

**香港藝術發展局**  
**Hong Kong Arts Development Council**

**計劃資助計劃報告(表演)**  
**Project Report For Project Grant (Performance)**

<b>獲資助計劃資料 Information on the Approved Project</b>			
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	舉行時間 Time	舉行地點 Venue	
<b>計劃詳情 Project details</b>			
藝術界別 Artform			
<input type="checkbox"/> 音樂 Music <input type="checkbox"/> 舞蹈 Dance <input type="checkbox"/> 電影/媒體藝術 Film/Media Arts  <input type="checkbox"/> 戲劇 Drama <input type="checkbox"/> 戲曲 Xiqu <input type="checkbox"/> 跨媒介藝術 Multi-disciplinary Arts			
場數 No. of Sessions	每場座位數目 No. of Seats for each session	觀眾人數 No. of Audience	已售出門票數目 No. of Tickets Sold
入座率 Attendance Rate* <small>計算方法: 觀眾人數 ÷ (每場總座位數目 × 場數) × 100% Calculation method: No. of Audience ÷ (Seating Capacity of venue per session × No. of sessions) × 100%</small>		贈券數目 No. of Complimentary Tickets	
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)		計劃曾否獲獎或參賽?(請註明) Has the project received any awards or participated in any competitions?(please specify)	
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收件日期 : Date received			

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	實際數額 \$ Actual Amount	單據 編號 Receipt No.	(供本局填寫 For Official use only)
			註釋 Remarks
1. 演出者/工作人員酬金 Fee for Personnel			
i) 演員/演唱者 Actor/Actress/Singer (_____人Persons)			
ii) 樂師/舞蹈員 Musician/Dancer (_____人Persons)			
iii) 藝術/創作人員 Artistic/Creative personnel (_____人Persons)			
iv) 技術/設計/製作人員 Technician/Designer/ Production Crew (_____人Persons)			
v) 行政/統籌人員 Administrator/Co-ordinator (_____人Persons)			
2. 委約作品費用(_____件) Commission Fee (_____pcs)			
3. 既有作品版權費(_____件) Copyright Fee (_____pcs)			
4. 製作費 Production cost			
i) 佈景/裝置 Sets/Installation			
ii) 道具 Props			
iii) 戲服 Costume			
iv) 化妝 Make-up			
v) 租用樂器 Hire of Music instruments			
vi) 租用樂譜 Hire of Score			
vii) 特別效果 Special Effects			
viii) 器材 Equipment			
ix) 其他(請說明)			
5. 場地租金(排練) Venue Rental (Rehearsals)			
6. 場地租金(演出) Venue Rental (Performances)			
7. 市場推廣(印刷/宣傳) Marketing & Promotion (printing/publicity)			
8. 交通運輸 Transportation			
9. 基本膳食(表演/入台綵排/卸台 當日) Basic Meal Allowance (Performance/ Formal Rehearsal/ Dismantling Day)			

10. 其他(請註明) Others (please specify)			
<b>總開支</b> <b>Total Expenditure</b>			

<b>收入部份 Income</b>			
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. 票房收入 Ticket Income (已扣除行政費 Administration Fee Deducted)			
i) 公開售票 Box Office			
ii) 贈券 Complimentary Tickets			
iii) 內銷票 Internal Sale			
3. 售賣場刊/其他物品 Sale of house programme			
4. 廣告 Advertising			
5. 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. 政府部門贊助 Support from government			
iv. 其他捐助 Donation(s)			
6. 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			
7. 其他(請註明) Others (please specify)			
<b>總收入</b> <b>Total Income</b>			

計劃的盈餘 / (赤字)

Surplus / (Deficit) of project

總收入

Total Income

總開支

— Total Expenditure

盈餘 / (赤字)

— 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? <i>Grant Conditions Met?</i> 是Yes / 否No	經審核後簽署 <i>Checked by</i>	經複核後簽署 <i>Counter-Checked by</i>	日期 <i>Date</i>

**(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.	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。 Please state how the project has achieved the objectives stated in the proposal and its effects on local arts development.
2.	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。 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.

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	