

To : Secretariat  
Arts Capacity Development Funding Scheme  
Home Affairs 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 (ACDFS)**

**Springboard Grants**       **Project Grants**

(The application may not be considered if the applicant fails to indicate which grant it is applying for.)

**8<sup>th</sup> Round Application: November 2018**  
**(Deadline: 6pm on 4 January 2019)**

|  |  |
|--|--|
| The applicant(s) (Eng)   |  |
| (Chi)  |  |
| <b>(Attention is drawn to paragraph 4.6.6 of the Arts Capacity Development Funding Scheme Guide to Application (“Guide to Application”).</b> |  |

1. Please read carefully the Guide to Application available at the ACDFS website at [http://www.hab.gov.hk/en/policy\\_responsibilities/arts\\_culture\\_recreation\\_and\\_sport/acdfs.htm](http://www.hab.gov.hk/en/policy_responsibilities/arts_culture_recreation_and_sport/acdfs.htm) before completing this Form.
2. The successful applicant must be a legal entity capable of entering into funding agreement with the Government. For newly established companies/groups where documentary evidence pertaining to the applicant’s legal status as required in Section A is not available at the time of application, such documentary evidence must be provided to the Secretariat before signing the Funding Agreement.
3. If the proposed project will be organised by two or more individuals/organisations, the principal or lead individual/organisation shall fill in this form, and a joint application shall be submitted with the consent of the joint applicant(s). Please note the details in Chapter IV (Eligibility) in the Guide to Application.
4. An applicant can submit only one application.
5. Please submit the application form (both the original and photocopies) in duplex printing without binding. The applicant can attach supplementary sheet(s) if more space is required, but is reminded that some parts of the form have word limits, and submission should be kept within the stated limits.
6. Please provide all information requested in this form and attach relevant supporting documents to facilitate assessment of the applications.
7. If there are changes to an application submitted, please notify the Secretariat and provide a complete replacement application to the Secretariat before the submission deadline (6pm on 4 January 2019).
8. If the applicant fails to submit the required information and the relevant supporting document(s) set out in the Guide to Application, the application may not be considered.
9. All information (including without limitation the application form, relevant supporting documents, video and audio recording, documentation, USBs, compact discs) submitted by the applicant will not 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 – Particulars of the Applicant

In the case of a joint application, the principal applicant shall fill in this form and supply all necessary information with the consent of the joint applicant(s).

### 1. Information of the Applicant

|                  |       |         |  |  |
|------------------|-------|---------|--|--|
| Registered Name* | (Eng) |         |  |  |
|                  | (Chi) |         |  |  |
| Address*         | (Eng) |         |  |  |
|                  | (Chi) |         |  |  |
| Tel. No.*        |       | Fax No. |  |  |
| Email Address*   |       |         |  |  |
| Website          |       |         |  |  |

### 2. Name and Details of the Contact Person

|                      |       |         |  |  |
|----------------------|-------|---------|--|--|
| Name*                | (Eng) |         |  |  |
| (Mr/Ms) <sup>#</sup> | (Chi) |         |  |  |
| Post                 | (Eng) |         |  |  |
|                      | (Chi) |         |  |  |
| Address*             | (Eng) |         |  |  |
|                      | (Chi) |         |  |  |
| Tel. No.*            |       | Fax No. |  |  |
| Email Address*       |       |         |  |  |

**You are asked to note that the provision of data (including any personal data) marked \* on the application form is mandatory, failure to provide such data (including personal data) will result in your application being rejected.**

\* Completion is mandatory  
# Please delete as appropriate

**3. Background and Activities**

(A) History of the applicant

(B) Core activities organised and services provided by the applicant

(C) Sources of funds and income of the applicant

**4. Registration Information**

*(Please attach documentary proof and provide photocopies of relevant registration certificates and the Company’s Memorandum and Articles of Association, whichever is applicable.)*

The legal status that the applicant has acquired<sup>#</sup> / will acquire<sup>#</sup>:

|  | <u>Springboard<br/>Grants</u> | <u>Project<br/>Grants</u> |
|--|-------------------------------|---------------------------|
| Charitable institution or trust of a public character under section 88 of the Inland Revenue Ordinance (Cap. 112)  | <input type="checkbox"/>      | <input type="checkbox"/>  |
| Company incorporated under the Companies Ordinance (Cap. 622) or 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"/>  |
| Company incorporated under the Companies Ordinance (Cap. 622) or old Companies Ordinance (Cap. 32)   | Not applicable                | <input type="checkbox"/>  |

| Date of Establishment  | Number of Members |  |
|--|-------------------|--|
| Background and Objectives of the Applicant   |                   |  |
| Board of Directors (if applicable)   |                   |  |
| Key Persons and/or Management Team (If any member(s) will also be the key artistic personnel, the applicant shall give details of such member(s) in Part 4(C) of Section B.) |                   |  |

# Please delete as appropriate  
 Please put a tick in the appropriate box

**If this is a joint application please fill in the following sections 5 and 6 for each of the joint applicants. Use separate sheets for each joint applicant.**

**5. Information of the Joint Applicant(s)**

|  |  |         |  |
|--|--|---------|--|
| Registered Name* (Eng)   |  |         |  |
| (Chi)  |  |         |  |
| Address* (Eng)   |  |         |  |
| (Chi)  |  |         |  |
|  |  |         |  |
| Tel. No.*  |  | Fax No. |  |
| Email Address*   |  |         |  |
| Website  |  |         |  |
| Experience(s) in Running Arts Activities                         |  |         |  |
| Nature and Details of Collaboration with the Principal Applicant |  |         |  |

\* Completion is mandatory

**6. Registration Information of the Joint Applicant**

*(Please attach documentary proof and provide photocopies of relevant registration certificates and the Company's Memorandum and Articles of Association, whichever is applicable.)*

The legal status that the applicant has acquired<sup>#</sup> / will acquire<sup>#</sup>:

|  | <u>Springboard<br/>Grants</u> | <u>Project<br/>Grants</u> |
|--|-------------------------------|---------------------------|
| Charitable institution or trust of a public character under section 88 of the Inland Revenue Ordinance (Cap. 112)  | <input type="checkbox"/>      | <input type="checkbox"/>  |
| Company incorporated under the Companies Ordinance (Cap. 622) or 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"/>  |
| Company incorporated under the Companies Ordinance (Cap. 622) or old Companies Ordinance (Cap. 32)   | Not applicable                | <input type="checkbox"/>  |

| Date of Establishment  |  | Number of Members |  |
|--|--|-------------------|--|
| Background and Objectives of the Applicant   |  |                   |  |
| Board of Directors (if applicable)   |  |                   |  |
| Key Persons and/or Management Team (If any member(s) will also be the key artistic personnel, the applicant shall give details of such member(s) in Part 4(C) of Section B.) |  |                   |  |

# Please delete as appropriate  
 Please put a tick in the appropriate box

## Section B – The Proposal <sup>1</sup>

### 1. Title

|       |  |
|-------|--|
| (Eng) |  |
| (Chi) |  |

### 2. Date and Venue

|  |  |
|--|--|
| (A) Implementation Period ( <i>day/month/year</i> )<br><u>Note</u> : Starting date of the proposed project must fall within the period of June to December 2019.<br><br>From            /        /                      To                      /        / |  |
| (B) Venue(s) <input type="checkbox"/> Proposed <input type="checkbox"/> Confirmed  |  |
| Name   |  |
| Address  |  |
| Details of Any Receipt of / Application for Venue Sponsorship (indicate 'nil' if applicable)   |  |

### 3. Details of the Proposal

*(e.g. scale, nature, significance)*

|   |  |
|---|--|
| (A) Category that best describes the nature of the proposal<br><u>Note</u> : The Government reserves the right to determine the final categorisation of the proposal having regard to the nature of the proposal and the expertise required to evaluate it. |  |
| Please tick <b>one</b> box only.  |  |
| <input type="checkbox"/> Arts Administration  | <input type="checkbox"/> Arts Education          |
| <input type="checkbox"/> Community Arts   | <input type="checkbox"/> Dance                   |
| <input type="checkbox"/> Media Arts   | <input type="checkbox"/> Multi-disciplinary Arts |
| <input type="checkbox"/> Music  | <input type="checkbox"/> Theatre                 |
| <input type="checkbox"/> Visual Arts  | <input type="checkbox"/> Others                  |
|   | Please specify: _____                            |

<sup>1</sup> Only non-profit proposals are allowed.

**(B) Summary of the Proposal**

Please provide a summary of the proposal including highlights of the proposal in **not more than 300 words**.

**(C) Details of the Proposal**

*(Please attach supplementary sheets if necessary.)*



(D) Please indicate whether the proposed project is intended to become an annual or regular event.

*(Please refer to paragraphs 3.1.2 and 5.1.3 (b)(vii) of the Guide to Application.)*

No

Yes (Please provide the long term plan in relation to the proposal, and acknowledge that the grant, if approved, may not be provided to fund future editions of the event.)

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

(A) Proposal/Operation Co-ordinator

(B) Deputy Proposal/Operation Co-ordinator

|                                    |  |
|------------------------------------|--|
| Name (Eng)<br>(Mr/Ms) <sup>#</sup> |  |
| Name (Chi)                         |  |
| Post                               |  |
| Organisation                       |  |
| Address                            |  |
| Tel. No.                           |  |
| Fax No.                            |  |
| Email Address                      |  |
| Website                            |  |
| Expertise                          |  |
| Qualifications<br>& Experience     |  |

|                                    |  |
|------------------------------------|--|
| Name (Eng)<br>(Mr/Ms) <sup>#</sup> |  |
| Name (Chi)                         |  |
| Post                               |  |
| Organisation                       |  |
| Address                            |  |
| Tel. No.                           |  |
| Fax No.                            |  |
| Email Address                      |  |
| Website                            |  |
| Expertise                          |  |
| Qualifications<br>& Experience     |  |

# Please delete as appropriate

Please put a tick in the appropriate box

**(C) Key Artistic Personnel**

*(Please provide evidence that each of the key artistic personnel agrees that it will perform in the capacity and take on the responsibility as described in this proposal if the applicant is successful with its application.)*

|    | <b>Name</b> | <b>Capacity/<br/>Responsibility</b> | <b>Qualifications/Expertise/<br/>Experience</b> | <b>Evidence (e.g.<br/>Letter of Intent)</b> |
|----|-------------|-------------------------------------|---|---|
| a. |             |                                     |   | <input type="checkbox"/> Attached           |
| b. |             |                                     |   | <input type="checkbox"/> Attached           |
| c. |             |                                     |   | <input type="checkbox"/> Attached           |
| d. |             |                                     |   | <input type="checkbox"/> Attached           |
| e. |             |                                     |   | <input type="checkbox"/> Attached           |

*(Please add row(s) to this table or attach supplementary sheet(s) if necessary.)*

**(D) Other supporting staff (e.g. administrative/marketing staff)**

|    | <b>Name</b> | <b>Capacity</b> | <b>Responsibility</b> |
|----|-------------|-----------------|-----------------------|
| a. |             |                 |                       |
| b. |             |                 |                       |
| c. |             |                 |                       |
| d. |             |                 |                       |

*(Please add row(s) to this table or attach supplementary sheet(s) if necessary.)*

**5. Impact on Local Arts Development and the Community**

Please state in brief the existing role and position of the applicant in the arts sector with respect to the applicant’s existing capacity and strength.

|  |
|--|
|  |
|--|

**6. Objectives and Goals**

- (A) Please give concise account of each objective/goal (**up to 300 words**) that the applicant aims to achieve. The applicant may refer to Chapter II (Objectives) of the Guide to Application when completing this item.  
*(Springboard Grants applicants shall fill in all 4 objectives and goals; and Project Grants applicants may fill in any one of or all the objectives and goals.)*

|    |                                      |  |
|----|--------------------------------------|--|
| 1. | Capacity<br>Development              |  |
| 2. | Programme/<br>Content<br>Development |  |
| 3. | Audience<br>Building                 |  |
| 4. | Arts Education                       |  |

*(Please attach supplementary sheet(s) if necessary.)*

- (B) Please state how the proposal will help bring development to the applicant as well as impacts on the art form(s) or the arts sector as a whole. Please elaborate especially on those impacts on local arts development and the community which are not covered in Item 6(A).

**7. Creativity and Originality**

Please describe the element(s) in the proposal that are most creative and original.

**8. Feasibility Evaluation**

The evaluation may include the demand of the community and the availability of venues, talent and expertise required in regard to the proposal.

**9. Target Beneficiaries**

Please describe the target beneficiaries (e.g. audience, event participants, participating artists, production teams) who will benefit from the implementation of the proposal.

| <b>Event(s)</b> | <b>Target Beneficiaries</b> | <b>No. of Beneficiaries per Programme/ Session</b> | <b>Total No. of Beneficiaries</b> |
|-----------------|-----------------------------|--|-----------------------------------|
|                 |                             |  |                                   |
|                 |                             |  |                                   |
|                 |                             |  |                                   |
|                 |                             |  |                                   |
|                 |                             |  |                                   |
|                 |                             |  |                                   |
|                 |                             |  |                                   |

**10. Intellectual Property Rights**

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

**11. Time-line**

Please set out the major tasks to be completed in each stage.

**(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 maximise the use of the allowable funding period.***)**

| <b>Period</b><br><i>(day/month/year)</i> | <b>Milestones</b><br><i>(e.g. drawing up of promotion strategy, confirmation of venues, launching of publicity campaign)</i> | <b>Deliverables</b><br><i>(e.g. activities, exhibitions, performances, publications)</i> |
|--|--|--|
| / / to / /                               |  |  |
| / / to / /                               |  |  |
| / / to / /                               |  |  |
| / / to / /                               |  |  |
| / / to / /                               |  |  |

*(Please add row(s) to this table or attach supplementary sheet(s) if necessary.)*

**12. Implementation Strategy**

Please state how to implement and administer the proposal and achieve the milestones and deliverables with effective manpower and resource deployment.

**13. Marketing and Promotion Strategy**

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

**14. Evaluation Method(s)**

Please propose **qualitative** and **quantitative** performance indicators and ways to measure achievements. (*Evaluation in respect of performance indicators, deliverables/targets and/or key milestones is recommended.*)

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

**15. Risk Assessment**

Please list the most probable risks to which the proposal may be subject and state possible solutions and risk control/contingency measures against the risks.

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



**16. Continuous Development**

*(Only applicable to second Springboard Grant applicants)*

Please state how this 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.

## Section C – Financial Viability

### 1. Budget <sup>2</sup>

#### (A) Budget

The applicant **is required** to submit a proposed budget using the excel table mentioned below for implementing the proposal, showing all expenditure and sources of funds and income (including but not limited to non-government sponsorships and/or donations, income and revenue) together with justifications and calculation. The applicant should refer to Chapter XI (Unallowable Costs) of the Guide to Application when completing this Section.

The budget, including breakdown of individual events, is to be prepared using the Excel table uploaded at the ACDFS website and submitted together with this application form. The table is available at:

[http://www.hab.gov.hk/en/policy\\_responsibilities/arts\\_culture\\_recreation\\_and\\_sport/acdfs.htm](http://www.hab.gov.hk/en/policy_responsibilities/arts_culture_recreation_and_sport/acdfs.htm)

#### (B) Sponsorships/Donations

(Attention is drawn to paragraphs 3.1.3 and 3.3 of the Guide to Application.)

Please submit documentary proof (e.g. Letter of Intent, Sponsorship Letter) on non-government sponsorships/donations secured or to be secured.

| Amount of the sponsorships/donations<br>(HK\$)<br>(Please itemise) | Name(s) of the sponsor(s)/ donor(s) | Has been / To be secured              | Documentary Proof                 |
|--|-------------------------------------|---------------------------------------|-----------------------------------|
|  |                                     | Has been / To be secured <sup>#</sup> | <input type="checkbox"/> Attached |
|  |                                     | Has been / To be secured <sup>#</sup> | <input type="checkbox"/> Attached |
|  |                                     | Has been / To be secured <sup>#</sup> | <input type="checkbox"/> Attached |
|  |                                     | Has been / To be secured <sup>#</sup> | <input type="checkbox"/> Attached |

#### (C) Cash Flow Projection <sup>3</sup>

The applicant **is required** to submit a cash flow projection using the Excel table uploaded at the ACDFS website and submit such together with this application form. The table is available at:

[http://www.hab.gov.hk/en/policy\\_responsibilities/arts\\_culture\\_recreation\\_and\\_sport/acdfs.htm](http://www.hab.gov.hk/en/policy_responsibilities/arts_culture_recreation_and_sport/acdfs.htm)

<sup>2</sup> An existing proposal which is financially self-sufficient will be given lower priority.

<sup>3</sup> Please state the cash flow projection assuming that the total amount of the funds applied for is approved. Please refer to paragraph 3.4 of the Guide to Application regarding the arrangements for instalments.

# Please delete as appropriate

Please put a tick in the appropriate box

2. **Financial Control**

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

3. **Proposed Arrangements for Residual Funds/an Operating Surplus or Deficit** <sup>4</sup>

Please propose plans/initiatives (with full details including objectives, timeline, estimated budget) for the use of residual funds/operating surplus after implementing the proposal. In case implementation of the proposal will result in a deficit, please propose plans to cover any shortfall necessary for implementing the proposal.

*(**Note:** Attention is drawn to paragraphs 3.5 and 4.6.4 of the Guide to Application for the arrangements for residual funds/an operating surplus or deficit. The proposal below will be taken as reference in considering the application. Upon completion of the project, the grantee shall, based on actual circumstances, put forth a proposal for use of residual funds/operating surplus for the Government's consideration.)*

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<sup>4</sup> Please refer to paragraphs 3.5 and 4.6.4 of the Guide to Application for the arrangement for residual funds/operating surplus or deficit.

**4. Other Information Relating to the Proposal**

(A) Has the applicant or joint applicant(s) applied for ACDFS grants before?

Yes (Please answer (B) below.)

| Year | Title of the Proposal |
|------|-----------------------|
|      |                       |
|      |                       |
|      |                       |

No (Please go to (C) below.)

(B) Has the applicant or the joint applicant(s) submitted the same proposal for an ACDFS grant before?

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 have been made to the proposal. <sup>5</sup>)

No

(C) Has/will a proposal for the same project been/be submitted to apply for funding/support from other public funding sources and/or Government Bureaux/Departments?

Yes (Please give details and note paragraph 3.2 – ‘Double Subsidy’ of the Guide to Application.)

No

(D) Supplementary Information (if applicable) – The applicant may provide any other relevant information in support of this application:

<sup>5</sup> The applicant may not re-submit an application for an ACDFS grant to implement the same proposal in any subsequent rounds of application unless significant and substantial changes have been made to that proposal, or the applicant is able to produce new information and documents which show an in-depth review of the proposal. Please refer to paragraph 5.4 – ‘Re-submission’ of the Guide to Application.

## 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 to be used by the recipient to conduct cross checking against the recipient's records on the applicant.

2. Under the Personal Data (Privacy) Ordinance (Cap. 486), you have the right to request access to and correction of your personal data. If you wish to exercise these rights, please complete and return the prescribed Personal Data Access Form to the Secretariat of the Arts Capacity Development Funding Scheme. **You are asked to note that the provision of data (including any personal data) marked \* on the application form is mandatory, failure to provide such data (including personal data) will result in your application being rejected.**

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

1. We certify that all information provided in this application 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. We undertake to inform the Secretariat immediately if there are any subsequent changes to the above information.
2. We declare 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.
3. We declare that if the application of Springboard Grant is successful, we will relinquish the “Year Grant” of the Hong Kong Arts Development Council to avoid double subsidy.
4. We certify 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 does not and will not infringe any intellectual property rights of any parties.
5. We agree that the information provided in this application 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 its Expert Advisers.
8. We have read and understand 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.

|   |   |
|---|---|
| Authorised Signature<br>with Organisation Chop, if any<br>(For and on behalf of<br>the Applicant) | Name of Signatory                       |
| Name of the Applicant   | Position/Post Title<br>/    /    (Date) |

**In the case of a joint application, each of the parties constituting the applicant must sign below.**

|   |   |
|---|---|
| Authorised Signature<br>with Organisation Chop, if any<br>(For and on behalf of<br>the Joint Applicant) | Name of Signatory                       |
| Name of the Joint Applicant   | Position/Post Title<br>/    /    (Date) |

### Checklist for Submission of Application

- |   |
|---|
| <input type="checkbox"/> The original application form has been completed and duly signed by the applicant and the joint applicant(s) (if applicable).  |
| <input type="checkbox"/> Provision of documentary proof of the registration information of the applicant (relevant registration certificates and related documents, including the Company's Memorandum and Articles of Association as applicable) and that of the joint applicant(s) (if applicable). |
| <input type="checkbox"/> Provision of documentary proof of the non-profit-sharing status and bona fide nature of the applicant and that of the joint applicant(s) (if applicable).  |
| <input type="checkbox"/> Provision of documentary proof of secured non-government sponsorship and/or donation (if applicable).  |
| <input type="checkbox"/> Provision of documentary evidence of other funding for the proposal (if applicable).   |
| <input type="checkbox"/> Provision of evidence that each of the key artistic personnel agrees that it will perform in the capacity and take on the responsibility as described in the proposal.   |
| <input type="checkbox"/> 2 duplicate copies of the completed application form plus 2 duplicate copies each of the above supporting documents/information are attached.  |
| <input type="checkbox"/> The original and 2 duplicate copies each of the completed Budget and Cash Flow Projection tables have been attached.   |
| <input type="checkbox"/> Provision of one copy each of the recording or documentation of up to 3 previous works (if available) for reference.   |
| <input type="checkbox"/> 1 electronic copy (text information in Word format and Budget and Cash Flow Projection in Excel format) of the completed application form (together with supporting documents/information) stored in an USB/CD-ROM is attached.  |

### Methods for Submission of an Application

The original completed application form together with the above documents should reach the Secretariat of the Arts Capacity Development Funding Scheme **by post or in person** at Home Affairs Bureau, 25/F Wanchai Tower, 12 Harbour Road, Wan Chai, Hong Kong **by 6pm on 4 January 2019**. Applications sent by Hongkong Post will only be accepted if postmarked no later than the Closing Date. Late applications will not be considered.

- END -