



# Travel Assistance Business and Marketing Guidelines

## Program overview

Provides a contribution toward the costs of travel to enable experienced Western Australian film, television and digital practitioners with a minimum of two eligible credits to attend relevant markets, conferences, festivals and awards held interstate or internationally.

Experienced practitioners can apply for travel assistance to attend the following:

1. Market Events
2. Festivals and Awards (please refer to the document 'Eligible Markets, Conferences, Festivals and Awards' on the Screenwest Travel Assistance page).

## Funding available

International Travel: up to \$6,250 per application

National Travel: up to \$1,500 per application

No one applicant (production company or film practitioner) can receive more than \$13,500 Travel Assistance Business and Marketing per financial year.

Travel Assistance can be accessed through either an **Advertised Round** or **Out-of-Round**.

An **Advertised Round** will be published on the Screenwest Travel Assistance page. Applications for Travel Assistance to these events cannot be submitted Out-of-Round.

If applying for Travel Assistance **Out-of-Round**, a budget must be submitted that reflects Screenwest's contribution of up to 100% of Screenwest's eligible costs.

Eligible Costs	Acceptable Rates
Airfares	Economy flights only
Accommodation*	Dependent on location and based on current government allowed rates. <ul style="list-style-type: none"> <li>• <i>Inter/Intrastate</i>: \$150-\$200 per night</li> <li>• <i>Europe</i>: \$250 per night</li> <li>• <i>America</i>: \$150-\$200 per night</li> <li>• <i>Asia</i>: \$150-\$200 per night</li> </ul>
Market Registration	Dependent upon event
<p><i>*The above figures are reasonable rates Screenwest would expect to see in a budget for Travel Assistance. If you wish to submit a budget which includes rates above those ranges, please submit a rationale for why you would like Screenwest to consider accepting a higher rate in the specific circumstances of your application.</i></p>	

The level of Screenwest's funding commitment will be determined by the assessment process and the total demand on available funds.

## **Eligibility**

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An application must first meet the following eligibility criteria in order to be competitively assessed for funding through this program.

The applicant must:

1. Meet the general eligibility requirements set out in the Screenwest Terms of Trade found [here](#).
2. Have a minimum of two credits in the role relevant to the opportunity, being any combination of broadcast, theatrically-distributed, or commercially released credit.

Further eligibility criteria:

### **Market Events:**

Practitioners must hold the underlying rights to at least three projects in development with:

- market potential or
- genuine market interest in at least one project.

Practitioners would benefit from meeting with key industry stakeholders to progress this/these project(s) financially.

### **Festivals and Awards:**

Filmmakers, digital media practitioners and key heads of department must be nominated for a major award. (Please refer to the document 'Eligible Markets, Conferences, Festivals and Awards' on the Screenwest Travel Assistance page.)

Screenwest will not fund projects that contain material that will bring, or is likely to bring the WA Government or Screenwest into public disrepute, contempt, scandal, or ridicule, or which might tend to reflect unfavourably on Screenwest.

## **Terms of funding**

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Funding is provided as a grant. Successful applicants will enter into a written agreement with Screenwest, specifying the terms of the funding and what the applicant will need to deliver to receive payments.

Only one representative per film project, company or organisation is eligible for Travel Assistance to the event being applied for. Under exceptional circumstances submissions with multiple applicants will be assessed at Screenwest Management's discretion.

**Failure to fulfill acquittal and/or meet deliverable requirements as specified within the funding agreement is a breach of contract. If contractual obligations are not met, Screenwest has the right to recoup funds already paid to the applicant and it may disqualify the recipient from being eligible for future Screenwest funding until outstanding funds are paid back and the matter resolved with Screenwest.**

## **How to apply**

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Applicants will need to submit the following:

### **Advertised Round: Market Events**

1. Completed Application Form.

2. Current CV (one page only; a bio will only be accepted in addition to a CV).
3. A summary (no more than one paragraph on each) of at least three projects being taken to the market, and confirmation of any current market interest.

A budget is not required when applying for an Advertised Round.

#### **Out-of-Round: Market Events**

1. Completed Application Form.
2. Current CV (one page only; a bio will only be accepted in addition to a CV).
3. Confirmation of selection/invitation to the event (if applicable).
4. Rationale as to why attendance is important for you at this time, including a summary of set meetings and outcomes.
5. If applying to attend a Market, a summary (no more than one paragraph on each) of at least three projects being taken to the market and confirmation of any current market interest via a letter or email.
6. A description of the Market Event/Conference, including a link to the relevant website, if it is not included in the Screenwest '*List of Eligible Markets, Conferences, Festivals and Awards*'.
7. Budget reflecting Screenwest's contribution of up to 100% of eligible costs, using Screenwest's acceptable rates. Eligible costs are: airfares, accommodation and market registration. The Screenwest Budget template must be used.

#### **Out-of-Round: Festivals and Awards**

1. A completed Application Form.
2. Current CV (one page only; a bio will only be accepted in addition to a CV).
3. Confirmation of the award nomination or festival acceptance.
4. Rationale as to why attendance is important for you at this time.
5. A description of the Festival/Award, including a link to the relevant website, if it is not included in the Screenwest '*List of Eligible Markets, Conferences, Festivals and Awards*'.
6. Budget reflecting Screenwest's contribution of up to 100% of eligible costs, using Screenwest's acceptable rates. Eligible costs are: airfares, accommodation and market registration. The Screenwest Budget template must be used.

Applicants must ensure **all requested material** is completed and submitted together in **one email/submission**. Applications that do not include all requested material may be deemed ineligible.

#### **Assessment criteria**

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Screenwest competitively assesses eligible applications against the following criteria:

- The applicant's track record
- The profile of the event
- Quality and marketability of submitted projects
- Applicant's understanding of each project's market potential
- Identified rationale and outcomes of attendance as it pertains to the applicant and the project/s submitted
- Progression of the projects submitted if they have been included in previous travel applications and
- Economic and cultural benefits to Western Australia.

ScreenWest seeks to reflect the diversity of Western Australia's community on screen and behind the camera, through projects funded and practitioners supported. The funding panel will take into consideration diversity elements of a submission during the assessment process.

Screenwest will take into consideration whether the applicant has a number of concurrent outstanding projects in development or production that may impact on the quality and timely delivery of further projects as part of its assessment of the application.

### **Closing date**

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All closing dates for **Advertised Rounds** are listed on the Screenwest website and are published in the Screenwest e-newsletter. To register for the newsletter go [here](#).

**All application materials must be submitted by 5:00pm on the specified closing date.**

Applications for **Out-of-Round** events will be accepted any time up to three weeks prior to intended travel.

Applicants should allow plenty of time to submit an application in case of unanticipated problems as late applications will not be accepted.

### **Submitting an application**

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Applications should be emailed to [funding@screenwest.wa.gov.au](mailto:funding@screenwest.wa.gov.au). Applicants should forward all required application materials in a single email. Application materials are not to be emailed directly to individual Screenwest staff members.

For emails larger than 8MB, send via Screenwest's Hightail Account by following this link: [hightail.com/u/ScreenWest](https://hightail.com/u/ScreenWest).

### ***Application receipt confirmation***

An application receipt will be forwarded to the applicant within two working days to confirm that Screenwest has received the application. **It is the applicant's responsibility to contact Screenwest if an application receipt has not been received within this timeframe.** Application material(s) will not be returned by Screenwest.

### **Program contact**

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