

# **Brisbane International Film Festival 2018-2021 Submission Guidelines**

## **Information for applicants**

Screen Queensland supports a creative, innovative and successful screen industry through development and investment; secures production to Queensland; and delivers an active screen culture across the state.

The Screen Culture funding program supports Queensland based events and projects across the State that help facilitate cultural activities and promote an understanding of film as a cultural experience. Events that engage and inform audiences, Queensland practitioners and regional Queensland about screen cultural activities and/or promote an understanding of the Queensland and Australian screen production industry within a broad global context.

**An opportunity exists to present and showcase the annual “Brisbane International Film Festival” and to provide a focus for film culture in Brisbane and the State by showcasing the best and most interesting cinema from around Australia and around the world. The opportunity is for a period of three years commencing in 2018-19. There is a possibility of an extension of the contract based on delivery of key performance indicators (KPI).**

## **Available Funding and Terms**

- Up to \$250,000 grant funding per year for the three-year agreement (total \$750,000) will be offered to the successful applicant. \*1(see note at end of document)
- Possibility to extend the contract for up to two-years based on delivery of Key Performance Indicators (indicators will be developed with Screen Queensland)
- Screen Queensland will license the name “Brisbane International Film Festival” to the successful organisation for the term of the contract.

## **Key dates**

Applications will open December 2017 for 21-days with an approximate 3-4-week turnaround for assessment, panel short and board decision after the submission closing date.

## **Application process and requirements**

### **Who can apply?**

To be eligible, Applicants must;

1. Be a Queensland resident. A Queensland resident is defined as *a person who has their principal place of abode and business in Queensland and has been registered on the State electoral roll for at least 6 months prior to the application*
2. Meet the general eligible requirements set out in Screen Queensland's Terms of Trade including, but limited to the following:
  - A. Being an Australian incorporated entity;
  - B. Have a valid ABN
3. Demonstrate evidence of matched third party finance or in kind support. Applicants requesting 100% of their budget from Screen Queensland will not be accepted.
4. Have satisfied the reporting requirements of any previous Screen Queensland funding. Applicants who have any outstanding acquittal reports or who have not fulfilled their obligations from a prior Screen Culture program with Screen Queensland are not eligible to apply.

### **How do I apply?**

Applications are made using Screen Queensland online Smarty Grants application system.

You can apply online at [INSERT LINK]

Please allow for system down time or internet service provider problems when completing your application and save the application regularly.

Please note late applications cannot be accepted. Screen Queensland reserves the right to not accept incomplete applications. Application materials will not be returned by Screen Queensland.

An automated application email will be sent to you within 30 minutes as confirmation that Screen Queensland has received your application. **It is the applicant's responsibility to contact Screen Queensland if you do not receive an application receipt email.**

### **What documents do I need to provide?**

Applicants are required to submit:

- Event proposal addressing key criteria
- CVs and bios of all key personnel
- Business Plan
- Marketing Plan
- Finance plan
- Event budget
- Letter/s of Support (if applicable)

Applicants are welcome to provide additional material where they believe it will be beneficial to the application. Screen Queensland will inform you in writing of any missing materials and you will have

ten business days to supply the missing documents, after which the application will be deemed to have been withdrawn.

### **Assessment process**

Funding decisions are competitive and are subject to a creative and commercial assessment. Screen Queensland reserves the right to vary the amount applied for by applicants and if there are no competitive and viable applications received to not proceed with funding for the program.

### **How will my application be assessed?**

Applications will be assessed and evaluated by at least two readers and one external assessor and then proceed to a panel assessment comprised of internal and external industry members.

The recommendation by the panel will then progress to the Board of Screen Queensland for a final decision.

Applications will be assessed on the following key criteria:

#### The Business Plan

- Viability and ability to implement and achieve financial milestones including contribution of funding from additional parties to build on the event beyond Screen Queensland funding (see Resources below).
- Financing plans for the development and production of the event.
- Viability and ability to implement marketing plan and contingency plans.
- Details of key personnel managing the event including bios of applicant, programmers, directors and Board members

#### The Track Record

Track record of the applicant will be assessed according to:

- Previous performance and delivery of similar events
- Previous career and professional development success including any awards, and/or professional or industry recognition;
- The network of business relationships to allow the business and event plans to be achieved.
- Expertise and skills of the applicant and their ability to successfully realise the business plan.

#### The Event Proposal

- Regional component and/or period outside of Queensland.
- Showing content that the community would not otherwise have access to.
- Quality and viability of the proposal; does it fulfil a need and/or interest in the community?
- Background information on the event

- Explanation of how the event will present new opportunities for Queensland filmmakers, the Queensland screen industry and the public
- Evidence of community support

#### The Marketing Plan

- Financing plans for marketing the event
- Viability and ability to implement marketing plan
- Level of media support, if any
- Strategy for extension of public awareness and participation

#### Resources;

- Viability of submitted budget
- Demonstrated relationships with or plans to develop relationships in the private sector to support production of the event.
- Any third-party finance including private equity;
- Business and marketing skills;
- The equipment and facilities available to deliver applicant's business plan; and
- The human resources available to deliver applicant's business plan

#### All Other Matters That We Consider to be Relevant.

#### **What happens when my application has been assessed?**

Applicants will be informed in writing whether their application has or has not been successful. Screen Queensland aims to make funding decisions within 3 - 4 weeks of an application being lodged and will advise applicants in writing of the outcome of their application after the final Board decision is made.

#### **Acquittal and reporting requirements for successful applicants**

#### **What happens when my application is successful?**

#### Accepting a Grant

Successful applicants will be informed in writing of the offer with the grant amount available for their event and outlining the next steps.

Applicants who accept the grant offer will then be required to enter into an agreement with Screen Queensland outlining the terms and conditions of the funding including the specific deliverables required.

#### Reporting Requirements

Successful funding applicants must provide detailed reporting and acquittal information on the activities undertaken and according to KPIs which will be negotiated between the successful applicant and Screen Queensland at the time of contracting.

#### Payment of Grant

A specific drawdown schedule will be agreed between Screen Queensland the successful applicant and set out in the contract. Payment of the grant will only be made once the contract is fully executed and all conditions of funding are satisfied including receipt of a valid Tax Invoice.

#### **More information**

##### **What do I do if I've read this and want to talk it through?**

Email Screen Queensland at [screenculture@screenqld.com.au](mailto:screenculture@screenqld.com.au) outlining your query and giving your full name and contact details.

#### Program Contact

Rowena Billard

Screen Culture Manager

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#### Notes

\*1 – Funding is subject to funding made available to Screen Queensland through the Queensland Government budget. As such whilst funding is anticipated to be up to a maximum of \$250,000 per year, should funding change from Government, Screen Queensland reserves the right to decrease or increase funding for BIFF.