

ACT SCREEN ARTS FUND 2022 GUIDELINES

AT A GLANCE

Funding	Soft cap of \$15,000 on any grant application
Dates	Opens 14 September 2021 and closes 3 November 2021 for activities to commence from 1 January 2022
Assessment	Applications are peer assessed by an external committee
Notification	Applicants will be advised of the outcome within 4 months of closing
Funding Term	12 months, January to December
Frequency	<ul style="list-style-type: none">• Applicants can only submit one application per funding round• Artists can be involved in more than one application; however, can only be the applicant for one application

ACT SCREEN ARTS FUND 2022 GUIDELINES

The ACT Screen Arts Fund (the Fund) is managed by Screen Canberra on behalf of artsACT, ACT Government.

- Applications close at 11.59pm, Wednesday 3 November 2021
- No late entries will be accepted
- Applications via the SmartyGrants online form only

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 Screen Development Opportunities including placements and attachments
- 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
- 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 should reside in ACT
- For applicants who reside in bordering region, an exception can be made where the applicant's practice is clearly based in Canberra
- Individual applicants must 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.

ACT-BASED PRACTICE

- Non-resident applicants must specifically and strongly demonstrate that their practice is primarily based in Canberra. Generally, this is only available to people living in the immediate Canberra region.
- Applicants must provide a statement addressing the below six points on demonstrating a Canberra-based practice, with a clear focus on the last two years:
 - 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
- This information will be used to assess eligibility and therefore needs to be thorough and relevant. Screen Canberra and artsACT reserve the right to not accept an application from non-Canberra residents.
- If you are an Aboriginal person that is a traditional custodian to Ngunnawal Country, you are eligible to apply regardless of your residential address.

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 11.59pm, Tuesday 28 February 2023

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.
- Funding is available for career development activities such as, attachments or placements.
- Funding is available for artistic development related to allied activities such as; film/television composing, locations management and technical crew roles.
- 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.
- Partial or full funding of hardware and/or software that is an integral part of making the work may be considered.
- 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.

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.

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.

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

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 emails or hard copies of materials will be accepted.

- 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.
- 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, please supply this.
- Once you have begun filling out the form, you are able to save your application and return to it later.
- There are indicators to help you fill out the form, which appear when you hold the mouse over the question.
- Add extra supporting material if applicable. Be judicious with what you include – there are limited spaces for uploading extra documents.

YOUR SUBMISSION

- 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 will 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 publicly announced.
- It is expected that successful applicants will be informed by 24 December 2021. 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 assess 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 6-8 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?

- 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. Do not assume the assessors reading the application know anything about you or your project.
- If you are seeking funding for part of a larger project, provide information on the whole project but **focus** on the activities for which you are seeking a grant from the ACT Screen Arts Fund.
- 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?

- 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 connect with audiences? If your project does not have a public outcome, for example a project that is 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

- 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 CVs 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 CVs 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 guidance and constructive feedback from 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 28 February 2023.

When preparing your timeline, it is important to consider dividing 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 budget justification.

- The budget page and justification are 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, you must include a breakdown of items the grant would specifically pay for in the first column
- There are three columns which allow you to identify your sources of income;
 - **Applicant contribution**
 - Refers to any personal contributions the applicant is making
 - **In kind contribution**
 - In kind contributions refers to goods, services, and transactions not involving money or not measured in monetary terms, including someone offering their skills and time at no monetary cost to you
 - Refer to the Motion Picture Production Agreement (MPPA) minimum rates and allowances summary 2021 for classifications, rates and allowances
 - **Arts fund contribution**
 - Refers to item lines being funded by the Arts Fund
- You may provide a maximum 500-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.
- Partial or full funding of hardware and/or software that is an integral part of making the work may be considered. Where the hardware/software will be used for other purposes as well, consider the percentage of use for the project over the 12 month period as a way to calculate the portion
- In deciding how much funding to request you should consider;
 - The benefit to the ACT community
 - The size and scope of your project
 - 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 2020.** Applicants should consider which stage of a project or activity they are seeking funding for and clearly articulate this in the application.

ABOUT BUDGET ITEMS

Expenditure items vary from one project to another. On the budget form include all the costs associated with actually undertaking your project, for example;

- Venue hire
- Materials
- Equipment hire
- Administrative staff
- Office costs
- Insurance
- Salaries and wages
- Workers compensation
- Superannuation
- Travel expenses
- Software/hardware

You must include;

- GST charged on the purchase of items
- Appropriate insurance coverage costs may be included as part of your expenditure.
- Written quotes must be provided for all significant items of expenditure.

Do not seek funding for elements of the budget being provided as in-kind support. The bottom line of the Screen Arts Fund Contribution budget MUST match the total amount requested.

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.

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 for agreement.

Assessment Committee discussions are held in confidence. Screen Canberra's Fund 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 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 available to unsuccessful applicants after the beneficiaries are announced and will be conducted via phone.

Role of the Assessment Committee members:

- Read, view and assess applications against the funding aims and the assessment questions
- provide a comment on each application
- attend a meeting to discuss and rank 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 made meet the aims of the Fund
- provide background information about applicants as required
- Take minutes on committee discussions
- provide the final recommendation to the Minister for the Arts 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 or Board member will be eligible to apply to the ACT Screen Arts Fund.
- 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.
- Assessment Committee members will not receive application materials or be involved in assessment where there is an actual or perceived Conflict of Interest.

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:

- 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, 28 February 2023, successful applicants will be required to supply a written report detailing:

- What the grant was used for;
- Any change to the project/budget from the application; and
- Next steps for you and for the project.

Appropriate credits acknowledging ACT Government and Screen Canberra must be on the final product.

A link to the 2021 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.

FUND CONTACT

Contact Screen Canberra's Fund Manager Sophie Harper if you have questions about your application not answered in these guidelines:

sophie@screencanberra.com.au