

Commissioned Program

Form Preview

Program Requirements

* indicates a required field

Personal information

By selecting 'Confirm' below, you confirm that:

- you have read, understood and voluntarily agree to the collection and use of your personal information as described in Screen Australia's privacy notice (available on our website [here](#)) (**Privacy Notice**); and
- you have informed all individuals whose personal information is to be included in the application form or supporting materials of the matters set out in the Privacy Notice, provided them with a copy (as linked [here](#)) and obtained their consent to disclose the relevant personal information to Screen Australia.

Privacy Notice *

Confirm

General Requirements

Before you begin:

- Applicants must provide accurate information to Screen Australia at all times. A person or company that makes a false or misleading statement to Screen Australia in an application may face criminal or civil liability including liability for an offence under the Criminal Code Act 1995. In addition, if funding awarded by Screen Australia was obtained by fraud or serious misrepresentation, Screen Australia can revoke its funding.
- 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 \(FAQs\)](#)

Note that reality or magazine television, light entertainment, panel or travel shows, infotainment, brand funded content, current affairs, cooking, 'how to', sports, corporate, training, games, extensions to film or TV, or community access programs or projects whose primary market is the education sector are not acceptable credits for eligibility purposes. Please refer to the [ACMA guidelines](#) for the definition of a documentary.

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

Prior to your submission we recommend you contact a Screen Australia Investment Manager to discuss your project. Please indicate who you have spoken with: *

If you are unsure who to speak with, please email documentary@screenaustralia.gov.au.

Please confirm your eligibility for this program:

The applicant *

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- is an incorporated association or company and carrying on business in Australia, and have its central management and control in Australia; AND
- has an Australian Business Number (ABN); AND
- is registered for the purposes of GST.

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
- is intended for distribution via a Commissioning Platform with the required presale confirmed; AND
- is written and directed by Australian citizens or residents (with the exception of official Co-Productions); AND
- is not than 15 commercial hours of any one project, which may include multiple series. Projects longer than 15 commercial hours will not be eligible for funding unless exceptional circumstances can be demonstrated; AND
- is not or magazine television, light entertainment, panel or travel shows, brand funded content, infotainment, current affairs, cooking, 'how to', sports, corporate, training, games, extensions to film or TV, or community access programs or projects whose primary market is the education sector; AND
- is not a pilot or standalone episode for a longer series.

Please refer to the [ACMA guidelines](#) for the definition of a documentary.

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.

A presale at the minimum licence fee must be allocated towards the primary right for the program being the platform on which the program premieres, and must not include:

- any equity component for the Commissioning Platform; Broadcast or streaming rights for New Zealand or another Rest of World (ROW) territory;
- any secondary rights, for example, any VOD rights (if the primary right is free-to-air or subscription television), or free- to-air or subscription television rights (if the primary right is a VOD right);
- distribution rights for Australia or a ROW territory;
- any ancillary rights.

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

- Yes No

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

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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.

Unless invited to reapply (in the context of managing available funds), projects can only be submitted more than once if substantial changes have been made, and any more than two applications for the same project will not be accepted.

Summary 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 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 *

First Name

Last Name

Applicant Role *

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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.

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)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Please COPY & PASTE the ENTITY NAME from the ABR lookup above into Applicant Company Name field below. These fields must be identical.

Applicant Company Name *

Organisation Name

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Please tick to confirm Applicant Company Name and registered Entity Name are identical *

Confirmation Check

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 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)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

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Please **COPY & PASTE** the **ENTITY NAME** from the **ABR lookup** above into **Parent Company Name** field below. These fields must be identical.

Parent Company Name *

Organisation Name

Please tick to confirm **Parent Company Name** and registered **Entity Name** are identical *

Confirmation Check

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"/>
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List the **business contacts** (where known).

Company Name	Role	Contact Name	Address
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Additional contact person if relevant

First Name

Last Name

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Additional Contact Phone Number

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Additional Contact Email

Project Summary

* indicates a required field

Project Title *

AKA Title(s)

Amount Requested

Any amount up to \$750,000 may be requested per project. Requests of amounts in excess of \$750,000 up to a maximum of \$1 million require Head of Documentary approval prior to application. The amount of direct Screen Australia support is limited so that total Federal Government funds, including the Producer Offset where relevant, do not account for more than 65 per cent of the project's total budget.

Total Amount Requested *

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) *

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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.

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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.

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 *

Gender refers to current gender, which may be different to sex recorded at birth and may be different to what is indicated on legal documents. For examples of different gender terms, please see [here](#) (this link will take you to NAVA's Gender Equity resources)

Bio *

If you have selected 'Different term' above, please specify

Word count:

Must be between 2 and 200 words.

Does the Key Creative identify as a First Nations Australian? *

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

Mobile *

Email *

State *

Australian citizen *

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Status *

Confirmed

Proposed

Previous Credits

* indicates a required field

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.

Key Creative Name *

Format *

Credited Role *

Production Year *

Project Title *

Release details plus links to relevant credits e.g. IMDB, festival website, theatre reviews, online work, etc. *

Duration (minutes) *

Budget *

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

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

Inclusive Attachment Scheme

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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 identify with one or more of the following groups: First Nations, Deaf/ deaf or disabled, women, non-binary or gender diverse, LGBTIQ+, culturally or linguistically diverse or located in regional or remote areas; and it is expected that 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.

Name

Role

Gender

Gender refers to current gender, which may be different to sex recorded at birth and may be different to what is indicated on legal documents. For examples of different gender terms, please see [here](#) (this link will take you to NAVA's Gender Equity resources)

Mobile

Email

If you have selected 'Different term' above, please specify

Australian citizen

Status

Does the attachment identify as a First Nations Australian?

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

Bio

Is the attachment from a culturally or linguistically diverse background?

Word count:

Must be between 2 and 200 words.

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

Please select the attachment's first language:

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.

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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.

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- If you need assistance in reducing filesize, click [here](#) for instructions on compressing your video file.

Name/Description	Online screening link	Password

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)

Name	Role	Australian citizen / resident	Status

Audience

Primary audience age range (years): *

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

Primary audience gender: *

Skewed towards women/ female Skewed towards men/male Gender neutral

Secondary audience age range (years):

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

Secondary audience gender:

Skewed towards women/ female Skewed towards men/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:

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Must be no more than 200 words.

Indigenous Languages

Screen Australia's First Nations 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: *

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.

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Project complete *

Must be a date.

Delivery *

Must be a date.

Producer Offset & Co-Production Status

* indicates a required field

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

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* 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 First Nations 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

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

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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.

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

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

First Nations Story Content

* indicates a required field

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

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

Whenever there is First Nations content and/or First Nations community participation in the project or when there are First Nations 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](#) which includes a statement on how you are approaching the First Nations 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 First Nations content or participation will be assessed by First Nations Assessors.

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

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

Yes

No

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Is First Nations content, and/or participation of or collaboration with First Nations 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.

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 First Nations 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 First Nations themes, characters, talent and/or locations in this screen project? *

Word count:

Must be no more than 250 words.

How will you ensure the First Nations 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 First Nations Australians? If the screen project has major First Nations components, will you ensure there is a First Nations Key Creative on your team? If not why? *

Word count:

Must be no more than 250 words.

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How many First Nations 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

To date how have you collaborated with the First Nations community on your screen project? Who from the First Nations community have you collaborated with and can you provide a letter of agreement from them? What is your collaborative process with the First Nations 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 a First Nations 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

Previous funding

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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
	Must be a number.		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.

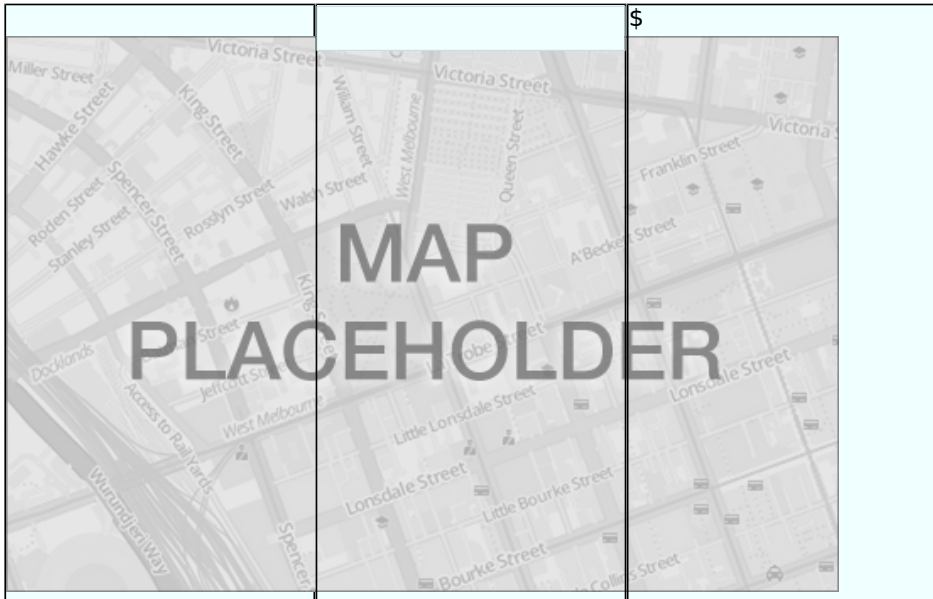
Does the project have a proposed offset cashflow provider? *

- Yes
 No

Offset cashflow provider *

Anticipated Spend by Location

If known, please indicate the anticipated spend by location.

Location	Activity	Anticipated Spend	Estimated % of budget
		\$	
State/Province, Postcode, and Country are required.		Must be a dollar amount.	Must be a number.

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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

Term of Agreement

Territories

Rights

Click [here](#) for more information

Number of runs

Must be a number.

Additional rights or non-standard terms or conditions

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

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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.

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

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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. *

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.

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Attach a file:

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

First Nations Content or Participation

First Nations content statement: A statement setting out how you are approaching the First Nations 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: First Nations Content Statement - [Project Title].doc, .docx or .pdf

First Nations consultation: Signed evidence of consultation to date. *

Attach a file:

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

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

Attach a file:

Filename: First Nations 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.

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

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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 provide a detailed budget using the standard Screen Australia A-Z Budget format that matches the finance plan. Budgets must be presented in the [A-Z Budget format, using the Screen Australia template](#). Fees should comply with industry norms. They will be considered in the context of the budget and track record of the key creatives and crew.

Production budgets must include:

- **Contingency:** Contingency is set at 10 per cent
- **Completion Guarantor:** Screen Australia reserves the right to require a completion guarantor
- **Delivery items:** Allowance must be made for delivery items specified for Screen Australia, the Commissioning Platform and NFSA, as well as for sales company deliverables and other delivery items as required. See [Terms of Trade](#) for details
- **Study guides:**
 - The costs of producing such materials should be included in the budget as a line item
 - A minimum spend of \$3,750 per hour is required
 - The producer must seek Screen Australia's approval of the choice of publisher - ATOM is pre-approved
- **Promotions and marketing:** Budgets should allocate an appropriate marketing spend fit for purpose

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:

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

Pathway to audience and marketing strategy (1-3 pages) *

Attach a file:

Filename: Pathway to Audience and Marketing Strategy - [Project Title].doc, .docx or .pdf

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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

Does the project have an appointed disbursement administrator? *

Yes I will be seeking a waiver

Disbursement administrator letter of intent *

Attach a file:

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

Waiver request rationale - please explain why a waiver is being requested for the disbursement administrator. *

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

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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

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

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

Diversity Information

* indicates a required field

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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+? *

'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.

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:

Diversity Information *

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