



Industry and Cultural Development

Funding Program Guidelines

JULY 2007

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About the Australian Film Commission (AFC)

The Australian Film Commission (AFC) is an Australian Government agency, operating as part of the Commonwealth Film Program to ensure the creation, preservation and availability of Australian audiovisual content. The AFC enriches Australia's national identity by supporting the development of film, television and interactive media projects and their creators, promoting the availability of Australian content to Australian audiences, and cultivating and assisting the development and appreciation of Australian screen culture, locally and internationally.

About the Industry and Cultural Development (ICD) Division and Funding Program

The Industry and Cultural Development (ICD) Division of the AFC is responsible for delivering a range of programs that contribute to the cultivation and appreciation of Australian screen culture, locally and internationally.

The ICD Funding Program is a key strategic program of the ICD Division, which fosters and supports activities and events nationally that contribute to the development and appreciation of Australian screen culture, and provides access to screen activities.

Screen culture, the culture of the moving image, is the environment in which film and other screen programs are made, seen and discussed. A vigorous, diverse and innovative screen culture forms the intellectual heart of a distinctive content production industry, fostering its development and encouraging audiences to consume and engage with Australian screen programs.

Events and activities funded by the ICD Funding Program include screen industry award ceremonies, film festivals and screening programs, industry conferences and seminars, publications including books and magazines, touring film festivals and interactive media events, and the professional development activities of screen development organisations.

ICD recognises that awards acknowledge excellence in Australian film, television and interactive media and promote the industry; festivals and screening programs broaden the creative influences on Australian production and provide access to diverse Australian and international programming for audiences; conferences and publications cultivate professional development and encourage debate, critical analysis and engagement; and screen resource organisations provide a range of programs that develop skills, provide production experience and encourage diversity.

Through the ICD Funding Program the AFC provides funding for approximately 60 organisations annually to deliver approximately 80 screen culture events and activities across Australia. The notional annual ICD Funding Program budget allocation is \$2.9 million. For further details, please see AFC annual reports. Copies can be obtained from AFC offices or from the AFC website at www.afc.gov.au. ICD Funding Program approvals are available online at www.afc.gov.au/funding/approvals

What types of funding are available?

Support is available in the form of a grant, sponsorship or loan. The form of support will be decided at the AFC's discretion following an assessment of your project and further negotiation with you.

ICD provides funding through four programs and each has two funding rounds per year:

- New Projects Fund
- Events and Activities Fund
- National Touring Fund
- ICD Interactive Media Fund.

Each program fund has specific aims and selection criteria against which your application will be assessed. All applications must meet the ICD eligibility criteria (See **Am I eligible for ICD funding?** below) and address the selection criteria of the relevant fund. Applicants are encouraged to contact the ICD Funding Manager before submitting an application to discuss their eligibility for a particular fund.

Loans may be provided by the AFC to assist organisations with short-term cash flow problems, and can only be provided to projects that meet the selection criteria of the fund to which they have applied. Loans are available to applicants of the following programs: Events and Activities Fund, National Touring Fund and the ICD Interactive Media Fund. Loans must be repaid to the AFC in the same financial year in which they were received.

The AFC is committed to continually reviewing, researching and evaluating the effectiveness of its programs of financial support to ensure that these programs maximise outputs to achieve the AFC's objectives. To this end the *ICD Funding Program Guidelines* are revised annually.

What is triennial funding?

Most funding provided by the ICD Funding Program is for one year only. Established not-for-profit organisations that have a strong track record in the delivery of significant national screen culture programs may be invited by the AFC to apply for triennial funding. Triennial funding is offered at the discretion of the AFC.

A triennial funding application should include budgets, program information and program outputs for the first year of the triennial period, and be accompanied by comprehensive strategic and business plans for the three-year period.

If triennial funding is approved, you will need to provide a revised budget, program outputs and program information for the second and third years of the triennial funding period, as well as regular progress reports, performance indicators, financial reports, audited accounts and annual reports under the terms of the funding agreement.

Am I eligible for ICD funding?

The following eligibility criteria apply to all applicants to the ICD Funding Program:

- If you are applying as an organisation, you must be legally constituted (eg incorporated association, a company limited by guarantee or a proprietary limited company) and must take legal and financial responsibility for managing any funds offered. The details of your organisation should be recorded on the application form (see page 15).
- You must be Australian citizens or permanent residents of Australia and be 18 years of age or older.
- Government instrumentalities and authorities may not apply for an ICD grant. The AFC is able to partner with such organisations to support events via partnerships or sponsorship.
- If you have applied unsuccessfully, any future application will be ineligible for consideration in further funding rounds unless the reasons why it was originally rejected have been addressed or your project has substantially changed.
- In accordance with AFC policy, your application will be considered without discrimination on the basis of racial background, sexual preference, culture, language, gender, or physical or intellectual disability.
- Applications cannot be considered from individuals or organisations in default of their existing contractual obligations to the AFC.
- The AFC will not provide further funding for projects already in receipt of funding until the funding has been acquitted.

- The AFC will not provide funds retrospectively if your project has already commenced or is complete at the time of application.
- Funding is only available for projects taking place within Australia.
- Receipt of funding should not lead to any expectation of continued assistance from the AFC.
- You cannot apply to the ICD Funding Program for film or digital media production funding. Please refer to the AFC's *Film Development Funding Guidelines* for production applications.
- You cannot apply for funding for the exhibition of screen-based projects that are essentially installations or part of live performances. For these projects, contact the Australia Council and state arts funding agencies working in the area of digital arts-based content.
- You cannot apply for funds for an organisational website.
- You cannot apply for funds to attend conferences, training courses, workshops, seminars or international festivals. The AFC Marketing Branch has limited funding available for travel to key international festivals and markets. For information on this, please refer to the Travel Grant program selection criteria available on the AFC website at www.afc.gov.au/funding/travel

How does the AFC assess my application?

All funding rounds are competitive and there are always more applications than available funds. Funding decisions are based on the extent to which the AFC assesses that your proposed activities satisfy the selection criteria of the fund to which you have applied. While an application may meet the stated criteria, it may not score as highly as other proposals that also meet the same criteria, and therefore may not be successful. Your application must include all the relevant information and documentation requested in the application form (page 15) and in the section **What documents must I supply with my application form?** (page 19).

Your application is assessed by at least two assessors, including an external assessor with relevant experience. The role of the external assessor is to inform the decisions of the AFC by providing an independent analysis of the applications and an external perspective. For projects with Indigenous content, an additional assessment will be obtained from the Manager, Indigenous Branch. The AFC will also take into account your track record and previous funding acquittals, and may refer to other funding bodies or state or local agencies in making a thorough assessment of your application. Expressions of interest are regularly sought for external assessors. Assessors are then chosen according to their experience and expertise relevant to the fund being assessed. The AFC has a Conflict of Interest policy to address any potential or perceived conflict of interest.

Your application will be acknowledged within ten working days and the AFC aims to advise you of a decision within eight weeks of receipt of your complete application and any additional materials sought by the AFC. You will be advised if further time is required for processing your application.

In line with the AFC's policies of financial delegation, ICD Funding Program recommendations are ratified by the Director, Industry and Cultural Development, or by the AFC Chief Executive or AFC Commissioners.

Budget information

All applicants must include an accurate budget that realistically reflects the program outlined in the application and be accompanied by a detailed budget narrative. Where a project has been previously funded and delivered, a budget comparison must also be provided.

A surplus budget will not exclude your organisation from receiving AFC funding, as the AFC acknowledges that, for sound financial management and planning, organisations require that programs not only cover their costs but also, where possible, make surpluses in order for the organisation to develop and grow. The AFC recognises that gradually building up an acceptable level of cash reserves is important, including upgrading infrastructure and IT resources, developing human resources and allowing for an 'orderly exit' should your organisation be required to be wound up at any stage.

How do I request a funding increase?

If your organisation has previously received funding for the same activity and is now requesting an increase in ICD support, you must provide a clearly argued rationale for the increase.

What happens if my application is successful?

You will be required to enter into a legally binding funding agreement with the AFC before funds are released. Please note, where you have not finalised your funding contract within 6 weeks of the AFC providing you with a contract for execution, then the AFC will have no obligation to provide funding to the project. You need to submit detailed financial and narrative reports and performance indicators to the AFC following completion of all funded projects. You may also need to provide progress reports during the delivery of the project. These reports assist the AFC in fulfilling its own reporting requirements.

Approved funds are paid either as percentages of the funding upfront on execution of the agreement and on acquittal, or on a biannual or quarterly basis, to be determined by the ICD Division.

You must acknowledge AFC support in all publicity and promotional material, including websites and email notifications and as specified in the funding contract.

You will be contracted to deliver a set of program outputs that have been mutually agreed upon between yourself and the AFC. Where you are in breach of your contractual obligations to the AFC then the AFC may terminate its agreement with you and may revoke its funding commitment. For example, failure to deliver the contracted program outputs may result in the AFC requiring all or part of the funding to be repaid. If for an unforeseen but legitimate reason you are forced to change a project or to review program outputs, you must immediately inform the ICD Funding Manager, and the AFC may determine to issue a mutually agreed variation of contract to cover these changed circumstances. In some cases, where the AFC determines that it does not wish to fund the new project or does not accept the revised program outputs, the AFC may revoke the funding and your organisation will be required to return all or part of the funding.

What happens if my application is unsuccessful?

If your application is unsuccessful, you will be notified in writing. You may also request feedback on your application from the ICD Funding Manager. Requests for feedback must be in writing. Feedback on unsuccessful applications will be provided in writing upon receipt by the AFC of your written request.

If you have concerns about the AFC's decision-making process, in the first instance you should contact the Director, Industry and Cultural Development. If you are still dissatisfied with the AFC's processes, the AFC *Service Charter* sets out a process for lodging a complaint and seeking a procedural review. The AFC *Service Charter* is available from the AFC offices and on the AFC website at:

www.afc.gov.au/profile/corpinfo/charter/profilepage_22.aspx

An unsuccessful application will be ineligible for consideration in further funding rounds unless the reasons why it was originally rejected have been addressed or it has been substantially changed.

What is Access and Equity?

The AFC aims to provide equitable access by Australians to its funding programs regardless of racial background, culture, language, gender, or physical or intellectual disability. In order to assist the AFC in monitoring its performance in this regard and to comply with its statutory obligations, please complete the attached *Access and Equity – Workplace Diversity Form* on page 21 or 22 and submit it with your application. The information is for statistical purposes and will only be presented in aggregate form. This information is not provided to assessors or decision makers.

Aggregate data is published in AFC annual reports and may also be supplied in response to a request under the *Freedom of Information Act*.

Funding round deadlines

Prospective applicants should contact the ICD Funding Manager before submitting an application to ensure the application is submitted to the most appropriate fund.

The AFC provides funding support through the following ICD funds.

New Projects Fund

Funding is available to support new projects and publications that contribute to screen industry development and cultural activity in Australia (see page 7 for details).

- Deadline: 5pm, Monday 13 August 2007
- Deadline: 5pm, Monday 3 March 2008

Events and Activities Fund

Funding is available for established events and activities that contribute to screen industry development and cultural activity in Australia (see page 9 for details).

- Deadline: 5pm, Tuesday 2 October 2007
- Deadline: 5pm, Monday 3 March 2008

National Touring Fund

Funding is available to support the touring exhibition of film, video and interactive digital media programs to interstate and regional Australia (see page 11 for details).

- Deadline: 5pm, Tuesday 2 October 2007
- Deadline: 5pm, Monday 21 April 2008

ICD Interactive Media Fund

Funding is available to support the development of the interactive digital media industry through funding for publications, exhibitions, festivals, seminars, workshops, screenings and conferences (see page 13 for details).

- Deadline: 5pm, Monday 13 August 2007
- Deadline: 5pm, Monday 3 March 2008

Out of Round applications

It is important that funding applications are assessed together in competitive funding rounds to ensure that the AFC is able to allocate limited resources equitably and effectively. Requests to submit Out of Round applications are therefore rarely granted.

In order to lodge an Out of Round application, you must contact the ICD Funding Manager *in writing* and explain the exceptional circumstances that lead to the application not being submitted by the advertised deadline. The AFC reserves the right to refuse an Out of Round application.

ICD may only consider applications outside the funding rounds for initiatives that meet the aims and selection criteria of the relevant ICD fund and, if accepted, the application will be assessed according to the aims and selection criteria of that fund. Out of Round applicants are still required to submit a full funding application. Applicants that have been approved by the AFC to submit an Out of Round application will be notified of the outcome of their submission within four weeks from the date the application is received.

Funding programs

New Projects Fund

This fund supports new projects and publications related to screen culture activity in Australia. It is for projects that have either never existed previously or that have not been funded by the ICD Funding Program before. New Project Funding is not available for more than three years.

AIMS

The New Projects Fund aims to:

- a) provide seed funding for new initiatives that contribute to the further development, promotion and appreciation of the Australian screen industry
- b) encourage innovative projects that explore and harness the opportunities presented by advancements in digital technology
- c) foster practitioner development, debate and critical analysis
- d) encourage greater diversity in Australian screen culture.

DEADLINES

- 5pm, Monday 13 August 2007
- 5pm, Monday 3 March 2008

Late applications will not be accepted

Turnaround time approximately 8 weeks

PROJECTS SUPPORTED

Projects previously supported include: End Credits Film Club screening program in Cairns, The Canberra International Film Festival, the books *100 Greatest Films of Australian Cinema* and *The Moving Images of Tracey Moffatt*, and the disability festival The Other Film Festival.

SELECTION CRITERIA

Your application **must** include a statement of claims that addresses the following selection criteria:

1. Clearly identified project outcomes that contribute to the aims of the New Projects Fund.
(30% weighting)
2. Demonstrated national relevance of your project and how it does not duplicate existing activities.
(25% weighting)
3. Whether the project is well planned and achievable within the budget provided with consideration to financial and corporate governance, and evidence of strategic partnerships that maximise sponsorship or other support from private and/or other government sources (both cash and in-kind support).
(15% weighting)
4. Whether thorough consideration has been given to marketing, promotion and target audience.
(20% weighting)
5. Your experience and relevant track record (including previous project acquittals).
(10% weighting)

CONDITIONS OF FUNDING

You should contact the ICD Funding Manager before submitting an application to discuss your project's suitability. See **Am I eligible for ICD funding?** on page 3 for general funding conditions. Please ensure your application addresses the selection criteria of the New Projects Fund.

The ICD Interactive Media Fund also accepts New Project Fund applications, provided that the application meets the aims and selection criteria of the ICD Interactive Media Fund. Applicants are only able to apply to one fund at the same time for the same project.

The following specific conditions apply to the New Projects Fund:

- the size of the fund is limited. Applications for more than \$10,000 (GST exclusive) cannot be considered
- you can apply for the development or the delivery of a project. Receipt of funding for the development stage of a project does not guarantee funding for the next stage
- funding will be provided for projects only, not for the establishment of infrastructure, purchase of capital equipment or for ongoing administrative costs
- as the fund aims to encourage innovation, applicants should ensure that their project does not duplicate existing activities
- where the project is of an ongoing nature, you can only apply up to three times for funding through the New Projects Fund. After this, you can apply to other ICD funds after consultation with the ICD Funding Manager
- if you are applying for funds to write and edit a publication, you must have a written expression of interest or an agreement to publish from a publisher. The publication must be published within 12 months of receipt of the funding
- the AFC currently supports international and short film festivals in most Australian capital cities. If you are applying for funding for film festivals, you need to clearly demonstrate that the festival will provide a new and unique experience to audiences and does not duplicate the activities of events already supported.

Events and Activities Fund

This fund supports events and activities that play a significant role in the ongoing development and support of the Australian screen industry and its practitioners, and that cultivate and promote the appreciation of Australian screen culture. It supports well-established, nationally significant events and activities only.

AIMS

The Events and Activities Fund aims to:

- a) increase and develop exhibition opportunities and provide increased audience access to curated screen programs
- b) encourage the professional development of emerging and independent screen content creators
- c) provide opportunities for critical debate and analysis of screen content and promote Australian screen programs
- d) support access to entry-level film and interactive digital media production support
- e) stimulate debate and public awareness about screen practice
- f) provide opportunities for Australian filmmakers and interactive digital media producers to explore developments in film and interactive digital media technologies
- g) recognise excellence and achievement in the film, television and interactive digital media production industry, promote Australian programs to potential audiences and generate publicity for these programs and the people who make them.

DEADLINES

- 5pm, Tuesday 2 October 2007
- 5pm, Monday 3 March 2008

Late applications will not be accepted

Turnaround time approximately 8 weeks

PROJECTS SUPPORTED

Organisations previously supported include:

- screen resource organisations: QPIX, The Film and Television Institute, the Media Resource Centre, OPENChannel, Metro Screen and Wide Angle Tasmania
- film festivals and screen events: Melbourne International Film Festival, Sydney Film Festival, Brisbane International Film Festival, Flickerfest International Short Film Festival, Tropfest and the St Kilda Film Festival
- conferences: the Australian International Documentary Conference (AIDC), Screen Producers Association of Australia (SPAA) Conference, SPAA Fringe and the Australian Screen Directors Association (ASDA) Conference
- awards: Australian Film Institute (AFI) Awards, Australian Writers' Guild Awards (AWGIES), IF Awards, Film Critics Circle of Australia Awards and Australian Teachers of Media (ATOM) Awards
- publications: *Metro Magazine*, *Screen Education*, *RealTime + OnScreen*, *Senses of Cinema*, *Inside Film* and the Australian Writers' Guild journal *Storyline*.

SELECTION CRITERIA

Your application **must** include a statement of claims that addresses the following selection criteria:

1. Clearly identified project outcomes that contribute to the aims of the Events and Activities Fund.
(30% weighting)
2. Demonstrated national relevance of your project and how it does not duplicate existing activities.
(25% weighting)
3. Whether the project is well planned and achievable within the budget provided with consideration to financial and corporate governance, and evidence of strategic partnerships that maximise sponsorship or other support from private and/or other government sources (both cash and in-kind support).
(15% weighting)
4. Whether thorough consideration has been given to marketing, promotion and target audience.
(15% weighting)
5. Your experience and relevant track record (including previous project acquittals).
(15% weighting)

CONDITIONS OF FUNDING

You should contact the ICD Funding Manager before submitting an application to discuss your project's suitability. See **Am I eligible for ICD funding?** on page 3 for general funding conditions. Please ensure your application addresses the selection criteria of the Events and Activities Fund.

For projects that are new or that have not been funded by the ICD Funding Program for more than three years, please refer to the New Projects Fund (page 7) or the ICD Interactive Media Fund (page 13).

The following specific conditions apply to the Events and Activities Fund:

- your application must be for an event or activity that is well established with a minimum of three years track record
- your application must include detailed budgets for the projects, a breakdown of how the AFC funds will be applied to each project, and income and expenditure budgets for your organisation as a whole
- you need to provide evidence of good governance in the form of a statement of the previous year's audited accounts. If your organisation is requesting funding of \$40,000 or more, a completed Corporate Governance Report (available from www.afc.gov.au) should be supplied with your application. You may also need to provide a business or strategic plan and information on marketing and promotional activities.

National Touring Fund

This fund supports the touring of film, video and interactive digital media programs. Support is provided to organisations, independent curators, exhibitors and festivals to tour screening programs interstate and to regional Australia. Funding is available only for programs touring within Australia and tours must include at least three centres.

AIMS

The National Touring Fund aims to:

- a) increase opportunities for the wider Australian community, including regional Australia, to access a diverse range of screen programs
- b) increase the promotion of the Australian screen industry to all Australians
- c) support screening programs that encourage practitioner development, debate and critical analysis
- d) develop specialist curators and curatorship.

DEADLINES

- 5pm, Tuesday 2 October 2007
- 5pm, Monday 21 April 2008

Late applications will not be accepted

Turnaround time approximately 8 weeks

PROJECTS SUPPORTED

Projects previously supported include: Sydney Travelling Film Festival, Melbourne International Travelling Film Festival, Flickerfest National Tour, The Best of the St Kilda Film Festival Tour and the 15/15 Film Festival.

SELECTION CRITERIA

Your application **must** include a statement of claims that addresses the following selection criteria:

1. Clearly identified project outcomes that contribute to the aims of the National Touring Fund.
(25% weighting)
2. Demonstrated national relevance of your project and how it does not duplicate existing activities.
(20% weighting)
3. Whether the project is well planned and achievable within the budget provided with consideration to financial and corporate governance, and evidence of strategic partnerships that maximise sponsorship or other support from private and/or other government sources (both cash and in-kind support).
(20% weighting)
4. Whether thorough consideration has been given to marketing, promotion and target audience.
(20% weighting)
5. Your experience and relevant track record (including previous project acquittals).
(15% weighting)

CONDITIONS OF FUNDING

You should contact the ICD Funding Manager before submitting an application to discuss your project's suitability. See **Am I eligible for ICD funding?** on page 3 for general funding conditions. Please ensure your application addresses the selection criteria of the National Touring Fund.

For projects that are new or that have not been funded by the ICD Funding Program for more than three years, please refer to the New Projects Fund (page 7).

The following specific conditions apply to the National Touring Fund:

- your application should include a list of touring dates and confirmed locations and venues (including contact details) if possible, a marketing and promotions plan for the tour, whether the tour will be on film or another medium, a budget for the tour and any other information relevant to the project including project partners
- you need to provide evidence of good governance in the form of a statement of the previous year's audited accounts. If your organisation is requesting funding of \$40,000 or more, a completed Corporate Governance Report (available from www.afc.gov.au) should be supplied with your application. You may also need to provide a business or strategic plan and information on marketing and promotional activities.

ICD Interactive Media Fund

This fund supports the development of the interactive digital media industry, with specific emphasis on interactive and broadband content designed for interactive television applications and online exhibition and distribution. It is primarily aimed at the professional development of film and television practitioners and digital media producers to engage with interactive content for online and broadband applications.

AIMS

The ICD Interactive Media Fund aims to:

- a) foster an understanding within the filmmaking and digital media production community of the current and future potential for the development of interactive content
- b) increase the level of awareness, acceptance and use of interactive digital media techniques and methods in the filmmaking and television sectors
- c) contribute to the professional development of filmmakers to develop an understanding of, and engagement with, interactive digital content designed for online and broadband delivery systems
- d) facilitate the practical bringing together of the traditional film and television sector with the interactive digital media production community
- e) develop the skills and expertise of curators and programmers in online interactive exhibition and other ways of screening interactive online content
- f) stimulate and encourage debate and discourse about interactive digital media content, technology, terminology and practices as they contribute to all forms of screen-based content.

DEADLINES

- 5pm, Monday 13 August 2007
- 5pm, Monday 3 March 2008

Late applications will not be accepted

Turnaround time approximately 8 weeks

PROJECTS SUPPORTED

Projects previously supported include: Electrofringe 2006, X|Media|Lab, Crossover Australia and the Sydney Film Festival Digital Media Program.

SELECTION CRITERIA

Your application **must** include a statement of claims that addresses the following selection criteria:

1. Clearly identified project outcomes that contribute to the aims of the ICD Interactive Media Fund.
(30% weighting)
2. Demonstrated national relevance of your project and how it does not duplicate existing activities.
(25% weighting)
3. Whether the project is well planned and achievable within the budget provided with consideration to financial and corporate governance, and evidence of strategic partnerships that maximise sponsorship or other support from private and/or other government sources (both cash and in-kind support).
(15% weighting)
4. Whether thorough consideration has been given to marketing, promotion and target audience.
(20% weighting)
5. Your experience and relevant track record (including previous project acquittals).
(10% weighting)

CONDITIONS OF FUNDING

You should contact the ICD Funding Manager before submitting an application to discuss your project's suitability. See **Am I eligible for ICD funding?** on page 3 for general funding conditions. Please ensure your application addresses the selection criteria of the ICD Interactive Media Fund.

New Projects Fund applicants may apply to this fund provided that they address the selection criteria of the ICD Interactive Media Fund. Applicants are only able to apply to one fund at the same time for the same project.

The following specific conditions apply to the ICD Interactive Media Fund:

- to be eligible for funding, events and activities must involve interactive content that is designed specifically for interactive television applications, portable, online or broadband delivery (or a combination thereof), and that engages with the traditional filmmaking community and/or the digital media production community
- the application needs to demonstrate how you are educating, informing and making accessible interactive digital media techniques, content and delivery to filmmakers and digital media producers
- the AFC does not fund the exhibition of projects that are essentially installations or part of live performances. For these projects, contact the Australia Council and state arts funding agencies working in the area of digital arts-based content
- if your application includes experimental and non-traditional video exhibition (rather than interactive works) you can apply to the ICD Events and Activities Fund for screening events and festivals, or to the New Projects Fund
- you cannot apply for the production of interactive digital media works. If you are seeking production funds you should refer to the interactive digital media programs in the AFC's *Film Development Funding Guidelines*
- you cannot apply for funding for the establishment of infrastructure, ongoing administrative costs of your organisation, or the ongoing costs of your organisation's website
- you need to provide evidence of good governance in the form of a statement of the previous year's audited accounts. If your organisation is requesting funding of \$40,000 or more, a completed Corporate Governance Report (available from www.afc.gov.au) should be supplied with your application. You may also need to provide a business or strategic plan and information on marketing and promotional activities.



Industry and Cultural Development Funding Program Application Form

Project title

Name of relevant ICD fund

Brief description of project

.....

.....

Proposed dates of project

Proposed venues (where relevant).....

.....

Amount requested.....

Applicant name

Contact person for this project Name

Position.....

Chief Executive Officer Name

Position.....

Postal address.....

.....

.....

Street address (for couriers)

.....

Telephone Fax

Mobile

Email URL.....

Legal status of organisation (eg company limited by guarantee, incorporated association)

.....

If company, ACN

Chairperson

Date of incorporation

Do you have an ABN? YES If yes, what is your ABN?.....

NO If no, are you applying for an ABN? YES NO

Are you registered for GST? YES NO (refer to page 23 for further information on GST/ABN/withholding tax)

Do you (the contracting party) or any other members of the team have any outstanding contractual obligations to the AFC on this project or any another project (ie delivery items)? YES

NO

If Yes, please provide details:

.....
.....
.....

Do you or any other members of the team have any outstanding debts to the AFC? YES

NO

If Yes, please provide details:

.....
.....
.....

Amount requested:

Grant \$.....

Sponsorship \$.....

Loan \$.....

TOTAL REQUESTED \$

Total budgeted cost of project \$.....

I hereby declare all the information contained in this application form and in the accompanying material is true and not misleading.

Signature.....

Date / /

It is an Australian Government requirement that the AFC provide statistics on the time taken by applicants to complete AFC application forms. It would assist us to meet this requirement if you provided the following information:

TIME TAKEN TO COMPLETE THIS APPLICATION FORM Hours Minutes

Do not include time taken to prepare supporting documents

What budget information do I provide?

In the budget summary below, only include GST amounts if you are NOT registered for GST.

You must also attach a detailed budget breakdown showing income and expenditure, in addition to this summary.

| INCOME | \$ GST Exclusive | \$ GST Component | \$ GST Inclusive |
|---|-------------------------|-------------------------|-------------------------|
| Box office (screen events) | | | |
| Ticket sales (conferences and seminars) | | | |
| Advertising | | | |
| Membership | | | |
| Subscriptions | | | |
| Facility and equipment hire | | | |
| Training | | | |
| Non-AFC Australian Government funding | | | |
| State Government funding | | | |
| Local Government funding | | | |
| Cash sponsorship | | | |
| In-kind sponsorship | | | |
| Other revenue (attach list) | | | |
| TOTAL INCOME | | | |

| EXPENDITURE | \$ GST Exclusive | \$ GST Component | \$ GST Inclusive |
|-------------------------------|-------------------------|-------------------------|-------------------------|
| Awards | | | |
| Conferences and seminars | | | |
| Screening programs | | | |
| Festivals | | | |
| Touring exhibition | | | |
| Training courses | | | |
| Industry resources | | | |
| Interactive media activities | | | |
| Production/production support | | | |
| Publication | | | |
| Project overheads | | | |
| Other (attach list) | | | |
| TOTAL EXPENDITURE | | | |
| AFC FUNDING REQUEST | | | |
| PROFIT / LOSS | | | |

Program outputs

Please include your proposed quantifiable outcomes of the project with a comparison to last year (where applicable), eg attendance figures, number of touring destinations, number of Australian films screened, circulation figures, number of guests or delegates attending the event. If you have any questions about program outputs contact the ICD Funding Manager.

| ITEM | DESCRIPTION | ACHIEVED 2006 or 2007 (or estimate if project not complete) | PROJECTED 2008 or 2009 | COMMENTS |
|-------------|--------------------|--|-----------------------------------|-----------------|
| 1.1 | | | | |
| 1.2 | | | | |
| 1.3 | | | | |
| 1.4 | | | | |
| 1.5 | | | | |
| 1.6 | | | | |

What documents must I supply with my application form?

Your application form must be accompanied by the following documentation. It should be presented in the following order.

PROJECT INFORMATION

This information should relate only to the project you are applying for. Please supply:

- a description of your project
- a statement of claims against each of the selection criteria of the fund to which you are applying (maximum one A4 page per criterion)
- the program outputs (see page 18)
- a clearly argued rationale for AFC funding. If you are applying for a funding increase for a project previously supported, you must supply a clearly argued rationale for the increase, with reference to your budget and program outputs
- if your project is part of a bigger event or another program, please describe in detail and indicate how your project will contribute to the bigger event or other program
- a project timeline, listing key dates
- an expression of interest or an agreement to publish from a publisher if you are seeking funding for a publication
- if you are applying for a project that has been previously rejected by the AFC, you must demonstrate that the reasons why it was originally rejected have been addressed, or the project has substantially changed.

FINANCIAL INFORMATION

- a detailed statement of Income and Expenditure for the project (excluding GST). If you are applying for a project that has previously been supported by the ICD Funding Program, your statement must include previous budget actuals against the forecasts in this application
- a narrative report that details how significant budget items have been arrived at, including information relating to budget items that are still to be confirmed (with a comparison to last year's budget where applicable)
- details of funding sought from other federal, state or local government funding agencies including name of the agency, amount requested and current status of your application
- sponsorship details.

MARKETING AND PROMOTION

- any additional marketing and promotion strategies that are not included in your statement of claims against the selection criteria
- audience demographic and targets.

GOVERNANCE

- a completed Corporate Governance Report. This report is applicable for organisations requesting funding of \$40,000 or more and is available from www.afc.gov.au

OTHER

- a completed *Access and Equity – Workplace Diversity Form* (see page 21 or 22)
- a description of the key creators, curators or writers involved in your project (if applicable)
- a copy of your organisation's certificate of incorporation and a copy of the memorandum and articles of association (if not already supplied)
- an organisational profile that includes your organisation's vision, goals, aims and objectives (if not already supplied)
- a list of board members with a brief biography for each (if not already supplied)
- a summary of industry and/or strategic partners with letters of commitment (if applicable)

You may be asked for additional information or clarification to assist the AFC in assessing your application.

How do I lodge my application?

To speed up processing of your application and to avoid requests for additional material that may delay assessment, please observe the following guidelines:

- **mail or fax three hard copies** of the completed application form (pages 15–16) and all supporting documents (see page 19). If you fax your application you should also mail two hard copies
- email a **soft copy of the entire application**, including program outputs (see page 18) and budget to **icd@afc.gov.au**
- do not use staples or binding, or present your application in a presentation folder, as applications are photocopied for distribution to assessors
- incomplete applications will not be assessed. Funding rounds are competitive and for the purposes of transparency and equitable decision-making, assessors need to have all the relevant information available to compare each application. Nor is it fair to applicants who have lodged complete applications by the deadline to give extra time to others to complete their applications
- a **full** copy of your application, including the completed application form and all supporting documents, must reach the AFC Sydney office by 5pm on the deadline date (see **Contact Details**, page 26)
- extensions may only be granted before the funding round deadline under exceptional circumstances, for instances in which you cannot meet the deadline due to circumstances beyond your control, and after consultation with the ICD Funding Manager. All extension requests must be in writing and submitted to the ICD Funding Manager prior to the funding round deadline. No extensions will be granted if applied for after the funding round deadline. The maximum extension period will be close of business on the third business day after the application deadline.

Industry and Cultural Development

Access and Equity – Workplace Diversity Form

ORGANISATION APPLICANT

The AFC aims to provide equitable access by Australians to its funding programs regardless of racial background, culture, language, gender, or physical or intellectual disability. In order to assist the AFC in monitoring its performance in this regard and comply with its statutory obligations, it would be greatly appreciated if you would complete this form and include it with your application. This information is only used to generate aggregated statistics and the actual form is removed prior to the processing of applications. No organisation or individual names will be mentioned in our reporting.

If accurate figures are not available, please provide estimates.

Thank you for your assistance.

Date / /

Organisation.....

Project title (where applicable)

Do venues/locations have access for disabled patrons? YES NO N/A

Total number of board members.....

Number of female board members

Number of board members of Non-English Speaking Backgrounds

Number of board members of Aboriginal or Torres Strait Islander descent

Total number of staff.....

Number of female staff.....

Number of staff of Non-English Speaking Backgrounds.....

Number of staff of Aboriginal or Torres Strait Islander descent.....

Total number of members

Number of female members

Number of members of Non-English Speaking Backgrounds

Number of members of Aboriginal or Torres Strait Islander descent.....

Does the organisation have an equal employment opportunity policy? YES NO

Does the organisation run programs specifically designed to enhance the participation of people of Non-English Speaking Backgrounds, people of Aboriginal or Torres Strait Islander descent, women or people with intellectual or physical disabilities in the screen industry? If YES, give details:

.....
.....

Industry and Cultural Development

Access and Equity – Workplace Diversity Form

INDIVIDUAL APPLICANT

The AFC aims to provide equitable access by Australians to its funding programs regardless of racial background, culture, language, gender, or physical or intellectual disability. In order to assist the AFC in monitoring its performance in this regard and comply with its statutory obligations, it would be greatly appreciated if you would complete this form and include it with your application. Your personal information is only used to generate aggregated statistics and the actual form is removed prior to processing of applications.

No organisation or individual names will be mentioned in our reporting. (Joint funding applicants should please submit individual forms.) Thank you for your assistance.

Date / /

Name

Project.....

Please tick the relevant boxes

What is your application for? Funding AFC job

What is your gender? Male Female

Are you of Aboriginal or Torres Strait Islander descent? Yes No

Do you have a disability? Yes No

If so, please specify.....

What is your country of birth?.....

Do you speak a language other than English at home? Yes No

If yes, please specify language spoken at home?

How well do you speak English?

Very well

Well

Not well

Not at all

GST information for applicants

Loans are not subject to GST.

For individuals or organisations that have an ABN and are registered for GST:

- You should provide a budget that is exclusive of GST. If you are successful in gaining funding support from the AFC, you must provide the AFC with a tax invoice in the correct form in order to receive any payment. This invoice should be for the amount of the funds approved exclusive of GST according to the payment schedule as agreed to in your contract, plus 10 per cent GST. The AFC will pay 10 per cent GST on top of the funds approved. An example of a tax invoice can be found on page 24 of these guidelines.

For individuals or organisations that have an ABN but are not registered for GST:

- You should provide a budget that includes GST. If you are successful in gaining funding support from the AFC, you must provide the AFC with a tax invoice in the correct form in order to receive any payment. This invoice should be for the amount of the funds approved only, according to the payment schedule as agreed to in your contract.

For individuals and organisations that do NOT have an ABN:

In the absence of an ABN the AFC is required by law to withhold 48.5 per cent of any payment made after 1 July 2000 and remit it to the Australian Taxation Office unless:

- the funding is for an activity which is wholly of a private or domestic nature or part of a recreational pursuit or hobby

and

- you provide the AFC with a signed declaration to this effect (see page 25).

You should provide a budget that includes GST. If you are successful in gaining funding support, you must provide the AFC with a tax invoice in the correct form in order to receive any payment (see page 24). This invoice should be for the amount of the funds approved only, according to the payment schedule as agreed to in your contract.

Assistance with GST

If you require assistance in determining your tax status under the taxation system, you should contact the Australian Taxation Office (ph: 13 24 78), visit its website at www.ato.gov.au or seek independent, professional taxation advice.

Additional information is available from the AFC website at www.afc.gov.au

Tax Invoice example

The format may vary but the Tax Invoice should contain:

- the words 'Tax Invoice'
- date of issue of the Tax Invoice
- name or trading name of the supplier
- Australian Business Number (ABN) of the supplier
- name of the recipient
- GST-inclusive price
- brief description of each item/service supplied
- quantity or volume of what is supplied
- GST-inclusive price of the taxable supply.

Tax Invoice

(Request for payment) Invoice No:

Date:

(Name and address of business requesting payment)

ABN:

(Name and address of recipient of supply)

TO: Australian Film Commission

GPO Box 3984

Sydney NSW 2001

| Description of supply (eg first payment of grant or investment) | Organisation or Project Name | Quantity | Amount requested | GST | Total (amount requested + GST) |
|--|---------------------------------|----------|---------------------|-----|---|
| | | | | | |
| TOTALS | | | | | |

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Level 4, 150 William Street,
Woolloomooloo NSW 2011
GPO Box 3984, Sydney NSW 2001

P (02) 9321 6444
Toll free 1800 226 615
F (02) 9357 3737

icd@afc.gov.au

Industry and Cultural Development

Declaration for Exemption from Withholding Tax

Reason for not quoting an Australian Business Number (ABN) to an enterprise.

Name

Address

.....

Telephone

Project or Activity

Under the Pay As You Go legislation and guidelines produced by the Australian Taxation Office, I provide you with this written statement that, for the supply I am making, and further supply of this type, that I make to you:

TICK ONE

- The project or activity for which the Australian Film Commission is providing funding is being undertaken by me in my capacity as an individual, and in the course of an activity that is a **private recreational pursuit or hobby**.
- The project or activity for which the Australian Film Commission is providing funding is being undertaken by me in my capacity as an individual, and is wholly of a **private or domestic nature**.

Therefore, I am not quoting you an ABN. You should not withhold an amount from the payment you make to me for the project or activity. I agree to advise you in writing if circumstances change to the extent that this statement becomes invalid:

Signature Date / /

It is an offence to make a misleading statement.

The person/entity to whom this statement is made should retain the statement for five years.

Contact details

Applications and enquiries can be forwarded to:

ICD Funding Manager
Industry and Cultural Development Division

Australian Film Commission
GPO Box 3984
Sydney NSW 2001

Level 4, 150 William St
Woolloomooloo NSW 2011

P (02) 9321 6461
Toll free 1800 226 615 / 1800 338 430
F (02) 9357 1392

icd@afc.gov.au

New *Industry and Cultural Development Funding Guidelines* are issued in July each year.

These guidelines are dated July 2007 and are effective for the 12-month period July 2007 to June 2008.

You can also subscribe online at www.afc.gov.au to the monthly newsletter *AFC News* to keep up-to-date on:

- the Australian film, television and interactive digital media industries
- funding decisions
- events and activities
- new initiatives and publications
- Australian films and awards, industry policy and research, filming in Australia, festivals, markets and distribution, and links to over 700 other screen-related sites.