

## Matching Fund Scheme - Application Process

- Application Submission
- Applications must be submitted on or before the deadline
  - Additional application by MFS grantee with **two** or more uncompleted pre-existing approved projects by the Closing Date shall be rejected
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- Application Assessment
- Arts Advisors/ Examiners / Assessors and Advisory Committee will assess the application
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- Notification of Result
- The Applicants will be notified the results in writing within **4 months** from the application deadline
  - Signing of Funding Agreement (including Undertaking by donor) and provision of donations/sponsorships by way of a crossed cheque for matching in **3 months'** time upon receipt of Offer Letter
  - Disbursement of respective donations/sponsorships, together with 80% of matching grants in approximately 20 working days
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- Project Execution
- The approved project should start within **6 months** and complete in **1 year** upon receipt of the Offer Letter
  - HKADC will arrange Assessor(s) to assess the project
  - Any modification, amendment or addition to the approved project requires prior written consent from HKADC. The application for the proposed changes must be made in writing within 45 days prior to the expiry of the original agreed period
  - The performance period is extendable for **once** only
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- Project Completion
- The Grantee shall submit a final report and an audited account report within **6 months** upon completion of approved project; failure to submit the reports within the assigned period will be listed in the HKADC Frozen List
  - The remaining grant will be released upon the submission of reports and documents to the satisfaction of HKADC