



(Valid for applications submitted between 1 January and 31 December 2019)

1 This Application Form is applicable to Project Grant only. Applications for Cultural Exchange 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 Project Grant Assessment Guidelines of the relevant artform / Cultural Exchange Grant 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)

- | | | |
|--|--|---|
| <input type="checkbox"/> Performance | <input type="checkbox"/> Publication | <input type="checkbox"/> Media Arts Production |
| <input type="checkbox"/> Exhibition | <input type="checkbox"/> Film Production | <input type="checkbox"/> Research/ Archiving/ Critique |
| <input type="checkbox"/> Audience Building – Arts Education | | <input type="checkbox"/> Creative Writing/Translation Project |
| <input type="checkbox"/> Audience Building – Arts Promotion/Community Arts | <input type="checkbox"/> Playwriting | |

For visual arts projects, please indicate the category (You may tick one or more boxes)

- | | |
|---|--|
| <input type="checkbox"/> Chinese Painting and Calligraphy/ Seal-engraving | <input type="checkbox"/> Western Arts – 2D (Print-making/ Cartoon) |
| <input type="checkbox"/> 3D (Ceramics/Sculpture/Glass) | <input type="checkbox"/> Photography |
| <input type="checkbox"/> Mixed Material | <input type="checkbox"/> Design/ Architecture |
| | <input type="checkbox"/> Others (please specify: _____) |

For literary arts publication, please indicate the category (You may tick one or more boxes)

- | | | |
|--|---------------------------------|---|
| <input type="checkbox"/> Novel | <input type="checkbox"/> Poetry | <input type="checkbox"/> Prose |
| <input type="checkbox"/> Literature for Children / Teenagers | | <input type="checkbox"/> Classical Literature |
| <input type="checkbox"/> Other Literary Works (including Biographical Literature, Reportage, Cross-genre Writing, etc., please specify: _____) | | |
| <input type="checkbox"/> Academic Research / Criticism | | |

*Please note that the application will be assessed by examiners from the artform selected by the applicant.

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)
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17 Project Content (Please use no more than 1,000 words)

- a Project Summary and the expected outcome of the project (e.g. artistic objectives, concept, synopsis, content, preparation and implementation plans, timetable, details about treatment, special features and original/adaptation elements, types of exhibits, etc.)



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b Target group and promotion plan (e.g. distribution, sales and promotion strategies, including target readers of the project, list of distribution of complimentary copies, channels of distribution, plan for screening, promotion strategy such as launches, internet promotion, competitions, etc)



III Project Details

18 Performance/ Activity Details					
	Date and Time	Length of Performance (hours/mins)	Venue	Available Seating Capacity for Ticket Sales of Venue per show	Expected Attendance Rate(%) and No. of the Audiences per show
a					
b					
c					
d					
e					
f					
g					
h					
i					
j					
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 Script / Publication Details

a Name of Script / Publication (English) _____

b Name of Script / Publication (Chinese) _____

c Details of Previous Publication of the proposed title of project (if applicable)

i) Please state the percentage of the contents that has been previously published in newspapers, magazines or periodicals _____ %

Name of Periodicals : _____ Year : _____

ii) Please state the percentage of the contents that has been previously published in the form of an off-print, collection or selection _____ %

Name of Publication : _____ Year : _____

d Size of Publication (if applicable) _____ (W) x _____ (H)

e Number of Words (if applicable) _____

f Number of Pages (if applicable) _____

g Number of Illustrations (if applicable) _____ B/W / Colour _____

h Publisher (if applicable) _____

i Distributor (if applicable) _____

j Print-run (if applicable) _____

k Distribution Volume (if applicable) _____

l Date of Publication (if applicable) _____

21 Film / Media Arts Production Details

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

b Length of Film: _____ Shooting / Filming Location: _____

c Shooting / Filming Media: DV HDV Film – 16mm/35mm Film – super 8

Others _____



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

22 Please list key personnel involved in the project and attach their curriculum vitae. (For literary arts publication, please refer to item 2d of the Literary Arts Project Grant Assessment Guidelines)
 *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.

23 Estimated Expenditure

Amount HK\$

(Paragraphs 4.8 -4.10 of the *Information for Applicants*)

i Fee for Participating Personnel (please give breakdown) **i** _____

ii Production Costs (please give breakdown) **ii** _____

iii Venue Rental (please give breakdown of the venue rental expenses for rehearsals and performances, and list out rehearsal venues) **iii** _____

iv Marketing & Promotion (please give breakdown) **iv** _____

v Costs for Overseas Guests (If there is any, please give breakdown) **v** _____

vi Others (please specify) **vi** _____

Estimated Total Expenditure Please round to the nearest hundred

24 Estimated Income

Amount HK\$

(Paragraphs 4.12 of the *Information for Applicants*)

i Box Office **i** _____

(Average Ticket Price \$ _____ X No. of Estimated Audiences _____ X No. of Shows _____)

ii Estimated sales **ii** _____

(_____ Copies; Estimated retail price \$ _____)

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 Please round to the nearest hundred

25 Amount Sought *

(Estimated Total Expenditure - Estimated Total Income)

Please round to the nearest hundred

*The grant amount sought should not exceed the stipulated grant ceiling set by the Council. Please refer to *Project Grant Assessment Guidelines* of the relevant artform for details.



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 relevant artform's *Project 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 <i>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)</i>	
	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**) and portfolio of works
 - Samples of work (6 copies of 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 costs 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 'Project Grant' on the envelope.

