

Victorian Screen Incentive Deliverables

All deliverables are for use by VicScreen for non-commercial, publicity and promotional purposes promoting VicScreen and the Victorian Screen Industry only, in its publications, brochures, websites and for reporting to the State of Victoria.

Delivery Date 1

1. At least 12 different high resolution colour digital stills in jpeg format (pre-cleared for use by VicScreen for non-commercial, publicity and promotional purposes promoting VicScreen and the Victorian screen industry only) including at least:
 - a. 6 stills highlighting the completed Project
 - b. 6 stills highlighting the making of the Project in Victoria, highlighting Victorian locations and/or Victorian crew
2. The final cast (if applicable) and crew list for the Project, which must identify Victorian residents
3. High-definition downloadable digital trailer
4. The press kit and publicity materials for the Project, in high-definition electronic format on flash drive (Windows compatible) or digital download (if produced)
5. EPK (if different to press kit) high definition on flash drive (Windows compatible) or digital download (if produced)

Delivery Date 2

6. Completed Acquittal Report, available in your SmartyGrants account under 'My Submission'. Information about how to access your Acquittal Form can be found [here](#).
7. A final cost report, submitted in the same financial year as completion of the Project
8. A detailed General Ledger report clearly evidencing the actual Qualifying Victorian Expenditure for the Project, as part of the overall production spend
9. An audit report which:
 - a. provides evidence of the actual Victorian Spend for the Project and whether this:
 - i. has met or exceeded the Minimum Qualifying Victorian Expenditure, or
 - ii. is less than the Minimum Qualifying Victorian Expenditure
 - b. confirms that all payments due to Victorian Residents and Victorian Companies have been made
 - c. must be completed by an independent qualified auditor who is a member of Chartered Accountants Australia and New Zealand or CPA Australia, or overseas equivalent

- d. must not be carried out by any person who is an officer, employee or shareholder of the Applicant or any person who is an associate or relative of any officer, shareholder or employee of the Applicant, and
 - e. includes any other information requested by VicScreen in relation to the production of the Project in Victoria
10. Evidence that the Applicant has complied with the Credit requirements set out in the Details Page of their Agreement with VicScreen
11. Acquittal Reports from the Host Company and the Practitioner for each VicScreen Key Talent Placement, Specialist Placement and Professional Attachment on the Project (if applicable)
12. Brief report outlining any other training offered by the Applicant during the term of the Project (in addition to any Training Program on the Details page), including internship and other skills development programs, which must include the following information:
 - total number of interns/trainees;
 - demographics (eg. First People, Gender, CALD, Living with a Disability) of the interns/trainees;
 - roles undertaken by the interns/trainees;
 - skills gained by the interns/trainees;
 - other outcomes of the internships and training programs (positive or negative); and
 - whether interns/trainees were offered employment with the Applicant (if applicable)
13. High-definition pre-cleared excerpts of the Project for VicScreen's promotional use (online promotional use is limited to a maximum of three (3) minutes in aggregate per episode/per Project) via digital download
14. For games projects: Copy of Project build
15. For film or television projects: Access to a digital broadcast/cinematic quality copy of Project, Trailer and/or Excerpts (if requested)
16. 1 high-definition electronic copy of any poster created for or in connection with the promotion and distribution of the Project (if produced)