

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| **14.0 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** |  |