

Travel Application Form

Form Preview

Application Summary

* indicates a required field

Completing your application

Before you start:

- Read the Program Guidelines and the [Screenwest Terms of Trade](#).
- Review this online application form for any supporting documentation needed.
- Industry standard document formats should be used.
- Reach out to the Screenwest Program Contact on 08 6169 2100 during business hours (AWST 9am - 5pm, Monday to Friday) for any questions.

General Eligibility Requirements

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

☐ Yes ☐ No

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

☐ Yes ☐ No

Only one representative per project, company or organisation is eligible for travel funding to the destination being applied for. *

☐ Yes ☐ No

Is the travel destination on the Eligible Travel Destinations List? *

☐ Yes ☐ No

If 'No', contact Screenwest Program Manager.

Funding Summary

Applicant Name *

☐ Individual ☐ Organisation

Organisation Name

First Name

Last Name

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

Activity Title

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e.g. MIPCOM 2024

Travel destination(s)

Title, Logline & brief status of projects relating to the travel funding request.

e.g. What project/s are you taking to market, festival / award, or hoping to progress with travel funding and what stage are they at?

Date of activity/event	Date of departure	Date of return	Number of nights
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Must be a date.	Must be a date.	Must be a date.	Must be a number.

Contracting Details

* indicates a required field

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
- Under the SW Terms of Trade, you must be one of these types of applicants to apply.

Contracting Company or Sole Trader Name *

Party entering into contracting

Mobile *

Must be an Australian phone number.

Email *

Must be an email address.

Contracting Company or Sole Trader 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.

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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.

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

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

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

Address

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

Company Mobile *

Must be an Australian phone number.

Company Email *

Must be an email address.

Working with Screenwest

* indicates a required field

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Previous Applications

Have you applied for Screenwest travel funding for this project/s before? *

☐ Yes ☐ No

Was it successful? *

☐ Yes ☐ No ☐ Other:

If yes, provide a brief summary *

Have you received any other Screenwest travel funding grants this financial year?

☐ Yes ☐ No

e.g. any other SW Travel Grants approved between 01 July and 30 June of the current financial year, even if not related to this current project/s.

If yes, provide details *

Other Funded Projects

Do you, the applicant / applicant company have any other Screenwest funding that hasn't yet acquitted? *

☐ Yes ☐ No

Only list current funding that has not yet been fully acquitted

Project or Activity Title

Non acquitted funding Status

<input type="text"/>	<input type="text"/>
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Travel Budget & Funding Request

*** indicates a required field**

Budget Breakdown

List budget breakdown in the table below.

- Eligible costs include economy airfares, conference registration and accommodation (based on ATO allowable rates).

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- Amounts must be provided in Australian Dollars (AUD\$).
- Select 'Add More' in lower right corner to add more budget line items. It will auto calculate your Total Screenwest Funding Request.

Budget Line Item	Screenwest amount (\$)	Other funding source (Name)	Other funding amount (\$)
	Must be a dollar amount.		Must be a dollar amount.

Total Screenwest Funding Request *

\$

This number/amount is calculated.
Total amount requested in \$AUD.
No more than \$5,000 for any single event (special initiatives may be excluded).

Total Other Funding Source Amount

\$

This number/amount is calculated.

Total Activity Budget *

\$

This number/amount is calculated.

Application Materials & Objectives

* indicates a required field

Application Materials

- All applications must include a CV that demonstrates relevant and recent credits.
- Confirmation of selection and/or invitation must also be included with your application when applying for Screen Industry Market Events and Festivals & Awards.
- Some level of market interest must be evidenced with your application to be competitive when applying for industry markets and conferences, as Screenwest assesses applications on the viability of the applicants submitted projects/s, including market interest provided.

Application Materials	Description	Attach File
		Upload .pdf formats
1. Recent CV		
2 Selection/invitation		
3. Market interest		

Travel Objectives

Stated travel objectives will form part of your narrative acquittal reporting requirements.

Rationale for attendance, including any key set meetings. ***Planned marketing objectives and activities, relating to publicity and promotion. ***

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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 agree and understand I will be required to take out appropriate insurances for the activities proposed.
- 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 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