

### Program Requirements

\* indicates a required field

#### Before you begin:

- It is important that you read our [Terms of Trade](#) and the [Commissioned Program Guidelines](#) to ensure your project is eligible for Screen Australia Funding and to help you deliver the strongest application possible.
- For help completing this application, refer to the [Help Guide for Applicants](#) or [Applicant Frequently Asked Questions \(FAQs\)](#)

### General Requirements

**Please note:** Effective 1 April 2019, successful Commissioned Program applicants are not eligible for Producer Equity Program funding for the same project.

#### The project that is the subject of the application: \*

- ☐ is a one off documentary of at least a commercial half-hour in duration, or a series of any number of episodes at least a commercial half hour in total duration; AND
- ☐ has an approved budget/finance plan of at least \$250,000 per hour; AND
- ☐ does not exceed the cap which limits funded projects to a maximum of 15 commercial hours, including multiple series

#### The project that is the subject of the application is intended for distribution via a Commissioning Platform with the required presale confirmed of: \*

- ☐ \$180,000 per hour, where Screen Australia funding is more than \$500,000, OR
- ☐ \$150,000 per hour, where Screen Australia funding is \$500,000 or less, OR
- ☐ \$100,000 per hour, where at least 10 per cent of the budget comprises: - advances from sales agents for the international market, and/or - international territory presales irrespective of the level of the Screen Australia funding OR
- ☐ Post-production applications only: a post-production presale to a domestic commission with a licence fee of at least \$50,000 per commercial hour.

Please note that the required local presale does not include any equity component for the Commissioning Platform; Broadcast or streaming rights for New Zealand or another Rest of World (ROW) territory; subscription television rights (if the presale is to a free-to-air broadcaster), or free-to-air rights (if the presale is to subscription television); transmission via another platform - for example SVOD, transactional video on demand or other online platforms if they are not the originating Commissioning Platform; distribution rights for Australia or a ROW territory.

#### Has the project that is the subject of this application been previously assessed and declined for funding under this program? \*

- ☐ Yes ☐ No

# Commissioned Program

## Form Preview

If YES, you are required to submit a Summary of Changes

**As the project that is the subject of this application has been previously assessed and declined for funding under this program please confirm the following: \***

- ☐ the project has been substantially and demonstrably re-worked, and a statement of changes is provided, AND
- ☐ the project has not been declined twice before.

You can submit a second application but you'll need to include a statement of changes. The request has be approved by HOD before submitting, please chat to an investment manager first. We're looking for substantial changes in project creative, team, marketplace interest or budget. Please include a date or guide to when it was last submitted, any former titles and what your project has changed from.

**Statement of changes \***

**Do the individual applicants, key creatives named in the application, applicant company or related parties have any outstanding debts or contractual obligations (eg, overdue delivery items or reports, debts under P+A loan agreements, or gross proceeds not paid as required) to Screen Australia or its predecessors? (AFC, FFC or Film Australia) \***

- ☐ Yes ☐ No

**Please provide details of outstanding debts or contractual obligations including the relevant agency (Screen Australia, AFC, FFC, Film Australia). \***

**Applicant Company or Sole Trader Name \***

## Applicant Information

\* indicates a required field

**The Applicant must be a key creative for the project (Writer, Director or Producer). This person takes responsibility for the application and all official correspondence will be directed to them. Note, this form can be filled and submitted on behalf of the applicant.**

**Applicant \***

# Commissioned Program

## Form Preview

First Name

Last Name

**Applicant Role \***

**Applicant Career Stage \***

At what stage is the applicant in their career? Are they a beginner, an up-and-comer, or a seasoned creative?

**Email \***

**Mobile \***

**Applicant Address \***

Address

Must be a street address. A P.O Box is not acceptable.

### Contracting Entity

**Please provide the requested information for the individual or company with whom Screen Australia will contract if this application is successful.**

**Applicant Company Name \***

Organisation Name

**ABN \***

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	

# Commissioned Program

## Form Preview

DGR Endorsed

ATO Charity Type

[More information](#)

ACNC Registration

Tax Concessions

Main business location

Must be an ABN.

### Is the Applicant Company an SPV (Special Purpose Vehicle)? \*

- ☐ SPV  
☐ Not SPV

### Applicant Company Address \*

Address

Must be a street address. A P.O Box is not acceptable.

### Applicant Company Primary Phone Number \*

Must be an Australian phone number.

### Applicant Company Primary Email \*

Must be an email address.

### Please also provide the contracting information for the Parent Company.

#### Parent Company Name \*

Organisation Name

#### Parent Company ABN \*

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register

ABN

Entity name

ABN status

Entity type

Goods & Services Tax (GST)

# Commissioned Program

## Form Preview

DGR Endorsed

ATO Charity Type

[More information](#)

ACNC Registration

Tax Concessions

Main business location

Must be an ABN.

### Parent Company Address \*

Address

Must be a street address. A P.O Box is not acceptable.

### Parent Company Phone Number \*

Must be an Australian phone number.

### Parent Company Email \*

Must be an email address.

## Contracting and Business Contacts

List the officeholders/shareholders for the Applicant Company, plus Parent Company and SPV if applicable.

Shareholder or Officeholder Name	Company Name	Australian Citizen/ Resident	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

List the business contacts (where known).

Company Name	Role	Contact Name	Address
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### Additional contact person if relevant

First Name

Last Name

### Additional Contact Phone Number

# Commissioned Program

## Form Preview

### Additional Contact Email

## Project Summary

\* indicates a required field

### Project Title \*

### AKA Title(s)

## Amount Requested

Amount requested - up to \$1m for Production or up to \$100,000 for matched post-production funding.

**Total Amount Requested. Your request must not exceed \$1,000,000 and must include any previous Screen Australia funding (including development), as well as any COVID costs incurred during production. \***

### Total budget \*

Must be a dollar amount.

### Application is for: \*

☐ Production

☐ Post-Production

### Format \*

☐ One-off

☐ Series

### Is this title a Foreign Format? \*

☐ No

☐ Yes

### Duration (minutes) \*

# Commissioned Program

## Form Preview

**Duration per episode (minutes)**

Must be a number.

**Number of episodes \***

**Budget per hour \***

Must be a dollar amount.

**Has this project previously applied for any funding in any form including development to Screen Australia or its predecessor agencies (AFC, FFC, Film Australia)? \***

☐ Yes

☐ No

**Please indicate the agencies to which this project has been previously submitted: \***

☐ Screen Australia ☐ AFC ☐ FFC ☐ Film Australia

**Has this project previously received funding from Screen Australia or its predecessor agencies? \***

☐ Yes

☐ No

**How much funding has this project previously received? \***

Must be a dollar amount.

## Creative Team

\* indicates a required field

### Key Creatives

**Please list the key members of the creative team who are confirmed and integral to the funding requested at this stage - the writer, director, writer/director, producer and/or executive producer.**

**By default if a writer is not specified it will be assumed the director will fill this role.**

Please note: It is a Screen Australia requirement that all applications for direct funding must attach a director and writer who are Australian citizens or residents.

Click on '**Add More**' to enter multiple Key Creatives.

# Commissioned Program

## Form Preview

**For each Key Creative you must indicate their Career Stage.** This refers to what stage of their career the Key Creative has reached to this point:

- **Grassroots / First Timer:** The Key Creative is only beginning their career. They may have worked on some small, short-form content projects or never worked on a completed production before.
- **Emerging:** The Key Creative has some experience in above the line roles on one or two completed productions.
- **Mid-Career:** The Key Creative has a track record across multiple longer form productions which have achieved critical success and/or significant audience reach.
- **Established:** The Key Creative is highly accomplished, with significant experience on numerous higher-budget productions, which have achieved commercial and critical success

The Indigenous language group provides a list of language names and the AIATSIS code from the Austlang Database. You can visit the [Austlang Database](#) to see more information about the language/s you are selecting.

**Name \***

**Career Stage \***

**Please select the Key Creative's gender: \***

**Role \***

**Does the Key Creative identify as Indigenous? \***

**Bio \***

**If yes, please select the Indigenous language group/s the Key Creative identifies with:**

Word count:

Must be between 2 and 200 words.

**Mobile \***

**Email \***

**State \***

Other:

**Australian citizen \***

**Status \***

☐ Confirmed

☐ Proposed

## Previous Credits

\* indicates a required field

# Commissioned Program

## Form Preview

### Previous Credits

For each Key Creative entered on page 4, provide details of the Key Creative's previous credits.

Click on 'Add More' to enter multiple previous credits.

<b>Key Creative Name *</b>	<b>Format *</b>
<input type="text"/>	<input type="text"/>
<b>Credited Role *</b>	<b>Production Year *</b>
<input type="text"/>	<input type="text"/>
<b>Project Title *</b>	<b>Release details plus links to relevant credits e.g. IMDB, festival website, theatre reviews, online work, etc. *</b>
<input type="text"/>	<input type="text"/>
<b>Duration (minutes) *</b>	
<input type="text"/>	
<b>Budget *</b>	
\$ <input type="text"/>	

### Previous Work

Please provide links to the relevant director and producer's previous work (a complete film, not a show reel) via an online viewing link, such as Vimeo. Include a password if relevant.

**Please note the following important requirements for video links. Video must:**

- be download-enabled for Screen Australia record keeping
- be less than
- be in MP4 or WMV format, 264, resolution 720p.
- If you need assistance in reducing filesize, click here for instructions on compressing your video file.

Name/Description	Online Screening Link	Password
<input type="text"/>	<input type="text"/>	<input type="text"/>

## Inclusive Attachment Scheme

### Inclusive Attachment Scheme

As a condition of Screen Australia production support an above or below the line attachment must be allocated to each project: for example an attachment to a Director, Producer, DOP, Editor or Composer. The attachment should reflect the theme or content of the project: for example Indigenous, ability, gender, LGBTQI+, culturally or linguistically diverse. Or the attachment should be targeted at providing experience to emerging practitioners. The costs must be included within your production budget and potential attachments should be discussed with your Investment Manager.

# Commissioned Program

## Form Preview

Name

Role

Gender

Mobile

Does the attachment identify as Indigenous?

Email

If yes, please select the Indigenous language group/s the attachment identifies with:

Australian citizen

Is the attachment from a culturally or linguistically diverse background?

Status

If yes, please select the attachment's cultural background/ethnicity:

Bio

Please select the attachment's first language:

Word count:

Must be between 2 and 200 words.

Does the attachment have a disability?

## Attachment's Previous Credits

Project Title

Duration (minutes)

Release details plus links to relevant credits  
e.g. IMDb, festival website, etc.

Credited Role

Budget

Format

Production Year

Screening link (if available)

Password (if required)

## Attachment Amount

Please indicate the amount intended to be used for the attachment position. This amount should be included in the total Budget.

Must be a dollar amount.

### Project Creative Details

\* indicates a required field

See Screen Australia's guide [What is a synopsis? An outline? A treatment?](#) for more information.

#### Logline Synopsis \*

Must be between 2 and 50 words.

#### One-paragraph synopsis \*

Word count:

Must be between 40 and 120 words.

### Online screening links

You may also provide download enabled video material to support your application.

This can include rushes - no longer than 5 minutes in duration - or if you are applying for post-production funding, an assembly, rough or fine cut or compile of the project. Include a password if relevant.

#### Please note the following important requirements for video links. Video must:

- be download-enabled for Screen Australia record keeping
- be less than
- be in MP4 or WMV format, 264, resolution 720p.
- If you need assistance in reducing filesize, click [here](#) for instructions on compressing your video file.

Name/Description	Online screening link	Password
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Areas of Focus

#### What are the primary areas of focus for this project/program? \*

You may select up to five items. You can select items from any area of the list – all have equal value. Only select sub-categories if you want to be more specific. In this question we want to know about the subject of the documentary project.

### Kew Crew (where known)

# Commissioned Program

## Form Preview

Name	Role	Australian citizen / resident	Status
	Other:		

### Audience

**Primary audience age range (years): \***

Identify your target age. e.g. 8 - 14.

**Primary audience gender: \***

☐ Skewed towards female    ☐ Skewed towards male    ☐ Gender neutral

**Secondary audience age range (years):**

Identify your target age. e.g. 8 - 14

**Secondary audience gender:**

☐ Skewed towards female    ☐ Skewed towards male    ☐ Gender neutral

### Cultural Collaboration

**Do elements of the project (story and/or team) reflect gender equity and the diversity of people and experiences from around Australia? \***

Word count:

Must be no more than 200 words.

### Indigenous Languages

Screen Australia's Indigenous Department is collecting information on Indigenous languages in an effort to extend our reach and ensure that we are working with and representing as many Indigenous nations as possible.

**Will all or part of the project include Indigenous languages? \***

☐ Yes    ☐ No

The below provides a list of language names and the AIATSIS code from the Austlang Database. You can visit the [Austlang Database](#) to see more information about the languages you are selecting.

**Please select the language group(s) included: \***

# Commissioned Program

## Form Preview

You can select more than one if required.

**Please describe what part of the project includes Indigenous Languages including how and why: \***

## Production Schedule

\* indicates a required field

Please provide proposed dates for each stage.

**Start of pre-production \***

Must be a date.

**Start of production \***

Must be a date.

**Start of post-production \***

Must be a date.

**Rough cut viewing \***

Must be a date.

**Project complete \***

Must be a date.

**Delivery \***

Must be a date.

## Producer Offset & Co-Production Status

\* indicates a required field

# Commissioned Program

## Form Preview

**Producer Offset:** You do not need to have lodged an application for your Producer Offset Provisional Certificate at the time of applying to the funding round unless specifically requested by your Investment Manager. In most cases producers will be able to wait to see whether or not their project has been successful for funding before applying for a certificate, saving time and application fees. However, if you are approved for funding you will need to lodge your application and receive your certification prior to contract execution. **Co-Productions:** You must be able to provide (where relevant) Provisional Co-production approval (no more than two years old) before the decision meeting at which your application will be considered. To allow Screen Australia's Producer Offset and Co-Production Unit sufficient processing time, this means you must have lodged the relevant form/s with them before submitting your application. For further information refer to our [Producer Offset](#) and [Co-Production](#) program pages.

**Does the project have Provisional Certification for the Producer Offset? \***

- ☐ Not eligible ☐ Applied for ☐ Provisional Certificate attached

**Is the project intended to be an Official Co-production? \***

- ☐ Yes ☐ No ☐ Undecided

**Foreign Co-producer and Country**

**Is it an Australian majority?**

- ☐ Yes ☐ No

**Australian financial percent**

Must be a number.

**Current Official Co-production status**

- ☐ Provisional approval application lodged

Insert reference number below. Note: provisional co-production approval must be obtained before the Decision Meeting at which the project will be considered.

**Provisional Co-production reference number**

The reference number is listed on confirmation email from the Producer Offset & Co-production Unit

## Copyright and Clearances

\* indicates a required field

The applicant must have the appropriate rights to tell the story through legal agreements (chain of title) whether the story is based on an original idea, article or real person (partly or wholly), etc. The applicant must also have confirmation of key subjects' willingness to participate. Where there is Indigenous community participation or content involved in the project, written confirmation of the willingness of both the subject(s) and the community to be involved in the project is essential.

**Do you have all of the appropriate agreements in place to tell your story (i.e. writers' agreements, directors' agreements, script editors' agreements, option agreements, etc)? \***

- ☐ Yes ☐ No

# Commissioned Program

## Form Preview

**Please provide a brief overview of the chain of title for this project, including any rights you still need to obtain: \***

Word count:

Must be no more than 250 words.

For example: 'An original work by [the writer] who is the applicant and owns the rights;' or, 'Based on the [book] acquired by [the production company] with a writer's agreement between [the production company] and [the writer].'

**Is the project dependent on obtaining releases or access agreements from individuals or bodies such as local councils, government or private organisations? \***

\*

☐ Yes

☐ No

**Please detail the type of release/s or agreements/s required and whether you have a signed copy. \***

Word count:

Must be no more than 250 words.

**Is the project partly or wholly based on a real life event or person? \***

☐ Yes

☐ No

**Please provide details including whether releases, in-principle agreements or access agreements have been obtained. \***

Word count:

Must be no more than 250 words.

## Chain of Title Documents

**Please list all of your chain of title documents:**

If this project is based on any other works you must provide details of all the works and the status of the chain of title documentation for each.

For each work: Where the Rights Holder is the Applicant, please list under 'Agreements/Status' the documents that establish this (the 'chain of title documentation') e.g. development agreement, option agreement, assignment agreement etc, including the parties to the agreement and its date. Where the Rights Holder is not the Applicant, please list under 'Agreements/Status' any documents currently in place (e.g. letter of intent, or in-principle agreement) or describe how the Applicant intends to obtain the necessary rights. If your application is approved, you may be required to provide an opinion letter from an appropriate solicitor confirming you have the rights to make the film before funds can be released. You may also need to provide all or some of the chain of title documents listed on request.

# Commissioned Program

## Form Preview

Click the 'Add More' button to add additional rows.

Type of Work	Title of Work	Author / Creator	Agreements / Status	Option Expiry Date
Other:				
				Must be a date.

## Indigenous Story Content

\* indicates a required field

Screen Australia supports the telling of Indigenous stories by Indigenous creatives and storytellers.

Where this is not the case we expect meaningful collaboration and consultation with the Indigenous communities whose stories they are.

**Whenever there is Indigenous content and/or Indigenous community participation in the project or when there are Indigenous members of the team who do not have the authority to speak for the people or place being represented in the story you will need to follow the checklists from [Pathways & Protocols: a film maker's guide to working with Indigenous people, culture and concepts](#).** This includes a statement on how you are approaching the Indigenous content, (even if you believe the content is not specific to a community or individual), evidence of your consultation to date and where relevant, signed letters of consent confirming community and/or individual's willingness to participate.

All projects involving Indigenous content or participation will be assessed by Indigenous Assessors.

It's important to us projects with Indigenous story content adhere to the Pathways & Protocols Guide, even if Indigenous content is only a section of your project.

**Is Indigenous content, and/or participation of or collaboration with Indigenous people the key focus of your project? \***

☐ Yes ☐ No

**Is Indigenous content, and/or participation of or collaboration with Indigenous people a section of your project? \***

☐ Yes ☐ No

**Please select the Indigenous languages or language groups that your story content relates to: \***

If relevant select more than one.

# Commissioned Program

## Form Preview

The above provides a list of language names and the AIATSIS code from the Austlang Database. You can visit the [Austlang Database](#) to see more information about the languages you are selecting

**Outline the level of Indigenous content (themes, characters, actors, locations) that you believe will be a part of the completed screen project. \***

Word count:  
Must be no more than 250 words.

**Why have you chosen to include Indigenous themes, characters, talent and/or locations in this screen project? \***

Word count:  
Must be no more than 250 words.

**How will you ensure the Indigenous themes, characters, talent and locations are represented respectfully and authentically (from development, to pre-production, shoot, post-production, delivery and marketing)? \***

Word count:  
Must be no more than 250 words.

## Key Creatives and Employment

**Are any of the Key Creatives Indigenous? If the screen project has major Indigenous components, will you ensure there is an Indigenous Key Creative on your team? If not why? \***

Word count:  
Must be no more than 250 words.

**How many Indigenous people do you intend on employing in the development and/or production of this screen project? \***

Word count:  
Must be no more than 250 words.

## Collaboration

# Commissioned Program

## Form Preview

**To date how have you collaborated with the Indigenous community on your screen project? Who from the Indigenous community have you collaborated with and can you provide a letter of agreement from them? What is your collaborative process with the Indigenous community going forward on this project? \***

Word count:

Must be no more than 250 words.

## Rights

**If your project has Indigenous Cultural and Intellectual Property components in the storyline, how are you implementing legal frameworks to protect these rights? \***

Word count:

Must be no more than 250 words.

Screen Australia's Pathways & Protocols will provide more information about Indigenous Cultural and Intellectual Property (ICIP)

**If this project is based on a real person or on a true story from an Indigenous community do you hold the necessary rights to the story, have you spoken to the relevant people about their representation on the screen and have they read the treatment/script/story materials that you have submitted? \***

Word count:

Must be no more than 250 words.

## Budget & Financing

\* indicates a required field

### COVID-19 Safety Compliance Costs Budget and Funding Sources

**Please provide a budget summary for the COVID-19 safety compliance costs. Do not include GST. You will be required to attach a full finance plan and production budget including these costs as a separate item in the "Submission Materials" section (page 14) of this application.**

Use the 'Add More' button to add additional rows.

Budget Item	Screen Australia Ask (\$)	Other Funding (\$)
	Must be a dollar amount.	Must be a dollar amount.
	\$	\$

Screen Australia Ask Total

Other Funding Total

# Commissioned Program

## Form Preview

\$   
This number/amount is calculated.

\$   
This number/amount is calculated.

**COVID Safety Compliance Costs Total**  
\$   
This number/amount is calculated.

### Previous funding

Please indicate any previous development or other funding provided to this project by Screen Australia or predecessor agencies, State and Federal agencies.

Agency/funding source	Year	Type of finance	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	<input type="text"/>	Other: <input type="text"/>	<input type="text"/>
<input type="text"/>	Must be a number.	<input type="text"/>	Must be a dollar amount.

**Would you like to request that Screen Australia waives their requirement for a completion guarantor? \***

☐ Yes ☐ No

If Yes, you will need to upload a signed statement on the production company letterhead stating the reasons Screen Australia should consider this a low risk project and confirming the production company has the capacity to underwrite delivery of the project.

**Does the project have a proposed offset cashflow provider? \***

☐ Yes ☐ No

**Offset cashflow provider \***

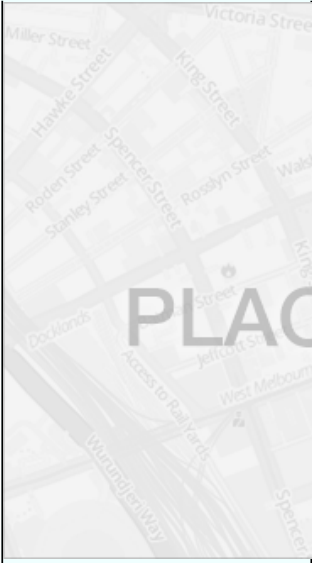
### Anticipated Spend by Location

Please note a postcode is required.

Location	Activity	Anticipated Spend	Estimated % of budget
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>

# Commissioned Program

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State/Province, Postcode, and Country are required.		Must be a dollar amount.	Must be a number.

**Total anticipated spend by state**

\$

The total spend should match the total production budget.

## Marketplace Deal Summaries

\* indicates a required field

Please provide details of the Australian Commissioning Platform attached to your project.

Commissioning Platform includes a free-to-air or subscription television broadcaster and/or newer online platforms such as subscription video on demand (SVOD).

Refer to the [Commissioned Program guidelines](#) for presale requirements.

**Commissioning Platform \***

e.g. Broadcaster

**Territories**

**Number of runs**

**Term of Agreement**

**Rights**

[Click here for more information](#)

**Additional rights or non-standard terms or conditions**

# Commissioned Program Form Preview

Must be a number.

Licence fee

\$

Must be a dollar amount.

Licence fee per hour

\$

Must be a dollar amount.

**Does the project have a Sales Agent/Distributor? \***

☐ Yes

☐ No

**Sales Agent/Distributor \***

**Term of Agreement**

**Territories**

**Rights**

[Click here for more information](#)

**Advance**

\$

Must be a dollar amount.

**Additional rights or non-standard terms**

**Distribution commission**

**Distribution expenses**

## Submission Materials

\* indicates a required field

Please ensure:

- Every file uploaded is named according to the filename instructions given
- Only upload information that relates to the question being asked
- If multiple files are uploaded for one question, please number to indicate sequence
- Uploaded files are in the specified format and **no ZIP files are included**
- Maximum file size is 25MB
- **Online Video links must be download enabled** for record keeping purposes
- **Videos must be less than 200MB**

For more information on submission materials, refer to the [Program Guidelines](#). Please note: If you have supplied more than the requirement, we will only read/ watch up to the maximum page/duration limit.

# Commissioned Program

## Form Preview

### Applicant Company Details

**ASIC Company Extract document - must be recent (within last 28 days). Please also provide for parent companies if the applicant company is an SPV. \***

Attach a file:

Filename: ASIC Extract - [Company Name] - [Project Title].doc, .docx or .pdf

**Company directors: list of the names and addresses of all company directors, indicating whether they are Australian citizens or residents. \***

Attach a file:

Filename: Company Directors - [Company Name] - [Project Title].doc, .docx or .pdf

### Project Creative Details

**Summary of changes \***

Attach a file:

Filename: Changes - [Project Title].doc, .docx or .pdf

Please refer to the guide [What is a Synopsis? Outline? Treatment?](#)

**What kind of story document(s) will you be providing? \***

☐ Outline ☐ Treatment ☐ Script

At least 1 choice must be selected.

**Outline \***

Attach a file:

Filename: Outline - [Project Title].doc, .docx or .pdf

**Treatment \***

Attach a file:

Filename: Treatment - [Project Title].doc, .docx or .pdf

**Script: Full and complete script, including date and draft number, presented according to industry standards. \***

# Commissioned Program

## Form Preview

Attach a file:

Filename: Script - [Project Name].doc, .docx or .pdf

**Creative statement: from the project's creative team detailing their creative vision for the project, and addressing one or more of Screen Australia's objectives for documentary funding (quality, cultural value and innovation), as well as any strategies for enhancing audience reach through new pathways. \***

Attach a file:

Filename: Creative Statement - [Project Name].doc, .docx or .pdf

## Clearances

**All available and relevant cast/presenter/interviewee/access deal memos and/or agreements.**

Attach a file:

Filename: [Document type] - [Project Title].doc, .docx or .pdf. If uploading multiple files, please number each.

## COVID Safety

**COVID Safety Plan AND Risk Assessment Plan \***

Attach a file:

Filename: COVID Safety Plan and Risk Assessment Plan - [Project Title].doc, .docx or .pdf

## Indigenous Content or Participation

**Indigenous content statement: A statement setting out how you are approaching the Indigenous content or participation with regard to appropriate protocols, even if the content is not specific to a particular community or individual. \***

Attach a file:

Filename: Indigenous Content Statement - [Project Title].doc, .docx or .pdf

**Indigenous consultation: Signed evidence of consultation to date. \***

Attach a file:

Filename: Indigenous Consultation - [Project Title].doc, .docx or .pdf. If uploading multiple files, please number each.

**Indigenous consent: Signed letters of consent from Indigenous individuals or communities confirming their willingness to participate. \***

Attach a file:

# Commissioned Program

## Form Preview

Filename: Indigenous Consent - [Project Title].doc, .docx or .pdf. If uploading multiple files, please number each.

### Budget and Financing

See [Documentary Information for Applicants](#) for budget requirements.

**Finance Plan: Using the [Screen Australia Excel template](#). Please indicate which sources of funding are confirmed by placing an 'X' in the column on the left of the template. The total budget in your finance plan must match the total in your detailed budget.**

**Your Finance Plan should include a separate row for Screen Australia's COVID-19 safety compliance costs contribution being requested, and additional rows for any other parties who are contributing to COVID-19 safety compliance costs.**

#### **Finance Plan \***

Attach a file:

Filename: Finance Plan - [Project Name].xls or .xlsx

**All relevant deal memos and agreements in relation to marketing and distribution finance. Signed & dated deal memos or signed & dated term sheets must be attached for ALL marketplace or equity attachments for every line of the finance plan including the completion guarantor (unless waived) and offset lender. Your finance plan must also match the amount in your budget. \***

Attach a file:

Filename: [Document Type] - [Name] - [Project Name].doc, .docx or .pdf. If uploading multiple files, please number each.

#### **Documented evidence relating to any private equity investment.**

Attach a file:

Filename: Equity evidence - [Project Name].doc, .docx or .pdf. If uploading multiple files, please number each.

Please use the correct [Documentary A-Z Budget template from the Screen Australia website](#). Please include a separate COVID Costs section.

**Detailed budget and budget summary using standard Screen Australia A-Z budget form. Your total budget must match the total in your finance plan. \***

Attach a file:

# Commissioned Program

## Form Preview

Filename: Budget - [Project Name].xls or .xlsx

### **Offset cashflow provider: Details of proposed Offset cashflow provider and terms sheet.**

Attach a file:

Filename: Offset cashflow provider - [Project Name].doc, .docx or .pdf

### **Completion Guarantor letter of intent: showing date of budget, correct budget amount, bond fee.**

Attach a file:

Filename: Completion guarantor - [Project Name].doc, .docx or .pdf

### **Completion guarantor waiver statement: a signed statement on the production company letterhead stating the reasons Screen Australia should consider this a low risk project and confirming the production company has the capacity to underwrite delivery of the project. \***

Attach a file:

Filename: Completion guarantor waiver - [Project Name].doc, .docx or .pdf

## Producer Offset and Co-Production Status

### **Provisional Certificate or confirmation email - Provisional certificate no more than two years old, or confirmation email as proof that application has been lodged. \***

Attach a file:

Filename: Provisional Certificate confirmation - [Project Name].doc, .docx or .pdf

### **Confirmation email no more than two years old (if received) as proof that Co-production application forms have been lodged \***

Attach a file:

Filename: Co-Production email - [Project Name].doc, .docx or .pdf

### **Copy of completed application form (not supporting documentation) for Co-Production Provisional Approval and for a Producer Offset Provisional Certificate. \***

Attach a file:

Filename: Co-Production Application - [Application type] - [Project Name].doc, .docx or .pdf

# Commissioned Program

## Form Preview

### Post Production Funding

**Signed letter of offer or domestic presale licence: where the licence fee matches the amount requested from Screen Australia. \***

Attach a file:

Filename: Letter of offer or licence - [Project Title].doc, .docx or .pdf

### Supporting Materials

**Please attach any other evidence of realistic intent to be in production within 6 months from the date of your application. This may include, but is not limited to, the following dated documentation:**

- Preliminary shooting schedule
- Cast and or crew deal memos (drafts)
- Location agreements (e.g. filming locations and/or production service agreements and/or studio rental hire agreements, equipment or post facilities)
- Evidence of the commencement of contracting
- Evidence of location recces and costing
- Confirmation from State Bodies and or local government areas about intention to shoot in regional or remote areas.

**Evidence of realistic intent to be in production within 6 months \***

Attach a file:

Filename: [Type of Document] - [Project Title].doc, .docx or .pdf. If uploading multiple files, please number each.

If you have not already provided it in the Online Screening Link question, you will need to send 2 copies of your Post Production video material on DVD or USB. Please include your application number as a reference. This must be received within 5 business days after receipt of the online application.

Send to: Screen Australia, Attention: Program Operations, Level 7, 45 Jones Street, Ultimo NSW 2007

**Post-production materials \***

- ☐ I have provided an online link to the project.
- ☐ I am sending the complete project by post.

**To ensure your files can be ingested into our automated systems, and that your application can be processed, please confirm: \***

- ☐ Every file uploaded is named according to the filename instructions given
- ☐ If multiple files have been uploaded for one question, they are numbered to indicate sequence
- ☐ Uploaded files are in the specified format and no ZIP files are included
- ☐ Uploaded files are no more 25MB

# Commissioned Program

## Form Preview

- ☐ Online Video links are download-enabled for record keeping purposes
- ☐ Videos are less than 200MB

## Diversity Information

\* indicates a required field

Please note this section doesn't form part of your application and is not assessed unless otherwise stated in your funding program's guidelines. If you do not wish to provide this information click 'Prefer not to disclose'.

Please be advised Screen Australia Staff may use this information for the purposes of preparing and publishing aggregated research and reporting. For more information, please refer to [Screen Australia's Seeing Ourselves report](#). All personal information will be handled in accordance with our [Privacy Policy](#).

Please complete for **all** key creative roles listed.

If you are completing this section for someone else, please ensure you have their permission or alternatively request the individual to fill in this section.

Please select the Key Creative's role \*

Does the Key Creative have a disability? \*

Is the Key Creative from a culturally or linguistically diverse background? \*

Does the Key Creative identify as LGBTQI+? \*

Please select the Key Creative's cultural background/ethnicity:

Please select the Key Creative's first language (as a child). If Indigenous, go to the next question.

If first language is an Indigenous language, please select from AIATSIS Austlang Database:

'LGBTQI+' refer to lesbian, gay, bisexual, transgender/gender diverse, queer and intersex - the '+' recognises that LGBTQI doesn't include a range of other terms that people identify with, or use to describe themselves. We acknowledge that one acronym or description may be not able to fully capture the diversity of gender identities, sexual orientations and bodily diversity in our community, and that language is constantly evolving. Our intention is to be as succinct as we can, but inclusive of all.

## Diversity Information \*

- ☐ Please tick to confirm you have provided a diversity response for all Key Creatives listed.