

# ACT SCREEN ARTS FUND 2019 GUIDELINES

## AT A GLANCE

<b>Funding</b>	Soft cap of \$15,000 on any grant application
<b>Dates</b>	Opens <b>24 September 2018</b> and closes <b>5 November 2018</b> for activities to commence from 1 January 2019
<b>Assessment</b>	Applications are peer assessed by an external committee
<b>Notification</b>	Applicants will be advised of the outcome within 3 months of closing
<b>Funding Term</b>	12 months (1 January 2019 to 31 December 2019)
<b>Frequency</b>	<ul style="list-style-type: none"><li>• Applicants can only submit one application per funding round</li><li>• Artists can be involved in more than one application; however, can only be the applicant for one application</li></ul>

## **ACT SCREEN ARTS FUND 2019 GUIDELINES**

- The ACT Screen Arts Fund (the Fund) is funded by artsACT and delivered by Screen Canberra on behalf of artsACT, ACT Government.
- All applications are due by 5pm, Monday 5 November 2018.
- Applications are made via the [online form](#) only.
- No late entries will be accepted.

## **ACT SCREEN ARTS FUND GENERAL AIMS AND PRINCIPLES**

- Open to all members of the ACT community.
- Supports all narrative screen art forms from film, television, documentary, animation, short film, interactive game development and digital media.
- Focuses on projects and activities that develop screen artists – moving artists into new stages of their development.
- Supports projects and activities of excellence.
- Assists screen artists at all stages of their development.
- Supports inclusive and accessible screen arts activities that reflect the diversity of the community.
- Encourages new and exciting ideas.

## **ELIGIBILITY CRITERIA**

- Applicants are limited to ONE application per funding round. The ACT Screen Arts Fund is separate to Arts Activities Funding offered through artsACT. Applicants are eligible to apply to both.
- Applicants must be the creator, producer, director or writer of the project; and be the copyright holder or have an option to the rights in any and all works on which the project is based.
- Applicants need to be a resident of the ACT. Where applicants do not reside in the ACT, their application must strongly demonstrate an ACT-based screen practice or an activity with significant outcomes that would otherwise not be available in the ACT. In order to establish an ACT-based screen practice, Screen Canberra will consider the extent to

which an applicant is able to address the following:

- Being recognised as an ACT artist by peers.
- Evidence of consistently promoting yourself as an ACT artist.
- Regularity of making and/or presenting work in the ACT.
- Employment in the ACT arts sector.
- Collaboration and active engagement with the ACT arts sector.
- Formal training or education in the arts in the ACT.

Non-ACT resident applicants need to specifically address each of these six points on demonstrating an ACT-based practice, with a significant focus on the last two years.

- Applicants must also be Australian citizens, have permanent resident status in Australia, or, if not a permanent resident, be on a temporary Australian VISA which expires no less than two years from the date of application.

#### **GENERAL NOTES**

- The Fund supports applications from individual artists as well as groups and organisations.
- Screen Canberra is the administrator of the Fund.
- Screen Canberra reserves the right not to assess applications that do not address the assessment questions or otherwise comply with the funding requirements.
- Projects applied for should represent good value for money.
- Applications should be professional in their presentation, thought and execution.
- Funding from the ACT Screen Arts Fund must be acquitted by 5pm, Monday 10 February 2020.

The ACT Screen Arts Fund does NOT fund:

- Applicants with an overdue/unacquitted artsACT or ACT Screen Arts Fund grant. A history of late acquittals without due cause will be taken into consideration when assessing applications.
- Activities that are associated with a course of study or form a part of any assessment at an educational or training institution.
- Activities for or by Government departments or agencies.
- Activities undertaken by a school, involving school children, during school hours and/or activities which are a part of the school curriculum, or a part of a before or after school-based care program.

- Retrospective activities.
- Activities whose sole purpose is fund-raising.
- Office equipment including telephone, facsimile machines, photocopiers or other office furniture.
- Computer hardware and/or software and/or equipment for general administration, promotional or communication purposes.

### **FUNDING SOFT CAP**

There is a soft cap of \$15,000 (ex GST) on any grant application. However, if the applicant is able to substantiate the need for a larger request the assessment committee will consider this.

The ACT Screen Arts Fund has limited resources and cannot support large scale funding for major screen projects. Therefore applicants applying for screen projects are encouraged to be properly informed of the costs associated with screen-making activities and recognise the highly competitive nature of the Fund.

Applicants should seek funding and collaboration from a variety of sources. Applicants are strongly encouraged to include competitive quotes for major items of expenditure, including crew, and to make use of existing production infrastructure in the ACT and surrounding region.

### **FUNDED ACTIVITIES**

Funding is available for production and/or post-production for short films and games, professional development, mentoring and project development. Assistance for staged development of larger projects, to a point where public or private finance can be sourced for full production, will be considered on a case-by-case basis.

Applicants applying for script development are encouraged to work in collaboration with professional script editors, directors and producers rather than applying for funding in isolation to write a draft script. Applications to develop second and subsequent drafts of scripts are encouraged. Please ensure you include your script with notes in the supporting material of the application.

Emerging filmmakers are encouraged to apply for assistance for mentorships or internships with a production company or an experienced professional filmmaker.

Funding is not intended for the following works: graphic novels, commercial videos, advertisements, current affairs, infotainment, sport, educational, magazine style or 'how to' programs. If you are unsure whether your project activity is eligible for funding, please contact Screen Canberra for clarification.

Funding for marketing assistance or attendance at interstate and international markets and festivals with completed films and games must be sought from ACT Screen Travel Grants, not the ACT Screen Arts Fund.

## **COPYRIGHT OWNERSHIP**

Applicants should be aware of copyright title responsibilities and may need to include a 'statement of chain of title' with their support material as evidence of title to story, script, music, etc.

## **FEES**

Screen Canberra is committed to ensuring proper and fair payment to artists in recognition of their professional status, skills and experience. Artists' fees for projects/programs of activity funded through the ACT Screen Arts Fund should be commensurate with the level of skill and experience of the artists' employed, and reflects accepted rates in the sector. You may wish to state the basis of these rates in your budget.

Applicants should make sure they provide proper and fair payment to artists when considering their budget. Where applicants are seeking recompense for their own time it may be more appropriate to seek assistance with living expenses than the payment of an artist's fee. Artist's fees will generally not be supported for an applicant to attend workshops, conferences or other professional development opportunities.

## **INSURANCE & TAXATION**

### **PUBLIC LIABILITY INSURANCE**

If any aspect of a funded activity is to be undertaken on ACT Government premises or public land, a current certificate of insurance will be required before undertaking the activity.

Under normal circumstances, the level of public liability insurance will be \$20 million unless otherwise specified by the Territory. Where required, applicants may request in their grant application additional funding to cover public liability insurance expenditure.

Low cost public liability insurance is available through Screen Canberra – visit the Screen Canberra website for more information: <https://www.screencanberra.com.au/insurance/>

### **TAXATION**

Funding provided under the ACT Screen Arts Fund may be assessable income and may need to be included in your income tax return.

For further information on taxation issues, including special income tax provisions, allowable deductions and income averaging, you should consult your tax adviser or visit the Australian Taxation Office (ATO) website at: [www.ato.gov.au](http://www.ato.gov.au)

### **ABOUT GST**

Do not add GST to your total grant request. If you are registered for GST and your application is successful you will automatically be paid the additional 10% GST which you need to remit to the

Australian Taxation Office. If you are not registered for GST, no GST payment will be made.

## HOW TO APPLY

### BEFORE YOU START

Check if you are eligible to apply under the Eligibility Criteria.

### THE APPLICATION

Screen Canberra has moved to [SmartyGrants online platform](#). No hard copies of materials will be accepted.

- a. Supporting written material (e.g. scripts, CVs, Project Timeline, etc.) must be in PDF format and each individual file should be no larger than 5 MB.
- b. Show reels and examples of work need to be available online and a link supplied, e.g. YouTube or Vimeo. If you have a password, you must supply this.
- c. Download the template for the project budget from the website. You **must** use this template. Please leave the template in its original format, and do not convert it to PDF.
- d. Once you go online and start filling out the form, you are able to save your application and return to it at a later time.
- e. There are comments to help you fill out the form, which appear when you hold the mouse over the question.
- f. Add in extra supporting material (if applicable). Be judicious with what you include – there are limited spaces for uploading extra documents.

Applications **must** be received by the online application system by 5pm, Monday 5 November 2018. Late applications will not be accepted. Applications must be made using the online system. Emailed documents and applications will not be considered.

A handy tip – do not leave lodgement of your application to the last hour. If you have a technical problem or access to Internet issues, no extension will be given.

All applications will be treated as commercial in confidence. However, Screen Canberra may make public a list of successful applicants or promote successful applicants for the mutual benefit of Screen Canberra, artsACT and the applicant. Specific details of your application will not be given to third parties without your permission.

Unsuccessful applicants will be informed by email before successful applicants are publically announced. Successful applicants will be informed before Friday 21 December 2018. Payment will be made after a written agreement has been signed and an invoice has been presented to Screen Canberra.

## ASSESSMENT CRITERIA

In assessing applications the ACT Screen Arts Fund Assessment Committee will mark applications against the following criteria:

- **Quality** of the activity that seeks funding;
- **Benefit** to the applicant's screen practice;
- **Appropriateness** of the creative team and level of planning; and
- **Viability** of the budget.

## HELPFUL HINTS – HOW TO ANSWER THE CRITERIA QUESTIONS

The following information on pages 7-9 should be treated as a guide only. As an applicant you are responsible for deciding how best to answer the assessment questions.

### **QUESTION 1. What is your project and what are you seeking funding for? (350 words max)**

Do not assume the assessors reading the application know anything about you or your project. This is your chance to explain why your project activity is interesting, different or important. Ensure that you explain all aspects of the project including development, realisation and final outcomes.

If you are seeking funding for part of a larger project, provide information on the whole project but focus mainly on the activities for which you are seeking a grant from the ACT Screen Arts Fund.

If relevant, include brief information on how the project came about but spend the most time explaining the actual project. Additional background information can be included as support material.

### **QUESTION 2. How does your project contribute towards the development of your screen skills and practice? (350 words max)**

Discuss the impact of the proposed activity on your screen practice and the art form itself. What are the development opportunities that will arise through this project? For example, will you be developing your skills through working with other screen practitioners? Will you be improving the range and the quality of your work? Will your screen practice be moving in a different direction?

This question also affords you an opportunity to clearly state your current skill set, and link that self-assessment to what skills you plan to learn or develop through the project. For example, if you are applying to make a particular product such as a short film, you must explain how the process of developing and producing the work will contribute to the development of your screen practice. Producing the item does not in itself constitute development of your screen practice.

If your project has a public outcome, how are you going to market your activity and build your audience? If your project does not have a public outcome, for example a project that is still in development, this should be clear in your application.

**QUESTION 3. How will your project be realised? Include: your relevant experience, your capacity to deliver the project and the key people involved (350 words max)**

Describe exactly how your project will be undertaken and demonstrate you have the ability to achieve it. Your application should address any questions the assessment committee may have about your project and how it will be achieved.

Discuss what experience and capacity you as the applicant have to undertake the proposed project. If this is a new direction or a bigger project, you will need to describe what additional support you have put in place to ensure you can complete the project. Your CV can provide further details of your previous experience.

Provide details of how the key people involved will assist in the project. Brief CV's outlining the relevant experience of all key personnel should be included. Each CV should be limited to one page so include only the information relevant to this project. Do not submit CV's for people who have not agreed to participate in your project.

You should try to identify key people you will be working with before submitting your application. However, if you have not yet selected some key personnel, indicate the type of skills you will expect them to have and how you will go about recruiting them. Therefore, when nominating people you wish to work with, you need to justify their selection and explain what transfer of knowledge/skills will occur through the working relationship.

This is a crucial component to your application because without any mentoring or support from experts in the area you wish to develop, questions over how you will develop your screen practice will arise. One of the main benefits of the Fund is the opportunity to ask for resources to access support/expertise that would otherwise be unavailable to you. The development of your screen practice often lies in having access to constructive feedback with more experienced practitioners.

Any letter of support or commitment from a mentor should outline a tailored arrangement that suits your project rather than a generic quote for service, as this will not demonstrate an understanding of your (and your project's) specific needs. Finding the best candidate(s) for you and your project will require time and research.

You should also refer to a clear timeline for the project (which should be outlined in a separate attachment and uploaded to the application in the space provided), including major milestones. If the timing of all elements is not yet known, include an indicative timeline. Note the project must be completed and acquitted by 10 February 2020.

When preparing your timeline it is important to consider breaking large or complex projects into separate stages and applying for the stage most relevant to your application.

**QUESTION 4. Detailed, clear and substantiated budget, with maximum half-page budget justification. (350 words max)**

The budget page and justification is your opportunity to explain exactly how you will spend your grant, should you be successful. A well-considered and justified budget is essential to your application.

When preparing the budget page, first estimate your total project costs in the expenditure column. The inbuilt formula will add up the expenditure column. The figure you have will be the amount required to complete the project. Please note the budget has two worksheets requiring your attention.

Where funding is requested for a number of components of a project, you must include a breakdown of items the grant would specifically pay for in the first expenditure column of the budget titled “ACT Screen Arts Fund Expenditure”.

You may provide a maximum 350-word explanation of your budget if you consider the budget sheet needs further explanation or there are any amounts you think the assessment committee may have questions.

Include the calculation of any significant costs for which you are unable to provide quotes.

Ensure you have realistically budgeted your project. Do not over-inflate or under-estimate your request; ask for the money you require to complete your project. In deciding how much funding to request you should consider the benefit to the ACT community, the size and scope of your project, and you or your organisation’s artistic and administrative experience. All applications should represent value for money in both the level of funding and the outcomes to be achieved.

Remember the ACT Screen Arts Fund has limited resources. It may not be possible to fund all aspects of a project in one year. For large projects you should consider breaking your project into separate stages and applying for only one stage in 2019. Applicants should consider which stage of a project or activity they are seeking funding for and clearly articulate this in the application.

## **ABOUT EXPENDITURE**

Expenditure items vary from one project to another. On the budget form, only enter items under the headings that are relevant to your project.

Include all the costs associated with actually undertaking your project, for example, venue hire, materials and equipment hire.

Include GST charged on the purchase of items.

Under ‘Administration’, include all the administrative costs associated with your project including administrative staff, office costs, administrative overheads and insurance.

Include costs associated with letting other people know about your project, for example, media advertising, printing of flyers or brochures and ticketing services. You may also include fees for the engagement of a publicist although if this is a significant portion of your budget this should be included under salaries and fees.

Screen Canberra supports the payment of appropriate wages, including on-costs such as worker’s compensation and superannuation, to all personnel employed on funded projects.

Include these costs, and travel and accommodation expenses if applicable, under 'salaries and fees'. Include the relevant names and details of all key personnel on the second worksheet on the budget spreadsheet titled "Salary Information".

Appropriate insurance coverage costs may be included as part of your expenditure.

Written quotes must be provided for all significant items of expenditure.

### **ABOUT INCOME**

Include income from all sources including other grants, sponsorships, earned income and your own contribution.

You may wish to include in-kind support including free or discounted goods and services, free use of rehearsal space or volunteer labour. If you include in-kind support in the income column, you must also include these items in the expenditure column. For example, if you show the donation of rehearsal space valued at \$2,000 as in-kind support in the income column you must show the rehearsal venue cost in the expenditure column as \$2,000, even though you are not paying this money out.

Do not seek funding for elements of the budget being provided as in-kind support. The bottom line of the budget MUST balance.

**This means the total expenditure and the total income figures must be the same.**

### **OPTIONAL VIDEO STATEMENT (max 3 minutes)**

You may upload a video statement in addition to your written responses. This may support, but cannot substitute for, your responses to the application questions. Video statements should be no longer than three minutes. The content, not the video quality, will be considered by assessors.

### **ASSESSMENT PROCESS**

A skills-based external assessment committee will assess applications to the ACT Screen Arts Fund against the assessment criteria. Screen Canberra provides the Committee's funding recommendations to the Minister for the Arts and Cultural Events for agreement.

Assessment committee discussions are held in confidence. Screen Canberra's Senior Manager and one member of artsACT will be in attendance, and ensure the policies are adhered to and to provide assistance and information when required. Screen Canberra employees are not assessors or involved in the decision making process.

Allow three months for the assessment and announcement period. Applications received after the close of business on the published closing date will not be considered. Incomplete applications will not be considered. Only applications made via the online form will be considered.

Feedback will be made available to unsuccessful applicants after the beneficiaries are announced.

Role of the Assessment Committee members:

- read and assess the applications against the funding aims and the assessment questions
- provide a comment on each application
- attend a meeting to discuss and rank applications comparatively against other applications
- provide reasons for the committee's ranking to Screen Canberra

Role of Screen Canberra:

- assess applications for eligibility (ineligible applications will not be assessed by the panel)
- select the assessment committee
- oversee committee discussions, ensuring correct procedures are followed, and recommendations are made that meet the aims of the Fund
- provide background information about applicants as required and taking minutes on committee discussions
- provide the final recommendation to the Minister for the Arts and Community Events based on the committee's advice, available funding, balance across screen artforms, and Fund priorities
- provide feedback to applicants

#### **ACT SCREEN ARTS FUND ASSESSMENT COMMITTEE CONFLICT OF INTEREST POLICY**

No ACT Screen Arts Fund Assessment Committee member or Screen Canberra staff member will be eligible to apply to the ACT Screen Arts Fund.

All ACT Screen Arts Fund Assessment Committee members must sign a confidentiality agreement.

The Assessment Committee will be required to take all reasonable steps to ensure no decision is improperly influenced or compromised. All members of the Assessment Committee will be required to advise the Screen Canberra CEO and Senior Manager of any direct relationship to an applicant or application.

This is the case where:

- The member is related to or has a business association with the applicant.
- The member derives income through the application being successful.
- The member is a participant in the project.
- Other reasons that the member may raise. This will be noted in a Conflict-Of-Interest Declaration. Should such a situation arise, the member in question will be required to excuse himself/herself from ANY discussion of that particular project.

## **ACT SCREEN ARTS FUND ASSESSMENT COMMITTEE CODE OF CONDUCT**

At all times, Assessment Committee members will:

- Be courteous and professional.
- Treat applicants fairly, impartially and with respect.
- Treat applications with discretion, and respect the confidentiality of information provided by applicants.
- Ensure openness and transparency in decision-making.
- Treat cultural differences with sensitivity and, as far as possible, make provision for cultural differences in the assessment process.
- Aim for a fair balance between speed of decision-making and comprehensive assessment in considering applications for funding.

## **DELIVERABLES – IF SUCCESSFUL**

Before, or by, Monday 10 February 2020, successful applicants will be required to supply:

A written report detailing:

- What did you do with the grant?
- Did the project and/or budget differ from the proposed project in the application? And if so, how?
- Where does the project go from here?
- Include an appropriate credit acknowledging ACT Government and Screen Canberra on the final product.

A link to the 2020 ACT Screen Arts Fund acquittal form will be sent to you prior to the due date. Any relevant support material arising from the funded activity (e.g. finished script, copy of program, copy of marketing materials, copy of completed game etc.) should be attached.

### **APPLICANT CHECKLIST – HAVE YOU**

- carefully read through the guidelines?
- checked that you and your activity are eligible to apply?
- answered all of the questions correctly and clearly?
- attached your Project Budget?
- attached your Project Timeline?
- attached your CV?
- attached your Statement of Copyright?
- attached the best and most relevant support material?

### **FUND CONTACT**

Please contact Screen Canberra’s Senior Manager Victor Willis if you have any questions about the Fund, or your application – see details below:

E: [victor@screencanberra.com.au](mailto:victor@screencanberra.com.au)

P: (02) 6162 5173

M: 0421 552 160