

## Victorian Production Fund – Film, TV & Online Application Materials Checklist

This checklist is designed to help you prepare the necessary documentation for a Victorian Production Fund – Film, TV & Online application. Before commencing an application, we strongly suggest you read the [Victorian Production Fund – Film, TV & Online Guidelines](#) and VicScreen's [Terms of Trade](#).

The documentation required is dependent on various factors related to your project. If you are unsure if a document is required for your application, contact one of our Production Executives listed in the guidelines. If you have a more general question about your application, contact [Laura Emerick](#).

### ***What documents do you need to apply?***

The following documents must be submitted online with your application form:

- ASIC Current Company Extract for the Production Company or person applying.
- ASIC Current Company Extract for the SPV if formed.
- Financing documents
  - Finance Plan, including Producer Offset (Offset), Post Digital and Visual Effects Offset (PDV Offset) or Producer Equity Program (PEP) if eligible. Note: VicScreen funding is an Assigned Production Investment, where VicScreen's equity, copyright and recoupment position are assigned to the producer
  - Evidence of other investors and their intended or committed level of financial support
  - Offset cashflow offer
  - Evidence of market attachment that
    - » demonstrates a formal commitment or intention to distribute or broadcast the project
    - » specifies the commercial terms of the attachment
    - » specifies the market attachment's level of financial commitment to the project
  - Sales estimates
  - Any other distribution arrangements that are in place
  - A release marketing strategy, if employing an alternate distribution strategy
  - A completion bond offer (unless otherwise agreed by VicScreen).
- Production budget, including
  - A column detailing Victorian spend
  - For completion projects, total and completion budgets and Victorian spends
  - QAPE breakdown
  - Repayments of development investments due to VicScreen

- All usual and customary insurances
- Costs for offset cashflow loans (including interest and fees)
- Digital marketing and additional content creation
- Captioning and audio description for theatrical release
- Delivery of the project to the NFSA (where required).
- Applicants seeking an Assigned Production Investment of \$150,000 or more are required to engage at least one [Professional Attachment](#) and include the cost of this in their budget as follows:
  - An allocation for one or more professional attachments for a minimum of five weeks, plus an additional week for every \$50,000 over the \$150,000 threshold.
- Creative materials that demonstrate the creative vision of the project. Examples include:
  - Script/s
  - Series Bible
  - Treatment (documentaries only)
  - Director's vision
  - Mood board
  - AV material
  - Rough cut (for completion projects).