

West Kowloon Young Fellows Scheme (Performing Arts) 2020

Application Guidelines

1. Introduction

The West Kowloon Young Fellows Scheme (Performing Arts) 2020 (“Fellowship”) provides an incubating platform for the development of pioneering learning and participation programmes for the Hong Kong performing arts sector. The Fellowship encourages young, aspiring and enthusiastic artists, arts administrators, scholars, researchers and postgraduate students to develop a diverse range of creative arts learning, public participation, community engagement and audience building projects that will expand and contribute to the arts ecology in Hong Kong.

2. Objectives

The Fellowship embraces original initiatives to be conducted in Hong Kong. It has the following aims:

- To encourage the research and development of learning and participatory programmes and practice-led initiatives;
- To incubate creative ideas and foster their realisation;
- To support young talents in developing creative and inspiring projects, and encourage collaboration with artists, arts organisations, schools, institutions, and community groups, across diverse art forms;
- To generate insightful findings beneficial for the planning and development of the Hong Kong performing arts sector;
- To cultivate wider community interest in the performing arts by promoting audience building and encouraging community engagement in programme planning; and
- To expand the potential audience base for the Hong Kong performing arts sector.

3. Supported areas of interest

Proposals covering different performing art forms (such as dance, music, theatre, xiqu) and cross-disciplinary projects with the following focus in the Hong Kong context are welcome:

- Arts learning
- Public participation
- Community engagement
- Audience building

4. Eligibility

We welcome applications from young and emerging artists, arts administrators, scholars, researchers and postgraduate students. Only applications by individuals are accepted. Each applicant may submit one application only.

All applicants should meet the following criteria:

- Possess a recognised Bachelor’s degree;
- Be 40 years of age or below (at the time of application deadline);
- Have a minimum of three years’ relevant work experience in the performing arts industry / creative industries (experience in community-based programming, audience building, audience research, arts education and outreach preferred);

- Be resourceful and able to conduct the proposed programmes independently;
- Be proficient in spoken and written Chinese or English; and
- Have good time-management skills and be open to new possibilities.

(Note: Applications are welcome from individuals of all nationalities who have knowledge of performing arts in the Hong Kong context. However, the awarded fellow must be able to obtain the appropriate work visa for Hong Kong.)

5. Assessment criteria

The following criteria will be considered when assessing each proposal:

- Whether the proposed project will expand understanding and generate new insights into arts learning / public participation / community engagement / audience building for the Hong Kong performing arts sector;
- The originality and creativity of the proposed project;
- Its feasibility, sustainability and potential impact;
- Its potential and scalability for further development in the Hong Kong performing arts sector; and
- The applicant's commitment to the development of local arts and culture.

6. Deliverables

Part One) During the project, each fellow should:

- Submit an interim report in the fourth month detailing project progress, preliminary findings, problems encountered and proposed solutions, etc.

Part Two) Upon completion of the project, each fellow should:

- Submit the following two documents:
 - I. **Project implementation report:** This document should cover the detailed work plan, implementation and outcome of the pilot programme. In the case of a research-based programme, a **research report** should be submitted, or an equivalent in a format agreed by the West Kowloon Performing Arts Division and with prior written approval (in English: 2,000 words or more; in Chinese: 2,500 characters or more); and
 - II. **Refined proposal:** This proposal should detail the next steps to be taken after gathering solid findings during the project period (in English: 5,000 words or more; in Chinese 6,500 characters or more).

(Highlights of the above documents will be disseminated digitally or in print by the West Kowloon Performing Arts Division.)

- Deliver a pitching presentation:
 - I. To present project findings / outcomes to stakeholders and the general public;
 - II. To demonstrate mock-ups / pilot models with audio visual aids (if applicable); and
 - III. To pitch the project to the West Kowloon team for implementation / further development. (Projects showing promising potential may be considered for future West Kowloon learning and participation programmes. In such cases, fellows will be invited to further co-develop the project.)

7. Project duration

- The proposed project should be conducted between May and December 2020.

8. Stipend

- Each successful fellow will receive HK\$60,000 for conducting the project and related activities.
- The stipend will be payable in three instalments:
 - I. 40% upon signing of the proposed project agreement with West Kowloon Cultural District Authority (WKCDA)
 - II. 40% upon satisfactory submission of the interim report on the progress of the approved project (see paragraph 6)
 - III. 20% upon satisfactory submission of project implementation report and refined proposal, and delivery of the public pitch (see paragraph 6)
- A maximum of HK\$10,000 for expenses incurred on project-related activities (e.g., focus groups, workshops and pilot events) can be reimbursed. Fellows should seek prior written approval from the West Kowloon Performing Arts Division before organising these activities and submit valid receipts for reimbursement upon project completion.

9. Assessment process

- The fellowship will be awarded by an assessment panel of West Kowloon representatives.
- After the initial screening process, shortlisted candidates will be invited to an interview.
- Interviews will be held between late February and early March 2020 and results will be announced in late March 2020.
- Applicants not notified within eight weeks from the application deadline may assume that their applications are not successful.

10. Number of awards

- A maximum of three fellowships will be awarded.
- The WKCDA has sole discretion on the number of fellowships to be awarded and the grant amounts.

11. Support from West Kowloon

- Awarded fellows are expected to meet regularly with West Kowloon representatives to report on the progress of the project. Fellows will also receive professional advice from the staff of West Kowloon's Performing Arts Division.
- Office and venue support may be provided upon request and subject to the availability of resources.

12. How to apply

- Each applicant is required to submit:
 - I. A completed application form;
 - II. A full curriculum vitae covering academic and professional experience, awards

- and honours received, current directorship of arts organisations (if any), and details of participation in relevant arts projects;
- III. A project proposal (Max. 1,000 words); and
 - IV. Letters of recommendation from two referees (Both academic and professional references are acceptable).
- Applications must be submitted at or before 5pm on 29 January 2020 through the following channels:
 - In person / by post:
Performing Arts Division (Learning and Participation)
West Kowloon Cultural District
Units 608–613, Level 6, Core C, Cyberport 3, 100 Cyberport Road, Hong Kong
 - or
 - By email: learning@wkcd.hk
- (Please include “Application for West Kowloon Young Fellows Scheme (Performing Arts) 2020” on the envelope / in the email subject line.)
- Applications submitted by post must be postmarked on or before the deadline. Late submissions or submissions made through channels other than those stated above will not be processed. Applications with incomplete information will not be considered.

(Note: Shortlisted candidates will be asked to supply supporting documents related to academic and professional achievements, including copies of academic transcripts, graduation or professional certificates and records of previous relevant projects before interviews are conducted.)

13. Handling of application materials and copyright

- To facilitate the assessment of applications, the applicant agrees to authorise the WKCD to duplicate and distribute application documents to members of the WKCD board, committees and consultation panels, as well as the fellowship assessment panel and external consultants for reference. The applicant also agrees to authorise the WKCD to possess, process and archive the application documents submitted.
- Applicants should ensure that permissions from copyright owners are sought if the copyright of documents / information submitted are owned by other persons / organisations (including written, verbal, graphic / image production or any other format). Applicants shall be personally liable in all respects for all consequences of breach of copyright.
- All materials submitted for application will be kept by the WKCD for record purposes and will not be returned to applicants. All submitted information will be kept for up to 12 months and all personal data will be destroyed three months after the close of application if your application is unsuccessful.

14. Collection and handling of personal data

- Applicants authorise the WKCD to use their personal data for the administration of the project and the processing of the fellowship application and assessment.

- The WKCDA is committed to ensure that all personal data is handled in accordance with the provisions of the Personal Data (Privacy) Ordinance, Cap 486 of the Laws of the Hong Kong Special Administrative Region (“PDPO”). Any personal data provided in application materials will be used for purposes related to the assessment only and applicants shall have the right of access and correction of personal data as provided under the PDPO. Such requests in writing should be addressed to our data privacy officers at privacy@wkcd.a.hk or by post to the West Kowloon Cultural District Authority, Units 608–613, Level 6, Core C, Cyberport 3, 100 Cyberport Road, Hong Kong.

15. Enquiries

Tel: (852) 2200 0396 Email: learning@wkcd.a.hk

West Kowloon Cultural District

Located on Hong Kong’s Victoria Harbour, the West Kowloon Cultural District is one of the world’s largest cultural developments. Its vision is to create a vibrant new cultural quarter for Hong Kong. With a complex of theatres, performance spaces and museums, the district will produce and host world-class exhibitions, performances and cultural events, as well as provide 23 hectares of public open space, including an art park and a two-kilometre waterfront promenade.

Website: <https://www.westkowloon.hk>

About Learning and Participation (Performing Arts)

The aim of the Learning and Participation team is to create impactful educational programmes, develop constructive and sustainable connections between the community, academic institutions and cultural organisations, and facilitate international exchange.

We do this by working hand in hand with different artistic teams at West Kowloon to support and promote the district’s xiqu, theatre, dance, music and outdoor programmes through specially designed public events and practical workshops. We also work closely with local and international academic and cultural institutions to organise learning and participatory activities, and provide a wide range of indoor, outdoor and outreach programmes for the public. These events are designed to help promote a sense of openness and inclusivity within the community and to encourage cross-cultural dialogue between Hong Kong, China and the wider world.

Disclaimer: WKCDA reserves the right, in its absolute discretion, to (i) withhold the granting of any fellowship, (ii) amend / supplement the Application Guidelines; and (iii) cancel the invitation for proposals at any time without further notice. WKCDA will not be liable for any loss or expenses that may be incurred by the applicants in such circumstances.