

Title of Proposal 建议计划名称:					
Expenditure 支开 ^a (value in HK\$ 以港币计算)					
Expenditure Item 开支项目 (Please itemise 请逐项列出)	Calculation 计算方法 (if applicable 如适用)	Estimated Amount 预算金额 (HK\$)	Amount to be met by Direct Grant 以直接资助 支付的金额 (HK\$)	Amount to be met by Matching Grant 以配对资助 支付的金额 (HK\$)	Remarks 备注
(A) Manpower 人手^b (including artistic personnel, administrative, promotional, co-ordinating staff, etc. 包括艺术人员、行政人员、宣传人员、统筹人员等)					
1	\$A x no. of months 月数 (if on monthly salary basis 如以月薪聘任) \$B (if on project basis 如以项目形式聘任)				
2					
3					
Sub-total 小计 (A)		-	-	-	
(B) Production Costs 制作费用					
Production - Technical Services & Material Costs 制作 - 技术服务和材料费用 (e.g. set, props, costume, fabrication, framing & mounting, lighting & sound, set-up & dismantle, teaching materials. 例如布景、道具、服装、场地装置、装裱、灯光音响、搭景和拆卸、教材)					
1					
2					
3					
4					
5					
Sub-total 小计 (1) ~ (5)		-	-	-	
Venue Rental 场地租金 ^c (e.g. rehearsal space, performance & exhibition venues. 例如排练场地、演出和展览场地)					
1	Programme 1 节目 1				
2	Programme 2 节目 2				
3	Seminar 1 讲座 1				
4					
Sub-total 小计 (1) ~ (4)		-	-	-	
Other Production-related Costs 与制作相关的其他费用					
1	Transportation 运输				
2	Insurance 保险				
3	Copyright 版权				
4	License 牌照				
5					
Sub-total 小计 (1) ~ (5)		-	-	-	
Sub-total 小计 (B)		-	-	-	
(C) Other Project Costs 其他项目开支 ^d					
Promotion & Publicity 推广与宣传 (e.g. design, printing & distribution, advertisement. 例如设计、印制与派发、广告)					
1					
2					
3					
4					
Sub-total 小计 (1) ~ (4)		-	-	-	

Sample
样本

Budget 预算

Survey to be conducted by the third party 由第三方进行的问卷调查							
1							
2							
	Sub-total 小计 (1) ~ (2)	-	-	-			
Archive 存档 (e.g. video/audio recording, photography. 例如录影、录音、拍照)							
1							
2							
3							
4							
	Sub-total 小计 (1) ~ (4)	-	-	-			
Audit Fee 审计费 (ceiling fee at 上限为\$30,000)							
Contingency/Miscellaneous 应急／杂项开支 (for Direct Grant only) ceiling expenses is 3% of the total grant applied (只限直接资助) 上限为申请资助总额的3%				N/A			
	Sub-total 小计 (C)	-	-	-			
Total Project Cost 项目开支总额 (A) + (B) + (C)							
Funds and Other Income 资助及其他收入 ^e (value in HK\$ 以港币计算)							
(D) Funding/Sponsorship/Donation 资助/赞助/捐款							
Name of Fund/ Sponsor/ Donor 资助/赞助商/捐款人名称 (Please itemise 请逐项列出)		Calculation 计算方法 (if applicable 如适用)	Estimated Amount 预算金额 (HK\$)	N/A	N/A	Remarks 备注	
1				N/A	N/A		
2							
3							
	Sub-total 小计 (D)	-	N/A	N/A			
(E) Other Income 收入 (e.g. Ticket sales / merchandise sales / exhibitor fees / others income (please specify) 门票销售/商品销售/参展商费用/其他收入(请具体说明))							
Sources of Income 收入来源 (Please itemise 请逐项列出)		Calculation 计算方法 (if applicable 如适用)	Estimated Amount 预算金额 (HK\$)	N/A	N/A	Remarks 备注	
1				N/A	N/A		
2							
3							
	Sub-total 小计 (E)	-	N/A	N/A			
Total Funds and Income 项目资助及收入总额 (D) + (E)							
<p>a. Costs for maintaining the operation or administration of the applicant or joint applicants (if applicable) and other expenditure items not directly related to the proposal should <u>not</u> be included. 申请者和／或联合申请者(如适用)用于营运或管理申请者的机构的行政和间接开支，以及其他与建议计划没有直接关系的开支项目不应包括在内。</p> <p>b. Please state the categories and number of persons to be recruited/engaged in organising/implementing the proposal, the number of man-hours/man-months to be contributed by each of them, their respective positions/roles and hourly rates/monthly emolument, as well as the total emolument cost. 请说明为筹办／推行建议计划而招聘／任用的人员种类和数目、各人的工作时数／月数、职位／职责和时薪／月薪，以及薪酬开支总额。</p> <p>c. If the applicant receives subsidies on venue rental, please fill in the rental after deducting the subsidised amount. 如获得场租资助，请填上扣除资助款额后的租金。</p> <p>d. Costs related to the project but not directly contributed to the production (e.g. auditing, stationery). 与项目相关但并非直接因制作而引致的开支(例如审计、文具)。</p> <p>e. The funds and other income item(s) and estimated amount should align with the information in Part (B) of Section C in the application form. 资助及其他收入与预算金额应与申请表格丙部(B)项的资料一致。</p>							