

Information For Project Grant Applicants

Appendix | Frequently Asked Questions

1. What are the eligibility criteria for grants of the Hong Kong Arts Development Council (HKADC)?

In general, grant applications can be submitted by individual artists or arts organisations. Individual artists holding a Hong Kong identity card 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 Paragraph 3 of “Information for Project Grant Applicants”)

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

Yes. HKADC 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 HKADC and the examiners to process the application efficiently. Besides, it helps you translate your ideas into words, so that the HKADC can have a better understanding of your organisation’s 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 Paragraph 4 of “Information for Project Grant Applicants”)

3. 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 Paragraph 5 of “Information for Project Grant Applicants”)



4. If unable to submit the Cultural Exchange application before the closing date, will HKADC exercise flexibility in processing 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 HKADC is satisfied with, depending on the situation, the Administration Office will exercise flexibility in processing the application. However, HKADC will not entertain late applications of other project types. (Please refer to Paragraph 5 of "Information for Project Grant Application".)

5. 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 late November. If the application is successful, the applicant may then start the project after signing the agreement. (Please refer to Paragraphs 2 and 5 of "Information for Project Grant Applicants")

6. Can I complete the project before submitting a grant application? Or can I start a project before the result of grant application is announced?

HKADC 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 Paragraph 5 of "Information for Project Grant Applicants")



7. Can my project receive subsidies from organisations other than HKADC at the same time?

Yes. HKADC encourages applicants to actively explore other funding resources. HKADC will consider the amount of grant depending on the situation, provided that the total project income is less than the total project expenditure. (Please refer to Paragraph 11 of “Information for Project Grant Applicants”)

8. Can I submit the application form by fax?

No. Applicants must only submit the applications by email, mail or in person at HKADC. (Please refer to Paragraph 5 of “Information for Project Grant Applicants”)

9. How does HKADC define a “non-profit making project”?

“Non-profit making project” means that 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 HKADC’s support. (Please refer to Paragraph 2 of “Information for Project Grant Applicants”)

10. How does 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 Paragraph 2 of “Information for Project Grant Applicants” and to the Art Form Group as listed on HKADC’s website)

11. How much can I seek for the grant application? How does HKADC come up with the grant amount?

HKADC will come up with the grant amount according to the projected expenditure and income of the applications as well as the financial resources available. The ceiling for arts projects is \$500,000 in general and the approved amount will not exceed this grant ceiling. The ceiling differs between projects of different artforms. Please refer to the “Project Grant Assessment Guideline” of the relevant art form for details.



12. What kind of additional information should I provide?

Please refer to the “Project Grant Assessment Guideline” of the relevant art form and grants. The document provides you with details about the additional information to be submitted with the application form.

13. 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.

14. I have submitted a Project Grant application by mail. How do I know if HKADC has received my application?

HKADC will issue an acknowledgement letter to notify the applicants within six weeks of receipt of the applications.

15. 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 HKADC for approval on material project change(s). HKADC may grant or withhold approval at its entire discretion. (Please refer to Paragraph 7 of “Information for Project Grant Applicants”)

16. 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 HKADC 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 HKADC.

17. 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 art forms.



HKADC will only process those applications which meet the eligibility criteria.

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

HKADC does not accept joint application as it involves legal responsibilities. It is suggested that the application be applied by either one of you. (Please refer to Paragraph 3 of "Information for Project Grant Applicants".)

19. Do I have to book the performance/exhibition venue before submitting a grant application?

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

20. Are the terms and conditions of application and grant of all the art form disciplines fixed and unchangeable?

No, HKADC reserves the right and discretion to make any changes without prior notice. Applicants are advised to check HKADC's website regularly for the latest announcements.

21. 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 applications from organisations which have completed the registration procedure on or before the application closing date.

22. 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 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 "Project Grant" 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 Paragraph 3 of the “Information for Project Grant Applicants”)

23. Will HKADC use my personal data provided in the application for other purpose?

HKADC will only use applicants’ personal data to facilitate the grant assessment of applications and to handle the enquiries/complaints of related application. HKADC will not use the collected data for purposes other than those specified above. For the above purpose, the applicant has to authorise HKADC to keep personal data contained in the application and reveal to Examiners, Council Members, Art Advisors or other Government departments for their reference and case follow-up if needed. 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.

Hong Kong Arts Development Council

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