



Travel Assistance Skills Development and Exposure Guidelines

Program overview

Provides a contribution towards the costs of travel to enable emerging to mid-level Western Australian film, television and digital practitioners to attend relevant markets, conferences, festivals, awards and skills development opportunities held interstate or internationally.

Emerging and mid-level practitioners can apply for Travel Assistance to attend the following:

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

Funding available

International Travel: Up to \$4,000 per application

National Travel: Up to \$1,000 per application

No one applicant (production company or film practitioner) can receive more than \$5,000 Travel Assistance, Skills Development and Exposure 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"> • <i>Inter/Intrastate</i>: \$150-\$200 per night • <i>Europe</i>: \$250 per night • <i>America</i>: \$150-\$200 per night • <i>Asia</i>: \$150-\$200 per night
Market Registration	Dependent upon event
*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.	

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

Eligibility

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](#).

Further eligibility criteria:

Market Events and Conferences:

2. Practitioners must hold the underlying rights to at least three projects in development with:
 - market potential or
 - have a genuine market interest in at least one project and would benefit from meeting with key industry stakeholders to progress this/these project(s) financially.

Festivals and Awards:

3. 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.

Skills Development Opportunities:

4. Practitioners who have made a considerable commitment to their field of choice in the film, TV or digital industry in WA and have a clear necessity for further skills development, such as workshops presented by Screen Australia, specialised short courses and masterclasses. Screenwest will favour skills and professional development opportunities for key creative and crew positions that are currently lacking in the state and where training opportunities in this field are not provided in WA. It is recommended that you discuss the opportunity with the funding contact person before applying. Internships are not eligible through this funding scheme.

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

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 applying for. Under exceptional circumstances submissions with multiple applicants will be assessed at Screenwest Management's discretion.

An applicant cannot receive more than \$5,000 Travel Assistance per financial year under this funding strand. Should an applicant become eligible for Travel Assistance, Business and Marketing for experienced practitioners during the applicable financial year, the funding cap may increase and previous Travel Assistance received in that financial year will be considered towards the cap allowance.

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

Applicants will need to submit the following:

Advertised Round: Market Events and Conferences

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 any proof of current market interest via a letter or email
4. A strategic development, marketing and financing plan of how each project will move forward towards production, and how attendance at the event is necessary in this plan
5. A list of proposed outcomes to be achieved by the end of the market or conference, including a summary of set meetings and
6. An identified mentor that will offer advice and facilitate in setting meetings for you at the event. Please provide a letter of confirmation from your mentor.

Please note that a budget is not required when applying for an Advertised Round.

Out-of-Round: Market Events and Conferences

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. A summary (no more than one paragraph on each) of at least three projects being taken to the market, and any proof of current market interest via a letter or email
5. A strategic development, marketing and financing plan of how each project will move forward towards production, and how attendance at the event is necessary in this plan
6. A list of proposed outcomes to be achieved by the end of the market or conference, including a summary of set meetings
7. An identified mentor that will offer advice and facilitate in setting meetings for you at the event. Please provide a letter of confirmation from your mentor
8. 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*' and
9. 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. Completed Application Form
2. Current CV (one page only; a bio will only be accepted in addition to a CV)
3. Confirmation of festival acceptance or award nomination
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*' and

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

Out-of-Round: Skills Development Opportunities

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 or invitation to the skills development opportunity (if applicable)
4. Detailed summary of the skills development opportunity
5. Rationale as to why attendance is important for you at this time, including a summary of set meetings and/or outcomes and
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

Screenwest competitively assesses eligible applications against the following criteria:

1. Applicant's track record
2. Profile of the event
3. Quality and marketability of submitted projects
4. Applicant's understanding of each project's market potential
5. Identified rationale and outcomes of attendance as it pertains to the applicant and the project/s submitted
6. The applicant's current stage of their career and benefits they will gain from this experience
7. Previous travel funding granted to the applicant and the outcomes achieved on previous trips
8. Progression of the projects submitted if they have been included in previous travel applications and
9. Economic and cultural benefits to Western Australia.

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.

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.

Closing date

All closing dates 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

Email applications to 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 staff members.

For emails larger than 8MB, send via Screenwest's Hightail Account by following this link: 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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Applicants should note that just prior to a closing date consultations can be in high demand. Consequently, it is best to telephone or email the program contact for an appointment or general advice well before the advertised closing date.