

(Valid for applications submitted between 2 January 2008 and 31 December 2008)

- 1 This is a Project Grant Application Form for Performances only. For other types of activity, please use the application form most relevant to the nature of the activity:

Nature of Activity	Project Grant Application Form to be used
Publication	(Publication)
Exhibition	(Exhibition)
Film/Media Arts Production	(Film/Media Arts Production)
Other types of activity	(General)

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

- 2 Applications for Emerging Artist Grant should be made using the Emerging Artist Grant application form.
- 3 **Please read the booklet *Information for Project Grant Applicants and the Grant Assessment Guidelines of the relevant artform before you fill in this Application Form.*** This will help you present your application more effectively to the HKADC.
- 4 For submission in person, please deposit the application in the collection box located at the HKADC, 22/F, 181 Queen's Road Central, Hong Kong (With effective from 2 June 2008, the HKADC office will be moved to the following address: 14/F, East Warwick House, Taikoo Place, 979 King's Road, Hong Kong) by 6:30p.m. on the closing date for application. Submission by post will only be accepted if postmarked no later than the closing date.
- 5 For enquiries, please contact the HKADC at tel: 2827-8786.

Title of Project: _____

Name of Applicant: _____

Artform (Please tick the most appropriate box)

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

Arts Development Objective (Please tick the most appropriate box to indicate key objective)

- | | |
|---|--|
| <input type="checkbox"/> Artistic Creation and Excellence | <input type="checkbox"/> Research, Archiving, Arts Criticism |
| <input type="checkbox"/> Arts Education and Promotion | <input type="checkbox"/> Cultural Exchange |

For Official Use Only

Date Received	Artform	Processing Officer
Applicant Number	File Number	Supervising Officer

Project Grant Application Form (Performance)

Confidential when completed

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)	
2 Residential Address		HK/KLN/NT	
Correspondence Address (if different)		HK/KLN/NT	
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)		
9 Official Address		HK/KLN/NT		
Correspondence Address (if different)		HK/KLN/NT		
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			
12 Person-in-charge of the Project (Miss/Ms/Mr/other title)		Post & Title	Telephone/Mobile Phone	Fax/Email Address
Chinese Name	English Name			
13 Project Contact Person (Miss/Ms/Mr/other title)		Post & Title	Telephone/Mobile Phone	Fax/Email Address
Chinese Name	English Name			
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/ Memorandum and 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 :



Project Grant Application Form (Performance)

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Project Information

16 Project Name (in English)	Project Name (in Chinese)
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17 Details of Performance

	Date & Time of Performance	Venue	Seating Capacity of Venue	Estimated Attendance Rate/ Number of Audiences
a				
b				
c				
d				

18 Project Content

Please outline the project's artistic objectives, preparation and implementation plans, target audience, promotion strategy, special features, original/ adaptation elements, and expected outcome. Please also give the name of the work(s) to be performed and the writer/ choreographer/ composer(s).



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Key Personnel Involved (Paragraphs 4.14-4.15 of Information for Applicants)

19 Please list key personnel/ performing groups involved in the project and attach their curriculum vitae. Please continue on another sheet if you run out of space.

* 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 name, if applicable)	Qualifications/Experience	Post & Involvement in this Project	Fee	Signature to Confirm Participation* (Optional)
a					
b					
c					
d					
e					
f					
g					
h					
i					
j					



IV Project Budget

20 Estimated Expenditure

(Paragraphs 4.8-4.10 of Information for Applicants)

Amount HK\$

a Fees for performers/ personnel involved

- i) leading/ key performer(s) _____ person(s)
- ii) other performer(s) _____ person(s)
- iii) artistic/creative team _____ person(s)
- iv) administration/ technical crew _____ person(s)
- v) commission fee for new work(s) (please specify)

a i) _____

ii) _____

iii) _____

iv) _____

v) _____

b Production Costs

- i) sets/ installation/ props
- ii) costume/ make-up
- iii) hire of score/ musical instrument/ equipment (please specify)
- iv) others (please specify)

b i) _____

ii) _____

iii) _____

iv) _____

c Venue Rental (at concessionary rates, if eligible)

(Paragraph 4.13 of Information for Applicants)

- i) _____ hours of rehearsal, at (venue) _____
- ii) _____ hours of venue rental for the performance(s)

c i) _____

ii) _____

d Marketing and promotion

(e.g. advertising, house programme, handbill, poster, banner, etc) (Please specify)

d _____

e Others (eg. documentation, please specify)

e _____

Estimated Total Expenditure

21 Estimated income (Paragraph 4.12 of the Information for Applicants)

Amount HK\$

a Box office

Average Ticket Price \$ _____ X No. of Estimated Audiences _____ =

a _____

b Donation or Sponsorship

b _____

c Contribution from the applicant or its parent organisation

c _____

Estimated Total Income

22 Amount Sought

(Estimated Total Expenditure - Estimated Total Income)

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Subsidy Per Head

(Amount Sought ÷ Estimated No. of audiences)

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V

Declaration and Guarantee (Paragraphs 4.17-4.18 of Information for Applicants)

- a** I have obtained and read the booklet *Information for Project Grant Applicants* and the relevant artform's *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 hereby list all current HKADC Member(s), Arts Advisor(s), Examiner(s) and staff who will be involved in this application (if any):

Official Chop of the Organisation (If there is no official chop, please indicate)	Signature of Applicant/ 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

Reminder

- a** Please be reminded to submit the following supporting documents with this application:
 - A copy of the organization's official registration document, constitution/ Memorandum and Articles of Association, and a list of its key members/ Board of Directors
 - Curriculum vitae of key personnel involved in the project (please cross out personal data)
 - Price Quotations
 - An audio-visual recording of a previous rehearsal for reference (if the applicant has not yet appeared in any public performance)
- b** Please submit the application under confidential cover and mark 'Project Grant' on the envelope.

