

GUIDELINES

This document contains guidelines for applications to the Residency program, and details relevant information required to make sure your application meets the selection criteria effectively. **Please read this document carefully (including FAQs) before applying.**

ABOUT THE PROGRAM

The Cinespace Residency Program offers a 3-month residency to emerging BIPOC, CALD, and First Nations filmmakers, who support our mission of creating greater cultural diversity and representation in stories, cast, and crew.

RESIDENCY TIMELINES

Residences are by application and limited to one residency each season- Summer, Autumn, Winter, and Spring. Each resident will have exclusive access to the provided facilities for a period of three months (allowing for a designated changeover period).

Cinespace may opt to pause the PIR program at any time, e.g. for an internal production initiative, or to run a targeted residency, but will aim to provide advance notice of three months on our website if this is to occur.

The following table contains dates for each residency. This is indicative only. You should also double check the exact closing date for applications on our website.

	Summer	Autumn	Winter	Spring
Residency Period	Dec - Feb	Mar - May	Jun - Aug	Sep - Nov
Applications Open	Oct	Jan	Apr	Jul
Results	Nov	Feb	May	Aug
Handover	First week of Dec	First week of Mar	First week of Jun	First week of Sep

TYPES OF PROJECTS SUPPORTED

We are looking for projects which exhibit a strong authorial vision, a compelling story, and fresh, interesting characters that present a view of and/or are made by Victoria's culturally-diverse and inter-cultural population, with culturally-appropriate production practices and methodologies.

Short screen projects can be:

- Any type of **narrative** short films, documentaries, standalone web-series, proof of concepts for series/feature films (scripted or unscripted).
- **Non narrative projects** such as experimental films, digital storytelling projects (e.g., VR), music-based projects may be supported where there is a strong case to be made.
- **Any genre** including but not limited to drama, comedy, documentary, mockumentary, experimental, social, or any hybrid that you come up with. As we are currently not offering animation facilities, and the Residency is limited to a 3 month period, we are less likely to accept a project application that is strongly animation based.
- **Student projects** can apply.
- Cinespace is a non-profit enterprise, and while projects may lead to future commercial outcomes for participants, projects **must not be inherently commercial in nature** (e.g., corporate video).

[Tip: We look for projects that can fit the parameters of the residency program such as the time constraint and available facilities. Make sure then, that your project is based on simple, yet compelling ideas, and can be achieved within these.]

TYPES OF TEAMS SUPPORTED

Our mission is to support filmmakers from diverse cultural backgrounds both on and off screen.

- Projects involving **stories, cast, and crew** that support communities of **BIPOC, CALD, and First Nations** peoples, from **Victoria** are strongly encouraged to apply.
- This program supports **emerging or early career filmmakers**. We are also open to aspiring filmmakers with very little, or no experience, so long as there is a strong supporting team that demonstrates that the project will be achieved.
- Writer/Director/Producer teams are strongly encouraged to apply.
- Applicants may have previously made student, self-funded or corporate films or you may be an experienced crew member.
- Applicants should demonstrate willingness to work as a team, talent and enthusiasm.

RESIDENCY INCLUSIONS

We support our residents with exclusive access to essential screen resources including a studio workspace, production equipment, post-production facilities, and industry support and networks.

For a full list of inclusions click [here](#).

All other costs associated with production, or costs not explicitly mentioned above or in the [Terms and Conditions Agreement](#) are not included as part of the Residency program.

ELIGIBILITY CHECK

Check that you are eligible for our Residency program. You must meet all the criteria outlined below:

- Applicants- must be aged 18 or older.
- Key Creative Team- should comprise a majority (at least 75%) of Victorian residents.
- Experience- emerging or early-career screen practitioner/team.
- DOP- has experience with higher-end cameras. *(If this is not the case and you are successful you will as a condition of your residency contract be required to engage a Cinespace-appointed trainer for one day to train your cinematographer in use of the equipment, at your expense, prior to commencement).*
- Copyright- Applicant must be the copyright holder, and must possess rights to original work or rights to underlying works. *(If successful you must demonstrate a clear chain of title (ownership) of the project).*
- Ready for Production Stage- Your project must be ready for production. You should have all the funding you need to commence production, and not need to raise further funding to finance your project.

Our FilmFreeway application portal collects information on your eligibility. If you do not check any of these criteria, you will be asked to provide a rationale in your application on the portal.

PREPARE YOUR MATERIALS

If you are eligible and wish to proceed with an application, the next step is to prepare the required materials.

1. Script/ Treatment

Attach a **full script** for your project, or an **outline/treatment** (if unscripted). Please ensure your file is labeled with your full name and project title. (example: JoeBloggs_Sundown.pdf)

Your script, ideally, **should not be more than 10 pages**. If your script exceeds 10 pages, there must be adequate substantiation for the length. If your script is longer the panel may only read the first 10 pages. Tip: Shorter screen projects tend to score better in Pathway to Audience selection criterias, as they are more applicable for submission to festival circuits.]

Your script should be correctly formatted. You can use the [Suggested Script Layout provided by Screen Australia](#) as a guide.

Your script should demonstrate strong writing ability and a compelling concept/project. Written materials submitted in lieu of a script (such as an outline or treatment) should show the project is fully formed and 'ready to go' for production.

2. 3 Minute Video Pitch

The video pitch by you or your team, is how we get to know you and your project, alongside the script.

When you apply, you will be asked to paste a URL link to a 3-5 minute private video pitch telling us more about your project. Videos should be able to be shared with our panel (for example, a YouTube 'Unlisted' Video link or a Vimeo link with a password). Videos will be kept strictly confidential and are for panel assessment purposes only.

Key things to cover in your video pitch:

What is the project you will make in the Residency, and why does it need to be told?

- Give a compelling pitch for your story! The story pitch should convey elements such as **characters, plot, themes, premise, tone**. You can tell us what inspired the story and why you think it is a story that should be told, and why you should be the one to tell it.
- Who is the **audience** for your project?
- What is the **format** of your project (short film, series, etc.) and **why this format?** If you are pitching an alternate screen project (eg: social media series), explain why this format suits your project in terms of its story and audience.

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What is your treatment of the story, how will it be creatively realised?

- What will the production look and sound like?
- What is the world you are creating?

Why are you applying for the Cinespace Residency Program?

- What are your plans for this project?
- What are your plans for the team's career development?
- How will the Residency help you? What resources that we provide will benefit you in the making of this project?
- Is it "ready to go" as a project? Is any required funding and other resources (other than the residency support) already in place? Can you achieve your project in the available time frame if you were selected?

Note: Video quality is not important for this pitch video, it can be a simple "piece to camera" filmed on a phone, it need not be polished or include other images or video.

3. Creative Team's Bios and Previous Credits

The FilmFreeway portal for the program will ask you to include details of your project.

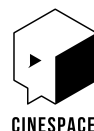
Make sure to include:

- **Overview** of the project.
- **Writer's Statement.**
- **Bios** for any key creative team members.
- Sample **past credits of your key creative team** (Producer/s, Director/s, Writer/s), along with any key Heads of Department already attached at the time of application (Editor, Production Designer, Sound Designer etc.).
- Sample **past credits of Director of Photography.**
- Other relevant specifications.

4. Budget Breakdown

You will be required to provide details of the **budget level for your project**. Paste a URL to a document/sheet/pdf that details your project's budget breakdown. You can use this [template](#). The link can be private but must be able to be shared with our panel. This will be kept confidential and is for panel assessment purposes only.

Provide details on the funding for your project. Remember that your project must be ready for production, which means **you must have the necessary funding to finish your project**.



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- Do you have existing funding for your project (for costs outside of the residency)?
- Is your project self-funded, or reliant on external funding?
- Have you received existing funding for your project? (List out any funding/grants you may have received.)
- If you plan to raise additional funds during pre-production how will you do that in the time available?

While it isn't essential to have other funding, you should have all the funding you need and be ready to commence production if you are successful in being awarded a residency. (If you still need to raise further funding to be able to make your program, you should wait until a future residency round to apply).

If you have substantial funding at a level at which could reasonably be assumed would normally pay for equipment and post production, you are less likely to be eligible for a residency, as we are aiming to provide an alternate production pathway for independently made projects. Projects may however have existing minor funding (e.g., small grants, local grants, CBF funding) that contribute to line items such as crew/cast costs, catering etc.

Cinespace cannot provide a letter of guaranteed support to apply for other funding, as we require applicants to be funded and production ready. However, you can apply for other funding and indicate the Cinespace contribution *may* provide additional support for your project if you apply and are successful. If you include a residency as proposed funding to another grant, you should state that funding is 'unconfirmed' at the time of applying. This may mean you need to demonstrate to other funders that your project can still proceed if you do not secure a residency.

[Tip: You could look at funding your residency costs through grants programs and philanthropy, VicScreen (e.g., VR prototype funding), Community Broadcasting Foundation (CBF), Documentary Australia Foundation, crowdfunding, and others.

If you need auspicing arrangements to apply for funding, please get in touch with us.

5. Supporting Information

Your script and brief synopsis, along with your team and your video pitch, are the essential requirements for your application, and the key consideration of the judging panel.

You may opt to attach supplementary information at your discretion, such as a web site, show bible etc. however this is optional and there is no guarantee this information will be taken into consideration by the panel.



HOW TO APPLY

We use the [FilmFreeway portal](#) to handle our application process.

1. Create a FilmFreeway account
2. In the 'My Projects' page upload your script/treatment for the short project you wish to make within the residency.
3. Select the 'Script' option under Project Type while uploading your script/treatment. (Note: Your script ideally should not be more than 10 pages. See section on ['Script/Treatment'](#))
4. Submit by the indicated deadline date.
5. Read and accept Terms and Conditions (detailed below on this page).

Please note that late submissions will not be considered. To ensure fairness, there will be NO extension to this deadline, under any circumstances, however you can apply for the following round if you miss the deadline.

All submissions will be kept strictly confidential and are for panel assessment purposes only.

SELECTION PROCESS

The selection process has three stages:

STAGE ONE: ELIGIBILITY CHECK BY CINESPACE ADMINISTRATION

Check 1- Whether the project and applicant meet the essential eligibility criteria as detailed above under ['Eligibility Check'](#). There is an option in the application form to submit a rationale if you do not meet one of these criteria, for consideration by the panel.

Check 2- Whether the project accepted the [Terms and Conditions](#) have been read and accepted.

If deemed eligible, your application will be sent to the selection panel.

STAGE TWO: SELECTION PANEL

Projects submitted in each residency application round are ranked by a panel, against six criteria. The panel comprises five votes from- the Cinespace board (1 vote), industry partner/sponsor and/or external assessors with industry experience (3 votes), and a past participant (1 vote). Cinespace has cultural-diversity quotas as part of our assessment panel.

The selection criteria are:

1. Originality: Concept / Voice
2. Execution: Structure / Plot / Pacing / Characters / Dialogue
3. Authenticity: Diversity on screen / Authorial representation
4. Pathway to Audience
5. Inclusive Methodology
6. Practical: Ready to Make/ Necessary Funding and Team in Place / Achievable / IP

[Here](#) is a link with more detail on how the criteria are assessed.

STAGE THREE: RESULTS

Based on the scores from the selection panel, there will either be a clear winner, or the panel may discuss a final shortlist of top scored projects to ascertain the project that will be awarded the Residency.

Shortlisted applicants may be requested by the selection panel to attend an interview online or in person to assist in making a final determination.

Only one project will be offered a Residency. However if not accepted, runner-up projects may be considered.

Finalists will be notified by phone or email, and announced on our social media on commencement. We prefer to notify successful applicants two to three weeks prior to the commencement of the Residency period. Therefore, you should be 'ready to go' if you are selected. In exceptional circumstances we may assess applications with shorter or longer notice.

As we are a volunteer-run organisation, only the successful applicant will be directly notified. Unsuccessful applicants for a round are advised via FilmFreeway notification of the outcome, and we would encourage you to apply again for future rounds.

Key dates for the application process are listed [here](#). These are only indicative. Keep an eye on our website and FilmFreeway portal for exact dates.

TERMS AND CONDITIONS

Please take time to carefully read the [Sample Agreement](#) which the main Producer of successful projects is required to enter into, on behalf of the production-in-residence. This includes a full summary of terms and conditions of the residency.

FREQUENTLY ASKED QUESTIONS (FAQS)

Do I need experience?

We encourage applications from emerging filmmakers from culturally diverse backgrounds including BIPOC, CALD, and First Nations people. Prior experience is not essential to apply, however teams with prior credits are more likely to have the script and other skills required to demonstrate ability to deliver on the residency. Beginners with a strong voice/vision may apply with more experienced crew/team members to help demonstrate capacity to deliver the project. Due to the complexity of the professional production equipment and the pressure of the residency time frame, entirely beginner teams are unlikely to be at a stage where they are ready for this program, however we would encourage you to get involved with Cinespace or ask about other opportunities to develop your skills.

What about other help with resources ?

Visit the Cinespace [Links](#) page.

Can I apply more than once for a residency? What if I am unsuccessful in a round?

There is no restriction on how many times you can apply for a residency. However to promote equity and opportunity, it is less likely that the same individual or team will be selected more than once.

The panel may encourage re-application from strong projects that were not offered a Residency. If unsuccessful in one Season, and you have *not* been advised to re-apply in a future Season with the *same* project, you should consider applying with different projects, if you apply again in future.

While we cannot take enquiries from applicants about an unsuccessful outcome, Cinespace may at its discretion provide some feedback to those projects that scored highly but were not

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able to be offered a residency this round. If you are unsuccessful and receive no feedback, we would recommend you consider a different project for future rounds.. If you are unsuccessful but still wish to make your project, you can find a list of other rentals or hire companies on our website who may be able to assist you.

What if I have a conflict of interest?

Recognising that Cinespace committee, sub-committees, volunteers and staff, as well as affiliates may also be part of the communities whom we exist to service, such persons may be part of a team applying for a Residency. However, such persons on the selection panel must declare a conflict of interest, and must abstain from the selection process for that round if having any personal involvement or close relationship to an applicant production or team.

When will projects go into production?

Projects will typically be notified of selection two to three weeks prior to the Residency period. Successful residencies have three months to undertake pre-production, film, and edit the work to a stage where it can be presented (this includes a brief induction to the space and equipment typically within the first two weeks). No extensions on this period are available, as a new residency will commence every three months. Projects should aim to be completed in the three month period, however in some circumstances projects may need to take a little longer, or engage other external facilities, to finish off the project. Post Production partner PostLab.io may offer discount rates to residents on additional editing services.

It is a condition of the residency that a copy of the completed work and deliverables be given to Cinespace within one month of the residency, irrespective of the stage the work is at (see [Terms and Conditions](#) section for details on how this may be used).

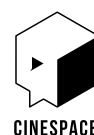
Who owns copyright to the projects?

The applicant producer is required to hold copyright in the project, however Cinespace and its associates are by agreement given certain licenses to use materials in association with the Residency program. Cinespace also is entitled to a repayment of a development line item in the event of future commercialisation of the Work. As a non-profit this money will go to supporting future creative projects and practitioners. Refer to the Sample Agreement in the [Terms and Conditions](#) section for details.

Can I use the space/equipment for other purposes while undertaking a residency?

The residency is for the primary use of the independently made, creative project applied for in the selection process.

Residents may use the space/equipment for other community/non-commercial projects during the Residency period. As a non profit organisation the space/equipment must not be used for "profit generating purposes", however a community project that generates a small fee, that in



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turn contributes to your residency project budget, is likely allowable if it doesn't impact your main residency project.

You may let another filmmaker access the space if they abide by all the same conditions of use in your residency contract, and you remain responsible for such use.

If you are deemed to be "profiting" from the residency space/equipment in making commercial or properly funded work, your residency may be terminated without notice. And while there's round-the-clock access, no, you can't use the space for accommodation!

CONTACTING US

Please note as a volunteer-run organisation, we do not have any staff capacity to reply in person to questions about the residency program or the application process, or to provide any application feedback, and the panel decision in each round is final.

You may write to us at admin@cinespace.org.au *only* if your question is not answered in the FAQ section below, and we will endeavour to reply as quickly as we can by email and add the response to the FAQ section to support future applicants.

The Cinespace Residency Program is made possible thanks to the generous support of our sponsors The Victorian College of the Arts (VCA) of the Arts at the University of Melbourne, Blackmagic Design, Victorian Government (through the West Gate Tunnel Project, Creative Victoria, Multicultural Affairs, and DJSIR Living Local Program), and others. For a full list of sponsors click [here](#).

