

大埔藝術中心 - 藝術工作室申請
Tai Po Arts Centre - Arts Studio Application

申請表格
APPLICATION FORM

申請截止日期: 2019年5月23日下午六時正
Closing Date Deadline: 23th of May 2019, 6:00pm

1. 申請者填寫本申請表格前，請先細閱申請準則。申請將受申請準則約束。

Applicants are advised to read the Application Guidelines carefully before completing this form. This application is subject to them.

2. 如親身遞交申請，請於上述申請截止日當日下午六時正或以前投進設於香港鯉魚涌英皇道1063號10樓香港藝術發展局辦事處的收集箱。郵寄申請以郵戳日期為憑，郵戳日期不得遲於上述截止日。速遞表格則以所屬速遞公司單據上所載的確認收件日期為憑，確認收件日期不得遲於截止日期。逾時遞交的申請書，或以傳真、電郵或其他媒體形式遞交的申請，將不獲處理。

For submission in person, please deposit the application in the collection box located at the Hong Kong Arts Development Council, Administration Office, 10/F, 1063 King's Road, Quarry Bay, Hong Kong by 6:00p.m. on or before the above-mentioned closing date for application. Submission by post will only be accepted if postmarked no later than the above-mentioned closing date. Submission by courier is also accepted if the pickup date shown on the bill issued by the courier service provider is on or before the deadline. Late submissions or applications by fax, e-mail or in any digital format are not accepted.

3. 本申請表格必須全部填妥，並由申請者簽署。團體申請則須由團體的最高負責人簽署及蓋上團體印章（如有）。

The completed application form must be signed by the applicant(s). For organisation applicant(s), the completed form must be signed by the head of organisation and with organisation chop affixed (if any).

4. 所有申請表格的簽署人必須小心地及正確地於各部分有關的空格上加上「x」號。

All persons signing this form must carefully and accurately put an "x" in the relevant boxes in all parts.

5. 所有聯合租用申請者必須於第一部指定一個聯絡人/團體。本局會將該指定聯絡人/團體視作聯合申請內的唯一聯絡人/團體，而該聯絡人/團體將負責聯合租用及作為聯合租用的所有目的之聯絡單位。

Co-tenancy applicants must designate the joint contact person or organisation in Part One that shall act and will be regarded and treated by the Hong Kong Arts Development Council ("HKADC") as the exclusive designated contact person or organisation in charge of the co-tenancy and shall for all purposes be the contact point for the co-tenancy.

6. 如為聯合租用申請，請每一個申請者自行影印及分別填寫申請表第一及二部分，再一起填妥申請表第三至五部分後一併提交。

For co-tenancy, each applicant must make copy and individually complete Part One and Two of the Application Form, and submit them with the jointly completed Part Three, Four and Five.

7. 如有任何查詢，歡迎致電本局羅小姐(電話: 2820 1006)或李小姐(電話: 2820 1071)。

For enquiries, please contact Miss Law at Tel: 2820 1006 or Miss Li at Tel: 2820 1071.

第一部分 PART ONE

I 團體申請者 Organisation Applicant

(如藝團以聯名方式申請，最多只可以兩個聯名藝團申請。 For co-tenant application, the maximum number of applicants cannot exceed two.)

申請團體中文名稱 (須與註冊文件相同)

Name in Chinese (as on registration document): _____

申請團體英文名稱 (須與註冊文件相同)

Name in English (as on registration document): _____

團址 Official Address:

中文 Chinese _____

英文 English _____

聯絡地址 Correspondence Address (如與以上不同 if different from above):

中文 Chinese _____

英文 English _____

電郵 Email: _____

網頁(如有) Website (if any): _____

機構最高負責人 Head of Organisation

(一般為董事局主席 Generally refers to Chairman of the Board of Directors)

博士 Dr 先生 Mr 小姐 Miss 女士 Ms

中文姓名 Chinese Name: _____

職銜 Post & Title: _____

英文姓名 English Name: _____

聯絡電話 Telephone: _____

電郵地址 Email Address: _____

傳真 Fax: _____

香港身份證號碼 (英文字母及頭四位數字) HKID Card No. (Alphabet and first 4 digits): _____

計劃負責人 Project In-charge

(一般為機構內管理級人員 Generally refers to Management level staff in the organisation)

博士 Dr 先生 Mr 小姐 Miss 女士 Ms

中文姓名 Chinese Name: _____

職銜 Post & Title: _____

英文姓名 English Name: _____

聯絡電話 Telephone: _____

電郵地址 Email Address: _____

傳真 Fax: _____

香港身份證號碼 (英文字母及頭四位數字) HKID Card No. (Alphabet and first 4 digits): _____

計劃聯絡人 Project Contact Person

博士 Dr 先生 Mr 小姐 Miss 女士 Ms

中文姓名 Chinese Name: _____

職銜 Post & Title: _____

英文姓名 English Name: _____

聯絡電話 Telephone: _____

電郵地址 Email Address: _____

傳真 Fax: _____

香港身份證號碼 (英文字母及頭四位數字) HKID Card No. (Alphabet and first 4 digits): _____

** 請另紙簡介貴機構的宗旨、組織架構及編制及會員人數，並附上註冊證明、會章/公司章程、主要成員及董事局成員名單。

Please use separate sheet to describe the aim, structure and establishment of your organisation and how many members it has. Please attach a copy of the organisation's official registration document, its constitution/ Articles of Association, and a list of its key members and Board of Directors.

本團體是聯合租用申請的聯絡團體 We are the contact organisation of co-tenancy application (聯合租用申請適用 For co-tenancy application only)

如為聯合租用，請每聯合租戶自行影印及填寫本頁。 For co-tenancy, please copy this page and complete one for each co-tenant.

II 個人聯名申請 Individual Co-tenancy Application

(本局只接受二至四位藝術家以個人名義聯名租用的申請。HKADC will only accept co-tenant application submitted by two to four individual artists.)

博士 Dr <input type="checkbox"/> 先生 Mr <input type="checkbox"/> 小姐 Miss <input type="checkbox"/> 女士 Ms <input type="checkbox"/>	
申請者中文姓名 (須與身分證相同) Name in Chinese (as on ID card): _____	
申請者英文姓名 (須與身分證相同) Name in English (as on ID card): _____	
香港身份證號碼 (英文字母及頭四位數字) HKID Card No. (Alphabet and first 4 digits): _____	
居住地址 Residential Address: _____	
聯絡地址 Correspondence Address (如與以上不同 if different from above): _____	
電話(公司) Telephone (Office): _____	電話(住宅) Telephone (Home): _____
傳真(公司) Fax (Office): _____	傳真(住宅) Fax (Home): _____
電郵 Email: _____	手提電話號碼 Mobile Number: _____
網頁(如有) Website (if any): _____	
<input type="checkbox"/> 本人是聯合租用申請的聯絡人 I am the contact person of co-tenancy application	

藝術教育/專業訓練 Arts Education/Professional Training

請由時期近至遠填寫概況。

Please give brief details, starting from the most recent.

年 Year		院校名稱 Name of Institution	科目 Course/Studies	獲取資歷 Qualification Obtained	獲取日期 Date Awarded
由 From	至 To				

相關藝術就業資料 Arts Related Employment Record

月/年 Month/Year		機構名稱 Name of Organisation	全職/兼職 Full/Part-Time	職位 Position Held
由 From	至 To			

請每聯合租戶自行影印及填寫本頁。Please copy this page and complete one for each co-tenant.

第二部分 PART TWO

如有需要，請另紙續寫。 Please use a separate sheet if necessary.

I 藝術範疇 Arts Discipline

界別：請揀選一個最合適的藝術界別去形容閣下/貴團體最主要的工作範疇。

Discipline: Which arts discipline best describes your primary area of work? Please select the **ONE** which is the most appropriate.

表演藝術 Performing Arts

- 戲劇 Drama 音樂 Music 舞蹈 Dance 戲曲 Xiqu 跨媒介/跨界別 Cross/Multi-disciplinary Arts
- 其他 Others (請註明 please specify) : _____

請詳述閣下/貴團體的藝術活動，以及創作的性質/獨特性。

Please describe your artistic activities, and the nature/stylistic uniqueness.

過往記錄 Track Record

請由時期近至遠填寫概況。

Please give brief details, starting from the most recent.

為節省紙張，歡迎申請者可提供載有過去重要活動紀錄及介紹的網址，取代印刷資料，作為過去紀錄的參考。

To save paper, applicants may provide website addresses containing introductions or records of the past key activities in place of printed documents for our reference.

網址 Website : _____

II 主要表演藝術活動/主要出版 Major Performing Arts Activities/Publications

年份 Year	活動/出版名稱、性質及介紹 Name, Nature and Description	參與角色(如籌辦者、參與者等) Role (Organiser, Participant, etc.)

如為聯合租用，請每聯合租戶自行影印及填寫本頁。 For co-tenancy, please copy this page and complete one for each co-tenant.

III 主要認可/獎項(如有) Major Recognitions/Awards (if any)

年份 Year	名稱、性質及介紹 Name, Nature and Description	認可/頒獎機構 Awarding Body

IV 其他重要成就(如有) Other Significant Achievements (if any)

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如為聯合租用，請每聯合租戶自行影印及填寫本頁。 For co-tenancy, please copy this page and complete one for each co-tenant.

第三部分 PART THREE

如有需要，請另紙續寫。 Please use a separate sheet if necessary.

使用工作室計劃 Proposal for Using Studio

I 工作室主要用途 The Main Use of Studio

請在所選用途加上「x」號 Please put an "x" in the applicable use(s) below	請列出所選用途佔總使用的% Please indicate % of use for the item(s) checked
<input type="checkbox"/> 藝術/創作活動 Artistic/Creative Work	
<input type="checkbox"/> 其他(請註明) Others (please specify): _____	
	合共 Total: 100%

II 預計工作室的使用度 Intended Usage Rate of Studio

請在其中一個方格內加上「x」號 Please put an "x" in the relevant box
<input type="checkbox"/> 全職使用 Full-time Use
<input type="checkbox"/> 定期兼職使用 Regular Part-time Use 周末 Weekends : 日間 Daytime, 每周平均 _____ 小時 hours per week on average 周末 Weekends : 夜間 Evening, 每周平均 _____ 小時 hours per week on average 平日 Weekdays : 日間 Daytime, 每周平均 _____ 小時 hours per week on average 平日 Weekdays : 夜間 Evening, 每周平均 _____ 小時 hours per week on average
<input type="checkbox"/> 其他使用模式(請註明) Other Usage Pattern (please specify): _____

III 請說明租用工作室的原因，以及將會對你們的專業發展有何幫助

Reason(s) for renting studio and how it will aid your professional development

IV 租約期間的工作計劃 Work Plan for the Tenancy

(請列出涵蓋整個租期的工作計劃。 Please list out the Work Plan during the whole tenancy period.)

日期/次數 Date/Frequency	工作計劃：計劃/活動名稱及介紹 Work Plan: Name and Description of Project/Programme	如何利用工作室 How the studio will be used
<u>一般工作計劃</u> General Work Plan		
<u>大埔區相關工作計劃</u> Tai Po District Related Work Plan		

第四部分 PART FOUR

工作室取向 Studio Preference

(請在其中一個方格內加上「x」號，只能選取一項 Please put an “x” in the relevant box, only one box could be chosen)

<input type="checkbox"/>	約 900 - 1,000 平方呎(建築面積) Around 900 - 1,000 sq. ft. (Gross Floor Area)
<input type="checkbox"/>	約 1,400 - 2,400 平方呎(建築面積) Around 1,400 - 2,400 sq. ft. (Gross Floor Area)
<input type="checkbox"/>	約 3,000 - 5,800 平方呎(建築面積) Around 3,000 - 5,800 sq. ft. (Gross Floor Area)

第五部分 PART FIVE

聲明 Declaration

- a 我們已索取並詳閱有關大埔藝術中心藝術工作室申請準則。我們確認我們完全明白及接受該準則、將受該準則約束及將遵從該準則。
We have obtained and read the Application Guidelines for Tai Po Arts Centre Arts Studio and we confirm that we fully understand, accept and will be bound by and will comply with the said Guidelines.
- b 我們特此聲明及保證，本申請內提供的所有資料及證明文件(包括聯合租用申請分別填寫及填妥的第一及二部分)均於下述日期當日全部完整及正確，並必須在香港藝術發展局(“藝發局”)事先書面同意下才可作出修訂。
We declare and warrant that all the information and supporting document(s) given in this Application (including for co-tenant applications separately entered and completed Part One and Two) is fully comprehensive and is correct at the date given below and will not be amended without the prior written approval of the HKADC.
- c (適用於聯合租用申請) 我們將受我們所確認的聯合租用申請的指定聯絡人/團體與藝發局之間的所有通訊約束，並同意該聯絡人/團體將為聯合租用的所有目的唯一與藝發局的書面通訊渠道。
(In case of a co-tenancy application) We shall be bound by all such communications between HKADC and the designated contact person/organisation which we acknowledge and agree shall be the exclusive channel of communication in writing from HKADC for all purposes of the co-tenancy.

機構印章 (如沒有機構印章，請說明)
Official Chop(s) of the Organisation(s)
(if there is no official chop, please indicate)

簽署申請表格後，我們同意將受本條款約束。

In signing the application form, we accept that we shall be bound by these conditions.

簽署 Signature(s)

姓名 Name(s)

職銜 (如適用) Position(s) (if applicable)

日期 Date

(如為聯合租用，每位申請者/機構最高負責人須在此簽署。 For co-tenancy, signature of each applicant/head of organisation is required.)

提示 REMINDER

在提交申請時，請夾附以下文件：

Please be reminded to submit the following documents for application:

- 已全部填妥的申請表格 A fully completed Application Form
- 團體申請者 Organisation applicant: 團體註冊證明、組織章程、主要成員及董事會成員名單 A copy of the organisation's official registration document, constitution/ Articles of Association, and a list of its key members and Board of Directors
- 個人聯名申請者 Individual co-tenancy applicant:
 - i) 身份證副本 HKID card copy
 - ii) 履歷(請刪去身份證號碼、出生日期等個人資料) Curricula vitae (please do not include personal data such as ID card number, date of birth, etc.)
- 作品資料(為節省紙張，歡迎申請者提供載有作品資料的網址，取代印刷資料) Portfolio (To save paper, applicants are encouraged to provide website address containing artwork reference instead of printed document.)

遞交申請時，信封面請註明「大埔藝術中心 - 藝術工作室申請」。

Please submit the application under cover and mark “Tai Po Arts Centre - Arts Studio Application” on the envelope.