

# Documentary Production Application Form

## Form Preview

### Application Summary & Eligibility

\* indicates a required field

#### Before you start your application:

- Read the Program Guidelines and the [Screenwest Terms of Trade](#).
- Review this online application form for the files and attachments needed.
- Industry standard document formats should be used.
- Reach out to the Screenwest Program Contact during business hours (AWST 9am - 5pm, Monday to Friday) for any questions.
- **Screenwest requires all successful screen productions to register to [The Everyone Project](#) and, with the appropriate consent, send a link to the production cast and crew to take part in a confidential, voluntary, demographic survey. Screenwest does not have access to any of the personal data stored by The Everyone Project - it will only receive de-identified aggregated reports which show demographic data as a whole across Australia.**
- **Screenwest is committed to reflecting the broad diversity of Western Australia's community on and off screen, through content funded and practitioners supported. It is important that you / your team of key creatives authentically represent the story and characters in your application.**

### General Eligibility

**Does the applicant / company meet the general eligibility requirements set out in the Program Guidelines? \***

☐ Yes ☐ No

**Does the applicant / company meet the general eligibility requirements set out in the Screenwest Terms of Trade? \***

☐ Yes ☐ No

The project must:

- Satisfy the documentary definition test outlined in the Australian Communications and Media Authority (ACMA) Documentary guidelines.
- Be a feature, single, series, large format (e.g. IMAX) or innovative project (VR, AR, Mixed Reality)
- Not have entered pre-production or production prior to Screenwest's funding decision.
- Have a minimum Qualifying Western Australian Expenditure (QWAE) of \$300,000.

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**By selecting "Yes," you confirm that your project meets the specific eligibility criteria for Documentary Production and that you agree to adhere to the requirements of the funding program \***

☐ Yes ☐ No

## Applicant Details

Select Applicant Type. Under the Screenwest Terms of Trade, an applicant must be one of the following.

### **Applicant Type \***

- ☐ Western Australian Resident applying in their own capacity with a registered Australian Business Number (ABN)
- ☐ Registered Western Australian Resident Company applying in its own capacity
- ☐ Registered Western Australian Resident Company applying as a co-producer in a Genuine Co-Production
- ☐ Registered Western Australian Resident Company applying as a co-producer in an Official Treaty Co-Production

## Legals & Rights

It is the applicant's responsibility to obtain and keep current, all necessary permissions, permits, and Chain of Title documentation for the development, production and exploitation of the Project. Screenwest reserves the right to sight and approve these at any time, upon written request. You will need to provide details clearly outlining any Chain of Title documentation in place, including type of agreement, parties to that agreement and expiry dates.

**Does the applicant / company hold the underlying rights at the time of application? \***

☐ Yes ☐ No

**Provide a summary overview of your Chain of Title. \***

**Attach any co-production agreement or deal memo between the producers outlining their relationship in respect to credits, copyright interest, profit share entitlements, creative consultation rights and roles and responsibilities.**

Attach a file:

## Funding Summary

### **Applicant Name \***

First Name

Last Name

All official correspondence will be directed to this company / sole trader.

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**Project Title \*****AKA / Previous Titles**

List any names the project may have previously been called.

**Log Line \*****One paragraph synopsis \*****Content**

☐ Documentary

This question is read only.

**Project Format \***

☐ Feature

☐ Series

**Number of episodes \***

If a feature, list as '1'.

**Total length in minutes**

This auto calculates number of episodes multiplied by duration of minutes per episode

**Duration in minutes \***

If a feature, list total feature length e.g. '95'. If a series, list the duration of each episode e.g. '30'.

**Total length in hours**

This number/amount is calculated.

**Genre \*****Release Platform****Primary Release Platform Name****Likely classification \***

- ☐ G (General)
- ☐ PG (Parental Guidance)
- ☐ M (Mature)
- ☐ MA15+ (Mature Accompanied)

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### Western Australian Elements Table

Projects must score a **minimum of 10** points in the 'Western Australian Elements Table'.

- The total number of that can be attributed to a position is the number stated in the 'Total Points Available' column.
  - *For example, a series that has a Western Australian Series Producer and a Western Australian Series Director attached will receive a maximum of two points.*
- Use a '0' if no WA Elements points being claimed.
- Individuals can receive points in multiple categories.
- Flexible Points can be attributed to outcomes that haven't been accounted for in other areas of the points table. The outcomes must align with Screenwest's Strategic Plan priorities.
  - *For example, Diversity, significant ex-pat attached, high profile West Australian talent attachment.*
- It will be up to the producer to make the case for these points.

WA Element	Total Points Available	Points Requested	Your Points Allocation Rationale
	This question is read only.	Must be a number.	
A. WA Production Company with at least joint creative control.			
B. Original concept with at least 50% copyright owned by WA Production Company.			
C. Identifiable WA location/setting or character.			
D. Series: WA Series Producer and Series Director - 1 point awarded per position. Single: WA Director - 2 points awarded.			
E. WA Supervising Post Producer and WA Supervising Post Director (or demonstrated equivalent) - 1 point awarded per position.			
F. WA Writer/s: at least 50% of the writers (receiving full credit) attached must be filled by West Australians to receive this point.			
G. WA Editor.			
H. Post: 75% of your post budget spend in WA.			
I. 75% of crew must be West Australian to get 2			

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points. Points cannot be pro rata'd.			
J. Flexible Point			

### Total Points Claimable

This number/amount is calculated.

Total points claimed cannot be more than 16.

### Attach any relevant supporting documentation

Attach a file:

## Applicant Details

\* indicates a required field

### Contracting Company Name \*

Party entering into contracting

### Main contact during assessment process \*

First Name

Last Name

### Position within Applicant Company \*

### Mobile \*

Must be an Australian phone number.

### Email \*

Must be an email address.

### Where is the contracting party incorporated? \*

### Secondary Contact Name (if applicable)

First Name

Last Name

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### Position

### Mobile

Must be an Australian phone number.

### Email

Must be an email address.

### Contracting 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	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

### Company Director Registered Position \*

- ☐ Sole Director      ☐ Sole Director and Secretary      ☐ Director      ☐ Director and Secretary

### Company Director Name \*

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Second Company Director Name, if relevant

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Principal Place of Business (must not be a PO Box) \*

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Address

**Company Mobile \***

Must be an Australian phone number.

**Company Email \***

Must be an email address.

**Is there more than one contracting party? \***

☐ Yes

☐ No

## Company Two Details

**Contracting Company Two Name**

Party Two entering into contracting

**Where is the contracting party incorporated?**

**Company Two 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	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	

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Main business location

Must be an ABN.

### Principal Place of Business (must not be a PO Box)

Address

  

### Company mobile

Must be an Australian phone number.

### Company email

Must be an email address.

## Working with Screenwest

\* indicates a required field

### First Nations 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 Scripted 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.

#### First Nations Australian content can mean that your project:

- Is based on or tells First Nations Australian Stories
- Has First Nations Australian characters
- Features representations of First Nations Australian culture

Refer to and follow the checklists from [Screen Australia's Pathways & Protocols: a film maker's guide to working with Indigenous people, culture and concepts.](#)

#### Does your project contain First Nations Australian content? \*

☐ Yes ☐ No

#### Is this a Western Australian First Nations led screen project? \*

☐ Yes ☐ No

WA First Nations company or WA First Nations key creative/s are attached to the project.

#### Have you read, understood, and will abide by the Screen Australia Pathways & Protocols document? \*

☐ Yes ☐ No



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**Provide a brief overview below of the consultation, incubation, and collaboration plan to date, including the name of relevant key creatives and consultants attached to the project. You will be asked to provide agreements relating to ICIP, research, chain of title, filming permissions etc, if successful. \***

### **Attach the First Nations Strategy \***

Attach a file:

## Diversity Content

Screenwest is committed to reflecting the broad diversity of Western Australia's community on and off screen, through content funded and practitioners supported. It is important that you / your team of key creatives authentically represent the story and characters in your application.

**Does your project include content or characters from historically underrepresented group/s? \***

☐ Yes

☐ No

**Is this project led by creatives from historically underrepresented group/s? \***

☐ Yes

☐ No

Company or key creative/s attached to the project are from underrepresented groups.

**Detail how your team of key creatives authentically represent the content and characters in your project. \***

### **Attach your plan \***

Attach a file:

## Project History & Previous Applications

Provide a brief summary of the history of the project. Include a history of the team's development of the project and liaison with Screenwest (e.g. location and/or crew enquiries).

### **Project History**

**Has this project or activity been submitted to Screenwest before? \***

☐ Yes

☐ No

☐ Other:

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**Was it successful? \***

☐ Yes

☐ No

☐ Other:

**Provide a brief summary of previous funding received from Screenwest for this project. \***

**Clearly outline how the project has substantially changed since your last application (e.g. creatively, market interest, project team etc) \***

### Other Funded Projects

**Do you have any other unacquitted Screenwest funding? \***

☐ Yes

☐ No

Only list current funding that has not yet been fully acquitted

**Project or Activity Title**

**Non acquitted funding Status**

Project or Activity Title	Non acquitted funding Status
<input type="text"/>	<input type="text"/>

## Creative Materials

All applications must include:

- 1.A completed treatment, outline or script including date & draft number.
- 2.Directors Statement detailing their creative vision for the project.
- 3.Producers Statement detailing their vision for the project

Submit any other creative materials that support your application, as relevant, by clicking the 'Add More' option at the bottom right.

**Creative Material**

**Description**

**Attach file**

(e.g. Directors Statement, Writers Statement, Link to Teaser/Trailer/Sizzle etc)

1. Script

2. Directors Statement

3. Producers Statement

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

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

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### Funding Incentives

\* indicates a required field

#### Base Funding

Screenwest will match cash funding provided by legitimate, at arms-length, market partner/s up to a maximum of \$300,000 or 25% of the total Qualifying Western Australian Expenditure (1:4 ratio), whichever is less.

#### Base Funding Amount Requested \*

Must be Australian Dollars (AUD). \* A maximum of \$300,000 is available.

### Funding Incentives

- Companies can only access one incentive allocation under each category per project.
- An individual cannot be used to access more than one category.
- The total cumulative incentive amount an applicant can receive is capped at \$50,000.
- Enter '\$0' in **Incentive Amount** column if no incentive amount is being requested.
- Include a rationale to support all incentive amounts requested.
- Enter 'na' in **Rationale** column if no incentive is being requested.

Category & Criteria	Potential Incentive Funding	Incentive Amount Requested	Rationale for incentive request
This question is read only.	This question is read only.	Enter '0' if no incentive amount is being requested.	Enter 'n/a' if no incentive is being requested.
A. A WA First Nations Production Company (the company must have at least 50% First Nations Australian ownership and profit share in the project).	\$50,000		
B. A WA First Nations Director or a WA Director who identifies as culturally and linguistically diverse or a WA Director who identifies as living with disability, directing at least 50% of the series or the sole director on a single/feature.	\$25,000		
C. A WA Female Series Producer or WA Series Director on a series and credited for the entirety of a series.	\$25,000		

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D. A WA Director, WA Series Director or WA Series Producer who is performing the role for the first time and will be credited for the entirety of a series.	\$25,000		
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**Total Incentive Amount Requested \***

This number/amount is calculated.  
\*A maximum of \$50,000 is available.

**Total Screenwest Funding Request \***

This number/amount is calculated.  
\*A maximum of \$350,000 is available.

## Finance & Marketplace

\* indicates a required field

**Total Project Budget \***

Must be Australian Dollars (AUD)

**Total Western Australian expenditure (QWAE) \***

Must be Australian Dollars (AUD)

**Funding Request as a percentage of Total Budget \***

This number/amount is calculated.

**Funding Request as a percentage of Total QWAE \***

This number/amount is calculated.

## Finance Plan & Budget

**Attach Finance Plan. \***

Attach a file:

**Attach Budget, preferably in A-Z budget template from Screen Australia \***

Attach a file:

Add a column that clearly shows Qualifying Western Australian Expenditure (QWAE) line items.

**Provide a summary overview of the proposed Finance Plan. \*****Does your finance plan include the Producers Offset \***

☐ Yes

☐ No

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**Provide a summary overview of how you intend to cashflow the producer offset, including details of your offset lender' \***

**Attach your Provisional Certificate or application for the Producer Offset. \***

Attach a file:

### Screen Australia Funding Details

**Is Screen Australia funding part of the finance plan? \***

☐ Yes

☐ No

**What date will / did you apply for Screen Australia funding? \***

Must be a date.

**What is / was the date of the Screen Australia decision? \***

Must be a date.

**Who is your Screen Australia Contact Person? \***

### Market Attachment

1. All projects **must** have:

- Have confirmed marketplace (via a Letter of Offer) from a bonafide distributor or exhibition platform for one or more of the following:
  - Australian theatrical release;
  - Australian television broadcast in free to air or cable television;
  - International broadcaster with Australian audience footprint; or
  - Online platform with significant audience reach in Australia e.g. Netflix, Amazon, Google, The Guardian.

2. Also attach any relevant documentation for:

- Each market partner involved in the project.

Company Name	Amount	Confirmed	Finance Type	Approvals / Conditions/ Evidence
				e.g. Current Letter of Intent or deal memo, Provisional Certificate

**Attach a Marketing & Distribution Strategy for Australian domestic and as applicable, Rest of World (ROW) sales. Please include a pathway to audience strategy. \***

Attach a file:

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### Attach attach evidence of any other confirmed funding.

Attach a file:

## Completion Guarantee

Screenwest does not require documentary projects to engage a completion guarantor, but do require a Risk Management Plan.

Risk Management Plans will consider:

- Proposed risk management strategy
- Track record of the production company
- Key personnel
- Production methodology
- Planning and financial controls

*It is the applicants responsibility to ensure you have read and understood the current and applicable laws, regulations, and Australian Screen Industry Code of Practice in relation to risk management and film production*

### Attach Risk Management Plan \*

Attach a file:

## Auditor

### Confirm name of Auditor \*

## Project Team

### Key Creatives & Crew

List details below for key creatives and personnel who are part of the project.

Click 'Add More' for extra rows.

Position	Name	State or Country (if not Australian)	Confirmed	Please upload Bio / CV	Evidence of confirmation

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### Onscreen Talent / Subjects

List any attached or contracted onscreen talent/subjects on the project, including presenters and narrators.

Click 'Add More' for extra rows.

Role	Talent Name	State or Country (if not Australian)	Confirmed	Evidence of attachment / deal

### Production Activity Details

\* indicates a required field

#### Shoot Location/s

##### Intended Western Australian shoot location/s \*

- |   |                                    |                                     |
|---|------------------------------------|-------------------------------------|
| <input type="checkbox"/> Perth Metro          | <input type="checkbox"/> Kimberley | <input type="checkbox"/> Pilbara    |
| <input type="checkbox"/> Gascoyne             | <input type="checkbox"/> Mid West  | <input type="checkbox"/> South West |
| <input type="checkbox"/> Goldfields-Esperance | <input type="checkbox"/> Peel      | <input type="checkbox"/> Wheatbelt  |
| <input type="checkbox"/> Great Southern       |                                    |                                     |

##### Additional shoot locations \*

Separate multiple locations with comma.

#### Production Schedule

Production schedule	Start Date	End date	Est total days	Est total days in WA	Percentage of total days in WA
					This number/amount is calculated.
Pre-Production					
Principal Photography (Anticipated)					
Post Production					
Rough Cut					
Fine Cut					

Proposed Delivery Date \*

Proposed Transmission / Release Date (if known)

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### Attach the Production Schedule Overview \*

Attach a file:

### Attach shooting Schedule \*

Attach a file:

## Employment & Workforce Capacity Development

\* indicates a required field

### Estimated Employment

This data will be used by Screenwest for its reporting purposes.

- For '**People employed**' column, complete for the number of **estimated** full time, part time and casual employees employed to deliver the project.
- Use a '0' if not applicable.

1. **Total all people employed**
2. **Western Australians employed**
3. **Western Australian Head of Department employed**
4. **Western Australian Crew Employed**
5. **Western Australian Cast or Onscreen Talent employed**
6. **Western Australian post sector employees**

People employed	Number of Full time employees	Number of Part time employees	Number of Casual employee	Total headcount
This question is read only.				This number/ amount is calculated.
Total all employees				
WA employees only				
WA HODs				
WA Crew				
WA Cast/Onscreen Talent				
WA Post Sector				

### Estimated Training

#### WA Residents (Estimated) \*

Must be a number.

Total number of paid professional development opportunities for WA Residents..



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### Regional WA Residents (Estimated) \*

Must be a number.

Total number of paid professional development opportunities for Regional WA Residents.

### First Nations WA Residents (Estimated) \*

Must be a number.

Total number of paid professional development opportunities for First Nations Residents.

### Historically Underrepresented Residents (Estimated) \*

Must be a number.

Total number of paid professional development opportunities for Historically Underrepresented Residents.

### Total number of opportunities being provided (Estimated) \*

Must be a number.

Total number of all paid professional development opportunities.

## Applicant Declaration

\* indicates a required field

In submitting this application, I, the applicant declare that:

- I have read and understood Screenwest's current program guidelines and Terms of Trade as relevant.
- I warrant and represent that I hold all relevant rights necessary to proceed with the proposal outlined in the application and that all material provided is true and accurate, to the best of my knowledge and belief.
- I will always act in good faith in all dealings with Screenwest.
- I am in good standing with all previous Screenwest funds and programs.
- I have the capacity, resources and rights to carry out the application as proposed.
- I am not currently engaged in any legal proceedings or dispute in relation to the project.
- I am not a declared bankrupt or committed an act of bankruptcy.
- I am not insolvent or a declared bankrupt\* or committed an act of bankruptcy.
  - *If I have previously been a declared bankrupt I will provide Screenwest with a copy of the bankruptcy discharge letter from the Australian Federal Security Authority (or other relevant administrative body).*
- I acknowledge that SmartyGrants will automatically forward me an application receipt to confirm that Screenwest has received the application.
- It is my responsibility to contact Screenwest if an application receipt has not been received within two working days, to ensure my application was received

\*

☐ Yes

