STREAM D - PROFESSIONAL EVENTS

Guidelines - Summary

The **Industry Development** program aims to develop the skills of Tasmanian screen practitioners, recognising that highly-skilled and experienced professionals are vital for the long-term growth of the screen industry in Tasmania.

Please read Screen Tasmania's General Guidelines and Terms of Trade before continuing

SUMMARY Funding is available to eligible applicants for either **Hosting or Attending a Professional Event.**

- For smaller companies and incorporated associations funding is capped at $2,500 per event or $5,000 per organisation for a series of events per financial year.
- For larger organisations with a demonstrated history of success, there is no yearly cap. The amount of funding available for proposals is limited by program funds.

Screen Tasmania's Industry Development team reserves the right to vary these Guidelines and the right to set aside some or all of the requirements in exceptional circumstances.

Please refer to the Industry Development Guidelines for more details about eligibility and assessment.

Event Eligibility

Professional events are defined as any of the following that align with priorities of Screen Tasmania’s Industry Development program, including:

- labs;
- workshops;
- incubators;
- masterclasses;
- mentorships;
- conferences;
- seminars;

Hosting an event

- Company or incorporated association with appropriate insurances; including public liability and event cancellation.
- Evidence of ability to deliver the event; provide examples of previous successful events.
- Additional streams of funding that makes the event not solely reliant on Screen Tasmania.

- Eligible budget items include:
    - Speaker’s fees
    - Travel costs
    - Venue/facility hire

Company operational expenditure is ineligible.

Attending an event

- Hosted by an industry recognised organisation that specialises in education and training.
- Hosted by a practitioner with evidence of relevant experience in training and education, as well as relevant industry experience.
- Clear evidence the event provides robust and relevant career/professional development.

Assessment Criteria

- Evidence the event reflects the priorities of Screen Tasmania’s Industry Development program:
    - Grows jobs in Tasmania
    - Grows capacity and experience among local screen practitioners
    - Promotion of career independence
    - Contributes to building a strong and supportive community
- Measurable outcomes and how the event will benefit the industry.
- Evidence of learning outcomes or community building.
- Realistic and achievable budget.

Applicant Contact Details

* indicates a required field

Applicant *
○ Individual ○ Organisation
Organisation Name

First Name Last Name

Are you applying as an individual or on behalf of an organisation (such as a company)?

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)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main Business Location	

You MUST have an ABN in order to deal with Screen Tasmania and that ABN must match the information provided in the application form. If it does not, your application may be rejected or you may be asked to resubmit.

Applicant Street Address *
Address

Suburb State Postcode

Must be an Australian postcode.
This address is necessary for contractual purposes.

Applicant Postal Address
Address

Suburb State Postcode

Must be an Australian postcode.
Fill out if your Postal Address is different from your Street Address.

Applicant Phone Number *

Must be an Australian phone number.

Applicant Email *

Must be an email address.

Applicant Website

Must be a URL.
If you have a relevant website, please enter the URL here.

Are you a Tasmanian resident/Tasmanian company? *

- ○ Yes and I have been for the previous 6 months
- ○ No, I am not a Tasmanian resident

What level of experience do you have in the screen industry? *
- ○ Entry Level
- ○ Emerging
- ○ Experienced

If you are unsure of your level, please see our General Guidelines

Please upload your latest Curriculum Vitae (CV) *
Attach a file:

Have you read and understood the Industry Development Guidelines? *
- ○ Yes

Industry Development Guidelines

Organisation Contact

This section is available only if you chose 'Organisation' in the first question.

Please give details of the person in your organisation for Screen Tasmania to contact about this application.

Organisation Admin Contact
First Name Last Name

Organisation Admin Contact Position

Organisation Admin Contact Primary Phone Number

Must be an Australian phone number.

Organisation Admin Contact Primary Email

Must be an email address.

If your organisation is a registered company, please upload a scan of your Certificate of Incorporation.
Attach a file:

Applicant Gender and Diversity

Gender and Diversity - Individual

Screen Tasmania is required to collect anonymous data on our subsidies, grants and investment clients. Your name will not be associated with these data which will be reported as raw numbers.

Please note this section is completely optional.

Aboriginal or Torres Strait Islander origin
- ☐ Tasmanian Aboriginal
- ☐ Aboriginal
- ☐ Torres Strait Islander
- ☐ Not Indigenous
- ☐ Prefer not to answer

Person with a disability
- ○ Yes
- ○ No
- ○ Prefer not to answer

Rural or regional Tasmanian
- ○ Yes
- ○ No
- ○ Prefer not to answer

Gender
- ○ Woman or female
- ○ Man or male
- ○ Non-binary
- ○ Different term
- ○ Prefer not to answer
- ○ Other:

Non-English-speaking background
- ○ Yes
- ○ No
- ○ Prefer not to answer

Gender and Diversity - Organisation

Screen Tasmania is required to collect anonymous data on our subsidies, grants and investment clients. Your name will not be associated with these data which will be reported as raw numbers.

If you are applying on behalf of an organisation, please indicate the number of Company Directors and people in Key Creative roles attached to this application who identify as members of these groups:

Number of Key Creatives identifying as woman or female

Must be a number.

Number of Key Creatives identifying as man or male

Must be a number.

Number of Key Creatives identifying as non-binary, gender fluid, or using a different term

Must be a number.

Number of Key Creatives identifying as Tasmanian Aboriginal people

Must be a number.

Number of Key Creatives identifying as Other Aboriginal or Torres Strait Islander people

Must be a number.

Number of Key Creatives identifying as living with a disability

Must be a number.

Number of Key Creatives identifying from a non-English-speaking background

Must be a number.

Number of key creatives from rural or regional Tasmania (outside greater Hobart)

Must be a number.

Application - General

* indicates a required field

Application Type

Please select the appropriate option: *
- ○ Hosting an event
- ○ Attending an event

Please indicate which Project Officers you have contacted regarding this application. You need to speak with a Project Officer at Screen Tasmania before submitting. *
- ☐ Alex Sangston
- ☐ Emma Moroney
- ☐ Oliver Potter
- ☐ PJ Madam

Contact details can be found on the Screen Tasmania website

Event Summary

This information is for either Hosting or Attending a Professional Event.

Event Name *

Location of Event *
Address

Suburb/Town and Postcode are required.
Include suburb and postcode

Event Start Date *

Must be a date.
When does or when will the event, meeting(s) or short course start?

Event End Date

Must be a date.
When does the event, meeting(s) or short course end? For a single day, ignore this box.

Please provide a short description of the event you wish to host or attend: *

Word count:

Link to the event

Must be a URL.
If applicable.

Hosting a Professional Event

* indicates a required field

Event Details

- Evidence the event reflects the priorities of Screen Tasmania's Industry Development program:
    - Grows jobs in Tasmania
    - Grows capacity and experience among local screen practitioners
    - Promotion of career independence
    - Contributes to building a strong and supportive community
- Measurable outcomes and how the event will benefit the industry.
- Evidence of learning outcomes or community building.
- Realistic and achievable budget.

Have you hosted this event before? *

○ Yes
○ No

Provide an overview the event *

Word count:
Must be no more than 400 words.

Who is the target audience for your event? *

Word count:
Must be no more than 100 words.
Please be specific: who is your target audience? e.g Above the line, below the line, under-represented practitioners etc

Estimated Attendance *

Must be a number.
How many people will attend?

Cost for Attendees *

Must be a dollar amount.
How much will the event cost to attend?

How does this event reflect the priorities of Screen Tasmania's Industry Development program *

Word count:
Must be no more than 200 words.
See above for definitions

Provide details on any inclusivity considerations - how are you engaging with underrepresented practitioners and ensuring accessibility for attendees? *

Word count:
Must be no more than 200 words.

Insurance Documents *
Attach a file:

Include PLI and event cancellation if applicable

Event Schedule *
Attach a file:

A maximum of 1 file may be attached.

Previous Event

Provide details of your experience hosting this event in the past.

Date of event *

Must be a date.

Previous Event Summary *

Word count:
Must be no more than 200 words.

Number of attendees *

Must be a number.

Website

Must be a URL.

Event Team

Who are the key members of the event team?

Please attach either a CV or URL outlining relevant experience.

Full Name	Role	CV	Website
			Must be a URL.

Attending a Professional Event

* indicates a required field

Supported Event Details

**** This page is for ATTENDING a professional event. Make sure the course aligns with the priorities of Screen Tasmania's Industry Development program. ****

Applicants will be eligible to *attend* a professional event if:• The event is hosted by a reputable and recognised organisation known for its expertise in screen education, or by a practitioner with a proven track record in the industry;• There is evidence the event will advance the practitioner in their career;• The event is recognised by the industry as relevant, theoretical or practical training.

Why do you want to attend this professional event and what do you hope to learn? *

Word count:
Must be no more than 100 words.
Detail the skills, training or education you hope to be learning.

What are the outcomes you aim to achieve and how are you going to measure these? *

Word count:
Must be no more than 500 words.

How will attending this course advance your skills and therefore your career? *

Word count:

Pitch and supporting materials

Please upload any supporting materials *
Attach a file:

Budget

* indicates a required field

Previous Funding

Please list any Industry Development funding received from Screen Tasmania in the current financial year.

Have you received funding from Screen Tasmania in the past 12 months? *
- ○ Yes
- ○ No

Previous Industry Development funding received

Approved Purpose/Event Title	Date	Type of Funding	Financial Support Received
If you need to add more rows, click the Add	Must be a date		

More button, on the right,			
			$
			$

Budget for professional event

If hosting an event, funding will be prioritised according to the training component, followed by speaker's fees, travel and venue hire. It will NOT extend to company operational expenditure.

For large organisations, Screen Tasmania may negotiate terms and conditions depending on the proposal.

Expenditure Description	**Screen Tasmania Contribution**	**Other Contribution**
	Must be a dollar amount.	Must be a dollar amount.
Speaker Fees	$	$
Travel Costs	$	$
Venue Hire	$	$

Request from Screen Tasmania - Totals

Requested Amount

Total Amount Requested

$

This number/amount is calculated.
What is the total financial support you are requesting in this application?

Total Amounts

Total Other Contribution

This number/amount is calculated.

Total Event Budget

This number/amount is calculated.

Budget Upload

If you have a detailed budget please provide a copy here.

Upload Project Budget here
Attach a file:

Declaration

* indicates a required field

Publicity of assistance

Unlike private sector financial organisations, Building Tasmania (the department) disburses public funds and is therefore accountable for the distribution of those funds. As part of the accountability process, the department may publicise the level of its financial assistance including the terms and conditions of the financial assistance as provided in the confidentiality requirements set out in the legal documentation entered into with you.

Right to information

Information you provide to Building Tasmania and details of assistance may be subject to requests for public disclosure under the *Right to Information Act 2009* (Tasmania).

Personal information collection

You are providing personal information to Building Tasmania, which will manage that information in accordance with the *Personal Information Protection Act 2004*. The personal information collected here will be used by the department for the purpose of assessing your application and related activities. Failure to provide this information may result in your application not being assessed or records not being properly maintained. The department may also use the information for related purposes, or disclose it to third parties in circumstances allowed for by law. You have the right to access your personal information by request to the department and you may be charged a fee for this service.

Conflict of Interest

Screen Tasmania is required to identify all relevant financial or personal interests that may exist between Screen Tasmania Expert Advisory Group (STEAG) members or employees of Screen Tasmania, and applicants. This is to ensure that measures can be taken to prevent a conflict of interest arising between those persons assessing the application for Screen Tasmania and applicants. For these purposes, please select the relevant statement below:

I/we (the applicant) DO NOT have a financial and/or close personal relationship with a STEAG member or employee of Screen Tasmania. *

- ○ Agree - I/we do not
- ○ Disagree - I/we do

If you select "Agree", you are affirming that there is no relationship which may lead to a conflict of interest or a perception of a conflict of interest. If you are unsure, contact Screen Tasmania to discuss your options on 03 6165 5070.

Declaration

I/we acknowledge this submission in no way inhibits Screen Tasmania from becoming involved in or developing other projects which may or may not have various similarities with my project(s).

No agreement, arrangement or obligation shall be deemed to exist between Screen Tasmania and myself/us unless and until a formal contract is made between us.

By submitting this application, I/we affirm that the details provided in this application are true and correct and that I/we have read and understood Screen Tasmania's General Guidelines and Terms of Trade.

Terms

The term 'Application' means this on-line form and all attached documents.

For and on behalf of the applicant detailed in this application, I, the undersigned, acknowledge and warrant (as the case may be) that:

1. I have authority to provide the information contained in this application and to execute (by completion of details below) this application for and on behalf of the applicant.
2. the department can rely upon the information and representations contained in this application (including these acknowledgements).
3. I have read, understood and I am able to comply with all criteria, terms and conditions contained in the guidelines and application form.
4. I have read and understood the eligibility requirements and assessment criteria for this program and declare to the best of my information, knowledge and belief, the applicant is eligible under those criteria and the information provided is true and correct.
5. the department may undertake all necessary credit checks, organisational searches and any other checks and enquiries on the applicant as the department determines and is hereby authorised to do so.
6. the application is made at the applicant's own cost and risk, the selection of the applicant for program funds is at the absolute discretion of the department and this application remains the property of the department.
7. the applicant will be responsible for notifying the department in writing of any changes relating to information provided in this application. Until receipt of such notification, the department shall process the application in accordance with the information provided.
8. grant payments will be made via Electronic Funds Transfer (EFT) to a nominated bank account and the department is hereby authorised to make such payments.
9. the department is under no obligation to verify the authority of the undersigned on the bank account details.
10. the department will not be held responsible for delays of payment, or errors due to factors outside their reasonable control. The department reserves the right to terminate or suspend an EFT and to pay by cheque or any other manner which the department may determine.
11. the applicant agrees to indemnify the Crown in Right of Tasmania, against all present and future legal liability, claims or proceedings for financial loss arising from, or attributable to the provision and use of the information contained in this application and/or receipt and use of grants.
12. if a grant is awarded, the applicant must enter into a legal agreement with the department in order to receive the grant. This agreement will be on such terms and conditions as the department determines and, together with this application form and any applicable program guidelines, will form the whole agreement.
13. I am providing personal information to Building Tasmania, which will manage that information in accordance with the *Personal Information Protection Act 2004*. The personal information collected here will be used by the department for the purpose of the grant approvals process and administering grants. Failure to provide this information may result in my grant application being unsuccessful or records not being properly maintained. The department may also use the information for related purposes, or disclose it to third parties in circumstances allowed for by law. I have the

right to access my personal information by request to the department and may be charged a fee for this service.

14. Information you provide to Building Tasmania and details of assistance may be subject to requests for public disclosure under the *Right to Information Act 2009*.

I agree *
○ Yes

Authorised person completing this application

Electronic signature *
First Name Last Name

Position *