

<b>For office use only</b> Date Received: _____ App No.: _____
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## School Care Subsidy Scheme Application Form<sup>△</sup>

### Particulars of Applicant

1. Name of School			
2. Address of School			
3. Name and Post of person-in-charge	Tel i) ii)	Fax	Email (please provide for future correspondence)
4. Brief information of performing group (including its aim, nature of performance and membership size.)			
5. Music and cultural activities organised or participated by the performing group in the past 3 years. (Please specify the dates, type of performance, target audience and the number of audience of these activities. Relevant information/ documents may be appended.)			

### Proposed Programme

<b>Details of Programme</b> <b>Performance should be arranged by school and conducted between November 2023 and March 2024.</b>			
Category of target service unit (Audience is limited to the service recipients of the right-listed units)		<input type="checkbox"/> Elderly centre / Elderly home <input type="checkbox"/> Special school <input type="checkbox"/> Hospital <input type="checkbox"/> Organisation on the Social Welfare Department's list of service units	
Name of target service unit		Address of target service unit	
Name and phone no. of the contact person of target service unit		Estimated no. of audience	Type of audience
Co-presenter (if any)			
Month	Venue	Duration (minutes)*	Estimated no. of performers <sup>^</sup>
Programme Content (Please <input checked="" type="checkbox"/> one or more choices)			
<input type="checkbox"/> Singing ( <input type="checkbox"/> Solo <input type="checkbox"/> Choral <input type="checkbox"/> Others [請註明 Please specify : _____ ] )			
<input type="checkbox"/> Instrumental ( <input type="checkbox"/> Solo [ Instrument: _____ ]			
<input type="checkbox"/> Ensemble [ Instruments : _____ ]			
<input type="checkbox"/> Others [ Please specify : _____ ] )			
<input type="checkbox"/> Dance <input type="checkbox"/> Musical <input type="checkbox"/> Magic Show			
<input type="checkbox"/> Others [ Please specify : _____ ]			
<sup>△</sup> Information provided will be used for assessment purposes. Schools are advised to provide as much detail as possible.			
<sup>*</sup> Duration of the music-oriented performance should not be less than 30 minutes.			
<sup>^</sup> Please note that most of the non-school venues may only accommodate a group of no more than 15 members for each performing item.			

## Programme Budget

Expenditure Items	Estimated Cost	Estimated Subsidy Amount
<b>Transportation (Maximum subsidy: \$2,000)</b> <input type="checkbox"/> Lorry <input type="checkbox"/> Goods van <input type="checkbox"/> Coach <input type="checkbox"/> Passenger van <input type="checkbox"/> Taxi	E.g.: Hourly rate of vehicle x no. of vehicle required x hours	
<b>Allowance for professionals (Maximum subsidy: \$1,000)</b> <input type="checkbox"/> Instructor <input type="checkbox"/> Accompanist <input type="checkbox"/> Production staff	E.g.: Hourly rate of personnel x no. of personnel required x hours	
<b>Miscellaneous (Maximum subsidy: \$500)</b> <input type="checkbox"/> Gift <input type="checkbox"/> Publicity & Printing <input type="checkbox"/> Props <input type="checkbox"/> Others (please specify)  [Not applicable to purchase of musical instruments, music stands, video production/photography equipment nor the plastic shopping bag charging]		
	<b>Total</b>	(Maximum total subsidy: \$2,000 )

### Deadline for Submission

Applications with relevant supporting documents should be emailed to the Music Office **on or before 29 September 2023:**  
**cnc@lcsd.gov.hk**

### Handling of Personal Data Collected under this Application

The personal data provided by means of this form will be used by the Music Office to process the application of the "School Care Subsidy Scheme". The provision of personal data by means of this form is voluntary. If you do not provide sufficient information, we shall not be able to process the application. You have a right of access and correction with respect to the personal data as stated in this form in accordance with sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. For access and correction of personal data, please write to Activities & Promotion Section, Music Office at 5/F South Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon.

### Declaration

I hereby certify that all the information given in this application is true and accurate.

Signature of  
School Principal: \_\_\_\_\_

Name of  
School Principal: \_\_\_\_\_

Date: \_\_\_\_\_ School Chop: \_\_\_\_\_