



Australian Government



SUBMISSION MATERIALS CHECKLIST: GENERAL DRAMA & CHILDREN'S PROGRAMS

Please make sure you:

- read Screen Australia's [guidelines](#) for General Drama and Children's Programs funding
- if you have any questions, [please contact our Program Operations team on 1800 507 901 or dramaproduction@screenaustralia.gov.au](#)

Application Materials

INFORMATION TO BE PROVIDED WITHIN THE APPLICATION:

- ☐ Details for each key principal – including relevant credits and a 200 word bio
- ☐ Project details - including a one line and one paragraph synopsis
- ☐ Copyright and clearances details
- ☐ Contracting details, including list of officeholders and shareholders for the Contracting Entity plus Parent company and SPV if applicable

DOCUMENTATION TO BE PROVIDED WITH APPLICATION:

- ☐ ASIC Company Extract document – recent, within the last 28 days. Please provide for parent or applicant companies if the applicant company is an SPV. [Download](#) from ASIC connect.
- ☐ Final outline – see [Story Documents – Drama](#)
- ☐ Treatment - see [Story Documents – Drama](#)
OR
For series – a series bible
- ☐ For series – at least two Commissioning Platform company approved scripts
- ☐ For Telemovies – complete script, signed off by the Commissioning platform
- ☐ CV's for all Key Creatives (writer, director, producer, executive producer)
- ☐ Creative Statement – a statement from the project's creative team detailing their creative vision for the project
- ☐ Any relevant cast deal memos/agreements
- ☐ Marketing Strategy – which articulates the proposed international sales and distribution strategy and proposed cross-platform strategy for project commercialisation
- ☐ 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)
- ☐ Finance Plan – using the most recent Screen Australia Excel template *, indicating the dates of confirmation of any state agency funding or any other finance pending, including an outline of recoupment structure, profit and copyright share. Download [here](#)
Please indicate party names in the finance plan.
- ☐ Shooting Schedule – A one-line shooting schedule and relevant cast breakdowns on which budget is based
- ☐ All relevant deal memos/agreements/letters of offer/ licence agreement 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
- ☐ Documented evidence related to any private equity investment
- ☐ Detailed budget and budget summary using standard Screen Australia A-Z budget form or Movie Magic or EP, download [here](#).
- ☐ QAPE spreadsheet if budget is done in Movie Magic or EP
- ☐ Offset Cash flow provider or PDV provider (if applicable)

- ☐ Completion guarantor letter of intent
 - ☐ Gap Lender (if applicable)
 - ☐ 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)
- 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 INDIGENOUS CONTENT OR PARTICIPATION:

- ☐ A statement setting out how you are approaching the Indigenous 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](#).
- ☐ Signed evidence of consultation to date
- ☐ If the project involves particular Indigenous individuals or communities, signed letters of consent confirming their willingness to participate.