

E-FORMS | INSTRUCTIONS

To streamline the administration process the SAFC uses electronic forms for industry programs submissions.

Below is important information to assist you to complete forms as accurately as possible, thereby enabling best processing.

Please note: You will need **Adobe Reader** to view, complete and submit your e-form. Be sure to read the e-form instructions. **DO NOT** fill in the form in 'Preview' or other image viewing software as you will lose the information you have entered.

To ensure you open the file on your desktop in the correct program (Adobe Reader), **ALWAYS RIGHT CLICK** (Windows users) or hold **CONTROL + CLICK** (Mac users) and select Open with > Adobe Reader. (This can be downloaded for free from the [Adobe website](#)).

Filling in the Form

When filling in your form you can either type in text directly, or copy and paste text into fields as required. If the text you paste exceeds the word limit allowed for the field, only the text that fits will be pasted; ie you will need to reduce the amount of text you are pasting to fit the available space.

There are format restrictions placed on some fields to ensure the correct kind of information is entered (eg only numbers - not letters - can be entered into fields for dollar amounts). A pop-up message will notify you of any errors you have made and indicate how to re-enter information correctly. Please note that some information is mandatory. You will not be able to submit your form until you satisfy all mandatory fields. (Eligibility check boxes are mandatory. Any other mandatory text fields will have a red border.)

To save you time and to ensure greater consistency of information between sections you will find some fields are programmed to auto-fill and auto-calculate. If a field does not appear to be updating, simply click the first cell in the section and then TAB between each field to refresh the results.

Drop down menus have been provided for convenience and consistency. Wherever possible please choose a listed menu item. If you are unable to find what you believe to be a relevant menu item some drop down menus will also allow you to type in additional content.

Use the TAB button to move to the next field in the form, or simply click on a field to select it.

Additional form pages

There are additional form pages provided for the following sections:

- **Biographies** – space for up to 3 additional biographies per sheet
- **Additional components and platforms** information – space for up to 3 additional components/platforms per sheet
- **Marketplace** – space for details of up to 3 additional marketplace attachments per sheet
- **Proposed programs** – (Screen Culture funding only) space for a detailed breakdown of an additional proposed program.

SAFC forms have been designed to provide the relevant number of fields for content required under each program. Additional form pages provide additional space to respond to the sections described above. For example, an additional form page can be used where an applicant wishes to provide five (5) biographies when the original form only has space for three (3).

Additional pages can be accessed from the SAFC website under the relevant program, or by clicking the live hyperlink within the form itself, which will download the additional form direct. Please indicate if you have filled out additional form pages in the main form to ensure all of your submitted materials are collated once received – there is a section to list “additional items” at the bottom of the submission checklist.

Remember that the space provided for each question on a form has been intentionally limited to an allocated size. We generally advise you to try and limit your answers to fit this space. If you feel you need additional space for any section of a form, please contact your SAFC Project Executive to discuss whether it would be best to supply additional information on a separate page.

Saving the Form

Application forms may be saved from the web and reopened on your desktop at any time, thereby enabling you to complete the form over several sessions rather than all at once.

We advise you to always download the latest version of the form before you commence an application direct from the relevant program page to ensure you are using the most current copy available. **You must** save the downloaded application form to your desktop/computer before you begin completing it. Forms filled in using the web browser will not retain any information when saved.

Submitting the Form

SAFC forms must be submitted using the dedicated upload portal <http://safilm.com.au/funding-and-support/application-upload-portal/>

More information about how to submit using the portal, including how to appropriately prepare your documents for upload, is detailed on the SAFC Website [SUBMITTING DOCUMENTS TO THE SAFC.](#)

In some instances forms without additional submission materials may be submitted by email. Instructions and the email address to direct your form to will be detailed at the bottom of every form in the submission instruction section.

Troubleshooting

If you experience any compatibility problems with your application form, or any fields are not working properly, please inform the SAFC immediately.