

Invitation for Proposals 2009-2011 Multi Project Grant

Application Conditions

For projects taking place between

1st April 2009 to 31st March 2011

Applicable art forms: Dance, Drama, Film and Media Arts,

Music, Xiqu, Multi-disciplinary Arts, Arts Criticism,

Arts Administration, Arts Education

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(1) Preamble

- 1.1 The Hong Kong Arts Development Council (hereinafter, the “HKADC” or the “Council”) is the only statutory organisation established by the HKSAR Legislature, responsible for the overall development and promotion of the arts in Hong Kong. One of the HKADC’s key tasks is to support the development of small and medium size arts organisations. Hence, the HKADC re-launched the *Multi Project Grant* (“Grant”) in 2007. As the Grant was well received, HKADC continues to invite applications for the 2009-2011 Multi Project Grant this year, aiming to provide support to the local small and medium size arts organisations, with the view in contributing to the development and promotion of arts in Hong Kong. Projects that begin and end between 1st April 2009 and 31st March 2011 are within the time scope of and eligible for funding by way of the Grant.
- 1.2 Application (the “Application”) is now open to and HKADC hereby invites qualified arts organisations to apply as required by this invitation and submit proposals (“Proposal”) for the *2009-2011 Multi Project Grant*. Through a selection process, HKADC will identify the applicant(s) that is/are most suitable to receive the Grant and to implement the activities in the Proposals, and to propose to the Arts and Sports Development Fund managed by the Home Affairs Bureau to subsidize the selected projects of the applicant(s) via HKADC.
- 1.3 Dance, Drama, Film and Media Arts, Music, Xiqu, Multi-disciplinary Arts, Arts Criticism, Arts Administration and Arts Education organisations (hereinafter the “Arts Organisation” or “Applicant”) which are registered and operating in Hong Kong with successful project planning and organisation ability and experience are eligible to apply for the Grant.
- 1.4 The HKADC also provides *Multi Project Grant* for Visual Arts and Literary Arts. Please refer to the relevant *Invitation for Proposals* documents for further information.
- 1.5 The HKADC has the full authority to process and consider all *Multi Project Grant* applications. **The submission of an application to HKADC constitutes the agreement that the Applicant accepts that the award of Grant is discretionary and the decision of the HKADC is final.**

(2) Grant Purpose, Eligibility Criteria and Scope

Grant Purpose

- 2.1 To support the development of established local small and medium sized arts groups. Through this support, the Council aims to encourage the arts groups in making strategic development in the arts.
- 2.2 To support local small and medium sized arts organisations of high artistic standard and ability to organize **two or more** independent arts Projects with artistic value and can contribute to the overall arts

development in Hong Kong. The series of well developed and designed independent arts Projects can be of the same nature or different nature. Project types may include: performance, exhibition, publication, educational activity, community / promotional project, creation of artwork, research / archiving, cultural exchange, arts criticism, training, conference / seminar talk, video / film production, artist-in-residence project etc. ADC encourages applicants to include Projects in their proposals which contribute to the development of the organisation and the overall development of the arts in Hong Kong.

- 2.3 Each individual Project item should be one-off in nature, and meet the below objectives:
- a) Activities that contribute to the overall development of the arts in Hong Kong
 - b) Activities of important strategic value that contribute to arts promotion and audience building.

Eligibility Criteria

- 2.4 a. **Only organisations registered in Hong Kong are eligible to apply.** The Council currently will not consider applications from individual artists for the *Multi Project Grant*.
- b. Organisations which are registered and operating in Hong Kong are eligible as applicants. Registered non-profit making organisations or non-profit distributing bodies by constitution must submit proof of official registration, its constitution and a name list of its key members. To be eligible for consideration, profit-making or commercial organisations must submit proof of official registration, a name list of directors (if applicable) and a copy of business registration (for non charitable institutions only) certificate; and must also provide sufficient and acceptable proof that the arts Projects are non-profit making.
 - c. Subsidiaries or departments of registered organisations applying for *Multi Project Grant* on behalf of a parent organization must submit an authorization 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.
 - d. Current one-year grant recipients of HKADC may also apply for *Multi Project Grant*. To avoid double subsidy, HKADC one-year grant recipients should not include in the *Multi Project Grant* Proposal activity(ies) that have already been included in the one-year grant contract.
 - e. Due to resources constraints, the Council will not consider applications from major professional performing arts groups currently receiving funding from the Home Affairs Bureau.

- f. Proposal should include at least 2 independent projects/ performances/ activities/ exhibitions/ publications. Applicants who would only like to submit 1 independent project may consider applying for the Council's *Project Grant*.
- g. Any Applicant successfully obtaining an HKADC grant for the first time must complete the entire subvented projects as stated in the Proposal and submit a satisfactory *Project Report* before the HKADC will accept its next grant application.
- h. The HKADC will neither accept nor process any application which does not meet the above criteria.

Scope

2.5 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 sole presentations of the Leisure and Cultural Services Department (LCSD). Sole presentation 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 generally does not accept applications submitted by universities that are directly related to their formal curricula.
- e. To avoid double subsidy, the HKADC will not support projects/ activities that have been supported by the other grant schemes of HKADC. HKADC will not support projects that have been listed in the grant agreements of the HKADC one-year grantees.
- f. Fund-raising activities and activities presented by foundations established for fundraising purposes.
- g. Activities which are socializing in nature, courses and training activities not opened to the public, and profit-making commercial activities or training classes.
- h. For social welfare and charity projects, the Council suggests the Applicants to seek financial support from other charitable groups and voluntary organisations.
- i. The Council reserves the final decision on the eligible nature of the

activities and to assess whether or not to process the Application.

(3) Notes on Making an Application, Funding Level and Project Budget

Notes on Making an Application

3.1 *Multi Project Grant* Proposals should include the below information:

- Applications must be submitted on a valid application form to be obtained from HKADC, **with detailed information about the objectives, content and budget of each individual Project item for the Council's consideration.**
- Information about the Arts Organisation, previous activities and track records, and the list of the key arts practitioners involved in each Project, with their positions and curriculum vitae. To save paper, applicants are welcomed to provide website addresses containing the above information such as introduction/ or records in place of the printed documents.
- Corporate structure (board and staff) and official registration document as mentioned in clause 2.4b and c.

3.2 Applicants should provide clear and detail information of each individual Project so to facilitate the assessment work. Please kindly refer to the *Assessment Guidelines* of the relevant artform(s) of the project for the information required to be submitted with the application.

3.3 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.

3.4 If the personnel involved in any 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.

3.5 The office / registered address of the organisation must be provided. A Post Office Box number is not acceptable.

3.6 HKADC will not be responsible for any loss / damage of information submitted.

Funding Level

3.7 The maximum grant for each approved Application (i.e. total amount sought of the Proposal, not individual Project items) is \$500,000.

3.8 **HKADC** will consider each individual Projects in the Proposal independently, and **reserves the right either to support all the individual Project items, or to selectively support individual Project item(s) in the Application.**

3.9 HKADC will identify the Applicant(s) that is/are most suitable to receive

the Grant and to implement the activities in the Proposals, and to propose to the Arts and Sports Development Fund managed by the Home Affairs Bureau to subsidize the entire plan stated in the Proposal or selected Projects of the Applicant(s) via HKADC.

Budget

3.10 Estimated Expenditure

Estimated expenditure should be realistic (for instance, taking into consideration of the scale of the Project(s), the capacity of the venue and the estimated income) and follow the principle of effective utilization of public funds.

3.11 The Proposal must include at least one quotation for expenses like printing and publication, recording of performances, production of compact-discs, air-tickets, travel and accommodation, etc.

3.12 When preparing the budget and implementing each individual Project item, please note the following general grant principles:

- a. Reporting the Actual Costs: Grantees should use the grant reasonably on expenditure items recognized 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. HKADC normally supports only the Project administration expenditure (including Project promotion, Project administration and miscellaneous expenses), but depending on circumstances (e.g. the support that the Applicant already received from the Council), HKADC may consider to support the general administration / overhead cost of the Arts Organisation on a pro-rata basis. However, the total of Project administration and general administration / overhead cost should not exceed 20% of the total applied grant amount.
- c. The following expenses will not be supported by the HKADC: professional membership fee, formation and registration fees of organisations, purchase of equipment, souvenirs, complimentary tickets, gifts and prizes. If the above mentioned expenditure is necessary in the Project, detailed explanation should be provided in the Application Form.

3.13 Audit and the Relevant Fee

For grants exceeding HK\$100,000, the HKADC will appoint an auditor to prepare an audited report after all the individual Project items are completed. The Grantee must choose an auditor from the HKADC's list of registered public accountants which the Grantee must obtain from HKADC. 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

3.14 Income should include information on any pending / confirmed sponsorship, donation, and financial support, or venue rental subsidy from the LCSD or other organisations.

3.15 Estimated Audiences / Readership

For performances, estimated box office income should generally be based on at least 60% of the maximum capacity of the venue. For publications, the distribution volume should not be less than 30% of the print run, thus the sales income should be generally based on at least 30% of the print run. If box office income and sales income are projected at less than the above guidelines, the Applicant must provide valid justification.

3.16 Leisure and Cultural Services Department (LCSD) Rental Subsidy
HKADC advises Applicants to apply to the LCSD venue management for rental subsidy if they hire LCSD venues for their Projects and are eligible for applying the relevant subsidy.

(4) Application Deadline and Grant Period

4.1 Application forms are now available at the HKADC Administration Office or can be downloaded from HKADC's website (www.hkadc.org.hk). **Applicants should deposit the Proposals and completed application forms, together with all supporting documents, marked with 'Multi Project Grant' on the envelopes, into the grant collection box at HKADC, 14/F, East Warwick House, Taikoo Place, 979 King's Road, Hong Kong before 6:30pm on 5 September 2008 (Friday).** Postal submissions postmarked on or before this date will be acceptable. Late applications or applications via fax, email or other digital form or which do not fully meet and comply with the conditions of this Invitation shall not be accepted or processed by the HKADC.

4.2 2009-2011 *Multi Project Grant* is a single / one-off grant on a 24 months basis only from 1st April 2009 to 31st March 2011 and should not be considered as recurrent.

4.3 The Grant results will be announced during the end of February 2009 to all successful Applicants, but subject always to the HKADC's right to postpone.

4.4 The timing of individual Project(s) in the Proposal should commence on or after 1 April 2009 and should be completed within two years.

(5) Criteria for Evaluating Proposals and Assessment Procedures

- 5.1 HKADC and its selection panels will be exclusively responsible for the assessment of the Proposal. If needed, the selection panels may meet with the Applicant as HKADC shall see fit, to discuss with the Applicant about the details of the Proposal.
- 5.2 Criteria for evaluating Proposals includes
- a. Whether the Proposal can meet the objectives / purpose of the Grant as stated in clause 2.1-2.3.
 - b. The artistic value, quality and creativity of the Proposal and each individual Project item, and the artistic standard and track record of the major personnel involved.
 - c. The project planning and organisation ability of the Applicant, and whether the individual projects proposed contribute to the development of the organisation as well as overall arts development in Hong Kong.
 - d. The feasibility of the project content, scale, schedule and the reasonableness of the budget.
- 5.3 The Council will also take reference of the Project Grant Assessment Guidelines. *Assessment Guidelines* of each respective art-forms are obtainable from the HKADC Administration Office, or can be downloaded from the HKADC website (www.hkadc.org.hk).
- 5.4 HKADC's decision on the arrangement for assessment is final.
- 5.5 Depending on the competition, the HKADC reserves the right to set assessment criteria additional to those above which the Council determines to be objective and do not contradict existing ones to facilitate the processing of Applications. Applicants shall not be entitled to review such additional objective criteria.

(6) Disbursement of Grant, Grant Conditions and Grant Agreement with HKADC

- 6.1 **The Council reserves the right to support all the individual Project items as stated in the Applicant's Proposal, or to selectively support the individual Project items in the Proposal.** (Therefore, the budget of each individual Project item should be included for the Council's consideration)
- 6.2 Successful Applicants will be notified by the HKADC and will be required to sign an Agreement which lays down the conditions of Grant. Only the basic principles in the Agreement are briefly described below. Applicants who would like to obtain a sample of the Agreement for a better understanding of the grant conditions can contact the HKADC. 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 various individual Projects items set out in the Agreement.

- b. HKADC reserves the right to ask the Grantee to submit by such date as HKADC may specify a revised budget for the grant amount proposed.
- c. The Grantee shall ensure 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(s) change(s), such as postponement of the Project(s), major changes to the content and budget of the Project(s) 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, and television and radio commercial) in the production 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 shall maintain effective liaison with HKADC including report on the progress of Projects and arrangement of activities for assessment of each Project item by HKADC.
- g. The Grantee must provide the HKADC with the timing schedule of all the individual Projects and related promotional activities (including press conferences and press releases), at least three weeks before the date of the first performance or the start of any specific activity supported by the Grant. The HKADC reserves the right to send representatives to attend the activity and its promotional activities.
- h. To facilitate the assessment of the Project outcome, the HKADC requires the Grantee to supply, on a voluntary basis, the HKADC with four complimentary tickets for each production or 10 copies of each publications.
- i. In normal circumstances, the Grantee must submit a *Project Report* in stipulated format within three months after the completion of each individual Project.
- j. For *Multi-Project Grants* of \$100,000 or below, the original plus one copy of all receipts must be attached with the *Project Report*. For *Multi-Project Grants* exceeding \$100,000 in total, the Grantee must

submit an audited accounts (showing the income and expenditure for each individual Project) prepared by a qualified auditor selected under clause 3.13 above within 6 months after all Project items covered by the *Multi-Project Grant* have been completed.

- k. 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.
 - l. 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.
 - m. 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.
 - n. Upon request, the Grantee should provide the HKADC with such information, photos or writings related to the subvented Project for use in the HKADC's website, annual report or other publicity material.
- 6.3 In normal circumstances, Grants over \$100,000 are paid by 3 installments to the Grantees (50%, 30%, and 20%). Grants of \$100,000 or under \$100,000 are paid by 2 instalments (80%, 20%).
- 6.4 Written justification should be submitted to the Council if other grant payment arrangement is requested. Changes to the schedule of payment are at the HKADC's discretion.
- 6.5 During the Grant period, the successful Applicant of the *Multi Project Grant* (except for current HKADC *One-year grantees*) may submit other *Project Grant* applications to the Council; however the project applied for the *Project Grant* should not be listed on their *Multi Project Grant* contract to avoid double subsidy. The Council will take into consideration its financial condition, the level of support that Grantee is currently receiving from the Council and the principle of fair distribution of resources when assessing the application(s) submitted.

(7) Freeze Policy

- 7.1 If the Applicant or the person(s) occupying the post of chairman, artistic director or administration manager of the Applicant (or equivalent post-holder) is on the HKADC freeze list, application of the Organisation for *Multi Project Grant* will not be accepted.
- 7.2 Please note that the Council's "Freeze Policy" also applies to each individual Project item contained within the *Multi Project Grant*.

(8) Project Surplus

- 8.1 If all the individual Project items have unspent grant or project surplus, the Grantee must refund the unutilized grant or surplus to HKADC. Such refunds to the HKADC shall not exceed the Grant approved. The Grantee should return any surplus by cheque to the HKADC within four weeks from the date of Project completion notification letter. If the Grantee fails to refund the surplus within the said four week period or such extended period (if any) as HKADC may in its entire discretion allow, the HKADC will not thereafter accept or process any new applications from the Grantee, and may consider undertaking legal action to recover the outstanding amount.
- 8.2 For any surplus earned by the entire Project / individual Project items which receive financial support from the HKADC as well as other public sources / funding, the portion of the surplus to be returned to the HKADC is proportionate to the amount of the Grant in relation to all such funding for the Project including the Grant.

(9) Copyright

- 9.1 To facilitate the assessment of grant applications, the Applicant agrees to authorize the HKADC to duplicate and distribute documents submitted in respect of the Application to Council Members, Arts Advisors, Examiners, the Home Affairs Bureau, other Government departments and external consultants for reference.
- 9.2 If the application documents submitted by the Applicant contain material (including any written, verbal, graphic/image production or other format), of which the copyright belongs to other parties/organizations, it is the Applicant's responsibility to obtain prior consent from the copyright owner for its use, to enable and facilitate the HKADC to carry out the assessment under Paragraph 5 hereof and to indemnify the HKADC against any claims by any such copyright owner.
- 9.3 If the contents of the Application incorporate the duplication, distribution or publishing of works and materials, etc (including any written, verbal, graphic / image production or other format), of which the copyright belongs to other parties/organizations, it is the Applicant's responsibility to obtain prior consent from the copyright owner to ensure that the Project can be implemented successfully.
- 9.4 The Applicant must ensure that the HKADC will not violate the "Intellectual Property (Miscellaneous Amendments) Ordinance 2000" or other relevant ordinances due to the receipt, examination, possession, processing or archiving of Application documents submitted by the Applicant. If the failure of the Applicant to comply with this requirement causes the HKADC to violate any copyright law, the Applicant must compensate the HKADC fully for and indemnify it against all and any claims for any loss so caused.

- 9.5 For arts Projects that are subsidized by the HKADC, the HKADC agrees and the Grantee shall ensure that the relevant copyright shall belong to the Grantee as the author thereof. However, the Grantee shall grant to the HKADC a royalty free and irrevocable license exercisable at any time by the HKADC in its entire discretion to reproduce, upload, store and post the contents, whether in full or in part of the creative content of the Project, on any website owned or managed by the HKADC or in non-commercial promotion activities.

(10) The Prevention of Bribery Ordinance

- 10.1 Hong Kong Arts Development Council is a 'public body' under the Prevention of Bribery Ordinance Cap 201. All HKADC members, HKADC art advisors, examiners / assessors and staff must abide by the regulations related to the acceptance of advantages.
- 10.2 Under Chapter 201 Section 4 of the Prevention of Bribery Ordinance, the offering of any advantage to, or the soliciting or acceptance of any advantage by HKADC members, art advisors, examiners/assessors and staff is strictly prohibited.

(11) Treatment of Personal Data / Inquiry of Personal Data

Treatment of Personal Data

- 11.1 According to paragraph 2.3.3 of the Code of Practice on the Identity Card Number and Other Personal Identifiers issued by the Personal Data Privacy Commissioner ("The Code"), HKADC may collect the ID card number of the authorised signatory of the Arts Organisation to verify the identity of the signatory and/or to identify Applications related to the Applicant.
- 11.2 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.
- 11.3 If there is any amendment to the personal data on the Application documents, the Applicant should inform HKADC in writing to ensure that the personal data held by HKADC is correct at all times. To help promote arts development and be transparent, HKADC may publish information concerning successful grant Applications in its annual report, website, newsletter and other publicity material; HKADC may also use such information for its own research or policy development purposes. The Applicant must agree to allow HKADC to publish and use such information. If the Applicant does not wish to receive any publicity material from HKADC or related organisations, please notify HKADC in writing.

- 11.4 To facilitate the process of grant assessment, the Applicants must allow HKADC to reveal personal data contained in the Application to HKADC members, advisors, examiners, the Home Affairs Bureau, other Government departments, and any other persons involved in the adjudication of the Applications.
- 11.5 Subvented Projects will be assessed by the HKADC Members, examiners/assessors or consultants. The Applicant must accept that the contents of such reports will be disclosed to the public.
- 11.6 HKADC will not knowingly release information that would harm the Grantee's personal or business activities.

Inquiry of Personal Data

- 11.7 According to paragraphs 18, 22 and point 6 in annex 1 of the Code, any person comprised in the Applicant has the right to know if HKADC holds personal data related to him or her self and to the participants of the Project, and may obtain a copy of the data from HKADC and to amend any inaccurate information contained. Such requests in writing should be addressed to the Chief Executive, Hong Kong Arts Development Council, 14/F, East Warwick House, Taikoo Place, 979 King's Road, Hong Kong.

(12) Review Procedures

- 12.1 The decision of the HKADC is final. However, the HKADC reserves the exclusive discretion to receive review applications over the decision of the selection panel by unsuccessful Applicants, which would be reviewed by the Review Committee of the HKADC. Review applications to the selection panel decision must be made in writing by completing a standard form obtainable from the HKADC and submitted within one month from result notification.
- 12.2 Review applications against artistic appreciation and judgment 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.

(13) Enquiries

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| 13.1 For enquiries, please call: | Drama | 2820-1051
Miss Jasmine Kwong |
| | Xiqu | 2820-1054
Miss Crystal Cheung |

Music, Multi-disciplinary, Arts Criticism, Arts Administration, Arts Education	2820-1059 Miss Susanna Lui
Dance	2820-1052 Miss Gladys Lau
Film & Media Arts	2820-1022 Miss Yvonne Lam

The Hong Kong Arts Development Council reserves the right, in its absolute discretion not to accept any proposal submitted in response to this Invitation. The HKADC also reserves the right to amend or to supplement or to cancel this Invitation at any time without further notice.

Hong Kong Arts Development Council
18 July 2008

In case of discrepancy between the Chinese and English versions, the English version shall prevail.