



## 01. Eligibility

---

- 01.a All sections of the application form must be completed for an application to be considered. Any incomplete application forms will be returned to the applicant advising where further information is required.
- 01.b YOU MUST BE A CURRENT FINANCIAL MEMBER OF METRO SCREEN TO BE ELIGIBLE FOR SUBSIDY. Your membership must remain current throughout the six months you have to complete your project.
- 01.c To be considered, applications must ensure:
- their project satisfies the eligibility criteria;
  - they do not incorporate copyrighted images, music or text into the production without permission of the copyright owners.
  - Personal release forms and location agreements are sought
- 01.d Individuals and organisations are limited to two applications for subsidy per annum. The Production Subsidy Committee will give preference to applicants who have not previously received Production Subsidy.

If you require any assistance in completing the form please ask the appropriate Subsidy Coordinator.

## 02. Application Process

---

- 02.a All applications must be reviewed by Metro's Production Subsidy Committee. Application outcomes will be determined and the applicant will be informed within three working weeks of the application deadline. No approvals may be made prior to the Committee meetings.
- 02.b Offer of subsidy remains valid for a six-month period after approval.
- 02.c In order to access their production subsidy, successful applicants need to make an appointment with the appropriate Subsidy Coordinator to discuss and sign off on the letter of offer.
- 02.d The appropriate Subsidy Coordinator will be in regular contact with the applicant during the course of the subsidy.

## 03. Credits + Promotion

---

- 03.a All subsidy recipients must credit Metro Screen's contribution in the following manner:
- The production will include a full screen end credit with the Metro Screen logo + the words "Made with the assistance of Metro Screen" for at least 3 seconds duration on screen;
  - Metro's assistance will be credited on all printed and publicity materials in relation to the production; [Eg, video slicks.]
  - Digital Media subsidies will have appropriate credits negotiated specifically for their projects which will be clarified in the letter of offer.
- 03.b Successful applicants must provide a VHS, DVD or CD copy of the completed production for the Metro Screen library.
- 03.c The successful applicant agrees that Metro Screen may promote the applicant and the production as it sees fit. Where possible Metro Screen will use its best endeavours to consult with the applicant in advance.
- 03.d The applicant agrees to provide a 100 word synopsis about the project together with one or two approved stills for Metro Screens promotional use, [300dpi, Colour] on completion of the production.

## 04. Facilities + Equipment

---

- 04.a Metro Facilities staff reserve the right to determine that equipment may not be hired to those who are not technically proficient, and in certain circumstances, applicants may be asked to complete a skills assessment form.
- 04.b No credit facilities are offered to Production Subsidy clients. All equipment, facilities and tape stock must be paid for at the commencement of each booking.
- 04.c Metro reserves the right to reschedule any Production Subsidy booking on 48 hours notice.
- 04.d Successful applicants are subject to the same conditions of hire as all Metro Facilities clients. A \$200 deposit must be left on any Metro equipment hired for use outside Metro's premises + an Equipment Hire Contract must be signed.