



Australian Government



SUBMISSION MATERIALS CHECKLIST: FEATURE FILM PRODUCTION PROGRAMS

Please make sure you:

- Read Screen Australia's [guidelines](#) for Feature Film Production and Enhancement funding.
- If you have any questions, please contact our Program Operations team on 1800 507 901 or dramaproduction@screenaustralia.gov.au
- Please note: eligible applicants may be expected to attend a creative meeting with the writer and director as per the assessment process. Program Operations will contact the applicant/producer to arrange a date in the weeks following the deadline. We appreciate your flexibility with the available meeting time.

Application Materials

INFORMATION TO BE PROVIDED IN THE APPLICATION FORM (INCLUDING BUT NOT LIMITED TO):

- Details for each Key Creative (writer, director, producer, executive producer) – including relevant credits and a 200 word bio.
- Project details - including a one line and one paragraph synopsis
- Copyright and clearances details evidencing that the Applicant has the necessary rights to produce and exploit the Project
- Marketplace Deal Summaries
- Contracting details, including list of (prospective if applicable) officeholders and shareholders for the Contracting Entity plus Parent company and SPV if applicable
- Crew Placement Scheme:
 - For funding requests over \$500,000, it is a condition of Screen Australia funding the production must support at least one below the line crew placement opportunity. The costs must be included within your production budget and potential placements must be discussed with Screen Australia.
 - Productions that receive more than \$1 million in production funding from Screen Australia must budget for and engage two emerging or mid-career crew Placees in consultation with Screen Australia.
 - For funding under \$500,000, crew placements are strongly encouraged.
- For Enhancement Funding: a link to the fine cut or compile of the film

DOCUMENTATION TO BE PROVIDED WITH APPLICATION:

- ASIC Company Extract** document – must be recent (within the last 28 days). Please also provide for parent/ or applicant companies if the applicant company is an SPV. Download available from [ASIC Connect](#).
- Company directors:** list of the names and addresses of all company directors, indicating whether they are Australian citizens or residents.
- Script** – Full and complete script. Please use industry standard format including title page with date, draft number, writers, copyright information.
- Synopsis** – One page
- CV's** for all Key Creatives (writer, director, producer, executive producer)
- Director's statement** – detailing their creative vision for the project.
- Producer's statement** – detailing their vision for the film, including its connection with its intended audience.
- Any key cast deal memos/agreements
- Marketing Strategy** – which articulates the proposal to sell the project to the intended audience (prepared with input from the domestic distributor - including proposed cross-platform strategy for the project's commercialisation – and proposed international sales and distribution strategy (prepared with input from the international sales agent).
- Sales estimates** from Sales agent or waiver request (if application is for a grant)
- Revenue Projections**– (low, medium, high) for ANZ, provided by the domestic distributor.
- Summary list of all Chain of Title documents

- Chain of title** documents – all signed and dated Chain of Title documents, including all rights and development agreements (eg. Option agreements, writer’s agreements, quitclaim deeds and co-development agreements)
- Solicitor's opinion letter: If successful, you will need to provide a solicitor’s opinion letter on all Chain of Title documents. If you already have a solicitor’s opinion letter, please submit with your application
- Marketplace – Acceptable offer for **Australian theatrical Distribution**; all relevant deal memos/agreements/letters of offer in relation to marketing and distribution. Agreements should not be countersigned by the Applicant at this stage.
- Marketplace – Acceptable offer for **Rest of World Sales agent**: all relevant deal memos/agreements/letters of offer in relation to marketing and distribution. Agreements should not be countersigned by the Applicant at this stage.
- Finance Plan** – using the most recent [Screen Australia Excel template](#) *, indicating the dates of confirmation of any other finance pending, including an outline of recoupment structure, profit and copyright share.
Please indicate party names in the finance plan.
*Please note you must download and use the current Screen Australia Finance Plan template located on the website. Using an older version of the template will require re-submission.
- All relevant **deal memos/agreements/letters of offer** in relation to marketing and distribution. Please note: a signed deal memo or letter of offer including term sheets must be attached for ALL marketplace or equity attachments in the finance plan. However, please don’t countersign these agreements at this stage
- Equity evidence** - Documented evidence related to any private equity investment - you must provide evidence for all line items in the finance plan. Where there is production company/producer equity, an accountant’s letter of solvency should be supplied as evidence.
- Key Creative reinvestment evidence** - Documented evidence related to any Key Creative reinvestment - an accountant’s letter of solvency should be supplied as evidence of any reinvestment of fees.
- Budget** - Detailed budget and budget summary using standard Screen Australia A-Z budget form, download [here](#), or Movie Magic or Entertainment Partners (EP). NOTE: the budget should have a 10% BTL Contingency per guidelines.
- QAPE spreadsheet** if budget is Movie Magic or EP
- Shooting Schedule** – A one-line shooting schedule and relevant cast breakdowns on which budget is based
- Post Production Schedule**: A summary post-production schedule from start of post-production to delivery.
- Offset Cashflow** provider letter of intent or PDV provider (if applicable)
- Gap lender** provider letter of intent (if applicable)
- Completion guarantor** letter of intent showing date of budget, correct budget amount, bond fee.
- Evidence of realistic intent to be in production within 6 months
- For Co-Productions: Confirmation email (if received) as proof that application form has been lodged, which is no more than 2 years old
- For Co-Productions: Copy of completed application form (not supporting documentation)
- For Enhancement Funding:
 - Current Cost report
 - Budget Breakdown of Enhancement funds, and how these items will elevate the project
- Please note, if successful, you will be asked to provide the following materials relating to [Producer Offset](#).*
- For producer offset qualifying project (other than co-productions): Provisional certificate (if issued) which is no more than 2 years old
- For producer offset qualifying project (other than co-productions): Confirmation email (if received) as proof that application form has been lodged
- For producer offset qualifying project (other than co-productions): Copy of completed application form (not supporting documentation)

- IF THE PROJECT HAS FIRST NATIONS CONTENT OR PARTICIPATION:**
- First Nations content statement**: A [statement](#) setting out how you are approaching First Nations content or participation with regard to appropriate protocols, even if the content is not specific to a particular community or individual. You must be able to demonstrate that you have a plan covering the full production process and are following it. The statement should be based on the checklists available in Screen Australia’s guide [Pathways & Protocols: a filmmaker’s guide to working with Indigenous people, culture and concepts](#).
- First Nations consultation**: Signed evidence of consultation to date
- First Nations consent**: Signed letters of consent from First Nations individuals or communities confirming their willingness to participate.