



電影發展基金
Film Development Fund

SAMPLE Application Form

(For “Funding Other Film-Related Projects”)

- Note:**
- 1) Please study the Guidelines on Application carefully before filling out this application form.
 - 2) The information provided in this form and the documentary evidence submitted will be used in the manner set out in Part VII of the Guidelines on Application.
 - 3) Note for filling the form:
 - (i) ☐ Please tick where applicable
 - (ii) * Please delete as appropriate
 - (iii) You may provide additional information in separate sheets to support your application

(For HKFDC Secretariat Use Only)

Ref. No.: _____

Date/Time of Receipt: _____

Application Form for Funding Other Film-Related Projects
under “Film Development Fund”

Part I – Details of Applicant Organisation

1. Applicant Organisation: (Chinese) (English)	
2. Correspondence Address: (Chinese) (English) (E-mail) (Tel. No.)	
3. Name of Person-in-Charge: (Chinese)	(English)
I.D. No.:	
Position held in Applicant Organisation:	
Tel. No.:	Fax No.:
E-mail:	
4. Your organisation must be a company/body corporate incorporated in Hong Kong under the Companies Ordinance (Cap.622) or other laws of Hong Kong Special Administrative Region. Please provide copies of: (i) Certificate of Incorporation, (ii) Memorandum and Articles of Association and (iii) certified true copy of the company's latest annual return obtained from the Companies Registry for certification.	
5. Nature of business of the applicant organisation and its relationship with the film industry:	
6. Project Team:	
a) Name of Project Coordinator: (Chinese) (if different from the person-in-charge)	(English)
I.D. No.:	
Name of the film industry organisation/company:	Position:
Tel. No.:	Fax No.:
E-mail:	
Signature of Project Coordinator: _____	

b) Name of Deputy Project Coordinator: (Chinese)	(English)
I.D. No.:	
Name of the film industry organisation/company:	Position:
Tel. No.:	Fax No.:
E-mail:	
Signature of Deputy Project Coordinator: _____	
7. Declaration: I declare that all the information provided herewith is to my knowledge factually correct.	
_____	_____
(Signature of the Person-in-Charge)	(Date)

Note: Please provide the CV of the Person-in-Charge, Project Coordinator and Deputy Project Coordinator of the project, see Annex

_____ End of Part I _____

Part II – Details of Project

1. Background of Project

1.1 Title of Project: (Chinese)	
(English)	
1.2 Objective(s) of Project:	<ul style="list-style-type: none"><input type="checkbox"/> Promote Hong Kong films on the mainland and overseas<input type="checkbox"/> Facilitate film production and financing<input type="checkbox"/> Stimulate further improvement in the quality of local film production and services<input type="checkbox"/> Enhance the interest and appreciation of films by the audience<input type="checkbox"/> Nurture talents in various fields of the film industry including film production and distribution<input type="checkbox"/> Enhance the professional and technical level of local film workers<input type="checkbox"/> Assist the film industry to grasp and apply advanced technologies so as to strengthen the audio-visual effects of films<input type="checkbox"/> Improve the production and operating environment of the film industry<input type="checkbox"/> Others (please specify) <hr/> <hr/>
1.3 Details of Project:	
1.4 Please state in what way the deliverables of the project will be beneficial to the film industry.	

...../P.T.O.

1.5 Target Sector(s) of the Project:

- | | |
|---|--|
| <input type="checkbox"/> Directing/Script-writing | <input type="checkbox"/> Action Directing |
| <input type="checkbox"/> Producing | <input type="checkbox"/> Use of Pyrotechnics (Special Effects) |
| <input type="checkbox"/> Production Design and Management | <input type="checkbox"/> Sound Design/Recording |
| <input type="checkbox"/> Cinematography/Lighting | <input type="checkbox"/> Editing |
| <input type="checkbox"/> Art Direction | <input type="checkbox"/> Digital Animation Special Effects |
| <input type="checkbox"/> Screen Acting/Stunts | <input type="checkbox"/> Marketing and Distribution |
| <input type="checkbox"/> Others (please specify): | |
-

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

1.7 Please describe specific technology (if any) that will be adopted in the project.

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

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

...../P.T.O.

2. Schedule of Project Implementation:

2.1 Implementation Schedule:

From Commencement to Completion	Duration
From ____/____/____/ to ____/____/____/(day/month/year)	

2.2 Stages of implementation:

Date (Month/Year)	Milestones (Tasks to be accomplished by the corresponding date)
SAMPLE	

3. Budget

3.1 Expenditure

3.1.1 Manpower

<u>Post</u>	<u>No.</u>	<u>Salary</u>	<u>Total</u>	<u>Remarks</u>
<hr/>	<hr/>	<hr/>	<hr/>	
			<hr/>	
			<hr/>	
Justification for the expenditure:				

3.1.2 Equipment

<u>Equipment</u>	<u>No.</u>	<u>Rental/ selling price</u>	<u>Total</u>	<u>Remarks</u>
<hr/>	<hr/>	<hr/>	<hr/>	
			<hr/>	
			<hr/>	
Justification for the expenditure:				

3.1.3 Other Expenses

<u>Item</u> (Please itemise)	<u>Amount</u>	<u>Total</u>	<u>Remarks</u>
(i) Audit Fee			
(ii)			
_____	_____	_____	

Justification for the expenditure:			

3.1.4 Total Expenditure:

<u>Manpower</u> (3.1.1)	<u>Equipment</u> (3.1.2)	<u>Other Expenses</u> (3.1.3)	<u>Total</u>	<u>Remarks</u>
_____	_____	_____	_____	

3.2 Income

<u>Item</u> (Please itemise)	<u>Amount</u>	<u>Total</u>	<u>Remarks</u>
_____	_____	_____	

...../P.T.O.

3.3 Amount of Sponsorship/Funding from Other Sources
(Please attach documentary evidence)

<u>Sources</u>	<u>Amount</u>	<u>Total</u>	<u>Remarks</u> (Please specify funding conditions, if any)
	_____	_____ _____	

3.4 Net amount applied for the Fund

<u>Total Expenditure</u>	<u>Income</u>	<u>Amount of Sponsorship/Funding from Other Sources</u>	<u>Funds Applied</u>
_____	- _____	- _____	= _____

4. **Other Information Required**

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

☐ Yes, Title(s) of project(s) and date of application:

☐ No

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

☐ Yes ☐ No (Please go to item 4.4)

4.3 If the answer in item 4.2 is "yes", please specify the name of the funding sources and the result: (Please attach documentary evidence)

<u>Sources</u>	<u>Approved</u>	<u>Disapproved</u>	<u>Pending</u>
<input type="checkbox"/> SME Business Installations and Equipment Loan Guarantee Scheme	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> SME Export Marketing Fund	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> SME Training Fund	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> SME Development Fund	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Arts Development Council's Project Grant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Others (please specify) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>4.4 Other institution(s)/organisation(s) involved in the project:</p> <p>Mode of involvement:</p>
<p>4.5 Intellectual Property</p> <p>4.5.1 Are you planning to utilise the intellectual properties of other parties?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>4.5.2 If the answer is “yes”, please state how you can ensure that the deliverables of the project will not infringe upon other parties’ intellectual properties:</p> <p><input type="checkbox"/> By arranging exclusive/ non-exclusive* licence</p> <p><input type="checkbox"/> Others(please specify) _____</p> <p>* Please delete if inapplicable</p>
<p>4.5.3 Are you going to secure patent registration for the processes or deliverables developed by the project?</p> <p><input type="checkbox"/> Yes (please state the processes/deliverables that will be registered and the title of the patent)</p> <p>_____</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Not Applicable</p>

_____End of Part II _____

<p>Please check the following points before submitting your application:</p> <ul style="list-style-type: none">➔ Sign all the necessary parts.➔ Provide the CV of the Person-in-Charge, Project Coordinator and Deputy Project Coordinator of the project.➔ Provide copies of relevant documents including Certificate of Incorporation, Memorandum, Articles of Association and certified true copy of the company’s latest annual return obtained from the Companies Registry.➔ Attach documentary evidence if you have sought funding support for this project from other sources.

Curriculum Vitae
(Person-in-Charge, Project Coordinator and Deputy Project Coordinator)

Working Experience/Professional Qualifications (in chronological order)
Experience in launching similar projects, if any, should be included.

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