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填寫本表格前請先詳細閱讀有關之「申請簡介」  
Please read the Application Guide carefully before completing this form.

**A. 申請者資料 Particulars of Applicant**

1. 申請者名稱（可為藝團或藝術工作者的組合）  
Name of Applicant (Arts organisation or ensemble of artists)  

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2. 藝團性質  
（只適用於團體名義的申請者。申請藝團必須為香港註冊的藝術團體或機構，並須提供有效的證明文件，例如社團註冊證書、組織章程細則、稅務局免稅證明，以證明其屬非牟利機構。同時，亦必須在最近一年內於本港有實際的公開演出經驗。）  
Nature of Arts Group  
(For applications made in the name of an arts group, the applicant must be a locally registered arts group or organisation with actual experience in public performances in Hong Kong in the past one year, and must produce valid documentary proof in support of its status as a non-profit-making organisation, such as a Certificate of Registration issued under the Societies Ordinance, Articles of Association or a tax exemption letter from the Inland Revenue Department.)  

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3. 申請者居住本港年期（只適用於藝術工作者的組合。申請者必須擁有有效的香港身份證。）  
Years of residence in Hong Kong (For an ensemble of artists only. Applicant(s) must have valid Hong Kong Identity Card(s).)  

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4. 申請者是否已接受其他政府部門或康樂及文化事務署資助推行其他具規模及／或較長期的藝術發展計劃？  
Has the applicant received grants from other government department(s) or Leisure and Cultural Services Department to carry out large-scale or long-term arts development project(s)?  
 是 Yes                       否 No  
如答「是」，請詳加說明。 If Yes, please specify.  

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5. 申請者地址  
Address of Applicant  

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6. 負責人／職銜  
Responsible Person(s)/Position  
聯絡電話：  
Contact Phone No.:  
傳真：  
Fax No.:  
電郵：  
Email:

7. 活動聯絡人／職銜  
Project Contact Person/Position

聯絡電話：  
Contact Phone No.:  
傳真：  
Fax No.:  
電郵：  
Email:

8. 申請者資料 Details of the applicant

成立／組成日期 Date of establishment: \_\_\_\_\_

- 性質 Nature:  註冊非牟利團體 Registered non-profit-making organisation  
 藝術工作者的組合 Ensemble of artists  
 其他 Others \_\_\_\_\_

成員人數 Number of members: \_\_\_\_\_

主要人員及其簡歷。如有需要，請附有關資料  
Key members and their brief biographies. Please attach relevant information when necessary.

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藝團或藝術工作者的組合的目的和宗旨 Aim and objectives of the arts group/ensemble of artists

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申請者在最近一年來舉辦藝術活動的經驗

(請註明舉辦活動的日期、活動性質、內容簡介、參加人數及對象等。如有需要，請附有關資料。)

Arts activities organised by the applicant in the past 1 year.

(Please specify the dates and duration of the activities, with brief descriptions of the activities, audience nature and size. Please attach relevant information where necessary.)

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## B. 擬議活動 The Proposed Project

請扼要填寫作為總結資料以方便處理，如有需要，可另附詳細補充資料。為使我們更了解申請者及其擬議的活動，建議附上申請者過去的活動的視像資料。

Please fill in the form of a summary to facilitate processing of your application. If necessary, detailed supplementary information may be provided separately. In order to have a better understanding of the applicants and the proposed project, applicants are advised to provide supplementary video materials of events held in the past.

1. 活動名稱 Project title

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2. 目標觀眾 Target audience

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3. 活動的主題、目的及理念 Theme, objectives and concept of the project

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4. 如活動帶實驗性或互動性的元素，請說明

Please elaborate elements of interaction and experimental elements in the project format, if any

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5. 若申請者曾參與過往的「社區文化大使計劃」而擬於本年度推行深化延續計劃，請說明是次擬議活動與過往舉行的活動有何分別，以及如何能夠深化其計劃，以延續發展其過往社區觀眾拓展工作。

For applicants who were previously selected for the Community Cultural Ambassador Scheme and wish to submit proposals of extension projects this year to perpetuate the effectiveness of their previous projects, please elaborate on the differences between the proposed activities and those held before and state its potential for sustainability and further development in community audience building.

是否深化延續計劃？ Is it an extension project?

是 Yes

如答「是」，請填寫第5(i)及5(ii)項，然後跳至第8項。

If Yes, please complete items 5(i) and 5(ii) and then skip to item 8.

否 No

如答「否」，請跳至第6項。

If No, please skip to item 6.

(i) 過往入選計劃名稱及年份 Name and Year of the past project

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年份 Year: \_\_\_\_\_

(ii) 請詳加說明 Please elaborate

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6. 請闡述計劃日後可延續或作深化發展的潛力  
Please elaborate on the project's potential for sustainability or further development in the future

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7. 表演藝術形式 Art Forms

(i) 擬議活動的主要演藝形式 (只選擇一項):

**The main art form** of the proposed project (**Please tick one box only**):

- |   |  |
|---|--|
| <input type="checkbox"/> 戲曲／曲藝 Chinese opera/operatic singing | <input type="checkbox"/> 舞蹈 Dance  |
| <input type="checkbox"/> 音樂 Music                             | <input type="checkbox"/> 劇藝 (包括話劇、默劇、魔術、木偶等)<br>Theatre art (including drama, mime, magic, puppetry) |
| <input type="checkbox"/> 跨媒體 Multi-media                      |  |

(ii) 擬議活動將涵蓋的其他演藝形式 (如適用)

Other art form(s), if any, to be featured in the proposed project:

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9. 活動類型 Type of Activities

任何具創意的表演藝術活動，可包括以下一項或多項組合：

Any creative performing arts activities which may be one or a combination of the following:

- |   |   |
|---|---|
| <input type="checkbox"/> 巡迴演出 (主要活動)<br>Touring performance (Main activity)                   | <input type="checkbox"/> 工作坊<br>Workshop  |
| <input type="checkbox"/> 片段表演、示範或講座<br>Excerpt from a full performance, demonstration or talk | <input type="checkbox"/> 展覽<br>Exhibition |
| <input type="checkbox"/> 其他 Others (請註明 / Please specify: _____)                              |   |

## C. 活動詳情 Details of Activities

### 1. 2025年度「社區文化大使計劃」Community Cultural Ambassador Scheme 2025

活動類型／對象 Type of activities/Target participants	建議地區 Proposed districts	地點／日期／時間 Venue/Date/Time	場數／節數／每節時間／預計參與人數 No. of sessions/Duration of each session/Estimated no. of participants	內容 Description of each activity	*演出或負責人員 *Performers or responsible persons

\* 如屬藝團以外人士或自由組合的成員，請夾附有關人士的意向書，以表明有關人士已知悉是項申請的內容。

For those performer(s) or responsible person(s) who are not member(s) of your registered arts group, or for member(s) of an ensemble of artists, please enclose their letter(s) of intent to show that they know about the application.

### 2. 吸引目標對象的策略 Strategies for attracting the target participants

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### 3. 如與地區團體、區議會、其他政府部門、公營機構或商界建立伙伴關係，以及尋求贊助的策略，請說明

Please specify the strategies for establishing partnership with district organisations, district councils, other government departments, public organisations or the commercial sector and for seeking sponsorship, if any.

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4. 參與計劃、籌備、執行及演出的人員（請附有關的藝術工作者及主要執行人員的簡歷。如有需要，請附頁填寫。）

Personnel to be involved in planning, preparation, execution and performance (Please enclose brief biographies of artists and key personnel involved. Please attach supplementary sheets as necessary. )

*姓名 Name	年齡 Age	職位 Position	負責工作 Responsibility
參加總人數 Total no. of personnel involved			

- \* 如屬藝團以外人士或自由組合的成員，請夾附有關人士的意向書，以表明有關人士已知悉是項申請的內容。

For those performer(s) or responsible person(s) who are not member(s) of your registered arts group, or for member(s) of an ensemble of artists, please enclose their letter(s) of intent to show that they know about the application.

- \* 主要人員包括藝術總監、監製、導演及主要演員會 / 不會 # 同時參與其他藝團的申請。若「會」，請填寫以下部份。

Key personnel including artistic director, producer, director and principal artists will/will not# participate in the applications submitted by other arts groups. If yes, please complete the following part.

請說明有關人員同時參加的藝團名稱、計劃名稱和負責的工作範疇

Please state the name of the arts group, name of the project and roles involved by the member(s).

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# 請刪去不適用者 Please delete as appropriate

## D. 財政預算 Budget

「2025 年度社區文化大使計劃」 'Community Cultural Ambassador Scheme 2025'

活動預算（申請預算須以每種活動類型的費用計算）

### **Project Budget (Budget should be calculated on the basis of each type of activity.)**

（申請者必須就每項活動填妥指定的活動預算表。請於[www.abo.gov.hk](http://www.abo.gov.hk)下載個別活動預算表Excel表格，並使用該表格擬備活動預算詳情，再連同本申請表一併遞交。其格式見附頁。）

(Applicant is required to submit a proposed budget of each individual activity. Please prepare the budget proposal with the Excel template available at <http://www.abo.gov.hk> and submit the budget together with this application form. Please refer to the appendix for the format.)

## 聲明 Declaration

1. 本人完全明白並同意「2025年度社區文化大使計劃簡介」的內容以及所列載的條款。

I have read, fully understand and agree to the contents and the conditions as set out in "Application Guide to Community Cultural Ambassador Scheme 2025".

2. 本人特此聲明及保證，申請表內呈交的所有資料全部屬實。[註]

I hereby declare and guarantee that all information provided in this application form and attached documents are true and correct to the best of my knowledge. [Note]

[註]：(1) 申請者如故意提供虛假文件或資料，其申請會被撤銷，申請者亦可能會負上刑事責任。

(2) 藝術工作者的自由組合在成功入選後，必須成立並註冊為非牟利團體以簽署合約。

[Note]: (1) Applicant, with intent to submit false documents or information, will have his/her application revoked and might be subject to criminal liability.

(2) If application by an ensemble of artists is selected, a non-profit organisation is required to be set up for signing the agreement.

簽名：

Signed by:

\_\_\_\_\_

(必須為團體/組合的最高負責人或  
經由其授權的負責人  
Should be the head of the organisation/ensemble  
or someone authorised by him/her)

職位：

Position:

\_\_\_\_\_

姓名：

Name:

\_\_\_\_\_

印章：

Official chop:

## 遞交申請表格限期 Deadline for Submission

申請者可透過網上申請([www.abo.gov.hk](http://www.abo.gov.hk))、郵寄或親身遞交書面申請。申請者如郵寄或親身遞交書面申請，須填妥紙本及電子版本（以Word文件製備）的申請表格，於**2024年5月6日中午12時或之前**將申請表連同有關證明文件，以及副本**2份**（即共**1式3份**），夾附有關之電腦光碟或**USB記憶棒**，並密封於信封內，寄回或交回康樂及文化事務署觀眾拓展辦事處。

Applications can be submitted via online application ([www.abo.gov.hk](http://www.abo.gov.hk)), by post or by hand. For applications submitted by post or in person, the completed paper application form and an electronic copy (in Word format), together with the relevant supporting documents, should be submitted **in triplicate** to the Audience Building Office, Leisure and Cultural Services Department in sealed envelope, either by post or in person **no later than 12 noon, 6 May 2024**. Please also enclose a **CD-ROM or USB flash drive containing the electronic copy** of the completed form.

### **郵資不足的郵件 Mail Items with Insufficient Postage**

如以郵寄方式遞交申請，投寄前請確保郵件上已貼上足夠郵資。本署不會接收任何郵資不足的郵件，而此等郵件將由香港郵政處理。有關郵費的計算，可參閱香港郵政網頁

([www.hongkongpost.hk/tc/postage\\_calculator/index.html](http://www.hongkongpost.hk/tc/postage_calculator/index.html))

If you submit application by post, please make sure that all mail items bear sufficient postage. This Department will not accept any underpaid mail items and such items will be handled by the Hongkong Post. For calculation of postage, please refer to the Hongkong Post's website. ([www.hongkongpost.hk/en/postage\\_calculator/index.html](http://www.hongkongpost.hk/en/postage_calculator/index.html)).

## 防止貪污 Prevention of Bribery

根據《防止賄賂條例》(第201章)，任何人向署方人員或任何演藝專責委員會成員提供利益，以企圖影響申請的批核結果，即屬違法。倘若是申請者或任何與申請者有聯繫的人士、其僱員或代理人提供此等利益，有關申請即告無效。此外，署方或會撤回就有關申請作出的批核(如有的話)，而有關的申請者則須為署方因此而蒙受的損失或損害賠償負上法律責任。

The offer of advantage to the staff of the Leisure and Cultural Services Department or any members of the Art Form Sub-committee with a view to influencing the result of an application is an offence of law under the Prevention of Bribery Ordinance (Cap. 201). Any such offer by the applicant or any person associated with the applicant, its employee(s) or agent(s) will render the application null and void. The Leisure and Cultural Services Department may also withdraw any approval that may have been given to the application in question, if any, and hold the applicant concerned liable for any loss or damages, which the Leisure and Cultural Services Department may sustain.

## 申請表所填報的個人資料處理方法 Handling of Personal Data Collected under this Application

1. 搜集資料的目的： Purpose of Collection:	申請人在本表格提供個人資料純屬自願，有關資料將會在考慮康樂及文化事務署「社區文化大使計劃」的申請及評估其資格時予以使用。 <u>若提供的資料不足，我們便可能無法辦理你的申請或與你聯絡。</u> The personal data provided in this form will be used for consideration of applications for the Leisure and Cultural Services Department's "Community Cultural Ambassador Scheme" and assessment of their eligibility. The provision of personal data in this form is entirely voluntary. <u>If the information provided is not complete, we may not be able to process your application or contact you.</u>
2. 轉交資料的對象類別： Classes of Transferees:	在本表格提供的個人資料或會在有需要時向其他政府部門披露，以供相互參照。 The personal data you provide in this form may be disclosed to other government departments for cross reference purpose as necessary.
3. 查閱或更改個人資料： Access to and Change of Personal Data:	根據個人資料(私隱)條例，申請人有權查閱和更改個人資料。查閱的權利包括索取你在本表格所提供的資料的複本。如有需要，可來信向經理(觀眾拓展)1(電話：2591 1323；傳真：2591 1160)提出有關的要求，我們將在核對簽名及印章(如有需要)後即行辦理。 You have a right of access and correction with respect to personal data as provided for by the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data detailed in this form. You may also change the personal data provided in this form. If there is such a need, please write to inform Manager (Audience Building)1 (Tel: 2591 1323; Fax: 2591 1160). Upon verification of signature and official chop (if applicable), the request will be followed up.

## 查詢 Enquiries

康樂及文化事務署 觀眾拓展辦事處  
地址：香港灣仔愛群道18號伊利沙伯體育館10樓  
電話：2591 1611  
圖文傳真：2591 1160  
電郵：amab1@lcsd.gov.hk

Audience Building Office, Leisure and Cultural Services Department,  
Address: 10/F, Queen Elizabeth Stadium, 18 Oi Kwan Road, Wan Chai, Hong Kong  
Tel: 2591 1611  
Fax: 2591 1160  
Email: amab1@lcsd.gov.hk

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