



截止日期 Nomination deadline

27/10/2023

## 提名表格 NOMINATION FORM

### 1. 填寫須知 Guideline Notes

- 遞交提名表格可選擇以下方式：  
Nomination Form can submit through:  
(1) 使用「網上提名系統 ([www.hkadawardsnomination.hk](http://www.hkadawardsnomination.hk))」或；  
Use the "Online Nomination System ([www.hkadawardsnomination.hk](http://www.hkadawardsnomination.hk))" OR;  
(2) 填寫實體表格。表格可於本局網站[www.hkadc.org.hk/awards](http://www.hkadc.org.hk/awards)下載。  
Fill in the physical form to submit nomination. This form can be downloaded from HKADC's website: [www.hkadc.org.hk/awards](http://www.hkadc.org.hk/awards).
- 填寫實體表格：請以黑色 / 藍色原子筆填寫表格，字體須清晰可見；如表格不敷應用，請自行複印相關頁數。  
Please complete the form clearly and legibly in black / blue ink, and photocopy relevant page(s) if necessary.
- 候選單位需同時提交一份計劃報告，詳情請參閱第五部分 – 遞交文件須知。  
The nominee is required to submit a project report together with this form. For details, please refer to Session 5 - Submission Guideline.
- 請確保所有重要資訊填妥於表格內作為評核依歸。所有呈交之補充文件及資料須符合「遞交文件須知」內的要求。為公平起見，額外資料或可能不被參考。  
詳情請參閱第五部分 – 遞交文件須知。  
Please ensure all significant information is included in this form for assessment. All submitted supplementary documents and information must meet the requirements in the "Submission Guideline". In the interests of fairness, additional information may not be referenced. For details, please refer to Session 5 - Submission Guideline.
- 請同時以中英文填寫資料。如資料的中英文版有差異，則以中文版為準。  
Please complete the form in both Chinese and English. In case of discrepancy between the Chinese and English versions, the Chinese version shall prevail.

### 建議以下部份由候選單位填寫 Suggested to be Completed by the Nominee

### 2. 候選單位資料 Particulars of Nominee

#### 候選單位性質 Capacity of Nominee

☐ 個人 Individual ☐ 機構 Organisation

候選單位名稱  
Name of Nominee:

中文 Chinese ☐ 先生 Mr / ☐ 女士 Ms /  
英文 English ☐ 博士 Dr / ☐ 教授 Prof

機構  
Organisation:

中文 Chinese  
英文 English

職銜  
Title:

中文 Chinese  
英文 English

聯絡人姓名  
Name of Contact Person:

中文 Chinese ☐ 先生 Mr / ☐ 女士 Ms /  
英文 English ☐ 博士 Dr / ☐ 教授 Prof

聯絡人職銜  
Title of Contact Person:

中文 Chinese  
英文 English

電話  
Tel:

電郵  
Email:

地址  
Address:

中文 Chinese

英文 English

3. 簡歷及藝術表現 Brief Introduction and Artistic Achievements

請以中文並按字數要求填寫，及確保資料準確無誤。  
Please fill in the information in accordance with the word limit, preferably in Chinese, and ensure the accuracy of the information.

3.1 候選單位簡歷 Brief Introduction of Nominee (不多於300字 Within 300 words)

可提交補充文件，詳情請參考第五部分-遞交文件須知。  
*Supplementary documents can be submitted, please refer to Session 5 – Submission Guideline for details.*

3.2 於獎項年度的藝術表現 Artistic Achievements during the Award Period

A. 計劃名稱 Project Name

中文 Chinese

英文 English

B. 推行時間 Duration\* (DD/MM/YYYY)

\*獎項計算期：2022年9月1日至2023年8月31日  
Award period: 1 September 2022 to 31 August 2023

C. 合作單位（如有） Name of Collaborating Agency (if any)

D. 計劃簡介 Brief Introduction of the Project (不多於300字 Within 300 words)

**E. 計劃理念及目的 Project's Mission and Objectives** (不多於200字 Within 200 words)

1

2

3

4

**F. 計劃對象 Target Group(s)****G. 參與人數 Number of Participants****H. 整體預算（港幣） Overall Budget (HKD)****I. 推廣及教育活動簡介 Brief Introduction of Promotional and Educational Activities** (不多於500字 Within 500 words)**J. 推廣策略、宣傳方法 Promotional Strategies and Methods** (不多於200字 Within 200 words)

**K. 計劃成效 Effectiveness and Outcomes** (不多於500字 Within 500 words)

1

2

3

候選單位需同時提交一份計劃報告，詳情請參閱第五部分-遞交文件須知。

The nominee is required to submit a **project report** together with this form. For details, please refer to **Section 5 - Submission Guideline**.

**以下部份必須由提名人 / 機構填寫 Must to be Completed by the Nominator****4. 提名人 / 機構資料 Particulars of Nominator (Individual / Organisation)**

提名人 / 機構名稱  
Name of Nominator:

中文 Chinese  
英文 English

☐ 先生 Mr / ☐ 女士 Ms /  
☐ 博士 Dr / ☐ 教授 Prof

機構  
Organisation:

中文 Chinese  
英文 English

職銜  
Title:

中文 Chinese  
英文 English

聯絡人姓名  
Name of Contact Person:

中文 Chinese  
英文 English

☐ 先生 Mr / ☐ 女士 Ms /  
☐ 博士 Dr / ☐ 教授 Prof

聯絡人職銜  
Title of Contact Person:

中文 Chinese  
英文 English

電話  
Tel:

電郵  
Email:

地址  
Address:

中文 Chinese

英文 English

**4.1 提名本表格候選單位的原因 Reasons for Nomination****4.2 簽名及印鑑 Signature & Organisation Chop**

提名人簽署及 / 或提名機構印鑑\*  
Signature and / or Organisation Chop of Nominator\*

日期 Date

\*須為簽名 / 蓋印正本 (恕不接受電子簽名)  
Original signature / chop is required (E-signature is not accepted)

## 5. 遞交文件須知 Submission Guideline

### 遞交提名方式 Submission Format:

(1) 如使用「網上提名系統 ([www.hkadawardsnomination.hk](http://www.hkadawardsnomination.hk))」，可直接在系統以電子形式提交文件及資料，無須郵寄或親身遞交。

If submitting via "Online Nomination System ([www.hkadawardsnomination.hk](http://www.hkadawardsnomination.hk))", documents and information can be directly submitted electronically without posting or submitting in person.

(2) 如提交實體表格，請以郵寄或親身方式遞交表格、文件及資料。實體表格內所有簽署及蓋印須為正本，恕不接受電子簽名。請把補充文件之檔案儲存在USB記憶體，並連同報名表格一併提交。

If submitting physical forms, please submit the forms, documents, and information by post or in person. All signatures and chops on the physical forms must be original, and electronic signatures are not accepted. **Please save the file of supplementary documents in a USB flash drive and submit along with the form.**

補充文件 Supplementary		文件格式及要求 Documents Format and Requirements	
1	香港身份證副本 Copy of Hong Kong Identity Card	(適用於個人候選單位) • PDF檔案格式 • 檔案大小不多於5MB	(Applicable to Individual Nominee) • PDF Format • File no larger than 5MB
2	機構註冊證明書副本 Copy of Certificate of Registration of Official Organisation	(適用於機構候選單位) • PDF檔案格式 • 檔案大小不多於5MB	(Applicable to Organisation Nominee) • PDF Format • File no larger than 5MB
3	董事局 / 理事會成員名單 Name List of its Board of Directors	(適用於機構候選單位) • PDF檔案格式 • 檔案大小不多於5MB	(Applicable to Organisation Nominee) • PDF Format • File no larger than 5MB
4	候選單位簡歷 (第3.1項) Brief Introduction of Nominee (Item 3.1)	<b>一份文件</b> • 不多於5頁、A4紙張尺寸 • 內容以不少於12點字體輸入 • PDF檔案格式 • 檔案大小不多於5MB  可附上一條網址連結，例如：影片 / 錄音平台網址連結 (注意：不接受任何雲端檔案儲存空間連結)	<b>1 document</b> • No longer than 5 pages, A4 paper size • 12-point font size or larger • PDF Format • File no larger than 5MB  <b>1 URL</b> , e.g. Video / Audio platform URL (remarks: not accept any cloud storage space link)
5	計劃報告* Project Report*	<b>一份文件</b> • 不多於20頁、A4紙張尺寸 • 內容以不少於12點字體輸入 • PDF檔案格式 • 檔案大小不多於15MB  可附上一條網址連結，例如：影片 / 錄音平台網址連結 (注意：不接受任何雲端檔案儲存空間連結)	<b>1 document</b> • No longer than 20 pages, A4 paper size • 12-point font size or larger • PDF Format • File no larger than 15MB  <b>1 URL</b> , e.g. Video / Audio platform URL (remarks: not accept any cloud storage space link)
備註 Remarks		為公平起見，額外資料或可能不被參考 In the interests of fairness, additional information may not be referenced	

#### \*計劃報告 Project Report

介紹2022/23年度 (由2022年9月1日至2023年8月31日) 所推行及完成的藝術推廣及教育計劃，內容須包括：

Introduce the arts promotion and education project carried out during 2022/23 (from 1 September 2022 to 31 August 2023). The report should specify the following details:

- |   |  |
|---|--|
| a 計劃理念及目標 Project's mission and objectives                    | d 計劃策略及成效 (包括預算及資源分配)<br>Promotional plan and effectiveness (including budget and allocation of resources) |
| b 推廣及教育活動介紹 Details of promotional and educational activities |  |
| c 計劃的原創性和成效 Project's originality and effectiveness           |  |

#### 活動紀錄及補充資料 Activity Record and Supplementary Information

請在報告中附上活動紀錄 (如活動相片、錄影)、宣傳品 (如單張、廣告、海報)、出版物、活動教材、傳媒報導及其他相關參考資料，以便評審了解計劃內容。

To facilitate adjudication, please include the activities record of the project (e.g. photos, videos), publicity materials (e.g. leaflets, advertisements, posters), publications, teaching materials, news clippings and other relevant materials in the report.

## 6. 聲明 Declaration

- A 本表格的候選人 / 機構同意被提名競逐「第十八屆香港藝術發展獎」之「藝術推廣及教育獎」，並知悉此獎項之規則及條件，並同意完全遵守。  
Nominees agree to be nominated for "Award for Arts Promotion and Education" in "The 18<sup>th</sup> Hong Kong Arts Development Awards". Nominees are fully aware of the terms and regulations of the Awards and agree to observe them without exception.
- B 本表格所附文件 / 資料為真確無訛，若入選後被發現資料上有欺騙及 / 或誤導評審的成分，本表格的候選人 / 機構願意承擔有關此事的全部責任及後果，並同意被取消得獎資格的決定。  
The submitted documents / information are confirmed and true. Nominees are willing to bear any liability and consequences, and agree(s) to forego the award if the submitted information is found to be fraudulent or with intent to mislead the adjudication panel.
- C 本表格的候選人 / 機構及提名人 / 機構同意主辦機構複印所遞交的文件 / 資料作評審或行政之用。  
Nominees and Nominator permit the organiser to reproduce copies of the submitted documents / information for assessment and administration purposes.
- D 本表格的候選人 / 機構不會使用「本機構 / 本人曾被提名參與第XX屆香港藝術發展獎」等語句作宣傳或推廣之用。  
Nominees shall not make use of phrases such as "The organisation / I was nominated for The XX (no. of edition) Hong Kong Arts Development Awards" for publicity or promotional purposes.
- E 本表格的候選人 / 機構明白藝發局保留基於以下理由取消候選人 / 機構之提名資格的權利：候選人 / 機構（或與其有關聯或參與候選計劃的人員或合作單位）曾經或正在作出（或藝發局有理由相信任何該等人士曾經或正在作出）任何可能構成或導致發生危害國家安全罪行或不利於國家安全的行為或活動；或藝發局認為有需要為維護國家安全、或保障公眾利益、公共道德、公共秩序或公共安全而取消該候選人 / 機構的資格。藝發局有權不理會或拒絕已被藝發局根據本段取消資格的候選人 / 機構之所有提名。  
Nominees understand that HKADC reserves the right to disqualify Nominees from being eligible for nomination on the following grounds: The Nominees (or any personnel or partner associated with or involved in the nominated project) has engaged or is engaging in (or HKADC has reason to believe that any such person has engaged or is engaging in) any act or activity that is likely to constitute or cause the occurrence of any offence endangering national security or which would otherwise be contrary to the interest of national security; or such disqualification is in HKADC's opinion necessary for safeguarding national security, or protecting public interest, public morals, public order or public safety. HKADC may disregard or reject all related nomination of the Nominees who have been so disqualified by HKADC in accordance with this paragraph.
- F 本表格的候選人 / 機構明白各獎項得獎者（及其成員、人員、合夥人、僱員、代理人、承包商、分包商、自由藝術家（如適用））在任何時間均須遵守在香港的所有法例、規則、規例及法例規定，並且不得作出任何可能構成或導致發生危害國家安全罪行或不利於國家安全的行為或活動。  
Nominees understand that the all Awardees (and its members, officers, partners, employees, agents, contractors, sub-contractors, freelance artists (as applicable)) must conform with all legislation, rules, regulations and statutory requirements existing in Hong Kong at any time, and must not engage in any act or activity that is likely to constitute or cause the occurrence of any offence endangering national security or which would otherwise be contrary to the interest of national security.

候選人簽署及 / 或候選機構印鑑\*  
Signature and / or Organisation Chop of Nominee\*

日期 Date

提名人簽署及 / 或提名機構印鑑\*  
Signature and / or Organisation Chop of Nominator\*

日期 Date

\*須為簽名 / 蓋印正本（恕不接受電子簽名）  
Original signature / chop is required (E-signature is not accepted)

### 注意事項 Important Note

- 本局不接受以傳真或電郵方式遞交表格。  
Nominations sent by fax or email are not accepted.
- 提名期截止前，可在「網上提名系統 ([www.hkadawardsnomination.hk](http://www.hkadawardsnomination.hk))」修改已儲存的資料。提名表格一經提交，不得作出任何更改。  
The saved information on "Online Nomination System ([www.hkadawardsnomination.hk](http://www.hkadawardsnomination.hk))" can be edited before the nomination deadline. Once the Nomination form is submitted, no changes are allowed.
- 填妥的實體提名表格必須郵寄或親身送交至以下地址：  
The completed physical nomination form must be submitted to the following address by post or in person:  

香港藝術發展局辦事處	香港鯉魚涌英皇道1063號10樓
2023年9月15日（星期五）前：	香港黃竹坑業勤街39號Landmark South 5樓
2023年9月15日（星期五）起：	2023年10月27日（星期五）下午6時正
截止日期及時間：	
Hong Kong Arts Development Council Administration Office	
Before 15 September 2023 (Friday):	10/F, 1063 King's Road, Quarry Bay, Hong Kong
On and After 15 September 2023 (Friday):	5/F, Landmark South, 39 Yip Kan Street, Wong Chuk Hang, Hong Kong
Submission Deadline:	6pm, 27 October 2023 (Friday)
- 信封面請註明「藝術推廣及教育獎」，郵寄遞交以郵戳為準，逾時遞交的資料將不獲處理。  
Please mark "Award for Arts Promotion and Education" on the envelope. Submission by post will only be accepted if it is postmarked no later than the deadline. Late submission will not be accepted.