

Screen Culture Fund - Application Form 2024-25

Form Preview

Application summary

* indicates a required field

Completing your application

Please allow plenty of time to complete your application. It is important that you prepare adequately and set aside enough time to write your application. If you have any questions or require access provisions, please contact the relevant [Grants Officer](#) during business hours (9am to 5pm, Monday to Friday).

Before you start your application:

- Read the [Guidelines](#) and VicScreen's [Terms of Trade](#).
- Review this online application form.
- Read VicScreen's [Diversity, Equity and Inclusion Road Map](#). VicScreen is committed to promoting and supporting gender equality, diversity and inclusiveness in the Victorian screen industry and requires applicants to demonstrate diversity and inclusion in their applications.

The applicant has spoken with [Manager, Screen Culture](#) regarding funding requests over \$20,000?

*

☐ Yes

☐ No

Is the applicant a company or a registered organisation? *

☐ Company

☐ Registered organisation

Company or Organisation applicants

* indicates a required field

General eligibility

Please confirm that the applicant is eligible to apply to VicScreen: *

- ☐ The applicant is incorporated in Australia or constituted as a legal entity, and carrying on business in Australia
- ☐ The applicant (and any related entities) is not a broadcaster, subsidiary of, or jointly owned by a broadcaster or its subsidiary, or related to any broadcast entity
- ☐ The applicant (and any related entities) is not a commissioning platform, subsidiary of, or jointly owned by a commissioning platform or its subsidiary, or related to any commissioning platform entity

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- ☐ The applicant (and any related entities) is not a Federal or State Government screen agency or entity
- ☐ The applicant has the right to carry out the project or proposal that is the subject of this application (including relevant copyright and appropriate clearances from all significant participants)
- ☐ The applicant confirms that this activity or proposal will not contribute to credits for a course of study

All statements must be selected in order to be considered eligible.

Has the company or organisation been based in, and operating out of, Victoria for at least 6 months prior to this application? *

- ☐ Yes ☐ No

Can the applicant demonstrate the delivery of creative programs or services as part of their core business? *

- ☐ Yes ☐ No

Does the applicant have a formal governance structure, annual financial budgeting and reporting, and are guided by activity, operational or business plans? *

- ☐ Yes ☐ No

Applicant details

Applicant company/organisation name *

Organisation Name

ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN

Principal place of business (must not be PO Box) *

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Address

Must be an Australian postcode.

Postal address (if different to the above)

Address

Must be an Australian postcode.

Company mobile number *

Must be an Australian phone number.

Company landline number

Must be an Australian phone number.

Company email address *

Must be an email address.

Account email address *

All financial documents will be sent to this address.

Website

Must be a URL.

Is this a sole director company? *

☐ Yes

☐ No

Contact for this application

Name *

Title

First Name

Last Name

Position within applicant company *

Contact email address *

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Must be an email address.

Authorised Signatory

For sole director companies, if you are successful in securing funding, VicScreen will require the company director or authorised officer to sign the funding agreement.

Please provide the following details for your company director, or authorised signatory for the company:

Name *

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Position *

Authorised signatory email *

Must be an email address.

Company Signatories

For companies with multiple directors, if you are successful in securing funding, VicScreen will require two signatories on the funding agreement.

Please provide the following details for two company directors, or authorised signatories for the company:

Company signatory one *

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Position *

Company signatory email *

Must be an email address.

Company signatory two *

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Position *

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Company signatory email *

Must be an email address.

Authorised Officer

For registered organisations, whether incorporated or unincorporated associations, if you are successful in securing funding VicScreen will require the an authorised officer to sign the funding agreement.

Please provide the following details for your authorised signatory for the organisation:

Authorised Officer Name *

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Authorised Officer position within organisation *

Authorised Officer Email *

Must be an email address.

Project Team

Please list the key team members delivering this project:

Name *

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Role *

Residency

For Key Personnel residing in Australia

Country

For Key Personnel residing abroad

Email *

Must be an email address

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Activity eligibility

* indicates a required field

Please note: throughout the 2024-2025 financial year, all applications to this program must provide options that anticipate any COVID-19 implications that may arise. These include alternative presentation options, budget changes and KPI amendments.

All funding recipients must:

- comply with all relevant Workplace Directions made pursuant to section 200(1)(d) of the *Public Health and Wellbeing Act 2008 (Vic)* (**Workplace Directions**); and
- Have and comply with plan to address the health and safety issues arising from COVID-19, in accordance with the Workplace Directions (**COVIDSafe Plan**).

Activity eligibility

Is your activity an established event with a successful track record? *

- ☐ Yes ☐ No

Please confirm that your activity will: *

- ☐ Take place in Victoria within 12 months of the application submission date
- ☐ Includes Victorian and/or Australian produced screen content in its program
- ☐ Have the promotion of screen culture as its primary focus
- ☐ Engage at least 1,000 audience members or subscribers in its primary activity (exclusive of touring numbers, provision of curated programs to other festivals and collaborations with other events)

All choices must be selected in order to be considered eligible

Please confirm that your activity is NOT: *

- ☐ A film festival or activity that exclusively screens short films
- ☐ The Victorian leg of a national touring film festival program
- ☐ A distribution activity, development or production of screen content or projects
- ☐ An activity that relates to the development or enhancement of digital marketing including websites
- ☐ A publication (online/podcast/print)
- ☐ A previous recipient of funding through the Industry Development program in the same financial year
- ☐ An activity dedicated to the development of business connections, professional craft and business skills in the film, television, online, games and virtual reality industries including conferences, workshops, labs and other professional screen-related activity
- ☐ Offer cash for Awards, travel, screen content production or touring
- ☐ An activity that delivers single Film Premiers or Launch Parties
- ☐ An activity that offers single language film festivals
- ☐ An activity delivered by commercial cinema operators
- ☐ Visual art projects delivered through screen

All choices must be selected in order to be considered eligible

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Activity details

* indicates a required field

This funding is to support screen culture activities that contribute to Victoria as a vibrant hub of creative and cultural activity.

Activity title *

Must be no more than 100 characters.
Please tell us the title of your project

Type of Activity *

Activity Start Date *

The activity must commence within 12 months of the submission date

Activity End Date *

About your organisation *

Word count:

Must be no more than 150 words.

Tell us about your organisation and its activity as relevant to this application, focusing on key people and key achievements

Activity Summary *

Word count:

Must be no more than 300 words.

Tell us about your activity, outlining what you want to do, the creative rationale, and how you plan to do this.

About your audience *

Word count:

Must be no more than 400 words.

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Tell us about your audience, outlining your plans to engage with them

Projected audience numbers for your activity? *

Must be a number.

Please list your main project activities or key stages below. Please add activities in the order they will take place and highlight if this has been confirmed. Please complete this table even if your project only includes one main activity.

Date	Activity	Confirmed
Must be a date.		

Are you working with other partner organisations as part of this project? *

☐ Yes ☐ No

Please add details about each partners you're working with below:

Name	Role / Type of partnership	Confirmed

Please select any relevant outcomes from the list below and address below how you plan to deliver this. You do not need to select all outcomes, only select those that are relevant to your Activity. *

- ☐ Empower local communities to access, celebrate and engage with diverse and wide-ranging screen work and experiences
- ☐ Generate community connection through screen
- ☐ Create screen experiences that are new, innovative and present wider perspectives
- ☐ Promote screen content created and produced in Victoria and Australia, and increase the awareness and visibility of Victorian creatives
- ☐ Meaningfully advances First Peoples, diversity, equity and inclusion in themes/content with/by/ for people with lived experience and/or addresses barriers to participation

At least 1 choice must be selected.

*

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Word count:

Must be no more than 1000 words.

Tell us about how your activity advances screen culture with relevance to your selected outcomes, outlining what you want to do, the activity involved, and the key steps you will undertake to deliver this

Please provide details of the venue/s in which the activity is taking place:

Venue name	Location	Type of activity (i.e. screening/workshop)

First Peoples Engagement

* indicates a required field

As a part of our funding requirements, VicScreen requires you to highlight any, First Peoples, Victorian & Australian screen content, creatives, and IP exhibited as part of your Activity.

Will your activity include any First Peoples (Indigenous Australian) content? *

☐ Yes

☐ No

Applicants working with or presenting First Peoples communities or subject matter, VicScreen encourages you to adhere to the "Pathways and Protocols First Nations Content guidelines published by Screen Australia as a condition of funding, including those related to treatment of 'Indigenous Cultural and Intellectual Property Rights'. To review the protocols, go to: <https://www.screenaustralia.gov.au/about-us/doing-business-with-us/indigenous-content/>

Please contact the [Manager, Screen Culture](#) to discuss further if required.

Please provide details of the collaboration and consultation entered into. *

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Word count:

Must be no more than 250 words.

Budget and funding

* indicates a required field

Please note if the funding request is above \$20,000 the applicant must speak with [Manager, Screen Culture](#) prior to application submission.

Amount requested from VicScreen? *

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\$

Must be a dollar amount.

What is the total budget for the activity? *

\$

Must be a dollar amount.

Please upload the total budget for the activity in Excel or Word format, including details of other funding sources and any notes. *

Attach a file:

Please adhere to the following naming conventions: [ACTIVITY NAME] - Budget. The maximum file size for uploads is 25MB per item

Has your activity applied for or received any revenue or funding or other support from private and/or other government sources (both cash and in-kind support)? *

☐ Yes ☐ No ☐ N/A

Evidence of other funding sources or sponsorship

Please provide details of any funding or other support (both cash and in-kind) you have applied for or received from private and/or government sources for this activity:

Source of funding or Type of support

Amount/dollar value

Status

<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
	e.g. Sponsorship, in-kind support	Must be a dollar amount.	

Total Amount/dollar value

\$

This number/amount is calculated.

Support Materials

Please upload support material with your application to assist with the review of your application. There are several types of support material you may submit, please see options below.

Upload details:

- Please adhere to the following naming conventions: [ACTIVITY NAME] - Program Outline OR [ACTIVITY NAME] - Sponsorship Proposal. The maximum file size for uploads is 25MB per item.
- For audio/visual materials please upload documents with links to downloadable files
- For images/written materials you can upload PDF, JPEG, PowerPoint etc.

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Artistic support material

Attach a file:

This could include your program or activity outline, including confirmed venues, programmed creatives and examples of work to support your application (i.e images, previous promotional materials for key projects, links to trailers or screen practitioners websites etc)

Marketing and promotional plan

Attach a file:

Upload marketing plans and supporting documents including strategic objectives, messaging or engagement strategies.

Biographies

Attach a file:

You can include a brief bio for key artists, personnel or other collaborators involved in your project. Brief bios should be presented as a single document no longer than two A4 pages in total.

If you have a program schedule and/or sponsorship proposal for the activity available please upload here.

Attach a file:

Upload your program schedule and/or sponsorship proposal for your project. Presented as a single document no longer than five A4 pages in total.

Risk assessment documentation

Attach a file:

You are strongly encouraged to submit a one-page risk management plan for public facing activity

Commitment documentation

Attach a file:

You are strongly encouraged to submit any commitment documents (in any format) your organization has developed. For example, if you are working with First Peoples communities your Reconciliation Action Plan OR DEI Commitments OR LGBTIQ+ communities your Safe Spaces policy.

COVID-19

* indicates a required field

Victorian Government COVID Safety Requirements *

☐ The Activity will comply with applicable Victorian Government COVID Safety requirements

Please advise of your compliance with Covid Safe Requirements

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Please describe any alternative presentation options you have planned for, taking into consideration any COVID-19 restrictions that may arise. These may include:

- activity presentation options
- budgets for in person and online presentations
- KPI estimates

Privacy statement and Applicant declaration

* indicates a required field

Privacy statement

All personal information submitted to VicScreen will be dealt with in accordance with our [Privacy Statement](#).

How did you hear about this program? *

- ☐ VicScreen Website
- ☐ VicScreen eNewsletter
- ☐ VicScreen Social Media
- ☐ Through another organisation
- ☐ At a screen industry event
- ☐ From someone I know
- ☐ Other

Please specify:

Additional Comments (Optional)

Bring the action to your inbox! Join VicScreen's mailing list [here](#).

Applicant declaration

- The applicant declares that they have read and understood VicScreen's current program guidelines and terms of trade. The applicant agrees and acknowledges that VicScreen reserves the right to vary its guidelines and terms of trade without notice to the applicant from time to time.
- The applicant agrees and understands that funding decisions (including the amount of funding) are discretionary and the decision to approve or reject any funding application rests with VicScreen and/or the relevant Minister.
- The applicant warrants and represents that the information provided and all attachments are, to the best of the applicant's knowledge and belief, true and correct and that it has not omitted any material information which would be required by VicScreen in relation to determining whether to approve funding of a project.
- The applicant undertakes to advise VicScreen in the event of any significant or material change to the proposed project or any supporting materials submitted regarding the project.
- The applicant warrants and represents that it owns or holds all relevant rights necessary to proceed with the proposed project outlined in this application and all materials supplied to VicScreen as part of this application will not infringe any third party's rights. The applicant agrees to indemnify and hold harmless VicScreen for and against any cost, loss, damage or expense suffered or incurred by VicScreen as a result of or arising from the use of the application and material.
- The applicant acknowledges and agrees that VicScreen may copy, store, adapt, change, edit and use, communicate and transmit any material supplied by applicants as part of this application in any media worldwide and may provide such material to nominated third party consultants and advisors for advice, review and evaluation purposes. We may also discuss your application with listed project investors/personnel for our business purposes
- You acknowledge and agree that you are submitting your personal information and VicScreen will collect this in accordance with its Privacy Policy at <https://vicscreen.vic.gov.au/legal/privacy>

Disclosure of project information

- You acknowledge and agree that if your application is successful, VicScreen may publish information about your project in Victorian Government media releases, on VicScreen's website, social media platforms, third party media channels (such as Youtube and Vimeo) or in VicScreen's e-newsletter for its promotional and publicity purposes only. This information may include your project's title, genre and synopsis, names and past credits of individuals comprising the key creative team and the amount of VicScreen's investment in the project.
- You acknowledge and agree that typing your name in this application form and submitting the form electronically will constitute signature by electronic communication under the *Electronic Transactions (Victoria) Act 2000* and related Acts.
- If the applicant is an individual, the individual must type their name on the form. If the applicant is a company, the authorised company officer must type their name on the form. By doing so, the authorised company officer warrants that he/she is authorised to sign this application form for and on behalf of the company.

Name of authorised signatory *

Title First Name Last Name

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Date *

Must be a date

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