



(Valid for applications submitted between 3 January and 31 December 2024)

- 1 This Application Form is for “Project Grant” only and can be downloaded from the HKADC website (<http://www.hkadc.org.hk>).
- 2 Please read the *Information for Project Grant Applicants* and the *Project Grant Assessment Guidelines* of the relevant art form before filling in this Application Form.
- 3 “Venue Subsidy Scheme” is introduced to subsidise artists/ arts groups in booking venues for arts activities and rehearsals in Hong Kong. Interested parties, please read carefully the “Application Guidelines” and fill in the designated application form. Completed form should be submitted together with this Application Form in duplicate to HKADC.
- 4 HKADC accepts applications submitted by person, post, courier and email. For submission in person, please deposit the application in the collection box located at HKADC. Email submissions (email address: grants@hkadc.org.hk) are only accepted if the electronic date and time printed is no later than submission deadline. Submission by post will only be accepted if postmarked no later than the deadline. 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. Completed forms submitted in person or via email must arrived HKADC **on or before 6:00 pm** on deadline. Late submission or submission by fax or digital means other than email will not be processed.

Title of Project: (English)

(Chinese)

Name of Applicant: (English)

(Chinese)

Art Form* (Please choose **the most appropriate one**)

- | | | |
|---|--------------------------------------|--|
| <input type="checkbox"/> Dance | <input type="checkbox"/> Music | <input type="checkbox"/> Film & Media Arts |
| <input type="checkbox"/> Literary Arts | <input type="checkbox"/> Visual Arts | <input type="checkbox"/> Xiqu |
| <input type="checkbox"/> Cross/ Multi-Disciplinary Arts | <input type="checkbox"/> Drama | |

*Please note that the application will be assessed by examiners from specific art form.

Project Type (Please choose **the most appropriate box**)

- | | | |
|--|---|--|
| <input type="checkbox"/> Performance | <input type="checkbox"/> Publication | <input type="checkbox"/> Media Arts Production |
| <input type="checkbox"/> Exhibition | <input type="checkbox"/> Film Production | <input type="checkbox"/> Research/ Archiving/ Critique |
| <input type="checkbox"/> Audience Building – Arts Education | <input type="checkbox"/> Creative Writing/Translation Project | |
| <input type="checkbox"/> Audience Building – Arts Promotion/Community Arts | <input type="checkbox"/> Playwriting | |

For visual arts projects, please indicate the category (You may choose more than one)

- | | |
|---|--|
| <input type="checkbox"/> Chinese Painting and Calligraphy/ Seal-engraving | <input type="checkbox"/> Western Arts – 2D (Print-making/ Cartoon) |
| <input type="checkbox"/> 3D (Ceramics/Sculpture/Glass) | <input type="checkbox"/> Photography |
| <input type="checkbox"/> Mixed Material | <input type="checkbox"/> Design/ Architecture |
| <input type="checkbox"/> Others (please specify: _____) | |

For literary arts publication, please indicate the category (You may choose more than one)

- | | | |
|---|---|--------------------------------|
| <input type="checkbox"/> Novel | <input type="checkbox"/> Poetry | <input type="checkbox"/> Prose |
| <input type="checkbox"/> Literature for Children / Teenagers | <input type="checkbox"/> Classical Literature | |
| <input type="checkbox"/> Other Literary Works (including Biographical Literature, Reportage, Cross-genre Writing, etc.) | | |
| (please specify: _____) | | |
| <input type="checkbox"/> Academic Research / Criticism | | |

For Official Use Only

| | | |
|------------------|-------------|---------------------|
| Date Received | Art Form | Processing Officer |
| Applicant Number | File Number | Supervising Officer |



Project Grant Application Form

* Please delete as appropriate

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I Applicant Information (Paragraph 3 of Information for Applicants)

Individual Applicant

| | | | | | |
|--|--|--|--------------------|--|--------|
| 1 Name in English (as on HKID card) (Miss/Ms/Mr/other title*) | | Name in Chinese (as on HKID card) (Miss/Ms/Mr/other title*) | | HKID Card No. (Alphabet and first 4 digits) | |
| Name of Bank Account Holder (if different from the above) | | | | | |
| 2 Residential Address (both in Chinese and English) | | | | HK/KLN/N.T. | |
| Correspondence Address (if different from the above) | | | | HK/KLN/N.T. | |
| 3 Telephone Number | | | Fax Number | | |
| (Office) | | (Home) | (Office) | | (Home) |
| 4 Mobile Phone Number | | | 5 Email Address | | |
| 6 Current Employment | | | 7 Name of Employer | | |

OR

Organisation Applicant

| | | | | | |
|--|-----------------|--|----------------------------|---------------------|--|
| 8 Organisation's Name in English (as on registration document) | | Organisation's Name in Chinese (as on registration document) | | | |
| Name of Bank Account (if different from the above) | | | | | |
| 9 Registered Address (both in Chinese and English) | | | | HK/KLN/N.T. | |
| Correspondence Address (if different from the above) | | | | HK/KLN/N.T. | |
| 10 Email Address | | | | | |
| 11 Head of Organisation (Miss/Ms/Mr/other title*) | | Post & Title | Telephone/ Mobile Phone | Fax / Email Address | |
| Name in Chinese | Name in English | | | | |
| 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 | |
| Name in Chinese | Name in English | | | | |
| 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 | |
| Name in Chinese | Name in English | | | | |
| 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 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 Applicants are encouraged to provide URL containing introduction or records of their past key activities, in place of printed documents, for reference.

Website:

II Project Budget

Applicants can fill in this Application Form OR use separate sheet to show the budget, including breakdown of each expenditure and income item, total expenditure, total income and grant amount sought. Please ensure the contents of budget (item 16 & 17), fees for key personnel involved (item 25), grant amount sought in Venue Subsidy Scheme application form and attached information (if any) are consistent and accurate.

- 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 indicate income source and name(s) of the sponsor.

16 Estimated Expenditure

HK\$

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

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

ii Production Costs (please give breakdown) ii _____

iii Venue Cost (please give breakdown of the venue rental expenses for rehearsals and performances, and list out rehearsal venues) iii _____

iv Marketing & Promotion Cost (please give breakdown) iv _____

v Costs for Overseas Guests (If there is any, please give breakdown) v _____

vi Others (please specify) vi _____

Estimated Total Expenditure

17 Estimated Income

HK\$

(Paragraphs 4.12 of the *Information for Project Grant Applicants*)

i Box Office i _____

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

ii Estimated sales ii _____

(Estimated Copies _____; Estimated retail price \$ _____)

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

iii Donation or Sponsorship (please specify) iii _____

iv Contribution from the applicant or its parent organisation iv _____

v Amount sought in Venue Subsidy Scheme (if applicable) v _____

vi Others (please specify) vi _____

Estimated Total Income

18 Amount Sought*

(Estimated Total Expenditure - Estimated Total Income)

Please round to the nearest hundred

*The grant amount sought should not exceed the stipulated grant ceiling set by HKADC.



III Project Information

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

a Project Summary and the expected outcome of the project (e.g. artistic objectives, concept, synopsis, content, preparation and implementation plans, timetable, details about treatment, special features and original/adaptation elements, types of exhibits, etc.)



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b Target group and promotion plan (e.g. distribution, sales and promotion strategies, including target readers of the project, list of distribution of complimentary copies, channels of distribution, plan for screening, promotion strategy such as launches, internet promotion, competitions, etc.)



IV Project Details

20 Performance / Other Activity Details (if applicable)

| | Name of Performance / Activity | Date and Time | Length of Performance (hours/mins) | Venue | Seating Capacity for Each Performance | Expected No. of Audience and Attendance Rate(%) for Each Performance |
|---|--------------------------------|---------------|------------------------------------|-------|---------------------------------------|--|
| a | | | | | | |
| b | | | | | | |
| c | | | | | | |
| d | | | | | | |
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| f | | | | | | |
| g | | | | | | |
| h | | | | | | |
| i | | | | | | |
| j | | | | | | |

21 Exhibition Details (if applicable)

a Exhibition Date: Y M D to Y M D
 Move-in Date: Y M D
 Move-out Date: Y M D

b Venue and its size: _____ m²

c Estimated number of exhibits: _____ pieces

d Estimated number of audience /beneficiaries: _____ persons



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* Please delete as appropriate

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22 Script / Publication Details (if applicable)

a Name of Script / Publication (English) _____

b Name of Script / Publication (Chinese) _____

c Details of Previous Publication of the proposed title of project (if applicable)

i) Please state the percentage of the contents that has been previously published in newspapers, magazines or periodicals _____ %

Name of Periodicals : _____ Year : _____

ii) Please state the percentage of the contents that has been previously published in the form of an off-print, collection or selection _____ %

Name of Publication : _____ Year : _____

d Size of Publication (if applicable) _____ (W) x _____ (H)

e Number of Words (if applicable) _____

f Number of Pages (if applicable) _____

g Number of Illustrations (if applicable) _____ B/W / Colour *

h Publisher (if applicable) _____

i Distributor (if applicable) _____

j Print-run (if applicable) _____

k Distribution Volume (if applicable) _____

l Date of Publication (if applicable) _____

23 Film / Media Arts Production Details (if applicable)

a Project Implementation Date: _____ Y _____ M _____ D to _____ Y _____ M _____ D

b Length of Film: _____ **c** Shooting / Filming Location: _____

d Shooting / Filming Media: DV HDV Film – 16mm/35mm Film – super 8

Others (please specify): _____

e Estimated number of audience: _____ persons



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

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

25 Please list **key** personnel involved in the project and attach their curriculum vitae. (For literary arts publication, please refer to item 2d of the Literary Arts Project Grant Assessment Guidelines)

| | Name (as on HKID card; please also indicate stage/pen name, if applicable) | Qualifications / Experience | Post & Involvement in this Project | Fee | Sign to Confirm Participation (E-signature is acceptable) |
|----------|--|-----------------------------|------------------------------------|-----|---|
| a | | | | | |
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| m | | | | | |



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

- a I have read and agreed to the *Information for Project Grant Applicants* and the relevant art form's *Project Grant Assessment Guidelines*.
- b I hereby declare and warrant that all information given in this application is correct and will not be amended without the written approval of the HKADC.
- c I hereby declare and warrant 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 (If applicable) I hereby list out all current HKADC Member(s), Arts Advisor(s), Examiner(s) and staff who will be involved in this application:

- 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 works (please provide effective URL for the works such as story line of the play, play-script, photos/sketches of the exhibits, catalogues or media reviews, etc.).
- The information/material submitted with URL (such as curriculum vitae or price quotation) 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.
- Price Quotations (rental of equipment, transportation expenditure for overseas' travel).
- Two identical copies are provided for the application of '**Venue Subsidy Scheme**'.
- Submitted the application under confidential cover and mark 'Project Grant' on the envelope.

| | | |
|--|---|------|
| Official Chop of the Organisation (Not applicable to Individual Applicant. For Organisation Applicant, please specify if there is no official chop.) | Signature <i>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)</i> | |
| | Name in English | |
| | Position (if applicable) | Date |

