

To : Secretariat of the  
Signature Performing Arts Programme 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 Signature Performing Arts Programme Scheme

---

**1<sup>st</sup> Round Application: 30 December 2024**  
**(Closing Date: 30 May 2025)**

Name of Applicant (Eng)	
(Chi)	
(Please read Paragraph 4.6.5 of the <b>Signature Performing Arts Programme Scheme Guide to Application</b> (“Guide to Application”).)	

1. Please read carefully the Guide to Application available on the Signature Performing Arts Programme Scheme (SPAPS) webpage at [www.cstb.gov.hk/en/spaps.html](http://www.cstb.gov.hk/en/spaps.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 Signature Performing Arts Programme 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.25-26 of application form) shall be delivered or sent to the Secretariat of the Signature Performing Arts Programme Scheme, Culture, Sports and Tourism Bureau, 25/F, Wanchai Tower, 12 Harbour Road, Wan Chai, Hong Kong before **6:00 p.m. on 30 May 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 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 adverse weather and “extreme conditions” 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 adverse weather and “extreme conditions” 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 and application by email 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* <sup>1</sup>	(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* <sup>^</sup>	(Eng)		
	(Chi)		
Tel. No.*		Fax No.	
Email Address* <sup>^</sup>			

<sup>1</sup> 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, the name must be identical with the name registered under the relevant ordinance. 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

<sup>^</sup> 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 of the Guide to Application, hence capable of entering into Funding Agreement with the Government:

A company incorporated under the Companies Ordinance (Cap. 622) or the old Companies Ordinance (Cap. 32) including a company limited by guarantee whose objects and powers do not include the distribution of profits to members

A charitable institution or trust of a public character under section 88 of the Inland Revenue Ordinance (Cap. 112)

A statutory body established by Hong Kong legislation

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)	

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 5(C) of Section B.)	
Existing Role and Position in the Arts Sector	
Sources of Funds and Income	

**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* <sup>2</sup>	(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* <sup>^</sup>				

<sup>2</sup> 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, the name must be identical with the name registered under the relevant ordinance. 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

<sup>^</sup> will be used for receiving the Acknowledgement of Application Submission and Application Result

Website	
Experiences in Running Arts Activities	
Nature and Details of Collaboration with the Principal Applicant	

### 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 of the Guide to Application, hence capable of entering into Funding Agreement with the Government.

A company incorporated under the Companies Ordinance (Cap. 622) or the old Companies Ordinance (Cap. 32) including a company limited by guarantee whose objects and powers do not include the distribution of profits to members

A charitable institution or trust of a public character under section 88 of the Inland Revenue Ordinance (Cap. 112)

A statutory body established by Hong Kong legislation

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 (up to 300 words)	
Members of Board of Directors (if applicable)	
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 5(C) of Section B.)	

## Section B – The Proposal

### 1. Title

(Eng)	
(Chi)	

### 2. Amount of Funds Required from the SPAPS

Direct Grant (ceiling \$10 million) : \_\_\_\_\_

Matching Grant (ceiling \$5 million) : \_\_\_\_\_

### 3. Implementation Period

*(**Note:** The funding period lasts for a maximum of 3 years for the SPAPS Grant, unless otherwise approved by the Government. **The applicant is encouraged to fully utilise the allowable funding period for implementing the proposal.**)*

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

### 4. Proposal Outline

(A) Category that best describes the nature of the proposal

Please tick **one** box only

Music

Dance

Theatre

Musical

Multi-disciplinary Arts

Others, please specify the art form or genre:

Chinese / Western Opera

\_\_\_\_\_



(B) If the Proposal can help foster integration of arts and technology in different art forms, 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 a production that has already been staged. (Please refer to Paragraphs 2.3 (c) and 5.1.3 (b)(vii) of the Guide to Application.)

Yes

Please state the parts where enhancements and/or significant changes have been made to the production:

No

(E) Please indicate whether the proposal is intended to become a long-running production; and/or whether the applicant has successfully applied for funding of a proposal of the same nature before. (Please refer to Paragraphs 3.1.2, 5.1.3 (b)(viii) and 5.1.3 (b)(ix) of the Guide to Application.)

The proposal is intended to become a long-running production: Yes<sup>#</sup> / No<sup>#</sup>

The applicant has successfully applied for funding of a proposal of the same nature before: Yes<sup>#</sup> / No<sup>#</sup>

If any of the answers above are “yes”, please provide details, for instance, the sustainable development and long-term plan in relation to the proposal; funding sources of a proposal of the same nature before:

We acknowledge that the grant, if approved, may not be used to fund future editions of the production

(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?

*(Note: Funding sources including but not limited to Arts Capacity Development Funding Scheme, Art Development Matching Grants Scheme, Hong Kong Arts Development Council (HKADC) Eminent Arts Group Scheme or Year Grant Scheme, Major Performing Arts Group and Mega Arts and Cultural Events Fund)*

Yes, details are provided as follows:  
(Please refer to Paragraph 3.2 of the Guide to Application and declaration is made in accordance with Section E of the Form)

No

## 5. 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 <sup>^</sup>		
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 <sup>^</sup>		
Qualification/ Expertise/Experience		

\* Mandatory field

Please put a tick in the appropriate box

<sup>^</sup> will be used for receiving the Acknowledgement of Application Submission and Application Result

(C) Key Personnel of the Project Team<sup>3</sup>

(a) Artistic Personnel

(Please provide supporting documents, including but not limited to biography (up to 300 words for each artistic personnel)<sup>+</sup> 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>	Hong Kong resident <sup>#</sup>
1.			<input type="checkbox"/> Attached	Yes/ No
2.			<input type="checkbox"/> Attached	Yes/ No
3.			<input type="checkbox"/> Attached	Yes/ No
4.			<input type="checkbox"/> Attached	Yes/ No

*(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	Hong Kong resident <sup>#</sup>
1.			Yes/ No
2.			Yes/ No
3.			Yes/ No
4.			Yes/ No

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

<sup>3</sup> 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.

<sup>+</sup> Please do not include any personal data, such as Identity Card number or date of birth, in the biography to be submitted

<sup>#</sup> Majority of the key personnel must be Hong Kong residents. Please indicate as appropriate.

## 6. 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.)*

i.	Financial sustainability	
ii.	Attractiveness in the longer term in terms of content and scale	
iii.	Demonstration of features that represent Hong Kong	
iv.	Promotion of the development of Hong Kong as an East-meets-West Centre for International Cultural Exchange	
v.	Possibility to be toured in the Mainland and overseas	

*(Please attach supplementary sheets as necessary)*

**7. 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**.

<b>Project Deliverable (1):</b> (e.g. performances)	
<b>Date/Period:</b>	
<b>Venue:</b>	
<b>No. of Sessions:</b> (if applicable)	
<b>Fees to be collected:</b> (if applicable)	
<b>Detailed Descriptions:</b> (Artistic personnel, content, format, etc.)	
<b>Target Beneficiaries:</b> (e.g. audiences)	
<b>No. of Beneficiaries:</b> (including attendance at each performance and total attendance)	

<b>Project Deliverable (2):</b> (e.g. performances)	
<b>Date/Period:</b>	
<b>Venue:</b>	
<b>No. of Sessions:</b> (if applicable)	
<b>Fees to be collected:</b> (if applicable)	
<b>Detailed Descriptions:</b> (Artistic personnel, content, format, etc.)	
<b>Target Beneficiaries:</b> (e.g. audiences)	
<b>No. of Beneficiaries:</b> (including attendance at each performance and total attendance)	

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

<b>Total No. of Beneficiaries of the above Deliverables:</b>	
--	--



**8. Creativity and Originality**

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

**9. 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.

**10. 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.

**11. 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.

--

**12. 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 7(B) under Section B is recommended.)

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

**13. Risk Assessment**

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

<b>Risk</b>	<b>Solution/Risk Control/Contingency Measure</b>

**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. Budget

#### (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 SPAPS webpage at [www.cstb.gov.hk/en/spaps.html](http://www.cstb.gov.hk/en/spaps.html), showing all expenses and sources of funds and income (including but not limited to non-government sponsorships/donations, box office income and revenue). The standardised Excel table consists of two worksheets: (i) Budget of Production and (ii) Cash Flow Projection. Please note that the “Amount of Funds Required from the SPAPS” in the worksheet of the Budget of Production refers to the total amount of Direct Grant and Matching 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 **is required** to 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.

##### (a) (i) Pledged amount of eligible sponsorships/donations (Matching Ratio \$1 (whole dollar) : \$1.5)

Amount of Matching Grant Applied (for eligible sponsorships/donations)	HK\$
Pledged amount of eligible sponsorships/donations to be received	HK\$

(a) (ii) Amount of sponsorships/donations secured/to be secured as at the application date

Name of sponsor/donor <sup>4</sup>	Amount of sponsorship/donation (HK\$) <i>(Please itemise)</i>	Identifiable/direct costs to be netted off (HK\$) <sup>5</sup>	Net amount of sponsorship/donation for application of Matching Grant (HK\$)	Has been/ To be secured	Sponsorship/donation contract/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
				<input type="checkbox"/> Has been/ <input type="checkbox"/> To be secured	<input type="checkbox"/> Attached
Sub-total				-	-
Total net amount of sponsorship/donation for application of Matching Grant (HK\$)					

(b) Pledged amount of other cash income including but not limited to box office income (Matching Ratio \$1 (whole dollar) : \$0.5)

Amount of Matching Grant Applied (for other cash income)	HK\$
(i) Estimated box office income (i.e. Ticket price x number of audience)	HK\$
(ii) Others (please specify)	HK\$
Pledged amount of other eligible cash income (i)+(ii)	HK\$

<sup>4</sup> The Applicant should declare that the donations concerned are not originated from the arts group/organisation and its entities directly and indirectly in format as shown at [Appendix B](#). Donations must be transferred voluntarily not as a result of a contractual obligation and no advantage of a material character is received by the transferor by way of return.

<sup>5</sup> If an Applicant incurred expenses in obtaining a sponsorship/donation, the “identifiable costs” or “direct costs” incurred for this purpose should be netted off from the amount of gross cash sponsorship/donation before the sponsorship/donation can be matched. In calculating the cost to be netted off, the Applicant should make reference to the guidelines set out at [Appendix A](#).

(C) Cash Flow Projection<sup>6</sup>

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.

**2. Financial Control**

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

**3. Arrangements for Deficit or Residual Funds**

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 money generated of the programmes can be retained by the Grantees. Please refer to Paragraphs 3.5 of the Guide to Application for details.

---

<sup>6</sup> 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.

## **Section D – Personal Data**

1. The personal data collected in the application form will be used by the Government and the Secretariat of Signature Performing Arts Programme Scheme for the following purposes:
  - (a) processing and assessing applications for the Signature Performing Arts Programme 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 Signature Performing Arts Programme 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 recurrent funding from the Government or other public funding sources and/or Government Bureaux/Departments (see Section B4(F) of the form) and have submitted the information including the budget of the approved project under such grant as documentary proof to support the application.
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 Secretariat of Signature Performing Arts Programme Scheme 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 Secretariat of Signature Performing Arts Programme Scheme.
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.

Signature of the Authorised Representative with Organisation Chop (if any) (For and on behalf of the Applicant)	Name of the Authorised Representative
Name of the Applicant	Post Title / / (Date)

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

Signature of the Authorised Representative with Organisation Chop (if any) (For and on behalf of the Joint Applicant)	Name of the Authorised Representative
Name of the Joint Applicant	Post Title / / (Date)



## Checklist for Submission of Application

### Application form, appendices, budget and cash flow projection, documentary proof of the registration information of the applicant and non-government sponsorships and/or donations

1.	Original application form (Section A to E) together with appendices 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 must provide documentary proof of non-government sponsorships and/or donations that it has already secured/to be secured as well as the pledged amount of box office income for matching.	<input type="checkbox"/>

### Other supporting documents/information (if applicable)

5.	Documentary proof of non-government sponsorships and/or donations secured/to be secured. The applicant which is receiving recurrent funding from the Government and/or other public funding sources and/or Government Bureaux/Departments is required to <b>declare</b> in the application and submit the information including the budget of the approved project under such grant as documentary proof to support the application.	<input type="checkbox"/>
6.	Documentary proof of other funding for the proposal.	<input type="checkbox"/>
7.	Biography <sup>+</sup> 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"/>
8.	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"/>