

残疾人士艺术发展基金申请表格填写指引
Guidance Notes on Completing the Application Form of the
Arts Development Fund for Persons with Disabilities

1. 在递交本申请表格之前，请详细阅读残疾人士艺术发展基金(艺发基金)申请基金拨款须知。

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. 每份申请表格，包括一般数据表及附录 1.1 或 1.2，只可涵盖一个申请项目。

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

3. 在申请过程中，申请机构可能需要提供补充文件和数据。申请机构须于自收到要求起 30 日内提交所需数据，否则将视为自动退出，恕不另行通知。如因特殊情况未能于指定日期内提交文件，申请机构须预先获得艺发基金秘书处的书面同意，否则将视为自动退出。

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to submit the requested information within the specified timeframe will result in the application being deemed self-withdrawn without further notice.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. 艺发基金秘书处(秘书处)将保留申请机构提交的申请表及数据作记录和审计用途。因此，申请机构应自行备存复本以备记录。申请机构提交的参考数据如书刊、照片、USB 内存等，将不会退还。

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. 请以中文或英文填写本申请表格，惟标注「#」号的部份须同时以中文和英文填写。如本申请表格内的中、英文版本并不相符，以英文版本为准。

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. 申请机构须于截止日期¹前以邮寄或亲身递交方式，将申请文件送达香港湾仔皇后大道东 213 号胡忠大厦 9 楼 901 室艺发基金秘书处。请于信封面注明「申请残疾人士艺术发展基金拨款」。另外，申请机构亦可于网上递交电子表格（必须具备电子证书(机构)以作电子签署）。申请文件包括：(i) 申请表格正本；(ii) 有关文件（包括获豁免缴税证明书，组织架构和显示其财务管理与控制措施的最近期经审计的财务报表）的副本；以及(iii) 申请表格²及有关文件³的电子本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. 申请机构须在递交申请前，具备最少两年为残疾人士提供有系统的艺术活动或训练的经验，并须根据《税务条例》（第 112 章）第 88 条取得获豁免缴税的非牟利机构。递交申请时需提交以上证明。

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. 秘书处在收到申请后，会透过电邮向申请机构发出认收通知。

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

¹ 如 8 号或以上热带气旋警告信号或黑色暴雨警告信号在截止日期下午 2 时至 6 时的任何时段生效，截止申请时间将顺延至下 1 个工作天下午 5 时正。只接受邮戳日期为截止日期或之前的邮寄申请。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 申请表格以微软 WORD 2010 或以上窗口版格式储存为佳。The application form preferably in MS WORD 2010 or above for Windows format.

³ 有关文件的副本须为 PDF 格式。Copies of relevant documents must be in PDF format.

⁴ 电子本须存放以 USB 内存中。The digital copy must be stored on a USB memory stick.

9. 政府可在其认为适当时，并且无须进一步知会申请机构，披露艺发基金申请机构的相关申请数据，包括但不限于申请机构的数据/残疾人士的个人资料。申请机构提交本申请表格，即表示其不可撤销，并且无条件地授权并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. 申请机构填写申请表格时，须提供个人资料。详情请参阅《收集个人资料声明》。

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

收集个人资料声明 **Personal Information Collection Statement**

收集目的 Purposes of Collection

本表格所提供的机构及个人资料，会供社会福利署用以审核贵机构的残疾人士艺术发展基金申请，以及供研究和调查之用。填写本表格提供个人资料，纯属自愿。如未能提供足够资料，本署可能无法处理有关基金申请。

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.

向其他转介资料的人士的类别 Classes of Transferees

在本表格所填报的机构及个人资料，可能会供政府其他决策局、署、部门、专家小组及其统筹者，以及管理委员会等有关单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.

查阅个人资料 Access to Personal Data

你有权根据《个人资料(私隐)条例》(第 486 章)第 18 条、第 22 条及附表 1 第 6 原则的规定，就有关你的个人资料提出查阅及改正要求。你的查阅权利包括取得本表格所填报关于你个人资料的副本一份。

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.

查询 Enquiries

与本申请表所收集的个人资料有关的查询，包括提出查阅及改正要求，应向下述人士提出：

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

社会福利署署长

[经办人: 社会工作主任(康复及医务社会服务)12]

香港湾仔皇后大道东 213 号

胡忠大厦 9 楼 901 室

电话 : 2892 5550

传真 : 3791 2175

电邮 : 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