



Workforce Capacity Program - Documentary Guidelines

This fund supports Western Australia documentary production companies who offer paid on the job training opportunities to local screen practitioners. The training opportunity must be for a 6–12-month period and be in one of the following roles identified for development:

- Shooter Director
- Camera
- Line Producer/Production Manager
- Editor
- Story Producer.

Other roles will be considered case-by-case, in line with the evolving needs of the WA screen industry.

Screenwest encourages applications from First Nations Australians and people from historically underrepresented groups.

Funding Available

- Up to \$50,000 per company.

Screenwest funding is limited and competitive.

What You Can Receive Funding For

- The training of WA practitioners on documentary productions.
- Training can occur across multiple documentary productions.

What You Cannot Receive Funding For

- Recurrent administrative overheads including but not limited to rent, utilities, insurances, legal expenses.
- Activities being completed as a requirement of Screenwest production funding or other State / Federal funding body funding e.g., Below-The-Line Crew Capacity Attachments, or incentivized personnel.
- Activities already supported by Screenwest Professional Development - Placements funding.
- Monies already spent (applications for retrospective funding are ineligible).
- Items/activities listed in '[What Screenwest does not fund](#)' in the Screenwest Terms of Trade.

Eligibility

Applicant / Company Eligibility

The applicant / company must:

1. Meet the general eligibility requirements in the [Screenwest Terms of Trade](#).
2. Be a Western Australian Resident with a registered Australian Business Number (ABN) or a Western Australian Resident Company as defined in the [Screenwest Terms of Trade](#).
3. Have one or more productions on which the trainee/s will be engaged for 6-12 months.
4. Hold the relevant insurances required to deliver the activities proposed.

Companies in receipt of Industry Enhancement Program funding are not eligible to apply.

Trainee Eligibility:

The trainee must:

- Be a Western Australian resident as defined in the [Screenwest Terms of Trade](#).

- Meet the general eligibility requirements as set out in the [Screenwest Terms of Trade](#).
- Receive a broadcast and/or theatrical credit for the work they complete.

Application Materials

Applicants must submit the following materials:

1. A 1–2-page proposal outlining:
 - a. The training objectives
 - b. The number of trainees and areas they will be trained in
 - c. Any pre-identified candidates
 - d. How the production company will support/mentor the trainee/s throughout the placement
 - e. How the proposal will address the skills development needs in the broader WA documentary sector.
2. A timeline of activities.

Assessment Criteria

Screenwest will assess eligible applications against the following criteria:

1. *Workforce Development*: the training proposal's ability to deliver workforce capacity outcomes for the Western Australian screen industry.
2. *Track Record*: the applicant's potential and/or demonstrated ability to deliver on the proposed plan, based on their track record and commitment to developing the screen industry in Western Australia.
3. *Production Slate Capacity*: the capacity of the production slate to support training opportunities, considering crew size, shoot locations, schedule, and subject/s.

4. *Benefits to WA*: the extent to which the proposal will likely benefit Western Australia broadly.
5. *Strategic Priority*: the range of activities being funded currently and historically, to ensure Screenwest supports activities across a range of strategic priority areas.

Screenwest will weight the above assessment criteria as it deems appropriate to best serve the strategic purpose of the organisation.

When reviewing applications, Screenwest considers if the applicant has multiple ongoing projects that could affect the quality and timely completion of additional projects.

First Nations Australian Content

First Nations Australian Content Screenwest supports the telling of First Nations Australian stories by First Nations Australian creatives and storytellers.

There must be strong First Nations Australian representation on all projects that tell First Nations Australian stories, through the involvement of First Nations Australian key creatives and thorough consultation, incubation and collaboration that is adequately budgeted for.

Diversity Statement

Screenwest is committed to reflecting the broad diversity of Western Australia's community on and off screen, through stories funded and practitioners supported.

Screenwest recognises diversity broadly 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.

Application Process

Before applying:

1. Read these guidelines and the [Screenwest Terms of Trade](#). The Terms of Trade set out the core terms on which Screenwest conducts its business.

2. Review the online application form on Smartygrants and make sure you have all required documents ready to submit with the application.
3. Discuss your application with the Program Contact person if you have any questions.

How To Apply

1. Complete an online application form through the [Screenwest SmartyGrants portal](#)
2. Attach all relevant documentation and supporting material (refer to the 'Application Materials' section above).

Contact the Program Manager if you require accessibility assistance.

After You Apply

1. Applications are reviewed to ensure they meet the general minimum eligibility criteria.
2. A panel consisting of Screenwest Management, experienced industry representative/s will assess all eligible applications.
3. The panel's funding recommendations are presented to the Screenwest Board for approval.
4. Final decisions are made by the Screenwest Board.
5. You can expect a decision within 6-8 weeks of the funding round closing date.
6. Screenwest will advise applicants of the outcome of their application via email or phone.

Terms of Funding

- Funding is provided as a grant.
- Successful applicants will sign a written agreement with Screenwest outlining funding conditions, cash flow details, and the deliverables required for scheduled payments.
- Receipt of funding should not lead to any expectation of continued assistance from Screenwest beyond the term of the funding agreement.

Program Contacts

General Enquiries

Anika Fourie, Production Attraction & Services Coordinator

E: anika.fourie@screenwest.com.au

T: +61 8 6169 2158

Program Contact

Melissa Hayward, Documentary Executive

E: melissa.hayward@screenwest.com.au

T: +61 8 6169 2116

Toll Free: [1800 463 043](tel:1800463043) (WA regional callers only)