

Travel Application Form 2023-24

Form Preview

Travel Application

* indicates a required field

Acknowledgement of Country

We acknowledge the First Nations people of what is now called New South Wales and value their ongoing connections to country, community and culture that have existed across millennia.

We celebrate through these connections, First Nations cultural strength, resilience and contemporary creativity.

We respect the role that First Nations creatives play in contribution to a deeper sense of identity and place through sharing knowledge, skills and stories and the important role that Aboriginal Elders are in guiding this process.

Program Information

Applicants should be mindful that you must apply before any travel occurs, all costs will need to be paid for upfront, and successful applications will be funded retrospectively. Applications cannot be made after travel occurs.

Market Travel

Supports NSW producers and Key Creatives for travel relevant to financing projects.

- Requests for travel support should generally not exceed \$5,000.
- An individual or a team can submit up to **three** applications to this program in any financial year, but only **one** application at a time

See [here](#) for guidelines. The guidelines should be read in conjunction with the [Terms of Trade](#).

Festival Travel

Supports NSW Key Creatives whose projects have been officially invited to screen at significant international festivals outside Australia.

- You can request any amount up to \$5,000 per trip.

See [here](#) for guidelines. The guidelines should be read in conjunction with the [Terms of Trade](#).

Closing Date - 30 June 2024

Travel funding is open year round. However we close refresh these rounds annually. Any unsubmitted applications will need to be re-entered into the new form.

Completing the application

Remember to save the form on a regular basis.

Privacy Notice

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Screen NSW is subject to the privacy and Personal Information Protection Act 1998 in managing your personal information. For the full Screen NSW Privacy Notice click [here](#).

Confirm you have read the Market or Festival Travel Guidelines *

☐ Yes

Confirm you have read the Screen NSW Terms of Trade *

☐ Yes

<https://screen.nsw.gov.au/publications/screen-nsw-terms-of-trade>

Eligibility

Screen NSW general eligibility requirements can be found in our [Terms of Trade](#), which should be read in conjunction with these guidelines.

Applicant Eligibility Applicants will generally be a NSW based Key Creative, individual or company.

If you are not based in NSW you must:

- provide evidence of a genuine co-production partnership with a NSW-based company or producer OR
- have at least one NSW based Key Creative (writer, producer or director) attached OR
- satisfy Screen NSW that the project offers outstanding benefits to the NSW screen industry

Festival

- The program is open to any NSW Key Creative whose project has been officially invited to screen in the program of an international festival (outside Australia) that offers significant networking and professional development opportunities.
- NSW-based Executive Producers will be considered in exceptional circumstances if Screen NSW is not providing travel support for any other Key Creatives on the project.
- Projects made outside NSW are eligible.
- Projects that have not received Screen NSW development or production finance are eligible.

Market

You must intend to produce or post produce your project in NSW.

You must hold the rights in your project.

Priority

Screen NSW is committed to supporting increased participation in the industry of people from under-represented groups including First Nations peoples, people from culturally and linguistically diverse backgrounds, people living with disability, LGBTQI+ people, Western Sydney and Regional NSW. Priority will be given to teams including people from under-represented groups.

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Do you meet all eligibility requirements? *

☐ Yes

Assessment Criteria

Your application will be assessed against the following criteria:

MARKET TRAVEL

- Whether the proposed travel is essential to advancing the financing of the project and/or the applicant's slate, taking into account market readiness of the project(s) and the opportunities provided by the market or targeted meetings.
- The track record of the applicant including the financial track record and experience of the applicant and any key creatives.
- The appropriateness of the budget submitted.
- The potential of the project(s) to contribute to a robust screen industry in NSW.

FESTIVAL TRAVEL

- The track record of the applicant, including the financial track record and experience of the applicant and any Key Creatives.
- The networking and professional development opportunities provided by the festival.
- The likelihood it will assist the applicant's next project, relative to their level of experience.
- The appropriateness of the budget submitted.

Due to the evolving situation of Covid-19 here in Australia and World-wide please provide as an attachment the following information:

A COVID-19 travel plan **MUST** be supplied, outlining the requirements of the country you are travelling to, the quarantine requirements of your destination and on your return to NSW.

Please provide details of vaccination requirements for travel, or medical exemptions to support your travel application.

Please provide the COVID-safe practices of the festival/market you are travelling to if available.

Application Details

*** indicates a required field**

Project Information

Project Title *

Please do not use all capital letters.

Former Titles (if applicable)

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Total Amount Requested *

\$

What is the total financial support you are requesting in this application? This figure should not exceed \$6,000.

Please select the Funding Program you are applying to. *

☐ Festival Travel ☐ Market Travel
Must be between 1 and 1 choices selected

Type of Project *

Genre *

☐ Action Adventure ☐ Horror ☐ Science Fiction ☐ History and Identity
☐ Comedy ☐ Romantic Comedy ☐ Family ☐ Science and Environment
☐ Drama ☐ Thriller ☐ Arts and Culture ☐ Other:

Must be at least 1 choice selected

Format *

☐ Animation ☐ Live Action ☐ 3D ☐ Other

Duration *

Example: 3 x 50 min

Production Budget *

\$

Estimate. Must be a whole dollar amount.

Logline *

Word count:

Please provide a short statement capturing the core story of the project.

Synopsis *

Word count:

Current stage of submitted project *

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☐ Pitch

☐ Synopsis

☐ Outline

☐ Scene Breakdown

☐ Beat Sheet

☐ Treatment

☐ Research Proposal

☐ Script

☐ Other:

Significant NSW elements *

- ☐ Applicant is a NSW-based key creative, individual or company
- ☐ Applicant is a non NSW-based with a genuine co-production partnership with a NSW-based company or producer
- ☐ Applicant is a non NSW-based with at least one NSW-based key creative (writer, director or producer)
- ☐ Applicant does not meet any of the significant NSW elements criteria above and must satisfy Screen NSW that the project offers outstanding benefits to the NSW screen industry (you will be required to attach documentation supporting this claim at the end of this application).

Applicant Details

The Applicant must be the rights holder.

Applicant *

- ☐ Individual
- ☐ Organisation

Organisation Name

TitleFirst NameLast Name

The ABN entered must be correct for an application to be eligible, it should also match the Company or Sole Trader name exactly. Look up your ABN here.

Applicant Company

If this does not apply to you, please write N/A

Applicant Position

Applicant ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	

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DGR Endorsed

ATO Charity Type

[More information](#)

ACNC Registration

Tax Concessions

Main business location

Must be an ABN.

Registered for GST? *

☐ Yes

☐ No

☐ Other:

Key Contact

First Name

Last Name

Postal Address *

Address

Suburb State Postcode

Website

Must be a URL

Applicant Contact Email *

Must be an email address.

Company Email

Must be an email address

Phone Number *

Please select the state government area you/your office is located in. *

Please select the local council area you/your office is located in. *

Additional Contact

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If you would like to nominate an additional contact person to be cc'd on all official correspondence and listed as a backup for phone communication, please provide details below.

Additional contact

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Role

Phone

Email

Travel Details

* indicates a required field

Details of Key Creatives

Please include all principals, even those who are not travelling.

Screen NSW is committed to supporting increased participation in the industry of people from under-represented groups including women, Aboriginal and Torres Strait Islander peoples, people from CaLD backgrounds, people with disability, LGBTQI people, people from western Sydney and people from regional NSW. Priority will be given to teams including people from under-represented groups.

Name *

First Name	Last Name
<input type="text"/>	<input type="text"/>

Email

Role *

Mobile Phone Number

Does the Key Creative identify with any of the following groups? *

- ☐ Aboriginal and Torres Strait Islander
- ☐ Person with Culturally and Linguistically Diverse background (CALD)
- ☐ Person with CaLD background
- ☐ Person with a disability
- ☐ LGBTQI+
- ☐ Person living in Western Sydney
- ☐ Person living in Regional NSW
- ☐ None of the above
- ☐ Prefer not to say

Is the Key Creative based in NSW? *

- | | | | | |
|---|--|---------------------------|--------------------------|--------------------------|
| <input type="radio"/> No - Interstate Australia | <input type="radio"/> No - Outside Australia | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> No |
|---|--|---------------------------|--------------------------|--------------------------|

Proposed or confirmed *

- | | |
|--------------------------------|---------------------------------|
| <input type="radio"/> Proposed | <input type="radio"/> Confirmed |
|--------------------------------|---------------------------------|

Gender *

- | | | | | |
|------------------------------|----------------------------|----------------------------------|--|---|
| <input type="radio"/> Female | <input type="radio"/> Male | <input type="radio"/> Non-Binary | <input type="radio"/> Prefer not to answer | <input type="radio"/> Prefer to self describe |
|------------------------------|----------------------------|----------------------------------|--|---|

If prefer to self-describe, please do so here

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Travelling Party

Please include all team members, even if you will not be paying for their travel with funds requested from Create NSW.

-----Travelling Party (1)

Name *

Role *

NSW-Based? *

☐ Yes

☐ No

Are you seeking funding for this traveller in this application?

☐ Yes ☐ No
Other

-----Travelling Party (2)

Name *

Role *

NSW-Based? *

☐ Yes

☐ No

Are you seeking funding for this traveller in this application?

☐ Yes ☐ No
Other

Market Details

Market Travel funding is open to key creatives with a project, or slate of projects, that will tangibly benefit from travelling internationally to a film, television or interactive market (i.e MIPCOM, European Film Market). Separate to market attendance, international travel to attend business meetings that have been organised by the applicant and are essential to the progression of the project will also be considered.

Market Name *

i.e MIPCOM, European Film Market (EFM), business trip

Market Location *

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Have you or your project received an invitation to participate in a particular section of the market? *

☐ Yes

☐ No

Please provide specific details regarding the market section. *

Festival Details

Travel assistance offered to key creatives of completed projects that have been officially invited to screen in the program of an international festival (outside Australia) that offers significant networking and professional development opportunities.

Festival Name *

Festival Section *

Festival Location *

Have you received an official invitation? *

☐ Yes

☐ No

Dates

Market/Festival Date (From) *

Must be a date.

An estimate is satisfactory.

Market/Festival Date (To) *

Must be a date.

An estimate is satisfactory.

Travelling Date (From) *

Must be a date.

Nearest estimate.

Travelling Date (To) *

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Must be a date.
Nearest estimate.

Purpose of Travel

Please outline the purpose of the travel, emphasising professional and/or project development opportunities. *

Word count:

Please provide a list of the meetings you intend to take, indicating if they are proposed or confirmed. *

Word count:

Previous Funding

*** indicates a required field**

Other Funding - Non-Screen NSW

Has this project previously received festival travel funding from other funding agencies, broadcasters or institutions? *

☐ Yes ☐ No

Please list sources below:

Please do not include GST, premiums or interest in your figures.

Funding Source	Date Of Agreement	Amount Received
		\$
	Must be a date	Must be a dollar amount

What Festival did you attend and when? *

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Previous Screen NSW funding

Has this project previously been considered for funding from Screen NSW? You must include any instances where the project had a different applicant or rights holder, or went by a different title. *

☐ Yes ☐ No

Please provide details below:

Screen NSW Program	Applicant Name	Previous Project Title	Date of Application	Outcome	Amount Received
					\$
		If applicable.	Must be a date.		Must be a dollar amount

Has all funding been acquitted and final payments made? *

☐ Yes ☐ No

Why has acquittal not yet occurred? *

Funding for this Festival or Market

*** indicates a required field**

Festival or Market Contribution

Is the festival or market contributing to related expenses for any member(s) of the production? *

☐ Yes ☐ No

Please detail any contributions the festival or market are making to your travel.

These funds will also need to be represented in the Festival/Market Contribution column of the Travel Budget Breakdown below.

Category	Details	Amount
		\$
i.e airfare, accommodation	i.e name of recipient, number of nights etc.	

Other Funding (non-Screen NSW)

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Is this project currently being considered for Festival or Market Travel assistance from any other sources? *

☐ Yes

☐ No

Please detail any non-Screen NSW, festival, market or applicant sources of funding for this travel.

These funds must also be represented in the Other Funding column of the Travel Budget Breakdown below.

Please do not include GST, premiums or interest in your figures.

Funding Source	Amount	Status
	\$	

Travel Budget Breakdown

Screen NSW reserves the right to negotiate amendments to the budget as a condition of the provision of funds.

Screen NSW does not fund retrospectively.

Please do not include any GST component in your figures.

Where possible fees should have the name of the proposed individual or service provider attached.

The sum of the **Screen NSW Funding** column must match the **Total Amount Requested** on page 2.

Expense	Applicant Contribution	Festival/Market Contribution	Other Funding	Screen NSW Funding	Total
	\$	\$	\$	\$	\$
eg. writer's fee, pitch materials	eg. writer's fee, pitch materials	Must be a dollar amount			Must be a dollar amount

Delivery Materials

All projects receiving travel funds are required to submit a travel report from the team as a delivery item upon their return to NSW.

Intended Delivery Date *

Core Application Materials

* indicates a required field

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Please note that Smarty Grants can only accommodate the storage of **25MB per application**, if you require more space please provide a file-sharing link (e.g. Dropbox link) in the Additional Materials section at the bottom of this page.

Ensure ALL required core materials are submitted in **12-point Courier font using the following file-naming protocol:** *project name_document title_yyyy_mm_dd.docx* (or appropriate file extension) e.g Project Name_Directors notes_2023-01-20

Festival Travel Core Materials

Invitation to the festival

*

Attach a file:

Online screening or download link for the selected project

*

Must be a URL

Online screening password (if applicable)

CVs of principals involved with the application

*

Attach a file:

Market Travel Core Materials

Creative materials for key project

*

Attach a file:

E.g. Outline, treatment, script

Producer notes and financing strategy

*

Attach a file:

Evidence of market support or commitment

*

Attach a file:

Slate overview

*

Attach a file:

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Special Market invitation *

Attach a file:

Additional Materials

Please note that Smarty Grants can only accommodate the storage of 25MB per application, if you require more space please provide a file-sharing link (e.g. Dropbox link) here.

Must be a URL.

Password (if relevant)

Declaration

* indicates a required field

- I have read the Guidelines and Terms of Trade relating to the Development Program.
- I declare that the information provided herein and in the supporting documentation submitted with this application is complete and accurate and will provide evidence of this if Screen NSW wishes to fund the project.
- I warrant that I am authorised to sign this application form for and on behalf of the company (if applicable).
- I declare that I have only provided personal information (including priority area eligibility) on behalf of others with their consent.

Note: You must ensure that all particulars you have supplied are true and correct and that you have not concealed information relevant to this application. In making this Application you are seeking a financial benefit. Under section 192G of the *Crimes Act 1900*, a person who dishonestly makes any statement that is false or misleading in a material particular with the intention of obtaining a financial advantage is guilty of an offence. In the event that the particulars you have knowingly supplied are false, Screen NSW may revoke any offer made in conjunction with this application and cease to consider any application (whether current or future) from you.

Screen NSW reserves the right to contact and discuss a project with all parties associated with an application,

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including but not limited to other funding agencies and the broadcasters approached by the applicant.

Authorised Signatory *

☐ Individual

☐ Organisation

Organisation Name

Title

First Name

Last Name

Position *

I declare the above to be true *

☐ Yes

☐ No

Date *

Must be a date.

Employment Demographics

* indicates a required field

Your responses to these questions are not assessed as part of your application.

Screen NSW has mandatory reporting obligations around the employment opportunities arising from the projects that we fund. The responses that you provide in this section need only be *estimates* of the employment outcomes the project may provide.

Please estimate how many NSW jobs your project will create

Will the project provide employment opportunities for people living in Regional NSW? *

☐ Yes

☐ No

☐ Not Applicable

☐ Unknown

Will the project provide employment opportunities for people living in Western Sydney? *

☐ Yes

☐ No

☐ Not Applicable

☐ Unknown

Will the project provide employment opportunities for First Nations people? *

☐ Yes

☐ No

☐ Not Applicable

☐ Unknown

ATSI - Aboriginal and Torres Strait Islander

Will the project provide employment opportunities for people from CALD backgrounds? *

☐ Yes

☐ No

☐ Not Applicable

☐ Unknown

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CALD: Culturally and Linguistically Diverse.

Will the project provide employment opportunities for young people? *

☐ Yes ☐ No ☐ Not Applicable ☐ Unknown

Will the project provide employment opportunities for people living with disabilities? *

☐ Yes ☐ No ☐ Not Applicable ☐ Unknown

Will the project provide employment opportunities for women? *

☐ Yes ☐ No ☐ Not Applicable ☐ Unknown

Will the project provide employment opportunities for LGBTQI+ people? *

☐ Yes ☐ No ☐ Not Applicable ☐ Unknown

How many jobs does the project intend to create for people living in Regional NSW? *

Make '0' your response if estimates are unknown or not applicable

How many jobs does the project intend to create for people living in Western Sydney? *

Make '0' your response if estimates are unknown or not applicable

How many jobs does the project intend to create for First Nations people? *

Make '0' your response if estimates are unknown or not applicable

How many jobs does the project intend to create for people from CALD backgrounds? *

Make '0' your response if estimates are unknown or not applicable

How many jobs does the project intend to create for young people? *

Make '0' your response if estimates are unknown or not applicable

How many jobs does the project intend to create for people living with disabilities? *

Make '0' your response if estimates are unknown or not applicable

How many jobs does the project intend to create for women? *

Make '0' your response if estimates are unknown or not applicable

How many jobs does the project intend to create for LGBTQI people? *

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Make '0' your response if estimates are unknown or not applicable

In what region do you intend to develop this project?

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> Sydney Metro | <input type="checkbox"/> Far West | <input type="checkbox"/> Murray | <input type="checkbox"/> Richmond-Tweed |
| <input type="checkbox"/> Western Sydney | <input type="checkbox"/> Hunter | <input type="checkbox"/> Murrumbidgee | <input type="checkbox"/> South Eastern |
| <input type="checkbox"/> Central Coast | <input type="checkbox"/> Illawarra | <input type="checkbox"/> North Western | <input type="checkbox"/> Not In NSW |
| <input type="checkbox"/> Central West | <input type="checkbox"/> Mid-North Coast | <input type="checkbox"/> Northern | |