



「第十二屆動畫支援計劃」 “12th Animation Support Program”

申請表格 Application Form

請注意: 創意香港(CreateHK)現正審批有關香港數碼娛樂協會對「第十二屆動畫支援計劃」的撥款申請，而計劃的內容、及有關資助細節，最終執行與否，將視乎撥款申請的結果。申請人需要定期從官方網站上 (www.animation-ssp.com) 獲取最新申請表格。

NOTE: *HKDEA is applying for funding from CreateHK and details and implementation of and related subsidy of 12th ASP will be pending on final approval of CreateHK. Applicants are advised to get latest application form from our official website, www.animation-ssp.com regularly.*



「第十二屆動畫支援計劃」
“12th Animation Support Program”

申請表格 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二零二四年六月四日或之前作網上申請。請將已填妥申請表格及已簽署申請表格分別上載至官方網站(<http://www.animation-ssp.com>)網上申請系統內。
The copy of completed, signed and chopped application form must be uploaded to online submission system on or before 4 June 2024. The completed and signed application forms should be submitted online on the programme website (<http://www.animation-ssp.com>).
- 如對本申請有任何疑問，請聯絡「第十二屆動畫支援計劃」秘書處 (電話：3594 6722；電郵：asp.hkdea@gmail.com)。
For any enquiry on application, please contact the “12th Animation Support Program” Secretariat by phone (Tel : 3594 6722) or email (asp.hkdea@gmail.com).



「第十二屆動畫支援計劃」不同組別資格
Eligibility in different Tier of 12th Animation Support Program

| 資助組別 Subsidy type | 組別一 Tier 1 | 組別二 Tier 2 | 組別三 Tier 3 |
|--------------------------|---|--|--|
| 金額 (上限) Amount (Max.) | HK\$130,000 | HK\$240,000 | HK\$600,000 |
| 名額 Quota | 16 | 10 | 4 |
| 申請資格 Eligibility | <p>計劃截止申請日期起計，公司成立時間不多於6年(即成立於2018年6月5日或以後)；及全職員工人數不多於8名</p> <p>* 註：此組別不適合已獲「第一屆初創動畫企業支援計劃」、第二屆至第十一屆「動畫支援計劃」組別一資助的公司或導演申請</p> <p>Enterprises with a history of not more than <u>6 years</u>, as at the application deadline (i.e. established on or after 5th June 2018) and <u>8 full time staff members or below</u>.</p> <p>Remark: Application under this category is NOT open to any enterprise which had been funded in the "1st ASSP" or under Tier 1 category in the "2nd to 11th ASP"</p> | <p>計劃截止申請日期起計，公司成立時間不多於9年(即成立於2015年6月5日或以後)；及全職員工人數不多於15名</p> <p>* 註：曾獲選第二屆至第十一屆「動畫支援計劃」組別二資助並符合上述申請資格的公司或導演亦可再次申請此組別。</p> <p>最多3個名額，開放給往屆曾參加組別二合資格的公司或導演參加。</p> <p>Enterprises with a history of not more than <u>9 years</u>, as at the application deadline (i.e. established on or after 5th June 2015) and <u>15 full time staff members or below</u>.</p> <p>Remark: Application under this category is open to any enterprise which had been funded in the "1st ASSP" or under Tier 2 category in the "2nd to 11th ASP". A maximum of 3 quota of Tier 2 will be allowed to past participants</p> | <p>全職員工人數不多於30名，及沒有公司成立時間限制</p> <p>* 註：曾獲選第六屆至第十一屆「動畫支援計劃」組別三資助並符合上述申請資格的公司或導演亦可再次申請此組別。</p> <p>最多2個名額，開放給往屆曾參加組別三合資格的公司或導演參加。</p> <p>30 full time staff members or less, and with no restriction on years of establishment.</p> <p>Remark: Application under this category is open to any enterprise which had been funded in the "1st ASSP" or under Tier 3 category in the "2nd to 11th ASP". A maximum of 2 quota of Tier 3 will be allowed to past participants</p> |
| 動畫成品片長 Length | 不少於3 分鐘 More than 3 mins | 不少於5 分鐘 More than 5 mins | 不少於10 分鐘 More than 10 mins |



Requirement in different Tier of 12th Animation Support Program

| 資助組別 Subsidy type | 組別一 Tier 1 | 組別二 Tier 2 | 組別三 Tier 3 |
|--|--|--|--|
| 故事簡介 Synopsis | 提交最少1段約 100-150字完整故事大綱 <u>At least 1 paragraph of synopsis with around 100-150 words</u> | 提交最少1段 約200-300字完整故事大綱 <u>At least 1 paragraph of synopsis with around 200-300 words</u> | 提交約400-600字 包括4段 (如起、承、轉、合)的 完整詳細故事大綱。 <u>At least 4 paragraphs of synopsis (e.g. Introduction, Elucidation, Transition and Conclusion) with around 400-600 words</u> |
| 劇本 Screenplay | 完整故事細節 A complete story outline with breakdown treatments | 完整故事細節 A complete story outline with breakdown treatment | 完整劇本及對白 Full script with dialogue. |
| 分鏡頭故事板 Storyboard | 最少30幀 At least 30 frames | 最少60幀 At least 60 frames | 最少100幀 At least 100 frames |
| 獨立製作動畫短片經驗 Experience of animation produced by your own company | 無需有關經驗。 No | 不一定需有關經驗。 如有，會更為適合。 Not necessary. If available, there is advantage | 曾經創作最少一部不短於3-5分鐘的獨立動畫短片。 <u>Must submit at least one 3-5 min independent animation produced</u> |
| 過去業務往績及 將來動畫業務發展計劃 Past business track record and Future business plan | 不一定需有提供。 如有，會更為適合。 Not necessary. If available, there is advantage | 請提供作為遴選參考 Please provide for vetting reference | 必須提交公過去業務往績及將來動畫業務發展計劃，特別是申請本計劃資助的動畫相關的業務開發計劃（如：電視片集、電影、其他商業計劃） <u>Must submit Past business track record and Future business plan, particularly on the proposed animation work in this Scheme (e.g. TV episode, Movie or other related business)</u> |
| 團隊組合 Production crew | 初創動畫企業製作團隊 Start-up animation level | 專業動畫企業製作團隊 Professional animation level | 具專業動畫導演、美術、音樂及具豐富經驗的編劇組成的企業製作團隊 <u>Production crew with professional animation director, art design, music & well-experienced scriptwriter</u> |
| 完成短片的放映質素 Broadcast standard of finished animation | 高清 High definition | 高清 High definition | 電視及戲院放映質素 “Full Animation” standard |

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(基本製作)組別 (製作不短於5分鐘的動畫)
Tier 2 - Small Animation Enterprises with Training in Basic Productions Category (To produce animation of no shorter than 5 minutes)
- 組別三 – 小型動畫企業(進階製作)組別 (製作不短於10分鐘的動畫)
Tier 3 - Small Animation Enterprises with Training in Advanced Productions Category (To produce animation of no shorter than 10 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格、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」、第二屆至第十一屆「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 to 11th Animation Support Program are not eligible to apply for Tier 1 in this edition.
3. 曾成功參與第二屆至第十一屆「動畫支援計劃」組別二的企業或導演可再次申請參與本屆支援計劃組別二。
Enterprises which have successfully participated in Tier 2 of the 2nd to 11th “Animation Support Program” are eligible to apply again for Tier 2 in this edition.
4. 曾成功參與第六屆至第十一屆「動畫支援計劃」組別三的企業或導演可再次申請參與本屆支援計劃組別三。
Enterprises which have successfully participated in Tier 3 of the 6th to 11th “Animation Support Program” are eligible to apply again for Tier 3 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: | |
| 業務範疇 Business Focus (其中一項主要業務範疇需為動畫製作 One main business focus needs to be on animation production) | |
| | |
| *業務／企業成立時間 (年/月/日) Year of Establishment (dd/mm/yy): | |
| <input type="checkbox"/> 如獲選，我們同意（如同意，請於方格內填上☑） / if selected, we agree below (please tick ☑ if agree): | |
| - 遞交其商業登記冊內最新資料摘錄核證本(IRBR 152 號表格) 或 公司註冊證明書及送交公司註冊處的本年度周年申報表(NAR1) 的副本，以核實其業務／企業的 (a.)成立時間及 (b.) 獨資經營者或合夥人／公司董事身份 | |
| - We understand that if our business / enterprise is selected, we will need to submit a copy of our Certified Extracts of Information on Business Register (Form IRBR 152) or our Certificate of Incorporation and Form NAR1 of Companies Register to verify a.) the year of our establishment and b.) the identity of sole proprietor or partners / director(s) of our business / enterprise. | |

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: _____

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」、「第四屆動畫支援計劃」、「第五屆動畫支援計劃」、「第六屆動畫支援計劃」、「第七屆動畫支援計劃」、「第八屆動畫支援計劃」、「第九屆動畫支援計劃」、「第十屆動畫支援計劃」及/或「第十一屆動畫支援計劃」資助的動畫製作？(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”, “4th Animation Support Program”, “5th Animation Support Program”, “6th Animation Support Program”, “7th Animation Support Program”, “8th Animation Support Program”, “9th Animation Support Program”, “10th Animation Support Program” and/or “11th 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」、「第四屆動畫支援計劃」、「第五屆動畫支援計劃」、「第六屆動畫支援計劃」、「第七屆動畫支援計劃」、「第八屆動畫支援計劃」、「第九屆動畫支援計劃」、「第十屆動畫支援計劃」及/或「第十一屆動畫支援計劃」資助的動畫製作？

(請在適當位置填上☑)

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”, “4th Animation Support Program”, “5th Animation Support Program”, “6th Animation Support Program”, “7th Animation Support Program”, “8th



Animation Support Program”, “9th Animation Support Program” , “10th Animation Support Program” and/or “11th Animation Support Program”?

(Please wherever applicable)

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

本申請的動畫項目之導演以前是否曾執導動畫長片? (請在適當位置填上)

Has the director of the proposed animation work previously directed any animation feature film?

(Please wherever applicable)

是 Yes (請提供相關動畫長片的名稱) (Please provide the relevant title of the animation feature film)

沒有 No

申請業務/企業以前曾否製作動畫長片? 如有, 請詳細列明。 (請在適當位置填上)

Has the applicant business / enterprise previously produced any animation feature film? If yes, please provide details. (Please wherever applicable)

有 Yes (請提供相關動畫長片的詳情) (Please provide relevant details of the animation feature film)

沒有 No

本申請的動畫項目之IP (如角色設計、故事情節等)曾否被製成或用於動畫長片? (請在適當位置填上)

Has the IP (such as character design, plot, etc.) of the proposed animation work previously been made into or used in any animation feature film before? (Please wherever applicable)

有 Yes (請提供相關動畫長片的詳情) (Please provide relevant details of the animation feature film)

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?

(請在適當位置填上)

Has the applicant sought funding support from any other government departments, supporting organizations for creative industries and/or schools for the proposed animation work?

(Please wherever applicable)

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.

在第十一屆動畫支援計劃的執行期間，申請者是否正在參與其他由創意香港(CreateHK)資助而尚未完成的支援計劃?

Is the applicant participating in any other support scheme(s) funded by CreateHK, that will overlap with 11th ASP project period?

有 (請提供支援計劃名稱) Yes (Please provide name of support scheme(s))

支援計劃名稱 Name of Support Scheme(s): _____

沒有 No

3. 建議書 PROPOSAL

3.1 申請者須填寫申請表格附件的“建議書”部分，並與申請表格一併遞交。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 申請者可以申請表格附件的“申請者作品及參考資料”部分附上其業務／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。Applicant may provide your portfolio animation work or related creative works in the “Applicant's portfolio & references” part in the Annex to the application for Vetting Committee's reference in vetting the application.

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2024年7月至2025年1月底

Note: Production period is from July 2023 to End of January 2024

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.

*申請組別三者必須包括具專業動畫導演、美術、音樂及具豐富經驗的編劇等資料。

*Applicant of Tier 3 should include professional team members on music, directing, design, and well-experienced scriptwriter etc.

| 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 | | | | |
| 8 | | | | |

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: | | | | |

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「第十二屆動畫支援計劃」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 12th 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「第十二屆動畫支援計劃」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 “12th Animation Support Program”.

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

a) 此申請表格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) 本申請表格內所載及所附資料均屬正確無誤，並無缺漏。本申請表格內各種形式的內容（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:



申請者須知 NOTES TO APPLICANT

- 1 申請截止時間為二零二四年六月四日 (星期一)下午五時三十分。
Deadline for application is **5:30 pm on Monday, 4 June 2024.**

- 2 申請表格及檔案規格指引 **Guidelines on Application Form & File Format:**
 - 2.1 列印已填寫的申請表格 (需簽署及蓋印作實) 及“建議書及作品參考” Print out the completed application form (signed and chopped) & the “proposal & portfolio”
 - 2.2 檔案名稱 File Format :
 - i. 申請表格 Application Form (AF)
Company name + AF + number + .pdf
例e.g. :
(申請表格一 Application 1 : abc co.ltd._AF_01.pdf)
(申請表格二 Application 2 : abc co.ltd._AF_02.pdf), ...etc.
 - ii. 建議書及作品參考 Proposal & Portfolio
Company name + P + number + .pdf
例e.g. :
(建議書及作品參考一 Proposal & Portfolio 1 : abc co.ltd._P_01.pdf)
(建議書及作品參考二 Proposal & Portfolio 2 : abc co.ltd._P_02.pdf), ... etc.

- 3 請將已填妥申請表格及已簽署申請表格分別上載至官方網站(<http://www.animation-ssp.com>)網上申請系統內。而其他附加文件必須存取在雲端平台上(如:Google drive, Dropbox...等), 然後分享一個連結網址, 並上載至官方網站(<http://www.animation-ssp.com>)網上申請系統內。
The completed and signed application forms should be submitted online on the programme website. Supplementary Documents and PowerPoint should be uploaded to a secure cloud storage platform (such as Google drive, Dropbox, etc...) with a URL for secretariat to download the files. Please write down the URL link in Online Application (<http://www.animation-ssp.com>).

- 4 此申請表格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.



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、文化體育及旅遊局、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 Culture, Sports and Tourism Bureau, Create Hong Kong, the CreateSmart Initiative Secretariat or the CreateSmart Initiative Vetting Committee.