

Professional Development Travel Application Form 24-25

Form Preview

START YOUR APPLICATION

* indicates a required field

IMPORTANT UPDATE

Screen Queensland is replacing our SmartyGrants portal with a new platform from Tuesday 1 July 2025.

To support the migration, SmartyGrants will close for all applications on Monday 2 June and acquittals from Monday 23 June. [Find out more.](#)

IMPORTANT: THESE ARE IMPORTANT TERMS AND CONDITIONS WHICH CONTAIN BINDING LEGAL OBLIGATIONS, IF SUCCESSFUL. PLEASE READ IT CAREFULLY, CONSULT YOUR SOLICITOR AND ACKNOWLEDGE BELOW.

Are you eligible to apply?

[Program Guidelines](#); [SQ Terms of Trade](#); [Core Conditions](#); [SQ QPE Definition](#); [SQ Strategic Plan 2023-2025](#); [Screen Diversity and Inclusion Network Charter](#); [Screen Australia Pathways and Protocols](#).

Eligibility *

- I have been Queensland residents for at least 6 consecutive months at the time of application.
- I am the demonstrated rights holder in the projects discussed in this application.
- I authentically represent the story and characters in the project/s that form part of this Application.
- I am not employed by a state or government screen agency.
- I am not employed by a broadcaster or streaming service.
- I am not a full time student.
- None of the projects I am submitting contribute to credits for a course or study.
- I do not have any projects in default with Screen Queensland.
- I am not in default with Screen Queensland.
- I have an Australian Business Number (ABN).
- I am applying at least 4 weeks prior to departure.
- I have read and agree to the Program Guidelines; SQ Terms of Trade; Core Conditions; SQ QPE Definition; SQ Strategic Plan 2023-2025; Screen Diversity and Inclusion Network Charter; Screen Australia Pathways and Protocols (linked above).

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 on (07) 3248 0500 / content@screenqld.com.au

Provide further details if necessary

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APPLICANT DETAILS

* indicates a required field

INDIVIDUAL APPLICANT

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.

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	

Registered for GST?

Yes

No

Postal Address *

Address

Suburb State Postcode

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Street Address (if different to above)

Address

Suburb State Postcode

Contact Email *

Contact Phone Number *

Bank Account

- 1.If successful, the Applicant authorises and directs Screen Queensland to pay all Grant amounts due under the Funding Agreement directly into the below Bank Account.
- 2.The Applicant acknowledges and agrees that payment in accordance with these provisions shall constitute good and valid discharge of Screen Queensland's obligations to pay the Applicant pursuant to the Funding Agreement.
- 3.The nominated Bank Account must match the Applicant's Individual/Company Name and ABN.

Bank Account *

Account Name

BSB Number Account Number

Must be a valid Australian bank account format.

Statistical Data

Not sure of your electoral region? Look up your address here: <https://www.ecq.qld.gov.au/electoral-boundaries/where-is-my-electorate>

Federal electorate for applicant *

State electorate for applicant *

Local govt electorate for applicant *

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APPLICATION DETAILS

* indicates a required field

Applicant

First Name	Last Name	Role	Upload CV	Upload Bio	Do you identify with any diverse groups in the Australian screen industry?
					<input type="checkbox"/> Female identity <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"/> LGBTQIA+ <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: <input type="text"/>

Professional Development Travel Opportunity

Please state the professional development opportunity for which you seek travel support. *

Please outline your role in this professional development opportunity. *

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Please upload evidence of your confirmed involvement in the opportunity. *

Attach a file:

e.g. A screenshot of the email invitation.

Please outline how this professional development opportunity will provide meaningful career-escalation benefits. *

Additional Documents

If applicable, please upload any supporting documentation for this professional development opportunity.

Other documents could include samples of your work, pitch documents (include synopsis, key details on your project such as format, genre, duration, audience, key creative team, talent attached, projected budget), documents relating to Chain of Title, or links to your work.

Description	File Upload

Video Upload

Please upload a video between 60-90 seconds telling us who you are, why you're applying for this professional development opportunity, and how it will benefit your career. Where files are over the 25MB max file size, please upload a document with a link to the video and include any login information if applicable.

Please note, you will not be assessed on the production qualities of the video.

If you are unable to submit a video due to accessibility, please contact Screen Queensland on (07) 3248 0500 / content@screenqld.com.au.

Video Upload *

Attach a file:

25MB max.

Funding Support

Applicants must show evidence of their confirmed involvement in the opportunity presented in writing at the time of application.

Support for professional development opportunities will be capped at the following levels. Please note: this is a highly competitive fund; applications above the caps will not be accepted and all requests must be justified within your budget ask.

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\$1,000 for travelling domestically \$3,000 for travelling to the Asia Pacific Region \$5,000 for travelling outside the Asia Pacific Region

What is your total funding request? *

\$

This number/amount is calculated.

Please select the type of travel *

- Queensland Travel
 Interstate Travel
 International Travel

Travel Dates

What are your dates of attendance/travel?

Start/Departure Date

End/Return Date

Must be a date and no earlier than 1/1/2024.	Must be a date and no earlier than 1/1/2024.
<input type="text"/>	<input type="text"/>

Budget

Eligible Screen Queensland Ask line items can include Airfares, Accommodation, Ground Travel. As SQ is unable to fund 100% of an application, an Applicant Contribution/Other Contribution should also be shown.

Please note, any item that is in the column 'Screen Queensland Ask' must be directed towards expenditure which occurs in Queensland.

Item	Applicant Contribution	Other Contribution	Screen Queensland Ask	Total
	Must be a dollar amount.	Must be a dollar amount.	Must be a dollar amount.	This number/amount is calculated.
Flights	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Accommodation	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Ground Travel	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

Drawdown Schedule

If the application is successful, the "Funding" for the purposes of the Funding Agreement (automatically entered into upon Screen Queensland's letter of approval) will be an amount up to the above Screen Queensland Ask (as determined by Screen Queensland).

The Funding will be payable in accordance with the following Drawdown Schedule:

Drawdown

Percentage

Delivery Materials

Delivery Date

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Drawdown One

90% of the Funding

- Valid invoice for the drawdown per below and [attached invoice requirements](#) (**Valid Invoice**)

Date of Letter of Approval (**Contract Start Date**)

Drawdown Two

10% of the Funding

- Activity Report

- Event Images (if requested)

- Valid Invoice per below and [attached invoice requirements](#)

Within one (1) month after the End/Return Date (as specified above at Travel Dates)

Each such Drawdown of the Funding is payable ten (10) Business Days after Screen Queensland receipt and approval of the Drawdown's Delivery Materials by their Delivery Date, in accordance with clause 5 of the Funding Agreement's Terms and Conditions.

Tax Invoice

IMPORTANT: Tax invoices must be submitted for each drawdown of the Funding. **Each tax invoice must be dated on or after the Contract Start Date.** If the Applicant's tax invoice is submitted incorrectly, the payment process will be suspended until Screen Queensland receives an amended valid invoice. This can sometimes mean that payment will not be processed until the following week. Screen Queensland's guidelines for tax invoices is [here](#).

Please note, you must be registered for GST for a Tax Invoice. If you are not registered for GST, please just put the word 'Invoice' and do not claim GST when you submit your invoice.

Event Images (if requested)

The Applicant will provide Screen Queensland with a selection of a minimum five (5) different high resolution images (300 ppi, in JPG or PNG format larger than 1MB), captured during the Market as soon as possible following the Market. Please refer to Screen Queensland's guidance on capturing suitable imagery [here](#).

Acknowledgement *

I agree that if I am approved funding and I do not acquit within 3 months of departure, then the contract and any outstanding approved funding will lapse.

SCREEN QUEENSLAND FUNDING

* indicates a required field

Have you received Screen Queensland Funding in the past 12 months? *

- Yes, I have received SQ funding in the past 12 months.
- No, I have not received SQ funding in the past 12 months.

Amount Funded by SQ

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If you have indicated Yes to the previous question, please outline what SQ funding you have received in the past 12 months.

Funded Program/Project	Amount Funded by SQ
	\$
	\$

DECLARATION

* indicates a required field

Applicant Declaration

- The applicant declares they have read and understood Screen Queensland's Market and Travel Fund [Program Guidelines](#), the Funding Agreement's [Core Conditions](#) and [Terms of Trade](#).
- The applicant agrees and understands that any funding is discretionary and any approvals are subject to funding being available.
- The applicant has the firm intention and is able to proceed with the proposed activity 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 activity, the information supplied or the materials submitted regarding the activity.
- 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 activity 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* (Qld).

Disclosure of project information:

- You acknowledge and agree that Screen Queensland, in consultation with the applicant, may publish for promotional purposes only, information about your activity 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.

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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

Funding Agreement

IMPORTANT: THESE ARE IMPORTANT TERMS AND CONDITIONS WHICH CONTAIN BINDING LEGAL OBLIGATIONS, IF SUCCESSFUL. PLEASE READ IT CAREFULLY, CONSULT YOUR SOLICITOR AND ACKNOWLEDGE BELOW.

- By submitting this application, you hereby agree to be bound by the Funding Agreement automatically entered into by you with Screen Queensland upon written approval of the application by Screen Queensland.
- **Funding Agreement** means the agreement entered into between Screen Queensland and you (if successful) when Screen Queensland (in its discretion) approves the application in writing, such Funding Agreement being comprised of:
 - this application (as signed by your Authorised Signatory);
 - the Core Conditions; and
 - the Letter of Approval of the grant from Screen Queensland (signed by Screen Queensland and issued via email) specifying the approved Funding amount which will be an amount up to the above Screen Queensland Ask (as determined by Screen Queensland).

Acknowledgement *

I confirm that the Applicant agrees to be bound by the Funding Agreement as set out above and that the Applicant shall procure compliance with the Funding Agreement by the Attendee(s).

Please note: If you do not agree to the above acknowledgement and would like to negotiate the terms of the Funding Agreement, please contact content@screenqld.com.au before submitting your application. This means the Funding Agreement will not be automatically entered into upon approval and a separate written agreement will need to be negotiated and entered into by you with Screen Queensland. This will result in the application going through our long-form process and subsequently will have a longer processing period before payment of any funding (if approved).

Authorised Signatory

Name *

First Name

Last Name

Position *

Submission Date *

Must be a date and no earlier than 1/1/2024.