香港藝術發展局
Hong Kong Arts Development Council

Cultural Exchange Grant Application Form

(Valid for applications submitted by the closing dates on 31 March and 30 June 2021)

1 This Application Form is applicable to **Cultural Exchange Grant** under the Project Grant Scheme. Applications for general Project Grant or Emerging Artists Grant Scheme should be made by using its own application form.

Application forms can be downloaded from the HKADC website (http://www.hkadc.org.hk)

2 **Please read the booklet *Information for Project Grant Applicants* and the *Cultural Exchange Grant Assessment Guidelines* before you fill in this Application Form**. This will help you present your application more effectively to the HKADC.

3 Since 1st January 2020, the HKADC Cultural Exchange Project Grant has been divided into two categories: I) **Cultural Exchange (Trial Version)** and II) **Cultural Exchange (General Version)**. Applicant/organization must not apply for both versions for the same project at the same time.

4 The HKADC also introduces **"Venue Subsidy Scheme"** to subsidise artists/ arts groups in booking venues for arts activities and rehearsals in Hong Kong. Please read carefully the "Application Guidelines" for more information on eligibility and the scope of subsidy. Interested parties please fill in the "Venue Subsidy Scheme" application form and submit the form together with this Application Form in duplicate to the HKADC.

5 For submission in person, please deposit the application in the collection box located at the HKADC, 10/F, 1063 King's Road, Quarry Bay, Hong Kong by 6p.m. on the closing date for application. Submission by post will only be accepted if postmarked no later than the closing date.

6 For enquiries, please contact the HKADC at tel: 2827-8786.

Title of Project:	**(In English)**	
	(In Chinese)	
Name of Applicant:	**(In English)**	
	(In Chinese)	

Application Categories (Please tick one box only)

☐ Cultural Exchange (Trial Version) ☐ Cultural Exchange (General Version)

Artform (Please tick the most appropriate box)

☐ Dance ☐ Drama ☐ Film & Media Arts
☐ Cross/ Multi-Disciplinary Arts ☐ Music ☐ Visual Arts
☐ Xiqu ☐ Literary Arts

Project Type (Please tick the most appropriate box to indicate project type)

☐ Performance ☐ Exhibition ☐ Screening
☐ Residency Programme ☐ Competition / Open Meeting / Scholarly Activities
☐ Others Activities, please specify_____

For Official Use Only

Date Received	Artform	Processing Officer
Applicant Number	File Number	Supervising Officer

Cultural Exchange Grant Application Form

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I Applicant Information (Paragraph 3 of *Information for Applicants*)

Applicant: Individual

1 English Name (as on ID card) (Miss/Ms/Mr/other title)	Chinese Name (as on ID card) (Miss/Ms/Mr/other title)	HKID Card No. (Alphabet and first 4 digits)
Individual Payee's Name (if different from the above)		
2 Residential Address (both in Chinese and English)		HK/KLN/N.T.
Correspondence Address (if different)		HK/KLN/N.T.

3 Telephone		Fax	
(Office)	(Home)	(Office)	(Home)
4 Mobile Phone		**5** E-mail Address	
6 Current Employment		**7** Employer	

OR Applicant: Organisation

8 English Name (as on registration document)		Chinese Name (as on registration document)	
Organisational Payee 's Name (if different from the above)			
9 Official Address (both in Chinese and English)			HK/KLN/N.T.
Correspondence Address (if different)			HK/KLN/N.T.
10 E-mail Address			
11 Head of Organisation (Miss/Ms/Mr/other title)	Post & Title	Telephone/ Mobile Phone	Fax/ Email Address
Chinese Name	English name		
HKID Card No.(Alphabet and first 4 digits)			
12 Person-in-charge of the Project (Miss/Ms/Mr/other title)	Post & Title	Telephone/ Mobile Phone	Fax/ Email Address
Chinese Name	English name		
HKID Card No.(Alphabet and first 4 digits)			
13 Project Contact Person (Miss/Ms/Mr/other title)	Post & Title	Telephone/ Mobile Phone	Fax/ Email Address
Chinese Name	English name		
HKID Card No.(Alphabet and first 4 digits)			

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14 Please use separate sheet to describe the aim, structure and establishment of your organisation, how many members it has, and key activities it has previously organised (whether or not they were supported by the HKADC). Please attach a copy of the organisation's official registration document, its constitution/ Articles of Association, and a list of its key members/ Board of Directors.

Past Activities' Record

15 To save paper, applicants are encouraged to provide website addresses containing introduction or records of their past key activities in place of printed documents, for the HKADC's reference.

Website:

II Project Budget

Only applicable for Cultural Exchange (Trial Version)

- Expenditure should only include the following items - (1) transportation, (2) freight, (3) insurance, (4) production of video/ CD-R on exchange activity.
- Income can include donation or contribution from the applicant or its parent organisation. Please also give income source and name(s) of the sponsor.

16 Estimated Expenditure — **Amount HK$**

(Paragraphs 4.8-4.10 of the *Information for Applicants*)

i Transportation	**i** _____
ii Freight	**ii** _____
iii Insurance	**iii** _____
iv Production of video/ CD-R on exchange activity	**iv** _____
Estimated Total Expenditure	_____

17 Estimated Income — **Amount HK$**

(Paragraph 4.12 of the *Information for Applicants*)

i Box Office — **i** _____

(Average Ticket Price $ _____ X No. of Estimated Audiences _____ X No. of Shows _____)

ii Estimated sales — **ii** _____

(_____ Copies; Estimated retail price $ _____)

Remark: Please refer to Guidelines on Income and Expenditure of the relevant artform's *Project Grant Assessment Guidelines* when filling in the estimated sales income of publication.

iii Donation or Sponsorship (please specify)	**iii** _____
iv Cash sponsorship or remuneration provided by host or collaboration unit	**iv** _____
v Contribution from the applicant or its parent organization	**v** _____
vi Others (please specify)	**vi** _____
Estimated Total Income	_____

18 Amount Sought *

(Estimated Total Expenditure - Estimated Total Income)

Please **round down** to the nearest hundred

*The grant amount sought should not exceed the stipulated grant ceiling set by the Council.
Please refer to the *Cultural Exchange Grant Assessment Guidelines* for details.

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or

Project Budget

Only applicable for Cultural Exchange (General Version)

- Usually the expenditure can be categorized into several main items, such as salary, production costs, marketing and promotion expenses, etc. Please provide breakdown of each main expenditure item (e.g. salary, venue rental, sets, costume, printing, transportation, etc.)
- Income can include donation or contribution from the applicant or its parent organisation. Please also give income source and name(s) of the sponsor.

19 Estimated Expenditure — **Amount HK$**

(Paragraphs 4.8 -4.10 of the *Information for Applicants*)

i Fee for Participating Personnel (please give breakdown) — **i** _____

ii Air Fare/ Accommodation (please give breakdown) — **ii** _____

iii Production Cost (please give breakdown) — **iii** _____

iv Venue Rental — **iv** _____

v Marketing & Promotion costs (please give breakdown) — **v** _____

vi Others (please specify) — **vi** _____

Estimated Total Expenditure _____

20 Estimated Income — **Amount HK$**

(Paragraph 4.12 of the *Information for Applicants*)

i Box Office — **i** _____

(Average Ticket Price $ _____ X No. of Estimated Audiences _____ X No. of Shows _____)

ii Estimated sales — **ii** _____

(_____ Copies; Estimated retail price $ _____)

Remark: Please refer to Guidelines on Income and Expenditure of the relevant artform's *Project Grant Assessment Guidelines* when filling in the estimated sales income of publication.

iii Donation or Sponsorship (please specify) — **iii** _____

iv Cash sponsorship or remuneration provided by host or collaboration unit — **iv** _____

v Contribution from the applicant or its parent organization — **v** _____

vi Others (please specify) — **vi** _____

Estimated Total Income _____

21 Amount Sought *

(Estimated Total Expenditure - Estimated Total Income)

Please **round down** to the nearest hundred

*The grant amount sought should not exceed the stipulated grant ceiling set by the Council.
Please refer to the *Cultural Exchange Grant Assessment Guidelines* for details.

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III Project Information

22 **Project Content** (Please use no more than 1,000 words)

a Project Summary and the expected outcome of the project

b Please briefly outline the format / method used to achieve the objectives on cultural exchange and its importance.

c Project timeline (please specify estimated project start and completion date)

Project start date: Y M D

Project completion date: Y M D

Project timeline (please list out in chronological order)

d Cultural exchange destination (Country/ City)

e Information on collaborative organisation(s) outside Hong Kong (including establishment date of the organisation / event, key / recent track records, sources of funding, background of responsible personnel, website)

f Target group and promotion plan

IV Project Details

23 Activity Details

	Categories：Performance/ Exhibition/Screening/ Residency/Others (Please specify)	Date and no. of sessions	Venue	Gross Site Area/ Seating Capacity (if applicable)	Expected No. of Audience/ Beneficiaries (if applicable)	Expected no. of exhibits/shows (if applicable)
e.g.	*Exhibition*	*1st Jan – 1st Feb 2021*	*XXX Centre*	*120m²*	*600*	*25*
e.g.	*Screening*	*1st Feb 2021 (2 sessions)*	*XXX Square*	*50 seats*	*80 (80% attendance)*	*/*
a						
b						
c						
d						
e						
f						
g						
h						

V Key Personnel Involved (Paragraphs 4.14 – 4.15 of the *Information for Applicants*)

24 Please list key personnel involved in the project and attach their curriculum vitae.
*It will aid the assessment if written confirmation on the participation from key personnel is provided.

	Name (as on ID card; please also indicate stage/pen name, if applicable)	Qualifications/Experience	Post & Involvement in this Project	Fee	Signature to Confirm Participation*
a					
b					
c					
d					
e					
f					
g					
h					
i					
j					
k					
l					
m					

The **total** expected number of arts practitioners involved in this project (including artists; creative, production and technical staff; and arts administrators, etc) is: _____ persons

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VI Declaration and Guarantee (Paragraph 4.16 of the *Information for Applicants*)

a I have obtained, read and agreed to the booklet *Information for Project Grant Applicants* and the *Cultural Exchange Grant Assessment Guidelines*.

b I declare and guarantee that all information given in this application is correct and will not be amended without the written approval of the HKADC.

c I declare and guarantee that neither the project set out in this application nor any part of it has been included in other grant application(s) or collaboration proposal(s) to the HKADC or other organisation(s) or sponsor(s). ☐ Yes ☐ No

If the answer to this is "No", please indicate other sources of grant(s) or name(s) of the collaborating organisation(s) (including those to be confirmed).

_____

d I declare that, if the application is approved, I will engage the following venue and service providers which are related to myself or other key personnel of the project: ☐ Yes ☐ No

If the answer to this is "Yes", please list the name of the relevant project staff, the expense item and the amount involved:

_____

e I hereby list all current HKADC Member(s), Arts Advisor(s), Examiner(s) and staff who will be involved in this application (if any):

_____

f I have submitted the following supporting documents with this application:

☐ (If applicable) A copy of the organisation's official registration document, constitution/ Articles of Association, and a list of its key members/ Board of Directors (please refer to item 14 of this application form)

☐ Curriculum vitae of key personnel involved in the project

☐ **Samples of work** (7 copies of profolio of project, applicant's past artwork(s), audio/ video recordings of previous performances, story line of the play, play-script, photos/sketches of the exhibits, catalogues or media reviews, etc.)

☐ The attached information/material (such as curriculum vitae or CD/DVD) does not contain personal information of applicant and participating personnel, including Hong Kong Identity Card number, date of birth, correspondence and residential address, contact number and email address.

☐ Invitation or approval from the collaborative organisation(s) outside Hong Kong with relevant documentary proofs

☐ Price Quotations (rental of equipment, travel expenses and accommodation fee of overseas guests)

☐ Two identical copies are provided for the application of '**Venue Subsidy Scheme**'.

☐ Submitted the application under confidential cover and mark 'Cultural Exchange Grant' on the envelope.

Official Chop of the Organisation (if there is no official chop, please indicate)	Signature *Applicant or Head of Organisation (For registered societies, the head of organisation must sign the application form and the Grant Agreement on a personal capacity to assume full responsibilities of the project)*	
	Name in English	
	Position (if applicable)	Date