



Diversity & Inclusion Fund Guidelines

What is it?

The Diversity & Inclusion Fund is a special fund to support the creation and growth of diverse representation on and/or behind the camera from targeted underrepresented groups of Western Australian screen industry practitioners. It has a particular focus on practitioners from CaLD backgrounds, living with disability, LGBTQIA+ and intersectionalities of these practitioners.

The primary purpose of the Diversity and Inclusion Fund is to foster a local screen industry that better reflects the overall diversity of Western Australia's population, through the key strategic focus areas:

- Skills development and pathway opportunities for crew and key creatives from underrepresented backgrounds through funded Attachments.
- Supporting screen industry activities that will lead to greater and long-term intersection between the professional WA screen sector and underrepresented groups within the Western Australian screen industry.
- Supporting access to professional screen sector activities through equipment adaptation, set modification, interpreters and/or support workers on Screenwest funded productions.
- Discovering diverse new talent with unique stories to tell.
- Supporting projects which contribute to a climate where ethical stories, storytelling and narratives are encouraged via community engagement to reflect contemporary societal values.

Projects and activities that attempt to close any current identified skills gaps areas within the Western Australian screen industry may be prioritised.

Funding Streams

The Diversity & Inclusion Fund has two streams.

Diversity & Inclusion - General

- This stream accepts applications for screen industry activities and/or projects from practitioners from the identified focus areas below, with the broader aim of increasing diverse representation.
 - CaLD
 - Disability
 - LGBTQIA+ and
 - Intersectionalities of any of the above groups
- There will be up to three rounds per financial year, focused on these identified communities, subject to funding availability.
- Rounds will be announced as and when best suits the direction and purpose of the organisation.

Diversity & Inclusion – Access

- This stream accepts applications anytime throughout the year for Western Australian Production Companies to provide attachment opportunities and/or to assist with physical accessibility to professional productions for underrepresented Western Australians, within the identified focus areas. Individual practitioners may apply, or a Production Company may apply on behalf of the practitioner.
- Screenwest funded productions will be prioritised, along with proposals that may lead to ongoing opportunities and/or employment.
- Given the demand on funds, Screenwest will likely only be able to support a select number of opportunities per year.

What Can I Apply For?

- **Diversity & Inclusion – General**
 - Up to \$20,000 per application.
 - These funds may be used for either projects or activities.
- **Diversity & Inclusion – Access**
 - Up to \$10,000 per application.
 - These funds may be used for Attachment opportunities, or for specific accessibility costs on a production.
- 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.

Am I Eligible?

To be considered eligible for this fund, the below general minimum eligibility applies.

Applicant / Company Eligibility

The applicant / company must:

1. Meet the general eligibility requirements as set out in the [Screenwest Terms of Trade](#).
2. Be a Western Australian resident / Production Company as defined in the Screenwest Terms of Trade.
 - a. Applications from non-WA resident or production companies will only be considered where the activity can demonstrate strong and ongoing opportunities for the identified underrepresented groups within the Western Australian screen sector.
3. Be able to clearly demonstrate how the activity/project will lead to:

- a. The creation and growth of diverse representation on and/or behind the camera from underrepresented Western Australian screen industry practitioners.
 - b. Greater and long-term intersection between the professional WA screen sector and underrepresented groups within the Western Australian screen industry.
4. **Diversity & Inclusion - Access** funding is not intended to be used to subsidise a position in the company, or on a current project. It is intended to bring an Attachment to a professional film set, or to assist with additional accessibility costs for a diverse practitioner to assist them in gaining greater access and inclusion to professional film sector activities.

What Do I Need to Apply?

Applicants will need to provide:

1. A completed Application Form on SmartyGrants, including any additional information, documentation and materials listed in the form.
2. A detailed proposal that includes what the activity or project is, dates, location/s, key people involved, what proposed outcomes and/or deliverables will you deliver.
3. A statement (no more than 2 pages) that addresses:
 - a. why you are applying for Diversity & Inclusion Funding, any obstacles you may have experienced around inclusion in the professional, local screen industry sector and how this funding will help your ongoing professional development and career.
 - b. How you believe this funding will:
 - i. Lead to the creation and growth of diverse representation on and/or behind the camera within Western Australia; and
 - ii. Create greater and long-term intersection between the professional WA screen sector and underrepresented groups within the Western Australian screen industry and the wider community.
4. Completed Screenwest budget template, including a line-by-line rationale for the Screenwest funding.
5. CV (two pages max) of the Applicant.

6. CVs of any key creatives involved.
7. Company Bio of the Production Company, if relevant.
8. Any additional supporting materials that will strengthen the application such as links to previous work etc.

Additionally, for **Diversity -Access** Funding:

9. Email/letter of agreement from the Production Company confirming the Attachment opportunity and the level of involvement the Applicant will have.
10. If the Applicant is the Producer/Production Company of a project making the funding application on behalf of the Attachment, an email/letter of support from the Attachment is required.
11. CV of any creative/s the Applicant will be attached to (if relevant).

Note: A COVID risk management plan may be requested at any time during the application or assessment process.

How is my Application Assessed?

Assessment Criteria

Screenwest will assess all eligible applications against the following criteria:

1. Quality of the overall proposal.
2. Likelihood that the project or activity will assist in achieving greater and long-term intersection between the professional WA screen sector and underrepresented groups within the Western Australian screen industry.
3. Potential benefits to the beneficiary/s professional development and career.
4. Track record and/or perceived ability of the Applicant and any involved Production Company to deliver on the proposed outcomes.

5. Support for Screenwest’s commitment to the creation and growth of diverse representation as described in the Screenwest Diversity Statement, below.
6. 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 deems appropriate to best serve the purpose and strategy of the organisation.

Assessment Process & Timeline

Screenwest will follow this process in assessing applications for this program:

1. Screenwest will check the application meets the general minimum eligibility.
2. Any applications found ineligible will be reviewed by a Screenwest Program Manager.
3. Depending on the number of applications, Screenwest Management reserves the right to shortlist applications, prior to formal panel assessment.
4. Final application will be approved through the following processes:
 - a. **Diversity – General:** Final applications will be approved at a panel assessment meeting, with at least one or more panel members being from a diverse or underrepresented background, consisting of Screenwest Management and at least one external industry assessor.
 - b. **Diversity – Access:** Final applications will be approved internally by at least two Screenwest Program Managers.
5. Assessments will follow the below timelines:
 - a. **Diversity – General:** The assessment timeline is approximately 6 – 8 weeks from application deadline to funding decision.
 - b. **Diversity – Access:** The assessment timeline can take up to 3-4 weeks from application to funding decision. Please ensure an application is submitted with enough lead time prior to the opportunity start date, to ensure Program Managers have enough time to liaise and assist relevant parties.

Diversity Statement

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.

Overall, 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.

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](#).

There must be strong Indigenous representation **on all projects** that tell Indigenous stories, through:

- the involvement of Indigenous key creatives and
- 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.

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](#).

Terms of Funding

1. Funding:

- **Project Development** funding will be provided as an investment, with successful recipients entering into a Development Investment Agreement (DIA) with Screenwest
- **Production** funding will be provided as a grant with successful recipients entering into a Production Grant Agreement (PGA) with Screenwest
- **Diversity & Inclusion - Access** funding will be provided as a grant with successful recipients entering into a Grant Agreement (GA) with Screenwest. Please note, an attachment would expect to enter into a standard employee or contractor confidentiality and/or intellectual property agreement with the Producer/ Production Company before commencing the Attachment Term. Screenwest reserves it's right to request copies of these agreements at any time.
- **Activity** funding will be provided as a grant with successful recipients entering into a Grant Agreement (GA) with Screenwest

All agreements will specify the terms of the funding and what the applicant will need to deliver to receive their scheduled payments.

2. 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.
3. It is the applicant's responsibility to obtain and keep current, all necessary permissions, insurances, permits and Chain of Title documentation for the development, production and exploitation of the Project. Screenwest reserves the right to sight and approve the above at any time, upon written request to the applicant.

Deadlines and How to Apply

Applications must be completed in full and submitted by **5:00pm AWST on any specified closing dates**. Please check the Screenwest website and the [Screenwest SmartyGrants Portal](#) to see all announced application deadlines.

Acceptance of any additional application materials after this date is subject to Screenwest's discretion.

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 having difficulties, please call Screenwest on [+61 8 6169 2100](#) or [1800 463 043](#) (WA regional callers).

Please note: the submission portal 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 speak to about this program?

For more information about this program, please contact:

Dr. Jonathan Messer, Diversity & Inclusion Manager

Screenwest

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Please note that meetings with program contacts can be in high demand. It is 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.