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「第五屆動畫支援計劃」 “5th Animation Support Program”

申請表 Application Form

內部填寫 Office Use

申請編號

Application No. :

日期

Date :

注意Note :

- 申請者在填寫前，必須詳細閱讀《申請指南》及此表格內的“申請者須知”部分。 Applicant MUST read the “Funding Guideline” and “Notes To Applicant” of this form before filling in the form.
- 此表格須用電腦填寫，並列印，和經申請者簽署及蓋章作實。 This form must be typed/ completed on computer, printed out and confirmed by applicant's signature with company chop.
- 填妥及經簽署和蓋章作實之表格須於二零一七年七月十四日或之前遞交至「第五屆動畫支援計劃」秘書處，逾期恕不受理。 The hard copy of completed, signed and chopped application form must reach the “5th Animation Support Program” Secretariat on or before 14 July 2017. Late applications will not be accepted.
- 如對本申請有任何疑問，請聯絡「第五屆動畫支援計劃」秘書處（電話：3956 5445；電郵：dantelau@hkdea.org）。 For any enquiry on application, please contact the “5th Animation Support Program” Secretariat by phone (Tel : 3956 5445) or email (dantelau@hkdea.org).

請注意: 創意香港(CreateHK)現正審批有關香港數碼娛樂協會對「第五屆動畫支援計劃」的撥款申請，而計劃的最終執行將視乎撥款申請的結果。

Please note that HKDEA is applying for funding from CreateHK and 5th ASP will be pending on final funding approval of CreateHK.



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1. 資助組別 SUBSIDY TIER

請勾選欲申請的資助組別 Please put a "✓" to indicate the subsidy tier to which you are going to apply

☐ 組別一 – 初創動畫企業組別 (製作不短於3分鐘的動畫)

Tier 1 - Start-up Category (To produce animation of no shorter than 3 minutes)

☐ 組別二 – 小型動畫企業組別 (製作不短於5分鐘的動畫)

Tier 2 - Small Animation Enterprise Category (To produce animation of no shorter than 5 minutes)

備註Remark:

1. 如合資格申請者欲提交多於一份申請 (不論是否屬於同一資助組別), 均須就有關申請提交獨立的申請表、全新的故事內容及相關文件。

Any eligible applicant who is interested in making more than one submission (either in the same or different tiers) is required to submit a separate application form for each animation project, which should feature a different storyline, and supplemented by the necessary documents.

2. 曾成功參與「第一屆初創動畫企業支援計劃」、「第二屆動畫支援計劃」、「第三屆動畫支援計劃」及/或「第四屆動畫支援計劃」的企業不可選擇申請參與本屆支援計劃的組別一。Enterprises which have successfully participated in the "1st Animation Start-up Support Program", "2nd Animation Support Program", "3rd Animation Support Program" and/or "4th Animation Support Program" are not eligible to apply for Tier 1 in this edition.

3. 曾成功參與「第二屆動畫支援計劃」、「第三屆動畫支援計劃」或「第四屆動畫支援計劃」組別二的企業不可選擇申請參與本屆支援計劃組別二。Enterprises which have successfully participated in Tier 2 of the "2nd Animation Support Program", "3rd Animation Support Program" or "4th Animation Support Program" are not eligible to apply for Tier 2 in this edition.

2. 申請者資料 APPLICANT INFORMATION

業務／企業名稱 (用於商業登記之名稱) Name of Business / Enterprise (as used in Business Registration)

(中 Chinese)

(英 English)

商業登記號碼 (需附上商業登記證副本) Business Registration Number (Attach a copy of business registration certificate)

辦公室地址 Office Address

(英 English)

通訊位址(如與上址不同) Correspondence Address (if different from the above)

(英 English)

辦公室電話 Office Tel:

辦公室傳真 Office Fax:

電郵地址 Email:



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業務範疇 Business Focus

***業務／企業成立時間 (年/月/日) Year of Establishment (dd/mm/yy):**

(*) 如有需要，秘書處會要求申請者遞交其商業登記冊資料摘錄核證本(IRBR 152 號表格)或公司註冊證書的副本，以核實其業務／企業的成立時間。The Secretariat may request the applicant to submit a copy of your Certified Extracts of Information on Business Register (Form IRBR 152) or Certificate of Incorporation to verify the year of your establishment as deemed necessary.

組織及職員資料 ORGANIZATION AND STAFF

業務／企業成員 Members of Business/ Enterprise

業務／企業股東
Shareholder(s) of
Business/ Enterprise

聘用職員總數(全職) Total numbers of persons employed (full time):

職員名單

Staff Member List

1.(姓名Name) _____	職位Title _____
2.(姓名Name) _____	職位Title _____
3.(姓名Name) _____	職位Title _____
4.(姓名Name) _____	職位Title _____
5.(姓名Name) _____	職位Title _____
6.(姓名Name) _____	職位Title _____
7.(姓名Name) _____	職位Title _____
8.(姓名Name) _____	職位Title _____
9.(姓名Name) _____	職位Title _____
10.(姓名Name) _____	職位Title _____
11.(姓名Name) _____	職位Title _____
12.(姓名Name) _____	職位Title _____
13.(姓名Name) _____	職位Title _____
14.(姓名Name) _____	職位Title _____
15.(姓名Name) _____	職位Title _____

主要聯絡人 MAIN CONTACT PERSON

1. 姓名 Name (中 Chinese) :

(英 English):

辦公室電話 Office Tel:

流動電話 Mobile:



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電郵地址 Email:	
2. 姓名 Name (中 Chinese):	(英 English):
辦公室電話 Office Tel:	流動電話 Mobile:
電郵地址 Email:	

背景資料 BACKGROUND

申請者是否曾參與「第一屆初創動畫企業支援計劃」、「第二屆動畫支援計劃」、「第三屆動畫支援計劃」及/或「第四屆動畫支援計劃」？(請在適當位置填上☑。)

Has the applicant participated in the “1st Animation Start-ups Support Program”, “2nd Animation Support Program”, “3rd Animation Support Program” and/or “4th Animation Support Program”? (Please ☑ wherever applicable.)

☐ 是 Yes ☐ 否 No

申請者的主要職員曾否以任何形式參與獲「第一屆初創動畫企業支援計劃」、「第二屆動畫支援計劃」、「第三屆動畫支援計劃」及/或「第四屆動畫支援計劃」資助的動畫製作？Has/Have any major staff member(s) of the applicant involved in any manner in the production of animation(s) funded by the “1st Animation Start-ups Support Program”, “2nd Animation Support Program”, “3rd Animation Support Program” and/or “4th Animation Support Program”?

☐ 有 Yes (請詳細列出有關職員在曾獲資助的動畫中所負責之職務) (Please state the detailed job duties and responsibilities of the staff member(s) concerned in the funded animation)

☐ 沒有 No

申請者曾否就本申請的動畫製作向政府其他部門、創意行業支援機構及/或學校申請資助？Has the applicant sought funding support from any other government departments, supporting organizations for creative industries and/or schools for the proposed animation work?

☐ 有 (請夾附證明文件) Yes (Please attach documentary evidence)

資助來源 Sources

撥款名稱 Name of Funding:

撥款額 (如適用) Amount of Fund (If applicable):

☐ 獲資助 Funding Approved

☐ 不獲資助 Funding Disapproved

☐ 處理中 Pending

☐ 沒有 No

申請者以前曾否獲得任何與動畫有關的獎項？如有，請詳細列明。Has the applicant ever received any award(s) related to animation? If yes, please provide details.



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3. 建議書 PROPOSAL

3.1 申請者須填寫申請表附件的“**建議書**”部分，並與申請表一併遞交。 Applicants should fill in the “**Proposal**” part in the Annex to the application and submit it together with the application form.

4. 申請者作品及參考資料 APPLICANT’ S PORTFOLIO & REFERENCES

4.1 申請者可以遞交其業務／企業作品、其他動畫或有關創作作品讓評審參考，以作審核申請之用。（請於下列方格提供**連結網址**） Applicant may provide your portfolio animation work or related creative works for Vetting Committee’s reference in vetting the application. (Please provide **URL(s) or web link(s)** for access to your portfolio page / work in the box below)

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5. 製作計劃 PRODUCTION PLAN

時期 Period		階段成果 Milestones
由 From (dd/mm/yyyy)	至 To (dd/mm/yyyy)	

註：計劃的製作時期為2017年8月至2018年1月中

Note: Production period is from August 2017 to Mid-January 2018

6. 製作成員 PRODUCTION TEAM PERSONNEL

請列明參與欲申請資助的動畫項目之創作動畫人員的相關資歷、技能及經驗。如有需要，請另紙詳述。 Please list relevant qualifications, expertise and previous experience of the personnel involved in the animation project that seeks the funding. Please use separate sheet(s) if needed.

職員 Staff	姓名 Name	於計劃中的工作崗位 Role of staff	專業資歷 Professional Qualifications	相關工作經驗 Relevant Working Experience
1				
2				
3				
4				
5				
6				
7				



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8				
9				
10				
11				
12				
13				
14				
15				

7. 預算 Budget

7.1 職員薪金 Manpower Cost

參與項目的職員 Staff Member involved in the project	於項目中的工作崗位 Role of staff in the project	職員投入有關動畫製 作的時間 Working time of staff member to be involved in the animation production concerned	薪金 Rate	總計 Total
			(\$'000)	(\$'000)
1				
2				
3				
4				
5				
6				
7				
8				
小計 Sub-total:				

7.2 其他支出 Other Expenses

項目 Item	數量 Quantity	單項成本 Unit cost	總計 Total	理由 Justifications
		(\$'000)	(\$'000)	(新購／租用) (New purchase /Rental)
小計 Sub-total:				



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註：其他支出可以包括 – 撰寫劇本、配音員費用、租用錄音室、音樂版權及其他後期製作服務等。詳情請參考「第五屆動畫支援計劃」之《申請指南》和《創意智優計劃指南》。

Note: Other Expenses may include script writing, voice talent, audio recording studio, music licenses and other post-production services. Please refer to the 5th Animation Support Program's "Funding Guideline" and the "CreateSmart Initiative Guide" for more details.

7.3 開支總額 Total Expenditure

職員薪金 Manpower Cost (\$'000)	+	其他支出 Other Expenses (\$'000)	=	開支總額 Total Expenditure (\$'000)



8. 聲明及保證 DECLARATION AND GUARANTEE

- i) 我們同意主辦機構及審核委員會有權在任何情況下，就「**第五屆動畫支援計劃**」的申請審核作出最後決定。

We agree that the Organizer and the Vetting Committee have full authority to make final vetting decisions in all matters relating to the applications to the “**5th Animation Support Program**”.

- ii) 我們作出以下聲明及保證 We declare and warrant that:

- a) 此申請表內列出計劃製作的動畫屬我們的原創及未經公開發表的原創動畫，我們擁有有關作品的全部版權；及

the animation work to be produced under this application is our original work and has not been published before, and we own the whole copyright of the afore-mentioned work; and

- b) 本申請表內所載及所附資料均屬正確無誤，並無缺漏。本申請表內各種形式的內容（包括但不限於本申請涉及的項目之文字、聲音及視像）並無侵犯任何人士的版權或其他權利。我們謹衷誠地作出此項聲明，並確信其為真實無訛，其效力等同誓言。

the information provided herein and attached is accurate and complete and that the content in all forms including but not limited to textual, audio and visual material of the project in this application does not infringe the copyright or any other rights of any person. We make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath.

經授權的簽署連業務印章

Authorized Signature with Business Chop

負責人簽署Signature of Person-in-Charge:

負責人姓名Name of Person-in-Charge:

香港身份證號碼Hong Kong ID Number:.....

日期 Date:



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申請者須知 NOTES TO APPLICANT

- 1 申請截止時間為二零一七年七月十四日 (星期五)下午五時三十分。逾時申請恕不接受。

Deadline for application is **5:30 pm on Friday, 14 July 2017**. Late applications will not be accepted.

- 2 申請表若以郵寄或速遞送往收件地址，接收日期以郵戳日期為準。如親自遞交申請表，可於上述截止時間(即二零一七年七月十四日下午五時三十分)前把申請表遞交到收件地址。

Applications sent by post or courier to the designated address will be determined by the date of the postmark. Applications submitted in person could be delivered to the designated address by the said **deadline for application (i.e. 5:30 pm on 14 July 2017)**.

- 3 申請表格及檔案規格指引 **Guidelines on Application Form & File Format:**

3.1 燒錄已填寫的申請表格及“建議書”於DVD光碟中 Submit the completed application form and “proposal” in a DVD

3.2 列印已填寫的申請表格（需簽署及蓋印作實）及“建議書” Print out the completed application form (signed and chopped) & the “proposal”

3.3 檔案名稱 File Format :

i. 申請表 Application Form (AF)

Company name + AF + number + .pdf

例e.g. : (申請表一 Application 1 : abc co.ltd._AF_01.pdf)

(申請表二 Application 2 : abc co.ltd._AF_02.pdf), ...etc.

ii. 建議書 Proposal

Company name + P + number + .pdf

例e.g. : (建議書一 Proposal 1 : abc co.ltd._P_01.pdf)

(建議書二 Proposal 2 : abc co.ltd._P_02.pdf), ... etc.

- 4 此申請表上的個人資料將由香港數碼娛樂協會用作處理申請之用。如欲取得或更改個人資料，請聯絡香港數碼娛樂協會。

The personal information collected in this application form will be used for processing the application by the Hong Kong Digital Entertainment Association Limited (HKDEA). Personal data access and correction requests should be addressed to the HKDEA.



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5 遞交申請表地址：

All applications should be delivered to:

香港灣仔譚臣道23號王子商業大廈12樓B座

劉振賢 收

信封面請註明「第五屆動畫支援計劃」申請表。

Flat B, 12/F, Yam Tze Commercial
Building, 23 Thomson Road, Wanchai,
Hong Kong

Attn: Mr. Dante Lau

Marked with “**Application Form – 5th
Animation Support Program**” on the
envelope.

免責聲明:香港特別行政區政府僅為本項目提供資助，除此之外並無參與項目。在本刊物／活動內（或由項目小組成員）表達的任何意見、研究成果、結論或建議，均不代表香港特別行政區政府、商務及經濟發展局通訊及創意產業科、創意香港、創意智優計劃秘書處或創意智優計劃審核委員會的觀點。

Disclaimer: The Government of the Hong Kong Special Administrative Region provides funding support to the project only, and does not otherwise take part in the project. Any opinions, findings, conclusions or recommendations expressed in these materials/events (or by members of the project team) are those of the project organizers only and do not reflect the views of the Government of the Hong Kong Special Administrative Region, the Communications and Creative Industries Branch of the Commerce and Economic Development Bureau, Create Hong Kong, the CreateSmart Initiative Secretariat or the CreateSmart Initiative Vetting Committee.