



香港藝術發展獎
Hong Kong Arts Development
AWARDS

第十四屆香港藝術發展獎
The 14th Hong Kong Arts Development Awards

藝術推廣獎 Award for Arts Promotion

保密資料 CONFIDENTIAL

編號 Ref no:

只供內部使用 For internal use only

截止日期 Nomination deadline:

31/10/2019

提名表格 Nomination Form

- 填寫表格前，請詳閱本章程。提名人遞交提名資料前，須徵得獲提名者同意。
Please read the Awards Guidelines carefully before filling in this form. The nominator must obtain prior consent from the nominee before submitting the nomination.
- 候選單位需同時提交一份計劃報告，詳情請參閱須提交文件清單。
The nominee is required to submit a **project report** together with this form. For details, please refer to **Checklist for Required Documents**.
- 請以黑色/藍色原子筆填寫表格，字體須清晰可讀，或以電子方式填寫。如表格不敷應用，請另頁書寫。格式須與有關部分相同。
Please complete the form clearly and legibly in black/blue ink or fill-in electronically. **Please use additional sheets if necessary. All information should be presented in the same format as the relevant part.**
- 請同時以中英文填寫以下資料，以便處理申請。
Please complete the following information in both Chinese and English.
- 此提名表格亦可於本局網站 www.hkadc.org.hk/awards 下載。
This nomination form can also be downloaded from the HKADC's website: www.hkadc.org.hk/awards.

第一部份：由候選單位填寫 Part 1: To be completed by the nominee

1.1 候選單位資料 Personal Particulars of Nominee

A. 候選單位名稱 Name of Nominee

由候選機構填寫 Applicable to Nominated **Organisation**

機構名稱 Name of Organisation:				中文 Chinese
				英文 English
機構負責人姓名 Head of Organisation:	中文 Chinese	英文 English	<input type="radio"/> 先生 Mr <input type="radio"/> 女士 Ms <input type="radio"/> 博士 Dr <input type="radio"/> 教授 Prof	
機構負責人職銜 Title of Organisation Head:	中文 Chinese	英文 English		
聯絡人姓名 Contact Person:	中文 Chinese	英文 English	<input type="radio"/> 先生 Mr <input type="radio"/> 女士 Ms <input type="radio"/> 博士 Dr <input type="radio"/> 教授 Prof	
聯絡人職銜 Title of Contact Person:	中文 Chinese	英文 English		

由個人候選人填寫 Applicable to **Individual** Nominee

候選人姓名 Name of Nominee:	中文 Chinese	英文 English	<input type="radio"/> 先生 Mr <input type="radio"/> 女士 Ms <input type="radio"/> 博士 Dr <input type="radio"/> 教授 Prof	
所屬機構 (如適用) Organisation (if applicable):	中文 Chinese	英文 English		
職銜 (如適用) Title (if applicable):	中文 Chinese	英文 English		

B. 聯絡資料 Contact Information

電話 Tel:	傳真號碼 Fax:	電郵 Email:	
地址 Address:			中文 Chinese 英文 English

候選單位名稱 Name of Nominee:	中文 Chinese	英文 English	編號 Ref no:
			只供內部使用 For internal use only

1.2 候選人/機構簡介 Profile of Nominee/Organisation

1.3 推廣計劃資料 Details of Promotion Project

請附上有助評審的詳盡計劃報告，詳見須提交文件清單。建議以電子方式(光碟/USB記憶體)提交資料。
Please submit a detailed project report to facilitate adjudication. Refer to **Checklist for Required Documents** for details.
Submission in digital format (discs/USB flash drive) is highly recommended.

A. 計劃名稱 Project Name

B. 推行時間 Duration* (DD/MM/YYYY)

C. 合作機構 Collaborating Agency

D. 計劃撮要 Project Summary (約200字 Around 200 words)

E. 計劃對象及參與人數 Target Group(s) and Number of Participants

F. 整體預算 Overall Budget

1.4 聲明 Declaration

- 本機構/本人同意獲提名「第十四屆香港藝術發展獎」之「藝術推廣獎」。本機構/本人知悉此項計劃之規則及條件，並同意完全遵守。
The organisation/I agree(s) to be nominated for the Award for Arts Promotion in The 14th Hong Kong Arts Development Awards. The organisation/I is/am fully aware of the terms and regulations of the Awards and agree(s) to observe them without exception.
- 本機構/本人所遞交的文件/資料為真確無訛，若入選後被發現資料上有欺騙及/或誤導評審的成分，本機構/本人願意承擔有關此事的全部責任及後果，亦同意被取消得獎資格的決定。
The organisation/I confirm(s) that the documents/information submitted are true. The organisation/I is/am willing to bear any liability and consequences, and agree(s) to forego the award if the submitted information is found to be fraudulent or with intent to mislead the adjudication panel.
- 本機構/本人同意主辦機構複印所遞交的文件/資料作評審或行政之用。
The organisation/I permit(s) the organiser to reproduce copies of the submitted documents/information for assessment and administration purposes.
- 本機構/本人不會使用「本機構/本人曾獲提名參與第××屆香港藝術發展獎」等語句作宣傳或推廣之用。
The organisation/I shall not make use of phrases such as “The organisation/I was nominated for The XX (no. of edition) Hong Kong Arts Development Awards” for publicity or promotional purposes.

簽名及印鑑 Signature & Organisation Chop

候選機構

Nominated Organisation

個人候選人

Individual Nominee

機構負責人簽署*

Signature of Organisation Head*

機構印鑑*

Organisation Chop*

候選人簽署*

Signature of Nominee*

日期

Date

日期

Date

*須為簽名正本/印鑑 (恕不接受電子簽名) Original signature/chop is required (E-signature is not accepted)

第二部分：由提名人填寫 Part 2: To be completed by the nominator

2.1 提名人/團體名稱 Name of Nominator (Individual/Organisation)

請選擇以個人或團體名義進行提名，並在適當方格內加上 ✓ 號及填寫相關資料。

Nomination can be made **in one's personal capacity** or **on behalf of an organisation**. Please put a ✓ in the appropriate box below and fill in the necessary information.

以個人名義提名 In Personal Capacity

提名人姓名 Name of Nominator:	中文 Chinese	英文 English	<input type="radio"/> 先生 Mr	<input type="radio"/> 女士 Ms
			<input type="radio"/> 博士 Dr	<input type="radio"/> 教授 Prof
所屬機構 (如適用) Organisation (if applicable):				中文 Chinese
				英文 English
職銜 (如適用) Title (if applicable):				中文 Chinese
				英文 English

或 OR

以團體名義提名 On Behalf of an Organisation

機構名稱 Name of Organisation:				中文 Chinese
				英文 English
聯絡人姓名 Name of Contact Person:	中文 Chinese	英文 English	<input type="radio"/> 先生 Mr	<input type="radio"/> 女士 Ms
			<input type="radio"/> 博士 Dr	<input type="radio"/> 教授 Prof
職銜 Title:				中文 Chinese
				英文 English

2.2 聯絡資料 Contact Information

電話 Tel:	傳真號碼 Fax:	電郵 Email:	
地址 Address:			中文 Chinese
			英文 English

提名人簽署/團體印鑑*
Signature of Nominator/Organisation Chop*

日期 Date

*須為簽名正本/印鑑 (恕不接受電子簽名) Original signature/chop is required (E-signature is not accepted)

須提交文件清單 Checklist for Required Documents

請以正本及電子方式 (MS Word 檔) 提交以下所有資料:

Please submit the following documents in both **hard copy and in digital format (MS Word Document)** saved in disc/USB flash drive:

○ 填妥的提名表格 (正本必須附有候選單位及提名人之簽名正本/團體印鑑)

The Completed Nomination Form

(with original signature(s) of the nominee and the nominator(s)/organisation chop(s) included in hard copy)

○ 計劃報告

候選單位須提交一份**不多於20頁**的計劃報告，介紹2018/19年度(由2018年9月1日至2019年8月31日)所推行的藝術推廣計劃，內容須包括：

- a. 計劃理念及目的；b. 推廣活動介紹；c. 推廣策略、宣傳方法；
d. 計劃預算、資源分配；及 e. 計劃成效

提交格式

- 計劃報告的內容請以不少於12點字體輸入
- 活動相片/影片的檔案或資料夾請清楚註明相關活動名稱，以便識別
- 提交相片數量建議不多於30張

Project Report

The nominee is required to submit a report **not longer than 20 pages** on the promotion project carried out during 2018/19 (**from 1 September 2018 to 31 August 2019**). The report should specify the following details:

- a. Project's mission and objectives; b. Details of promotional activities; c. Promotional strategies and methods; d. Budget and allocation of resources; and e. Effectiveness and outcomes

Submission Format

- The report should be typed in 12-point font size or larger
- Photos and videos related to the project should be named clearly for easy reference
- The number of photos submitted is suggested to be within 30

○ 活動紀錄和參考資料

請附上活動紀錄(如活動相片、錄影)、宣傳品(如單張、廣告、海報)、傳媒報導及其他相關參考資料，以便評審了解計劃內容

Activity Records and Supplementary Information

To facilitate adjudication, please attach documentation of the project (e.g. photos, videos), publicity materials (e.g. leaflets, advertisements, posters), news clippings and other relevant materials

適用於團體候選單位 Applicable to Organisation Nominee

○ 團體註冊證明書副本 Copy of Certificate of Registration of Official Organisation

○ 董事局成員名單 Name list of its Board of Directors

注意事項 Important Note

- 填妥的提名表格連同所有參考資料必須郵寄或親身送交至以下地址：

Completed nomination form and supporting information must be submitted to the following address in person or by post:

香港鰂魚涌英皇道1063號10樓香港藝術發展局辦事處

截止日期及時間：2019年10月31日(星期四)下午6時正

Hong Kong Arts Development Council Administration Office

10/F, 1063 King's Road, Quarry Bay, Hong Kong

Submission Deadline: 6pm, 31 October 2019 (Thursday)

- 信封面請註明「藝術推廣獎」，郵寄遞交以郵戳為準，逾時遞交的資料將不獲處理。
Please mark "Award for Arts Promotion" on the envelope. Submission by post will only be accepted if it is postmarked no later than the deadline. Late submission will not be accepted.
- 提名人/候選人可自行複印表格，惟本局不接受自行仿製的表格，亦不接受以傳真或電郵方式遞交表格。
HKADC accepts photocopies of valid nomination forms by nominators/nominees, but will not accept replicas or nominations sent by fax or email.
- 所有得獎者均不可轉名；提名表格上的候選單位的名字為最終得獎者。
Name of the nominee on the nomination form will be the final recipient of the award; name of the award recipient cannot be changed.