

The Hong Kong Jockey Club Community Project Grant: Jockey Club Black Box Theatre Subsidy Scheme

Application Conditions

Valid for applications of renting the Jockey Club Black Box Theatre from 1 April 2020

Funded by:



香港賽馬會慈善信託基金
The Hong Kong Jockey Club Charities Trust
齊心齊力齊興 RISING HIGH TOGETHER

Organised by:

JCCAC
Jockey Club Creative Arts Centre
賽馬會創意藝術中心

Jockey Club Black Box Theatre Subsidy Scheme

Application Conditions

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(1) Introduction

- 1.1 The Jockey Club Creative Arts Centre (“JCCAC”, an activity of the Hong Kong Creative Arts Centre Limited “HKCAC”) is housed in an award winning architectural conversion and operating as a self-financed, registered charity. JCCAC is positioned as a multi-disciplinary arts village and arts centre, providing studio facilities for the arts community and a relaxed environment for the public to experience arts and culture. JCCAC strives to support arts development in Hong Kong by helping to nurture young talents and generally promote arts and culture through the provision of space (arts studios and display venues) for creative work.
- 1.2 The Hong Kong Jockey Club Community Project Grant: Jockey Club Black Box Theatre Subsidy Scheme (hereinafter, “the Scheme”, or “JCBBTSS”) is sponsored by the Hong Kong Jockey Club Charities Trust (HKJCCT) and organised by JCCAC. Awardees of the Scheme (“Successful Subsidy Awardees”) will be able to use the JCCAC Jockey Club Black Box Theatre (JCBBT) consisting of Main Stage and Theatre Foyer (together “the Venue”) as a platform to rehearse, develop and present their innovative theatre works, at a rent which is 90% subsidised on basic hire charge.

(2) Purpose of the Scheme, Eligibility Criteria for Applicants

Purpose of Scheme

- 2.1
 - a. To assist the small and medium arts groups as well as individual artists (especially emerging artists) in Hong Kong, by providing the Venue by way of dedicated subsidy (“Venue Subsidy”) for showcasing their creative works and performances (“Performance”) for public access.
 - b. To support and encourage small and medium arts groups as well as individual artists (especially emerging artists) to conceive, organise and produce innovative arts programmes with high artistic standard.
 - c. To build image of and establish the characters of JCBBT as an experimental, intimate and professional performing arts venue.
 - d. To build audience to support local theatre works.

Eligibility Criteria for Applicants

- 2.2
 - a. Individual artists 18 or above who reside in Hong Kong and art organisations registered and operating in Hong Kong are eligible to apply.
 - b. Organisations which are registered non-profit-making or non-profit-distributing bodies and operating in Hong Kong are eligible as applicants.

- c. Subsidiaries or departments of registered organisations applying for the JCBBTSS on behalf of a parent organisation must submit an authorisation letter issued by the parent organisation officially delegating authority to the subsidiary or department to apply for the Scheme and to sign the application and relevant documents on behalf of the parent organisation. They must also submit relevant proof as in 2.2(b) above of official registration of the parent organisation, a copy of its constitution, a name list and resume of cooperative groups / talents.
- d. Current grant recipients of Hong Kong Arts Development Council (HKADC) may apply for the Scheme.
- e. In consideration of the aim and scope of the Scheme, the Jockey Club Creative Arts Centre (JCCAC) will not consider applications from major professional performing art groups currently receiving funding from the Home Affairs Bureau, HKSAR Government.
- f. Individual / organisations with previous programme supported by this Scheme and the Jockey Club Black Box Venue Subsidy Scheme (JCBBVSS) are allowed to submit new applications. However, the previous approved programme should have the booking schedule and performance date confirmed with JCCAC (i.e. venue rental deposit has been paid to JCCAC). Otherwise, any new applications submitted by these individuals / organisations will not be accepted or processed.
- g. JCCAC will neither accept nor process any application which does not meet the above criteria.

(3) Scope of Subsidy

- 3.1 a. Applications may only be for subsidised use of the Jockey Club Black Box Theatre of JCCAC (the Venue) for rehearsing and presenting innovative theatre works and performances.
- b. **The Venue Subsidy only covers basic hiring of the Venue and some included services. The charges for using additional equipment/technical services, video and sound archiving charges, additional booking for rehearsal/performance/strike out, setting up of sales counter and other miscellaneous charges are to be fully borne by the applicant.**
- c. The Venue Subsidy should be used for rehearsing and presenting **arts and culture projects/programmes which are in the categories of either public performance or performance-related activities that are open to the public** such as script reading sessions, workshops etc. Performances

for public access with arts education or arts promotion purposes are welcome.

- d. Inbound cultural exchange performances (i.e. overseas and local artists' collaborations) will be considered.
- e. The Scheme generally will subsidise up to a maximum of 7 days (for rehearsal and performance) in using the Venue for each submitted programme.
- f. Performances must be open to the public and should be ticketed. Applicants who would like to organise free performance(s) should provide justifications and information on how the free performance(s) could benefit the community or students as a whole.
- g. The actual date subsidised by the Scheme depends on the availability of the Venue.
- h. Activities listed below **do not** fall within the scope of support:
 - Activities that are sole presentations of the Leisure and Cultural Services Department, HKSAR Government.
 - Fundraising activities and activities presented by foundations which are themselves established for fundraising purposes.
 - Activities which are socialising in nature or not open to the public, and profit-making commercial activities or training classes.
 - For pure social welfare and charity projects with no artistic elements, JCCAC suggests applicants to seek for support from other charitable groups and voluntary organisations.
- i. JCCAC reserves the final decision on the eligible nature of the activities of any applicant and to assess whether or not to process the application.

(4) Notes on Making an Application

- 4.1 The proposals of Applicants for the Scheme should include the following information:
 - Applications proposing full details of the Programme for support ("Proposal") must be submitted on a valid application form and Jockey Club Black Box Theatre Booking Application Form to be obtained from JCCAC, **providing information about the details and budget of the Programme for the Centre's consideration.**
 - Information about the individual Applicant or the Arts Organisation Applicant, previous activities and track records, and the list of the key arts

practitioners involved in the Programme, with their positions and brief biography/ curriculum vitae. To save paper, Applicants are welcomed to provide website addresses containing the above information such as introduction/ or records in place of the printed documents.

- Information about promotion strategies. Estimated audience for the Programme (free or ticketed performances/ presentation) generally should not be less than approximately 60% of the maximum capacity (100 seats with 4 wheelchair places) of the Jockey Club Black Box Theatre¹.
- Official registration document as mentioned in clause 2.2b and c.

- 4.2 The Applicant agrees that, if necessary in its opinion, the JCCAC may solicit verbal or written confirmation of information contained in the Application from the Applicant or other relevant sources.
- 4.3 If the personnel involved in any Performance are not Hong Kong resident(s), the responsibility rests with the Applicant to ensure that such persons' participation in the Programme in Hong Kong conforms to a legally valid visa for Hong Kong SAR.
- 4.4 The applicant's residential address, or the office/ registered address of the organisation must be provided. A Post Office Box number is not acceptable.
- 4.5 JCCAC will not be responsible for any loss / damage of information submitted.
- 4.6 If the information supplied on the Application is insufficient or if the requisite supporting documents are missing, the JCCAC reserves the right not to process the Application.

(5) Application Procedure and Subsidy Period

- 5.1 JCBBTSS is only applicable to eligible performances/activities at JCBBT held between **1 April 2020 and 31 March 2023. The completed application form, together with the JCBBT venue booking form, must be submitted no earlier than 12 months or later than 3 months before the intended venue hiring dates.** For example, if renting the venue in October 2021, the earliest time to submit the application is in October 2020 and latest in July 2021. Applications now open for renting between December 2020 and May 2021.
- 5.2 Application forms are now available at the JCCAC Front Desk or can be downloaded from JCCAC's website (www.jccac.org.hk/jcbbtss). **Applicants should deposit the completed application forms, with supplementary information and documents, marked with 'JCBBTSS' on the envelopes, into the collection box at L1 Front Desk, JCCAC, 30 Pak Tin Street, Shek Kip Mei, Kowloon, Hong Kong** or by postal submissions. Applications via fax, email or other digital form or which do not fully meet and comply with the conditions of the Scheme shall not be accepted or processed by the JCCAC.

¹ Numbers of seat are subject to final confirmation from the Venue.

- 5.3 JCCAC will accept Applications with or without Venue confirmation details fixed with JCCAC. Subject always to 5.4 below, applicants can ask for the availability of the Venue before applying the Scheme if they want to ensure the availability of the Venue.
- 5.4 In all cases the actual date subsidised by the Scheme depends on the availability of the Venue, determined at the sole discretion of JCCAC.
- 5.5 Any provision in any Application which does not fully meet and comply with these Application Conditions shall be void and of no effect.
- 5.6 Through submitting an Application and Proposal to the Scheme, Applicants shall be bound exclusively in all respects by the terms and conditions in the *Application Conditions*.
- 5.7 Documents and materials accompanying an Application shall be collectable by the Applicant within a one month period following the date of JCCAC written notification of application result to the Applicant. The JCCAC reserves the right to dispose of accompanying documents and materials not collected within this period.
- 5.8 All timing requirements set by the Application Conditions shall be of the essence unless waived by JCCAC in its entire discretion.
- 5.9 The Scheme will subsidise up to a maximum of **7 days** (for rehearsal and performance) in using the Venue for each submitted Programme.
- 5.10 The JCBTSS is a Scheme runs on a 35 months basis from April 2020 to March 2023, and should not be considered as recurrent.

(6) Criteria for Assessing Proposals

- 6.1 Applications that meet the eligibility criteria will be assessed by a Vetting Committee formed by JCCAC.
- 6.2 Key criteria for evaluating the applications include:
 - a. Whether the application can meet the purpose of the Scheme as stated in clause 2.1.
 - b. **Creativity** and originality of the programme, as well as its **artistic standard, quality and value**.
 - c. **Innovativeness in the usage of space**, in relation to the features of JCCAC and the Venue.

- d. Feasibility of the programme content and implementation.
 - e. The track record of applicants who have been subsidised by this Scheme or JCBBVSS, and their previous venue usage record.
 - f. **Priority will be given to first-time applicants and emerging artists or art groups;** and also based on the actual financial needs of applicants in implementing the project proposed.
 - g. **Priority will also be given to the projects which consist of pre or post performance “script sharing” or “discussion with the artist” session with the audience.**
- 6.3 JCCAC’s decision on the arrangement for assessment is final.
- 6.4 JCCAC reserves the right not to accept/consider applications and proposals that fail to meet the above criteria.
- 6.5 Depending on competition, JCCAC reserves the right to set assessment criteria additional to those mentioned above, which JCCAC determines to be objective and do not contradict the existing ones to facilitate the processing of applications. Applicants shall not be entitled to review such additional criteria.

(7) Confirmation of Subsidy, Subsidy Conditions and Agreement

- 7.1 Successful applicants will be notified in writing by the “Confirmation and Hiring Agreement for JCCAC Jockey Club Black Box Theatre” of the results of their applications and will be required to sign this Agreement which lays down the conditions of the Venue Subsidy. Only the basic principles in the Agreement are briefly described below. While Venue Subsidy conditions may vary between different programme, they are normally as follows:
- a. The Venue Subsidy Awardee agrees to use the Venue Subsidy solely for the purpose of carrying out the programme set out in the Confirmation.
 - b. Prior notification in writing must be made to JCCAC for approval on programme change(s), including but not limited to the postponement of the programme, major changes to the content and budget of the programme etc. JCCAC reserves the right to cancel the Venue Subsidy or to handle the case in a manner it sees fit should there be changes to the programme which have not been authorised in writing by JCCAC.
 - c. The Scheme’s support must be acknowledged in the prescribed format set out in the “Guidelines to Acknowledge the Support of The Hong Kong Jockey Club Charities Trust (HKJCCT) and JCCAC” in all promotional

materials (e.g. posters, handbills, press releases, pamphlets, house programmes, newspapers and advertisements, magazines, display boards, and television and radio commercials) in the production and in any publications connected with the programme. Materials or publications containing the acknowledgement and HKJCCT and JCCAC logos must be submitted to JCCAC for verification before it can be put in print.

- d. The Successful Subsidy Awardee shall maintain effective liaison with JCCAC including report on the progress of the approved programme and facilitate evaluation of such programme, if and when required.
- e. To facilitate the evaluation of the programme outcome, JCCAC requires the Successful Subsidy Awardee to supply, on a voluntary basis, JCCAC with four complimentary tickets for each programme.
- f. In normal circumstances, the Successful Subsidy Awardee must submit a *Project Report* on the outcome of the programme, in stipulated format within three months after the completion of each individual programme.
- g. Upon request, the Successful Subsidy Awardee should provide JCCAC with such information, photos or writings related to the subvented programme for use in the HKJCCT's and JCCAC's websites, annual reports or other publicity materials.

7.2 The Successful Subsidy Awardees are required to adhere to JCCAC's hiring policy and confirm with JCCAC regarding the actual rehearsal and performance dates and venue arrangements by paying the venue rental (10% of the basic hire charge), deposit and signing the "Hiring Agreement for Jockey Club Black Box Theatre" with JCCAC **within one month** upon the receipt of the "Confirmation for Hiring of JCCAC Jockey Club Black Box Theatre". JCCAC reserves the right to withdraw the subsidy if the Successful Subsidy Awardee fails to comply with the aforesaid requirements and appoint another applicant in the waiting list to receive the subsidy.

7.3 The Successful Subsidy Awardee must submit publicity materials no less than two months before the first performance of the programme stated on the Confirmation for Hiring of JCCAC Jockey Club Black Box Theatre. Publicity materials include a vertical image file² of the approved programme for this scheme and JCCAC's publicity purposes, and all image files used for promoting the approved programme by the Successful Subsidy Awardee (e.g. posters, handbills and all relevant materials).

² Suggested file specification: 21 cm (width) x 29.7 cm (high), JPG or AI file, CMYK color and with resolution at least 240dpi.

- 7.4 Successful Subsidy Awardees should observe JCCAC's house rules for the Venue and its venue hiring policy, while maintaining effective liaison with JCCAC and providing JCCAC with necessary information for JCCAC to promote activities at their venues.
- 7.5 Should the Successful Subsidy Awardees fail to complete the approved programme, with the exception in the event of bad weather conditions, fire or closure of the Venue due to unexpected circumstances, the venue charges paid (including venue rental and balance payment) to JCCAC will be forfeited.
- 7.6 Normally the approved programme should be completed on the period stated on the Confirmation for Hiring of JCCAC Jockey Club Black Box Theatre.
- 7.7 Although JCCAC is covered by third party insurance, Successful applicants may in their entire discretion take out extra insurance to cover any relevant personnel of each successful applicant in relation to the putting on of the programme in the Venue. Successful applicants are aware that JCCAC shall accept no liability or responsibility for any uninsured loss damages or expenses in any such category of risk.
- 7.8 Support for all programme by JCCAC is dependent upon back-to-back support by HKJCCT and all applicants should confirm that they are aware of and agree to such support from HKJCCT as enabling JCCAC to mount and conduct the Scheme and shall accept any necessary reduction or termination of any such support in the event of any deficit in the necessary back-up funding from HKJCCT.

(8) Copy Right

- 8.1 To facilitate the assessment of Scheme applications, the Applicant agrees to authorise the JCCAC to duplicate and distribute documents submitted in respect of the Application to Arts Advisors, Examiners, the Home Affairs Bureau, other Government departments, HKJCCT, JCCAC and external consultants for reference.
- 8.2 If the Application documents submitted by the Applicant contain material (including any written, verbal, graphic/image production or other format), of which the copyright belongs to other parties/organisations, it is the Applicant's responsibility to obtain prior written consent from the copyright owner for its use, to enable and facilitate the JCCAC to carry out the assessment under Paragraph 6 hereof and to indemnify the JCCAC against any claims by any such copyright owner.
- 8.3 If the contents of the Application and the Programme incorporate the duplication, distribution or publishing of works and materials, etc (including any

written, verbal, graphic / image production or other format), of which the copyright belongs to other parties/organisations, it is the Applicant's responsibility to obtain prior written consent from the copyright owner to ensure that the Programme can be implemented successfully.

- 8.4 The Applicant must ensure that the JCCAC will not violate the "Intellectual Property (Miscellaneous Amendments) Ordinance 2000" or other relevant ordinances due to the receipt, examination, possession, processing or archiving of Application documents submitted by the Applicant. If the failure of the Applicant to comply with this requirement causes the JCCAC to violate any copyright law, the Applicant must compensate the JCCAC fully for and indemnify it against all and any claims for any loss so caused.
- 8.5 For the Programme that are subsidised by the JCBBTSS, the JCCAC agrees and the Subsidy Awardee shall ensure that the relevant copyright shall belong to the Subsidy Awardee as the author thereof. However, the Successful Subsidy Awardee shall grant to the JCCAC a royalty free and irrevocable license exercisable at any time by the JCCAC in its entire discretion to reproduce, upload, store and post the contents, whether in full or in part of the creative content of the Programme, on any website owned or managed by the JCCAC or in non-commercial promotion activities.

(9) The Prevention of Bribery Ordinance

- 9.1 Hong Kong Creative Arts Centre Limited is governed by the Prevention of Bribery Ordinance Cap 201. All HKCAC members, art advisors, examiners/assessors and staff must abide by the regulations related to the acceptance of advantages.
- 9.2 Under Section 4 of the Prevention of Bribery Ordinance, the offering of any advantage to, or the soliciting or acceptance of any advantage by HKCAC members, art advisors, examiners/assessors and staff is strictly prohibited.

(10) Treatment of Personal Data / Inquiry of Personal Data

Treatment of Personal Data

- 10.1 According to paragraph 2.3.3 of the Code of Practice on the Identity Card Number and Other Personal Identifiers issued by the Personal Data Privacy Commissioner ("The Code"), JCCAC may collect the ID card number of the authorised signatory of the Applicant to verify the identity of the signatory and/or to identify Applications related to the Applicant.
- 10.2 Personal data contained in the Application documents are used by JCCAC to facilitate the processing and assessment of the Scheme Applications. Failure to provide such data may affect the assessment and result of the Application.
- 10.3 If there is any amendment to the personal data on the Application documents,

the Applicant should inform JCCAC in writing to ensure that the personal data held by JCCAC is correct at all times. To help promote arts development and be transparent, JCCAC may publish information concerning successful Applications of the Scheme in its annual report, website, newsletter and other publicity material; JCCAC may also use such information for its own research or policy development purposes. The Applicant agrees to allow JCCAC to publish and use such information. If the Applicant does not wish to receive any publicity material from JCCAC or related organisations, please notify JCCAC in writing.

- 10.4 To facilitate the process of Scheme assessment, both successful and unsuccessful Applicants must allow JCCAC to reveal personal data contained in the Application to HKCAC members, advisors, examiners, the Home Affairs Bureau, other Government departments, HKJCCT and any other persons involved in the adjudication of the Applications.
- 10.5 Subvented Programme will be evaluated by the HKCAC Members, examiners/assessors or consultants. The Applicant must accept that the contents of such reports will be disclosed to the public.
- 10.6 JCCAC will not knowingly release information that would harm the Venue Subsidy awardees' personal or business activities.

Enquiry about Personal Data

- 10.7 According to paragraphs 18, 22 and point 6 in annex 1 of the Code, any person comprised in the Applicant has the right to know if JCCAC holds personal data related to him or her self and to the participants of the Programme, and may obtain a copy of the data from JCCAC and to amend any inaccurate information contained. Such requests in writing should be addressed to the Venue Manager, Unit L4-03, Jockey Club Creative Arts Centre, 30 Pak Tin Street, Shek Kip Mei, Kowloon, Hong Kong.

(11) Review Procedures

- 11.1 The decision of the JCCAC is final. However, the JCCAC reserves the exclusive discretion to receive review applications over the decision of the selection panel by unsuccessful Applicants, which would be reviewed by the Review Committee of the JCCAC. Review applications to the selection panel decision must be made in writing and submitted within one month from the issue date of result notification.
- 11.2 Review applications against artistic appreciation and judgment will not be accepted. The Review Committee will review cases only on grounds of improper processing procedures and/or rejection of Proposal due to the decision being based on inaccurate information. These claims must be substantiated by the unsuccessful Applicant by concrete reasons to the satisfaction of the Review Committee.

(12) Enquiries

12.1 About Jockey Club Black Box Theatre Subsidy Scheme

Jockey Club Creative Arts Centre
Address: Unit L4-03, 30 Pak Tin Street, Shek Kip Mei, Kowloon, Hong Kong
Tel: 2319 2502
Fax: 2353 1269
Email: jacintha_chan@hkbu.edu.hk
Website: www.jccac.org.hk/jcbbtss

12.2 About the facilities and venue availability of the Jockey Club Black Box Theatre

Jockey Club Creative Arts Centre
Address: L1 Front Desk 30 Pak Tin Street, Shek Kip Mei, Kowloon, Hong Kong
Tel: 2353 1311
Fax: 2776 9537
Email: info@jccac.org.hk
Website: www.jccac.org.hk

The Jockey Club Creative Arts Centre reserves the right, in its absolute discretion not to accept any Application submitted for the Scheme. The JCCAC also reserves the right to amend or to supplement or to cancel the Scheme at any time without further notice before entry into a full Agreement with the Applicant. The JCCAC will not indemnify any losses or expenses that might be incurred by the Applicants from such situations.

Jockey Club Creative Arts Centre
January 2020

In case of discrepancy between the Chinese and English versions, the English version shall prevail.