

香港藝術發展局
Hong Kong Arts Development Council

計劃資助計劃報告(出版)
Project Report For Project Grant (Publication)

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. : _____)	
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		
出版日期 Publication Date	字數 No. of words	頁數 No. of Pages
出版商名稱 Name of Publisher	發行商名稱 Name of Distributor	
期數 No. of Issues (只適用於期刊 only applicable to periodicals)	發行量 Circulation Volume	銷售量(以發行商的結算或銷售發票為準) Sales Volume (according to statement of the distributors or the sales invoice)
印數 Print Run		
贈刊分發名單(請列明機構名稱及數量;如有需要,可另紙填寫) List of Complimentary Copies (Please list the organizations and quantity. Continue on another sheet if necessary.)		
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)	計劃曾否獲獎及參賽?(請註明) Has the project received any awards or participated in any competitions?(please specify)	
本局職員專用 For Official Use Only		
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

計劃開支 Project 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. 稿酬 Fee for Writer(s) (_____ 人 persons)			
2. 工作人員酬金 Fee for Personnel			
i) 編輯 Editor (_____ 人 persons)			
ii) 校對 Proof-reader (_____ 人 persons)			
iii) 其他 Others (_____ 人 persons)			
3. 翻譯費 Translation Fee			
4. 版權費 Copyright Fee			
5. 前期製作 Pre-production			
i) 美術 Artwork			
ii) 打字 Type Setting			
iii) 電腦掃描 Computer Scanning			
6. 印刷費 Printing Cost			
i) 菲林-封面及內文 Film-cover and content			
ii) 紙張/印刷/過膠/釘裝 Paper/Printing/Lamination/ Binding			
7. 宣傳費用 Publicity Cost			
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. 出版銷量 Sales of Publication			
3. 廣告 Advertising			
4. 商業贊助(請註明) Business Sponsorship (please specify)			
5. 獲資助者自資金額或從直屬 機構所得撥款 Contribution from Grantee/ Related Organizations			
6. 其他收入(請註明) Other Income (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)

\$ \$ \$

本局職員專用 For Official use only			
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.	<p>其他意見(可包括外界及讀者對本刊物的評論及意見)。 Other comments (comments or reviews from the community and readers).</p>
----	---

(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	