

2017 Subsidy Programme for Fashion Design on Sample Making Closure Report

Part I: Information of Subsidised Project

Name of beneficiary (in Chinese and in foreign language)

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Number of outfits

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Type and quantity of promotional items

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Exhibition and awards record of the selected collection (please attach extra sheet if necessary)

Name of exhibition or contest	Organiser and city	Date	Award / Achievement

Part II: Performance Report

(1,000-1,500 words; please attach extra sheet if necessary.)

- (1) Please describe in detail the performance for business plan of the subsidised project and submit relevant materials (e.g. photos, videos, etc.);
- (2) Please indicate the positive effect and outcome of this subsidised project bring to the beneficiaries on their fashion design career;
- (3) Please explain the content and reason for modification if the subsidised project is not carried out according to the design drawing, business plan and budget submitted in the original application;
- (4) Other information.

Part III: Financial Statement for Items Subsidised by the Programme

Indicated in patacas (MOP)^{Note 1, 2 & 3} (please attach extra sheet if space is not enough)

Items subsidised by the Programme		Estimated expenditure ^{Note 4}	Actual expenditure	Receipt no.	Verified expenditure (For IC use only)	
Sample making	Sample making					
	Materials					
Production of promotional materials	Modelling photos (if applicable)	Model				
		Accessories				
		Make-up artist				
		Hair stylist				
		Photographer				
	Video (if applicable)	Working personnel (Model, make-up artist, hair stylist, director and technician)				
		Production (Equipment rental, music production, materials such as props and accessories)				

Items subsidised by the Programme			Estimated expenditure ^{Note 4}	Actual expenditure	Receipt no.	Verified expenditure (For IC use only)
Production of promotional materials	Video (if applicable)	Video post-production (Editing, colour grading and special effects)				
	Printing materials (if applicable)	Typesetting and layout design				
		Printing				
	Webpage (if applicable)	Typesetting and layout design				
Travel expenses (Limited to those incurred by personnel who travel between Macao and other places for production of samples and promotional materials)						
Shipping costs (Limited to the costs for the production of samples and promotional materials)						
Total expenditure: (sample making + production of promotional materials + travel expenses + shipping costs)						

Beneficiary's signature
(Signature as shown on ID card;
all beneficiaries must sign if applying as a group.)

Part IV: Additional information^{Note 5} (e.g. photos, recordings)

Item	Quantity	Remark
1.		
2.		
3.		
4.		
5.		
6.		

Declaration

I hereby declare that:

1. I have submitted all the related information for the Subsidy Programme and conceal nothing;
2. I agree to authorise IC to use information I have submitted for promotion, display, research of cultural and creative industries, and to publish in publications, newsletters, websites or other promotional materials. In the event of special circumstances, I will submit an “Authorisation statement of information use” per IC’s requirement;
3. All information given above and attached is correct and true.

Contact no. of the beneficiary: _____

Beneficiary’s signature: _____
(Signature as shown on ID card;
all beneficiaries must sign if applying as a group.)

Date (dd / mm / yyyy): _____

Notes:

1. IC only accepts expenditure from when after the Subsidy Programme is announced. Beneficiaries should keep original copies of all the expenditure invoices for five years. The beneficiary shall bear sole responsibility for failure to keep and present the original receipts in case of audit;
2. If expense involves foreign currency, it shall be denominated in patacas. The exchange rate will take the average of the exchange rates provided by Banco Nacional Ultramarino (BNU) and Bank of China (BOC) Macau branches on the date of signing the agreement; if the result shows decimals, it should be rounded up to one decimal place;
3. State the receipt number, date, details, currency, exchange rate and amount of every receipt for each item in an extra sheet;
4. Refer to the column of “Estimated amount” indicated in clause 6.3 of the Application Form;
5. Except for the hard copies, please submit digital files (if any) on compact disc.

For the Cultural Affairs Bureau Use Only

File no.		Date of receipt	
Settlement of subsidy			
		Item	Amount
A	Total budget of expenditure		
B	First payment of subsidy		
C	Estimated second payment of subsidy		
D	Actual total expenditure		
E	Verified total expenditure		
F	Verified total payment of subsidy		
G	Confirmed second payment of subsidy / refund		
<p>Formulae: Calculation of verified total payment of subsidy (F): If $E > \text{MOP}160,000.00$, then $F = \text{MOP}160,000.00$, otherwise $F = E$. Calculation of confirmed second payment of subsidy / refund (G): If $F > A$, then $G = A - B$; if $F \leq A$, then $G = F - B$.</p>			
Remark			