

## “Support Scheme for Arts & Cultural Sector”

### FAQ

(Latest update on 5 January 2021)

#### (D) Individual Arts Practitioners with Work Cancelled Due to Epidemic

**D1. What are the eligibility criteria for individual arts practitioners?**

The applicant should be a Hong Kong resident with arts and cultural work in programmes that is cancelled or postponed **between 1 July to 30 September 2020** due to the epidemic and temporary closure of venues. The work does **not include**:

- Leisure and Cultural Services Department’s (LCSD) cultural programmes/presentations;
- Programmes presented by the nine major performing arts groups or Hong Kong Arts Festival;
- Programmes funded by HKADC, including but not limited to “Matching Fund Scheme”, “Cultural Exchange Grant”, “Arts-in-School Partnership Scheme”, “Literary Arts Publication In Media Project” or “Hong Kong Literary Arts Archive” etc., except “Project Grant”;
- Arts-related teaching activities through private lessons/music, dance and arts school/institutes;
- Entertainment shows or trade shows in Hong Kong Convention and Exhibition Centre, Kowloonbay International Trade & Exhibition Centre, Hong Kong Coliseum, Queen Elizabeth Stadium, etc.

**D2. If I am involved in more than one arts activity being affected, are they all being considered in the application?**

An applicant may apply based on the works in multiple affected activities. Each applicant may receive a maximum subsidy of \$7,500. Individuals receiving full amount of \$7,500 subsidy from other jobs cannot apply again.

**D3. How do I calculate the amount of applied and eligible subsidy?**

To better understand the calculations on the amount of eligible subsidy, please refer to the following example:

Mr. Lee Siu Ming is a theatre technician, and is hired on a project basis for the following two arts and cultural projects:

Performance Programme A

Lee is hired by drama group A for “Programme A”, to be performed at the Kwai Tsing Theatre on 16-17 July 2020, as backstage staff responsible for setting up and dismantling the stage set. The remuneration was \$2,500.

Performance Programme B

Lee is hired by drama group B for “Programme B”, to be performed at the Black Box Theatre at Kwai Tsing Theatre on 6-8 August 2020, as lighting design staff responsible for setting up and dismantling the lighting equipment. The remuneration was \$3,500.

For the two programmes above, Lee may submit one application form, complete with signature by the employers of the two programmes, to HKADC. After processing by HKADC, the subsidy amount of \$6,000 will be disbursed to Lee.

**D4. I am affected in programmes held at Kwai Tsing Theatre, Tuen Mun Town Hall and Jockey Club Black Box Theatre respectively. Do I need to submit three application forms?**

Each applicant need to submit one application form only. Please refer to the following example:

Mr. Lee Siu Ming is a Hong Kong resident hired on a project basis for the following three arts and cultural projects:

Performance Programme A

Lee is hired by drama group A for “Programme A” as backstage staff responsible for setting up and dismantling the stage set. The remuneration was \$2,000.

Performance Programme B

Lee is hired by drama group B for “Programme B” as backstage staff responsible for setting up and dismantling the stage set. The remuneration was \$3,000.

Performance Programme C

Lee is hired by drama group C for “Programme C” to be held at Jockey Club Black Box Theatre as backstage staff responsible for setting up and dismantling the stage set. The remuneration was \$4,000.

For the three programmes above, Lee is required to submit one application form to HKADC. Upon venue verification and approved by the assessment panel, the subsidy amount of \$7,500 will be disbursed in around four to six weeks. Application details and application form will be uploaded to the HKADC website on 11 January 2021.

**D5. I am a full-time employee of an organisation that is a grant recipient of HKADC’s 2020/21 “Year Grant”. I also work in another arts project not funded by HKADC with the performance cancelled as the venue is temporarily closed due to the epidemic. Can I apply for subsidy on an individual basis based on the arts project?**

Yes. Please refer to the eligibility criteria for individual arts practitioners listed in D1, and submit the application for the outside work according to the application procedure. Application details and application form will be uploaded to the HKADC website on 11 January 2021.

**D6. When can I receive the subsidy after application submission?**

Upon submission of sufficient information by an applicant, HKADC expects to process an eligible application and to disburse the subsidy within approximately in 4-

6 weeks after receipt of application in most cases. The subsidy will be disbursed to a successful applicant by direct bank deposit.

**D7. What are the things to know when completing the application form?**

When filling in the application form, all application information must be accurately and clearly stated including the affected arts activity, employer and bank information to ensure timely processing of the application by HKADC. The application form needs to be verified by the employer(s) of the affected activity with signature and/or company chop. HKADC will not accept applications without signature and/or company chop. In addition, each applicant needs to tick and sign the declaration to certify that all the information provided are true and correct. Otherwise, HKADC will hold the applicant responsible for falsification of information and reserves the right on processing the application.

**D8. I am an instructor for musical instrument courses in different schools. Why am I ineligible for the subsidy?**

The Education Bureau (EDB) has issued a circular memorandum to invite the Supervisors and Principals of all government schools, aided schools (including special schools), caput schools, schools under Direct Subsidy Scheme and private schools offering formal curriculum to apply for a one-off relief grant of \$7,500 under the 2nd & 3rd round of Anti-epidemic Fund for instructors, coaches, trainers and operators of interest classes engaged by secondary and primary schools. For application details, please visit EDB's website at [www.edb.gov.hk](http://www.edb.gov.hk). The Social Welfare Department has also provided a subsidy of \$7,500 to the tutors for its subsidised institutions.

**D9. My arts and cultural work is for a programme organised by a grant recipient of HKADC's 2020/21 "Year Grant". Can I submit an application based on the programme?**

Each arts organisation that is a grant recipient of "Year Grant", "Literary Arts Platform Project" or "Eminent Arts Group Scheme" have received respective direct subsidy at different period under the Scheme. HKADC understands that the arts organisation may have burden to some extent. Therefore, if arts practitioners are unable to obtain all or part of the remuneration from the arts organisation, they could apply for the subsidy as an individual arts practitioner on the basis of lost remuneration. A successful applicant may receive a maximum subsidy amount of \$7,500. Please refer to the following example:

Mr. Lee Siu Ming is a theatre technician, and is employed on a short-term basis by drama group A as staff responsible for setting up and dismantling the stage set for "Programme A" to be presented at Hong Kong Arts Centre on 26-27 August 2020. Drama group A is a HKADC's 2020/21 "Year Grant" recipient that received the direct subsidy of \$80,000 under the "Support Scheme for Arts & Cultural Sector".

Situation A

Lee's remuneration is \$10,000. Drama group A allocates \$10,000 from the subsidy as remuneration for Lee. There is no need for Lee to apply subsidy from HKADC for this particular activity.

*Situation B*

Lee's remuneration is \$10,000. Drama group A allocates \$5,000 from the subsidy as remuneration for Lee. Lee may complete the application form to HKADC complete with signature and company chop from responsible person at drama group A on proving the outstanding remuneration of \$5,000. After processing the application, HKADC disburses the subsidy amount of \$5,000 to Lee.

*Situation C*

Lee's remuneration is \$10,000. Drama group A is not able to allocate any money for Lee as remuneration. Lee may complete the application form to HKADC complete with signature and company chop from responsible person at drama group A. After processing the application, HKADC disburses the maximum subsidy amount of \$7,500 to Lee.

**D10. I am an individual arts practitioner and work for school tour. How can I apply for the subsidy? What information shall I submit for the application?**

The application method and way of subsidy disbursement are the same as in the current processing. The maximum subsidy for each applicant remains unchanged (i.e. \$7,500). Those who have already received the maximum amount of subsidy are not allowed to submit new application(s). Applicants are required to complete and submit the application form with affected activit(ies) and name of respective presenter(s) to HKADC. Application details and form will be available at HKADC website from 11 January.

**D11. I work for a school tour. Can I submit an application with the affected programme?**

The applicant should be a Hong Kong resident, his/her school tour programme(s) (excluding arts educational activities) would have been held between 1 July to 30 September 2020 but cancelled or postponed because of the epidemic. The school tour(s) that the individual arts practitioners (including kindergartens, secondary and primary schools, universities and colleges, and special schools) is/are engaged or commissioned by Government Bureaux/Departments and/or Advisory and Statutory Bodies (such as Action Committee Against Narcotics, Corruption Prevention Advisory Committee of the ICAC, Standing Committee on Language Education and Research, excluding Leisure Cultural Services Department) may apply. For school tour(s) which is/are engaged or commissioned by LCSD, the employers of respective activities are suggested to consult LCSD on further arrangement. Please refer to the following example for a better understanding of subsidy calculation:

Mr. Lee Siu Ming is a Hong Kong resident and is hired by drama group D.

*Performance Programme A*

Lee is hired by the drama group for "Programme A" which would have been presented from 12-18 February 2020. The remuneration is \$5,000. Lee submitted an application to HKADC earlier and has received a subsidy amount of \$5,000.

School Tour B

Lee is engaged to work for a school tour “Programme D” from 12-27 August 2020 commissioned by the Corruption Prevention Advisory Committee of the ICAC. The remuneration is \$3,000.

Since the subsidy disbursed to Lee in the first application has not reached the maximum subsidy of \$7,500, Lee could submit another application for the affected *School Tour B*. The application of affected school tour submitted by Lee should be signed and endorsed by the drama group’s person-in-charge. HKADC would disburse a subsidy amount of \$2,500 to Lee upon approval of the application.

**D12. If I work for more than one affected school tour, how do I count for the eligible amount of subsidy?**

Please refer to the following example for a better understanding of subsidy calculation:

Mr. Lee Siu Ming is an actor and is hired by three arts projects below:

School Tour X

Lee is hired by drama group X to perform “Programme X” which is engaged by Action Committee Against Narcotics from 12-15 July 2020. The remuneration is \$3,000.

School Tour Y

Lee is hired by drama group Y to perform “Programme Y” which is engaged by Intellectual Property Department from 16-19 August 2020. The remuneration is \$3,000.

School Tour Z

Lee is hired by drama group Z to perform “Programme Z” which is commissioned by Standing Committee on Language Education and Research from 4-12 September 2020. The remuneration is \$4,500.

Lee is required to submit an application to HKADC with signature and endorsement by the respective persons-in-charge of all the three drama groups for the above projects. HKADC would disburse a subsidy of \$7,500 to Lee upon approval of the application.

**D13. I work for a project funded by HKADC’s “Project Grant”. Can I submit an application with the affected project?**

Yes. Individual arts practitioners working for grant recipients of HKADC’s “Project Grant” with job loss between 1 July and 30 September 2020 may apply for the Scheme. Applicants have to fill in the application form stating clearly the project number of the affected project(s) and submit the completed form to HKADC. Maximum subsidy for each eligible individual arts practitioner remains unchanged (\$7,500). Individual arts practitioners who have already received \$7,500 subsidy from HKADC are not allowed to submit new application(s). Please refer to the following example for a better understanding of subsidy calculation:

Mr. Lee Siu Ming is an actor and is hired by drama group E. Drama group E has a project supported by HKADC's "Project Grant" and has received a direct subsidy of \$30,000 from the Scheme.

*Situation A*

Lee's remuneration is \$8,000. The drama performance E under "Project Grant" by drama group E was scheduled to perform from 26 to 27 August 2020, but postponed to 20 to 21 November 2020 due to the epidemic; yet, Lee could not participate. Drama group E allocates \$5,000 from the subsidy as remuneration for Lee. Lee could submit an application of his job loss to HKADC. The form should be signed and endorsed by the drama group's person-in-charge that \$3,000 has not been paid to Lee. HKADC would disburse a subsidy of \$3,000 to Lee upon approval of the application.

*Situation B*

Lee's remuneration is \$8,000. Drama group E is not able to allocate any money for Lee as remuneration. Lee has previously received a maximum subsidy of \$7,500 from other activities, thus he is not able to apply extra subsidy for the drama performance E.

*Situation C*

Lee's remuneration is \$8,000. Drama group E is not able to allocate any money for Lee as remuneration. Lee has previously received a subsidy of \$4,000 from other activities. Since the subsidy received has not reached the maximum (\$7,500), Lee could submit an application of the affected drama performance E to HKADC. The form should be signed and endorsed by the drama group's person-in-charge that \$8,000 has not been paid to Lee. HKADC would disburse a subsidy amount of \$3,500 to Lee upon approval of the application.

**D14. I learnt that the Government will disburse a one-off subsidy of \$7,500 to eligible individual arts practitioners in the 4<sup>th</sup> round of Anti-epidemic Fund. How can I submit an application?**

Home Affairs Bureau will disburse a subsidy of \$7,500 via HKADC to the individual arts practitioners who have already received/will receive a maximum subsidy of \$7,500/ partial subsidy under Category D. The HKADC Administration Office will disburse the subsidy directly, therefore, eligible practitioners **do not need to apply again**. In addition, new successful applicants are entitled to a one-off subsidy of \$5,000 from the 3<sup>rd</sup> round of Anti-epidemic Fund; and do not need to apply as well.