

# **Funding Other Film-related Projects under the Film Development Fund**

## **(Guidelines on Application)**

### **I. Objective**

To subsidize projects and activities conducive to the development of Hong Kong film industry. For details, please refer to Appendix 1.

### **II. Vetting of Application**

Applications for the Film Development Fund are considered by the Film Development Council (FDC) and its Fund Vetting Committee (FVC). The Permanent Secretary for Commerce and Economic Development (Communications and Technology) (PSCT) will consider whether to approve an application and make disbursement upon the advice of the FDC. For details, please refer to Appendix 3.

### **III. Vetting Criteria**

The FDC and its FVC will consider applications according to the Scope of Fund and Approval Criteria in Appendices 1 and 2 respectively.

### **IV. Application Date**

The Fund is open for application all year round.

### **V. Guidelines on Completion of Application Form**

#### **A. General**

1. Please submit 3 copies of the application form. No application fee is charged. Each applicant may submit more than one application.
2. The application form can be completed either in Chinese or English.
3. Application from organizations not incorporated in the Hong Kong Special Administrative Region will not be considered.
4. The application form is divided into two parts: “Details of Applicant Organization” and “Details of Project”. Applicant organizations should complete both parts and attach documentary evidence as required. For information not applicable to the project, please fill in “NA” or “Nil”.
5. All monetary figures should be in Hong Kong currency.
6. Information provided should be concise. Use additional sheets if necessary. The FDC Secretariat will verify the eligibility of the applicant organization and all information in the application form. The FDC Secretariat may require the applicant organization where necessary to clarify the information provided or to submit supplementary information.

7. Please send your application to:

The Hong Kong Film Development Council Secretariat  
Create Hong Kong,  
40/F, Revenue Tower,  
5 Gloucester Road,  
Wan Chai,  
Hong Kong.

8. If you have any difficulties in preparing your application or require any further information, please contact the FDC Secretariat (Tel. No.: 2594 5846; Fax No.: 2824 0595; E-mail: info@fdc.gov.hk).

**B. Points to Note**

**Part I — Details of Applicant Organization**

1. Applicant Organization

- The applicant organization means the principal organizer of the project proposed. If the project involves more than one party, you should state clearly in the application form which is the applicant organization.

2. Correspondence Address

- The FDC Secretariat will contact the applicant organization at this address. For any change of the correspondence address, please inform the FDC Secretariat within one month.

3. Name of Person-in-Charge

- The Person-in-Charge means the person in charge of the (principal) applicant organization. For any change of the Person-in-Charge, please inform the FDC Secretariat within one month.

4. An applicant organization must be a company/body corporate incorporated in Hong Kong under the Companies Ordinance (Cap.32) or other laws of the Hong Kong Special Administrative Region.

5. Nature of business of the applicant organization and its relationship with the film industry.

- Please illustrate which sector of the film industry the applicant organization belongs to or how its business relates the film industry.

## 6. Project Team

- The applicant organization should appoint a Project Coordinator to plan and execute the project, monitor the use of funds, submit periodic progress reports to the FDC Secretariat and liaise with the FDC Secretariat on matters related the project. For any change of the Project Coordinator or the Deputy Project Coordinator, please inform the FDC Secretariat within one month.

## 7. Declaration

- The person-in-charge of the applicant organization should ensure the information provided for the project is factually correct.

## **Part II — Details of Project**

### 1. Background of Project

#### 1.1 Title of Project

- Keep the project title concise.

#### 1.2 Objective(s) of Project

- Please select a project objective as appropriate. You can select more than one objective. If none of the options is appropriate, please state the objective(s) under the “others” item.

#### 1.3 Details of Project

- Please give a detailed description of the project with respect to its background, objectives, contents, deliverables, implementation plans, etc. Use separate sheets if necessary.

#### 1.4 Please state in what way the deliverables of the project will be beneficial to the film industry.

- Please explain how the deliverables of the project will facilitate the current, intermediate and long-term development of Hong Kong’s film industry.

#### 1.5 Target Sector(s) of the Project

- Please select the appropriate sector(s). You can select more than one sector. If none of the options is appropriate, please state the target sector under the “others” item.

1.6 Please state the type and level of technical or non-pecuniary support, if any, the project will be able to secure from any people or organization(s) within the film industry.

- Technical or non-pecuniary support may include manpower, consultancy service, training, provision of equipment and premises, etc. Level of support refers to the need for additional conditions and duration of support, etc. If pecuniary support will also be provided by people or organizations within the film industry, please specify in 3.3 (Budget – Amount of Sponsorship/Funding from Other Sources).

1.7 If any specific technology will be adopted in the project, please describe that technology.

- Please explain why such technology is required; from where such technology is imported; how advanced such technology is as compared with other similar technologies; why other similar technologies are not selected; and what the actual cost of employing such technology will be.

1.8 Will the project duplicate or to a certain extent duplicate with the past or current activities, researches or services of other organizations?

- Please note whether the project proposed duplicates with the current activities of other organizations.

1.9 Please elaborate on the channels through which you will promote and make available the deliverables of the project to the film industry.

- Please describe your promotion programme for sharing the benefits of the projects with the industry. Please note the effectiveness of the promotion channels.

## 2. Schedule of Project Implementation

### 2.1 Implementation Schedule

- Please state the commencement date and completion date of the project as well as the total time required.

### 2.2 Stages of Implementation

- Please specify the major phases of implementation as well as the completion date of each phase.
- Generally speaking, the period of project implementation should not exceed two years.

## 3. Budget

Applicants should state clearly the budget for the project according to the specified format.

### 3.1 Expenditure

#### 3.1.1 Manpower

Only manpower cost directly arising from the project would be funded by the FDF. In preparing the budget for manpower, please state clearly the rank, number of persons at each rank and salary for each of them. Please note that no additional emoluments shall be paid out of the funds to any person working on or otherwise involved in the project who is either already on Government payroll or on the payroll of a Government subvented organization/institution. Project Coordinator, Deputy Project Coordinator and Team Members who are currently full-time staff of the applicant organization cannot charge their staff time to the project cost.

#### 3.1.2 Equipment

Equipment means the equipment to be used for carrying out the project.

### 3.1.3 Other Expenses

These include all other costs directly arising from the project such as patent registration fee and audit fee directly related to the project.

### 3.1.4 Total Expenditure

These include the total expenditure of the manpower cost, equipment expenses and other expenses.

## 3.2 Income

Income means the fees charged for services (such as consultation service) rendered to the industry. The applicant should state clearly under the "Remarks" item all the assumptions and bases of projection on which the income figures are calculated.

## 3.3 Amount of Sponsorship/Funding from Other Sources

Funding from other sources also includes funds sponsored by the industry.

## 3.4 Net Amount Requested from the Fund

This is the total project cost after deducting the funding from other sources and expected income generated during the project period. Interest income generated from the grant should also be included as part of the grant in the financial statement and should be used solely for the purpose of the project.

### \* **Unallowable costs**

All indirect costs, rental of premises of recipient organization, administration overheads, entertainment expenses, meal expenses and costs not related to the project are not fundable.

#### 4. Other Information Required

##### 4.1 Have you ever applied for the Film Development Fund before?

- If you did, please state the title(s) of project(s) and date of application and indicate whether the application has been approved or is still being processed.

##### 4.2 Have you ever sought funding support for this project from other sources?

- If the answer is “No”, please go to item 4.4.

##### 4.3 Have you ever attempted to seek funding support for the project from the following sources?

- Please report such applications and submit documentary evidence.

##### 4.4 Other institutions/organizations involved in the project.

- These include collaborative institutions or organizations. Please state their roles, contribution and mode of participation.

##### 4.5 Intellectual property

4.5.1 If the answer is “No”, please go to item 4.5.3.

4.5.2 The applicant organization may seek legal advice on matters related to intellectual property.

4.5.3 The applicant organization may seek legal advice on patent application for the deliverables of the project.

#### Annex (Curriculum Vitae)

Please state relevant experience of yourself or your project team members.

- Relevant experience may include working experience directly or indirectly related to the film industry, particularly experience relevant to the planning and implementation of the project proposed.

## **VI. Administrative Highlights**

### **A. Announcement of Vetting Result**

The FDC Secretariat will inform the applicant organization in writing the result of vetting. If an application is rejected, reasons will be provided. In the case of rejection, the applicant organization may amend the project proposal and then re-apply.

### **B. Signing of Undertaking**

The recipient organization has to sign an undertaking, agreeing to complete the project on schedule, to report progress of the project for monitoring purpose, to disseminate project results, etc. If the recipient organization is in breach of the undertaking, the FDC may terminate the funding and claim for repayment of all funds paid to the recipient organization. The breach of undertakings will be a consideration when the organization submits applications again in future.

### **C. Payment of Funds**

The FDC Secretariat will pay approved funds according to the form and conditions stated by the FDC.

### **D. Implementation of the Project**

The recipient organization should implement and complete the project according to the proposal submitted, and keep all invoices for inspection. Any major modification of the project shall have the prior consent of the FDC. For minor modifications (such as changing the date of implementation due to bad weather), approval of the FDC Secretariat is required.

### **E. Progress Report**

Organizations which receive payment by instalments should submit progress reports as required by the FDC, normally before each instalment is paid. The FDC will examine the reports and decide whether funding support should terminate, or whether any instalment or the final instalment should be paid. The recipient organization shall provide clarification and additional information on the contents of any progress report as required by the FDC, and shall allow the FDC Secretariat to inspect and acquire any document

related to the project.

**F. Final Report**

Within one month of completion of the project, the recipient organization shall submit to the FDC a final report.

**VII. Data Processing**

**A. Use of Information**

- The information provided in the application form will be used to facilitate processing by the FDC and its FVC. In preparing reports for the FDC and its FVC, the FDC Secretariat may use the information contained in the approved project.

**B. Access to Personal Data**

- According to Section 2.3.3 of the Code of Practice on the Identity Card Number and Other Personal Identifiers issued by the Privacy Commissioner for Personal Data, the FDC Secretariat will obtain the identity card number of the Person-in-Charge of the applicant organization in order to verify the identity of the card holder.
- According to Sections 18 and 22 and Principle 6 of Appendix 1 of the Code of Practice on the Identity Card Number and Other Personal Identifiers issued by the Privacy Commissioner for Personal Data, the person who fills out the application form has a right of access and correction with respect to the personal data provided including the right to obtain a copy of the personal data provided in the form.

**Funding Other Film-related Projects under the “Film Development Fund”****Scope of the Fund**

Funding Other Film-related Projects under the “Film Development Fund” aims to achieve the following major goals through funding of projects:

- (i) Promote Hong Kong films on the Mainland and overseas;
- (ii) Facilitate film production and financing;
- (iii) Stimulate further improvement in the quality of local film production and services;
- (iv) Enhance the interest and appreciation of films by the audience;
- (v) Nurture talents in various fields of the film industry including film production and distribution;
- (vi) Enhance the professional and technical level of local film workers;
- (vii) Assist the film industry to grasp and apply advanced technologies so as to strengthen the audio-visual effects of films; and
- (viii) Improve the production and operating environment of the film industry.

Funds would only be granted to projects that can achieve the aforesaid goals.

**Funding Other Film-related Projects under the “Film Development Fund”****Criteria for Approving Applications**

- (1) An applicant should normally be a locally incorporated institution/organization engaged in film business or a related body. The FDC Secretariat can also apply for funding.
- (2) Projects under application must be beneficial to the overall development of the local film industry, such as enhancing the competitiveness of the local film industry.
- (3) Benefits accrued from the projects must serve the interests of the entire film industry, and not just an individual private company or a consortium of private companies.
- (4) Projects should mainly be non-profit making by nature. Special consideration will be given to those projects which can eventually become self-financing.
- (5) Funds approved can only be used on non-recurrent expenditure.
- (6) Funds approved cannot be used to create any civil service posts.
- (7) In examining an application, the following must be taken into consideration:
  - (i) the benefits that a project may bring to the local film industry;
  - (ii) the need for such a project;
  - (iii) the technical and project management capabilities of the applicant institution/organization;
  - (iv) whether the implementation schedule of the proposed project is well planned and whether the time required for implementation is reasonable;
  - (v) whether the proposed budget is reasonable and realistic;
  - (vi) whether there is/will be any duplication in terms of the work carried out by other institutions; and
  - (vii) for a project involving recurrent expenditures (such as salaries and other administrative expenses), the period required for such expenditures and whether the project can be self-financing after a certain period of time.

**Concerned items in the Agreement of  
Funding Other Film-related Projects under the “Film Development Fund”**

**A. Procurement of Equipment, Services, etc.**

The Company is required to exercise its utmost financial prudence in the procurement of the equipment, goods or services for the purpose of the Project and must, unless otherwise agreed in writing by the Government, adhere to the following procedures:

- (i) For every procurement of the equipment, goods or services whose aggregate value amounts to more than HK\$20,000 but below HK\$500,000, quotations of price from at least three suppliers or service providers must be obtained. The Company will enter into a procurement contract with the supplier or service provider submitting the lowest bid.
- (ii) For every procurement of the equipment, goods or services whose aggregate value amounts to HK\$500,000, open tendering for such procurement must be conducted.
- (iii) Every procurement of an aggregate value of HK\$5,000 or above has to be settled by crossed cheque, bank transfer or credit card payment. The Company is required to retain a photocopy of the cheque, pay-in slip or bank statement for a period of at least 2 years from the date of completion of the Project for subsequent checking by the Government.

**B. Declaration of Interest**

- (i) The Company is required to ensure that it, its directors and employees, and its sub-contractors, including their associates and associated persons, should not have any actual or potential financial or other interests or have any association or connection with any of the services, goods or equipment to be acquired or procured with the Funds by the Company unless the prior written approval of the Government has been obtained.
- (ii) If all or any facts which may reasonably be considered to give rise to a situation set out in B(i), the Company must notify the Government in writing immediately.
- (iii) The Company is required to ensure that its directors and employees, and its permitted sub-contractors, including their respective associates and associated persons, will inform the Company of all facts which may reasonably be considered to give rise to a situation in which the financial or other interests of such persons conflict or compete with the Company's obligations to the Government.

**C. Submission of the Audited Account**

- (i) For all Projects lasting less than one year, the Company is required to submit to the Government within 90 calendar days after completion of the Project a final Audited Account which covers the period from the Project's commencement until its completion.
  
- (ii) For all Projects lasting one year or more, the Company is required to submit to the Government within 90 calendar days after completion of the Project a final Audited Account which covers the period immediately preceding completion of the Project and that has not been covered by other Audited Account(s) submitted by the Company to the Government, and within 90 calendar days for every 12-month period from the Project's commencement until its completion, an interim Audited Account which covers each aforesaid 12-month period.

**Procedures for Processing Applications for  
Funding Other Film-related Projects under the “Film Development Fund”**

