

Cultural Exchange

Project Grant Assessment Guidelines

**Art forms : Music, Dance, Xiqu, Drama, Visual Arts, Literary Arts,
Film & Media Arts, Cross/Multi-disciplinary Arts**

Closing date and time for application

**1st round : 3rd April 2018, 6pm
(for projects commencing on or after 1st July 2018)**

**2nd round : 3rd July 2018, 6pm
(for projects commencing on or after 1st October 2018)**

**3rd round : 2nd October 2018, 6pm
(for projects commencing on or after 1st January 2019)**

**4th round : 31st December 2018, 6pm
(for projects commencing on or after 1st April 2019)**

General Assessment Guidelines

This set of *Cultural Exchange Project Grant Assessment Guidelines* outlines details on the assessment criteria, grant ceiling and guidelines on income and expenditure etc. for the applicants' information. Here are some general information and guiding principles for applicants to note:

1 Information For Project Grant Applicants

Before completing the application form, applicants are advised to first read the booklet *Information for Project Grant Applicants* to learn about the eligibility and closing dates for project grant application, etc.

2 Latest Version of the Assessment Guidelines

The Council regularly reviews the *Assessment Guidelines*, and may amend them if necessary. Applicants should look out for the most updated version. If in doubt, please contact our staff for the related art forms at 2827 8786, or check the **website of the Hong Kong Arts Development Council** (<http://www.hkadc.org.hk>).

3 Grant Amount

- a) Due to resource constraints, the Council is only able to support grant applications on a selective basis and must not be able to award the full amount sought by the applicant; The Council will consider balancing the needs of different art forms when assessing the project,
- b) Applicants are encouraged to obtain income through other channels, such as box office, sponsorship, donation, etc., and
- c) The grant amount awarded by the Council will not exceed the stipulated grant ceiling.

4 Number of Applications Allowed/ Eligibility Criteria

- a) The applicant must be a local arts practitioner/ registered organisation in Hong Kong
- b) HKADC One-year/Two-year/Three-year/Literary arts scheme grantees are welcome to apply for this grant.

5 Guidelines on Income and Expenditure

This set of *Assessment Guidelines* provides a guiding principle on what the Council considers to be generally acceptable levels of income and support for expenditure under a limitation of resources. Therefore, the grant amount sought should not exceed the stipulated grant ceiling set by the Council. If the grant amount sought by the applicant is higher than those stipulated herein, please furnish us with information on how to balance between income and expenditure. This will facilitate the Council in assessing and evaluating your application. The Council will consider the request based on the nature, scale, creative/artistic needs of activity, artistic excellence and track record of participants.

6 All monetary figures quoted in this set of *Assessment Guidelines* are in Hong Kong dollars.

7 The project commencement is the date when the applicant/principle members of the application depart from Hong Kong to carry out the cultural exchange project. The Council may meet the applicants to learn more about the project details if necessary.

8 Generally, applicants may receive funding support for a maximum of three cultural exchange projects in each successive period of 12 months (starting from the commencement date of the exchange project).

Cultural Exchange (all projects held outside Hong Kong)

1. About the Grant

- a) The objective is to promote the excellent artworks of Hong Kong Artists abroad, while to widen the experience and horizons of local arts practitioners, and to pave way for Hong Kong to become an international cultural metropolis.
- b) Key Assessment Criteria:
 - i. Value of the project to arts development in Hong Kong to other places and the enhancement of artistic standards,
 - ii. The artistic standard, qualifications, experience and organisational ability of the applicant/ participant(s), and whether they are leading exponents and practitioners in the arts field,
 - iii. The effectiveness of the content and methods of implementation or realisation in achieving the project's set objectives,
 - iv. The feasibility of the project content, scale, schedule and the reasonableness of the budget.
- c) Project Content
 - i. This refers to sponsoring (partially or fully) the selected participant(s) to participate in the production-cum-public performance, recognized international competition, international conference or academic activity, public publication/screening/activity held outside Hong Kong,
 - ii. As the participant(s) are representing Hong Kong in the events, the Hong Kong participant(s) must represent a higher artistic/ academic standards as compared to other local events,
 - iii. The arts/book/film festival, competition, academic conference and seminar in which the Hong Kong participant(s) partake should be of high artistic standard/ quality and are reputable and internationally recognized; overseas organising/co-organising units should be reputable and representative organisations,
 - iv. The performance/screening/publication/activity in which the Hong Kong participant(s) partake should be of high artistic standard/ quality and open to the public and non-commercial in nature, or the paper(s) presented should be of high academic quality/ scholarly merit and good standard for publication,
 - v. The Hong Kong participant(s) should receive formal invitation/ confirmation from the overseas organiser and should be taking up crucial role(s) in the overseas event (such as performing in the arts festival, being the keynote speaker(s) or moderator(s) of an academic conference or symposium, participating in competition, presenting research paper(s), etc.). The Council will not accept applications to support individuals solely to attend the cultural exchange activities as participants/ observers, and engage in learning workshops/training programmes.^{Notes}

Notes :

1. If the project's nature is participation in a short term overseas training programme of Music and Dance art forms (e.g. participating an overseas dance workshop festival, music master class/camp, etc.), please refer to "Emerging Artists Scheme" of the related art forms.
 2. The Council has launched various overseas training schemes for arts administrators or other practitioners, please visit our website www.hkadc.org.hk for the latest information.
- d) The applicant must be a local arts practitioner/ registered organisation in Hong Kong.

e) The maximum grant for each approved cultural exchange application is :

Art Forms	Grant Ceiling
Music/ Dance/ Drama/ Xiqu	Due to limited resources, for performance for one major city, the maximum grant is generally \$200,000, For a touring project including two major cities, the maximum grant is \$350,000, For a touring project including three or more major cities, the maximum grant is \$500,000.
Literary Arts/ Film & Media Arts/ Cross/Multi-disciplinary Arts/ Visual Arts	Due to limited resources, for outbound cultural exchange project, the maximum grant is generally \$150,000, For large-scale outbound cultural exchange project, the maximum grant is \$500,000.

2. Information to be Submitted by the Applicant with the Completed Application Form

- a) Formal invitation or letter of collaboration from the overseas presenter or host organisation.
- b) Details about the content/ programme of the activity, schedule, timetable and target participants (including artists and beneficiaries), and the profiles/samples of exhibited works (if applicable).
- c) Detailed profiles of the applicant, presenter/ host organisation and co-organiser (if any). The qualifications and experience of arts practitioners that partake in the exchange activities.
- d) The areas of responsibility and resources to be contributed by the applicant, the organiser, and each participating organisation.
- e) For presentation of a research paper at an international conference, the title and abstract of the research paper.
- f) For participation in international competition, details about competition and host organisation, formal recognition letter from the host organisation and reference letter from a senior artist.

(Notes : Applicable to Visual Arts Exhibition project -

- 7 copies of at least two representative samples of work from each participating artist must be submitted. The size should preferably be no bigger than A3 (i.e.29.7cm x 42cm). To avoid loss or damage of the original works, please do not submit originals. Applicants are requested to claim all reference materials within one month from the application result notification date. Otherwise, the Council reserves the entire right to dispose any unclaimed materials.
- Applicants are encouraged to submit the above reference materials in DVD/ CD format, with the application form and personal information, including Hong Kong Identity Card number, date of birth, correspondence and residential address, contact number and email address etc, must be removed from each DVD/ CD.

3. Guidelines on Income and Expenditure

- a) The Council encourages outbound cultural exchange projects cooperated by Hong Kong participant(s) and overseas presenter/ host organisation. That means apart from issuing

formal invitation/ recognition to the Hong Kong participant(s), generally speaking, overseas presenter/ host organisation will also bear venue rental expense, entire cost of organising and publicising the activity, etc.

- b) Per diem (daily allowance for meals and local transportation) for Hong Kong participating artists and personnel involved during overseas should not exceed \$200 per person per day. This item should not exceed \$10,000 for the whole project.

4. Conditions of Grant

Upon completion of the project and if required by the Council, the applicant should:

- a) Submit contact of overseas network, photographs, academic paper/ report delivered or presented at the international conference, house programme/ promotional materials, video archive (if applicable), news clippings/critiques, etc. of the project to the Council for reference/ record/contact purposes(if necessary).
- b) Submit the academic paper/ report delivered or presented at the international conference to the Council for public access.

The Council also encourages the applicant to share with the public and other professionals in the arts field on the result and achievement of the project through publication, website or organisation of a sharing session.

Updated by HKADC in January 2018