

香港藝術發展局
Hong Kong Arts Development Council

場地資助計劃報告
Venue Subsidy Scheme Report

獲資助者/機構 Grantee : _____

計劃名稱 Project Name : _____

獲批資助額 Approved Amount : _____

計劃完成日期 Project Completion Date : _____

報告提交日期 Report Submission Date : _____

請填寫以下適用部分 Please fill in the appropriate part(s):

I. 活動場地 Activity Venues						
	場地名稱 Name of Venues	租用日期 Rental period	用途 Usage of venues	時數/節數 x 每小時/節價錢 No. of hours/sessions x Rate per hour/session	單據編號 No. of receipt	金額 Amount
1)						
2)						
3)						
總金額 Total amount						\$
II. 排練場地 Rehearsal Venues						
	場地名稱 Name of Venues	租用日期 Rental period		時數/節數 x 每小時/節價錢 No. of hours/sessions x Rate per hour/session	單據編號 No. of receipt	金額 Amount
1)						
2)						
3)						
總金額 Total amount						\$
活動場地及排練場地支出總額 Total amount of expenses on activity venues and rehearsal venues						\$

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收表日期 Date received:

III. 場地資助意見 Feedback on Venue Subsidy

1. 請闡述此資助能否及如何應付閣下/貴機構進行的活動及/或排練需要(如資助範圍、資助額等)。
Please describe if the Subsidy meets your needs of organising activities and/or rehearsal (e.g. subsidy area, subsidy amount, etc).

2. 其他意見 Other comments.

總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)

觀眾數目/受眾人數 Total no. of audiences and participants

III. 場地參考照片 Subsidised Venue Picture References

1. 請提交不少於五張獲資助者/機構於獲資助場地進行活動及/或排練的相片。如有影像記錄，亦歡迎提供。
Please submit **not less than five** photos of activities and/or rehearsal carried out at the subsidised venues. Video reference is also welcomed.
(如有需要，可以電郵提相片。Photos can be submitted by email if necessary.)

請確保已附上下列文件：

- 1) 第 I 及 II 部份 - 場地租用單據正本、
- 2) 第 III 部份 - 場地參考照片。

Please ensure the report is attached with below documents:

- 1) Original venue receipts in part **I & II**;
- 2) Subsidised Venue Picture Reference in part **III**.

本人(獲資助者)/本人代表獲資助機構特此聲明 I hereby declare that	
(1) 報告上所有資料全部屬實 all information in the report is true and correct ; 及 and (2) 所有費用只為上述獲資助計劃而支付 all expenses paid are solely for the approved project	
機構正式蓋章 (如適用) Official Chop (if applicable)	獲資助者/機構最高負責人姓名 Name of grantee/Head of organisation (請用正楷填寫 Please use block letters)
	機構名稱(如適用) Name of organisation (if applicable)
日期 Date : _____	簽署 Signature

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獲批資助額 <i>Amount Approved</i> \$	核對後開支 <i>Verified Total Expenditure</i> \$	核對後盈餘/ (赤字) <i>Verified Surplus/(Deficit)</i> \$
已履行資助條件? <i>Grant Conditions Met?</i> 是 Y / 否 N	審核後簽署 <i>Checked by</i>	複核後簽署 <i>Counter-Checked by</i>