

香港藝術發展局
Hong Kong Arts Development Council

計劃資助計劃報告(展覽)
Project Report For Project Grant (Exhibition)

獲資助計劃資料 Information on the Approved Project			
獲資助者/團體名稱 Name of Grantee (客戶編號 Client no. : _____)	計劃名稱 Project Name (檔案編號 File no. : _____)		
舉行日期 Date of event	舉行地點 Venue		
計劃詳情 Project details			
藝術界別 Artform <input type="checkbox"/> 音樂 Music <input type="checkbox"/> 舞蹈 Dance <input type="checkbox"/> 文學藝術 Literary Arts <input type="checkbox"/> 視覺藝術 Visual Arts <input type="checkbox"/> 戲劇 Drama <input type="checkbox"/> 戲曲 Xiqu <input type="checkbox"/> 電影/媒體藝術 Film/Media Arts <input type="checkbox"/> 跨媒介藝術 Multi-disciplinary Arts			
計劃形式(請選擇計劃形式，可多於一項) Forms of Project (Please indicate the forms of project, you can choose more than one.) <input type="checkbox"/> 展覽 Exhibition <input type="checkbox"/> 出版作品集 Publication of Works			
展覽部份 Exhibition			
展覽場地面積(平方米)Size of Venue(m ²)		參觀人數 No. of Visitors	
所有參與計劃的工作人員數目(包括藝術家、創作、製作、技術及藝術行政人員等) The total no. of arts practitioners involved in this project (including artists; creative, production, technical and arts administration staff, etc)		計劃曾否獲獎及參展?(請註明) Has the project received any awards or participated in any exhibitions? (please specify)	
出版部份 Publication			
刊物名稱 Name of Publication		出版日期 Date of Publication	
出版商名稱 Name of Publisher		發行商名稱 Name of Distributor	
字數 No. of Words	印數及期數 Print Run and No. of Issues	發行量 Circulation Volume	銷售量 Sales Volume
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收件日期			

請提交正、副本單據，並自行影印一份「報告」及單據存檔
Please submit the original receipts and a copy of all receipts, and make a photocopy of the report and receipts for your own record

(I) 財政報告 Financial Report

開支部份 Expenditure			
開支項目 Expenditure Items	實際開支 \$ Actual Amount	單據 編號 Receipt No.	(供本局填寫 For Official use only)
			註釋 Remarks
1. 工作人員酬金 Fee for Personnel			
i. 策展人(_____人 persons) curator			
ii. 其他工作人員(_____人 persons) other personnel involved			
2. 製作開支及新作品物料費 Production and material costs for the creation of a new work			
3. 場地租金 Venue Rental			
4. 會場佈置 Venue Set-up			
i. 特別裝置 Special Installation			
ii. 租用器材及設備 Hire of Equipment and Facilities			
5. 推廣及宣傳 Promotion & Publicity			
i. 請柬 Invitation card			
ii. 目錄/場刊 Catalogue			
iii. 海報 Poster			
iv. 橫額 Banner			
v. 廣告(報刊/廣播/電子媒體) Advertising (in print/ broadcast / electronic media)			
vi. 攝影/錄像 Photography/ video documentation			
vii. 本地/海外郵費 Postage (local/overseas)			
viii. 其他(請註明)_____ Others(please specify)			
6. 作品運輸 Transportation			
7. 行政雜項(包括開幕儀式費用) Administration/Miscellaneous (including cost of opening ceremony)			
8. 其他(請註明) Others(please specify)			
總開支 Total Expenditure			

收入部份 Income			
收入項目 Income Items	實際收入 \$ Actual Income	單據 編號 Receipt No.	(供本局填寫 For Official use only)
			註釋 Remarks
1. 香港藝術發展局資助 HKADC Grant			
2. 財政支持 Financial Support			
i. 商業贊助 Commercial Sponsorship			
ii. 非牟利機構贊助 Sponsorship from non-profit making organisation(s)			
iii. 其他捐助 Donation			
3. 申請者自資金額或從直屬機 構所得撥款 Contribution from the applicant or its parent organization			
4. 其他(請註明) Others(please specify)			
總收入 Total Income			

計劃的盈餘 / (赤字)

Surplus/(Deficit) of project

總收入 總開支 盈餘 / (赤字)
Total Income — Total Expenditure = Surplus/(Deficit)

\$ _____ \$ _____ \$ _____

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核對後收入 Verified total income \$	-	核對後支出 Verified total expenditure \$	= 盈餘 / (赤字) Surplus/(Deficit) \$
已履行資助條件? Grant Conditions Met? 是 Yes / 否 No	經審核後簽署 Checked by	經複核後簽署 Counter-Checked by	日期 Date

(II) 藝術成效報告 Artistic Evaluation Report

(如有需要，請另附紙張填寫 Please use additional sheet if necessary.)

1.	<p>請詳述本計劃如何達至計劃書預期的藝術目標，以及對本地藝術發展的影響。</p> <p>Please state how the project has achieved the objectives stated in the proposal and its effects on local arts development.</p>
2.	<p>請詳述原訂計劃與實際執行是否不同。另請說明在進行計劃的過程中所遇到的困難及相應的解決方法。</p> <p>Please describe any major changes between the planned proposal and its actual outcome. Please also state any difficulties you have encountered when implementing the project, and the solutions to such problems.</p>

3.	其他意見 Other comments.
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(III) 聲明 Declaration

本人茲證明—

I hereby declare that

(1) 所有上述物件及服務項目均已驗收妥當；

all the above goods and services have been received in good order;

(2) 所有上述的物件及服務，均為計劃必需，並均以公平和合理作為購買或聘用原則；

all the above goods and services were necessary to the project, and are considered to be fair and reasonable principles of purchase and engagement of services;

(3) 所有費用，只為上述獲資助計劃而支付；及

all expenses paid are solely for the approved project, and

(4) 已全部申報從本計劃獲得的所有收入、贊助、捐獻，當中沒有其他隱藏的收入、贊助、捐獻。

All income, sponsorship and donation related to the project have been fully reported and there is no other hidden income, sponsorship and donation.

獲資助者/機構最高負責人姓名 Name of grantee/Head of organization (請用正楷填寫 Please use block letters)	機構名稱(如適用) Name of organization (if applicable)
簽署 Signature	機構蓋印(如適用) Official chop (if applicable)
日期 Date	