

RFFF Production Loan Application Form 2019/20

Form Preview

RFFF - APPLICATION FORM

* indicates a required field

Are you eligible to apply?

You MUST meet one of the following eligibility criteria: *

- Queensland based practitioner
- Substantially engaging with Queensland based practitioners
- Substantially engaging with Queensland facilities
- Primarily shooting and/or posting in Queensland

Are you employed by a State or Government Screen Agency? *

- Yes No

If YES, your project is not eligible to apply.

Are you employed by a Broadcaster? *

- Yes No

If you answer YES, you may not be eligible to apply for funding from Screen Queensland.

If yes, please provide details:

Do you currently have any projects that are in default with Screen Queensland? *

- Yes No

If YES, your project is not eligible to apply.

Are any of the key creatives on the project currently in default with Screen Queensland? *

- Yes No

If YES, your project is not eligible to apply.

Do you have an Australian Business Number (ABN)? *

- Yes No

All applicants for Screen Queensland funding are required to hold a valid ABN

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.

Has your project entered Principal Photography or Post Production? *

- No Yes

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If YES, you may not be eligible to apply for funding from Screen Queensland

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

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	More information
ACNC Registration	
Tax Concessions	
Main business location	

Registered for GST? *

Yes No

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

Attach a file:

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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 *

Accountant *

PROJECT DETAILS

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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 Producer(s) *

Also include Executive Producers, noting '(EP)'

Project Director(s) *

Project Writer(s) *

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?

Other:

Origin *

Other:

Genre *

Other:

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Project Type *

Other:

Release Type *

Other:

Length

Must be minutes

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: *

Number of post days in Queensland: *

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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:

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

Name	Position	Qld Resident	CV & Bio

CONTACT DETAILS

Upload contact details for all key creatives, key cast and production companies *

Attach a file:

CAST

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Please list any attached or contracted cast in your project.

Characters Name	Actor	Qld Resident	Evidence of Attachment / Deal

MARKETING & AUDIENCE

* 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.

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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	

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:

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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

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 table below for the amount requested.

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

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MUST equal Total Loan Request Amount.

Contributor	Are they a Related Party?	If YES, Relationship Type	Amount	Finance Type	% of Budget	Financing Document (eg. Letter of Intent / Commitment)
Screen Queensland			\$			
Producer Offset						
			Must be a dollar amount		Must be a number	

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

Please list the number of Queensland crew you intend on employing. *

Must be a number

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

\$

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Must be a dollar amount

What is your intended QPE during Post Production? *

\$

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 *

\$

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

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

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

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

STATISTICAL & DIVERSITY DATA

* indicates a required field

Federal electorate for applicant *

Other:

State electorate for applicant *

Other:

Local govt electoral zone for applicant *

Other:

Key Creative Team Statistical Information

Please provide statistical data on your project's key creatives (e.g. Writer, Director, Producer).

The statistical information provided will be de-identified and form part of aggregated data for reporting and research purposes only. It is not assessment criteria and your responses will not affect the assessment of your application.

By providing this information, you will be helping Screen Queensland to measure its engagement with and support of diversity and inclusion in the screen sector.

Key Creative

Role

Other:

Does this person identify with any of the groups below?

- Person of Aboriginal or Torres Strait Islander origin
- Person with a disability
- Person with a culturally and linguistically diverse background
- Person who identifies as LGBTQIA
- Resident of regional or remote Queensland

Gender

Female

Male

Other:

Role

Other:

Does this person identify with any of the groups below?

- Person of Aboriginal or Torres Strait Islander origin
- Person with a disability
- Person with a culturally and linguistically diverse background
- Person who identifies as LGBTQIA
- Resident of regional or remote Queensland

Gender

Female

Male

Other:

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Role

Other:

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- Resident of regional or remote Queensland

Gender

Female

Male

Other:

Content

Does your project feature major characters or on-screen talent that identify with any of the groups below?

- Person of Aboriginal or Torres Strait Islander Origin
- Person with a disability
- Person with a culturally and linguistically diverse background
- Person who identifies as LGBTQIA
- Resident of regional or remote Queensland

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

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- 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.
- 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 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.

Authorised Signatory

Name *

First Name

Last Name

Position *

Submission Date *