



PRODUCTION SUPPORT PROGRAM





Acknowledgement of Country

We acknowledge the Tasmanian Aboriginal people as the traditional owners and continuing custodians of lutruwita/ Tasmania. In paying our respects to their Elders, past and present we extend this to acknowledge those who did not live to make Elder status.

We acknowledge their connection to the land, sea, sky and waterways and their unbroken commitment to care for Country for over 40,000 years. By committing to listen deeply to Story and be respectful of Country in our collaborations with Tasmanian Aboriginal People we demonstrate the value of the history, culture and strength of the lived experiences within the Tasmanian Aboriginal community.

We will continue to honour their stories, songs, art, and culture, and their aspirations for the future of their people and these lands.

Image: Gordon River,
courtesy Tourism Australia

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Cover image: *Bay of Fires* filming on the Henty River.
Photo by Brook Rushton

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Production Support

This program seeks to increase production activity in Tasmania, in order to build industry sustainability, generate employment, and increase revenue streams for production companies while prioritising the creation and retention of intellectual property by Tasmanian creatives and companies.

This program provides funding to support the production of children's and adults' animation, digital games, feature films, television drama and documentary or factual projects, and the development of video games in Tasmania, driven by Tasmanian key creatives.

Screen Tasmania reserves the right to vary these guidelines as necessary. In exceptional circumstances, Screen Tasmania also reserves the right to waive some requirements.

Projects eligible for support include live action or animation:

- one-off projects such as feature films and telemovies (drama or documentary)
- multi-episode scripted projects (series and miniseries)
- factual projects, including documentary (series and stand-alone one-offs)
- narrative scripted and factual projects for online platforms and
- games and interactive projects seeking investment of \$50,000 or more.

For support for video games and interactive projects seeking up to \$50,000 please see the Games Development program.

Funding is delivered either as:

- a non-recoupable grant for projects seeking between \$25,000 and \$50,000, or
- an equity investment (pro-rata with other investors) for projects seeking more than \$50,000.

Funds are competitive, with projects in quarterly rounds, with each application considered on its own merits. Screen Tasmania cannot guarantee applicants will in every case receive the maximum funding available.

1. Eligibility criteria

For queries about eligibility criteria, contact Screen Tasmania's Production Support Manager on 03 6165 5070 or email info@screen.tas.gov.au

Applicants may be asked to supply documentation to support their eligibility claims, as part of the application process, or as part of an audit process. Information supplied by applicants may be subject to authenticity checks using third party software. To be eligible, applicants must meet the following criteria.

1.1 Applicant

The applicant must meet the eligibility criteria detailed in the General Guidelines, and must be a company incorporated in Australia, which is carrying on business in Australia and has its central management and control in Australia

To be successful, the applicant must be the producer and/or holder of the appropriate rights and licenses to produce the project. At the time of application, this can be warranted, but chain of title will need to be confirmed before drawdown of any funds.

The application must meet at least one of the following:

1. The applicant is a Tasmanian resident production company
2. The applicant is in a financial partnership with a Tasmanian resident production company, or
3. At least one of the credited key creatives (producer, writer and/or director) of the project is a Tasmanian resident or expatriate.

For a short-form series project, however, the applicant must be a Tasmanian resident production company.

1.2 Eligible Tasmanian expenditure

In recognition of the program's aim to increase production expenditure in the state, Screen Tasmania requires:

1. For each project seeking less than \$50,000 in funding, the majority of the budget to be spent on eligible Tasmanian goods, services and projects
2. For projects seeking above \$50,000 in support funding, minimum spends in Tasmania must be met (see below).

Eligible Tasmanian expenditure includes goods and services provided by Tasmanian residents, including local travel, specifically:

- 100% of expenditure on Tasmanian resident cast and crew, including per diems, travel and accommodation
- 100% of per diems, travel and accommodation within Tasmania and 50% of interstate airfares for non-Tasmanian cast
- 50% of the expenditure on expatriate Tasmanian cast and crew who previously lived in the state for at least 10 years is also considered Tasmanian spend.

Applicants are required to supply a detailed draft budget break down of estimated eligible Tasmanian expenditure at the time of application using an industry accepted budget format (such as the relevant Screen Australia A-Z Budget or Development Budget template).

Should the application be successful then a revised final budget estimate (including eligible Tasmanian expenditure) at the time of contracting will also be required.

This final budget estimate will form part of the Production Grant Deed or Production Investment Agreement (PIA).

Should the application be successful, but the project is no longer able to meet the required Tasmanian spend before contracting, Screen Tasmania reserves the right to decrease the amount of funds previously offered to a level that restores the required level of Tasmanian expenditure.

Alternatively, additional non-mandatory Tasmanian crew attachments can be appointed at the production's own cost. These additional attachment costs will qualify as Tasmanian spend at a ratio of 2:1.

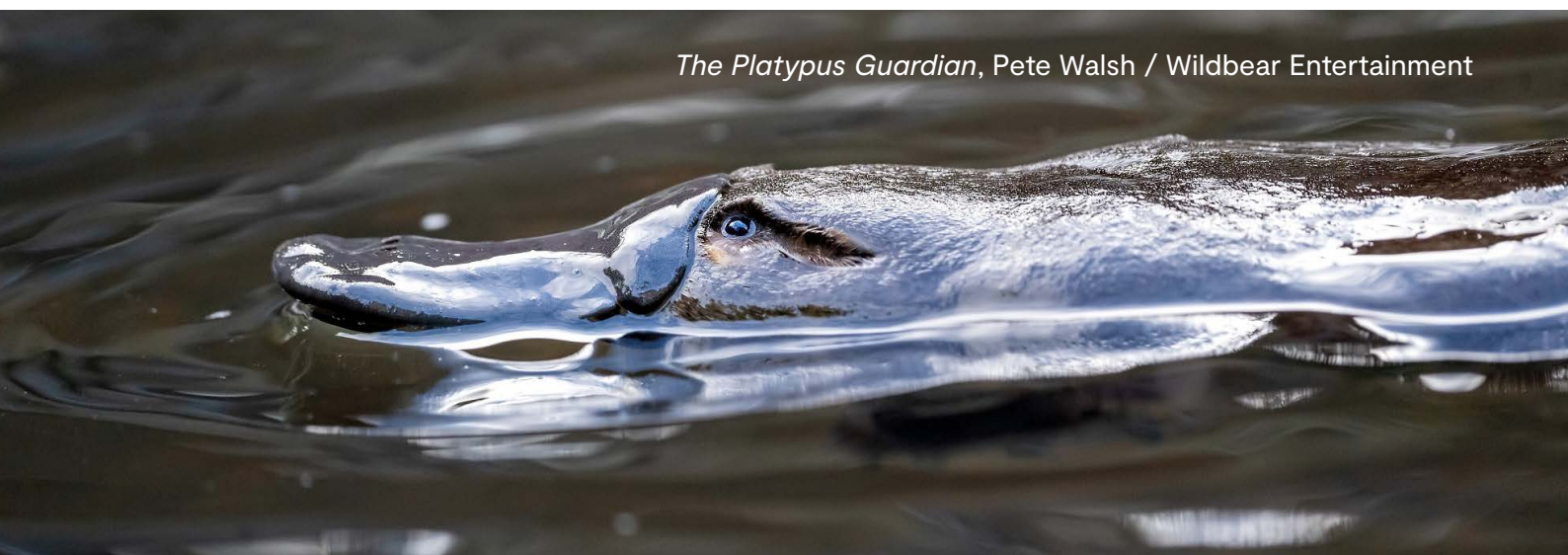
Screen Tasmania reserves the right to withhold 10 per cent of our total intended investment in the project until the Tasmanian spend target has been met and satisfactorily acquitted.

1.3 Minimum expenditure

Projects seeking above \$50,000 must meet a minimum level of eligible Tasmanian expenditure relative to the amount of funding, depending on the format and genre:

- For live action scripted projects, a minimum spend-to-investment ratio of 4:1 must be met. For example, for a long-form comedy series seeking \$250,000 of support, the project must incur at least \$1 million of eligible Tasmanian expenditure
- For factual, interactive and animation projects, the minimum ratio is 3:1, so for a documentary seeking \$100,000, the minimum eligible Tasmanian expenditure is \$300,000.

The Platypus Guardian, Pete Walsh / Wildbear Entertainment



1.4 Project requirements

The project must satisfy the following.

- The majority of finance must be in place, with bona-fide finance partners and evidence of firm marketplace commitment, and a strong likelihood of securing remaining finance.
- Be an Australian project or an official Australian co-production (where possible, this must be documented by providing provisional co-production approval or Producer Offset provisional documentation from Screen Australia).
- A substantial amount of production and/or post-production must be undertaken within the state.

Screen Tasmania will consider post-production investment in Tasmanian projects at rough-cut stage, but only if:

- firm market commitment is demonstrated
- best endeavours to complete the majority of work within Tasmania is demonstrated.

1.5 Mandatory personnel requirements

Attachment places must be provided at the applicant's cost for at least:

- one Tasmanian attachment to a key creative position and at least one Tasmanian attachment to another crew position on drama productions (including dramatised documentary)
- one key creative Tasmanian attachment on documentary, digital games and animation productions.

Mandatory attachments must be engaged by the production company in accordance with the relevant industry award for a minimum of 20 days.

Alternatively, for projects that require two mandatory attachments, a single key creative attachment for 40 days is also acceptable. These costs can be included in eligible Tasmanian expenditure.

Funding for other (non-mandatory) attachment

Emma Booth in *The Gloaming*,
Photo: Bradley Patrick



places or traineeships is available under Screen Tasmania's Traineeships and Attachments program, except when a production uses attachments to make up a Tasmanian spend shortfall.

If additional Tasmanian attachments are at the applicant's cost (i.e. not through Screen Tasmania's Traineeships and Attachments program), they will count double towards Tasmanian spend.

Successful applicants will be required to conduct at least one casting session in Tasmania at their cost for Tasmanian actors to audition for a level of roles no less than that of minor speaking roles.

2. Assessment criteria

Applications will be assessed against the following criteria.

Applications for Production Support funding will be assessed by the Screen Tasmania Expert Advisory Group, and the final funding decision will be made by the Deputy Secretary (CAS).

The primary considerations for assessment of an application are:

- the extent to which production support provides economic benefits and job creation for the state, career development for Tasmanian cast and crew, and leverages investment from outside the state
- IP benefits for Tasmanian companies and/or Tasmanian key creatives
- the extent to which the project is production-ready; demonstrated through the quality of the scripts and written documentation and a clear, comprehensive and concise finance and marketing strategy including a finance plan, level of commitment from financing partners and strength of market attachments
- the talent and track record of the creative team, and the extent to which the project provides opportunities and access to a diverse creative cast and crew cohort
- potential audience reach, particularly in reference to the recouperment potential of

the project based on sales estimates and the exposure of Tasmania nationally and internationally

- the relevance of the project to Tasmanian stories or place, or the extent to which the project promotes opportunities for cultural engagement or interaction with Tasmanian communities

Applications will be competitively assessed based on the quality of information provided by the applicant. Ensure all information is included when submitting their application. Note that not all eligible applicants will receive funding.

3. Timeframes

Ordinarily, applications will not be accepted after the closing date. Generally, rounds are quarterly, opening shortly after a Screen Tasmania Expert Advisory Group meeting, and closing eight weeks later.

You will be consulted by Screen Tasmania's Production Support Manager during the assessment process.

4. Application process

Screen Tasmania uses an online grants management system called SmartyGrants. This system is easy to use and accessible via mobile phones, tablets, laptops and personal computers. Applicants without internet access should contact Screen Tasmania to discuss alternative methods.

1. Applicants should read the guidelines, The General Guidelines and Terms of Trade carefully before starting an application. The application form is designed to help structure applicants' responses to then eligibility and assessment criteria.
2. This is a competitive, merit-based process. Meeting the eligibility criteria will not automatically result in a successful application.
3. Applicants should complete and lodge an application online via SmartyGrants from the Screen Tasmania website at www.screen.tas.gov.au/funding

4. In assessing the application, Screen Tasmania will secure a budget assessment from an independent line producer. Other external reports may also be sought on particular issues, such as market, creative or Aboriginal or Torres Strait Islander culture appropriateness. Applicants will be given the opportunity to provide comment on these external reports.
5. Screen Tasmania may request additional information after an application is submitted, which will also be submitted through SmartyGrants. Applicants should, however, ensure that all supporting documentation provided is accurate and is attached correctly before submitting.
6. Following the submission of the application via SmartyGrants, applicants will receive an automatic receipt of their application. This receipt will include details of the application and a unique application ID.
7. Applications will be processed by Screen Tasmania and assessed by the Screen Tasmania Expert Advisory Group (STEAG) at its next quarterly meeting.
8. The decision on whether to approve the application is made by the Deputy Secretary (CAS), acting on the advice of the STEAG shortly thereafter.
9. Applicants will be advised of the outcome of their application once the Minister has made her decision.
10. Unsuccessful applicants will be provided feedback on the application and will be able to meet with Screen Tasmania staff to discuss the decision.

5. Appealing a decision

The appeals process is designed to ensure that all applicants have been treated fairly and consistently in applying for Department of State Growth financial support. The Department will consider appeals relating to administrative process issues in applications. All requests must be in writing and should be addressed to the Executive Manager, Screen Tasmania.

Your request must be received within 28 days from the date of the Department of State Growth notifying you of the decision about your application. For further information about the process, email opscsv@stategrowth.tas.gov.au

6. Contracting and payments

6.1 Grants up to \$50,000

Screen Tasmania will negotiate the terms of the Production Grant Deed with successful applicants. Standard terms are outlined in the Terms of Trade.

A Grant Deed will be issued and will be asked for their bank account details to process grant payments. This bank account must be in the same name as the individual, business or organisation that applied for the grant. Applicants may be asked to provide a copy of their bank statement or a letter from their bank to confirm their bank account details.

Once the Grant Deed is executed and any conditions precedent are met, the applicant should issue a Tax Invoice to Screen Tasmania in accordance with the Deed.

6.2 Investment of \$50,000 or more

Screen Tasmania will refer legal counsel to negotiate the terms of the Production Investment Agreement with the relevant parties. Standard terms are outlined in the Terms of Trade.

Once the PIA is executed and all conditions precedent are met, the applicant should issue a Tax Invoice to Screen Tasmania for the first drawdown of funds.

6.3 Other matters

Providing incorrect bank account details may result in funds being paid to an incorrect account. These funds will need to be returned to us before we attempt another payment. This process may result in significant delays in funding being received.

Additionally, we cannot guarantee that funds paid to an incorrect bank account will be returned to us.

If a recipient:

- does not complete the activities or tasks required under the funding agreement,
- does not use any or all of the funding provided,

the recipient will be required to return some or all of the funds to the department. Similarly, if

- the information provided to us is found to be false or misleading, or
- the recipient's situation changes in a way that prevents completion of the agreed project

the recipient will be required to return some or all of the funds to the department.

7. Taxation and financial implications

Grants and Investments distributed under the program attract GST. Payments to successful applicants, who are registered for GST, are increased to compensate for the amount of GST payable. Where GST applies to the funding, a valid tax invoice must be supplied by the successful applicant to the department.

The receipt of funding from this program may be treated as income by the Australian Taxation Office (ATO). It is strongly recommended that, prior to submitting an application, potential applicants seek independent advice from a tax advisor, financial advisor and/or the ATO, about the possible tax implications for receiving the funding.

Information on invoices is on the Business Tasmania website www.business.tas.gov.au/manage_a_business/invoices

The Tailings' Tegan Stimson with
Director Stevie Cruz-Martin.
Photo: SBS/Good Lark Pty Ltd



8. Acquittal

An acquittal is a statement made by a recipient, confirming that the funding was used as per the funding agreement.

In accordance with the Grant Deed or PIA, an acquittal form will be provided to recipients, asking for information about the activities and expenditure. Evidence such as, statements, reports, and deliverables are also required to support the acquittal.

Screen Tasmania requires a Statement of Expenditure certified by an independent, professional auditor that verifies the level of eligible Tasmanian expenditure. In this situation the recipient will be responsible for the cost of obtaining the certified Statement of Expenditure.

8.1 Failure to complete an acquittal

Failure to lodge a valid acquittal by the due date will result in the recipient being required to return the funding to the department. In this situation the department will invoice the recipient.

9. Administration and contact details

The program will be administered by Screen Tasmania and the Department of State Growth on behalf of the Crown in the Right of Tasmania. Contact Screen Tasmania at info@screen.tas.gov.au or on 03 6165 5070.

9.1 Note

All applicants must take care to provide true and accurate information. Any information that is found to be false or misleading may result in action being taken and funds, if already provided, will be required to be repaid to the department.

10. Publicity of assistance

The Department of State Growth disburses public funds and is therefore accountable for the distribution of those funds.

As part of the accountability process, the department may publicise the level of financial assistance, the identity of the recipient, the purpose of the financial assistance, and any other details considered by the department to be appropriate.

Screen Tasmania will engage with successful applicants and other relevant parties to organise an appropriate method and time for the announcement of support.

11. Right to information

Information provided to the Department of State Growth may be subject to disclosure in accordance with the *Right to Information Act 2009*.

12. Confidentiality

The Tasmanian Government may use and disclose the information provided by applicants for the purposes of discharging its respective functions under the Program Guidelines and otherwise for the purposes of the program and related uses.

The department may also:

- use information received in applications for any other departmental business.
- use information received in applications and during the delivery of the project for reporting purposes
- use third party software to review information received in applications to confirm its authenticity.

13. Personal information protection

Personal information will be managed in accordance with the *Personal Information Protection Act 2004*.

This information may be accessed by the individual to whom it related, on request to the Department of State Growth. A fee for this service may be charged.

14. Disclosure

The following applies to all successful applicants:

- Despite any confidentiality or intellectual property right subsisting in the funding agreement or deed, a party may publish all or any part of the funding agreement or deed without reference to another party.
- Please note that all obligations under the *Personal Information Protection Act 2004* (Tasmania) and the *Privacy Act 1988* (Commonwealth) still apply.

15. Disclaimer

Although care has been taken in the preparation of this document, no warranty, express or implied, is given by the Crown in Right of Tasmania, as to the accuracy or completeness of the information it contains.

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The Crown in Right of Tasmania does not accept liability or responsibility for any loss incurred by an applicant that are in any way related to the program.

Luke McGregor and Celia Pacquola in *Rosehaven*, Photo: Scott Bradshaw





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