

殘疾人士藝術發展基金申請表格填寫指引
Guidance Notes on Completing the Application Form of the
Arts Development Fund for Persons with Disabilities

1. 在遞交本申請表格之前，請詳細閱讀殘疾人士藝術發展基金(藝發基金)申請基金撥款須知。

Please read carefully the Guide to Application for a Grant from the Fund before you submit an application for the Arts Development Fund for Persons with Disabilities (Arts Fund).

2. 每份申請表格，包括一般資料表及附錄 1.1 或 1.2，只可涵蓋一個申請項目。

The application form which includes the General Information Sheet and Appendix 1.1 or 1.2, must cover only one project.

3. 在申請過程中，申請機構可能需要提供補充文件和資料。申請機構須於自收到要求起 30 日內提交所需資料，否則將視為自動退出，恕不另行通知。如因特殊情況未能於指定日期內提交文件，申請機構須預先獲得藝發基金秘書處的書面同意，否則將視為自動退出。

From time to time, applicant organisations may be required to provide supplementary documents and information in respect of the application. Such information should be submitted within 30 calendar days of the request date. Failure to submit the requested information within the specified timeframe will result in the application being deemed self-withdrawn without further notice. Applicant organisations should obtain the prior written approval for an extension of the submission period with strong justification.

4. 藝發基金秘書處(秘書處)將保留申請機構提交的申請表及資料作記錄和審計用途。因此，申請機構應自行備存複本以備記錄。申請機構提交的參考資料如書刊、照片、USB 記憶體等，將不會退還。

Application forms and information submitted by applicant organisations will be retained by the Secretariat to the Arts Fund (the Secretariat) for record and audit purposes. Applicant organisations should therefore keep their own copies for record. Reference materials submitted, such as publications, photographs, USB drives, etc., will not be returned.

5. 請以中文或英文填寫本申請表格，惟標註「#」號的部份須同時以中文和英文填寫。如本申請表格內的中、英文版本並不相符，以英文版本為準。

Please complete this application form in either Chinese or English, except for sections marked with “#”, which must be completed in both Chinese and English. In the case of any inconsistency between the Chinese and English versions of the application form, the English version shall prevail.

6. 申請機構須於截止日期¹前以郵寄或親身遞交方式，將申請文件送達香港灣仔皇后大道東 213 號胡忠大廈 9 樓 901 室藝發基金秘書處。請於信封面註明「申請殘疾人士藝術發展基金撥款」。另外，申請機構亦可於網上遞交電子表格（必須具備電子證書（機構）以作電子簽署）。申請文件包括：(i) 申請表格正本；(ii) 有關文件（包括獲豁免繳稅證明書，組織架構和顯示其財務管理與控制措施的最近期經審計的財務報表）的副本；以及(iii) 申請表格²及有關文件³的電子本⁴。

Applications should be submitted by post or in person before the deadline¹ to the Secretariat to the Arts Fund at Room 901, 9/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong. Applications should be sent in a sealed envelope clearly marked "Application for allocation of grants from the Arts Development Fund for Persons with Disabilities". Applicant organisations may also submit the application online (e-Cert (organizational) certificate must be obtained in advance for digital signature). The submission must include: (i) the original copy of application form, (ii) the copies of the necessary supporting documents (such as tax exemption certificate, agency annual report, quotation documents, etc.) and (iii) save the digital copies of the application form² and the mentioned necessary supporting documents³ to a USB memory stick⁴.

7. 申請機構須在遞交申請前，具備最少兩年為殘疾人士提供有系統的藝術活動或訓練的經驗，並須根據《稅務條例》（第 112 章）第 88 條取得獲豁免繳稅的非牟利機構。遞交申請時需提交以上證明。

The applicant organisations must have at least **two years** of experience organising structured arts activities or training programmes for persons with disabilities. They must also be non-profit making, non-governmental organisations granted tax exemption status under section 88 of the Inland Revenue Ordinance (Cap. 112). Documentary proof of the above must be submitted with the application.

8. 秘書處在收到申請後，會透過電郵向申請機構發出認收通知。

Upon receipt of an application, the Secretariat will acknowledge receipt to the applicant organisation by email.

¹ 如 8 號或以上熱帶氣旋警告信號或黑色暴雨警告信號在截止日期下午 2 時至 6 時的任何時段生效，截止申請時間將順延至下 1 個工作天下午 5 時正。只接受郵戳日期為截止日期或之前的郵寄申請。If Tropical Cyclone Warning Signal No. 8 or above or black rainstorm warning signal is in force for any duration between 2:00 p.m. and 6:00 p.m. on the closing date, the application deadline will be postponed to 5:00 p.m. on the next working day. Postal applications will only be accepted if the postmark is on or before the closing date.

² 申請表格以微軟 WORD 2010 或以上視窗版格式儲存為佳。The application form preferably in MS WORD 2010 or above for Windows format.

³ 有關文件的副本須為 PDF 格式。Copies of relevant documents must be in PDF format.

⁴ 電子本須存放以 USB 記憶體中。The digital copy must be stored on a USB memory stick.

9. 政府可在其認為適當時，並且無須進一步知會申請機構，披露藝發基金申請機構的相關申請資料，包括但不限於申請機構的資料/殘疾人士的個人資料。申請機構提交本申請表格，即表示其不可撤銷，以及無條件地授權並同意政府作出上述任何披露。

The Government reserves the right to disclose, without further notice to the applicant organisations, any information related to the submitted applications for the Arts Fund, including but not limited to the information and personal data of the applicant organisations as well as the personal data of the PWDs, whenever it considers appropriate. In submitting the application form, each applicant organisation irrevocably and unconditionally authorises the Government to make and consents to the Government making any of the aforesaid disclosures.

10. 申請機構填寫申請表格時，須提供個人資料。詳情請參閱《收集個人資料聲明》。

Applicant organisations will be required to provide personal data when filling in the application form. Please refer to the “Personal Information Collection Statement”.

收集個人資料聲明 **Personal Information Collection Statement**

收集目的 Purposes of Collection

本表格所提供的機構及個人資料，會供社會福利署用以審核貴機構的殘疾人士藝術發展基金申請，以及供研究和調查之用。填寫本表格提供個人資料，純屬自願。如未能提供足夠資料，本署可能無法處理有關基金申請。

The personal data provided by means of this form will be used by the Social Welfare Department for assessing your application for the Arts Development Fund for Persons with Disabilities and conducting research and surveys. The provision of personal data by means of this form is voluntary. If you do not provide sufficient information, we may not be able to process your application.

向其他轉介資料的人士的類別 Classes of Transferees

在本表格所填報的機構及個人資料，可能會供政府其他決策局、署、部門、專家小組及其統籌者，以及管理委員會等有關單位作上文所述的用途。

The personal data you provide by means of this form may be disclosed to other Government bureaux, commissions, departments, expert groups and their coordinators, management committee, etc., for the purposes mentioned above.

查閱個人資料 Access to Personal Data

你有權根據《個人資料(私隱)條例》(第 486 章)第 18 條、第 22 條及附表 1 第 6 原則的規定，就有關你的個人資料提出查閱及改正要求。你的查閱權利包括取得本表格所填報關於你個人資料的副本一份。

You have the right of access and correction with respect to personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance, Cap. 486. Your right of access includes the right to obtain a copy of your personal data provided by this form.

查詢 Enquiries

與本申請表所收集的個人資料有關的查詢，包括提出查閱及改正要求，應向下述人士提出：

Enquiries concerning the personal data collected by means of this form, including the access of and corrections to, should be addressed to:

社會福利署署長

[經辦人：社會工作主任(康復及醫務社會服務)12]

香港灣仔皇后大道東 213 號

胡忠大廈 9 樓 901 室

電話：2892 5550

傳真：3791 2175

電郵：jane_pc_ip@swd.gov.hk

Director of Social Welfare

[Attn: Social Work Officer (Rehabilitation and Medical Social Services)12]

Room 901, 9/F, Wu Chung House,

213 Queen's Road East,

Wan Chai, Hong Kong

Tel.：2892 5550

Fax.：3791 2175

Email：jane_pc_ip@swd.gov.hk