

2024-25 Specialist Placements - Host Company - Application Form

Form Preview

Host Company Details

* indicates a required field

Before you start your application:

- Read the [Guidelines](#) and VicScreen's [Terms of Trade](#).
- Review this online application form.
- Read VicScreen's [Gender & Diversity Statement](#). VicScreen is committed to promoting and supporting gender equality, diversity and inclusiveness in the Victorian screen industry. We will prioritise placements that will deliver greater diversity and equality in the industry and requires applicants to demonstrate diversity and inclusion in their applications.

Please Note that we only accept identified target roles for the Specialist Placement program. For a complete list of the roles we are prioritising, please visit our website [here](#).

If you have any questions, please contact the relevant [Grants Officer](#) during business hours (9am to 5pm, Monday to Friday).

Which type of placement are you applying for? Select one: *

- ☐ Company (practitioner working across multiple projects)
- ☐ Company (practitioner working on a single project)
- ☐ Production (practitioner working on a single project)

Which sector of the industry is the placement in? *

- ☐ Production (Film, Television, Online or VR)
- ☐ Games
- ☐ VFX, Post-Production, Animation

Please confirm that this company is eligible to apply to VicScreen *

- ☐ The company (and any related entities) is not a broadcaster, subsidiary of or jointly owned by a broadcaster or its subsidiary or related to any broadcasting entity
- ☐ The company (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
- ☐ The company is a production company, incorporated in Australia
- ☐ The company owns or controls the rights to the project/s relevant to this application
- ☐ The applicant (and any related entities) is not a Federal or State Government department or entity
- ☐ The applicant confirms that this activity will not contribute to credits for a course of study
- ☐ The applicant (and any related entities) is not a Federal or State Government Screen Agency

At least 7 choices must be selected.

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Applicant Company Name *

Organisation Name

Is this a sole director company? *

☐ Yes

☐ No

Applicant 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) *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Postal (if different to the above)

Address

Company Email *

Must be an email address.

Accounts Email (if different to above)

Must be an email address.

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Company Mobile *

Must be an Australian phone number.

Company Landline

Must be an Australian phone number.

Website

Must be a URL.

Twitter

Facebook

Instagram

Contact for this application

Contact Name *

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Position within applicant company *

Contact Email *

Must be an email address.

Contact mobile number *

Must be an Australian phone number.

Contact landline

Must be an Australian phone number.

Company signatory

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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"/>

Position *

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"/>

Position *

Email *

Must be an email address.

Company signatory two *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Position *

Email *

Must be an email address.

Key personnel

Please list relevant key personnel that the practitioner will be working with:

Name			Email	Position	Will this person be supervising the practitioner?
			Must be an email address.		
Title	First Name	Last Name			

Company background

Host companies must be one of the following:

- a Victorian company that has produced commercially financed [narrative](#) film, television, online or VR content in either [fiction](#) or [documentary](#) for at least the last three years; or
- a Victorian company that has a track record of commercial production within the games sector across development, publishing and/or marketing for at least the last three years; or
- a Victorian company that has a track record of delivery work at scale and volume within post-production, animation or VFX.

For further information about the above requirements, see our [Terms of Trade](#).

Please provide a brief company background and a summary of the company's track record and experience.

Company background

Please provide a brief company background.

Projects

Please list which project(s) the practitioner will be working on during this placement

Project Title	Project stage	Details of Market interest
		Write n/a if the project has no market interest to date

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Production Summary

Host companies must be an Australian Company producing a film or television production (including animation) where the scope and scale of that production is sufficient to deliver a meaningful placement. For further information about the above Australian Company requirement, see our [Terms of Trade](#).

Please confirm the production is based in Victoria *

- ☐ Yes
☐ No

Project Title *

Must be no more than 250 characters.

Please provide a brief overview of the project demonstrating the scope, scale and ability to deliver a meaningful placement *

Placement Details

** indicates a required field*

Placement Details

To view the list of target roles for the Specialist Placement Program, please refer to our website [here](#).

What technical role are you proposing? *

If proposing another technical role not on the list, please list the role:

Please demonstrate how the role is a technical role in demand within the screen industry.

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Please provide a position description that outlines the proposed role and responsibilities *

Please provide a short bio for the person/s who would be responsible for supporting the practitioner during the placement *

Please outline the specific skills that a practitioner would gain from undertaking the proposed placement *

Credits awarded to practitioner

It is expected the practitioner will receive a credit on relevant projects they work on during the placement.

What is the anticipated credit(s) that may be awarded to the practitioner? *

Where funding is being requested to engage a mentor, please provide details of this proposal. *

Details of Projects

Please provide a brief summary of the project(s) the candidate will be working across. *

Proposed Dates

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Placements can be for a maximum of six months, providing the practitioner with a credit and valuable hands-on industry experience.

Where the company submits an application with a shortlist of their preferred candidate, companies can expect an outcome within four weeks of submitting an application.

Where the company applies for funding prior to recruiting for the role, VicScreen will initially assess the proposed placement and then, prior to recruitment being completed, will need to approve the host company's preferred candidate. Host companies applying for funding prior to recruiting for the role have three months to propose a preferred candidate, with a possibility of extension under extenuating circumstances.

Proposed duration of placement *

Proposed Start Date of placement *

Must be a date.

Proposed End Date of placement *

Must be a date.

Filling the placement position

What is the company's preference for filling the proposed placement position? *

- ☐ Applicant company has already identified a suitable practitioner for the placement position
- ☐ Applicant company is applying prior to recruiting for the role

Funding

If successful, VicScreen funding will be provided as a [grant](#) equivalent to up to 50% of the total cost of the placement, capped at \$50,000. The host will be required to provide the remaining 50% contribution.

VicScreen will pay the contribution to the host, who will in turn employ the practitioner for the duration of the placement.

Amount requested from VicScreen *

\$

Must be a dollar amount.

Budget

Production placement budget	Weekly rate	Duration	Total
Add/remove rows as required	Must be a dollar amount.	Must be in weeks Must be a number.	This number/amount is calculated.
Base Salary	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
Super 11%	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>

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Payroll tax 4.85%	\$		\$
Workers comp	\$		\$
Mentoring	\$		\$
Other	\$		\$

Total Placement Cost

\$

This number/amount is calculated.

Practitioner Details

* indicates a required field

Practitioner Details

Name *

Title

First Name

Last Name

Email *

Must be an email address.

Mobile *

Must be an Australian phone number.

Can the applicant warrant that the practitioner is an Australian citizen or Australian resident? *

☐ Yes

☐ No

☐ Other:

Can the applicant warrant that the practitioner has been a Victorian resident for at least the last 6 months? *

☐ Yes

☐ No

☐ Other:

Can the applicant warrant that the practitioner has not been previously engaged by the Host Company (or any related entity) for three months or more? *

☐ Yes - The practitioner has not previously been engaged for three months or more.

☐ No - The practitioner has previously been engaged for three months or more.

☐ Other:

Short bio for the practitioner (include information that demonstrates practitioner's mid career professional experience) *

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See mid-career definition here: <https://vicscreen.vic.gov.au/glossary#mid-career>

Has the practitioner received previous funding to undertake a placement, attachment or equivalent? *

☐ Yes ☐ No

If yes, provide details (e.g. project, placement type, year, funding body)

Please upload a recent 2-page CV *

Attach a file:

Link to showreel (if applicable)

Include password details if required

The practitioner will need to supply a written statement that outlines their objectives for undertaking the placement, including how it will assist with their career development.

Please upload the practitioner's statement *

Attach a file:

Diversity, Equity and Inclusion

* indicates a required field

VicScreen is committed to promoting and supporting gender equality, diversity and inclusiveness in the Victorian Screen Industry. We will prioritise placements that will deliver greater diversity and equality in the industry and requires applicants to demonstrate diversity and inclusion in their applications.

Applicants should read VicScreen's [Gender & Diversity Statement](#).

In the text box below please include any information relating to diversity, equity and inclusion relevant to your application. *

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Host Company Information

* indicates a required field

VicScreen is collecting applicant company data for research and analysis purposes into industry size, change and growth. It may also be provided to nominated third party consultants and advisors for advice, review and evaluation purposes. This data will not form part of the assessment process.

How long has the company been in operation? *

- ☐ 3-5 years
- ☐ 5-10 years
- ☐ >10 years

How many full time employees does the company currently have? *

Must be a number.

How many projects has the company completed/released? *

Must be a number.

Has the company hosted previous placements? *

- ☐ Yes
- ☐ No

If the company has hosted previous placements, was the placement beneficial to the company? *

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

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- ☐ 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 vicscreen.vic.gov.au/legal/privacy

Disclosure of application information

- You acknowledge and agree that if your application is successful, VicScreen may publish information about your application 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
<input type="text"/>	<input type="text"/>	<input type="text"/>

Declaration Date *

Must be a date.

Specialist Placements

Specialist Placements