

## 2020/21 School Care Subsidy Scheme

Close of Application: 30.9.2020

### Objective

The “School Care Subsidy Scheme” (the Scheme) was first launched in 2009/10 and had ever since drawn the participation of 350 school music groups and reached out to well over 30,000 disabled, elderly, new immigrants, ethnic minorities and rehabilitated people. The Scheme will continue to run in 2020/21, with the objectives to enable students to extend their care and good wishes to the beneficiaries of local social welfare organizations through music performances and to enhance social integration and harmony for the community.

### The Scheme

The Scheme, sponsored by Sino Group, provides subsidy in supporting school music groups to give music performance for special school students or beneficiaries of local social welfare organizations. The participating groups may combine music with other art forms in the performance so as to enrich the programme in a creative way, and benefit students in the building of team spirit and organizing skills from the production process.

Successful applicants have to complete the performances by end of March 2021. The Music Office professional staff and representatives of social welfare organizations will assess the performances given by the school music groups. Prominent performing groups will be re-invited to give performance and share their experience in the Gala Concert to be conducted in April or May 2021. All participants of the Scheme will be conferred Certificates of Commendation in the presentation ceremony of the Gala Concert.

Three awards are set up in the Scheme:

“Sino Group Active Participation Award” - Awarded to those schools which are selected to participate in the Scheme in three consecutive academic years (2020/21, 2021/22 and 2022/23)

“The Most Liked Music Group Award” - Awarded yearly to those schools which posts of concert photos, video clips and participants’ feedback after finishing the Care & Concern concerts receive the largest number of “Like” on the Facebook Page of the “Music Office Community Programmes”.

“Outstanding Ambassador Award of the Year” - Schools accomplish at least three of the following missions:

- ~ share the service experience in school assembly;
- ~ share the service experience on the campus radio;
- ~ post the activity highlights onto the school webpage;
- ~ post the activity highlights in school newsletter;
- ~ post the activity highlights in social media (such as creating a post on the school’s Facebook Page and tagging the Facebook Page of “Music Office Community Programmes” there)

### Eligibility for Application

1. Kindergartens, primary, secondary, special and tertiary schools in Hong Kong are eligible to apply.
2. The activities to be subsidized must be music programmes with free admission. Retrospective applications for completed activities will not be considered.
3. The target service units of the “Care & Concern Concerts” must be special school or organizations on the “List of Service Units” of the Social Welfare Department.
4. The programmes should be exclusive of religious, fundraising and ceremonial activities.

### Submission of Application

1. The type of performance, programme details, presentation time and venue, budget, and other relevant information (including the names of all collaborating organizations) must be listed in the application form.

2. Applicants have to arrange venue for presentation and select target audience by themselves. Applicants may consider performing in the school hall and inviting special school students and beneficiaries of the organizations on the “List of Service Units” of the Social Welfare Department to attend. The “List of Service Units” could be downloaded from Social Welfare Department’s website: [http://www.swd.gov.hk/en/index/site\\_download/page\\_listofserv](http://www.swd.gov.hk/en/index/site_download/page_listofserv)
3. Applications with supporting documents must be faxed or emailed to the Music Office on or before the application deadline (fax: 2824 1989 / email: [ccc@lcsd.gov.hk](mailto:ccc@lcsd.gov.hk)). The Music Office will notify every applicant of an application number by email within 2 working days upon receipt of application. Any applicant who has not received the acknowledgement of application by then must immediately check with the Music Office to ensure its application is successfully submitted.
4. The subsidized activities must be conducted on the specified dates and in accordance with the approved proposals. **The maximum subsidy for each approved activity is \$2,000.**
5. Items covered by the subsidy include transportation to and from the performing venue, professional staff allowance and miscellaneous expenses.
6. Late applications or additional applications from subsidy recipient schools will be considered only when there is remaining quota in the Scheme after the application deadline.

### **Processing and Assessment of Applications**

1. The Music Office will assess the applications received in terms of the feasibility of the proposed activities and whether they are within the scope of subsidy. Itemized expenses in the budget will also be examined according to the expenditure standards set by the Music Office to ensure proper spending.
2. The Music Office may request the applicants to provide further information or make adjustments in the course of assessment.
3. The Music Office professional staff will be responsible for the thorough consideration and evaluation of applications. All applicants will be notified in writing of the assessment results within one month after the close of application.
4. The Music Office reserves the right to the final decision of the number of activities and subsidies to the school applicants.

### **Selection Criteria and Priority**

1. Proposed activities must be composed mainly of music performances, and the duration of music programme should not be shorter than 30 minutes. They will be rated by their feasibility, programme content and interactive elements.
2. Applicants with experience in music performances and/or organizing activities, especially activities for the underprivileged, are preferable.
3. All applications will be assessed under a marking scheme. Priority in joining the Scheme will then be determined based on the scores.

### **Obligations and Conditions upon Acceptance of Subsidy**

1. The subsidized activities must be completed in accordance with the dates and programme details specified in the approved proposals. Should special or inevitable circumstances render exceptions necessary, the subsidy recipients must submit their written requests in advance to obtain written consent from the Music Office. The activities have to be carried out by the designated alternative dates.
2. The subsidy must be used for the payment of endorsed expenditure items within the approved budget. The subsidy must be claimed according to the actual cost, while the amount must not exceed the maximum amount of specified expenditure items and the overall approved budget. There will not be any advance disbursement of subsidy before completion of the subsidized activities.
3. The subsidized activities must not accept sponsorship from any other commercial organizations.
4. The names/logos of the Music Office and the sponsor of the Scheme must be displayed in all publicity materials relating to the subsidized activities. In this connection, subsidy recipients should send such publicity materials to the Music Office for vetting prior to production.

5. The Music Office has the right to send monitors to observe on-site the operation of the subsidized activities.
6. Subsidy recipients must submit activity reports (with photographs and video clips taken during the subsidized activities), financial reports and the original receipts of the approved expenditure items within 15 working days after completion of the subsidized activities. The Music Office will examine the expenditure upon receipt of the reports and, if satisfied that all is in order, arrange the disbursement of subsidy.
7. The Music Office and the sponsor of the Scheme have the right to publicize contents of the reports, photographs and video clips of the subsidized activities for publicity purposes. Subsidy recipients may be invited to attend Scheme-related publicity events arranged by the Music Office or the sponsor of the Scheme.
8. To share the activity highlight with the public, subsidy recipients have to upload activity information, photos, participants' feedback and video clips to the Facebook Page / Instagram / YouTube Channel of "Music Office Community Programmes".

### **Appendix: Subsidy Items**

The maximum amount of subsidy for each approved activity is \$2,000. Please note the following maximum allowance of each subsidy item:

Item	Maximum allowance for each activity	Remarks
Transportation	\$2,000	Transport of performers and musical instrument / transportation provided for the underprivileged to attend programme
Allowance for professionals	\$1,000	For professional instructors / accompanists / production staff engaged for the music programme
Miscellaneous	\$500	Gifts / publicity and printing / props (not applicable to purchase of musical instruments, music stands and the environmental levy scheme on plastic shopping bags)

**Enquiries** ☎ 2598 8335 3842 7775 ✉ [ccc@lcsd.gov.hk](mailto:ccc@lcsd.gov.hk)

# 「校園音樂大使展關懷」資助計劃申請書

## SCHOOL CARE SUBSIDY SCHEME APPLICATION FORM

此欄由音樂事務處填寫 For office use only

收表日期: \_\_\_\_\_

表格編號: \_\_\_\_\_

### 申請者資料 Particulars of Applicant

1. 學校名稱 Name of School

2. 學校地址 Address of School

3. 負責人姓名/職銜 Name and Post of person-in-charge

聯絡電話 Tel

傳真 Fax

電郵 (請提供以作日後文件往來之用)

Email (please provide for future correspondence)

i)

ii)

4. 演出團隊簡介 (包括成立宗旨、表演形式及成員人數。) Brief information of performing group (Including its aim, nature of performance and membership size.)

5. 演出團隊在過去三年內曾舉辦或參與的校內/校外音樂活動經驗 (請註明舉辦活動日期、內容、對象及參加人數, 並可夾附有關資料/文件。)

Music and cultural activities organized 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.)

### 擬議活動計劃 Proposed Programme

演出詳情 Details of Programme

學校必須自行安排演出場地及服務對象, 並於2020年11月至2021年3月期間進行演出, 公眾假期除外。

Performance should be arranged by school and conducted between November 2020 and March 2021, public holidays excluded.

受惠特殊學校/社福機構名稱

Name of beneficiary special school / social welfare organization

特殊學校/社福機構地址 Address of the special school / social welfare organization

特殊學校/社福機構聯絡人姓名及電話

Name and phone no. of the contact person of the special school / social welfare organization

觀眾人數 No. of audience

觀眾類別 Type of audience

日期/時間  
Date/ Time

地點  
Venue

節目時間 (分鐘)\*  
Duration (minutes)\*

^預計演出人數  
^Estimated no. of Performers

演出形式 (請以 ☒ 表示, 可選擇多種形式)  
Programme Nature (Please ☒ one or more choices)

- ☒ 音樂 Music  
☐ 戲劇 Drama  
☐ 韻律 Movement  
☐ 朗誦 Speech  
☐ 其他 Others (請註明 Please specify): \_\_\_\_\_

演出內容 Programme Content

\* 音樂環節的時間不可少於30分鐘。The duration of music programme should not be shorter than 30 minutes.

^ 請注意一般社福機構場地只能同時容納每項不超過15人的音樂小組演出。Please note that most of the welfare organizations may only accommodate a group of no more than 15 members for each performing item.



## 活動財政預算 Programme Budget

開支項目 Expenditure Items	預計是次活動所需費用 Estimated Cost	音樂事務處專用 For office use only
<b>A. 交通及運輸 (最高資助額: \$2,000)</b> <b>Transportation (Maximum subsidy: \$2,000)</b> 貨車 Lorry / 小型貨車 Goods van / 旅遊巴士 Coach / 小型載客巴士 Passenger van / 的士 Taxi #	例：車輛時租費用 x 車輛數目 x 時數 E.g.: Hourly rate of vehicle x no. of vehicle required x hours	
<b>B. 專業輔導人員酬金津貼 (最高資助額: \$1,000)</b> <b>Allowance for professionals (Maximum subsidy: \$1,000)</b> 導師 Instructor / 伴奏 Accompanist / 製作人員 Production staff #	例：工作人員時薪 x 所需人數 x 時數 E.g.: Hourly rate of personnel x no. of personnel required x hours	
<b>C. 雜項 (最高資助額: \$500)</b> <b>Miscellaneous (Maximum Subsidy: \$500)</b> 禮品 Gift / 宣傳或節目印刷品 Publicity & Printing / 演出道具 Props / 其他 (請列明) Others (please specify) #  [不包括購買樂器、譜架及塑膠購物袋環保徵費 Not applicable to purchase of musical instruments, music stands nor the environmental levy scheme on plastic shopping bags]		
<b>總計 (不超過 \$2,000)</b> <b>Total (maximum \$2,000)</b>		

\* 如不適用請空白 Please delete the inappropriate items

## 遞交申請書限期 Deadline for Submission

申請者必須於 **2020年9月30日或之前** 把填妥的申請表連同有關證明文件傳真 (2824 1989) 或電郵 (ccc@lcsd.gov.hk) 到本處。

Applications with relevant supporting documents should be faxed (2824 1989) or emailed (ccc@lcsd.gov.hk) to the Music Office **on or before 30 September 2020**.

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

在此表格填寫的個人資料，音樂事務處將用作處理「校園音樂大使展關懷」資助計劃的申請。填寫此表格乃屬自願性質，但如果你未能提供充足資料，本處或未能處理貴校申請。根據「個人資料（私隱）條例」第18及22條及附表1第6原則的規定，你有權查閱及更改閣下的個人資料，你亦有權索取填寫在此份表格上的個人資料複本。如欲查閱或更改資料，請致函音樂事務處活動及推廣組（九龍油蔴地海庭道11號西九龍政府合署南座5樓）提出申請。

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, Kowloon.

## 聲明 Declaration

我證實此申請表上的資料真確無訛。

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

校長簽名：

Signature of Principal: .....

校長姓名：

Name of Principal: .....

日期：

Date: .....

學校印章：

School chop: .....