

**“Support Scheme for Arts & Cultural Sector”
Category (D) Individual Arts Practitioners with
Work Cancelled Due to the Epidemic
Guide to Application**

Table of Content

1.	Details on Application: Application Eligibility, Application Procedure and Subsidy Payment	1
2.	Assessment, Application Deadline and Other Provisions	5
3.	Treatment of Personal Data	5
4.	Declaration	6
5.	Revisions and Updates	6
6.	Enquiries	7

1. Details on Application: Application Eligibility, Application Procedure and Subsidy Payment

Application Eligibility [Category D]

- 1.1 In view of the volatility of COVID-19, the “Support Scheme for Arts & Cultural Sector” now accept applications of individual arts practitioners with work cancelled due to the epidemic, and is referred to as **Category D**.
- 1.2 **Category D** applicants should be Hong Kong residents with arts and cultural work in programmes (such as performances, exhibitions or associated key activities) originally to be held **between 1 July and 30 September 2020** but are cancelled or postponed due to the epidemic and temporary closure of either venues under Leisure and Cultural Services Department (LCSD) or other commonly used legitimate arts venues.
- 1.3 Hong Kong Arts Development Council (HKADC) takes into account that Home Affairs Bureau (HAB) supports the arts sector with the Anti-epidemic Fund through arts and cultural organisations other than HKADC. To avoid subsidy overlap, some of the individual arts practitioners who may receive support from other organisations will not be covered by the HKADC Support Scheme. The work that individual arts practitioners is involved in does not include:
- LCSD’s cultural programmes/ presentations/ sponsored programmes (excluding LCSD’s sponsored venues/ ticketing);
 - Programmes presented by the nine major performing arts groups;
 - Programmes presented by the Hong Kong Arts Festival;
 - Other 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 teaching activities (please refer to clause 1.9);
 - Entertainment shows or trade shows in Hong Kong Convention and Exhibition Centre, Kowloonbay International Trade & Exhibition Centre, Hong Kong Coliseum, Queen Elizabeth Stadium, etc.
- 1.4 For arts practitioners working for grant recipients of HKADC’s 2020/21 “Year Grant”, “Literary Arts Platform Project” and “Eminent Arts Group Scheme”, ACDFS¹ of HAB and Venue Partnership Scheme of LCSD, they

¹ Organisations that finished two Springboard Grants and those still receiving “Project Grants” in the 7th and 8th round of ACDFS funding exercise

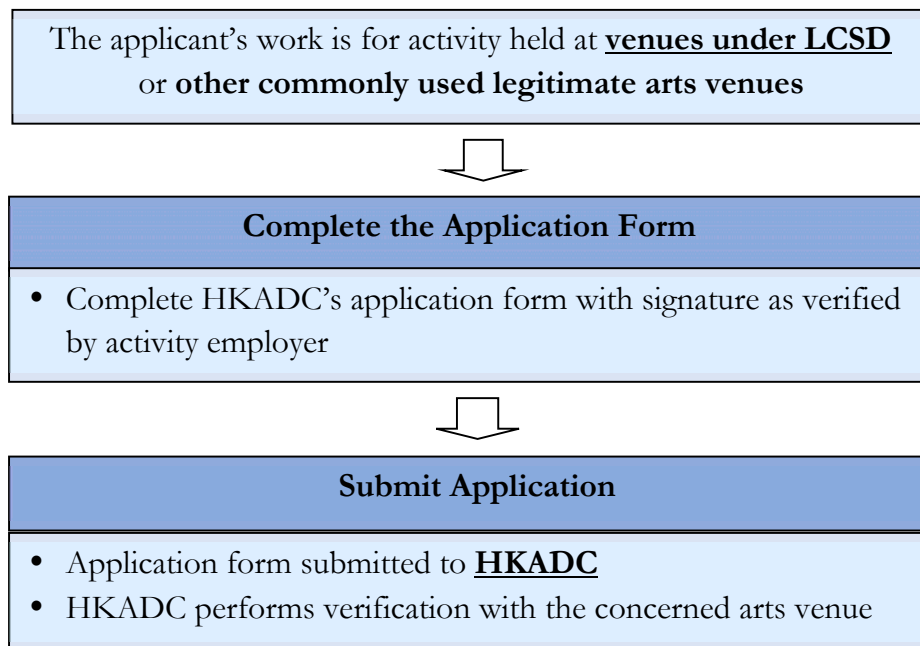
may apply for subsidy under Category D for unpaid remuneration if they are not fully remunerated by the relevant arts organisations.

- 1.5 **Category D** is applicable for individual arts practitioners with affected school touring work (excluding arts teaching activities) originally to be held between 1 July and 30 September 2020 but are cancelled/ postponed due to the epidemic. Individual arts practitioners with school touring work (including kindergartens, primary and secondary schools, tertiary institutes and special schools) commissioned/ engaged by Government Bureaux/ Departments and/or their Advisory & Statutory Bodies (e.g. Action Committee Against Narcotics, Corruption Prevention Advisory Committee of the Independent Commission Against Corruption, Standing Committee on Language Education and Research etc., excluding Leisure and Cultural Services Department) during the above affected period can apply for the subsidy.
- 1.6 For individual arts practitioners working for grant recipients of HKADC’s “Project Grant” with job loss between 1 July and 30 September 2020 due to the cancellation/ postponement of the project, they may apply for subsidy under Category D for the unpaid remuneration if they are not fully remunerated by the project.
- 1.7 Temporary closure of arts venues due to the epidemic
- 1.7.1 Eligible venues include:
- Performing arts venues under LCSD (excluding the Hong Kong Coliseum and Queen Elizabeth Stadium)
 - Other commonly used legitimate arts venues such as West Kowloon Cultural District’s venues for hire, Tai Kwun, Hong Kong Arts Centre, Jockey Club Creative Arts Centre, Cattle Depot Artist Village, Fringe Club, Asia Society Hong Kong Centre, Youth Square in Chai Wan, and Haw Par Music.
- 1.7.2 Eligible venues do not include:
- Hong Kong Convention and Exhibition Centre, AsiaWorld-Expo, Kowloonbay International Trade and Exhibition Centre, community halls/centers, primary and secondary schools, commercial galleries and hotels, etc.
- 1.8 Applicants may apply subsidy for work from more than one arts activity. However, the maximum subsidy amount is \$7,500 for each person. Individual arts practitioners who have previously received \$7,500 from other jobs cannot apply again.
- 1.9 As there are considerable number of privately taught arts courses, training courses and extra-curricular courses in the market, it is relatively difficult at the moment to identify and target arts educators with needs. Consequently, the current scope of the subsidy may not target all beneficiaries. Arts

educators who give interest class in a school or a subvented non-governmental organisations should have approached by the Education Bureau or Social Welfare Department for the second and third round of the Anti-epidemic Fund.

Application Procedure [Category D]

1.10 Applicants can refer to the following application procedure flow chart:



1.11 Applicants must ensure that the employer for the affected activity signed and/or chopped the application form. Otherwise, HKADC is unable to process the application.

1.12 The application form can be downloaded from the HKADC website (<http://www.hkadc.org.hk>) from 11 January 2021. Please send the completed application form to HKADC by e-mail at supportscheme@hkadc.org.hk, or by mail/in person to Hong Kong Arts Development Council at 10/F, 1063 King's Road. Please mark "Support Scheme for Arts & Cultural Sector" on the envelope if the application is by mail/in person. **Applicants do not need to send the same application to HKADC both by email and by mail/in person.**

Subsidy Payment [Category D]

- 1.13 In general, the HKADC Administration Office can complete processing the application within four to six weeks after receiving the application. HKADC will issue a notice by mail or e-mail to the individual arts practitioner applicant on the outcome of the application. The payment will be disbursed to the successful applicant through direct bank deposit.
- 1.14 For the fourth round of the Anti-epidemic Fund, HAB will disburse a subsidy of \$7,500 via HKADC to the individual arts practitioners who have already received a maximum subsidy of \$7,500/ partial subsidy under Category D. With the subsidy of \$5,000 from the third round of the Anti-epidemic Fund, the maximum subsidy amount is \$20,000 for each person. Individual arts practitioners who have already received a maximum subsidy of \$7,500/ partial subsidy **do not need to apply again.**

2. Assessment, Application Deadline and Other Provisions

- 2.1 All applications are assessed by the special panel of HKADC. HKADC reserves final discretion on arrangement of assessment and the assessment result (includes but not limited to the approved sum for each application).
- 2.2 The application deadline of the “Support Scheme for Arts & Cultural Sector” is 6:00 pm on 22 February 2021 (Monday). For postal applications, the deadline is determined by the postmark. For applications submitted by email, the deadline is determined by the received time of HKADC’s email box.
- 2.3 All amount quoted in this Guide to Application is in Hong Kong dollar.

3. Treatment of Personal Data

- 3.1 HKADC is entrusted by the government to process the “Support Scheme for Arts & Cultural Sector” applications. Personal data collected in this application form will be used by HKADC or the organisation listed in part C for purposes related to Anti-epidemic Fund application. Any personal data provided will be handled in accordance with the Personal Data (Privacy) Ordinance (Cap. 486).
- 3.2 According to Paragraph 2.3.3 of the Code of Practice on Identity Card Number and Other Personal Identifiers, HKADC may collect the ID card number of the successful applicant (or of the authorised signatory if the successful applicant is an organisation) to verify the applicant's identity and to identify subsidy related to the applicant.
- 3.3 Personal data contained in the application documents are used by HKADC to facilitate the processing and assessment of subsidy applications. Failure to provide such data may affect the assessment and result of the application.
- 3.4 To facilitate the process of subsidy assessment, the applicant must allow HKADC to reveal personal data contained in the application to Support Scheme assessment panel or the HAB and/or LCSD.
- 3.5 Data subjects have a right to request access to and correction of their personal data provided in the application form in accordance with the Personal Data (Privacy) Ordinance (Cap. 486) Paragraphs 18 and 22 and point 6 in Schedule 1 to the Ordinance by the Privacy Commissioner for

Personal Data, Hong Kong. Requests for making access to and/or correction of personal data in the application form, please contact HKADC by phone at 2827-8786.

4. Declaration

- 4.1 The application form must be signed by the applicant to declare and guarantee that all information contained in the application form is true and correct to the best knowledge of the applicant. Where the applicant is not an individual (e.g. a registered society or corporation), the statement must be signed by the head of the organisation and the official chop must be affixed. For registered societies, the most senior person-in-charge (such as the chairman or head of the organisation) must sign the application form in personal capacity to declare responsibility for the application. HKADC does not accept the applicant to delegate authority to an agent/ representative to sign the application. Any false statement made in the application will render the application invalid and any subsequent agreement null and void, and any person who knowingly makes a false statement is liable to prosecution.

5. Revisions and Updates

- 5.1 In order to review and improve the Support Scheme in a timely manner based on the development of the epidemic as well as to benefit arts organisations and practitioners at large, HKADC may revise this Guide to Application and the application forms. HKADC reserves the right to amend this Guide to Application and application forms whenever it sees fit. Applicants should look out for the latest version. Please look out for announcement in:
- a. HKADC's website
 - b. Telephone the HKADC for further information.

6. Enquiries

- 8.1 For enquiries on the guideline or application for the “Support Scheme for Arts & Cultural Sector”, please contact HKADC at:
Address: 10/F, 1063 King’s Road, Quarry Bay, Hong Kong
Telephone: (852) 2827 8786
E-mail: supportscheme@hkadc.org.hk
Website: <http://www.hkadc.org.hk>

(The Chinese text of this Guide to Application shall prevail over the English text in case of inconsistency.)