

To : 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 (ACDFS)

Springboard Grant **Project Grant**

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

12th Round Application: November 2022
(Closing Date: 18 January 2023)

Name of Applicant (Eng)	
(Chi)	
(Please read paragraph 4.6.6 of the Arts Capacity Development Funding Scheme Guide to Application (“Guide to Application”).)	

1. Please read carefully the Guide to Application available on the 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 companies/groups newly established/to be established where documentary proof pertaining to the applicant’s 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 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. Each applicant may submit one application only.
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.26-27 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 pm on 18 January 2023** (“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 pm on the Closing Date. **Late applications will not be considered.**
7. 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 pm and 6 pm on the Closing Date, the Closing Date will be postponed to 6 pm on the next working day.

8. If there are any changes to an application submitted, please notify the Secretariat and provide a complete replacement application to the Secretariat before 6 pm on the Closing Date. Information provided after 6 pm on the Closing Date, unless otherwise requested by the Government, will not be accepted.
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, and failure to provide the information required therein will nullify your application. The applicant should inform the Secretariat immediately if there are any subsequent changes to the information provided.
10. If the applicant fails to submit the required information or any relevant supporting documents set out in the Guide to Application and this application form, the application may not be considered. Please refer to the “Checklist for Submission of Application” appended to this application form for the required information.
11. 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 – Particulars of 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

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

¹ 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.

If the applicant is an individual arts practitioner at the time of submitting the application, the name and particulars provided in this item must be identical to the information provided in item 6 of Section A. For the requirements on Eligible Applicants, please refer to paragraph 4.6 of the Guide to Application.

2. Legal Status and Registration Information of the Applicant

The legal status that the applicant has acquired / will acquire:

	<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"/>
	<u>Documents attached</u>	<u>Documents to be submitted</u>
Please attach documentary proof of eligibility for the Grant, e.g. photocopies of the relevant registration certificate and the company's Memorandum and/or Articles of Association (whichever is applicable).	<input type="checkbox"/>	<input type="checkbox"/>

Date of Establishment	
Objectives of the Applicant	
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>	
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3. Background of the Applicant

<p>Brief Introduction, Core Activities and Services</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

Name* ²	(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 If the joint applicant is a/an arts group/company/organisation, its name must be identical to the name incorporated under the Companies Ordinance, used by a charitable institution or trust of a public character under the Inland Revenue Ordinance.

* Mandatory field

5. Legal Status and Registration Information of the Joint Applicant

The legal status that the joint applicant has acquired / will acquire:

	<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"/>
	<u>Documents attached</u>	<u>Documents to be submitted</u>
Please attach documentary proof of eligibility for the Grant, e.g. photocopies of the relevant registration certificate and the company's Memorandum and/or Articles of Association (whichever is applicable).	<input type="checkbox"/>	<input type="checkbox"/>

Date of Establishment	
Background and Objectives of the Joint Applicant(s)	
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 4(C) of Section B.)	
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6. Name and Particulars of the Applicant's Representative/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*			

7. Has the applicant or any joint applicant(s) applied for an ACDFS grant before?

<input type="checkbox"/> Yes									
	<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 20%;">Year</th> <th>Title of the Proposal</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Year	Title of the Proposal						
Year	Title of the Proposal								
<input type="checkbox"/> No									

* Mandatory field
 Please put a tick in the appropriate box

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 utilise the allowable funding period as much as suitable for implementing the proposal. The starting date of the proposed project must fall within the period from September to December 2023.*)

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

3. Proposal Outline

(A) Category that best describes the nature of the proposal	
Please tick one box only	
<input type="checkbox"/> Arts Administration	<input type="checkbox"/> Arts Education/Appreciation/Promotion
<input type="checkbox"/> Arts Technology	<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: _____	

³ Only non-profit proposals are allowed. “Non-profit proposals” refer to those not implemented primarily to make a profit. Please refer to paragraphs 3.5 and 4.6.4 of the Guide to Application.

(B) Summary of the Proposal

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

(C) Please indicate whether the proposal 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 to understand that the Grants, if approved, may not be provided to fund future editions of the event.)

(D) Has the applicant or any 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 and/or enhancements have been made to the proposal.⁴)

No

(E) 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 (Please refer to paragraph 3.2 of the Guide to Application and give details.)

No

⁴ 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.

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		

(C) Key Personnel of the Project Team⁵

(a) Artistic Personnel

(Please provide supporting documents, including but not limited to curriculum vitae (CV)[#] 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 (e.g. letter of intent, CV)
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)

⁵ 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 CV 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:** 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: *No submission of a URL (e.g. of cloud storage and website) for details of the proposal will be accepted.*)

(A) Background and Concept

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

(B) Implementation Timeline

Please set out the milestones and deliverables to be completed in each phase (consistent with the implementation period stated in item 2 of Section B).

Timeline (Month/Year – Month/Year)	Milestones (e.g. recruitment of participants, formulating marketing strategy, confirmation of venues, launching promotion campaign) Deliverables (e.g. activities, exhibitions, performances, publications)

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

(C) Project Deliverables

Please specify the implementation details and target beneficiaries of each deliverable.

Project Deliverable (1): (Consistent with the information provided in item 6(B) of Section B)	
Date/Period:	
Venue:	
Detailed Descriptions: (Artistic personnel, content, format, fees to be collected (if any), etc.)	
Target Beneficiaries: (e.g. audiences, participants, artists)	
No. of Beneficiaries: (including number of activities/number of performances, number of participants in each activity/performance, total number of participants/audiences)	

Project Deliverable (2): (Consistent with the information provided in item 6(B) of Section B)	
Date/Period:	
Venue:	
Detailed Descriptions: (Artistic personnel, content, format, fees to be collected (if any), etc.)	
Target Beneficiaries: (e.g. audiences, participants, artists)	
No. of Beneficiaries: (including number of activities/number of performances, number of participants in each activity/performance, total number of participants/audiences)	

Project Deliverable (3): (Consistent with the information provided in item 6(B) of Section B)	
Date/Period:	
Venue:	
Detailed Descriptions: (Artistic personnel, content, format, fees to be collected (if any), etc.)	
Target Beneficiaries: (e.g. audiences, participants, artists)	
No. of Beneficiaries: (including number of activities/number of performances, number of participants in each activity/performance, total number of participants/audiences)	

Project Deliverable (4): (Consistent with the information provided in item 6(B) of Section B)	
Date/Period:	
Venue:	
Detailed Descriptions: (Artistic personnel, content, format, fees to be collected (if any), etc.)	
Target Beneficiaries: (e.g. audiences, participants, artists)	
No. of Beneficiaries: (including number of activities/number of performances, number of participants in each activity/performance, total number of participants/audiences)	

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

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 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) of “Implementation Timeline” 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. Budget⁶

(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.

Amount of Sponsorship/Donation (HK\$) <i>(Please itemise)</i>	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 Projection⁷

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.

⁶ 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.

⁷ Please state 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 4.6.4 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 Personal Data Access 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 certify 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 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 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 approved Project Information and Project Budget under such HKADC's grant as documentary proof to support the application (applicable for Springboard Grant only).
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 do not and will not infringe any Intellectual Property Rights of any parties.
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.

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

Checklist for Submission of Application

Application form, budget and cash flow projection (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"/>

Other supporting documents/information (if applicable)

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.	Documentary proof of the non-profit-sharing status and bona fide nature of the applicant and the same of the joint applicants (if applicable).	<input type="checkbox"/>
5.	Documentary proof of non-government sponsorships and/or donations secured/to be secured (if applicable). It is mandatory for applicants of Springboard Grant . 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 approved Project Information and Project Budget under such HKADC's grant as documentary proof to support the application.	<input type="checkbox"/>
6.	Documentary proof of other funding for the proposal (if applicable).	<input type="checkbox"/>
7.	Curriculum vitae (CV) [#] 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. (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 CV 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 on 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 -