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?

Creative Documentation

Creative Materials that demonstrate the creative vision and direction of the project. You can provide a list and / or links in the supplied ***VPF Games – Creative Materials Template*** document.

- For **pre-production**, this should show early-stage concept materials. Examples include:
  - Pitch deck
  - Concept Art
  - Narrative outline
  - Paper prototypes
  - Digital prototypes showing early-stage key mechanics
  - Gameplay or concept videos
- For **production**, this should be completed 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.
- For **post-release**, this should include:
  - A release version of the game and additional relevant Creative Materials that demonstrate post-launch content.
  - Snapshot of release outcomes, including sales figures, audience engagement, revenue

Production Documentation

Production materials that show the plan for this project and stage of development. Examples include:

- Development roadmap showing tasks & scope of work for this stage of development
- Milestone schedule showing internal and external milestones
- Overview of any development risks and mitigation strategies
- Marketing and Audience Engagement Plans
- For **pre-production**, plans for next steps that take the game to release, including investment strategies and market engagement

VicScreen provides optional 'Development Roadmap', 'Completion Plan', 'Marketing and Audience Engagement' and 'Risk Assessment' templates.

You can provide a list and / or links to materials using the ***VPF-Games – Production Materials Template*** document

Finance Plan and Budget

Using the ***VPF Games – Finance Plan and Budget Template***, you must provide a budget and finance plan showing investment to date, investment for this stage of development, estimated investment to completion, and line items for this stage of development.

You will need to provide evidence of any confirmed cash or investment amounts included in your Stage Investment as part of this application or if you are successful for funding. This includes any grants from other screen agencies.

If you are including in-kind amounts, you will need to show how you have arrived at these amounts. There is additional guidance in the Notes tab of the document.

Additional Documentation

Using the supplied templates, you must provide:

- Team Details highlighting the experience of your team, and their ability to deliver on the project as outlined
- Online Details, including website links, social media, and storefronts

Using the supplied templates or other planning documents that show the same level of information, you must provide:

- A Diversity, Equity, and Inclusion Plan
- An Accessibility Plan

First Peoples content

- If your project includes First Peoples content, securing appropriate permissions will be a contracted requirement of VicScreen funding. Please be prepared to submit:
  - A First Peoples content statement

- Evidence of First Peoples consultation (if available)
- Evidence of First Peoples consent (if available)

Supporting Material

- Any additional support materials, including Letters of Intent or Support, confirmed funding, licensing or rights documentation.