

Workshops & Masterclasses Fund Application

Form Preview

Application Summary

* indicates a required field

Completing your application

Before you start your application:

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

Eligibility Requirements

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

- Yes No

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

- Yes No

Applicants / Applicant Company must be one of the following *

- Not-For-profit screen industry organisation
- Established production company
- Screen practitioner with significant experience in the screen industry and demonstrated commitment to developing the WA screen sector

Have you received Screenwest film festival funding for any activities outlined in your proposal? *

- Yes No

State and Federal educational institutions and activities supported through the Screenwest Film Festival Fund are ineligible for this program

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
- Non-Western Australian Company (Australian)
- Non-Western Australian Company (International)

Applications from non-WA Residents will be accepted only where it is demonstrated the activity will deliver significant benefits to the wider WA industry

Activity Summary

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Event Name *

Workshop or Masterclass Name and Year

Workshop / Masterclass Short Paragraph

One-liner description / short paragraph describing the workshop / masterclass.

Total Screenwest Funding Request *

Total amount requested in \$AUD and no more than \$25,000.

Start Date

Must be a date.

End Date

Must be a date.

Applicant Details

* indicates a required field

Applicant Name *

First Name

Last Name

All official correspondence will be directed to this applicant.

Sole Trader or Company Name

If you trade under your own name, add your full name again here.

Applicant 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

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Entity type
Goods & Services Tax (GST)
DGR Endorsed
ATO Charity Type More information
ACNC Registration
Tax Concessions
Main business location

Must be an ABN.

Applicant Primary Address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Applicant Primary Phone Number *

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Must be an Australian phone number.

Applicant Primary Email *

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Must be an email address.

Company Director Registered Position *

- Sole Director Sole Director and Secretary Director Director and Secretary

Company Director Name *

Title First Name Last Name

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Second Company Director Name

Title First Name Last Name

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Working with Screenwest

* indicates a required field

Previous Applications

Has this 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 activity

Other Funded Projects

Does you have any other unaquitted 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"/>

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 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 or activity:

- 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 activity contain First Nations Australian screen content? *

Yes

No

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

Is this a Western Australian First Nations led screen activity? *

Yes

No

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

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

- Yes No

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 research, chain of title, filming permissions etc, if successful.

Attach the First Nations Strategy, if relevant.

Attach a file:

Diverse Representation

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 are authentically representative in your application.

Will your activity include content or characters from historically underrepresented group/s? *

- Yes No

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

- Yes No

Company or team attached to the activity are from underrepresented groups.

Detail how you / your team are authentically representative in your application.

Attach your plan, if relevant.

Attach a file:

Legals & Rights

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

Do you have all of the relevant rights and insurances in place to hold this activity? *

- Yes No

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If no, explain why the relevant rights and insurances aren't in place yet. *

Forecast Attendance & Sales

Workshop name	Location	Total number of in-person attendees	Total number of online attendees	Estimated ticket price (Currency AUD)	Total gross ticket sales (Currency AUD)
				Must be a dollar amount.	Must be a dollar amount.
				\$	\$

Workshop Objectives

* indicates a required field

Objectives form part of your Key Performance Indicators (KPIs) to track the progress towards your stated goals in narrative acquittal reporting.

How will the workshop / masterclass address skills gaps in the WA industry? *

How will you promote the event / raise awareness? *

How will the activity provide networking, development & business opportunities for WA screen practitioners? *

Identify key outcomes to be achieved *

Employment & Workforce Capacity Development

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* indicates a required field

Anticipated Employment

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

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

1. **Total all employees**

2. **Western Australian employees only**

People employed	Number of Full time employees	Number of Part time employees	Number of Casual employees	Total headcount
	Must be a number.	Must be a number.	Must be a number.	This number/ amount is calculated.
Total all people				
WA people only				

Regional WA Residents (Anticipated) *

Must be a number.

Total number of paid opportunities for Regional WA Residents.

First Nations WA Residents (Anticipated) *

Must be a number.

Total number of paid opportunities for First Nations Residents.

Historically Underrepresented Residents (Anticipated) *

Must be a number.

Total number of paid opportunities for Historically Underrepresented Residents.

Regional Activity

* indicates a required field

Intended Western Australian location/s *

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

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Great Southern Pilbara
Choose as many regional locations as applicable.

Will a video link be available for those in other regions? *

Yes No

Application Materials & Budget

* indicates a required field

Applicants must submit the following materials:

1. A 1-3 page outline of the proposed activity that includes:

- Key dates for delivery in the next four months.
- Key people involved in delivering the activity, including track record and ability to deliver proposed content.
- A summary of how the WA screen industry will benefit from the activity, including outcomes to be achieved.
- Key performance indicators (KPIs) delivered at the end of the workshops/masterclass.
- One-page Communication and Marketing Strategy.
- Plan for regional engagement i.e. online participation.

2. A proposed budget.

A Screenwest Budget Template can be found [here](#):

- List all contributors, including any third party contributors and the name of each funding source.
- Each line item must be shown on a separate line, with each contributor to that line item shown in a separate column.
- Amounts must be provided in Australian Dollars (AUD\$).

Attach other relevant files by using the 'Add more' option at the bottom right corner.

Application Materials

Application Material	Description	Attach file
Outline of proposed activity		
Proposed budget		

Total Budget *

\$

Must be Australian Dollars (AUD)

Total Western Australian expenditure (QWAE) *

\$

Must be Australian Dollars (AUD)

Applicant Declaration

* indicates a required field

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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 activity.
- 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.
- I acknowledge that it is my sole responsibility to ensure all required application materials are current and attached prior to submitting my application and that Screenwest is not responsible for following up on missing materials.

*

Yes