

## Matching Fund Scheme - Application Process

- Application Submission      - Applications must be submitted on or before the deadline
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- Application Assessment      - Arts Advisors/ Examiners / Assessors and the members of the Trust will assess the application
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- Notification of Result      - The Applicants will be notified the results via email; if the application is rejected, it is expected that the Applicant will be notified in writing within 4 months from the application deadline
- Signing of Agreement
- Receipt of undertaking and donations/ sponsorships
- Upon our receipt of donations/ sponsorships, a maximum of 80% of the matching grant, together with the donation/ sponsorship will be released in approximately 20 working days
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- Project Execution              - The approved project should start within 6 months
- HKADC might arrange Assessor(s) to assess the project
- Any modification, amendment or addition to the approved project requires the prior written consent from HKADC and to inform HKADC in writing well in advance
- The Grantee shall submit an interim report for project spanning over a period of 9 months
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- Project Completion            - The Grantee obtains a total amount of matching grant of less than HK\$100,000 shall submit a final report and all documentation and evidence of expenditure of the approved project
- The Grantee obtains a total amount of matching grant of \$100,000 or above shall submit a final report and an audited account report
- Fail to submit the report within the assigned period, the grantee will be listed in the HKADC Frozen List
- The remaining 20% of the matching grant will be released only upon the submission of the satisfactory report