

申請表格
Formulário de Candidatura
Application Form



2017 原創歌曲專輯製作補助計劃

Programa de Subsídios à Produção de Álbuns de Canções Originais
Subsidy Programme for the Production of Original Song Albums

 澳門特別行政區政府文化局
INSTITUTO CULTURAL do Governo da R.A.E. de Macau

申請日期
Período de Candidatura
Application Period

5.12
7.11

澳門文化創意產業系列補助計劃
Série de Programas de Subsídios para as Indústrias Culturais e Criativas de Macau
Subsidy Programme Series for Macao's Cultural and Creative Industries

www.icm.gov.mo

2017 Subsidy Programme for the Production of Original Song Albums Application Form

Instructions for Filling the Application Form:

1. Please complete the form in Chinese, Portuguese or English in block letters;
2. All items in the Application Form should be completed, should there be no information provided, please put “N/A” in the column;
3. Personal data provided by the applicants is only used for purposes of this subsidy programme and will be treated in accordance with all relevant provisions of the *Law No. 8/2005—Personal Data Protection Act*.

Part I: Basic Information		
1.1 Project Information		
Name of album		
Estimated cost (MOP)		
Amount of subsidy applied for (MOP)		
1.2 Application Type		
Remarks: 1. If the applicant applies as an album producer, please fill in table 1.2.1; 2. If the applicant applies as an album artist, please fill in table 1.2.2; 3. No amendments shall be made to application type or any participant upon submission of the application documents.		
1.2.1 <input type="checkbox"/> Apply as an album producer		
<input type="checkbox"/> As individual producer	Name of applicant	
<input type="checkbox"/> As co-producers	Name of applicant	
	Name of second producer	
<input type="checkbox"/> As group producers	Group name	
	Name of applicant	
	Name of other group member	
1.2.2 <input type="checkbox"/> Apply as an album artist		
<input type="checkbox"/> As individual artist	Name of applicant	
<input type="checkbox"/> As singing group	Name of the singing group	
	Name of applicant	
	Name(s) of other group member(s)	

<input type="checkbox"/> As band	Name of the band		
	Name of applicant		
	Name(s) of other group member(s)		
1.3 Applicant's Information			
Chinese name		Name in other language	
Macao S.A.R. BIR no.			
Address			
Tel.		Fax.	
Email			
Other contact person	Name		Tel.
	Email		

Part II : Details of Album Artist

2.1 Basic Information (No amendments shall be made to album artist upon submission of the application documents.)

Type of artist	<input type="checkbox"/> Individual <input type="checkbox"/> Singing group <input type="checkbox"/> Band	Name	
List of members (applicable to singing group and band)			

2.2 Résumé(s) of Album Artist(s) (Within 300-500 words in Chinese, Portuguese or English. Should include year of founding and debut, previous experience in music performance, composition and awards, etc.)

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2.2 Résumé(s) of Album Artist(s) (cont'd)

Part III: Details of Album Producer and List of Previous Works

3.1 Basic Information (No amendments shall be made to album producer upon submission of the application documents.)

Type of producer	<input type="checkbox"/> Individual <input type="checkbox"/> Co-producers <input type="checkbox"/> Group	Name	
List of members (applicable to co-producers and group)			

Résumé(s) of Album Producer(s)

Remarks:

1. Individual producer of album shall complete table 3.1.1;
2. Co-producers of album shall complete tables 3.1.1 and 3.1.2;
3. Group producers of album shall complete tables 3.1.1 and 3.1.3.

3.1.1 Résumé of applicant (in case of application submitted by the album producer) or résumé of album producer (in case of application submitted by the album artist)
(Within 300-500 words in Chinese, Portuguese or English. Should include previous experience in music composition and production; if you are a member of band or performing group, please specify job duties and participation period.)

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3.1.2 Résumé of second producer with regard to co-producers of album

(Within 300-500 words in Chinese, Portuguese or English. Should include previous experience in music composition and production; if you are a member of band or performing group, please specify job duties and participation period.)

3.1.3 Group introduction and résumés of group members with regard to group producers of album
(Within 700-1,000 words in Chinese, Portuguese or English. Should include previous experience in music composition and production.)

3.1.3 Group introduction and résumés of group members with regard to group producers of album
(cont'd)

3.2 Previous Works by Album Producer

Remarks:

1. Please complete table 3.2.1 if submitting ten songs released to public with album producer serving as arranger / mixing engineer / supervisor of songs;
2. Please complete table 3.2.2 if submitting album(s) released to public by the album producer;
3. Abovementioned public release channels do not include YouTube or other free internet platforms alike;
4. Please refer to clause 3.6 of the Application Rules if the applicant holds the position of album artist.

3.2.1 Information of songs released to public

No.	Song title	Production team (please complete with names of all responsible personnel or group name)		Award history
1		Arranger		
		Mixing engineer		
		Song supervisor		
	Duty of the album producer	<input type="checkbox"/> Arrangement <input type="checkbox"/> Audio mixing <input type="checkbox"/> Song supervision		
	Release year and distribution territory	Year: _____ Location: <input type="checkbox"/> Macao <input type="checkbox"/> Other: _____		
Release channel	<input type="checkbox"/> Radio release <input type="checkbox"/> Album release <input type="checkbox"/> Public performance <input type="checkbox"/> Other: _____			
One of the three submitted songs?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
No.	Song title	Production team (please complete with names of all responsible personnel or group name)		Award history
2		Arranger		
		Mixing engineer		
		Song supervisor		
	Duty of the album producer	<input type="checkbox"/> Arrangement <input type="checkbox"/> Audio mixing <input type="checkbox"/> Song supervision		
	Release year and distribution territory	Year: _____ Location: <input type="checkbox"/> Macao <input type="checkbox"/> Other: _____		
Release channel	<input type="checkbox"/> Radio release <input type="checkbox"/> Album release <input type="checkbox"/> Public performance <input type="checkbox"/> Other: _____			
One of the three submitted songs?	<input type="checkbox"/> Yes <input type="checkbox"/> No			

No.	Song title	Production team (please complete with names of all responsible personnel or group name)		Award history
3		Arranger		
		Mixing engineer		
		Song supervisor		
	Duty of the album producer	<input type="checkbox"/> Arrangement <input type="checkbox"/> Audio mixing <input type="checkbox"/> Song supervision		
	Release year and distribution territory	Year: _____ Location: <input type="checkbox"/> Macao <input type="checkbox"/> Other: _____		
Release channel	<input type="checkbox"/> Radio release <input type="checkbox"/> Album release <input type="checkbox"/> Public performance <input type="checkbox"/> Other: _____			
One of the three submitted songs?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
No.	Song title	Production team (please complete with names of all responsible personnel or group name)		Award history
4		Arranger		
		Mixing engineer		
		Song supervisor		
	Duty of the album producer	<input type="checkbox"/> Arrangement <input type="checkbox"/> Audio mixing <input type="checkbox"/> Song supervision		
	Release year and distribution territory	Year: _____ Location: <input type="checkbox"/> Macao <input type="checkbox"/> Other: _____		
Release channel	<input type="checkbox"/> Radio release <input type="checkbox"/> Album release <input type="checkbox"/> Public performance <input type="checkbox"/> Other: _____			
One of the three submitted songs?	<input type="checkbox"/> Yes <input type="checkbox"/> No			

No.	Song title	Production team (please complete with names of all responsible personnel or group name)		Award history
5		Arranger		
		Mixing engineer		
		Song supervisor		
	Duty of the album producer	<input type="checkbox"/> Arrangement <input type="checkbox"/> Audio mixing <input type="checkbox"/> Song supervision		
	Release year and distribution territory	Year: _____ Location: <input type="checkbox"/> Macao <input type="checkbox"/> Other: _____		
Release channel	<input type="checkbox"/> Radio release <input type="checkbox"/> Album release <input type="checkbox"/> Public performance <input type="checkbox"/> Other: _____			
One of the three submitted songs?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
No.	Song title	Production team (please complete with names of all responsible personnel or group name)		Award history
6		Arranger		
		Mixing engineer		
		Song supervisor		
	Duty of the album producer	<input type="checkbox"/> Arrangement <input type="checkbox"/> Audio mixing <input type="checkbox"/> Song supervision		
	Release year and distribution territory	Year: _____ Location: <input type="checkbox"/> Macao <input type="checkbox"/> Other: _____		
Release channel	<input type="checkbox"/> Radio release <input type="checkbox"/> Album release <input type="checkbox"/> Public performance <input type="checkbox"/> Other: _____			
One of the three submitted songs?	<input type="checkbox"/> Yes <input type="checkbox"/> No			

No.	Song title	Production team (please complete with names of all responsible personnel or group name)	Award history
7		Arranger	
		Mixing engineer	
		Song supervisor	
	Duty of the album producer	<input type="checkbox"/> Arrangement <input type="checkbox"/> Audio mixing <input type="checkbox"/> Song supervision	
	Release year and distribution territory	Year: _____ Location: <input type="checkbox"/> Macao <input type="checkbox"/> Other: _____	
Release channel	<input type="checkbox"/> Radio release <input type="checkbox"/> Album release <input type="checkbox"/> Public performance <input type="checkbox"/> Other: _____		
One of the three submitted songs?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
No.	Song title	Production team (please complete with names of all responsible personnel or group name)	Award history
8		Arranger	
		Mixing engineer	
		Song supervisor	
	Duty of the album producer	<input type="checkbox"/> Arrangement <input type="checkbox"/> Audio mixing <input type="checkbox"/> Song supervision	
	Release year and distribution territory	Year: _____ Location: <input type="checkbox"/> Macao <input type="checkbox"/> Other: _____	
Release channel	<input type="checkbox"/> Radio release <input type="checkbox"/> Album release <input type="checkbox"/> Public performance <input type="checkbox"/> Other: _____		
One of the three submitted songs?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

No.	Song title	Production team (please complete with names of all responsible personnel or group name)		Award history
9		Arranger		
		Mixing engineer		
		Song supervisor		
	Duty of the album producer	<input type="checkbox"/> Arrangement <input type="checkbox"/> Audio mixing <input type="checkbox"/> Song supervision		
	Release year and distribution territory	Year: _____ Location: <input type="checkbox"/> Macao <input type="checkbox"/> Other: _____		
Release channel	<input type="checkbox"/> Radio release <input type="checkbox"/> Album release <input type="checkbox"/> Public performance <input type="checkbox"/> Other: _____			
One of the three submitted songs?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
No.	Song title	Production team (please complete with names of all responsible personnel or group name)		Award history
10		Arranger		
		Mixing engineer		
		Song supervisor		
	Duty of the album producer	<input type="checkbox"/> Arrangement <input type="checkbox"/> Audio mixing <input type="checkbox"/> Song supervision		
	Release year and distribution territory	Year: _____ Location: <input type="checkbox"/> Macao <input type="checkbox"/> Other: _____		
Release channel	<input type="checkbox"/> Radio release <input type="checkbox"/> Album release <input type="checkbox"/> Public performance <input type="checkbox"/> Other: _____			
One of the three submitted songs?	<input type="checkbox"/> Yes <input type="checkbox"/> No			

3.2.2 Details of released album			
Album title		Release year	
Type of album producer	<input type="checkbox"/> Individual producer <input type="checkbox"/> Co-producers (Name of co-producer: _____) <input type="checkbox"/> Group producers (Group name: _____)		
Distribution territory	<input type="checkbox"/> Macao S.A.R. <input type="checkbox"/> Other: _____		
Sales territory	<input type="checkbox"/> Macao S.A.R. <input type="checkbox"/> Other: _____		
Sales channel	<input type="checkbox"/> Physical record stores <input type="checkbox"/> Online order and sales <input type="checkbox"/> Digital music platform <input type="checkbox"/> Other: _____		
Award history			
Album title (Optional)		Release year	
Type of album producer	<input type="checkbox"/> Individual producer <input type="checkbox"/> Co-producers (Name of co-producer: _____) <input type="checkbox"/> Group producers (Group name: _____)		
Distribution territory	<input type="checkbox"/> Macao S.A.R. <input type="checkbox"/> Other: _____		
Sales territory	<input type="checkbox"/> Macao S.A.R. <input type="checkbox"/> Other: _____		
Sales channel	<input type="checkbox"/> Physical record stores <input type="checkbox"/> Online order and sales <input type="checkbox"/> Digital music platform <input type="checkbox"/> Other: _____		
Award history			
Album title (Optional)		Release year	
Type of album producer	<input type="checkbox"/> Individual producer <input type="checkbox"/> Co-producers (Name of co-producer: _____) <input type="checkbox"/> Group producers (Group name: _____)		
Distribution territory	<input type="checkbox"/> Macao S.A.R. <input type="checkbox"/> Other: _____		
Sales territory	<input type="checkbox"/> Macao S.A.R. <input type="checkbox"/> Other: _____		
Sales channel	<input type="checkbox"/> Physical record stores <input type="checkbox"/> Online order and sales <input type="checkbox"/> Digital music platform <input type="checkbox"/> Other: _____		
Award history			

Part IV: Album Production Proposal

4.1 Details of Album Songs

(No amendments shall be made to total numbers of album songs, composers and lyricists of the sample songs upon submission of documents.)

Total numbers of album songs			pieces	
	Song	Position	Personnel	
			Macao S.A.R. permanent resident	Non-Macao S.A.R. permanent resident
Sample songs	Song 1 Title of song: _____	Composer <input type="checkbox"/> Individual <input type="checkbox"/> Co-creators <input type="checkbox"/> Group (band or singing group) Name: _____		
		Lyricist <input type="checkbox"/> Individual <input type="checkbox"/> Co-creators <input type="checkbox"/> Group (band or singing group) Name: _____		
	Song 2 Title of song: _____	Composer <input type="checkbox"/> Individual <input type="checkbox"/> Co-creators <input type="checkbox"/> Group (band or singing group) Name: _____		
		Lyricist <input type="checkbox"/> Individual <input type="checkbox"/> Co-creators <input type="checkbox"/> Group (band or singing group) Name: _____		
	Song 3 Title of song: _____	Composer <input type="checkbox"/> Individual <input type="checkbox"/> Co-creators <input type="checkbox"/> Group (band or singing group) Name: _____		
		Lyricist <input type="checkbox"/> Individual <input type="checkbox"/> Co-creators <input type="checkbox"/> Group (band or singing group) Name: _____		

4.2 Production Method (E.g. recording venue, recording method or equipment, etc.)

4.3 Operation Schedule

Production period	Estimated period	Production period	Estimated period
Composition	_____ to _____ (mm / yyyy) (mm / yyyy)	Post-production of original copy	_____ to _____ (mm / yyyy) (mm / yyyy)
Recording	_____ to _____ (mm / yyyy) (mm / yyyy)	Promotion	_____ to _____ (mm / yyyy) (mm / yyyy)
Audio mixing	_____ to _____ (mm / yyyy) (mm / yyyy)	Release	_____ to _____ (mm / yyyy) (mm / yyyy)

4.4 Proposed List of Other Production Team Members (to be individually completed)

No.	Name	Position (E.g. composer, lyricist, arranger, recording staff, mixing engineer, CD cover designer, musician, backing vocalist, etc.)	Macao S.A.R. permanent resident?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

Part V: Marketing Plan

5.1 Image and Market Positioning of Album (Within 500-800 words in Chinese, Portuguese or English.)

Content must include below items:

1. Description of singing style and image of album artist;
2. Description of direction of the music album;
3. Description of album image and reference images;
4. Analysis of target audiences;
5. Other (if applicable).

5.1 Image and Market Positioning of Album (cont'd)

5.2 Promotion and Release Plan (Within 500-800 words in Chinese, Portuguese or English.)

Content must include below items:

1. Analysis of best way for promotion to target audiences;
2. Promotional strategy, including details of execution for publicity media, activities, plan of promotional period, and resources allocation;
3. Selected commercial digital platform(s) and analysis;
4. Album circulation and sales territory (if applicable);
5. Other (if applicable).

5.2 Promotion and Release Plan (cont'd)

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Part VI: Budget

6.1 Estimated Expenditure for Items of Expenditure

(Applicant should estimate the expenditure for items of expenditure according to actual situations.)

Name of applicant

6.1.1 Estimated expenditure for items of second review

One complete song

Item		Estimated expenditure (MOP)
Personnel remuneration	1. Album producer	
	2. Album artist	
	3. Composition	
	4. Lyrics	
	5. Arrangement	
	6. Musician (_____ person(s)/group(s))	
	7. Backing vocalist (_____ person(s))	
	8. Administrative staff (_____ person(s))	
Song recording	9. Recording studio rental (_____ hour(s))	
	10. Recording	
	11. Audio mixing	
	12. Equipment rental	
	13. Transportation costs (Limited to transportation costs incurred by personnel travelling between Macao and overseas areas for the recording of songs)	
Other	14. Drawings of album image or design drawings (if any)	
Total estimated expenditure for items of second review		

6.1.2 Estimated Expenditure for Items Subsidised by the Programme (The estimated expenditure for items of second review mentioned above is not included)		
Song production		
Item		Estimated expenditure (MOP)
Personnel remuneration	1. Album producer	
	2. Album artist	
	3. Composition (_____ piece(s))	
	4. Lyrics (_____ piece(s))	
	5. Arrangement (_____ piece(s))	
	6. Musician (_____ person(s)/group(s))	
	7. Backing vocalist (_____ person(s))	
	8. Administrative staff (_____ person(s))	
Song recording	9. Recording studio rental (_____ hour(s))	
	10. Recording (_____ piece(s))	
	11. Audio mixing (_____ piece(s))	
	12. Post-production of original copy	
	13. Equipment rental	
	14. Transportation costs (Limited to transportation costs incurred by personnel travelling between Macao and overseas areas for the recording of songs)	
Sub-total		
Cover design		
Item		Estimated expenditure (MOP)
1. Cover design of album		
2. Album artist modelling (Make-up, hairstyling, costume, props, shooting, etc.)		
Sub-total		
Production of physical album (optional item)		
Item		Estimated expenditure (MOP)
Production of disc or other carriers, production of cover, package and transportation (_____ piece(s))		
Sub-total		

Promotion		
Item	Particular	Estimated expenditure (MOP)
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		
10. Transportation costs (Limited to transportation costs incurred by personnel travelling between Macao and overseas areas for promotional activities)		
Sub-total		
Total estimated expenditure for items subsidised by the programme		
Applicant's signature (as in ID Card)		

6.2 Grants and Subsidies from Other Local Public Institutions

Are there any grants or subsidies provided, applying, or expected to be provided by other institutions?	<input type="checkbox"/> No <input type="checkbox"/> Yes (please provide following information)	
Name of institution providing grant or subsidy	Amount (MOP)	Status
		<input type="checkbox"/> Expected <input type="checkbox"/> Waiting for reply <input type="checkbox"/> Approved
		<input type="checkbox"/> Expected <input type="checkbox"/> Waiting for reply <input type="checkbox"/> Approved
		<input type="checkbox"/> Expected <input type="checkbox"/> Waiting for reply <input type="checkbox"/> Approved
		<input type="checkbox"/> Expected <input type="checkbox"/> Waiting for reply <input type="checkbox"/> Approved
		<input type="checkbox"/> Expected <input type="checkbox"/> Waiting for reply <input type="checkbox"/> Approved
		<input type="checkbox"/> Expected <input type="checkbox"/> Waiting for reply <input type="checkbox"/> Approved

Declaration

I hereby declare that:

- I have read and understand all terms in the Application Rules of the 2017 Subsidy Programme for the Production of Original Song Albums launched by the Cultural Affairs Bureau and agree to be bound by all provisions and conditions;
- I, the undersigned, acknowledge and guarantee that all information included in this application form and appendices is true and accurate with no errors, fraud, or omissions, and I bear responsibility for all liabilities arising therefrom.

Applicant's signature

Application date

(As in ID card)

____/____/____

(dd / mm / yyyy)

For the Cultural Affairs Bureau Use Only

Receipt no.	Date of receipt
Documents received	<input type="checkbox"/> Application Form for the 2017 Subsidy Programme for the Production of Original Song Albums (hard copy)
	<input type="checkbox"/> CD-Rom containing application information <ul style="list-style-type: none"> <input type="checkbox"/> Soft copy of the Application Form for the 2017 Subsidy Programme for the Production of Original Song Albums <input type="checkbox"/> Three songs of previous work <input type="checkbox"/> Lyrics of three songs of previous work <input type="checkbox"/> Three sample songs recorded in the album <input type="checkbox"/> Lyrics of the three sample songs <input type="checkbox"/> One photo of the album artist <input type="checkbox"/> Three to five reference drawings of album image or design drawings <input type="checkbox"/> Colour scanned copies of cover and all pages of album previously produced by the album producer (if applicable)
	<input type="checkbox"/> Copies of Identification Document (front and back) (_____ copies in total) <ul style="list-style-type: none"> <input type="checkbox"/> Album producers (individual, co-producers or group producers) <input type="checkbox"/> Album artists (individual, singing group or band members)
	<input type="checkbox"/> Letter of Consent to participate in the production of this album (if applicable) (_____ pieces in total) <ul style="list-style-type: none"> <input type="checkbox"/> Album producers (individual, co-producers or group producers) <input type="checkbox"/> Album artists (individual, singing group or band members)
	<input type="checkbox"/> Letter of Consent to participate in album production, copyright certificate and other supporting documents (if applicable) (_____ pieces in total) <ul style="list-style-type: none"> <input type="checkbox"/> Composer(s) <input type="checkbox"/> Lyricist(s) <input type="checkbox"/> Copy of copyright certificate <input type="checkbox"/> Copy of other supporting documents (if applicable)
	<input type="checkbox"/> Letter of Consent from applicant guaranteeing all parties providing their personal information for submission acknowledge the purposes of the data collection
	<input type="checkbox"/> Other:
Staff Signature	