

## Victorian Production Fund – Games Application Documents Checklist

This checklist is designed to help you prepare the necessary documentation for a Victorian Production Fund – Games application. Before commencing an application, we strongly suggest you read the [Victorian Production Fund – Games 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 Manager, Games & Digital Content – [Paul Callaghan](#), 03 9660 3224.

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

#### **For Pre-Production**

- Creative Materials that demonstrate the creative vision of the project. Examples include:
  - Pitch deck
  - Concept Art
  - Narrative outline
  - Paper prototypes
  - Digital prototypes showing early-stage key mechanics
  - Gameplay or concept videos
- Development Roadmap showing clear tasks and milestones for the pre-production stage
- Completion Plan showing outcomes from the stage and next steps to take the game to release/completion
- Finance Plan and Budget
- Online Details, including website links, social media, and storefronts
- Accessibility Plan
- Any additional support materials, including Letters of Intent or Support, confirmed funding, licensing or rights documentation.

#### **For Production**

- Pre-production materials that demonstrate the creative, technical, and commercial elements of the project appropriate to the project’s scale and budget. Examples include:
  - Pitch deck
  - Digital prototype showing key mechanics
  - Vertical slice showing elements of the game at target quality
  - Gameplay and concept videos

- Market analysis including audience segments, positioning, comparative analysis, etc.
- Development Roadmap showing clear tasks and milestones for production to project release.
- Marketing and Audience Engagement Plan
- Finance Plan and Budget
- Online Details, including website links, social media, and storefronts
- Accessibility Plan
- Any additional support materials, including Letters of Intent or Support, confirmed funding, licensing or rights documentation.

## **For Post-Production**

- A release version of the game and additional relevant Creative Materials that demonstrate post-production content
- Snapshot of release outcomes, including sales figures, audience engagement, revenue
- Development roadmap for new content showing clear tasks and milestones for production to next stage release
- Marketing and Audience Engagement Plan
- Finance Plan and Budget
- Online Details, including website links, social media and storefronts
- Accessibility Plan
- Any additional support materials, including Letters of Intent or Support, confirmed funding, licensing or rights documentation.