

### Arts Relief Scheme 2020 Application Guidelines

#### 1. Introduction

The Arts Relief Scheme 2020 (“Arts Relief Scheme”) is a new initiative by West Kowloon Cultural District Authority (“the WKCDA”) established to help support the Hong Kong arts and cultural community affected by the COVID-19 crisis. The Arts Relief Scheme supports local arts practitioners, contractors and freelancers (collectively, “local artists”) to carry out work between July 2020 and May 2021.

#### 2. Objectives

The Arts Relief Scheme aims to:

- Support local artists affected by the COVID-19 crisis
- Develop creative practice
- Encourage the development of digital and virtual content / programming
- Promote engagement that benefits the community and enriches people’s lives

#### 3. Artforms and Disciplines Supported

The fund supports applications related to the following artforms and disciplines (as specified in Paragraph 8 below):

- Visual Arts
- Cultural Heritage
- Music
- Theatre
- Dance
- Xiqu
- Technical Arts
- Cross-disciplinary Arts

#### 4. Eligibility

Arts Relief Scheme welcomes applications from small- and medium-sized arts organisations / groups and individual arts practitioners based in Hong Kong who are:

- Arts practitioners: including curators, choreographers, composers, directors, producers, designers, visual and performing artists, freelance educators, script-writers, and others
- Contractors and freelancers (technical and productions, etc.) working with the above arts practitioners

Application requirements:

- Each applicant may submit **one** application only
- Each applicant / project personnel can be involved in **one** application only
- All applicants **must** be Hong Kong registered organisations or Hong Kong residents, all remunerated project personnel **must** be Hong Kong residents
- All individual applicants **must** be aged 18 or above at the time of application

Applications that do not meet all requirements will not be considered. Applications jointly submitted by more than one applicant / organisation will also not be accepted.

For avoidance of conflict of interest, WKCD staff, Chairmen and Members of the Board, Committees, Panels and Subsidiaries of the WKCD, including their immediate family members, are not eligible for applying for the Arts Relief Scheme.

### 5. Assessment criteria

The following criteria will be considered when assessing each proposal:

- How the project will promote community spirit in Hong Kong through the times of health crisis
- How the project aims to benefit the development of Hong Kong's arts and cultural sector
- The originality and creativity of the project
- The number of remunerated collaborators / staff involved (preference will be given to projects involving a larger number of remunerated collaborators / staff)
- The feasibility of realising the project within the period from July 2020 to May 2021

### 6. Deliverables

Projects include (but are not limited to):

- Research & development
- Digital / virtual programmes of dance, drama, music, xiqu, visual arts and cultural heritage, etc.
- Educational projects

WKCD reserves its full right to acquire the artworks or other creative end products or art forms from the successful applicants and details of the terms and conditions of such acquisition will be subject to separate agreement.

Part One) During the project period, each successful applicant should:

- Submit an **interim report** detailing project progress, preliminary findings, financial report, etc. to the WKCD

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

- Submit the following two items to the WKCD:
  - I. **Project implementation report:** This document should cover the detailed work plan, implementation and outcome of the project. Record of project outcome should also be submitted in a format agreed by the WKCD.  
In the case of a research-based project, applicants should submit a **research report**, or in an equivalent format agreed by the WKCD at the interim stage as the project matures
  - II. **Financial statement:** A financial statement certified by the successful applicant, specifying the actual income and expenditure

### 7. Project duration

- Selected projects should be completed by May 2021, with project reports submitted in June 2021.

### 8. Funding

- The funding cap per project is HK\$300,000 for all related activities. Each successful applicant will receive an amount agreed by the WKCDA (subject to the total grant amount specified in their application) to conduct their project. The funding should cover all expenses incurred on project-related activities. No further reimbursements should be claimed.
- The amount of fund (“Fund”) agreed by the WKCDA will be payable in three instalments:
  - I. 40% upon notification to successful applicants by the WKCDA and signing of the proposed project’s grant acceptance contract with the WKCDA
  - II. 40% upon satisfactory submission of the interim report on the progress of the approved project (see paragraph 6), as well as the accomplishment of milestones / deliverables (e.g. work-in-progress materials, venue booking confirmation, digital demo, publicity materials, etc.)
  - III. 20% upon satisfactory submission of project implementation report / research report, financial statement and delivery of record of project outcome in a format agreed by the WKCDA (see paragraph 6). The amount for the last instalment will be made in accordance with the actual expenditure shown in the financial statement, subject to not exceeding the amount of Fund agreed by the WKCDA.
- The successful applicant (i.e. the grantee) is responsible for the implementation and completion of the project in accordance with details and dates set out in the application and the grant acceptance contract. Prior notification in writing must be made to the WKCDA for approval on any extension related to the project. Any approval of such extension shall be entirely at the discretion of the WKCDA.
- WKCDA reserves the right to suspend the grant of the Fund or to terminate the contract and demand the grantee an immediate return of all or part of the grant paid if the grantee has failed to comply with the terms and conditions set out in the grant acceptance contract signed.

### 9. Assessment process

- Funding applications will be assessed by an adjudication panel consisting of WKCDA representatives.
- Applicants not notified within eight weeks from the application deadline may assume that their applications are unsuccessful.

### 10. Number of awards

- A minimum of 7 / maximum of 15 projects will be awarded.
- The WKCDA has sole discretion on the number of projects to be awarded and the grant amounts.

### 11. Coordination with the WKCD

- Successful applicants are expected to make regular contact with WKCD representatives to report on the progress of the project.

### 12. How to apply

- Each applicant is required to submit:
  - I. A completed application form
  - II. A project proposal (max. 1,000 words) presenting clear project objectives, an outline of project activities, budgeted income and expenditure, etc.
- Applications must be submitted at or before 5pm on 10 June 2020 through the following channels:
  - In person / by post:  
West Kowloon Cultural District Authority  
Units 608–613, Level 6, Core C, Cyberport 3, 100 Cyberport Road, Hong Kong
  - or
  - By email: [artsrelief@wkcd.hk](mailto:artsrelief@wkcd.hk)  
(Applications should include “Application for Arts Relief Scheme 2020” on the envelope / in the email subject line.)
- Applications submitted by post must be postmarked on or before the above 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.

### 13. Handling of application materials and copyright

- To facilitate the assessment and administration of applications, the applicant agrees to authorise the WKCD to duplicate and distribute application materials to members of the WKCD board, committees and consultation panels, as well as the adjudication panel of the “Arts Relief Scheme” and invited external expert, consultants engaged by the WKCD for reference. The applicant also agrees to authorise the WKCD to handle and process the application materials submitted as required by the adjudication panel.
- Applicants should ensure that permissions from copyright owners are sought if the copyright subsisting in the documents / materials 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 the application will be kept by the WKCD and will not be returned to the applicants. All submitted materials will be kept for up to 15 months from the date of the application 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 for processing of the “Arts Relief Scheme” funding application and assessment.

- The WKCD 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 the application materials will be used for purposes related to the application assessment, processing and administration of the project 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.hk](mailto:privacy@wkcd.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

For enquiries about guidelines or applications requirements, please contact the WKCD at:  
Tel: (852) 2200 0546 Email: [artsrelief@wkcd.hk](mailto:artsrelief@wkcd.hk)

16. If there is any inconsistency or conflict between the English and Chinese versions of this Application Guidelines, the English version shall prevail.

### About the West Kowloon Cultural District

The West Kowloon Cultural District is one of the largest and most ambitious cultural projects in the world. Its vision is to create a vibrant new cultural quarter for Hong Kong on forty hectares of reclaimed land located alongside Victoria Harbour. With a varied mix of theatres, performance spaces, and museums, the West Kowloon Cultural District will produce and host world-class exhibitions, performances, and cultural events, providing twenty-three hectares of public open space, including a two-kilometre waterfront promenade.

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

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

**West Kowloon Cultural District Authority  
May 2020**