

香港藝術發展局
Hong Kong Arts Development Council

計劃資助計劃報告
Project Report For Project Grant

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. : _____)
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進行日期 Date of event	進行時間 Time	進行地點 Venue
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計劃曾否獲獎或參展? (請註明)
Has the project received any awards or participated in any touring/exhibitions? (please specify)

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

計劃類型(請選擇計劃類型，可多於一項)
Type(s) of Project (Please indicate the type(s) of project, you can choose more than one)

<input type="checkbox"/> 表演 Performance	<input type="checkbox"/> 展覽 Exhibition	<input type="checkbox"/> 出版 Publication	<input type="checkbox"/> 電影錄像製作 Film/Video Production
<input type="checkbox"/> 創作 Creative Work	<input type="checkbox"/> 培訓 Training	<input type="checkbox"/> 推廣 Promotion	<input type="checkbox"/> 教育/社區活動 Education/Community Activities
<input type="checkbox"/> 文化交流 Cultural Exchange	<input type="checkbox"/> 藝術管理 Arts Administration	<input type="checkbox"/> 藝術評論 Arts Criticism	<input type="checkbox"/> 藝術支援活動 Arts Support Services
<input type="checkbox"/> 研究/保存 Research/Archive	<input type="checkbox"/> 研討會/座談會/講座 Seminar/Conference/Talk	<input type="checkbox"/> 其他 Others	

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收件日期：
Date received

表演節目/研討會/座談會 Performance/Conference/Seminar		
場數 No. of Sessions	座位數目 No. of Seats	觀眾人數 No. of Audience
入座率 Attendance Rate 計算方法: 觀眾人數 ÷ (座位數目 × 場數) × 100% Calculation: no. of audience ÷ (no. of seats × no. of sessions) × 100%		贈券數目 No. of Complimentary Tickets
出版計劃 Publication		
刊物名稱 Name of Publication		出版日期 Publication Date
出版商名稱 Name of Publisher		發行商名稱 Name of Distributor
字數 No. of Words		印數及期數 Print Run and No. of Issues
發行人數 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)
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.)		
展覽計劃 Exhibition		
展覽場地面積(平方米) Size of Venue(m ²)		參觀人數 No. of Visitors
電影及錄像製作計劃 Film and Video Production		
製作進行日期 Production Date		拍攝日數 No. of Shooting Days
由 From 至 To		
影片長度(小時/分鐘) Length of Video (hrs/min.)		拍攝地點(區域: 如香港/中國內地/海外等) Filming Locations (Region: e.g. HK/ Mainland China / Overseas)
放映次數及地點(包括公映及私映) No. of Screenings and Venue (private/public)		觀眾人數 No. of Audience
工作坊/課程 Workshop/Course		
節數 No. of Sessions		參與人數 No. of Participants
研究/保存 Research/ Archive		
字數 No. of Words		發表方法 Mode of Presentation
其他活動(如: 參觀) Other Activities (e.g. visits)		
活動類型 Type of Activity	節數 No. of Sessions	參與人數 No. of Participants

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 receipts for your own record

(I) 財政報告 Financial Report

計劃開支 Project Expenditure					
開支項目 Expenditure Items	預算 Budget	實際數額 \$ Actual Amount	單據 編號 Receipt No.	如實際支出與預算 有 10%或以上出入， 請列明原因 Please provide explanation if the difference between budget and actual amount is 10% or more	(供本局填寫 For Official use only)
					註釋 Remarks
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
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.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
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)

\$ _____

\$ _____

\$ _____

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

(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。 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。 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.	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	