

FAQS: EARLY CAREER SKILLS DEVELOPMENT PROGRAM

These FAQs should be read in conjunction with the Early Career Skills Development (ECSD) EOI Guidelines.

Overview

Film Victoria is seeking expressions of interest from eligible entities (organisations or persons) to develop and deliver targeted activities that support early career screen practitioners in Victoria. Applications may also address skills development opportunities related to new platforms and technologies and which benefit diverse groups of practitioners with differing needs.

Who can apply for this EOI?

Australian organisations, businesses, companies, guilds or individuals can apply if they have experience relevant to the delivery of the proposed activity. Preference will be given to Victorian based applicants with a demonstrated track record of successfully delivering activities in Victoria. Eligibility requirements are detailed in the Expression of Interest guidelines. Applicants must also read Film Victoria's Terms of Trade in conjunction with the guidelines.

Can I apply as part of a team, with another business or organisation?

Yes, Film Victoria encourages strategic partnerships and collaborations where appropriate. Applicants will need to declare if the activity has received, or intends to receive, funding through an organisation that is co-presenting or supporting the event at the time of application.

Can I apply even if I do not have direct experience in delivering activities specifically to the early career sector?

Applicants without direct experience of delivering activities to the early career sector may apply, but must provide evidence of their ability and experience in delivering activities of similar size or scale.

Is it possible that one organisation or individual could receive the total amount of funding available?

It is unlikely that any one organisation, partnership or individual will receive the full amount of funding available.

What is an early career screen practitioner?

An early career screen practitioner is defined as someone who has graduated from a tertiary, or other media course, with generalist screen production knowledge, or has demonstrated a commitment to the screen industry through prior production experience, including student films, games development or through unpaid work experience on professional productions.

Can I submit a proposal for more than one activity?

Yes, you can submit a proposal for more than one activity. The application form allows for multiple submissions.

How many activities will be funded?

There is no pre-determined number of activities to be funded as it will depend on the range and scale and costs of activities submitted, relative to Film Victoria's overall Program Budget. The overall budget of the program is \$240,000 and the maximum that any one activity can receive is \$100,000.

What types of activities and events is Film Victoria looking for?

Film Victoria encourages innovative thinking in the delivery of activities for the early career sector. These may include conferences, seminars, workshops, masterclasses, and other activities – ranging from one off events to an annual calendar of activity – as long as they address the aims of the Early Career Skills Development Program, and do not duplicate activities already on offer in Victoria.

Will proposals for production activities be accepted?

Production based activities are not the core focus of this program. Proposals for activities that have production outcomes may be considered if they have strategic partnerships in place, and present a strong rationale for the benefits.

Can I submit a proposal for a one day activity and/or activities that are presented across a whole year?

Activities may range in duration from a few hours, half or one day, to a series of activities across a week, month or a year. The detailed activity plan must provide a rationale for the structure and content of the activity. The activities must be able to be completed by 30 June 2018.

If your proposed activities do not fit within this timeframe, please contact the [Industry Programs Coordinator](#).

How can I be competitive?

Applications will be considered using the relevant assessment criteria listed in the program guidelines and how closely the proposed activity matches the program objectives.

What types of activities or costs are unlikely to be successful in receiving funding?

For the purpose of this initiative there are a number of costs and activities that are unlikely to receive support such as:

- / Costs contributing to building a business or establishing a new company
- / Costs for the acquisition of company assets such as buildings, computers, cameras or other major equipment; company website development and creation
- / Costs associated primarily with producing a specific film/tv/online/games project
- / Funds being used by a company to offset the cost of employing interns or attachments in a paid position
- / Funding of full or part time tertiary and post graduate courses
- / Activities that are also focused towards mid to established career screen practitioners
- / Activities that have community rather than screen career based outcomes
- / Activities that are already established, or substantially similar, to activities already available in Victoria
- / Activities for primary or secondary school students.

What is the minimum number of participants expected for any one proposed activity?

A minimum of 10 participants is expected for any one activity. Applicants must present a convincing rationale for the scale of the event, its proposed outcomes and the budget level.

What is the definition of ‘accessible’?

Film Victoria is seeking carefully considered proposals for activities that service the needs of early career screen practitioners. This includes ensuring that all aspects of the activities are inclusive and accessible to a diverse range of participants with regards gender, Indigenous practitioners, culturally and linguistically diverse and disability. This includes the venue and logistical elements of the activity. Applicants may choose to include a fee for participation in activities but these must be pitched at a level that is affordable for their targeted participants and provide a level of benefit commensurate to the cost to the participants.

Does ‘early career practitioner’ refer to an age range?

There is no defined age range for ‘early career sector’ but it is assumed that the majority of participants will be:

- / Recent film/media course graduates (1 - 5 years out of university, or secondary school); or
- / Self-taught screen creators who have credits on short films, games development, web-series or other online content, or
- / Practitioners who may have gained festival exposure, online distribution or game release or other public attention for their work and some minor professional experience or industry support, or
- / Practitioners transitioning from one industry field to another.

How developed does my proposal need to be at application stage?

It should include any confirmed or proposed details such as names of key personnel, dates and cost of specific activities, where the activities will be held, why they are relevant, outcomes and benefits. If the proposed activity includes working with other partners or specific organisations, these individuals and companies should be identified. You do not need to have an agreement in place with them, however it is anticipated that they have provided written indication of their agreement to be involved.

Do I need to have confirmation from key personnel with regards to their participation in the proposed activity?

It is expected that applicants will have had initial conversations with key personnel listed in the application. If an activity is dependent on a particular individual or number of individuals, written confirmation from those individuals must be provided.

If your application is successful, funding may be withheld if the activity or key personnel change substantially between the application and delivery of the activity.

What costs may be covered by Film Victoria’s funding?

Direct activity costs such as venue hire, fees for key personnel (facilitators, program managers, guest speakers), administration (phone, printing, stationery), technical and IT requirements (such as AV hire, sound gear etc.) may be covered by Film Victoria’s budget contribution.

What is the definition of ‘overheads’?

Overheads are defined as fees charged by the activity provider for the recovery of their proportionate operational expenses and sit outside the direct costs of running the activity. They include, but are not limited to, the general costs of running a business, such as office rent, utilities and annualised expenses. The inclusion of overheads in the Activity Budget is capped at 10%.

Will there be an information session for this EOI? Can I be included in a mailing list to be invited?

Yes, there will be an information session on 19 April. Please contact [Madeline Getson](#), Industry Program Coordinator for more information/or to register your interest in attending.

Who will be on your assessment panels?

The assessment panel will comprise up to three members from Film Victoria, including the CEO or their delegate.

How will the decisions be made and communicated?

The program assessment panel will recommend the successful applicant/s to the Film Victoria Board for final approval. All applicants will be advised of the outcome of their application following the Board decision on 27 July, 2017. Due to the high volume of applications Film Victoria is not able to provide written feedback. Please refer to the EOI guidelines for details regarding the assessment process.

Is it possible that Film Victoria will offer less than the amount requested?

Yes, Film Victoria retains the right to offer a lower amount than requested for an activity, which the applicant may choose to accept or decline. Decisions regarding funding allocations for activities are based on detailed knowledge of screen industry standards and requirements.

When will shortlisted applicants be notified of meeting times? Do you know the day/s that meetings will be scheduled so I can block out my calendar just in case?

Applicants will be notified as early as possible if they are required for an interview. As the Key Dates table (below) indicates, if meetings are required they will most likely held in the week commencing 10 July 2017.

What if I can't meet with the panel in person if an interview is required?

It is advisable that applicants attend the meetings in person. It may be possible for shortlisted applicants to speak with the panel via Skype or phone, however, this cannot be guaranteed. We strongly advise that you make yourself are available for the meetings and to be aware of deadline dates for the submission of assessment materials.

KEY DATES ARE AS FOLLOWS:

Guidelines available	24 March 2017
Application form available	24 March 2017
Information Session	19 April 2017
Applications close	5pm 19 June 2017
Shortlisted applicants advised	Week commencing 3 July, 2017
Meetings (if required)	Week commencing 10 July, 2017
Applicants notified	Week commencing 31 July, 2017

How will funding be provided if I am successful?

Successful applicants will enter into an agreement with Film Victoria that will detail KPIs, key deliverables and payments. Payments are staged according to key milestones of the activity.

Will this program funding be available for 2018 – 2019?

Film Victoria reviews all of our programs and services every year, in response to marketplace trends and feedback we've received from industry. As a result we aren't able to confirm if the program will run again in 2018 - 2019.

Therefore, activities are not able to be guaranteed funding beyond the 2017 – 2018 financial year.

All of our program announcements and initiatives will be announced through Film Victoria's [eNews](#) and [website](#).

MORE INFORMATION**Do I need to discuss my application with Film Victoria before submitting it?**

You will need to speak with Madeline Getson, Program Services Coordinator in order to access the application form. It is highly recommended that you discuss your application with Madeline prior to submission of your documentation.

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Where can I find more info about this initiative?

Full guidelines and Film Victoria's Terms of Trade are available at www.film.vic.gov.au/funding/early-career.