



Australian Government



SUBMISSION MATERIALS CHECKLIST: FEATURE FILM PRODUCTION PROGRAMS

Please make sure you:

- Read Screen Australia's [guidelines](#) for Feature Film Production and Completion funding.
- If you have any questions, [please contact our Program Operations team on 1800 507 901 or \[dramaproduction@screenaustralia.gov.au\]\(mailto:dramaproduction@screenaustralia.gov.au\)](#)
- 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 consideration of the suggested available meeting time.

Application Materials

INFORMATION TO BE PROVIDED WITHIN THE APPLICATION:

- Details for each key principal (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
- Contracting details, including list of (prospective if applicable) officeholders and shareholders for the Contracting Entity plus Parent company and SPV if applicable
- For Post Production/Completion Funding: a link to the rough cut/assembly

DOCUMENTATION TO BE PROVIDED WITH APPLICATION:

- ASIC Company Extract document –within the last 28 days. Please provide for parent/ or applicant companies if the applicant company is an SPV. [Download](#) from ASIC connect.
- Script – Full and complete script. Please use industry standard format including title page with date, draft number, writers, copyright.
- 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, if applicable
- Revenue Projections if requested – (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)
- 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 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.
- 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

- Documented evidence related to any private equity investment
 - Budget - Detailed budget and budget summary using standard Screen Australia A-Z budget form, download [here](#), or Movie Magic or EP.
 - 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
 - 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)
 - Offset Cash flow provider or PDV provider (if applicable)

 - Gap lender provider (if applicable)
 - Completion guarantor letter of intent
- 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.