

CASH FLOW FACILITY APPLICATION AND ASSESSMENT MATERIALS

The following materials are required to be submitted with your Cash Flow Facility application. Please note that in some cases we may require additional information and you will be advised if this is the case. [Terms underlined in green](#) appear in our [website glossary](#)

- / A completed application form (application form will be provided to you once you have discussed your application with the [Program Manager](#))
- / Complete [chain of title](#) documents for the project
- / Company details and history of the distributor, broadcaster, sales agent or publisher (including contact details of relevant personnel for seeking additional information)
- / Company details and history of the Right Holding Company (RHC)
- / Production Investment Agreement for the project (or legally binding letters of offer for the total production budget)
- / A copy of the script, production schedule and synopsis for the project
- / Cash-flow documents with any third party lenders (if applicable)
- / Co-production documents, where the project is an official co-production including Screen Australia Provisional Approval as an official co-production
- / CVs of the key personnel for the project, including producer, director, production accountant and post production supervisor.

Additional requirements for [Producer Offset Loans](#):

- / A [Provisional Certificate](#) and accompanying letter from Screen Australia for the project
- / A detailed [QAPE](#) spreadsheet indicating the estimated QAPE and Producer Offset available to the project (in the form required by Screen Australia and GST exclusive)
- / A [QAPE Opinion](#) by an approved QAPE Assessor
- / An executed, legally binding deal memo or distribution agreement demonstrating, in a form acceptable to Film Victoria, that the project has secured exhibition, broadcast or distribution in Australia sufficient to qualify for the Producer Offset
- / A copy of the finance plan which includes:
 - Up to 90% of the estimated Producer Offset in the budget
 - Not more than 75% of Federal funding (including the estimated Producer Offset and Screen Australia production investment or grants)
- / A copy of the production budget (GST exclusive) which includes:
 - Provision for Film Victoria's interest and fees until the receipt of the Producer Offset, following lodgement and assessment of the tax return for the SPV
 - Provision for liquidator's fees, if the RHC intends to wind up the SPV prior to the end of the financial year (subject to Film Victoria approval)

- The estimated Victorian production spend
 - Notes on any extraordinary items
- / A letter of intent from a [Completion Guarantor](#) demonstrating their intent to bond the project and guarantee a minimum QAPE spend commensurate to the amount of the estimated Producer Offset in the finance plan
- / A written statement setting out the full production timeline from pre-production to receipt of the Producer Offset from the Australian Taxation Office (ATO) and repayment of the Producer Offset loan
- / Proposed drawdown schedule for the project, indicating cash flow requirements from pre-production to completion, receipt of the Producer Offset from the ATO and repayment of the Producer Offset loan. The proposed drawdown schedule will indicate the proposed dates for drawdown of the Producer Offset component of the finance plan. The drawdown amounts must be commensurate to anticipated QAPE expenditure at the dates of proposed drawdown.

Additional requirements for [Distribution Guarantee/Licence Fee Loans](#):

- / An executed, legally binding [deal memo](#) or distribution or licensing agreement with the distributor, broadcaster, sales agent or publisher for the project
- / Where the distributor, broadcaster, sales agent or publisher is based overseas, payment terms or a drawdown schedule demonstrating that the distributor, broadcaster, sales agent or publisher will cash flow a minimum of 50% of the distribution guarantee or licence fee into the production budget for the project
- / Audited company accounts of the distributor, broadcaster, sales agent or publisher for the last 3 financial years
- / ASIC Certificate of Registration and ASIC Company Extract for the applicant RHC
- / Audited company accounts of the RHC for the last 3 financial years
- / A copy of the game design document and technical design document (for electronic games)
- / A copy of the finance plan as well as the production budget which includes:
 - Provision for Film Victoria's interest and fees until repayment of the loan which is sought
 - Provision for adverse foreign currency exchange fluctuations (if the Distribution Guarantee or Licence Fee will be paid in a foreign currency)
 - The estimated Victorian production spend
 - Notes on any extraordinary items
- / A letter of intent from a [Completion Guarantor](#) demonstrating their intent to bond the project and the delivery requirements of the distributor, broadcaster, sales agent or publisher for the project
- / A written statement setting out the full production timeline from pre-production to repayment of the Cash Flow Facility loan which is sought
- / Proposed drawdown schedule for the project, indicating cash flow requirements from pre-production to completion and repayment of the Cash Flow Facility loan. The proposed drawdown schedule will indicate the proposed dates for drawdown of the Distribution Guarantee or Licence Fee component of the finance plan which is to be cash-flowed.