



Australian Government



## Submission Materials Checklist:

# Narrative Content Production

Please make sure you:

- Read Screen Australia's [guidelines](#) for Narrative Content Production Funding Guidelines.
- If you have any questions about this program or accessibility requirements relating to submitting an application contact Screen Australia's [Program Operations team on 1800 507 901](#) or [production.narrativecontent@screenaustralia.gov.au](mailto:production.narrativecontent@screenaustralia.gov.au)
- Please note: eligible applicants may be expected to attend a creative meeting with the writer and director as part of the assessment process. Program Operations will contact the applicant/producer to arrange a date in the weeks following the deadline and after your application has been moved to assessment. We appreciate your flexibility with the available meeting time.

## Application Materials

### Information to be provided in the application form (including but not limited to):

- ☐ Project details – including: platform; format; logline and one-paragraph synopsis; genre; key cast (if confirmed); production schedule etc
- ☐ Contracting details - including list of officeholders and shareholders for the Contracting Entity plus Parent company and SPV, if applicable
- ☐ Creative Team - details for each confirmed Key Creative (i.e. writer, director, producer, executive producer) – including relevant credits and 150 word bio
- ☐ Producer Offset & Co-Production Status (if applicable)
- ☐ Audience Plan
- ☐ Diversity, Equity and Inclusion Plan (if applicable)
- ☐ Copyright and Clearances details - evidencing that the Applicant has the necessary rights to produce and exploit the Project, including Chain of Title summary list
- ☐ First Nations Story Content details (if applicable)
- ☐ Marketplace Deal Summaries
- ☐ 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 (BTL) crew placement opportunity. The costs must be included within your production budget.
  - Productions that receive more than \$1,000,000 in production funding from Screen Australia must budget for and engage two emerging or mid-career crew Placees in consultation with Screen Australia. The costs must be included within your production budget.
  - For funding under \$500,000, crew placements are strongly encouraged.

### Documentation to be uploaded with application:

- ☐ **Script/s** – production-ready script for feature film. At least two episode scripts for episodic projects. Please use industry standard format including title page with date, draft number, writers, copyright information
- ☐ **Project Bible or Pitch Deck** - for episodic projects, if available
- ☐ **Finance Plan** – using the most recent [Screen Australia Excel template](#)\* indicating party names, status and type of finance. Including an outline of recoupment structure, profit and copyright share  
\* NOTE: you must download and use the current Screen Australia Finance Plan template located on the Screen Australia website. Using an older version of the template will require re-submission
- ☐ **Marketplace - Deal memos/agreements/letters of offer** in relation to marketing and distribution including acceptable **ANZ** and **ROW** offers, if applicable. 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. Agreements should not be countersigned by the Applicant 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
- ☐ **Offset Cashflow** - provider letter of intent and/or **PDV** provider, if applicable
- ☐ **Gap lender** - provider letter of intent, if applicable
- ☐ **Sales estimates** - from ROW Sales agent, if applicable
- ☐ **Revenue Projections** - (low, medium, high) from ANZ distributor, if applicable
- ☐ **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 the required below-the-line (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 the budget is based
- ☐ **Post Production Schedule** - a summary post-production schedule from start of post-production to delivery
- ☐ **Overall Project Schedule** - for episodic projects only. A schedule that outlines the key stages for pre-production, shooting block, post-production
- ☐ **Writing Schedule** - for episodic projects only - it is Screen Australia's preference that all episode draft scripts will be completed to at least first draft polish prior to commencement of pre-production
- ☐ **Completion guarantor** - (for funding requests of \$500,000 and over and for all Feature Film Market First projects) - letter of intent showing date of budget, correct budget amount, bond fee
- ☐ **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](#)
- ☐ **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
- ☐ **Co-Productions / Shared Rights** - where the project is an Official Co-Production or the rights in the project are otherwise shared between multiple parties, please provide any supporting documentation (such as a co-development agreement, a heads of agreement, joint venture agreement or co-production agreement between the co-producers) outlining the terms on which the rights and production responsibilities may be shared
- ☐ **First Nations Content or Participation** - based on your answers in First Nations Story Content, please upload any documents which evidence your consultation, and community or individual consent to date. You must be able to demonstrate that you have a plan covering the full production process and are

following it. Please review the checklists available in Screen Australia's guide [Pathways & Protocols: a filmmaker's guide to working with Indigenous people, culture and concepts](#)

- ☐ **Official Co-Productions** – evidence that an application for Provisional Approval as an Official Co-Production has been lodged

*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
  - Confirmation email (if received) as proof that application form has been lodged
  - Copy of completed application form (not supporting documentation)