**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**

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| 在遞交本申請表格之前，請先閱讀殘疾人士藝術發展基金(藝發基金)申請基金撥款須知。(載於https://www.swd.gov.hk/tc/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). |
| 填妥的申請表格應包括一般資料表及附錄1.1或1.2。  The completed application form should include the General Information Sheet and supported by Appendix 1.1 or 1.2. |
| 在申請過程中，申請機構或須提供有關申請的補充檔和資料。申請機構應在收到要求後的一個月內補交所需資料，否則應提供合理解釋。申請機構如未能於指定時間內提供有關資料，其申請將被視為已經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Failure to provide such information within the specified time will result in the application being deemed to have been withdrawn without further notice. |
| 每份附錄只可涵蓋一個項目。  Each Appendix should only cover one project. |
| 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，以作記錄。申請機構提交的參考資料如書刊、照片、影音光碟等，將不會獲發還。  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 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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| 請以中文或英文填寫本申請表格，惟注有「#」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，則以英文版本為準。  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. |
| 申請應包括(i) 已填妥的最新版本申請表格正本；及(ii) 存有已填妥最新版本申請表格的電子版本(微軟Word 97或以上格式為佳)的USB記憶體，**連同所需文件(如獲豁免繳稅證明書、報價文件等)**，郵寄或親身在截止期限[[1]](#footnote-1)前送交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。信封面請註明「申請殘疾人士藝術發展基金撥款」。申請機構亦可透過網上服務遞交申請。  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. |
| 申請機構必須根據《稅務條例》（第112章）第88條具有獲豁免繳稅的非牟利機構。正接受或並非接受社會福利署津助的機構均可申請。申請機構須在提出申請時提供文件，證明機構在遞交申請前最少有**兩年**為殘疾人士提供有系統的藝術活動或訓練項目的經驗。  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 issue an acknowledgement of receipt to the applicant organisation by email. |
| 政府可在其認為適當時，以及在無須進一步知會申請機構的情況下，披露藝發基金申請機構的有關申請資料，包括但不限於申請機構的資料/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 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 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 group and its coordinator, 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 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:

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| 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： 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. [↑](#footnote-ref-1)