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## Screenwest Public Fund Grant – Program Guidelines

Screenwest (Australia) Limited (ABN 43 620 492 300)

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### Overview

Screenwest (Australia) Limited (**Screenwest**) operates the Screenwest Public Fund from which grants may be provided from time to time (**Public Fund Grants**). Public Fund Grants are available to individuals for the purpose of advancing culture by promoting the development of the Western Australian film industry which encompasses, amongst other things, the development, making, promotion, distribution, broadcasting and exhibition of films and other screen content (**Public Fund Purpose**).

These Guidelines provide information about the eligibility and assessment requirements, the decision-making process and the conditions of receipt for Public Fund Grants. Screenwest reserves the right to change or modify the terms outlined in these Guidelines at its discretion, so long as these Guidelines remain compliant with the requirements of the Register of Cultural Organisations.

The Screenwest (Australia) Ltd Terms of Trade do not apply to Public Fund Grants. However, they will apply where Screenwest provides funding from sources other than its Public Fund.

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### 1 Funding available

The amount of funding available to allocate towards Public Fund Grants will fluctuate as the Screenwest Public Fund fluctuates.

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### 2 Eligibility criteria

You must meet the following eligibility criteria in order to be eligible for a Public Fund Grant. You must:

- be an individual (who is applying on your own behalf and not on the behalf of another person or organisation);
  - be a Western Australian resident;
  - meet the assessment criteria set out in section 4 of these Guidelines;
  - agree to comply with the conditions imposed (as described further at section 7); and
  - not be an employee or board member of Screenwest.
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### 3 How to apply

Applications must be submitted online through the Screenwest website at [www.screenwest.com.au](http://www.screenwest.com.au). Public Fund Grants will be open from time to time and applications submitted will be considered against the eligibility and assessment criteria outlined within the Public Fund Grant Program Guidelines and any specific associated guidelines, during these specified periods.

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## 4 Assessment criteria

Applications will be considered with reference to section 2 of the Screenwest Public Fund Assessment, Monitoring and Evaluation Policy, the individual Screenwest Funding Program Guidelines and the assessment criteria outlined below

Criteria	Assessment
<b>Alignment with the Public Fund Purpose</b>	Successful applicants will clearly articulate how their proposed use of the Public Fund Grant will advance culture by promoting the development of the Western Australian film industry which encompasses, amongst other things, the development, making, promotion, distribution, broadcasting and exhibition of films and other screen content.
<b>Artistic merit</b>	Successful applicants will demonstrate that their proposed use of the Public Fund Grant is: <ul style="list-style-type: none"><li>• innovative, authentic and creative;</li><li>• respectful of cultural tradition; and</li><li>• interesting and likely to engage the community.</li></ul>
<b>Viability</b>	Successful applicants will demonstrate: <ul style="list-style-type: none"><li>• their ability to achieve their desired outcome with the Public Fund Grant;</li><li>• effective planning, budgeting and resource allocation;</li><li>• that the proposed project to be undertaken with the Public Fund Grant is (or with the addition of the Public Fund Grant will become), fully funded; and</li><li>• the capacity and skill of the applicant and key participants.</li></ul>

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## 5 Supporting materials

In order to demonstrate fulfilment of the assessment criteria, you will need to provide supporting material which should include:

- CVs or biographies for all key participants;
- letters of commitment from you and any key participants including a statement indicating capacity to manage funds and financial risk and a statement describing your financial record keeping strategy if successful;
- relevant examples of recent work;
- letters or emails of support;

- a proposal, including a project plan or implementation strategy, describing how the Public Fund Grant will be used if successful and any key milestones anticipated; and
- a thorough budget including all anticipated income and expenditure associated with the proposed use of the Public Fund Grant (including evidence of price quotes if applicable).

If you are unable to provide any of the supporting material listed above, please include in your application the reasons why such material cannot be provided.

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## 6 Decision making

Applications will be assessed by a selection committee in accordance with the Screenwest Public Fund Assessment, Monitoring and Evaluation Policy.

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## 7 Conditions on receipt

Before a Public Fund Grant is provided, successful applicants must agree to be bound by and comply with the Public Fund Grant Terms and Conditions, which will be contained within an agreement. The Public Fund Grant Terms and Conditions will cover, at a minimum:

- how and when the Public Fund Grant is to be used, noting that Public Fund Grants may only be used in ways which promote the Public Fund Purpose;
- the objectives or outcomes projected to be achieved with the use of the Public Fund Grant;
- an undertaking by the applicant to only use the Public Fund Grant as specified; and
- all monitoring and evaluation requirements imposed, which may, amongst other things, require Public Fund Grant recipients to:
  - submit regular formal reports describing the use of the Public Fund Grant against the budget, plan or proposal submitted;
  - allow Screenwest to inspect how the Public Fund Grant is being utilised;
  - provide financial statements demonstrating how the Public Fund Grant was utilised; and
  - provide a final report once the Public Fund Grant has been expended describing, amongst other things, how the stated objects were achieved.

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## 8 Questions

Questions about these Guidelines and the Public Fund Grants may be directed to [publicfund@screenwest.com.au](mailto:publicfund@screenwest.com.au)