

## Assigned Production Investment – Film and Television Application Materials Checklist

This checklist is designed to help you prepare the necessary documentation for an Assigned Production Investment Film and Television application. Before commencing an application we strongly suggest you read the [Assigned Production Investment Guidelines](#) and the [Terms of Trade](#).

The documentation required is dependent on various factors related to your project; if you are unsure if a document is required for your application we suggest you contact one of our [Production Executives](#).

### What documents do you need to apply?

The following documents must be submitted online with your application form:

- ASIC Current Company Extract for the Production Company or person applying
- ASIC Current Company Extract for the SPV if formed
- Financing documents
  - Finance Plan, including Producer Offset (Offset), Post Digital and Visual Effects Offset (PDV Offset) or Producer Equity Program (PEP) if eligible. Note that Film Victoria funding is an Assigned Production Investment, where Film Victoria's equity, copyright and recoupment position are assigned to the producer.
  - Evidence of other investors and their intended or committed level of financial support
  - Offset cashflow offer
  - Evidence of market attachment that
    - Demonstrates a formal commitment or intention to distribute or broadcast the project
    - Is dated no later than six months from the application deadline date
    - Specifies the commercial terms of the attachment
    - Specifies the market attachment's level of financial commitment to the project
  - Sales estimates and a waterfall or narrative statement demonstrating the potential financial returns for the project if it is a feature film (narrative fiction or documentary)
  - Any other distribution arrangements that are in place
  - A release marketing strategy, if employing an alternate distribution strategy
  - A completion bond offer (unless otherwise agreed by Film Victoria).

- Production budget, including
  - A column detailing Victorian spend
  - For completion projects, total and completion budgets and Victorian spends
  - QAPE breakdown
  - Repayments of development investments due to Film Victoria
  - All usual and customary insurances
  - Costs for offset cashflow loans (including interest and fees)
  - Digital marketing and additional content creation
  - Captioning and audio description for theatrical release
  - Captioning for DVD release
  - Delivery of the project to the NFSA (where required).

Applicants seeking an Assigned Production Investment of \$150,000 or more, are required to engage at least one [Professional Attachment](#) and include the cost of this in their budget as follows:

- An allocation for one or more professional attachments for a minimum of five weeks, plus an additional week for every \$50,000 over the \$150,000 threshold
  - An attachment program administration cost of 0.5% of their Film Victoria funding request.
- Creative Materials that provide demonstrate the creative vision of the project. Examples include:
    - Script/s
    - Series Bible
    - Treatment (documentaries only), series bible
    - Director's vision
    - Mood board
    - AV material
    - Rough cut (for completion projects)