

West Kowloon Cultural District Authority
Arts Relief Scheme 2020
Application Form

To be completed by WKCDA

Ref No:

Date Received:

Note to applicants:

1. Please read the Application Guidelines carefully before completing this form.
2. Please type or use a blue / black ballpoint pen to fill in this application form. If there is insufficient space, please provide details on a separate sheet and attach it with your application.
3. Applications must be submitted by post / in person to the West Kowloon Cultural District Authority, Units 608–613, Level 6, Core C, Cyberport 3, 100 Cyberport Road, Hong Kong, or by email to artsrelief@wkcd.a.hk at or before 5pm on 10 June 2020.
(Please mark "Application for Arts Relief Scheme 2020" on the envelope or in the email subject line)
4. Late applications or incomplete forms or proposals will not be considered.

PART I: Applicant Information			
Individual			
Name (as on HKID card)	(ENG)	(CHI)	Salutation: <input type="checkbox"/> Mr <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (Please specify):
HKID Card No. (Alphabet and first 4 digits)			
Date of birth (DD/MM/YYYY)			
Job title / Profession			
Organisation / Group			
Name of Organisation/Group	(ENG)	(CHI)	
Contact Person	(ENG)	(CHI)	Salutation: <input type="checkbox"/> Mr <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (Please specify):
HKID Card No. (Alphabet and first 4 digits)		Post/ Title	
*Please attach a copy of the organisation's official registration document, its constitution / Articles of Association, and a list of its key members / Board of Directors.			
Contact Information			
Telephone	(Mobile)	(Office)	
Email Address			
Correspondence Address			

Part II: Proposed Project	
Project Title:	
Total grant amount applied for project: (HK \$)	
Artform involved: (please select the ONE that is most appropriate)	<input type="checkbox"/> Visual Arts <input type="checkbox"/> Cultural Heritage <input type="checkbox"/> Music <input type="checkbox"/> Theatre <input type="checkbox"/> Dance <input type="checkbox"/> Xiqu <input type="checkbox"/> Technical Arts <input type="checkbox"/> Cross-disciplinary Arts <input type="checkbox"/> Others: (please specify) _____
Number of remunerated collaborators / staff involved and their role(s) in the project^:	
Key artists / personnel or organisations involved#: (if any)	
Brief description of the proposed project: (Max. 200 words)	
Tentative timeline and expected deliverables for each milestone:	
Please attach a project proposal covering the following areas: (max. 1,000 words) <ul style="list-style-type: none"> - Aims and objectives - Target group / audience - Implementation plan - Expected outcome / deliverables - How the project will promote community spirit in Hong Kong through the times of health crisis - Budget specifying estimated income and expenditure, with breakdown on major items (including appropriate project-related insurance policies) 	

^ All remunerated project personnel must be Hong Kong residents

Each applicant / project personnel can be involved in one application only

Please indicate:

1. Have you submitted /are you planning to submit this proposed project to other local or overseas organisations for funding support? If yes, please specify:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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PART III: Declaration

1. I/We* have read the Application Guidelines for the West Kowloon Cultural District Authority ("WKCD") "Arts Relief Scheme 2020" and I/we* fully understand and agree to the terms and conditions of the "Arts Relief Scheme 2020" funding.
2. I/We* declare that all information given in this application form and supplementary documents submitted is true and correct. I am/we are* willing to bear any liability and consequences and agree to forego the "Arts Relief Scheme 2020" funding if the submitted information is found to be fraudulent or with intent to mislead the adjudication panel.
3. I/We* agree to allow the WKCD to reproduce copies of the submitted documents and materials for assessment and administration purposes.
4. In submitting this application, I/we* agree and accept the decision of the WKCD and the adjudication panel appointed by it for the assessment of this application based on the assessment criteria listed in the Application Guidelines.

Official Chop of the Organisation / Group

(if there is no official chop, please indicate)

Signature: Individual Applicant or authorised representative of Organisation / Group must sign the application form and the Grant Acceptance Contract to assume full responsibilities of the project

Full name: _____

Position (if applicable): _____

Date: _____

Application check list:	
<input type="checkbox"/>	Completed application form
<input type="checkbox"/>	(For Organisation / Group) A copy of the organisation / Group's official registration document, constitution / Articles of Association, and a list of its key members / Board of Directors.
<input type="checkbox"/>	Project proposal (max. 1,000 words) and budget

Application deadline: 5pm, 10 June 2020

* Please delete as appropriate