

## **Arts Development Fund for Persons with Disabilities**

### **Guide to Application for a Grant from the Fund**

#### **Ambit of the Arts Fund**

The Arts Development Fund for Persons with Disabilities (Arts Fund) has been set up to subsidise eligible organisations for organising various time-limited arts programmes or activities for persons with disabilities (PWDs). The Arts Fund is administered by the Secretariat to the Arts Fund by Social Welfare Department (SWD), and overseen by a management committee (MC). The objectives of setting up the Arts Fund are to enhance arts knowledge of PWDs, foster their interests in arts and explore their potential through the provision of elementary and continuing arts programmes and help PWDs who have great artistic potential to strive for excellence and develop their career in performing, visual and creative arts.

#### **Tiers of Projects under Arts Fund**

2. There are the following two tiers of projects under the Arts Fund -

(a) **Tier One: Promotion of Elementary and/or Continuing Arts Programmes**

The Arts Fund will provide funding support for applicant organisations to organise elementary and/or continuing arts programmes/training classes or courses for PWDs, so as to give them opportunities to participate in arts and unleash their potentials in this area. The Arts Fund will also support applicant organisations to hire professional arts tutors and to enhance logistic and technical support so as to provide continuing training for PWDs who have potential to nurture their arts talents. The grants for Tier One projects will also cover public education programmes to promote the arts talents of PWDs and social inclusion.

(b) **Tier Two: Development of Talents and Careers in the Arts**

The Tier Two project aims to provide funding support to applicant organisations for organising large-scale, impactful and sustainable projects which focus on developing potentials of talented PWDs for their career development. This kind of projects will require longer time of continuous training to develop the talents of PWDs with potential in arts. The Arts Fund will provide funding support for applicant organisations to develop individual PWDs with great artistic potential to

pursue their career in performing, visual or creative arts and to enable them to strive for excellence. Funding support will cover professional guidance and training. In addition, the Tier Two projects encompass the organisation of district-based and/or territory-wide programmes to showcase PWDs with great artistic potentials through large-scale performances after a period of professional guidance or training funded by the Arts Fund.

### **Assessment Criteria**

3. Applications for the Arts Fund are governed by the rules and procedures. Grantees are expected to establish a mechanism for providing structured and ongoing training for PWDs to develop their arts talents through organising the funded activities or training programmes. There are two tiers for the grants –

#### **(a) Tier One: Promotion of Elementary and/or Continuing Arts Programmes**

4. Subject to assessment, grants will be provided for applicant organisations to implement Tier One projects for a maximum of 18 months with a maximum grant of \$0.75 million per project. The support-worthiness of the projects will be assessed based on the following criteria –

- i. whether the proposal is non-profit making in nature;
- ii. whether the proposal meets the purpose of cultivating the interests and potential of PWDs in arts development and develop their talents in arts;
- iii. whether the proposal is feasible and cost-effective including the reasonableness of the budget;
- iv. whether the proposal brings benefits to the promotion of inclusive arts development and social inclusion in the community; and
- v. whether the applicant organisation is capable of implementing the proposal including its management structure, financial viability, experience and track record.

#### **(b) Tier Two: Development of Talents and Careers in the Arts**

5. The Tier Two project is targeted to enable PWDs to develop and consolidate their capabilities in career pursuits in arts, each proposal shall last for a minimum of two years up to three years with a budget over \$0.75 million. The amount of grant is subject to assessment and deliberation of the MC. Part or whole of the net approved project cost after deducting the expected revenue from the project may be covered by

this grant. In addition to the assessment criteria in paragraph 4, additional assessment criteria include:-

- i. whether the proposal is feasible in achieving the purpose of developing and sustaining the talents of PWDs in arts with potentials for career development;
- ii. whether the programme structures and contents are comparable with the similar training courses/programmes in the market;
- iii. whether the provision of professional guidance is reasonable;
- iv. whether the component of providing training for professional arts instructors/tutors on understanding of the special learning needs of PWDs is appropriately incorporated in the proposal; and
- v. whether the programmes are well planned and implemented for demonstrating the talents and achievements in arts through district-based and/or territory-wide programmes.

### **Submission of Application**

6. Application for the Arts Fund is normally invited once a year subject to review. SWD now invites application for the fifth batch and the application period is from 2 June 2023 to 18 August 2023.

7. Applicant organisations shall be non-profit making non-governmental organisations (NGOs) granted tax-exempted status under section 88 of the Inland Revenue Ordinance (Cap. 112), with at least two years of experience in organising structured arts activities or training programmes for PWDs. They may or may not be receiving subvention from SWD. Documentary proof, including tax exemption certificate, organising structure and the latest audited financial statement to show their financial management and control, of at least two years' experience in organising structured arts activities or training programmes for PWDs has to be submitted with the application.

8. Eligible applicant organisations may apply for grant under the Arts Fund by individual eligible service unit, or it may make joint application on the basis of eligible service units within the same organisation for shared procurement and programme implementation. In making a joint application, the applicant organisation should state in the application form the specified distribution of the amount and percentage of the grant planned to be approved by the Arts Fund to be assigned to each of the service units involved in the joint application. Virement of grants among service units or projects of the grantee is *not* allowed.

9. It is advisable for the applicant organisation to seek sponsorship from other funding sources and not just relying on the Arts Fund for financing the total project/activity cost. Such funding request with relevant information should be disclosed in their applications. For example, for those arts projects meeting the ambit of Arts Capacity Development Funding Scheme under Home Affairs Bureau (HAB), the organisation should consider making a funding application to HAB.

10. Applicant organisations have to justify the requested amount by providing details on how the projects/activities to be organised or services to be provided will be deployed to achieve the objective of the Arts Fund.

11. For every procurement with a value of more than \$5,000 up to \$10,000, applicant organisations shall provide at least two quotations. For every procurement with a value of more than \$10,000 up to \$500,000, at least three written quotations should be provided. Each quotation should include detailed breakdowns, specifications, certificates and professionals required in support of the funding applied for. Applicant organisations should select the supplier that has submitted the lowest bid. Else, full justifications should be given. For every procurement with a value of \$500,000 or more, open tender should be adopted. All exceptional procurement cases recommended by the MC should be approved by the Director of Social Welfare on a case-by-case basis.

12. Applicant organisations may apply for the grant from the 5<sup>th</sup> batch of Arts Fund either by submitting the electronic application form or by completing the latest application form. Both of which can be accessed from <<http://www.swd.gov.hk/>> under “Public Service > Rehabilitation Service > Arts Development Fund for Persons with Disabilities” section ([https://www.swd.gov.hk/en/index/site\\_pubsvc/page\\_supportser/sub\\_adfpd/](https://www.swd.gov.hk/en/index/site_pubsvc/page_supportser/sub_adfpd/)). Should applicant organisations choose to submit the application form by post, all relevant documents should be addressed to the Secretariat to the Arts Fund of SWD at Room 901, 9/F, Wu Chung House, 213 Queen’s Road East, Wan Chai, Hong Kong. The envelope should be clearly marked on the cover with “Application for allocation of grants from the Arts Development Fund for Persons with Disabilities”. **One soft copy** (USB preferably in MS WORD 97 or above for Windows format) and **one original copy of the completed application together with all relevant documents stipulated in paragraphs 7 and 11 above** should be included. All materials should be submitted in person or by registered mail to the Secretariat before the deadline<sup>1</sup>. The closing

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<sup>1</sup> 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 5:00p.m. on the next working day. Postal application will only be accepted if the postmark is on or before the closing date.

date for submission of application is 5:00 p.m. on 18 August 2023 (Friday). Late applications will not be processed.

### **Approval of Application**

13. The exact lead time in processing the applications will vary depending on the number of applications received and the complexity of the applications. In view of these variables, flexibility in the implementation schedule of the planned projects should be exercised. The Secretariat will acknowledge receipt of applications by email. **The Secretariat to the Arts Fund will endeavour to inform applicant organisations in writing of the result of their applications around six months after the closing date of application upon completion of all the vetting procedures. Applicant organisations should not enter into any financial commitment in respect of their projects before their applications are approved. Any financial commitment made without or prior to the receipt of a formal approval notice shall be the sole responsibility of the applicant organisations.**

14. The grantee will be required to sign an agreement (“Notification of Result”) which lays down the terms and conditions of the grant in order to ensure that the grant is used specifically for the purpose(s) and within the scope approved by the MC. The Secretariat reserves all the rights to disqualify an approved application, terminate the grant or ask for a refund.

15. Appropriate acknowledgement of the grant given by the Arts Fund shall be made by the grantee in the implementation of the project.

16. The Arts Fund does not normally support the recurrent expenditure of a project for more than **three years** unless otherwise approved by the Government. In assessing proposals submitted by applicant organisations, priority would be given by the MC to those that are more advanced/cost-effective than proposals previously approved.

17. No application for additional funding to cover unforeseen expenditure will be entertained.

18. Variation of estimates of individual expenditure items under a project after approval of grant with solid justifications and no adverse impact on the deliverables could be considered upon the prior approval of the Secretariat. In any case, the total expenditure of the project after variation should not exceed the total amount of grant originally approved.

## **Payment of Grant**

19. Payment of the approved grant from the Arts Fund can be made direct to the grantee's bank account if the grantee has made the necessary authorisation.

20. **The approved grant** will be disbursed **by instalments** during the funding period based on appropriate milestones/deliverables, submitting all relevant documents as required and any other conditions attached to the approval of the grant. **The first instalment** is to provide start-up fund and will be made upon the signing of the Notification of Result and satisfaction of other conditions prescribed by the Government, **up to a maximum of 30% of the approved grant**. **SWD reserves the right to withhold any payment if the applicant organisations fail to provide adequate information as required or fail to deliver the project proposals as approved and on schedule.**

21. The dates of the **instalment schedule** will be stipulated in the Notification of Result. In most cases, **the grant will be paid every six months after the commencement of the programme and the grantee should submit a progress report every six months** to the Secretariat which contains both qualitative and quantitative deliverables as well as documentary evidence for the Secretariat's consideration. If necessary, the Secretariat may request the grantee to revise its evaluation methods and performance indicators.

22. **The final payment, at about 20% of the approved grant**, or the remaining balance for project lasting for one year or less, will be made on a reimbursement basis, subject to the submission of the final report. The grantee is required to submit **original and certified true copies of all the invoices and receipts** covering the costs of the whole project to the Secretariat to the Arts Fund for examination, within six months after completion of the approved project. The original invoices and receipts would be returned to the grantee after the completion of payment.

### *Use of the Grant*

23. The grantee must ensure that the grant is spent in a judicious manner and avoid wastage. Cash income generated from box office, admissions, enrolments, participation and sales of merchandise will not affect the eligibility of the application. Grantees must return to the Government any residual funds and operating surplus generated from the approved proposal, up to the amount of the grant, at the time it submits the final Audited Financial Statement of the approved proposal. However, if the grantee proposes to claw back the operating surplus in a manner acceptable to the

Arts Fund and subsequently approved by the Government, the grantee may retain **70%** of its operating surplus.

#### *Accounts and Records*

24. For project with duration more than 12 months, the grantee is required to submit annual Audited Financial Statement(s) (AFS) within 6 months after the end of each reporting year and submit final AFS within 6 months after the project completion. For project with duration of 12 months or less, the grantee is only required to submit final AFS within 6 months after the project completion and submission of annual AFS is not required.

25. All separate books of accounts and records of the project, including the returned original copies of all the invoices and receipts, shall be kept for at least **seven years**. These books of account and records should include cash and bank books, ledger of accounts containing transaction records of all sums of money received and expended by the project and any other matters relating to receipts and payments.

#### **Publicity and Acknowledgement**

26. The grantee will be responsible for the publicity and marketing of the approved proposal and relevant follow-up actions with a view to maximising benefits to the arts sectors for PWDs of Hong Kong and the community at large.

27. The grantee shall **acknowledge** the funding support under the Arts Fund as prescribed by the Government in all publicity, advertising and promotional materials and publications including but not limited to printed, electronic versions as well as at media events relating to the project. The Government reserves the right to require the grantee to immediately cease and desist from using any promotional materials in which reference is made to the Government. The grantee must also ensure that a **disclaimer** as prescribed by the Government will be included in any publicity materials, publication and media events related to the Proposal.

28. The grantee shall provide the Secretariat with details of achievements of the approved project, if any, including creation of works in which Intellectual Property Rights subsist, successful marketing and commercialisation of deliverables and awards. The Secretariat may from time to time disclose to the public details of such achievements including announcing them on the internet or through publications or by showcasing them including but not limited to events and exhibitions for publicity and reference.

## **Completion of the Project**

29. A successful applicant organisation should normally **commence the project within three months** from the date of approval of the grant. **Within six months of completion of the project**, the grantee must submit to the Secretariat for endorsement a final evaluation report with a final Audited Financial Statement, to be accompanied by **the original invoices and receipts and one set of certified true copies** duly certified personally by the Head or Honorary Secretary/Treasurer of the organisation.

## **Enquiries**

30. Enquiries should be addressed to the Secretariat to the Arts Fund at 2892 5133/ 2892 5522.

Secretariat to the Arts Development Fund for Persons with Disabilities  
Social Welfare Department  
May 2023