**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**

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| 在递交本申请表格之前，请先阅读残疾人士艺术发展基金(艺发基金)申请基金拨款须知。(载于https://www.swd.gov.hk/sc/pubsvc/rehab/cat\_fundtrustfinaid/adfpd/)  Please study the Guide to Application for a Grant from the Fund (available at https://www.swd.gov.hk/en/pubsvc/rehab/cat\_fundtrustfinaid/adfpd/) before you lodge an application for the Arts Development Fund for Persons with Disabilities (Arts Fund). |
| 填妥的申请表格应包括一般资料表及附录1.1或1.2。  The completed application form should include the General Information Sheet and supported by Appendix 1.1 or 1.2. |
| 在申请过程中，申请机构或须提供有关申请的补充档和资料。申请机构应在收到要求后的一个月内补交所需资料，否则应提供合理解释。申请机构如未能于指定时间内提供有关资料，其申请将被视为已经退出而不作另行通知。  Applicant organisations may be required to provide supplementary documents and information from time to time in respect of the application. Such information should be submitted within one month from the date the request is made or full explanation should be given if such information cannot be provided. Failure to provide such information within the specified time will result in the application being deemed to have been withdrawn without further notice. |
| 每份附录只可涵盖一个项目。  Each Appendix should only cover one project. |
| 艺发基金秘书处(秘书处)将保留申请机构提交的申请表及资料作记录和审计用途。因此，申请机构应自行备存复本，以作记录。申请机构提交的参考资料如书刊、照片、影音光碟等，将不会获发还。  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 make their own copies for record purposes. Reference materials submitted such as publications, photographs, visual/audio CDs, etc. will not be returned. |

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| 请以中文或英文填写本申请表格，惟注有「#」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，则以英文版本为准。  Please complete this application form in either Chinese or English, except for sections marked with “#” which should be completed in both Chinese and English. In the case of any inconsistency between the Chinese and English version of the application form, the English version shall prevail. |
| 申请应包括(i) 已填妥的最新版本申请表格正本；及(ii) 存有已填妥最新版本申请表格的电子版本(微软Word 97或以上格式为佳)的USB记忆体，**连同所需文件(如获豁免缴税证明书、报价文件等)**，邮寄或亲身在截止期限[[1]](#footnote-1)前送交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。信封面请注明「申请残疾人士艺术发展基金拨款」。申请机构亦可透过网上服务递交申请。  Applications, including (i) the original copy of the completed latest version of application form, and (ii) a soft copy of the latest version of application form saved in a USB (preferably in MS Word 97 or above format) **together with the necessary supporting documents (such as tax exemption certificate, quotation documents, etc.)**, 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 sealed envelope clearly marked “Application for allocation of grants from the Arts Development Fund for Persons with Disabilities”. Applicant organisations may also submit the electronic form online. |
| 申请机构必须根据《税务条例》（第112章）第88条具有获豁免缴税的非牟利机构。正接受或并非接受社会福利署津助的机构均可申请。申请机构须在提出申请时提供文件，证明机构在递交申请前最少有**两年**为残疾人士提供有系统的艺术活动或训练项目的经验。  The applicant organisations shall be non-profit making non-governmental organisations granted tax exemption status under section 88 of the Inland Revenue Ordinance (Cap. 112). They may or may not be receiving subvention from the Social Welfare Department (SWD). Documentary proof of at least **two years** of experience in organising structured arts activities or training programmes for persons with disabilities has to be submitted with the application. |
| 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 issue an acknowledgement of receipt to the applicant organisation by email. |
| 政府可在其认为适当时，以及在无须进一步知会申请机构的情况下，披露艺发基金申请机构的有关申请资料，包括但不限于申请机构的资料/个人资料。申请机构提交本申请表格，即表示其不可撤销，以及无条件地授权并同意政府作出上述任何披露。  The Government shall have the right to disclose, without further reference to the applicant organisations, whenever it considers appropriate, any information in relation to the submitted applications for the Arts Fund, including but not limited to the information/personal data of the applicant organisations. 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 disclosure. |
| 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 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類别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 group and its coordinator, 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 a 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:

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| 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： srm12@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: srm12@swd.gov.hk |

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. [↑](#footnote-ref-1)