



Cultural Exchange Grant Application Form

(Valid for applications submitted by the closing dates on
2 April, 2 July, 30 September and 31 December 2024)

- 1 This Application Form is for **Cultural Exchange 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 *Cultural Exchange Project Grant Assessment Guidelines* before you fill in this Application Form.
- 3 The Cultural Exchange Project Grant has been divided into two categories: I) **Trial Version** and II) **General Version**. Applicant / organisation can only apply for one of the versions in each application round.
- 4 “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.
- 5 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)

Application Category (Please choose one only)

- Cultural Exchange (Trial Version) Cultural Exchange (General Version)

Art Form (Please choose the most appropriate one)

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

Project Type (Please choose the most appropriate one)

- Performance Exhibition Screening
 Residency Programme / Short-term Training Programme
 Competition / Open Meeting / Scholarly Activities
 Other Activities, please specify: _____

For Official Use Only

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



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*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 Employer		
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)				

OR



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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.

Only applicable to 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 may 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\$

(Please read paragraphs 4.8-4.10 of the *Information for Project Grant 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

HK\$

(Please read paragraph 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 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 organisation **v** _____

vi Amount sought in Venue Subsidy Scheme (if applicable) **vi** _____

vii Others (please specify) **vii** _____

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.



OR Project Budget

Only applicable to Cultural Exchange (General Version)

- Please provide breakdown of each main expenditure item (e.g. salary, venue rental, sets, costume, printing, transportation, etc.)
- Income may include donation or contribution from the applicant or its parent organisation. Please also indicate income source and name(s) of the sponsor.

19 Estimated Expenditure

HK\$

(Please read paragraphs 4.8-4.10 of the *Information for Project Grant 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 Cost | iv _____ |
| v Marketing & Promotion costs (please give breakdown) | v _____ |
| vi Others (please specify) | vi _____ |

Estimated Total Expenditure

20 Estimated Income

HK\$

(Please read paragraph 4.12 of the *Information for Project Grant Applicants*)

- | | |
|---|-----------|
| i Box Office
(Average Ticket Price \$ _____ X Estimated No. of Audience _____ X No. of Shows _____) | i _____ |
| ii Estimated sales
(Estimated Copies _____; Estimated retail price \$ _____)
Remark: Please refer to Guidelines on Income and Expenditure of the relevant artform's <i>Project Grant Assessment Guidelines</i> when filling in the estimated sales income of publication. | ii _____ |
| 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 organisation | v _____ |
| vi Amount sought in Venue Subsidy Scheme (if applicable) | vi _____ |
| vii Others (please specify) | vii _____ |

Estimated Total Income

21 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

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.



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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



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IV Project Details

23 Activity Details

Category : 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. <i>Exhibition</i>	<i>1st Jan – 1st Feb 2021</i>	<i>XXX Centre</i>	<i>120m²</i>	<i>600</i>	<i>25</i>
e.g. <i>Screening</i>	<i>1st Feb 2021 (2 sessions)</i>	<i>XXX Square</i>	<i>50 seats</i>	<i>80 (80% attendance)</i>	<i>/</i>
1					
2					
3					
4					
5					
6					
7					
8					



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V Key Personnel Involved (Paragraphs 4.14 – 4.15 of the Information for Project Grant 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.

	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					
b					
c					
d					
e					
f					
g					
h					
i					
j					
k					
l					
m					



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

- a I have read and agreed to the *Information for Project Grant Applicants* and the *Cultural Exchange 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 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 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 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.
- Invitation or approval from the collaborative organisation(s) outside Hong Kong with relevant documentary proofs.
- 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 'Cultural Exchange 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

