



# INFORMATION FOR **PROJECT GRANT APPLICANTS**

This information booklet is valid for applications  
submitted between  
1 January and 31 December 2021



# Information for Project Grant Applicants

To help you complete the Project Grant application form, please read the following information carefully before you fill in the form. The HKADC will be pleased to answer any questions you may have.

This information booklet is also available in Chinese. Please contact the HKADC for the Chinese version if required.

藝發局備有本申請須知中文版本，歡迎向本局索取。

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- 1.1** The Hong Kong Arts Development Council (hereinafter, the “HKADC”) was founded in June 1995. It is the only statutory organisation set up by the government responsible for the overall development of the arts in Hong Kong. Members of HKADC include representatives from the arts community and community members who are enthusiastic about arts development.
- 1.2** The principal role of the HKADC is to plan, promote and support arts development (including literary, performing, visual as well as film and media arts) in Hong Kong. It also aims to advocate arts education, encourage creativity, promote arts appreciation and enhance quality of life in the community.
- 1.3** The Council, with up to 27 members, plans and manages the operation of the HKADC. The HKADC strives for closer ties with strategic partners and an all-round strategy with an aim to shape the broad direction for Hong Kong arts development.
- 1.4** The aim of HKADC grants is to support the development of the arts in Hong Kong, to foster public understanding and appreciation of cultural diversity in Hong Kong, and to support an environment which emphasizes artistic diversity and freedom of artistic expression.
- 1.5** The HKADC has the full authority to process and consider all Project Grant applications. **The submission of an application to HKADC construes that the applicant accepts that the award of grant is discretionary and the decision of the HKADC is final.**



## Purpose

**2.1** To support individual artists or arts organisations in the participation or organisation of non-profit making activities that contribute directly to the promotion and development of the arts in Hong Kong.

## Scope of Grant

**2.2** Arts activities which meet the objectives of HKADC (see 'Introduction') can submit a grant application to HKADC. Project types may include: performance, exhibition, publication, educational activity, community / promotional project, creation of artwork, research / archiving, arts criticism, training, conference / seminar / talk, cultural exchange, video/ film production, etc.

**2.3** Activities listed below do not fall within the scope of support:

**a** The HKADC supports only non-profit making activities. Any project which has projected income, sponsorship or other sources of support exceeding its projected expenditure will not be considered.

**b** Activities that are not open to the public.

**c** Activities that are the sole presentations / sponsor of the Leisure and Cultural Services Department (LCSD). This refers to an activity for which the LCSD provides the arts group with a fee and the performance venue without charge, and may / may not take the box office income.

**d** To avoid double subsidy, any project which is within the funding ambit of the applicant's parent organisation or other grant organisations will not be considered. Hence, the HKADC does not accept applications submitted by universities that are directly related to their formal curricula. Due to resource constraints, priority will be given by the Council to applications which are not from tertiary institutions.

**e** Fund-raising activities and activities presented by foundations established for fundraising purposes.

**f** Activities which are socialising in nature and not opened to the public, courses and training activities not opened to the public, and profit-making commercial activities or training classes.

**g** For social welfare and charity projects, the Council suggests the applicants to seek financial support from other charitable groups and voluntary organisations.

**h** The Council reserves the final decision to judge the nature of the activities and to assess whether or not to process the application.

**2.4** Unless under special circumstances, the applicant must be the presenter / co-presenter of the project.

## Assessment Guidelines

**2.5** The Council will assess Project Grant applications and determine whether they are worth supporting and further consider the amount of grant based on the relevant artform's *Project Grant Assessment Guidelines*. Please refer to the relevant artform *Project Grant Assessment Guidelines* when completing the application form.

**2.6** The HKADC has the full discretion to decide, based on the contents of the application, the specific artform *Project Grant Assessment Guidelines* to be used in assessing the application.

## Grant Period

**2.7** Normally the project should commence within one year after result is notified, and should be completed within one year after commencement of project.



# **3 Eligibility Criteria**

- 3.1** Organisations which are registered and conducting arts activities in Hong Kong are eligible as applicants. Those that are registered non-profit making organisations or non-profit distributing bodies by constitution are also eligible to apply. The organisation must submit proof of official registration, its constitution and a name list of its key members. For limited company, a copy of its current year Annual Return filed at the Companies Registry and a copy of its valid business registration certificate must also be submitted. Profit-making or commercial organisations must provide sufficient and acceptable proof that the arts project is non-profit making to be eligible for consideration, and must also submit proof of official registration, its Articles of Association, a name list of its directors and a copy of its business registration certificate. All organisations which intend to apply for the Project Grant must complete the registration procedure before the application deadline. HKADC does not accept applications submitted by organisations which are in the process of being registered. Besides, the HKADC does not accept sole proprietorship, partnership or jointly submitted by more than one applicant or one organisation.
- 3.2** Subsidiaries or departments of registered organisations applying for Project Grant must submit an authorisation letter issued by the parent organisation officially delegating authority to the subsidiary or department to apply for the grant and to sign the application and relevant documents on behalf of the parent organisation. They must also submit proof of official registration of the parent organisation, a copy of its constitution, and a name list of its key members.
- 3.3** Individual artists who are now ordinarily resident in Hong Kong holding a Hong Kong identity card are eligible to apply as individuals. He/she must have reached the age of 18 at the time of application. For details, please refer to Project Grant Assessment Guidelines of the relevant art form.
- 3.4** Any first time Project Grant grantee (whether individual or organisation) must complete the subvented project (except for “Cultural Exchange Grant”) and submit a satisfactory Project Report before the HKADC will accept its next Project Grant Application.
- 3.5** The HKADC will not accept any application which does not meet the above criteria.
- 3.6** Unless otherwise specified, this Project Grant scheme is not applicable to current HKADC grantees of Year Grant Scheme / Eminent Arts Group Scheme at the time when the Project Grant is made to the applicant and major arts organisations currently funded by the Home Affairs Bureau of the Hong Kong Government, i.e. nine flagship local arts groups.
- 3.7** Individual applicant / organisation applicant (with the same author) is only allowed to submit one Project Grant application for each application period, except “Cultural Exchange Grant” applications.



## Application Form

- 4.1** Applications must be submitted on a valid application form.
- 4.2** There are three application forms to suit different types of projects:
  - i Project Grant Application Form
  - ii Emerging Artists Scheme Application Form
  - iii Cultural Exchange Grant Application Form
- 4.3** Information about the applicant, the project, and the project budget must be completed succinctly in the application. Failure to provide details of the content of the project and the project expenditure items may adversely affect the application's chance of approval.
- 4.4** The applicant must agree that, if necessary, the HKADC may solicit verbal or written confirmation of information contained in the application from the applicant or other relevant sources.
- 4.5** Applicants should note the following guidelines when supplying information for the following items:

## Residential Address / Office Address

- 4.6** The applicant's residential address, or the office / registered address of the organisation, must be provided. A Post Office Box number is not acceptable.

## Estimated Size of Audience/ Readership

- 4.7** Estimated audience for performances / screening venues generally should not be less than 60% of the total available seating capacity for ticket sales of the venue. Applicants are encouraged to attract more audience to attend and participate in local arts activities. For publication projects, distribution should not be less than 30% of the print-run.

## Estimated Expenditure

- 4.8** Estimated expenditure should be realistic and follow the principle of effective utilisation of public funds. Applicants should take into consideration the project's scale, venue capacity and the expected income from ticket sales.
- 4.9** For expenses like printing and publication, recording of performances, production of compact-discs, air-tickets, travel, accommodation and venue rental, please submit at least one quotation.



## **Basic Principles of Grant**

**4.10** When preparing the budget and implementing the project, please note the following general grant principles:

- a** Reporting the Actual Costs: Grantees should use the grant reasonably on expenditure items recognised by HKADC. Upon completion of the project, the actual costs of all expenditure items should be reported to HKADC. HKADC reserves the right not to support any expenditure item which is considered not reasonable and to recover the amount paid to the grantee ;
- b** Venue Rental: If the venue used in the project was owned, leased or managed by the applicant, the Council will give nil support due to resources consideration and the principle of Reporting the Actual Costs ;
- c** Registration Fees: HKADC does not support formation expenses and registration fees of organisations ;
- d** General Overhead Costs: In general, HKADC mainly supports project expenditure. It does not support fixed and operational costs such as office rental, warehouse rental, cleaning services, water and electricity bills, and professional membership fees ;
- e** Purchase of Equipment: HKADC normally does not support the purchase of equipment (e.g. computer / computer components / computer software, hard disk, instrument / music accessories, sound equipment, etc). Applicants should possess or hire the necessary basic equipment. If the equipment used in the project was owned by the applicant, the Council will give nil support due to resources consideration and the principle of Reporting the Actual Costs. If the equipment is part of the work showcased, the applicant should state clearly in the application form for HKADC's consideration ;

- f** Souvenirs: HKADC normally does not support expenditure on souvenirs and flowers except the costs for the purchase of souvenirs for guests of honour in large-scale cultural exchanges, competitions, and educational/ community and promotional activities. Souvenirs could be in the form of brocade flags, trophies and other small memorabilia. The total expenditure on souvenirs should not exceed \$2,000 ;
- g** Complimentary Tickets, Gifts, Cash Prizes and Prizes: Complimentary tickets, cash prizes and gifts should not be included as expenditure items. If expenditure on prizes is necessary in the activity, detailed explanation should be provided in the Application Form ;
- h** Basic Meal Allowance for Personnel: The HKADC does not support meal allowance in general. For performance or film production project, the HKADC will consider subsidising necessary basic meals for personnel involved (meals per head per performance / formal rehearsal day / dismantling or shooting day). Applicants must specify this cost under the 'Budget' column in the application form ;
- i** Entertainment Expenses: HKADC normally does not support entertainment expenses, e.g. celebratory meals, meals at restaurants.

## **Audit and the Relevant Fee**

**4.11** For grants of or above HK\$100,000, the HKADC will appoint an auditor to prepare an audited report after the project is completed. The grantee must use the registered public accountant appointed by the HKADC for the audit. The HKADC will directly pay the auditing fee to the auditor. It is the responsibility of the grantee to co-operate with, and provide necessary information punctually to, the appointed auditor. In addition, it is the grantee's responsibility to submit the Project Report and Auditor's Report within the stipulated timeframe after the project is completed.



## **Estimated Income**

**4.12** Income should include information on any pending/confirmed sponsorship, donation, and financial support, or venue rental subsidy from the Leisure and Cultural Services Department or other organisations. For performances, estimated box office income should generally be based on at least 60% of the total available seating capacity for ticket sales of the venue. If box office income is projected at less than 60% of the venue capacity, the applicant must provide valid justification.

## **Leisure and Cultural Services Department Rental Subsidy**

**4.13** HKADC advises applicants to apply to the Leisure and Cultural Services Department's (LCSD) venue management for rental subsidy if they hire LCSD venues for their projects and are eligible for applying the relevant subsidy.

## **Personnel Involved**

**4.14** Professional training and relevant experience of personnel involved in the project will be taken into consideration in the assessment of the application. The applicant should provide such information as fully as possible in the application. The applicant should also ensure that the application and this information booklet is made available to key personnel involved in the project, before submitting the application.

**4.15** If the personnel involved in the project are not Hong Kong resident(s), the responsibility rests with the applicant to ensure that such persons' participation in the project in Hong Kong is legal.

## **Declaration and Guarantee**

**4.16** This section must be signed by the applicant to declare and guarantee that all information contained in the application form is true and correct to the best knowledge of the applicant. Where the applicant is not an individual (e.g. a registered society or corporation), the statement must be signed by the head of the organisation and the official chop must be affixed. For registered societies, the most senior person-in-charge (such as the chairman or head of the organisation) must sign the application form and the Agreement on a personal capacity, assuming responsibility for the project's implementation. If there is only a Board of Directors in the organisation, the Board has to assign a representative to sign the agreement. HKADC does not accept the applicant to delegate authority to an agent/ representative to sign the application or the Grant Agreement. Any false statement made in the application will render the application invalid and any subsequent agreement null and void, and any person who knowingly makes a false statement is liable to prosecution.



# 5

# Application Submission and Deadline

- 5.1** If the Project Grant application deadline falls on a Saturday or a public holiday, the closing date for application will be postponed to the next working day. The closing dates for applications in 2021 are as follows:

Project Type	Closing Date for Application	Notification Date	Performance / Project Commencement Date
Performance, Publication, Exhibition, Film/Media Arts Production, Multi-discipline Project and other activities	30 June 2021	by the end of November 2021	on/ after 1 December 2021
	31 December 2021	by the end of May 2022	on/ after 1 June 2022
Cultural Exchange Grant	31 Mar 2021	by the end of June 2021	after signing of agreement
	30 June 2021	by the end of September 2021	
	30 September 2021	by the end of December 2021	
	31 December 2021	by the end of March 2022	

- 5.2** Applications submitted in person must be deposited into the collection box at Hong Kong Arts Development Council, by 6p.m. on the closing date for application. 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 pickup date shown on the bill issued by the courier service provider is on or before the deadline. Please mark "Project Grant" / "Cultural Exchange Grant" on the envelope.

must be submitted, which will be processed by the HKADC in the following deadline. Applicants should fully understand how to complete the application form and prepare the financial budget before submission, otherwise any missing of information and miscalculation may affect the assessment of the application.

- 5.3** The applicant should submit completed application forms and supporting documents / information. Except the basic and important information, the HKADC will not ask applicants for the missing information due to incomplete application. Moreover, unless the HKADC requests the applicants to provide further information or documents, the HKADC will generally not accept any submission of supplementary information or any change in the application proposal after the application deadline, including the change of applicant. Should the applicant wish to alter any aspect of the project, a new application

- 5.4** If the information supplied on the application form is insufficient or if the requisite supporting documents are missing, the HKADC reserves the right not to process the application.

- 5.5** The HKADC will issue an acknowledgement letter within six weeks after receiving the applications to notify applicants that the HKADC has received their applications.

- 5.6** The HKADC will make copies of the completed Application Form and the proposal and distribute them to the Examiners for assessment. Other reference materials or publicity or promotional materials (e.g. newspaper cuttings and promotional leaflets) will be copied and distributed to the Examiners at the discretion of HKADC.



# Application Processing Flow Chart

The general application processing flow chart is as follows. The HKADC reserves the right to amend the procedures if necessary.

## Submission of Application

- ☞ Applicants should read the *Information for Project Grant Applicants* and the *Project Grant Assessment Guidelines* of the relevant artform before completing the relevant application form.
- ☞ The application deadlines in 2021 are 30 June and 31 December. Applications must be deposited into the collection box at HKADC before 6pm.

## Assessment of Application

- ☞ Applications that do not fit the eligibility criteria or requirements stated in the relevant artform's assessment criteria will be returned.
- ☞ Applications that meet the eligibility criteria will be assessed by HKADC Members and Examiners.
- ☞ Due to resource constraints, the HKADC can only support grant applications on a selective basis and may not be able to award the full amount sought by the applicant. When assessing projects, the HKADC has the final discretion to determine the final resources allocations and outcome in consideration of the Council's grant policy, available resources, number of approved applications and the needs of different art forms.

## Notification of Result, Signing of Agreement and Grant Disbursement

- ☞ The HKADC sends a written notification of application result to the applicant.
- ☞ The successful applicant must sign an Agreement with the HKADC to undertake responsibility of implementing the project.
- ☞ The first installment is released within one month after signing of Agreement.

## Project Execution

- ☞ The Grantee carries out the project in accordance with details and budget as set out in the application.
- ☞ When there is a need to postpone the project or a material change in the project details or the budget, the Grantee must seek and obtain, in writing, permission from the HKADC for alteration or postponement of the project.
- ☞ All receipts must be retained for inspection and auditing.
- ☞ The HKADC's support must be acknowledged with its logo printed as required in all project-related publications or publicity materials. All materials or publication containing the acknowledgement and the HKADC logo must be submitted to the HKADC for endorsement before it can be put in print.
- ☞ For any project which extends beyond 12 months, an Interim Report must be submitted by the Grantee if required by the HKADC.
- ☞ The HKADC arranges Assessor(s) to assess project results.

## Project Completion

- ☞ Documentation/ materials showing completion of the project must be submitted when the project is completed or near completion. These documentation/ materials may include venue rental agreement, publicity material, copy of the publication, CD Rom and research draft paper.
- ☞ The second installment of grants of or above \$100,000 will be released within one month after completion of the project.

## Submission of Project Report

- ☞ For grants under \$100,000, Project Report and original receipts must be submitted within three months of project completion.
- ☞ For grants of or above \$100,000, Project Report and audited accounts must be submitted within six months of project completion.
- ☞ The final installment will be paid only when the HKADC has received a satisfactory Project Report.



**7.1** Successful applicants will be notified by the HKADC and will be required to sign an Agreement which lays down the conditions of grant. The basic principles in the Agreement are briefly described below. While grant conditions may vary between different projects, they are normally as follows:

- a** the grantee agrees to use the grant solely for the purpose of carrying out the activities set out in the Agreement;
- b** if required, HKADC will ask the grantee to submit by the specified date a revised budget for the grant amount proposed;
- c** the grantee must make sure the grant be used in reasonable items of the supported projects;
- d** prior notification in writing must be made to the HKADC for approval on material project change(s), such as postponement\* of the project, major changes to the content and budget of the project, etc. The HKADC reserves the right to vary the grant or to handle the case in a manner it sees fit should there be unauthorized changes to the proposal;
- e** the HKADC's support must be acknowledged in the prescribed format set out in Guidelines to Acknowledge the Support of Hong Kong Arts Development Council in all promotional materials (e.g. poster, handbill, press release, pamphlet, house programme, newspaper and advertisement, magazine, display board, television and radio commercial, and advertisement in electronic media), in the production, digital dissemination on social media and in any publication connected with the project. Materials or publications containing the acknowledgement and the HKADC logo must be submitted to the HKADC for verification before it can be put in print;

- f** the grantee must provide the HKADC with the schedule of the project and its related promotional activities (including press conferences and press releases), at least four weeks before the date of the first performance or the start of the activity. The HKADC reserves the right to send representatives to attend the activity and its promotional activities;
- g** to facilitate the assessment of the project outcome, the HKADC requires the grantee to supply, on a voluntarily basis, the HKADC with four complimentary tickets for each production or 10 copies of each publication;
- h** grants under HK\$100,000 require the grantee to submit a statement of accounts with all supporting original receipts and a set of photocopy of those receipts, together with the Project Report within three months of the actual completion of the project. If HKADC only receives the original receipts, no receipt will be returned to the grantee;
- i** grants of or above HK\$100,000 require the grantee to submit the Project Report, which includes a statement of accounts prepared by a qualified auditor recognised by the HKADC, within six months of the actual completion of the project;
- j** any net surplus/ unspent balance of the grant as determined by HKADC must be refunded to the HKADC on demand; such refunds to the HKADC shall not exceed the grant approved;
- k** the HKADC or the Government's Director of Audit or their representative(s) shall have the right to examine the records and accounts of the grantee;

\* If the project/ project report is overdue, the grantee may apply to the HKADC for extension, and the HKADC shall have absolute discretion in deciding the use of the remaining grant amount, and may generally extend the deadline to four years after the notification of result as the final deadline of utilisation. The Grantee shall also comply with the principle of "being reimbursed on an accountable and reimbursement basis", and submit the valid expenditure accounts in relation to the "Project Grant" which have been checked/ audited before utilising the grant. Otherwise, the HKADC may exercise its absolute discretion to demand the return by the Grantee of all the expenses grant or deduct part of it which have been utilized, including the spent amount of grant which does not have valid receipts or audit evidence.



**I** the Commissioner of the Independent Commission Against Corruption shall have the right to examine the grantee's management and control procedures. The grantee must provide full and prompt assistance;

**m** the grantee shall provide the HKADC with a detailed Project Report on the outcome of the project, which covers the project's artistic, audience development and arts development achievements; and

**n** upon request, the grantee should provide the HKADC with information, photos or writings related to the subvented project for use in the HKADC's website, annual report or other publicity material.

**8.1** The grant is paid by installment by cheque.

**8.2** Grants of or above \$100,000 are paid by three installments, as follows:

After Agreement is signed .....	50%
When completion of the project is assured (through submission of venue booking form, publicity material, publication, research report, etc.).....	30%
After a satisfactory Project Report and audited accounts are submitted.....	20%

**8.3** Grants under \$100,000 will be paid by two installments, as follows:

After Agreement is signed .....	80%
After a satisfactory Project Report is submitted.....	20%

**8.4** Payment for literary arts platform/ magazine/ periodical publications is as follows:

After Agreement is signed: Payment for the first issue	
After the first issue is submitted: Payment for the next issue (and so on)	

**8.5** Payment for film / video production projects with grants of or above \$100,000 is as follows:

Progress	Conditions for Release of Funds	Funds Released
Pre-production	After Agreement is signed, documents confirming the following have been submitted: a Filming Dates b Filming Locations c Filming Equipments d Film Crew	20%
Production	To confirm the commencement of Film Shooting / Post-production in progress in writing	60%
Completion of whole production	To submit the A-copy VCD / DVD and a written confirmation by the grantee that the work submitted is the complete / final version (stating length)	10%
Submission of project report	After a satisfactory Project Report and audited accounts have been submitted	10%

**8.6** For grants of or above \$100,000, the grantee must submit a cash flow statement as justification, if other grant payment arrangement is requested.

**8.7** Changes to the schedule of payment are at the HKADC's discretion.



- 9.1** The project must be implemented in accordance with details and dates set out in the grant application and the Agreement. The grantee has the responsibility to take initiative to submit by the stipulated dates, proof of project completion and the Project Report, failing which the HKADC reserves the right to recover the amount paid to the grantee. The grantee, its head of organisation (if the grantee is an organisation), and the project-in-charge (i.e. the person stated in Section I Paragraph 11 and 12 on the application form), will be listed in the HKADC Freeze List immediately when the project/project report is overdue. If the grantee applied for and received the HKADC grant on account of its status as described in paragraph 3.2 in this *Information for Project Grant Applicants*, the grantee's parent organisation will also be listed on the HKADC Freeze List.
- 9.2** All persons and organisations whose name is on the HKADC Freeze List will not be eligible to apply for and receive any HKADC grant during the overdue period and the six-month frozen period after the overdue item is completed/submitted.
- 9.3** If a key participant in an application is a person/organisation whose name is on the HKADC Freeze List, the application will not be accepted by the HKADC for consideration during the period that the person/organisation in question is on the HKADC Freeze List.
- 9.4** Grantees who failed to complete the project/ submit the project report and were listed on the HKADC Freeze List for three times or more, the HKADC reserves the right to extend their frozen period to one year.

- 10.1** The decision of the HKADC is final. However, the HKADC reserves the exclusive discretion to receive review applications over the decision of the examiners by unsuccessful applicants, which would be reviewed by the Review Committee in the HKADC. Review applications to the examiners' decision must be made in writing by completing a standard form obtainable from the HKADC and submitted within 30 calendar days from result notification.
- 10.2** Review applications against artistic appreciation and judgement will not be accepted. The Review Committee will review cases only on grounds of improper processing procedures and/ or rejection of proposal due to the decision being based on inaccurate information. These claims must be substantiated by the unsuccessful applicant by concrete reasons.
- 10.3** Depending on the competition and Council's resources, the HKADC reserves the right to set additional assessment criteria which are objective and do not contradict existing ones to facilitate the processing of applications; appeals against such additional objective criteria are not accepted.

- 11.1** If the project has unspent grant or project surplus, the grantee must refund the unutilised grant or surplus. Such refunds to the HKADC shall not exceed the grant approved. The grantee should return any surplus by cheque to the HKADC within 30 calendar days from the date of project completion notification letter. If the grantee fails to refund the surplus in due course, the HKADC will immediately not accept or process any new applications from the grantee, and may consider undertaking legal action to recover the outstanding amount.
- 11.2** To encourage the grantee to actively explore other funding resources, the HKADC allows the grantee (only applicable to individuals / non-profit making organisations) to retain any surplus over and exceeding the stipulated box office sales (for performances) or estimated sales income level for other project types (referencing to the guidelines on income of the Project Grant Assessment Guidelines of relevant artform or the estimated income provided in the application proposal), and excludes the sales income of publication. Also, cash donation from non-public sources and advertisement income related to the project will not be included in the calculation of project surplus to encourage the grantee to explore these two sources of income. The above mentioned treatment for surplus only applies to individuals / non-profit making organisations. All profit-making organisations must refund the project surplus to the HKADC.
- 11.3** The grantee (only applicable to individuals / non-profit making organisations) may retain the surplus only if he/ she submits a reasonable proposal suggesting ways on using the surplus in enhancing the original subsidised project (e.g. supplementary / extended activities or promotion) within 30 calendar days of receiving the 'Project Completion Notification Letter', and the proposal is accepted by the HKADC in writing. Such a proposal must not include the purchase of any fixed asset, unless the fixed asset plays a key role in facilitating the implementation of the proposal (and prior approval has been granted by the HKADC).

- 11.4** For a project which receives financial support from the HKADC as well as other public sources/ fundings, the portion of the surplus to be returned to the HKADC is proportionate.

## Receipts

- 12.1** The HKADC will spot-check receipts periodically to verify expenses stated in the project report.
- 12.2** The HKADC will contact the company which issued the receipt to verify whether the receipt is genuine.

## Double Subsidy

- 12.3** To avoid double subsidy (i.e. the same item of the approved project cannot receive repeated subsidy from other sources), the HKADC reserves the right to verify with the relevant organisations (e.g. LCSD, QEF, etc.) whether the approved project also receives support/ sponsorship from other organisations.



- 13.1** According to Paragraph 2.3.3 of the Code of Practice on Identity Card Number and Other Personal Identifiers (“the Code”), the HKADC may collect the ID card number of the grantee (or of the authorised signatory if the grantee is an organisation) to verify the grantee’s identity and to identify grants related to the grantee.
- 13.2** Personal data contained in the application documents are used by HKADC to facilitate the processing and assessment of grant applications. Failure to provide such data may affect the assessment and result of the application.
- 13.3** If there is any amendment to the personal data on the application documents, the applicant must inform HKADC in writing to ensure that the personal data held by the HKADC is correct at all times. To help promote arts development and transparency, the HKADC may publish information (e.g. organisations name, approved amount, project nature and project summary, etc.) concerning successful grant applications in its annual report, website, newsletter and other publicity materials; the HKADC may also use such information for its own research or policy development purposes. The applicant must agree to allow the HKADC to publish and use such information. If the applicant does not wish to receive any publicity material from the HKADC or related organisations, please notify the HKADC in writing.
- 13.4** To facilitate the process of grant assessment and to handle the enquiries / complaints of related application, the applicant must allow the HKADC to keep personal data contained in the application and reveal to Examiners, Council Members, Arts Advisors, the Home Affairs Bureau, other Government departments and external consultants for their reference and case follow-up if needed.
- 13.5** Subvented projects will be assessed by the Council Members, Arts Advisors, Examiners or consultants. The applicant must accept that the contents of such reports can be disclosed to the public.
- 13.6** The HKADC will not release information that would harm the grantee’s personal or business activities. HKADC reserves the right to subcontract processing of any personal data to a data processor consistent with the applicable provisions of the Personal Data Privacy Ordinance.

### Inquiry of Personal Data

- 13.7** According to The Personal Data (Privacy) Ordinance Paragraphs 18 and 22, and point 6 in annex 1 of the Code, the applicant has the right to know if the HKADC holds personal data related to oneself and to the participants of the project, and may obtain a copy of the data from the HKADC and to amend any inaccurate information contained therein. Such requests in writing should be addressed to the Chief Executive, Hong Kong Arts Development Council.

# **14 Intellectual Property**

- 14.1** To facilitate the assessment of Project Grant applications and to handle enquiries / complaints of related application, the applicant agrees to authorise the HKADC to duplicate and distribute application documents to Examiners, Council Members, Arts Advisors, the Home Affairs Bureau, other Government departments and external consultants for reference and case follow-up. The applicant also agrees to authorise the HKADC to possess, process and archive application documents submitted by the applicant.
- 14.2** If the application documents submitted by the applicant contain material (including but not limited to any written, verbal, graphic / image production or other format), in which intellectual and industrial property rights belonging to other parties/ organisations subsist, it is the applicant's responsibility to obtain prior written consent from the holder of such intellectual and industrial property rights for their use and exploitation so to (a) enable the HKADC to carry out the assessment under Paragraph 14.1 hereof and to (b) enable that the project can be implemented successfully without infringement or claims from third parties. The HKADC reserves the right to request certified copies of such prior written consent.
- 14.3** If the contents of the application incorporate the duplication, distribution or publishing of works and materials, etc (including but not limited to any written, verbal, graphic/ image production or other format), in which intellectual and industrial property rights belonging to other parties/ organisations subsist, it is the applicant's responsibility to obtain prior written consent from the holder of such intellectual and industrial property rights to ensure that the project can be implemented successfully without infringement or claims from third parties. The HKADC reserves the right to request certified copies of such prior written consent.
- 14.4** The applicant must ensure that the HKADC will not violate the Copyright Ordinance (Chapter 528) of the laws of Hong Kong or other relevant ordinances or infringe in any way any intellectual and industrial property rights of any nature whatsoever of any person due to the receipt, examination, possession, processing or archiving or otherwise use or exploitation of any documents, information, project contents of application submitted by the applicant. The applicant shall indemnify and keep indemnified the HKADC, its respective directors, officers, employees, representatives, advisers, authorised users and/or agents (including Council Members, Arts Advisors, Examiners, the Home Affairs Bureau, other Government departments and external consultants), on a full indemnity basis, from and against any and all losses, damages, claims, liabilities, actions, demands, fees, costs and expenses (including but not limited to legal fees, costs and expenses) which the HKADC, its respective directors, officers, employees, representatives, advisers, authorised users and/or agents (including Council Members, Arts Advisors, Examiners, the Home Affairs Bureau, other Government departments and external consultants), may incur or suffer in connection with, or arising out of the failure of the applicant to comply with the duties or requirements set out in this Paragraph 14.



**14.5** As a measure to promote art developments, HKADC supports the autonomy and independence of arts practitioners/arts organisations and encourages arts practitioners/arts organisations to maintain ownership of and manage its own intellectual property. As such, unless specified as conditional requirements by HKADC, successful applicants who receive the Grant from HKADC generally will retain and own intellectual property (including but not limited to the trademark or copyright) in any work\*, deliverable, report or material arising or generated out of the supported project or activities (each a “Work”). The successful applicants shall take all necessary steps and adopt appropriate policies to own, ensure, protect and promote the intellectual property (including but not limited to trademark, patents, design and/or copyright) in its Works\*. Successful applicants shall ensure that their provision of any Work\* or material in performing the activities, the use or possession of the same by the HKADC, their Work\* or any part thereof are original works and that the same does not and will not infringe, in any way intellectual and industrial property rights or other rights of any nature whatsoever of any person. Successful applicants shall also ensure that their Works\* are free from all liens and encumbrances.

- 14.6**
- (a) Successful applicants shall unconditionally grant to the HKADC, its authorised users, assigns and successors-in-title a non-exclusive, perpetual, irrevocable, royalty free worldwide and sub-licensable licence to do the acts restricted by copyright that are stipulated in sections 23 to 29 of the Copyright Ordinance (Cap. 528) in relation to any Work\*.
  - (b) In relation to any part of any Work\* to which the successful applicant is not empowered to grant the aforesaid licence, the successful applicant undertakes to procure at its sole cost and expense (but such cost and expense shall not be paid out of the Grant) the grant of such rights for the benefit of the HKADC, its authorised users, assigns and successors-in-title by the relevant third party Intellectual Property Rights owners, including without limitation, any collaborating party.

\* “Work” refers to the work in its original format and/ or being broadcasted/ displayed/ exhibited through digital media or other technologies/ media forms.



- 15.1** Hong Kong Arts Development Council is a "public body" under the Prevention of Bribery Ordinance Cap 201. All HKADC members (including Committee members, Examiners and Arts Advisors) and staff must abide by the regulations related to the acceptance of advantages.
- 15.2** Under Section 4 of the Prevention of Bribery Ordinance Cap 201, the offering of any advantage to, or the soliciting or acceptance of any advantage from, any HKADC member (including Committee members, Examiners and Arts Advisors) and staff is strictly prohibited. Applicants should be aware of, and abide by, the regulations.
- 15.3** It is an offence for any person to, without lawful authority or reasonable excuse, while having dealings of any kind with a government department/office or a public body, offer any advantage to any government officer employed in that department/office or public servant employed by that public body.

**16.1** This information booklet is only valid for applications submitted between 1 January and 31 December 2021.

**16.2** The HKADC periodically revises this information booklet and the application forms. Applicants should look out for the latest version. The HKADC reserves the right to amend the *Information for Project Grant Applicants* (including applications processing procedures and *Project Grant Assessment Guidelines*) whenever it sees fit. Please look out for the Council's announcement in:

- a** HKADC's website,
- b** Telephone the HKADC for further information.



**17.1** Applicants may address enquiries to:

The Hong Kong Arts Development Council

By phone: 2827 8786

By fax: 2824 0585

By email: [hkadc@hkadc.org.hk](mailto:hkadc@hkadc.org.hk)

Website: [www.hkadc.org.hk](http://www.hkadc.org.hk)

For enquiries in person, you are welcome to make an appointment with HKADC prior to the visit.

**17.2** This information booklet and the application forms can

be downloaded from the HKADC's website

(<http://www.hkadc.org.hk>).

**17.3** Any comments on this information booklet or HKADC's grant policy are welcome. Please submit your suggestion in writing, they will serve as reference material when the HKADC revises its grant policy periodically.

**The Hong Kong Arts Development Council wishes  
your project every success. Your effort and the  
HKADC's support will help promote a dynamic and  
diverse arts scene in Hong Kong.**



# Frequently Asked Questions

## 1 What are the eligibility criteria for grants of the HKADC?

In general, grant applications can be submitted by individual artists or arts organisations. Individual artists who are ordinarily resident in Hong Kong must have reached the age of 18 at the time of application. Organisations which are registered and operating in Hong Kong and organising arts activities are also eligible as applicants. They can be registered societies or limited company. Applications will be processed only if sufficient evidence is provided to prove that the arts project is non-profit making. Proof of official registration must also be submitted. (Please refer to page 4 the basic Council publication of "Information for Project Grant Applicants" which should be read and understood by all applicants)

## 2 Do I have to complete all the items in the application form?

Yes. The Council has designed different forms for different types of project to make it easier for applicants to complete this document. Completed application form detailing information of applicants enables the Council and the examiners to process the application efficiently. Besides, it helps you translate your ideas into words, so that the Council can have a better understanding of your organisation abilities and of the project, such as the schedule, venue, personnel and estimated budget etc. It will thus facilitate future assessment. Please note that all information should be filled in the tables on the application form. (Please refer to page 5 of "Information for Project Grant Applicants")

## 3 When will be the deadline for the Project Grant application?

There are two application submission periods every year for projects taking place in Hong Kong. The closing dates are 30 June and 31 December respectively. For cultural exchange projects, there are four application submission periods every year. The closing dates are end of March, end of June, end of September and end of December. If the project Grant application deadline falls on a Saturday or a public holiday, the closing date for application will be postponed to the next working day.

Application submitted in person must be deposited into the collection box at the Council office by 6p.m. on the closing date for application. 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 pickup date shown on the bill issued by the courier service provider is on or before the deadline. (Please refer to page 8 of "Information for Project Grant Applicants")

## 4 How long does it take for processing an application? When will the application result be announced?

For projects in general, the notification of result will normally be made around five months after the application deadline. For cultural exchange projects, the result will normally be announced around three months after the application deadline. (Please refer to page 8 of "Information for Project Grant Applicants")

## 5 If unable to submit the Cultural Exchange application before the closing date, will the HKADC exercise flexibility in handling the application?

If the applicant submits the Cultural Exchange application after the deadline but at least 3 months before the departure date, together with valid collaboration confirmation and reasons for late submission which the HKADC is satisfied with, depending on the situation, the Administration Office will exercise flexibility in handling the application. However the HKADC will not entertain late applications of other project types. (Please refer to page 8 of "Information for Project Grant Application".)

## 6 If my grant application is successful, when should I start the project?

Generally speaking, a successful applicant can start the project after it has been approved and an agreement has been signed. For example, if you submit an arts project grant application in June, the result will normally be announced in November. If the application is successful,



- the applicant may then start the project after signing the agreement. (Please refer to pages 3 and 8 of “Information for Project Grant Applicants”)
- 7 Can I complete the project before submitting a grant application? Or can I start a project before the result of grant application is announced?**
- The Council does not accept a project being started or completed before the result is announced. All applicants, except for those who have applied for Literary Arts publication project grants, should start their projects after being notified of the result of a successful application. For Literary Arts publication grant application, the applicants should submit a set of complete manuscripts together with the application form, but should commence the production and printing process after the result is announced. For film production projects, the applicants should commence the post-production and distribution process after the result is announced. (Please refer to page 8 of “Information for Project Grant Applicants”)
- 8 Can my project receive subsidies from organisations other than the HKADC at the same time?**
- Yes. The Council encourages the grantee to actively explore other funding resources. The Council will consider the amount of grant depending on the situation, provided that the total amount of income is less than the estimated amount of total project expenditure. (Please refer to page 14 of “Information for Project Grant Applicants”)
- 9 Can I submit the application form by fax or e-mail?**
- No. Applicants must only submit the applications by mail or in person at the Council. (Please refer to pages 8 of “Information for Project Grant Applicants”)
- 10 How does the HKADC define a “non-profit making project”?**
- “Non-profit making project” does not mean that the project cannot generate sales income, e.g. box office sales or tuition fees, etc. Project staff can also be offered salary at a reasonable rate. However, the projected income, sponsorship or other sources of support should not exceed its projected expenditure. As such, the non-profit making project can only be realised with Council’s support. (Please refer to page 3 of “Information for Project Grant Applicants”)
- 11 How does the HKADC define an “arts project”?**
- An “arts project” normally refers to a dance, drama, literary arts, music, xiqu, visual arts, film or media arts, cultural studies, arts education, art criticism and/or art administration project. Projects such as the publishing of manuals, recipes, textbooks and parent-kid health projects do not fall within the scope of support. (Please refer to page 3 of “Information for Project Grant Applicants” and to the Artform Group as listed on the Council’s website)
- 12 How much can I seek for the grant application? How does the HKADC come up with the grant amount?**
- The Council will come up with the grant amount according to the estimated expenditure and income of the applications as well as the financial resources available. The ceiling for arts projects is \$500,000. The approved amount will not exceed this grant ceiling. Please refer to the “Project Grant Assessment Guideline” of the relevant artform for details.
- 13 What kind of additional information should I provide?**
- Please refer to the “Project Grant Assessment Guideline” of the relevant artform. The documents provide you with details about the additional information to be submitted with the application form.



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**14 Can I submit more than one “Project Grant” application?**

Applicants can only submit one application within the same application period (except cultural exchange projects). However, a Project Grant application can include one project or multiple projects.

**15 I have submitted a Project Grant application by mail, how do I know if the HKADC has received my application?**

The Council will issue an acknowledgement letter within six weeks upon receipt of a Project Grant application to notify applicants that the Council has received their applications. (Please refer to page 8 of “Information for Project Grant Applicants”).

**16 If my grant application is successful, can I make changes to the project?**

Generally speaking, successful applicants should carry out the activities according to the content as stated in the application form. Prior notification in writing must be made to the Council for approval on material project change(s). The Council may grant or withhold approval at its entire discretion. (Please refer to page 10 of “Information for Project Grant Applicants”)

**17 What if I could not complete the project and submit the project report by the project due dates?**

Prior notification in writing must be made to the Council for approval on an extension of the Project Due Date or Project Report Due Date. Any approval of such extension shall be entirely at the discretion of the Council.

**18 I am a 15-year-old artist and would like to apply for grant, what should I do?**

In general, if the applicant does not reach the age of 18, his/her guardian can submit the application on his/her behalf. However, different assessment guidelines apply to different artforms. The Council will only process those applications which meet the eligibility criteria all of which are available on the Council’s website.

**19 My friend and I have an arts project idea. Can we jointly apply for the grant?**

The Council does not accept joint application as it involves legal responsibilities. We would suggest one of you applying for the project grant. (Please refer to page 7 of “Information for Project Grant Applicants”).

**20 Do I have to book the performance venue before submitting a grant application?**

No. Applicants can fill in the performance details on the application form (dates, time, location, session) for Council’s reference. Successful applicants normally must confirm the performance date, time, venue, session and other details before signing the relevant Grant Agreement with the Council.

**21 I am a recent arts graduate and have not tried to submit a grant application to the HKADC. Will the chance for success for my application be lower when compared with those submitted by experienced artists?**

You may consider applying for “Emerging Artists Scheme”. This grant aims to provide opportunities for emerging artists in presenting and creating artistic works and gain valuable professional experience that will enable them to further their career. You may wish to submit with your application a reference letter from an experienced arts practitioner, or invite an experienced arts practitioner to be your mentor, in support of your application. (Please refer to the “Assessment Guidelines” of relevant artform.)



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**22 Are the terms and conditions of application and grant of all the different art form disciplines fixed and unchangeable?**

No, the Council reserves the right and discretion to make any changes without prior notice.

**23 Our organisation is in the process of being registered under relevant ordinances in Hong Kong, can we submit the “Project Grant” application?**

No, HKADC only accepts organisations which have completed the registration procedure on or before the closing date for “Project Grant” application.

**24 I am a first time grantee of ADC Project Grant but my project is not completed yet, can I submit a new “Project Grant” application?**

As the HKADC would like to know the outcome of the project for the first time grantee (organisation / individual) before considering its next grant application, first time grantee has to complete the subvented project (except for “Cultural Exchange Grant”) and submit a satisfactory project report before submitting the next Project Grant application. (Please refer to page 4 of the “Information for Project Grant Applicants”)

**25 Will the HKADC use my personal data provided in the application for other purpose?**

The HKADC will only use applicants' personal data to facilitate the grant assessment of applications and to handle the enquiries/ complaints of related application. The HKADC will not use the collected data for purposes other than those specified above. For the above purpose, the applicant has to authorise the HKADC to keep personal data contained in the application and reveal to Examiners, Council Members, Art Advisors, the Home Affairs Bureau, other Government departments and external consultants for their reference and case follow-up if needed. The HKADC will handle applicants' personal data in accordance with the Personal Data (Privacy) Ordinance and take all practicable steps to ensure that personal data is not abused.



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# Hong Kong Arts Development Council

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January 2021





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