

# RFFF Production Loan Application Form 2023/24

## Form Preview

### RFFF - APPLICATION FORM

\* indicates a required field

#### 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 an under-represented 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 2019-2022](#); [Screen Diversity and Inclusion Network Charter](#); [SQ Aboriginal and Torres Strait Islander Strategy 2019-2022](#).

#### 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

#### Do you have a provisional certificate? \*

- Yes  No

If you answer NO, you are not eligible to apply for the RFFF from Screen Queensland.

#### Do you have a completion guarantor? \*

- Yes  No

If you answer NO, you are not eligible to apply for the RFFF from Screen Queensland.

#### Do you have a QAPE opinion letter? \*

- Yes  No

If you answer NO, you are not eligible to apply for the RFFF from Screen Queensland.

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**Have you previously submitted a Production Investment application for this project to Screen Queensland? \***

Yes  No

**Is this a variation to an existing application or approval? \***

Yes  No

**If yes, please provide the application/submission number**

## 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

## APPLICANT DETAILS

\* indicates a required field

### ORGANISATION APPLICANT

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

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**Registered for GST? \***

Yes

No

**Upload the company's Certificate of Incorporation AND an ASIC Historical Company Search \***

Attach a file:

**Upload an ABN search \***

Attach a file:

**Postal Address \***

Address

Suburb State Postcode

**Office Address**

Address

Suburb State Postcode

**Contact Person \***

First Name

Last Name

**Position \***

**Contact Email \***

**Phone Number \***

**List of Company Directors \***

**Legal Advisor \***

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**Accountant \***

**Federal electorate for applicant \***

**State electorate for applicant \***

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

## PROJECT DETAILS

\* indicates a required field

**Project Title \***

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

**Project Logline \***

Please detail your screen project description (100 words maximum)

**Project Synopsis (one paragraph & one page) \***

Attach a file:

**Upload the script / detailed treatment / concept document \***

Attach a file:

**Is this a sequel, remake, sequential series or format?**

**Origin \***

# RFFF Production Loan Application Form 2023/24

## Form Preview

**Genre \***

**Project Type \***

**Release Type \***

- Theatrical
- Broadcast - Including Streaming

**Duration**

Minutes (if feature) or Episodes x Duration (if series)

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")

## PRODUCTION DETAILS

**Pre-Production start date: \***

**Principal Photography start date: \***

**Post Production start date: \***

**Planned Delivery date: \***

**Number of days in pre-production: \***

**Number of days on shoot: \***

**Number of days in post-production: \***

**Number of pre and shoot days in Queensland: \***

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## Form Preview

**Number of post days in Queensland: \***

**Upload your production schedule \***

Attach a file:

## BUDGET

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

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

Attach a file:

**Total Production Budget \***

Must be a dollar amount.

**Above the Line Costs \***

Must be a dollar amount

**Below the Line Costs \***

Must be a dollar amount

**QAPE \***

Qualifying Australian Production Expenditure

## KEY CREATIVES

Details of professional placements for Queenslanders

Position	Name	Queensland Resident	CV	Bio	Do you identify with any diverse groups that are under-represented in the Australian screen industry?
		<input type="radio"/> Yes <input type="radio"/> No			<input type="checkbox"/> Female identity <input type="checkbox"/> Non-binary

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				<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 Low Socio-economic status
		<input type="radio"/> Yes <input type="radio"/> No		<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 Low Socio-economic status
		<input type="radio"/> Yes <input type="radio"/> No		<input type="checkbox"/> Female identity <input type="checkbox"/> Non-binary <input type="checkbox"/> Age (55+)

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					<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="radio"/> Yes <input type="radio"/> No			<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

### CONTACT DETAILS

**Upload contact details for all key creatives, key cast and production companies \***  
 Attach a file:



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### CAST

Please list any attached or contracted cast in your project.

Characters Name	Actor	Qld Resident	Evidence of Attachment / Deal

### COVID-19 STRATEGY

\* indicates a required field

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

Attach a file:

**Are you intending to apply for the Screen Australia Temporary Interruption Fund (TIF) or have you applied for TIF? \***

Yes

No

**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:**

### MARKETING & AUDIENCE

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\* indicates a required field

### Upload your Marketing Plan \*

Attach a file:

### Upload your Audience Plan \*

Attach a file:

### Upload your Release Plan \*

Attach a file:

## LEGAL REQUIREMENTS, COPYRIGHT & CHAIN OF TITLE

\* indicates a required field

### CHAIN OF TITLE

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

Yes

No

**If this is not your original concept, please provide more details including details of option agreement / writer's agreement etc:**

**During the assessment process we will need to verify that you are the rights holder to this project.**

**You may need to provide chain of title documentation and other agreements, if requested.**

#### Type of Chain of Title

#### Upload Here

Option Agreement	
Licence Agreement	
Writer's Agreement	
Script Editor's Agreement	
Researcher's Agreement	
Development Investment Agreement	
Co Production Agreement	

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### INSURANCE

Supply letter(s) of intent from insurer(s) (Public liability and ENO)

Description	Letter of Intent

### SECURITY FOR LOAN

Details of all security for loan, including signed contracts and letters of interest

Description	File Upload

### PROVISIONAL CERTIFICATE

\* indicates a required field

A Provisional Certificate and accompanying letter from Screen Australia which states their satisfaction that the producer has a bona fide intent to distribute the film, if a feature film project, must be supplied.

**Please Note an RFFF application assessment is not possible unless Screen Australia has issued a Provisional Certificate.**

**Upload your provisional certificate from Screen Australia \***

Attach a file:

**If a feature film, upload your Screen Australia letter**

Attach a file:

The letter must state that Screen Australia is satisfied that the producer has a bona fide intent to distribute the film.

### Co Production Provisional Certificate

**Is this a Co-Production with an International partner? \***

Yes  No

If yes, please ensure you upload your Co Production agreement under the Chain of Title section

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

Yes  No

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**If yes, please upload here**

Attach a file:

**Have you applied for Provisional Approval from Screen Australia for Co Production status?**

Yes

No

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

**And the Submission Date**

Must be a date

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

Attach a file:

## FINANCE PLAN

\* indicates a required field

### FINANCE PROVIDERS

**Please complete the finance table below and identify the amount requested against each finance source (must equal total loan request amount).**

**Include your Production Investment Agreement for the project, and/or strong letters of commitment from all investment sources.**

<b>Contributor</b>	<b>Are they a Related Party?</b>	<b>If YES, Relationship Type</b>	<b>Amount</b>	<b>Amount To Be Loaned Against</b>	<b>Finance Type</b>	<b>% of Budget</b>	<b>Financing Document (eg. Letter of Intent / Commitment)</b>
--------------------	----------------------------------	----------------------------------	---------------	------------------------------------	---------------------	--------------------	---

			Must be a dollar amount	If you are requesting a loan against this finance source, please indicate the amount to be loaned against.		Must be a number	
--	--	--	-------------------------	--	--	------------------	--

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				Must be a dollar amount.			
Screen Queensland			\$	\$			
Producer Offset			\$	\$			
			\$	\$			
			\$	\$			

### Other Finance Documents

**Attach Screen Australia template Finance Plan \***

Attach a file:

**Upload sales estimates for all territories - (low, medium, high) (ANZ and ROW) \***

Attach a file:

**If necessary, please attach further information on recoupment structure**

Attach a file:

**Please upload a letter of intent from your Completion Guarantor \***

Attach a file:

## QUEENSLAND BENEFITS

\* indicates a required field

### QUEENSLAND FACILITIES & SERVICES

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

Must be a number.

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

Must be a number.

**Number of Cast Excluding Extras**

Must be a number.

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### Number of Extras

Must be a number.

### Total number of Queensland Jobs \*

Must be a number

### What is your intended QPE during Pre Production and Principal Photography? \*

Must be a dollar amount

### What is your intended QPE during Post Production? \*

Must be a dollar amount

### What is your total QPE? \*

Must be a dollar amount.

### What part of the production will occur in Queensland? \*

Production  Post Production  Both

### Upload details of Queensland elements (crew, locations and facilities) \*

Attach a file:

## RFFF LOAN DETAILS

\* indicates a required field

An application fee of \$330 (including GST) must accompany all RFFF loan applications, which will cover the required credit checks and ASIC searches. Payment can be made via Electronic Funds Transfer, to the bank account below.

Account Name: Screen Queensland Pty Ltd

BSB: 014 010

Account Number: 4940 51819

### RFFF Loan Amount Requested \*

### QAPE \*

### Estimated Producer Offset \*

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\$

### Loan Value Ratio \*

% of Loan Requested / Producer Offset (Must be 90% or less)

### Please upload a QAPE assessment from a third party \*

Attach a file:

### Estimated Admin Fee Costs (5.5%) \*

\$

Must be a dollar amount

### Interest Allowance in Budget \*

\$

Must be a dollar amount

## LOAN DRAWDOWNS

Please complete the table below relating to the number and amounts for drawdowns. A maximum of 3 drawdowns are allowed.

Must equal the amount of TOTAL RFFF Loan requested.

Drawdowns:	Drawdown Date:	Drawdown Amount:
	Must be a date	Must be a dollar amount
Drawdown #1		\$
Drawdown #2		\$
Drawdown #3		\$

## LOAN REPAYMENT

When considering your repayment date, please consider the following:

1. Time required by Screen Australia to assess your application;
2. Time your Tax Agent needs to lodge your tax return;
3. How long the Australian Taxation Office will take to pay the offset rebate into your bank.

### REPAYMENT DATE \*

## APPLICATION FEE

Have you paid the RFFF \$330 Application Fee? \*

Yes

No

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**Please Upload Confirmation of EFT Transfer \***

Attach a file:

## FURTHER DOCUMENTS

Please upload any further documents you wish to include in your application

**Description of File**

**Upload File Here**

Description of File	Upload File Here

## INDIGENOUS CONTENT

Details of Indigenous Content

**Indigenous Component**

- Indigenous Writer
- Indigenous Producer
- Indigenous Director
- Indigenous Characters
- Representations of Indigenous Culture
- Based on Indigenous Stories
- Other:

**Have you sourced all the permissions required for this subject matter? Can you provide your research data?**

**Upload any documents relevant to Indigenous content**

Attach a file:

## DECLARATION

\* indicates a required field

Applicant declaration

- The applicant declares they have read and understood Screen Queensland's funding guidelines and Terms of Trade.



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- 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 project and declares that the information provided, together with all attachments are, to the best of the applicant's knowledge and belief, true and correct.
- The applicant undertakes to 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 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.
- 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

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**Position \***

**Submission Date \***