



Hong Kong Arts Development Council 香港藝術發展局

Matching Fund Scheme 配對資助計劃 Application Form 申請表格

*(Valid for applications submitted between 1 Aug and 30 Sept 2019
適用於 2019 年 8 月 1 日至 2019 年 9 月 30 日的申請)*

**Application Deadline 截止申請日期：
30/9/2019 (6pm)**

Name of Organisation (Eng) 申請機構名稱 (中)	
Project Title (Eng) 項目名稱 (中)	
Sponsorship pledged for matching (HK\$) 用作配對的贊助金額 (港幣\$)	

- Please read carefully the **Guide to Application for Matching Fund Scheme** (the Guide), **Form of Undertaking by Donor** and **FAQ** available at the Hong Kong Arts Development Council (HKADC)'s website at <http://www.hkadc.org.hk> before completing this Form. **Application form with incomplete information and invalid supporting documentary proof will NOT be processed.**

填寫本申請表格前，請細閱上載於香港藝術發展局(下稱藝發局)網站(<http://www.hkadc.org.hk>)的配對資助計劃《申請指引》(下稱《指引》)、《捐款人承諾書樣式》及《常見問題》。如未能提供有效的證明文件及把所需資料填寫於申請表格中，申請將不獲受理。

- Each eligible Applicant can make only **ONE application** for a single proposed project or a collection/series/composite of proposed projects in each round.

每位合資格申請人於每輪申請中只可遞交一份申請表。申請項目可以是單一建議項目或一系列/連串/合併的建議項目。

- Applicant should ensure that **all significant information** is listed in this form. **Supplementary sheet(s) can be attached as reference materials only.** Unclear indications on the supplementary sheets will not be considered for the assessment.

申請人須確保所有**重要資訊**填載於申請表格適當的位置，**補充文件僅供參考**。補充文件須明確標籤相關補充部份，標示不清的資料，將不予審核。

- The completed application form together with relevant supporting documents should reach HKADC, 10/F, 1063 King's Road, Quarry Bay, Hong Kong **by post or in person** before deadline (*See the Guide Paragraph 5.3*). Please state on the envelope "Application for Matching Fund Scheme". All information submitted by the Applicant will not be returned.

申請人須於截止申請期限前**親身或以郵寄**方式遞交申請表格及所須文件至香港鯉魚涌英皇道 1063 號 10 樓香港藝術發展局(詳見《指引》第 5.3 段)。信封註明「申請配對資助計劃」。所有資料概不退還。

- For enquiries, please contact the HKADC at 2827-8786.

如有任何查詢，請致電 2827-8786。

For Official Use Only 本局專用	
Date Received 收悉日期	File No. 檔案編號



Section A - Particulars of the Applicant – Arts Organisation
甲部 - 申請藝團資料

The principal Applicant shall fill in this form and supply all necessary information with consents of any collaborator(s). 如屬合作項目，主要申請人須在取得其他合作單位同意後填寫表格。

1 English Name (as registration document) 英文名稱 (須與註冊文件相同)		2 Chinese Name (as registration document) 中文名稱 (須與註冊文件相同)	
3 Email 電郵		4 Website 網址	5 Tel 電話/ Mobile 手提
6 Registered Address 註冊地址 (Eng) (中)			
Contact Address 聯絡地址 (if different 如與上述不同) (Eng) (中)			
7 Your arts group is 藝團為 [#] : <input type="checkbox"/> a grantee currently receiving or have in past three years received HKADC's Year Grant Scheme/ Literary Arts Platform Scheme 現正接受或曾於過去三年接受藝發局年度資助/文學平台計劃資助 (<input type="checkbox"/> One-Year 一年/ <input type="checkbox"/> Two-Year 二年/ <input type="checkbox"/> Three-Year 三年資助/ <input type="checkbox"/> Literary Arts Platform Scheme 文學平台計劃) <input type="checkbox"/> a grantee of HKADC's Project Grant Scheme 現正接受藝發局「計劃資助」資助 [^] (Please specify the project funded by HKADC 請註明獲藝發局資助的項目: _____) <input type="checkbox"/> Led and managed by professional arts practitioners of reputation and recognition since _____ (Year of establishment) [^] 由專業及有認受的藝術工作者領導及管理(成立年份: _____ 年) [^] [^] Applicant should be charitable institutions and trusts of a public character, which are exempt from tax under section 88 of the Inland Revenue Ordinance (Cap 112) and MUST submit documentary proof of its incorporation status and bona fide nature to the satisfaction of HKADC. 申請人須為根據《稅務條例》(第 112 章)第 88 條獲豁免繳稅的公共性質慈善機構或信託團體，並 須提交相關註冊證明文件 令藝發局信納其法律地位。			
8 Head of Organisation 藝團最高負責人		(<input type="checkbox"/> Mr 先生/ <input type="checkbox"/> Ms 女士) [#]	
Name 姓名	(Eng) (中)	Post and Title 職銜	(Eng) (中)
Email 電郵		Tel 電話/Mobile 手提	
9 Contact Person 聯絡人		(<input type="checkbox"/> Mr 先生/ <input type="checkbox"/> Ms 女士) [#]	
Name 姓名	(Eng) (中)	Post and Title 職銜	(Eng) (中)
Email 電郵		Tel 電話/Mobile 手提	
10 Project Coordinator 項目統籌人		(<input type="checkbox"/> Mr 先生/ <input type="checkbox"/> Ms 女士) [#]	
Name 姓名	(Eng) (中)	Post and Title 職銜	(Eng) (中)
Email 電郵		Tel 電話/Mobile 手提	



Section B - Details of the Project	
乙部 - 項目詳情	
11 Project Name 項目名稱	<div style="border-bottom: 1px dotted black; padding-bottom: 5px;">(Eng)</div> <div style="padding-top: 5px;">(中)</div>
12 Project Duration 項目推展期	From 由 (MM/YY) To 至 (MM/YY)
13 Project Objectives 目標	<p><i>(Please state the target, beneficiary, expected outcome and impact on local arts promotion and development)</i> 請略述目標、受惠對象及人數、預期成果以及對本地藝術推廣及發展的影響)</p>
14 Project Description 項目簡介	<p><i>(Please provide details of project content, implementation format, event date, time and venue, print-run of publication, collaborator(s) and work division, schedule, marketing and promotion strategies)</i> 請詳述項目內容、執行形式、活動日期、時間及場地、印刷品印製量、合作單位及分工、推行時間表、市場推廣及宣傳策略等)</p>



15 **List of Donors/Sponsors and Donation/Sponsorship Amount 捐款人/贊助商 及 捐款/贊助額**

(Please submit together with this form (1) detailed description of donors/sponsors and (2) documentary proof * e.g. Letter of Intent, Sponsorship letter etc on non-government donations/sponsorships to be secured. 請夾附(1)捐款人/贊助商的詳細背景資料及(2)證明文件如:意向書*、贊助信等,與申請表格一併遞交,讓藝發局信納其將會收悉來自非政府機構的捐款/贊助)

* **Documentary proof** should indicate the interests of the donors/sponsors in supporting the proposed project and their participation in MFS by providing cash donations/sponsorships as indicated below. 證明文件須註明捐款人/贊助商願意提供以下列出之捐款/贊助金額以支持此項目,並知悉有關捐款/贊助或會用作申請配對資助

^ **Relationship with the Applicant** includes spouses/siblings/friends/board members/long term partners and any other parties who may have conflict of interest. If affiliated to the donor/sponsor, the Applicant should report the potential conflict of interest at Attachment. 與申請人關係包括配偶/兄弟姊妹/朋友/董事局成員/長期合作伙伴及其他可能有利益衝突的人士,申請人須於附件申報與捐款人/贊助商的潛在利益衝突。(Please add row(s) if necessary. 如有需要,請加行填寫。)

Donor(s)/Sponsor(s) 捐款人/贊助商		Relationship with Applicant^ 與申請機構關係^	Cash donation/ sponsorship 現金捐款/贊助(HK\$)	To be secured by 預計收悉日期 (MM/YY)
Nature 性質 <i>Please delete as appropriate 請刪去不適用者</i>	Name 姓名/機構名稱 <i>For individual, please provide full name as appeared on ID card 若屬個人申請,請提供與身分證 相同之全名</i>			
1	Individual 個人 / Organisation 機構			
2	Individual 個人 / Organisation 機構			
3	Individual 個人 / Organisation 機構			
4	Individual 個人 / Organisation 機構			
Donation/sponsorship for matching 用作配對的捐款/贊助金額 (HK\$)				

16 **Matching Grant Disbursement 發放配對資助[#]**

Each donor/sponsor shall sign the Undertaking and deposit the cash donation by way of a crossed cheque to HKADC (payable to the **Hong Kong Arts Development Council**) within three months as set out in the Offer Letter. 每位捐款人/贊助商須於藝發局發出邀約信後三個月內,簽妥承諾書及以支票形式將捐款存入**香港藝術發展局**。

Donations/sponsorships will be paid 有關捐款將按以下方式提交:

On one-off basis 一次過 by instalments 分期

Upon signing of Agreement with HKADC, HKADC will disburse the corresponding cash donation/sponsorship and the Grant of up to 80% to the successful Applicant. The final 20% of Matching Grants will be released upon completion of the approved project and submission of final report and auditor's report.

藝發局與獲資助藝團簽訂合約後,將會悉數發放該筆捐款/贊助及不多於80%的配對資助予獲資助藝團;餘下20%配對資助將於項目完成及辦事處收悉最後報告及核數報告後發放。

17 **Briefly describe the significance of Matching Grant to your proposed project**
請概述配對資助如何為建議項目帶來裨益



18 **Risk Assessment 評估風險**
(Please indicate any risk control/contingency plan to address the lack of satisfactory progress of project implementation 請略述項目未能取得預期進度的風險控制/應急方案)

19 **Intellectual Property Rights 知識產權**
(Please indicate whether this project would generate or involve any intellectual property rights and give details 請註明建議項目會否產生或涉及知識產權，並詳述有關知識產權的性質及處理方法)

20 **Key Project Personnel (Artistic and Administration) 主要項目人員 (藝術及行政)**
For those project personnel who are not a member of your art group, please ensure that they know about the application. 若項目人員不屬於申請藝團成員，請確保他們知悉是項申請。(Please add row(s) if necessary. 如有需要，請加行填寫。)

	Name 姓名	Capacity/Responsibility in Project 項目中的崗位 / 職責	Affiliation 所屬機構名稱
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			



Section C - Budget
丙部 - 預算案

Applicant is required to fill in the following proposed budget or submit a budget in separate sheet including the following details. Please refer to paragraph 5.1.3 of the Guide to Application for Project Expenditure. Please note that the approved grant will only be issued upon receipt of cash sponsorships/donations to the Hong Kong Arts Development Council. Relevant receipts and supporting documents should be properly kept and submitted to the Administration Office upon completion of the approved project. 申請人須填妥以下預算方案，或另行夾附預算方案，詳列明細。項目開支請參閱申請《指引》第 5.1.3 段。請注意捐款人/贊助商必須將現金捐款/贊助存入香港藝術發展局，辦事處才會發放配對資助。有關收據及補充文件須妥善儲存，並於核准項目完成後呈交辦事處。

21 Estimated Income and Expenditure 預計收入及支出		
(I) Project income 項目收入		
Item(s)項目	Form of Income 收入形式	HK 港幣\$
(A) Cash donation/sponsorship pledged for matching 用作配對的現金捐款/贊助		
(B) Ticket Sales 門票收益 (Budgeted ticket price 預算票價 HK\$ _____ x 預計觀眾人數 Expected no. of audience _____ x no. of performance 場次 _____)		
(C) Others 其他 (please specify the income and the source e.g. sales income, tuition fee, government grants and contribution from Applicant 請列明細項及收入來源，如：銷售收入、學費、其他政府機構資助或自資等)		
Estimated Income 預計收入 (A) + (B) + (C)		
(D) Grant matched by HKADC 藝發局配對資助 The maximum amount equals to 1.5 times of eligible sponsorship specified in item (A) 最高資助金額相等於(A)項合資格用作配對的捐款/贊助的 1.5 倍		
Total Income 收入總額 (A) + (B) + (C) + (D)		
(II) Project expenditure 項目開支		
(If the project is funded by other funding schemes, please specify the funded items in the budget 如項目同時獲其他資助，請列明各項支出由哪項資助支付)		
Items 項目	Quantity and Calculation 數量及計算方法	HK 港幣\$
(A) Manpower 人手 (e.g. Administrative & coordinating staff– please also provide names of respective staff as mentioned in item 20 如：行政人員、統籌人員，若包括上述第 20 項提及的相關工作人員，請註明)		
Subtotal 小計 (A)		
(B) Production Cost 製作費用 (e.g. Artistic fee, technical services, venue rental, visiting artists accommodation, airfare, etc. 如：藝術人員酬金、技術服務、場地租金、訪港藝術人員機票及住宿等)		
Subtotal 小計 (B)		
(C) Marketing & Publicity 市場推廣及宣傳 (e.g. Design fee, printing fee, advertising fee, etc. 如：設計費、印刷費、廣告費等)		
Subtotal 小計 (C)		
(D) Other project costs 其他項目費用 (e.g. Insurance, contingency, etc. 如：保險、應急費用等)		
Subtotal 小計 (D)		
Total Expenditure 支出總額 (A) + (B) + (C) + (D)		



22 Proposed Arrangement for Expected Surplus/Deficit 預計出現未動用資助 / 營運盈餘或虧損的建議安排

Section D - Others
丁部 - 其他

23 Other Funding Information 有關建議項目的其他資料

If the same proposed project has been submitted/will be submitted[#] to apply for MFS, project grant scheme, funding/support from other public funding sources and/or Government Bureaux/ Departments, please specify. 若同一建議項目已申請/將會申請[#] 藝發局的配對資助、計劃資助或政府其他撥款，請列明。

No 否

Yes 有 (Has applied 已申請 Will apply 將會申請)

Details are as follows 詳情如下： _____

24 Brief Description of Your Arts Group and Your Work 藝團及作品簡介

Background/ Mission 背景 / 宗旨

(Please include at least one core project your group organised 請列舉最少一項核心藝術項目)

Source of Fund and Income 收入及資助來源

(Please list the major source of income for supporting the daily operation of your organisation 請列舉主要收入來源，以應付日常營運開支)



25 List of Board Members, Key Personnel and Management Team 董事局、機構主要成員及管理團隊名單 (Please add row(s) if necessary. 如有需要，請加行填寫。)			
Board Members (if applicable) 董事局成員(如適用)：			
Name 姓名	Capacity 職銜	Remunerated Director of the Applicant Organisation 申請機構的受薪董事 <i>Please delete as appropriate</i> 請刪去不適用者	
1		Yes 是 / No 否	
2		Yes 是 / No 否	
3		Yes 是 / No 否	
4		Yes 是 / No 否	
5		Yes 是 / No 否	
6		Yes 是 / No 否	
7		Yes 是 / No 否	
8		Yes 是 / No 否	
9		Yes 是 / No 否	
10		Yes 是 / No 否	
Key Personnel and Management Team 機構主要成員及管理團隊名單：			
Name 姓名	Capacity 職銜	Key Project Staff 項目主要人員 <i>Please delete as appropriate</i> 請刪去不適用者	Paid Employee of the Applicant Organisation 申請機構的受薪僱員 <i>Please delete as appropriate</i> 請刪去不適用者
1		Yes 是 / No 否	Yes 是 / No 否
2		Yes 是 / No 否	Yes 是 / No 否
3		Yes 是 / No 否	Yes 是 / No 否
4		Yes 是 / No 否	Yes 是 / No 否
5		Yes 是 / No 否	Yes 是 / No 否
6		Yes 是 / No 否	Yes 是 / No 否
7		Yes 是 / No 否	Yes 是 / No 否
8		Yes 是 / No 否	Yes 是 / No 否
9		Yes 是 / No 否	Yes 是 / No 否
10		Yes 是 / No 否	Yes 是 / No 否



Section E - Personal Data

戊部 - 個人資料

1. The personal data collected in the application forms will be used by the HKADC, Hong Kong Arts Development Fund, and other related Government Bureaux/Departments for the following purposes
藝發局、香港藝術發展基金及政府相關部門在申請表格收集到的個人資料將作下列用途：

- (a) processing and assessing the applications for the MFS;
處理和評審藝發局配對資助計劃的申請；
- (b) conducting research;
進行研究；
- (c) recording and preparing statistics;
記錄和編製統計數據；
- (d) arranging public announcements and publicity (including but not limited to disclosure to the public);
安排公布和宣傳(包括但不限於向公眾披露)；
- (e) monitoring and evaluating the approved project; and
監察和評估核准項目；以及
- (f) taking any remedial, enforcement or follow-up action on the approved project.
對核准項目採取任何補救、執行或跟進工作。

For the purpose of (a), the application form and the personal data therein may be passed to public organisations including, but not limited to, the Home Affairs Bureau and/or the Leisure and Cultural Services Department for cross reference.

為作(a)項用途，申請表格連同當中所載的個人資料或會轉交其他公營機構，包括但不限於民政事務局及 / 或康樂及文化事務署，以便互相比照。

2. Under the Personal Data (Privacy) Ordinance, Cap. 486, you have the right to request access to and correction of your personal data. If you wish to exercise these rights, please complete and return the prescribed Personal Data Access Form to HKADC.

根據《個人資料(私隱)條例》(第 486 章)，你有權要求查閱和更正你的個人資料。如你欲行使這項權利，請填妥指定的「查閱個人資料表格」，並交回藝發局辦事處。

Section F - Disclaimer

己部 - 聲明

1. I declare and guarantee that all information given in this Application (including the application form, and its attached documents) is correct and will not be amended without the written approval of the HKADC. I understand and agree that if incorrect or misleading information is provided, this Application will be disqualified and all grants awarded must be returned to HKADC.

本人特此聲明及保證，本申請(包括申請表及夾附的所有資料)全部屬實，並必須在藝發局書面同意下才可作出修訂，亦明白若提供任何不實及具誤導成份之資料，此申請將被取消資格，而所獲資助將須全部退還予藝發局。

2. Cash donations/sponsorships subject to this application, to the best of our knowledge

是項申請的現金捐款/贊助：

- (a) are derived from private and /or non-government sources
來自私人及 / 或非政府機構
- (b) will be deposited in the Hong Kong Arts Development Council during the qualifying period
在指定時間內存入香港藝術發展局帳戶
- (c) have not been matched previously by the ADC Matching Fund Scheme and/or other government matching grants (e.g. ACDFS)
過往沒有用作申請藝發局配對資助及/或其他政府配對資助(如：藝能發展資助計劃)
- (d) are received such that no benefits other than allowable benefits have been conferred on donors in return for their cash donations
只用於核准用途而不會歸還於捐款人

3. The total amount requested in this form is for organising the proposed project only, and is neither of business, commercial nor political nature. I hereby declare that all information provided is up-to-date, accurate and truthful, and HKADC reserves the rights to take legal actions against any misleading or inaccurate information provided in this form.

此申請資助總額純粹用作藝術創作或慈善用途，並無任何營利、商業或政治性質。本人在此保證所提供的資料皆為最新的、準確及真實的。藝發局會對本申請表格內任何誤導或不真實的資料保留法律追究的權利。



4. I hereby list out the following[#] actual or potential conflict of interests (if any) in this application.
本人謹此列出所有與是項申請有關的真實或潛在利益衝突的人士[#]：

Current HKADC Member(s)/ Arts Advisor(s)/ Examiner(s)/ Advisory Committee/ staff involved in this project 參與申請項目的現任藝發局委員/諮詢委員會/藝術顧問/審批員(藝評員)/僱員	<input type="checkbox"/> No 沒有 <input type="checkbox"/> Yes 有 (please specify 請註明: _____)
Member(s)/ staff affiliated to donors /sponsors of this project 與申請項目的捐款人/贊助商有關聯的成員/僱員	<input type="checkbox"/> No 沒有 <input type="checkbox"/> Yes 有 (please specify 請註明: _____)
Member(s)/ staff affiliated to vendor, supplier or any other service providers of this project 與申請項目的賣家、供應商或提供服務團體有關聯的成員/僱員	<input type="checkbox"/> No 沒有 <input type="checkbox"/> Yes 有 (please specify 請註明: _____)

26 Official chop 藝團印章	Signature of Head of Organisation 申請機構最高負責人簽署	
	Name (as on I.D. card) 姓名 (須與身份證所列相同)	
	Position 職銜	Date 日期

~ END 完 ~

<p>Checklist for Submission of Application 提交申請表格的覆核清單</p> <p>Applicant should submit 8 sets and 1 electronic copy (in word file format) of the following documents 申請人請連同以下證明文件一式八份連同一份電子版本(Word 檔案格式)遞交：</p> <ul style="list-style-type: none"> <input type="checkbox"/> The original application form completed and signed by the Head of Organisation 填妥並已由機構最高負責人簽署的申請表格 <input type="checkbox"/> Document(s) which prove that the Applicant is a charitable institution and trust of a public character exempt from tax under section 88 of the Inland Revenue Ordinance (Cap 112) (for organisation which is NOT or was not in the past three years a grantee of HKADC's Year Grant Scheme)/ Literary Arts Platform Scheme 證明申請機構為根據《稅務條例》(第 112 章)第 88 條獲豁免繳稅的公共性質慈善機構或信託團體之文件 (適用於現時或過去三年非藝發局年度資助/文學平台計劃團體) <input type="checkbox"/> Documentary proof of secured non-government sponsorships/donations (e.g. Sponsor/Donor's Letter of Intent) and background information of donor(s)/sponsor(s) 取得非政府贊助 / 捐款的證明文件 (如：捐款人/贊助商的意向書)及捐款人/贊助商背景簡介 <input type="checkbox"/> Declaration of interest if the donor/sponsor is affiliated to the applicant or the project 如捐款人 / 贊助商與申請人或項目存有潛在利益衝突 · 須於附件申報 <input type="checkbox"/> Documentary evidence on other funding for the proposed project 建議項目所獲其他資助的證明文件 <input type="checkbox"/> Supplementary information, if any, (e.g. participating artists information, budget plan, etc) with clear indication to relevant sections 補充資料 (如：參與藝術家簡歷、預算案等) · 請明確標示相關補充部分 <p><i>Softcopy is for reference only. In case of any discrepancy between the printed version and electronic copy, the printed version shall prevail. 電子版本僅供參考 · 倘電子版本與印刷文本有歧異 · 概以印刷文本所列的資料為準。</i></p>
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