



澳門特別行政區政府
Governo da Região Administrativa Especial de Macau
文化局
Instituto Cultural

2016 Subsidy Programme for the Production of Original Song Albums

Closure Report

Part I: Information of Album

Name of eligible applicant

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Name of album

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Name of distributor

Location of distributor (e.g. mainland China / Macao / Hong Kong)

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Name of recording unit

Recording location (e.g. mainland China / Macao / Hong Kong)

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Name of sound mixing unit

Sound mixing location (e.g. mainland China / Macao / Hong Kong)

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Name of post-production unit for original copy

Location of post-production for original copy (e.g. mainland China / Macao / Hong Kong)

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Schedule of release party for album (if applicable)

Location of release party for album (if applicable)

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Part II: Performance Report of Album Proposal (1,000-1,500 words; please write on another piece of paper if necessary.)

- 2.1 Please provide final list of companies and numbers, names and duties of other members (please specify the duties) except from those reviewed and approved per Review Information Form for 2016 Subsidy Programme for the Production of Original Song Albums;
- 2.2 Please explain performance of Subsidy Programme, including description and review of the performance process in each production period;
- 2.3 Please indicate effects and outcome bring to you in the music industry during the album production process;
- 2.4 Please describe content and reason of modification if planning or budget of album does not accord with original proposed plan;
- 2.5 Other comments.



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Part III: Performance Report of Business Plan (1,000-1,500 words; please write on another piece of paper if necessary.)

- 3.1 Please give details of the performance for business plan of album, including description and review of album's image, marketing positioning, promotion and release plan, and also submit relevant materials (e.g. photos, videos, etc.);
- 3.2 Please provide names of commercial digital music platform and date of the digital release; at least three months' click-through rate, number of downloads, and data and information related to album's release; if physical album is released, please state issued volume, release date, sales territory and at least three months' sales volume;
- 3.3 Please describe effects and outcome bring to you during the planning and execution of business plan;
- 3.4 Please describe content and reason for modification if planning or budget of album does not accord with original proposed plan;
- 3.5 Other comments.



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Part IV: Statement of Revenue and Expenditure Supported by the IC ^(Remark 1) (The amount of the statement of revenue and expenditure should be indicated in patacas (MOP). Moreover, please state the date, details, currency, amount and sequence number of each item on another piece of paper. 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 the agreement signing; if the result shows decimals, it should be rounded up to one decimal place.)

Designated Items of Expenditure					
Name of the eligible applicant					
Song production					
Item		Estimated expenditure (Remark 2)	Actual expenditure	Receipt no.	Verified expenditure (for IC use only)
Staff Remuneration	1. Album producer (individual / co-producer / group)				
	2. Album artist (individual / singing group / band)				
	3. Composition				
	4. Lyrics				
	5. Arrangement				
	6. Musician				
	7. Backing vocalist				
	8. Administrative staff				
Song Recording	9. Recording studio rental				
	10. Recording				
	11. Sound mixing				
	12. Post-production of original copy				
	13. Equipment rental				
	14. Transportation costs (Limited to transportation costs incurred by personnel travelling between Macao and overseas for recording of songs)				



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Cover design				
Item	Estimated expenditure (Remark 3)	Actual expenditure	Receipt no.	Verified expenditure (for IC use only)
1. Cover design of album				
2. Album artist modelling (make-up, hairstyling, costume, props, and shooting, etc.)				
Promotion				
Item	Estimated expenditure (Remark 4)	Actual expenditure	Receipt no.	Verified expenditure (for IC use only)
1. Design and production of promotional materials				
2. Shooting related to promotion				
3. Graphic and print media				
4. Internet media				
5. Outdoor advertising				
6. Radio advertising				
7. TV advertising				
8. Release party and other promotional activities for album				
9. Shooting of music video (Only one video subsidised)				
10. Transportation costs (Limited to transportation costs incurred by personnel travelling between Macao and overseas for promotional activities)				



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Production of physical album (optional item, maximum subsidy up to MOP10,000)				
Item	Estimated expenditure (Remark 5)	Actual expenditure	Receipt no.	Verified expenditure (for IC use only)
Production of disc or other carriers, production of cover, package and transportation				
Total amount of the designated items of expenditure (Songs production + Cover design + Promotion + Production of physical album)				

Revenue: grant and subsidy by local public institutions					
Item	Name	Estimated revenue (Remark 6)	Actual revenue	Percentage of total revenue (Remark 7)	Remark (for IC use only)
1. IC Subsidy					
2. Grant and subsidy of other local public institution (for song production, cover design and promotion)					
Total revenue of the designated items of expenditure (IC subsidy + grant and subsidy of other local public institutions)					
Signature of the eligible applicant (Signature as shown on ID card)					

¹IC only accepts expenditure from when after the Subsidy Programme is announced. Eligible applicants should keep original copies of all the expenditure invoices for five years in case of review;

²Please refer to the “Estimated expenditure” of “Song production” indicated in clause 6.1 of the Application Form.

³Please refer to the “Estimated expenditure” of “Cover design” indicated in clause 6.1 of the Application Form;

⁴Please refer to the “Estimated expenditure” of “Promotion” indicated in clause 6.1 of the Application Form.

⁵Please refer to the “Estimated expenditure” of “Production of physical album (optional item, maximum subsidy up to MOP10,000) indicated in clause 6.1 of the Application Form;

⁶Please refer to the “Estimated revenue” of grant and subsidy by local public institutions of the “Subsidy Received / Expected” indicated in clause 6.2 of the Application Form;

⁷Total revenue refers to the total amount of “Grant and subsidy of other public institution”, “Donation, investment and other revenues” and “Proceeds from sales”.



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Part V: Statement of revenue and expenditure of the items not supported by IC (Amount of statement of revenue and expenditure should be indicated in patacas (MOP). The exchange rate of patacas (MOP) 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 the agreement signing; if the result shows decimals, it should be rounded up to one decimal place; please write on another piece of paper if necessary.)

Expenditure of the items not supported by IC			
Item	Actual expenditure	Qty.	Remark (for IC use only)
1. Cost of release (physical)			
2. Cost of release (digital)			
3. Others			

Donation, investment and other revenue				
Item	Name of the unit	Actual revenue	Percentage of total revenue (Remark 8)	Remark (for IC use only)
1. Donation by individuals, private institutions or companies				
2. Investment by individuals, private institutions or companies				

Proceeds from sales				
Item	Actual revenue	Percentage of total revenue (Remark 8)	Proof of revenue no.	Remark (for IC use only)
1. Proceeds from sales volume of physical album from at least three months				
2. Proceeds from downloads and click-through rate on commercial digital music platform from at least three months				
3. Other revenues				



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Part VI: Other information (e.g. photos, recording data, etc. Except for the hard copies, soft copy of the information can be submitted in a disc, *if any*)

Item	Qty.	Remark

Part VII: Declaration

I hereby declare that:

- 7.1 All expenditure and revenue related to Subsidy Programme has been disclosed, with no hidden expenditure or revenue;
- 7.2 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 necessary, I will submit an “authorisation statement of information use” per IC requirement;
- 7.3 Album name, total number of album songs, total length of album, album producer(s), album artist(s), album cover designer(s) and song list must be consistent with content of Review Information Form for 2016 Subsidy Programme for the Production of Original Song Albums submitted by eligible applicant, which have received the review approval from IC;
- 7.4 All information given above and attached is correct and true.

Contact no. of eligible applicant

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Signature of eligible applicant

Date (dd/mm/yyyy)

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For IC use only

File no.	Date of receipt
Remark	
Item	Amount
Grant and subsidy of local public institutions (A)	
Total verified expenditure of the designated items of expenditure (B)	
Surplus / Deficit (C)	
Total amount of subsidy (D)	
First payment (E)	
Second payment (F)	
Estimated third payment (G)	
Verified third payment (H)	
Refund (I)	
Formulae: 1. $C = A - B$ 2. $E = D \times 40\%$ 3. $F = D \times 30\%$ 4. $G = D \times 30\%$ 5. If $C \leq 0$, $H = G = D \times 30\%$ 6. If $C > 0$ and $D > C$, $H = G - C$ 7. If $C > 0$ and $D < C$, $H = 0$ and $I = E + F$	