

### START YOUR APPLICATION

\* indicates a required field

**Thank you for your application with Screen Queensland. Industry standard document formats must be used throughout your application (for example, your budget, finance plan and supporting documents).**

**If you have any questions about any part of the form or your application, please contact the Screen Queensland Content Team on (07) 3248 0500 or email [content@screenqld.com.au](mailto:content@screenqld.com.au).**

**Project Title \***

**Please list any previous titles this project may have been known as**

**Applicant Name \***

**Production Company**

**Screen Queensland Funding Ask \***

The amount you are asking from Screen Queensland

**Are you eligible to apply?**

- I have been a Queensland resident for at least 6 months prior to application, OR I am an Australian resident working with someone in a key creative role (writer, director, producer) who lives and works in Queensland.
- I am not employed by a state or government screen agency.
- The project is not associated with a broadcaster, with which I am/may be employed.
- I do not have any projects in default with Screen Queensland.
- No key creatives attached to this project are in default with Screen Queensland.
- The project has not yet begun pre-production or principal photography.
- I have an Australian Business Number (ABN).
- This project has not been declined twice for Screen Queensland FINANCE funding.
- It is important that your team of key creatives authentically represent the story and characters in your application. If your story includes content or characters from a diverse background, then at least one of the three key creative roles (writer, director, producer) must be held by a person who is representative of that diversity.

- If this project is an Aboriginal or Torres Strait Islander story, some or all intellectual property must be owned by members of this community and at least two of the three key creative roles must be held by Aboriginal and Torres Strait Islander talent. If the producer role is not held by an Indigenous person then an early career Indigenous producer attachment must be brought onto the project.
- I have read and agree to the [SQ Terms of Trade](#); [SQ QPE Definition](#); [SQ Strategic Plan 2023-2025](#); [Screen Diversity and Inclusion Network Charter](#); [Screen Australia Pathways and Protocols](#).

### Eligibility \*

- ☐ I am eligible to apply for this application  
☐ I am not eligible to apply for this application

If you are unsure, please contact Screen Queensland 07 3248 0500 / [content@screenqld.com.au](mailto:content@screenqld.com.au)

### Provide further details, if necessary

## Aboriginal and Torres Strait Islander Story, Content and Characters

### 1. Does your story contain Aboriginal or Torres Strait Islander story, content or characters? \*

- ☐ Yes ☐ No

### 2. Does your project include any Indigenous heritage elements which include any of the following:

- literary, performing and artistic works (including songs, music, dances, stories, ceremonies, symbols, languages and designs);
- scientific, agricultural, technical and ecological knowledge (including cultigens, medicines and the phenotypes of flora and fauna);
- all items of movable cultural property;
- human remains and tissues;
- immovable cultural property (including sacred and historically significant sites and burial grounds);
- documentation of the Indigenous peoples' heritage in archives, film, photographs, videotape or audiotape and in all other forms of media.

\*

- ☐ Yes ☐ No

### If you answered YES to Questions 1 and/or 2 above, have you read, understood, and will abide by the ICIP Protocols document as outlined by the 'Australia Council for the Arts'? \*

- ☐ Yes ☐ No ☐ N/A

Link: <https://australiacouncil.gov.au/investment-and-development/protocols-and-resources/protocols-for-using-first-nations-cultural-and-intellectual-property-in-the-arts/>

### If you answered YES to Questions 1 and/or 2 above, have you read, understood, and will abide by the Pathways and Protocols document as outlined by Screen Australia? \*

# FINANCE Application 2023/24

## Form Preview

☐ Yes

☐ No

☐ N/A

Link: <https://www.screenaustralia.gov.au/about-us/doing-business-with-us/indigenous-content/indigenous-protocols>

**If this project is an Aboriginal or Torres Strait Islander story, is some or all IP owned by members of the relevant community? \***

☐ Yes

☐ No

☐ N/A

## The Everyone Project

If successful, I agree to register the production to [The Everyone Project](#) and, with appropriate consent, provide the names, roles and contact details of the production cast and crew so that they may be invited to participate in voluntary, de-identified demographic surveys.

\*

☐ I Agree To Participate

**Are you happy for your project/s, proposal and/or team to be considered for other suitable Screen Queensland opportunities beyond this application? \***

☐ Yes

☐ No

## Individual or Organisation

**Are you applying as an individual or organisation? \***

☐ Individual

☐ Organisation

## APPLICANT DETAILS

\* indicates a required field

### INDIVIDUAL APPLICANTS

**Name \***

First Name

Last Name

**Business Name (if applicable)**

**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.

# FINANCE Application 2023/24

## Form Preview

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

### Registered for GST? \*

☐ Yes ☐ No

### Primary Address \*

Address

  

Suburb State Postcode

### Street Address

Address

  

Suburb State Postcode

### Contact Email \*

### Contact Phone Number \*

## ORGANISATION APPLICANT

### Organisation Name \*

Full Legal Name

### ABN \*

# FINANCE Application 2023/24

## Form Preview

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	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

### Registered for GST? \*

☐ Yes ☐ No

### Upload your Certificate of Incorporation \*

Attach a file:

Only if the Applicant is a company.

### Postal Address \*

Address

  

Suburb State Postcode

### Office Address

Address

  

Suburb State Postcode

### Contact Person \*

First Name

Last Name

### Position \*

# FINANCE Application 2023/24

## Form Preview

**Contact Email \***

**Phone Number \***

**List of Company Directors**

**Legal Advisor**

**Accountant**

**Federal electorate for applicant \***

**State electorate for applicant \***

**Local govt electoral zone for applicant \***

## PROJECT DETAILS

\* indicates a required field

**Project Logline \***

Please detail your project description (100 words maximum)

**Where did the project originate? \***

**Genre \***

**Project Type \*****Release Type \***

- ☐ Theatrical
- ☐ Broadcast - Including Streaming

**Duration \***

For Duration:

- If series, indicate Length as **Episodes x Minutes Per Episode** (eg: "13 x 26 min")
- If one-off, indicate Length as **Total Minutes** (eg: "93 min")

## CREATIVE MATERIALS

Please upload creative materials relevant to your project

**Description (e.g. scripts, synopsis, detailed treatment, one pager)**

**Upload File Here**


## PROJECT PLAN

Your **PROJECT PLAN** should include:

- your proposed schedule (be sure to clearly identify the number of days that will be spent in Queensland for each stage of pre, production and post)
- benefits to QLD including:
  - No. of QLD ATL and BTL crew to be employed and details of which roles they will occupy
  - No. of QLD cast to be employed
  - Details of the QLD facilities and services to be utilised throughout pre, production and post such as picture post, sound post, VFX
  - Impact on careers of Queensland practitioners and building Queensland companies

**Upload the Director's Vision \***

Attach a file:

**Upload your Benefits to Queensland Document \***

Attach a file:

# FINANCE Application 2023/24

## Form Preview

### Upload the Production Schedule \*

Attach a file:

Propose additional deliverables the production can offer to benefit the wider Queensland community/industry, including:

- 'In Conversation with'/Masterclass event with a key creative of the project
- Cast tourism opportunity at a key Queensland destination
- Video testimonials from key creatives
- An opportunity for members of the public to win non-speaking background roles as action extras for one day of filming or to 'win a day on set' experience

### Additional Benefits (see above):

## COMMERCIAL PLAN

A document outlining the release strategy and how you will maximise the commercial returns of the project (if applicable, including but not limited to exploitation of stage rights, publishing rights, merchandise, game extensions).

### Upload a Commercial Plan \*

Attach a file:

### Sales Estimates \*

Attach a file:

Upload ANZ and ROW where applicable. Multiple documents can be uploaded if required.

### If the project is a returned series, sequel or spin-off, please upload recoupment/return details from the original project(s)

Attach a file:

eg: Ratings, Collection Statements, or any other Follow-On Sales/Ancillary Rights. Multiple documents can be uploaded if required.

## AUDIENCE PLAN

A document detailing the target audience and the proposed pathway to reach that audience. Discuss this with your distributor/broadcaster if appropriate.

### Upload an Audience Plan \*

Attach a file:



### ABORIGINAL AND TORRES STRAIT ISLANDER COMMUNITY CONSULTATION AND/OR ENGAGEMENT PLAN

**Does your story contain Aboriginal or Torres Strait Islander story, content or characters? \***

- ☐ Yes  
☐ No

**If Yes, please upload your statement**

Attach a file:

### DIVERSITY

**Does your story include content or characters from a diverse background \***

- ☐ Yes ☐ No

If yes, please detail how your team of key creatives authentically represent the story and characters in your application. Please note, at least one of the key creative roles in your team (writer, director, producer) must be held by a person who is representative of the content and characters in your story.

Please upload your consultation and engagement plan here.

**Upload Your Document**

Attach a file:

### DATES SCHEDULES

#### Dates

Stage	Est. Total Days	Est. Total Days in Queensland	Start Date	End Date
			Must be a date.	Must be a date.
Pre Production				
Principal Photography				
Post Production				

**Proposed Delivery Date**

Must be a date.

**Transmission/Release  
Date (If Known)**

Must be a date.

### TEAM

\* indicates a required field

#### KEY CREATIVES / PERSONNEL

Upload the CVs and bios of the people who have agreed to be part of your project.

**All projects must have a Queensland producer or line producer attached.**

**If this is an Aboriginal and/or Torres Strait Islander project, from the 3 key creative roles (producer, writer, director), at least 2 separate roles must be Indigenous. If the Producer is non-Indigenous, there must be an early career Indigenous producer attached.**

Click the 'Add Row' button to add more fields.

Position	Name	Qld Resident	CV	Bio	Do you identify with any diverse groups in the Australian screen industry?
					<input type="checkbox"/> Female identity <input type="checkbox"/> Non-binary <input type="checkbox"/> Age (55+) <input type="checkbox"/> Aboriginal identity <input type="checkbox"/> Torres Strait Islander identity <input type="checkbox"/> Cultural and linguistic diversity <input type="checkbox"/> Person with a disability <input type="checkbox"/> LGBTQI+ <input type="checkbox"/> Regional or Remote Queensland (150KM+ from Brisbane or Gold Coast CBD) <input type="checkbox"/> Low Socio-economic status <input type="checkbox"/> Other: <div></div>
					<input type="checkbox"/> Female identity

				<div><input type="checkbox"/> Non-binary</div> <div><input type="checkbox"/> Age (55+)</div> <div><input type="checkbox"/> Aboriginal identity</div> <div><input type="checkbox"/> Torres Strait Islander identity</div> <div><input type="checkbox"/> Cultural and linguistic diversity</div> <div><input type="checkbox"/> Person with a disability</div> <div><input type="checkbox"/> LGBTQI+</div> <div><input type="checkbox"/> Regional or Remote Queenslander (150KM+ from Brisbane or Gold Coast CBD)</div> <div><input type="checkbox"/> Low Socio-economic status</div> <div><input type="checkbox"/> Other:</div>
				<div><input type="checkbox"/> Female identity</div> <div><input type="checkbox"/> Non-binary</div> <div><input type="checkbox"/> Age (55+)</div> <div><input type="checkbox"/> Aboriginal identity</div> <div><input type="checkbox"/> Torres Strait Islander identity</div> <div><input type="checkbox"/> Cultural and linguistic diversity</div> <div><input type="checkbox"/> Person with a disability</div> <div><input type="checkbox"/> LGBTQI+</div> <div><input type="checkbox"/> Regional or Remote Queenslander (150KM+ from Brisbane or Gold Coast CBD)</div> <div><input type="checkbox"/> Low Socio-economic status</div> <div><input type="checkbox"/> Other:</div>

### Attachment Opportunities

The Production Company shall provide the required number of attachment opportunities for the project's Funding Request, as outlined below, to Bona Fide Queenslanders. Each attachment is to be a minimum period of five (5) weeks each. Attachments should be paid at least [MEAA Award Level 1](#) minimum rates for 50-hour weeks (at the Production Company's cost) in departments to be approved by Screen Queensland in skills shortage areas. The required number of attachment opportunities shall be:

- Projects applying for under \$200,000 must budget for at least 1 attachment
- Projects applying for between \$200,000 up to \$299,999 must budget for at least 2 attachments
- Projects applying for \$300,000 or more must budget for at least 3 attachments

Where Screen Queensland is the principal state investor, applicants are also expected to utilise Queensland talent for attachments through [Screen Australia's Inclusive Attachment Scheme](#).

\*

☐ I understand my obligations with regards to attachment opportunities.

**Screen Queensland will liaise with you to identify appropriate attachment opportunities. However, if there is a significant opportunity you would like to propose, please do so here:**

### CAST ATTACHMENTS

Please list any attached or contracted cast in your project.

Characters Name	Actor	Qld Resident	Evidence of Attachment / Deal

### BUDGET FINANCING

\* indicates a required field

### FINANCE PLAN

Please upload your Screen Australia Finance Plan as well as financing documentation to demonstrate the commitment of all contributors to the finance plan:

- For marketplace attachments, a Letter of Intent/Commitment

# FINANCE Application 2023/24

## Form Preview

- For equity investments from a related party or an individual forms part of the Finance Plan, please upload a supporting letter from an accountant, confirming the financial capacity to invest
- Each financier must be shown on a separate line.

**Please attach Screen Australia template Finance Plan, including recoupment structure: \***

Attach a file:

**Please upload a letter of intent from your Completion Guarantor or a statement as why you would like us to waive this requirement. \***

Attach a file:

**Please upload a letter of offer from your cashflow provider (if applicable):**

Attach a file:

If applying for an RFFF loan, please complete the RFFF section below.

## FINANCE PROVIDERS

- Must equal total budget amount.
- Each document must be signed and be on a formal letterhead.
- Emails and screenshots can not be accepted.
- Where a key creative is investing/re-investing part of their fee, supply a letter from an independent accountant confirming the financial capacity to invest the amount.
- Where a production company is investing in the project, supply a letter from an independent accountant confirming the financial capacity to invest the amount.
- Each financier must be shown on a separate line.
- Any gap financing must show interest rates, fees, the amount being financed, plus the total budget.

Click the **Add More** button to add more rows if required.

Contributor	Are they a related party?	If YES, Relationship Type	Amount	Finance Type	% of Budget	Financing Document (eg. Letter of Intent / Commitment)	Financing Checklist
			Must be a dollar amount.				At least 2 choices must be selected.
	<input type="radio"/> Yes <input type="radio"/> No		\$				<input type="checkbox"/> The document uploaded refers to the amount

							being financed <input type="checkbox"/> The document is still current
--	--	--	--	--	--	--	---

### Accountant Letters

**If any related entities or individual are investing/re-investing, have you attached independent accountant's letters for each, confirming the ability to invest/re-invest, and confirming the correct amount(s)? \***

☐ Yes

☐ No

☐ N/A

Your project must be completely financed, except for your Screen Queensland Ask and any Ask from another State or Federal agency, that is still pending.

\*

☐ All applicable finance documents have been uploaded to the Finance Providers table

### BUDGET

You can access the [Screen Australia A-Z Budget template here](#).

Please refer to the [MEAA rates](#) as a minimum.

#### How much can I apply for?

- Up to \$850,000 in the context of
  - Size of the audience
  - Overall budget
  - Spend in Queensland (as a guide your ask should be no more than 10% of state spend for a commercial project)
  - Other financing partners and their commitment
- SQ support through the Finance program is a recoupable investment
- Your budget must include line items for a COVID Safety Officer and COVID Contingency

#### FUNDING REQUESTED \*

\$

#### Total Budget \*

\$

Must be a dollar amount.

#### Total QPE (Queensland Production Expenditure)

\$

\*

#### Estimated Total Job Numbers \*

# FINANCE Application 2023/24

## Form Preview

**Number of ATL Jobs for  
Queenslanders \***

(do not include cast)

**Number of BTL Jobs for  
Queenslanders \***

(do not include cast or extras)

**Number of Queensland  
Cast Excluding Extras**

Must be a number.

**Number of Queensland  
Extras**

Must be a number.

**Total number of ALL  
Queensland Jobs \***

**Funding Request as % of  
QPE**

This number/amount is calculated.

Please refer to Screen Queensland's funding guidelines to guide your QPE value.

**Please provide your A-Z  
Production Budget, with  
QPE clearly identified \***

Attach a file:

## Screen Queensland Ask over \$100,000

As your Screen Queensland Ask is over \$100,000, please provide the following:

- A draft recoupment waterfall, including Screen Queensland,
- A draft cashflow/drawdown schedule, including Screen Queensland.

**Please upload a draft recoupment waterfall, including Screen Queensland \***

Attach a file:

**Please upload a draft cashflow/drawdown schedule, including Screen Queensland \***

Attach a file:

## DEVELOPMENT FUNDING

Please detail any previous state agency funding (including Development/IDEAS funding from Screen Queensland) - and upload relevant contract(s).

# FINANCE Application 2023/24

## Form Preview

Screen Agency	Funding Program	Amount Funded	Upload Contract
		Must be a dollar amount.	
		\$	
		\$	
		\$	

## PROVISIONAL CERTIFICATE

**Do you have a Provisional Certificate from Screen Australia? \***

☐ Yes

☐ No

**If yes, please upload Provisional Certificate here**

Attach a file:

**Have you applied for a Provisional Certificate from Screen Australia?**

☐ Yes

☐ No

**If yes, please provide the Provisional Certificate Application Number**

**And the Provisional Certificate Submission Date**

**If you have received a confirmation of submission from Screen Australia, please upload here**

Attach a file:

## REVOLVING FILM FINANCE FUND

**All applications for RFFF are required to be completed on the standalone RFFF application form.**

**Are you applying for an RFFF Loan? \***

☐ Yes

☐ No

**If you have your Screen Queensland allocated submission/application number, please specify it:**

## CO-PRODUCTIONS

**Is this an Official Co-production with an International partner? \***



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## Form Preview

☐ Yes

☐ No

**Do you have Provisional Approval from Screen Australia for Official Co-production status?**

☐ Yes

☐ No

**If yes, please upload here**

Attach a file:

**Have you applied for Provisional Approval from Screen Australia for Official Co-production status?**

☐ Yes

☐ No

**If yes, please provide the Application Number**

**What is the Submission Date**

Must be a date

**If you have received a confirmation of submission from Screen Australia, please upload here**

Attach a file:

## COVID-19 STRATEGY

\* indicates a required field

**Please upload the project's COVID Safe Work Plan: \***

Attach a file:

**Please outline the measures that you will take to mitigate COVID-19 risk to financiers, including, for example, additional allocation of contingency and measures in cast/crew/provider contracts to manage COVID-19 related production delays or hiatus, and plans to manage talent or crew that will need to cross borders to enter Queensland: \***

**Please outline any COVID-19 related conditions required by any other financiers where applicable:**

## LEGAL REQUIREMENTS, COPYRIGHT CHAIN OF TITLE

\* indicates a required field

**Is this an original concept of the applicant? \***

☐ Yes ☐ No

**If this is not your original concept, please clearly detail Chain of Title:**

**If this project is an Aboriginal or Torres Strait Islander story, is some or all IP owned by members of the relevant community?**

☐ Yes ☐ No ☐ N/A

If Yes, you must include documentation to demonstrate this below.

## CHAIN OF TITLE

**During the assessment process we will need to verify that you are the rights holder to this project and you will need to provide chain of title documentation and other agreements.**

**Please upload all Chain of Title documents you have below.**

**Projects that are Aboriginal and Torres Strait Islander stories must demonstrate that some or all IP is owned by members of the relevant community.**

**NB: You can add additional rows to allow for further Chain of Title documentation to be uploaded.**

Type of Chain of Title	Please upload file here	Comments
Option Agreement / Deed of Assignment		
Licence Agreement		
Writer's Agreement		
Script Editor's Agreement		
Researcher's Agreement		
Development Investment Agreement		
Approval of Aboriginal and Torres Strait Islander owners of the story/evidence that IP is owned by the relevant community		


## DECLARATION

\* indicates a required field

### Applicant declaration

- The applicant declares they have read and understood Screen Queensland's funding guidelines and [Terms of Trade](#).
- The applicant agrees and understands that any funding is discretionary and any approvals are subject to funding being available.
- SQ's offers for support and any associated terms and conditions are non-negotiable.
- The applicant has the firm intention and is able to proceed with the proposed project and declares that the information provided, together with all attachments are, to the best of the applicant's knowledge and belief, after making all reasonable inquiries, true and correct.
- The applicant undertakes to promptly advise Screen Queensland of any significant changes to the proposed project, the information supplied or the materials submitted regarding the project.
- The applicant warrants that it owns or holds all relevant rights in the original works and or copyright materials necessary to proceed with the proposed project as envisaged by this application and will keep Screen Queensland indemnified against all actions, suits, proceedings, claims or demands made against Screen Queensland by reason of any breach of the above.
- It is agreed that Screen Queensland will not be liable for any action or claim based on any industrial or intellectual property of the applicant arising out, or in connection with Screen Queensland's receipt, custody or consideration of the applicant's submission.
- The applicant acknowledges and agrees that Screen Queensland may download, copy, store and use any material supplied or proffered by the applicant as part of this application and may provide access to such material to nominated third parties (as applicable).
- The applicant agrees that Screen Queensland's liability in relation to the application, the application process and all related matters to the application is limited to \$1. Screen Queensland reserves the right to change any element of the application process and the underlying program at any time, in its absolute discretion.
- The applicant acknowledges and agrees that typing their name on this form and submitting the form will constitute signature by electronic communication under the Electronic Transactions (Queensland) Act 2001.

### Disclosure of project information:

- You acknowledge and agree that Screen Queensland may publish for promotional purposes only, information about your project in Queensland Government media releases, on Screen Queensland's website or in Screen Queensland's e-newsletter. This information may include project name, genre and synopsis, names and past credits of individuals comprising the key creative team. It is your responsibility to update Screen Queensland if there has been any changes to the information submitted in your application form.

### Privacy Notice and Consent

- By submitting an application, you agree that we will deal with the personal information you provide in accordance with our [Privacy Policy](#), as amended from time to time, and this [Privacy Notice and Consent Form](#).
- By submitting an application, you agree that your details will be added to our marketing database and that you may receive communications related to Screen Queensland’s events, programs and services from time to time. If you do not wish to be added to our marketing base, please click the opt-out check box below.

☐ I do not wish to have my details added to the marketing database

Authorised Signatory

Name *	First Name	Last Name
	<input type="text"/>	<input type="text"/>
Position *	<input type="text"/>	
Submission Date *	<input type="text"/>	