

Cultural Exchange Grant Application Form

(Valid for applications submitted by the closing dates on 1 April,
2 July, 30 September and 31 December 2019)

- 1 This Application Form is applicable to Cultural Exchange Grant under the Project Grant Scheme. Applications for general Project Grant or Emerging Artists Grant Scheme should be made by using its own application form.

Application forms can be downloaded from the HKADC website (<http://www.hkadc.org.hk>)

- 2 **Please read the booklet *Information for Project Grant Applicants and the Cultural Exchange Grant Assessment Guidelines* before you fill in this Application Form.** This will help you present your application more effectively to the HKADC.
- 3 The HKADC also introduces “**Venue Subsidy Scheme**” to subsidise artists/ arts groups in booking venues for arts activities and rehearsals in Hong Kong. Please read carefully the “Application Guidelines” for more information on eligibility and the scope of subsidy. Interested parties please fill in the “Venue Subsidy Scheme” application form and submit the form together with this Application Form in duplicate to the HKADC.
- 4 For submission in person, please deposit the application in the collection box located at the HKADC, 10/F, 1063 King’s Road, Quarry Bay, Hong Kong by 6p.m. on the closing date for application. Submission by post will only be accepted if postmarked no later than the closing date.
- 5 For enquiries, please contact the HKADC at tel: 2827-8786.

Title of Project: _____

Name of Applicant: _____

Artform (Please tick the most appropriate box)

- | | | |
|---|--|--|
| <input type="checkbox"/> Dance | <input type="checkbox"/> Drama | <input type="checkbox"/> Film & Media Arts |
| <input type="checkbox"/> Cross/ Multi-Disciplinary Arts | <input type="checkbox"/> Music | <input type="checkbox"/> Visual Arts |
| <input type="checkbox"/> Xiqu | <input type="checkbox"/> Literary Arts | |

Project Type (Please tick the most appropriate box to indicate project type)

- | | |
|--|--|
| <input type="checkbox"/> Performance | <input type="checkbox"/> Exhibition |
| <input type="checkbox"/> Screening | <input type="checkbox"/> Competition / Open Meeting / Scholarly Activities |
| <input type="checkbox"/> Others Activities, please specify _____ | |

For Official Use Only

Date Received	Artform	Processing Officer
Applicant Number	File Number	Supervising Officer



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I Applicant Information (Paragraph 3 of Information for Applicants)				
Applicant: Individual				
1 English Name (as on ID card) (Miss/Ms/Mr/other title)		Chinese Name (as on ID card) (Miss/Ms/Mr/other title)		HKID Card No. (Alphabet and first 4 digits)
2 Residential Address (both in Chinese and English)				HK/KLN/N.T.
Correspondence Address (if different)				HK/KLN/N.T.
3 Telephone			Fax	
(Office)		(Home)	(Office)	(Home)
4 Mobile Phone			5 E-mail Address	
6 Current Employment			7 Employer	
OR Applicant: Organisation				
8 English Name (as on registration document)			Chinese Name (as on registration document)	
9 Official Address (both in Chinese and English)				HK/KLN/N.T.
Correspondence Address (if different)				HK/KLN/N.T.
10 E-mail Address				
11 Head of Organisation (Miss/Ms/Mr/other title)		Post & Title	Telephone/ Mobile Phone	Fax/ Email Address
Chinese Name	English name			
HKID Card No.(Alphabet and first 4 digits)				
12 Person-in-charge of the Project (Miss/Ms/Mr/other title)		Post & Title	Telephone/ Mobile Phone	Fax/ Email Address
Chinese Name	English name			
HKID Card No.(Alphabet and first 4 digits)				
13 Project Contact Person (Miss/Ms/Mr/other title)		Post & Title	Telephone/ Mobile Phone	Fax/ Email Address
Chinese Name	English name			
HKID Card No.(Alphabet and first 4 digits)				
14 Please use separate sheet to describe the aim, structure and establishment of your organisation, how many members it has, and key activities it has previously organised (whether or not they were supported by the HKADC). Please attach a copy of the organisation's official registration document, its constitution/ Articles of Association, and a list of its key members/ Board of Directors.				
Past Activities' Record				
15 To save paper, applicants are encouraged to provide website addresses containing introduction or records of their past key activities in place of printed documents, for the HKADC's reference.				
Website:				



II Project Information	
16 Project Name (in English)	Project Name (in Chinese)
17 Project Content (Please use no more than 1,000 words)	
a Project Summary and the expected outcome of the project	
b Please briefly outline the format / method used to achieve the objectives on cultural exchange and its importance.	



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c Project timeline (please list out in chronological order)

d Information on collaborative organization(s) outside Hong Kong (including establishment date of the organization / event, key / recent track records, sources of funding, background of responsible personnel, website)

e Target group and promotion plan



III

Project Details

18 Performance/ Other Activity Details

	Date and Time	Venue	Seating Capacity of Venue per show	Expected Attendance Rate(%) and No. of the Audiences per show
a				
b				
c				
d				
e				
f				
g				
h				

19 Exhibition Details

a Exhibition Date: _____ Y _____ M _____ D to _____ Y _____ M _____ D

b Venue: _____

c Number of exhibits: _____ pieces

d Number of estimated beneficiaries: _____

20 Screening Details

a Project Date: _____ Y _____ M _____ D to _____ Y _____ M _____ D

b Screening Venue: _____



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IV

Key Personnel Involved (Paragraphs 4.15 – 4.16 of the *Information for Applicants*)

21 Please list key personnel involved in the project and attach their curriculum vitae.

*It will aid the assessment if written confirmation on the participation from key personnel is provided.

	Name (as on ID card; please also indicate stage/pen name, if applicable)	Qualifications/Experience	Post & Involvement in this Project	Fee	Signature to Confirm Participation*
a					
b					
c					
d					
e					
f					
g					
h					
i					
j					
k					
l					
m					

The **total** expected number of arts practitioners involved in this project (including artists; creative, production and technical staff; and arts administrators, etc) is: _____ persons



v Project Budget

- Usually the expenditure can be categorized into several main items, such as salary, production costs, marketing and promotion expenses, etc. Please provide breakdown of each main expenditure item (e.g. salary, venue rental, sets, costume, printing, transportation, etc.)
- Income can include donation or contribution from the applicant or its parent organisation. Please also give income source and name(s) of the sponsor.

22 Estimated Expenditure (Paragraphs 4.8 -4.10 of the <i>Information for Applicants</i>)	Amount HK\$
i Fee for Participating Personnel (please give breakdown)	i _____
ii Air Fare/ Accommodation (please give breakdown)	ii _____
iii Production Cost (please give breakdown)	iii _____
iv Venue Rental	iv _____
v Marketing & Promotion costs (please give breakdown)	v _____
vi Others (please specify)	vi _____
Estimated Total Expenditure <u>Please round to the nearest hundred</u>	_____

23 Estimated Income (Paragraph 4.12 of the <i>Information for Applicants</i>)	Amount HK\$
i Box Office (Average Ticket Price \$ _____ X No. of Estimated Audiences _____ X No. of Shows _____)	i _____
ii Estimated sales (_____ Copies; Estimated retail price \$ _____)	ii _____
iii Donation or Sponsorship (please specify)	iii _____
iv Contribution from the applicant or its parent organization	iv _____
v Others (please specify)	v _____
Estimated Total Income <u>Please round to the nearest hundred</u>	_____

<p>24 Amount Sought * (Estimated Total Expenditure - Estimated Total Income) <u>Please round to the nearest hundred</u></p>	<div style="border: 2px solid black; height: 40px; width: 100%;"></div>
<p><small>*The grant amount sought should not exceed the stipulated grant ceiling set by the Council. Please refer to the <i>Cultural Exchange Grant Assessment Guidelines</i> for details.</small></p>	



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VI

Declaration and Guarantee (Paragraph 4.17 of the *Information for Applicants*)

- a** I have obtained and read the booklet *Information for Project Grant Applicants* and the *Cultural Exchange Grant Assessment Guidelines*.
- b** I declare and guarantee that all information given in this application is correct and will not be amended without the written approval of the HKADC.
- c** I declare and guarantee that neither the project set out in this application nor any part of it has been included in other grant application(s) or collaboration proposal(s) to the HKADC or other organisation(s) or sponsor(s). Yes No

If the answer to this is "No", please indicate other sources of grant(s) or name(s) of the collaborating organisation(s) (including those to be confirmed).

- d** I declare that, if the application is approved, I will engage the following venue and service providers which are related to myself or other key personnel of the project: Yes No

If the answer to this is "Yes", please list the name of the relevant project staff, the expense item and the amount involved:

- e** I hereby list all current HKADC Member(s), Arts Advisor(s), Examiner(s) and staff who will be involved in this application (if any):

Official Chop of the Organisation
(if there is no official chop, please indicate)

Signature

Applicant or Head of Organisation (For registered societies, the head of organisation must sign the application form and the Grant Agreement on a personal capacity to assume full responsibilities of the project)

Name in English

Position (if applicable)

Date

Reminder

- a.** Please be reminded to submit the following supporting documents with this application:
- A copy of the organisation's official registration document, constitution/ Articles of Association, and a list of its key members/ Board of Directors (please refer to item 14 of this application form)
 - Curriculum vitae of key personnel involved in the project (**please cross out personal data such as ID card number, date of birth, etc**)
 - Invitation or approval from the collaborative organisation(s) outside Hong Kong with relevant documentary proofs
 - Samples of work** (7 copies of profolio of project, applicant's past artwork(s), audio/ video recordings of previous performances, story line of the play, play-script, photos/sketches of the exhibits, catalogues or media reviews, etc.)
 - Price Quotations (rental of equipment, travel expenses and accommodation fee of overseas guests)
 - If applying for the "Venue Subsidy Scheme"**, please submit the application form in duplicate
- b.** Please submit the application under confidential cover and mark 'Cultural Exchange Grant' on the envelope.

