



## 「第七屆戲劇藝術人才培育計劃」申請表格

### The 7<sup>th</sup> Round of Drama Artistic Internship Scheme Application Form

#### 填寫表格須知 Guidance Notes

- 填寫申請表前，**必須先細閱「第七屆戲劇藝術人才培育計劃」的邀請計劃書**，以助貴機構了解此計劃的詳情。如有疑問，請致電2827 8786向本局查詢。  
Please read the Invitation for Proposals of 'The 7<sup>th</sup> Round of Drama Artistic Internship Scheme' carefully before you fill in this application form. This will help you present your application more effectively to the Hong Kong Arts Development Council (HKADC). For enquiries, please contact the HKADC at 2827 8786.
- 申請表格及申請細則可於本局網頁(<http://www.hkadc.org.hk>) 下載。  
Application guideline and form can be downloaded from HKADC website (<http://www.hkadc.org.hk>).
- 申請團體如親身遞交申請，須把申請表格和所需文件及資料於截止日期**2019年10月4日（星期五）當日下午6時正**前投進設於藝發局辦事處（香港鰂魚涌英皇道1063號10樓）的申請收集箱內，信封面須註明「第七屆戲劇藝術人才培育計劃」。郵寄申請以郵戳為憑，請留意本局不會處理郵費不足的申請及其他資料以及支付有關費用。速遞申請則以所屬速遞公司單據上所載的寄件日期為憑。  
Applicants should deposit the completed application forms, together with all supporting documents, marked with 'The 7<sup>th</sup> Round of Drama Artistic Internship Scheme' on the envelopes, into the application collection box at the HKADC (10/F, 1063 King's Road, Quarry Bay, Hong Kong) by **6pm on 4 October 2019 (Friday)**. Submission by post is accepted if it is postmarked no later than the deadline. Please note the HKADC will not process the application and its related documents with insufficient postage and pay for the relevant postage. Submission by courier is also accepted if the ship date shown on the bill issued by the courier service provider is on or before the deadline.
- 逾時或以電郵、傳真、光碟或任何其他電子模式遞交的申請，以及未能符合上述《邀請計劃書》列明要求的申請將不獲處理。  
Late applications or applications by fax, e-mail or other digital form, or applications which do not fully meet and comply with the conditions of the aforementioned Invitation of Proposal, shall not be accepted or processed by the HKADC.

本局專用 (For Office Use Only)		
收表日期 Date Received	所屬界別 Artform <b>戲劇 Drama</b>	初核人員 Processing Officer
申請機構編號 Applicant Number	檔案編號 Project Number	覆核人員 Supervising Officer

## I 申請機構資料 Applicant Information

1 申請機構中文名稱 Name of Organisation in Chinese

2 申請機構英文名稱 Name of Organisation in English

3 團址 (中英文地址均須填寫) Address of Organisation (in both Chinese and English)

4 聯絡地址 (中英文地址均須填寫)(如與上述不同)  
Correspondence Address (in both Chinese and English) (if different from above)

5 申請機構最高負責人 Head of Organisation

中文姓名 Chinese Name  
(小姐/女士/先生/其他名銜\*)

英文姓名 English Name  
(Miss/Ms/Mr/Other Title\*)

電話/手提  
Telephone/Mobile Phone

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)

職銜 Post & Title

電郵 Email Address

6 計劃負責人 Project-in-charge

中文姓名 Chinese Name  
(小姐/女士/先生/其他名銜\*)

英文姓名 English Name  
(Miss/Ms/Mr/Other Title\*)

電話/手提  
Telephone/Mobile Phone

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)

職銜 Post & Title

電郵 Email Address

\* 請刪去不適用者。

\* Please delete as appropriate.

## II 現有團隊架構及過往演出資料

### Existing Structure and Previous Performance Records of the Organisation

7 請詳細列出貴機構常規人員名單及資料，如有需要可另紙續寫。  
Please list details of regular staff of your organisation. Please continue on another sheet if necessary.

	姓名 Name	職位 Position
i		
ii		
iii		
iv		
v		

8 請提供貴機構過往一年所有公開演出資料，如有需要可另紙續寫。  
Please provide the information of all public performances of your organisation in the previous year. Please continue on another sheet if necessary.

	演出日期 Performance Date	演出名稱 Performance Title	地點 Venue	演出人數 No. of Performers
i				
ii				
iii				
iv				
v				

9 請提供貴機構過往一至兩項公開演出的錄像紀錄。  
Please provide the video record(s) of **one to two** previous public performance(s) of your organisation.

錄像網址 Web link(s) of the video record(s):

- i. \_\_\_\_\_  
ii. \_\_\_\_\_

或 or

已夾附 DVD 光碟（一式七份）

Attached with a set of seven copies of the video record(s) on DVD.

- 請在適當的空格內加上別號。  
 Please put a tick in the appropriate box.

### III 計劃詳情 Project Details

**10** 請提供以下計劃詳情： Please provide the project details as below:

a 貴機構進行實習計劃的具體目標、培訓內容、形式，以及計劃實施時間表  
Goals, training content, format and implementation schedule for the Scheme

b 招聘新進演員的方法及程序 Intern recruitment method and process

(如貴機構為「第六屆戲劇藝術人才培育計劃」的獲資助者，並希望繼續聘用上述計劃所資助聘用之實習生，則毋須提供此項資料) (You may skip this if your organisation has been granted under 'The 6<sup>th</sup> Round of Drama Artistic Internship Scheme' and intends to provide continued employment to the existing intern supported by the aforementioned Scheme)

**11** 請列出實習生預計會參與的公開演出項目及演出（須不少於3個公開演出項目）內容簡介。  
Please list the performances together with the performance content (**No less than 3 public performances**) that the intern will take part in.

	演出/活動內容 Performances / Activity Content	擔任職位 Position
i		
ii		
iii		
iv		
v		

**12** 請提供貴機構將負責指導實習生藝術造藝/技巧的前輩人員之簡歷。  
Please provide a short profile of the mentor(s) to be assigned to the intern under whom the intern will learn artistry and techniques.

	姓名 Name of Mentor	職位 Position	簡歷 Short Profile
i			
ii			

#### IV 財政預算 Scheme Budget

<b>13</b>	聘用1名 <b>全職</b> <sup>#</sup> 新進演員之預計開支 Estimated Expenditure for Employing 1 Full-time Intern  # 請注意本計劃只支持以全職形式聘用1名新進演員	
	預計聘用期 (12個月) Estimated Employment Period (12 months): _____月(M)_____年(Y) 至 to _____月(M)_____年(Y)	
		港幣 HK\$
i	每月薪金 (資助上限為港幣\$16,000元) Monthly Salary (Maximum allowance HK\$16,000)	
ii	每月強積金供款 - 僱主部份 (每月薪金的5%) Monthly MPF Employer Contribution (5% of monthly salary)	
iii	全年勞工保險 Annual Labour Insurance Premium	
iv	全年培訓開支(如有, 請註明: _____) (最高為港幣3,000元) Annual Training Cost (if any, please specify: _____) (HK\$3,000 maximum)	
<b>申請資助額 Amount Sought = (i + ii) x 12 + iii + iv :</b>		港幣 HK\$
<input type="checkbox"/> 本機構為「第六屆戲劇藝術人才培育計劃」的獲資助團體, 並希望繼續聘用上述計劃所資助聘用之實習生。Our organisation has been granted under 'The 6 <sup>th</sup> Round of Drama Artistic Internship Scheme' and intends to provide continued employment to the existing intern supported by the aforementioned Scheme.		
請註明實習生姓名: Please provide the name of the intern :		實習生確認簽署 Signature of intern to confirm
_____		_____

## V 聲明及保證 Declaration and Guarantee

a	<p>本人已取得、細閱及明白「第七屆戲劇藝術人才培育計劃」邀請計劃書，並確認申請者完全明白及將會遵行邀請計劃書。</p> <p>I have obtained, read and understood the Invitation for Proposals of 'The 7<sup>th</sup> Round of Drama Artistic Internship Scheme' and confirms that the applicant fully understands and will comply with it.</p>	
b	<p>本人聲明及保證，此申請表格所載的所有資料均已充分全面，並於所述日期提供時屬於正確無誤，如未得藝發局事前書面批准，不得作出修訂。</p> <p>I declare and warrant that all information given in this application is fully comprehensive and is correct at the stated date when given and will not be amended without the prior written approval of the HKADC.</p>	
c	<p>本人特此列出將會參與此項申請的所有現任藝發局委員、藝術顧問、審批員及職員（如有）：</p> <p>I hereby list out all current HKADC members, arts advisers, examiners and staff who will be involved in this application (if any).</p> <hr/>	
<p>機構印章（如沒有機構印章，請聲明） Official Chop of the Organisation (If there is no official chop, please indicate)</p>	<p>申請機構最高負責人簽署 Signature of Head of Organisation</p>	
	<p>姓名 Name</p>	
	<p>職銜 Post &amp; Title</p>	<p>日期 Date</p>

## 提示 Reminder

a	<p>在提交這份申請表時，本局提醒貴機構夾附以下參考資料： Please be reminded to submit the following supporting documents with this application:</p> <p><input type="checkbox"/> 貴機構的有效註冊證明、組織/公司章程或法團條例及主要成員或董事名單，及商業登記證/慈善團體證明（如適用） A copy each of a valid official registration document, the articles of association or incorporation/an incorporation ordinance, a list of key members/board members, and business registration certificate/proof of registered charity status (if appropriate).</p> <p><input type="checkbox"/> 貴機構過往一至兩項公開演出的錄像 DVD（一式七份，或請提交有關網站連結） Video records of one to two previous public performances on DVD (a set of seven copies, or you may provide us with a web link of the performances video records)</p>
b	<p>請以密封信件形式遞交申請，信封面註明「第七屆戲劇藝術人才培育計劃」。 Please submit the application under confidential cover and mark 'The 7<sup>th</sup> Round of Drama Artistic Internship Scheme' on the envelope.</p>

- 請在適當的空格內加上別號。  
 Please put a tick in the appropriate box.