



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 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
- ☐ Marketplace Deal Summaries
- ☐ Contracting details, including list of 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.

DOCUMENTATION TO BE PROVIDED WITH APPLICATION:

- ☐ **ASIC Company Extract** document – must be recent, within the last 28 days. Please 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.
- ☐ **Extended Outline and or Series Bible-** see [Story Documents – Drama](#)
- ☐ **Scripts for series** – at least **two** Commissioning Platform company approved scripts
- ☐ **Script 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
- ☐ **Sales estimates** from Sales agent (required unless the deal is for a worldwide platform)
- ☐ 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 other finance pending, including an outline of recoupment structure, profit and copyright share. Download [here](#)
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.

- ☐ **Shooting Schedule** – A one-line shooting schedule and relevant cast breakdowns on which budget is based
- ☐ 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 or Movie Magic or Entertainment Partners (EP). NOTE: the budget should have a 10% BTL Contingency per guidelines.
- ☐ **QAPE spreadsheet** if budget is done in Movie Magic or EP
- ☐ **Offset Cashflow** provider letter of intent OR PDV provider (if applicable)
- ☐ **Completion guarantor** letter of intent showing date of budget, correct budget amount, bond fee OR waiver request
- ☐ **Disbursement administrator** letter of intent OR waiver request
- ☐ **Gap Lender** letter of intent (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)
- ☐ Evidence of realistic intent to be in production within 6 months
- 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.