

To : The Secretariat
Arts Capacity Development Funding Scheme
Culture, Sports and Tourism Bureau
25/F, Wanchai Tower, 12 Harbour Road
Wan Chai, Hong Kong

(Official Use Only)
Date of Receipt : _____
Reference No. : _____

Application Form for Arts Capacity Development Funding Scheme

Springboard Grant Project Grant

(The applicant must indicate which grant it is applying for)

14th Round Application: November 2024

(Closing Date: 22 January 2025)

Name of Applicant (Eng)	
(Chi)	
(Please read Paragraph 4.6.5 of the Arts Capacity Development Funding Scheme Guide to Application (“Guide to Application”).)	

1. Please read carefully the Guide to Application available on the Arts Capacity Development Funding Scheme (ACDFS) webpage at www.cstb.gov.hk/en/acdfs.html before completing this form.
2. The successful applicant must be a legal entity capable of entering into Funding Agreement with the Government. For applicant where documentary proof pertaining to the legal status as required and specified in Paragraph 4.6 of the Guide to Application is not available at the time of application, such documentary proof must be provided to the Secretariat of Arts Capacity Development Funding Scheme (Secretariat) before signing the Funding Agreement.
3. If the proposed project will be co-organised by two or more parties, the principal applicant shall fill in this form and submit a joint application with the consent of each joint applicant. Please note the details in Chapter IV of the Guide to Application.
4. The applicant shall submit only one application in its name or one joint application with another applicant in this round of funding exercise.
5. Please submit the application form (both the original and photocopies) in duplex printing without binding. The applicant may attach supplementary sheets if more space is required, but is reminded that some parts of the form have a word limit, and submission should be kept within the stated limits.
6. The duly completed and signed original application form, budget and cash flow projection together with the relevant supporting documents (Please refer to “Checklist for Submission of Application” on p.28-29 of application form) shall be delivered or sent to the Secretariat of the Arts Capacity Development Funding Scheme, Culture, Sports and Tourism Bureau, 25/F, Wanchai Tower, 12 Harbour Road, Wan Chai, Hong Kong before **6:00 p.m. on 22 January 2025** (“Closing Date”). Applications sent by Hongkong Post will only be accepted if postmarked no later than the Closing Date. Applications delivered by service agents or other means shall be delivered or sent to the Secretariat before 6:00 p.m. on the Closing Date. **Late applications and supplementary information will not be considered.**

7. If there are any changes to an application submitted, please notify the Secretariat and provide a complete replacement application to the Secretariat before 6:00 p.m. on the Closing Date. Information provided after 6:00 p.m. on the Closing Date, unless otherwise requested by the Government, will not be considered.
8. If Tropical Cyclone Warning Signal No. 8 or above, a black rainstorm warning signal, or “extreme conditions after super typhoons” announced by the Government is in force for any duration between 2:00 p.m. and 6:00 p.m. on the Closing Date, the Closing Date will be postponed to 6:00 p.m. on the next working day on which no Tropical Cyclone Warning Signal No. 8 or above, black rainstorm warning signal, or “extreme conditions after super typhoons” announced by the Government is/are in force for any duration between 2:00 p.m. and 6:00 p.m.
9. Please provide all information required in this form and attach relevant supporting documents to facilitate assessment of the application. Mandatory fields are marked with an asterisk on the application form. The applicant should inform the Secretariat immediately if there are any subsequent changes to the information provided.
10. The applicant must submit the required information or any relevant supporting documents set out in the Guide to Application and this application form. Please refer to the “Checklist for Submission of Application” appended to this application form for the required information.
11. Any information submitted through public cloud storage will not be considered.
12. No information (including but not limited to the application form, relevant supporting documents, video and audio recording, documentation, USB flash drives, compact discs) submitted by the applicant will be returned.

Please use the application form to set out your proposal. Should you wish to provide supplementary information, please indicate clearly to which section of the proposal your supplementary information corresponds. Should the supplementary information provided be in conflict with the information in the application form, the information in the application form shall prevail.

Section A – The Applicant

In the case of a joint application, the principal applicant shall fill in this form and provide all necessary information with the consent of each joint applicant.

1. Information of the Applicant (Arts Group/Company/Organisation)

Name* ¹	(Eng)		
	(Chi)		
Address*	(Eng)		
	(Chi)		
Tel. No.*		Fax No.	
Email Address*			
Website			

2. Name and Particulars of the Contact Person

Name*	(Eng)		
	(Chi)		
Title		<input type="checkbox"/> Mr	<input type="checkbox"/> Ms
Post Title	(Eng)		
	(Chi)		
Address* [^]	(Eng)		
	(Chi)		
Tel. No.*		Fax No.	
Email Address* [^]			

¹ Application submitted in the name of individuals will not be accepted. The name of the applicant refers to the name of the arts group/company/organisation. If the applicant has acquired or is acquiring the legal status as a company incorporated under the Companies Ordinance or as a charitable institution or trust of a public character under the Inland Revenue Ordinance, the name must be identical with the name registered under the relevant Ordinances. For details, please refer to Paragraph 4.6 “Eligible Applicants” of the Guide to Application.

* Mandatory field

Please put a tick in the appropriate box

[^] will be used for receiving the Acknowledgement of Application Submission and Application Result

3. Legal Status, Registration Information and Background of the Applicant

The legal status that the applicant has acquired / will acquire, as specified in Paragraph 4.6.1 (Springboard Grant) and Paragraph 4.6.2 (Project Grant) of the Guide to Application, hence capable of entering into Funding Agreement with the Government:

	<u>Springboard Grant</u>	<u>Project Grant</u>
Company incorporated under the Companies Ordinance (Cap. 622) or the old Companies Ordinance (Cap. 32)	Not applicable	<input type="checkbox"/>
Company incorporated under the Companies Ordinance (Cap. 622) or the old Companies Ordinance (Cap. 32) as limited by guarantee whose objects and powers do not include the distribution of profits to members	<input type="checkbox"/>	<input type="checkbox"/>
Charitable institution or trust of a public character under section 88 of the Inland Revenue Ordinance (Cap. 112)	<input type="checkbox"/>	<input type="checkbox"/>

Please attach documentary proof of eligibility for the grant, e.g. photocopies of the relevant registration document, certificate and the company's Memorandum and/or Articles of Association (whichever is applicable).

Date of Establishment	
Background and Brief Introduction of the Applicant (up to 300 words)	
Members of Board of Directors (if applicable)	

<p>Key Persons and/or Management Team of the Applicant (If any member(s) is/are also the key personnel of the project team, the applicant shall give details of such member(s) in item 4(C) of Section B.)</p>	
<p>Existing Role and Position in the Arts Sector</p>	
<p>Sources of Funds and Income</p>	

If this is a joint application, please fill in the following items 4 and 5 for each joint applicant. Use separate sheets for each joint applicant.

4. Information of the Joint Applicant (Arts Group/Company/Organisation)

Name* ²	(Eng)		
	(Chi)		
Name of Contact Person*	(Eng)		
	(Chi)		
Title		<input type="checkbox"/> Mr	<input type="checkbox"/> Ms
Post Title	(Eng)		
	(Chi)		
Address*	(Eng)		
	(Chi)		
Tel. No.*		Fax No.	
Email Address* [^]			
Website			
Experiences in Running Arts Activities			
Nature and Details of Collaboration with the Principal Applicant			

² Application submitted in the name of individuals will not be accepted. The name of the joint applicant refers to the name of the arts group/company/organisation. If the joint applicant has acquired or is acquiring the legal status as a company incorporated under the Companies Ordinance or as a charitable institution or trust of a public character under the Inland Revenue Ordinance, the name must be identical with the name registered under the relevant Ordinances. For details, please refer to Paragraph 4.6 “Eligible Applicants” of the Guide to Application.

* Mandatory field

Please put a tick in the appropriate box

[^] will be used for receiving the Acknowledgement of Application Submission and Application Result

5. Legal Status, Registration Information and Background of the Joint Applicant

The legal status that the joint applicant has acquired / will acquire, as specified in Paragraph 4.6.1 (Springboard Grant) and Paragraph 4.6.2 (Project Grant) of the Guide to Application, hence capable of entering into Funding Agreement with the Government:

	<u>Springboard Grant</u>	<u>Project Grant</u>
Company incorporated under the Companies Ordinance (Cap. 622) or the old Companies Ordinance (Cap. 32)	Not applicable	<input type="checkbox"/>
Company incorporated under the Companies Ordinance (Cap. 622) or the old Companies Ordinance (Cap. 32) as limited by guarantee whose objects and powers do not include the distribution of profits to members	<input type="checkbox"/>	<input type="checkbox"/>
Charitable institution or trust of a public character under section 88 of the Inland Revenue Ordinance (Cap. 112)	<input type="checkbox"/>	<input type="checkbox"/>

Please attach documentary proof of eligibility for the grant, e.g. photocopies of the relevant registration document, certificate and the company's Memorandum and/or Articles of Association (whichever is applicable).

Date of Establishment	
Background and Brief Introduction of the Joint Applicant(s) (up to 300 words)	
Members of Board of Directors (if applicable)	

<p>Key Persons and/or Management Team of the Joint Applicant (If any member(s) is/are also the key personnel of the project team, the applicant shall give details of such member(s) in item 4(C) of Section B.)</p>	
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6. Has the applicant or any joint applicant(s) applied for an ACDFS grant before?

<input type="checkbox"/> Yes	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 20%; padding: 5px;">Year</th> <th style="width: 80%; padding: 5px;">Title of the Proposal</th> </tr> </thead> <tbody> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> </tbody> </table>	Year	Title of the Proposal						
Year	Title of the Proposal								
<input type="checkbox"/> No									

Section B – The Proposal³

1. Title

(Eng)	
(Chi)	

2. Implementation Period

(Note: The funding period may last for a maximum of 2 years for the first Springboard Grant or Project Grant, and 3 years for the second Springboard Grant. The applicant is encouraged to fully utilise the allowable funding period for implementing the proposal. The starting date of the proposed project must fall within the period from September to December 2025.)

From	(month) /	(year)	To	(month) /	(year)
(i.e. Completion date of last project deliverable)					
Total number of months:					

3. Proposal Outline

(A) Category that best describes the nature of the proposal ⁴	
Please tick one box only	
<input type="checkbox"/> Arts Administration <input type="checkbox"/> Dance <input type="checkbox"/> Multi-disciplinary Arts <input type="checkbox"/> Theatre <input type="checkbox"/> Arts Education/Appreciation/Promotion, please specify the art form: _____ <input type="checkbox"/> Others, please specify the art form: _____	<input type="checkbox"/> Community Arts <input type="checkbox"/> Media Arts <input type="checkbox"/> Music <input type="checkbox"/> Visual Arts

³ Only non-profit making proposals are allowed. “Non-profit making proposals” refer to those not implemented primarily to make a profit. Please refer to Paragraphs 3.5 and 4.6.3 of the Guide to Application.

⁴ The Government reserves the right to determine the final categorisation of the proposal based on the nature of the proposal and the expertise required for the evaluation.

(B) If the proposal can help foster integration of arts and technology, please elaborate below in **not more than 100 words**:

(C) Summary of the Proposal

Please provide a summary of the proposal including its objectives and deliverables in **not more than 300 words**.

(D) Please indicate whether the proposal is intended to become an annual or regular event; or whether the applicant has successfully applied Arts Capacity Development Funding Scheme for proposal of same nature before.
(Please refer to Paragraphs 3.1.2 and 5.1.3 (b)(vii) of the Guide to Application.)

*(**Note:** If the applicant has successfully applied Arts Capacity Development Funding Scheme for a proposal of same nature before, it **must** state the parts where enhancements have been made to the proposal on top of the outcome of the approved proposal implemented with the previous ACDFS grant, as well as the sustainable development and long-term plan in relation to the proposal.)*

No

Yes. We acknowledge to have understood that the grants, if approved, may not be provided to fund future editions of the event.

(i) Please state the parts where enhancements and/or significant changes have been made to and/or new initiatives have been added to the proposal:

(ii) Please provide the sustainable development and long-term plan in relation to the proposal:

(E) Has the applicant or any joint applicant(s) submitted the same proposal for an ACDFS grant before but rejected?

Yes (Please provide new information and documents which show that an in-depth review of the proposal has been made or indicate the parts where significant and substantial changes and/or enhancements have been made to the proposal.⁵)

No

(F) Has/Will the applicant or any joint applicant(s) applied/apply for funding/support from other public funding sources and/or Government Bureaux/Departments for the same proposal or any of its deliverables?

Yes, details are provided as follows (Please refer to Paragraph 3.2 of the Guide to Application)

No

⁵ The applicant may not re-submit an application for an ACDFS grant to implement the same proposal. Please refer to Paragraph 5.4 of the Guide to Application.

(G) *(Only applicable to Project Grant applicants)*

Please indicate whether the applicant intends to further apply for the Incentive Matching Sum if its Project Grant application is successful.*

(Please refer to Paragraphs 3.1.4(d) & (e) of the Guide to Application.)

*(**Note:** Project Grant applicant **must** complete this part. Applicant fails to complete this part shall be deemed to have opted for not intended to further apply for the Incentive Matching Sum.)*

- Yes. We intend to further apply for the Incentive Matching Sum. We undertake to secure non-government sponsorships and/or donations of not less than \$100,000 Hong Kong Dollars in cash (maximum \$400,000 Hong Kong Dollars) for matching purpose, and acknowledge to have understood that the Incentive Matching Sum, if granted, shall be used to enhance the proposal. The expenditure and income of **this part shall not be included** in the budget (Section C) of the application form.

Please elaborate how the Incentive Matching Sum will be used to enhance the proposal in **not more than 100 words**:

- No. We do not intend to further apply for the Incentive Matching Sum. We acknowledge to have understood that we will not be able to apply for the Incentive Matching Sum again in this round of funding exercise even if our Project Grant application is successful.

* Mandatory field

Please put a tick in the appropriate box

4. Staffing/Key Persons for Organising and Implementing the Proposal

(A) Proposal/Operation Co-ordinator*

Name	(Eng)	
	(Chi)	
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Ms	
Post Title		
Organisation		
Address		
Tel. No.		
Fax No.		
Email Address^		
Qualification/ Expertise/Experience		

(B) Deputy Proposal/Operation Co-ordinator

Name	(Eng)	
	(Chi)	
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Ms	
Post Title		
Organisation		
Address		
Tel. No.		
Fax No.		
Email Address^		
Qualification/ Expertise/Experience		

* Mandatory field

Please put a tick in the appropriate box

^ will be used for receiving the Acknowledgement of Application Submission and Application Result

(C) Key Personnel of the Project Team⁶

(a) Artistic Personnel

(Please provide supporting documents, including but not limited to biography (up to 300 words for each artistic personnel)[#] and letter of intent, to show that the key artistic personnel agrees to perform in the capacity of an office and take on the responsibility as described in the proposal if the application is successful.)

Name	Capacity/ Responsibility	Qualification/ Expertise/Experience	Supporting document <i>(letter of intent, biography)</i>
1.			<input type="checkbox"/> Attached
2.			<input type="checkbox"/> Attached
3.			<input type="checkbox"/> Attached
4.			<input type="checkbox"/> Attached

(Please add rows to this table or attach supplementary sheets as necessary)

(b) Other Personnel (e.g. administrative/marketing staff)

Name	Capacity/ Responsibility	Qualification/Expertise/Experience
1.		
2.		
3.		
4.		

(Please add rows to this table or attach supplementary sheets as necessary)

⁶ According to Paragraph 6.1.6 of the Guide to Application, "Project Team" means the personnel deployed by the applicant to implement the proposal including but not limited to partners, experts, artists, arts practitioners and arts administrators.

[#] Please do not include any personal data, such as Identity Card number or date of birth, in the biography to be submitted.

Please put a tick in the appropriate box

5. Objectives and Goals

Please give a concise account of each objective/goal (**up to 300 words**) that the applicant aims to achieve with the proposal. The applicant may refer to Chapter II of the Guide to Application when completing this part.

*(**Note:** The applicant must provide the information required therein. Springboard Grant applicants shall fill in all 4 objectives and goals, while Project Grant applicants may fill in any one or all of the objectives and goals.)*

i.	Capacity Development	
ii.	Programme/ Content Development	
iii.	Audience Building	
iv.	Arts Education	

(Please attach supplementary sheets as necessary)

6. Details of the Proposal

*(**Note:** Submission of a URL for details of the proposal will not be considered.)*

(A) Background and Concept

Please provide the background information, concept, purposes, and relevant details of the proposal.

(B) Project Deliverables

Please specify the implementation details and target beneficiaries of each deliverable **in chronological order**.

Project Deliverable (1): (e.g. recruitment of participants and audition, activities, exhibitions, performances, publications)	
Date/Period:	
Venue:	
No. of Sessions: (if applicable)	
Fees to be collected: (if applicable)	
Detailed Descriptions: (Artistic personnel, content, format, etc.)	
Target Beneficiaries: (e.g. audiences, participants, artists)	
No. of Beneficiaries: (including attendance at each session and total attendance. Please specify if beneficiaries attended online.)	

<p>Project Deliverable (2): (e.g. recruitment of participants and audition, activities, exhibitions, performances, publications)</p>	
<p>Date/Period:</p>	
<p>Venue:</p>	
<p>No. of Sessions: (if applicable)</p>	
<p>Fees to be collected: (if applicable)</p>	
<p>Detailed Descriptions: (Artistic personnel, content, format, etc.)</p>	
<p>Target Beneficiaries: (e.g. audiences, participants, artists)</p>	
<p>No. of Beneficiaries: (including attendance at each session and total attendance. Please specify if beneficiaries attended online.)</p>	

Project Deliverable (3): (e.g. recruitment of participants and audition, activities, exhibitions, performances, publications)	
Date/Period:	
Venue:	
No. of Sessions: (if applicable)	
Fees to be collected: (if applicable)	
Detailed Descriptions: (Artistic personnel, content, format, etc.)	
Target Beneficiaries: (e.g. audiences, participants, artists)	
No. of Beneficiaries: (including attendance at each session and total attendance. Please specify if beneficiaries attended online.)	

(Please add rows to this table or attach supplementary sheets as necessary.)

Total No. of Beneficiaries of the above Deliverables: (Please specify if beneficiaries attended online.)	
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7. Creativity and Originality

Please describe the most creative and original elements in the proposal.

8. Intellectual Property Rights

Please indicate whether the proposal would generate or involve any intellectual property rights and give details, including the nature of the rights and the handling method.

9. Evaluation of Feasibility

Please evaluate the feasibility of the proposal which may include (i) the demand of the community; (ii) the availability of venues, talent, expertise and resources required; and (iii) manpower and resource deployment.

10. Marketing and Promotion Strategy

Please state the channels/means of marketing and promotion, including marketing and promotion to audience, members of the public, sponsors/donors and expected benefits to be achieved.

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11. Evaluation Method

Please propose **qualitative** and **quantitative** performance indicators and ways to measure achievements. (Evaluation in respect of deliverables and/or milestones listed in item 6(B) under Section B is recommended.)

Qualitative (e.g. audience feedback, media reviews)	
Performance Indicator	Way to Measure Achievements
Quantitative (e.g. attendance, number of returned questionnaires)	
Performance Indicator	Way to Measure Achievements

12. Risk Assessment

Please list the risks the proposal is most likely to encounter and state possible solutions and risk control/contingency measures against them.

Risk	Solution/Risk Control/Contingency Measure

13. Continuous Development

(Only applicable to second Springboard Grant applicants)

Please state how the proposal will further elevate the applicant’s professional performance/capacity on top of the outcome of the approved proposal implemented with the first Springboard Grant and bring about continued development upon completion of the proposal implemented with the second Springboard Grant.

14. Supplementary Information (if applicable)

The applicant may provide any other relevant information in support of the application.

Section C – Capacity in Financial Planning and Management

1. Budget⁷

(A) Budget

The applicant **is required** to submit a proposed budget, together with justifications and calculation, for implementing the proposal in the form of the standardised Excel table downloadable from the ACDFS webpage at www.cstb.gov.hk/en/acdfs.html, showing all expenses and sources of funds and income (including but not limited to non-government sponsorships and/or donations, income and revenue). The standardised Excel table consists of 3 worksheets: (i) Main Budget of Project, (ii) Individual Programme Budget and (iii) Cash Flow Projection. Please note that the “Amount of Funds Required from the ACDFS” in the worksheet of the Main Budget of Project refers to the amount of grant under application. The completed Excel table must be submitted together with the application form. The applicant should refer to Chapter XI of the Guide to Application when completing this Section.

(B) Sponsorship/Donation

The applicant must submit documentary proof (e.g. letter of intent, sponsorship letter) of non-government sponsorships/donations secured or to be secured for processing the application. Please refer to Paragraphs 3.1.3 and 3.3 of the Guide to Application for details.

(Note: The application will not be considered if the Springboard Grant applicant fails to submit documentary proof)

Amount of Sponsorship/Donation (HK\$) (Please itemise)	Name of Sponsor/ Donor	Has been/ To be secured	Documentary Proof
		<input type="checkbox"/> Has been/ <input type="checkbox"/> To be secured	<input type="checkbox"/> Attached
		<input type="checkbox"/> Has been/ <input type="checkbox"/> To be secured	<input type="checkbox"/> Attached
		<input type="checkbox"/> Has been/ <input type="checkbox"/> To be secured	<input type="checkbox"/> Attached

(C) Cash Flow Projection⁸

The applicant **is required** to prepare a cash flow projection using the standardised Excel table mentioned in Part (A) of Section C and submit it together with the application form.

⁷ A proposal which is deemed to be financially self-sufficient may be given lower priority. Please refer to Paragraph 4.1 of the Guide to Application for details.

⁸ Please prepare the cash flow projection on the assumption that the total amount of funds applied for is approved. Please refer to Paragraph 3.4 of the Guide to Application regarding the arrangements for instalments.

2. Financial Control

Please list cost/budget control measures for implementing the proposal.

3. Arrangements for Deficit or Residual Funds/Operating Surplus

In case of a deficit resulted from the implementation of the proposal, please propose a plan to cover any shortfall necessary for implementing the proposal. Any residual funds or operating surplus must be returned to the Government unless the Government has approved the use under special circumstances. Please refer to Paragraphs 3.5 and 4.6.3 of the Guide to Application for details.

Section D – Personal Data

1. The personal data collected in the application form will be used by the Government and the Advisory Committee on Arts Development for the following purposes:
 - (a) processing and assessing applications for the Arts Capacity Development Funding Scheme;
 - (b) conducting research;
 - (c) recording and preparing statistics;
 - (d) arranging public announcements and publicity;
 - (e) monitoring and evaluating the funded proposal; and
 - (f) taking any remedial or follow-up action on the funded proposal.

For the purpose of (a), the application form and the personal data therein may be passed to public organisations including, but not limited to, the Hong Kong Arts Development Council and/or the Leisure and Cultural Services Department for the recipient to conduct cross-checking against the recipient's records of the applicant or other individuals to whom the personal data belongs.

2. An individual to whom the personal data belongs and a person authorised by him/her in writing has the right of access and correction with respect to the individual's personal data as provided in sections 18 and 22 of and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance (Cap. 486). An individual or such person wishing to exercise these rights should complete and return the prescribed Data Access Request Form to the Secretariat of the Arts Capacity Development Funding Scheme.

Section E – Declaration by the Applicant and the Joint Applicant (if applicable)

1. We state that all information provided in this application form and the accompanying information is true and accurate. We understand that giving any false or inaccurate information or withholding any material information will render the application null and void.
2. We agree that if the application is approved, utmost dedication and determination will be given to complete and monitor the proposal according to the proposal stated in this application form.
3. We declare that we are receiving a grant from the Hong Kong Arts Development Council (HKADC)'s Eminent Arts Group Scheme or Year Grant Scheme and have submitted the information including the budget of the approved project under such HKADC's grant as documentary proof to support the application (applicable to Springboard Grant applicants only).
4. We state that the implementation of the proposal by us, and the use or possession by the Government and its authorised users, assigns and successors in title of any materials provided by us do not and will not infringe any Intellectual Property Rights of any party.
5. We agree that the information provided in this application form may be used by the Government to process this application and for related purposes. We authorise the Secretariat to handle the personal data/information provided in this application form for these purposes.

6. We agree that the information contained in this application form and any subsequent submissions (including all its appendices, attachments, supplements and revisions) may be used or disclosed by the Government and the Advisory Committee on Arts Development for public announcements and publicity.
7. We agree to grant and procure the relevant third party Intellectual Property Rights owners to grant the licence to the Government, its authorised users, assigns and successors-in-title to copy, access and circulate any information and materials in the application form and the accompanying documents for the purpose of vetting and assessment of applications. The term “authorised users” includes members of the Advisory Committee on Arts Development and the Expert Advisers.
8. We have read and understood the content of the Guide to Application and agree to be bound by its terms and conditions. We also agree and undertake to enter into the Funding Agreement on terms prepared and approved by the Government. We acknowledge that no binding agreement will be made between the Government and a successful applicant as to the Grant unless and until the Funding Agreement is executed by the Government and the successful applicant.

<p style="text-align: center;">Signature of the Authorised Representative with Organisation Chop (if any) (For and on behalf of the Applicant)</p>	<p style="text-align: center;">Name of the Authorised Representative</p>
<p style="text-align: center;">Name of the Applicant</p>	<p style="text-align: center;">Post Title / / (Date)</p>

In case of a joint application, each of the parties constituting the applicant must sign separately as follows:

<p style="text-align: center;">Signature of the Authorised Representative with Organisation Chop (if any) (For and on behalf of the Joint Applicant)</p>	<p style="text-align: center;">Name of the Authorised Representative</p>
<p style="text-align: center;">Name of the Joint Applicant</p>	<p style="text-align: center;">Post Title / / (Date)</p>

Checklist for Submission of Application

Application form, budget and cash flow projection, documentary proof of the registration information of the applicant, documentary proof of non-government sponsorships and/or donations for matching for Springboard Grant application (mandatory)

1.	Original application form (Section A to E) duly completed and signed by the applicant and the joint applicants (if applicable).	<input type="checkbox"/>
2.	The budget and cash flow projection in standardised Excel table as required under Section C.	<input type="checkbox"/>
3.	Documentary proof of the registration information of the applicant, e.g. relevant registration certificates and related documents, including the company's Memorandum and/or Articles of Association as applicable and the same of the joint applicants (if applicable).	<input type="checkbox"/>
4.	The applicant of Springboard Grant must provide documentary proof of non-government sponsorships and/or donations for matching that it has already secured/to be secured.	<input type="checkbox"/>

Other supporting documents/information (if applicable)

5.	Documentary proof of the non-profit-sharing status and bona fide nature of the applicant and the same of the joint applicants.	<input type="checkbox"/>
6.	Documentary proof of non-government sponsorships and/or donations secured/to be secured. The applicant for Springboard Grant which is receiving a grant from the Hong Kong Arts Development Council (HKADC)'s Eminent Arts Group Scheme or Year Grant Scheme is required to declare in the application and submit the information including the budget of the approved project under such HKADC's grant as documentary proof to support the application.	<input type="checkbox"/>
7.	Documentary proof of other funding for the proposal.	<input type="checkbox"/>
8.	Biography [#] of each of the key artistic personnel and supporting documents, such as letter of intent, showing that he/she agrees to perform in the capacity of an office and take on the responsibility as described in the proposal.	<input type="checkbox"/>
9.	One copy each of the recording or documentation of up to 3 previous works (if available) for reference. Any information submitted through public cloud storage will not be considered. (The video/audio clips should not exceed 3 minutes each. Please specify the time segment for the Secretariat's reference if the length of the video/audio clip submitted exceeds 3 minutes. Otherwise, random sampling will be applied.)	<input type="checkbox"/>

Please do not include any personal data, such as Identity Card number or date of birth, in the biography to be submitted.

Please put a tick in the appropriate box

Once the above is ready, prepare photocopies and electronic copy:

1.	Two duplicate copies of the full set of document (except the sample of previous works).	<input type="checkbox"/>
2.	One electronic copy (text information in Word format, and budget and cash flow projection in standardised Excel table) of the completed application form (together with supporting documents/information) stored in a CD-ROM/USB flash drive.	<input type="checkbox"/>

- END -