

Victorian Production Fund – Games Application Document 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, and VicScreen provides [templates](#) that show the minimum level of information required for an application. However, if you have existing documentation in a different format that better communicates your project and planning, you can submit those.

If you have any questions, please contact Head of Games and Interactive, [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
- Diversity, Equity, and Inclusion Plan
- 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
- Diversity, Equity, and Inclusion Plan
- 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
- Diversity, Equity, and Inclusion Plan
- Accessibility Plan
- Any additional support materials, including Letters of Intent or Support, confirmed funding, licensing or rights documentation.