

**2018 Subsidy Programme for the Production of
Original Song Albums
Summary Report**

Part I: Information of Album

Name of beneficiary	
Title of album	

Part II: Performance Report of Album Proposal (500-800 words; please write on another piece of paper if necessary.)

1. Please provide final list of companies and numbers, names and duties of other members (please specify the duty of each person) except from those reviewed and approved per Review Information Form for 2018 Subsidy Programme for the Production of Original Song Albums.
2. Please give details for the performance of Subsidy Programme, including description and review of the performance process in each production phase.
3. Please indicate effects and outcome bring to you in the music industry during the album production process.
4. Please provide content and reason of modification if planning or budget of album is not in accord with original proposed plan.
5. Other comments.

Part III: Statement of Revenue and Expenditure for the Items Subsidised by the Programme^(Remark 1)

(The amount in the statement of revenue and expenditure should be indicated in patacas (MOP). Moreover, please state the receipt number, date, details, currency, exchange rate and amount of each item on another piece of paper. If the expense or revenue involves foreign currency, 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.)

3.1 Expenditure of the items subsidised by the programme

Name of the beneficiary					
Song production					
Item		Estimated expenditure (Remark 2)	Actual expenditure	Sequence no. of the receipt	Verified expenditure (for IC use only)
Staff 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 recording of songs)				

Cover design					
Item	Estimated expenditure (Remark 3)	Actual expenditure	Sequence no. of the receipt	Verified expenditure (for IC use only)	
1. Cover design of album					
2. Album artist modelling (make-up, hairstyling, costume, props, shooting, etc.)					
Production of physical album (optional item)					
Item	Estimated expenditure (Remark 4)	Actual expenditure	Sequence no. of the receipt	Verified expenditure (for IC use only)	
Production of disc or other carriers, production of cover, package and transportation (_____ piece(s))					
Total amount of the expenditure of the items subsidised by the programme (Song production + Cover design + Production of physical album)					
3.2 Revenue: Grant and subsidy by local public institutions					
Item	Name	Estimated revenue (Remark 5)	Actual revenue	Percentage of total revenue (Remark 6)	Remark (for IC use only)
1. IC Subsidy					
2. Grant and subsidy of other local public institution (for song production, cover design and production of physical album)					
Total revenue of grant and subsidy by local public institutions (IC subsidy + grant and subsidy of other local public institutions)					
Signature of the beneficiary (As in ID card)					

Part IV: Statement of Revenue and Expenditure for the Items Not Subsidised by the Programme

(Amount in 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.)

4.1 Expenditure of the items not subsidised by the programme

Item	Actual expenditure	Qty.	Remark (for IC use only)
1. Cost of release (physical)			
2. Cost of release (digital)			
3. Promotion			
4. Others			

4.2 Donation, investment and other revenue

Item	Name of the unit	Actual revenue	Percentage of total revenue (Remark 6)	Remark (for IC use only)
1. Donation by individuals, private institutions or companies				
2. Investment by individuals, private institutions or companies				

Part V: Other information (e.g. photos, recording data, hard copies, etc. If possible, please submit soft copies of the information in a disc.)

Item	Qty.	Remark

Declaration

I hereby declare that:

1. All expenditure and revenue related to Subsidy Programme has been disclosed, with no hidden expenditure or revenue.
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. If necessary, I will submit an “authorisation statement of information use” per IC requirement.
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 stated in the Review Information Form for 2018 Subsidy Programme for the Production of Original Song Albums submitted by the beneficiary, which have received the review approval from IC.
4. All information given above and attached is correct and true.

Beneficiary’s signature

Date

(As in ID card)

____/____/____
(dd / mm / yyyy)

Remark:

1. IC only accepts expenditure from when after the Subsidy Programme is announced. Beneficiary should keep original copies of all the expenditure receipts for five years. If not keeping the original copies, the applicants should bear full responsibility in case of an audit.
2. Please refer to “Estimated expenditure” of “Song production” indicated in item 6.1.2 of the Application Form.
3. Please refer to “Estimated expenditure” of “Cover design” indicated in item 6.1.2 of the Application Form.
4. Please refer to “Estimated expenditure” of “Production of physical album (optional item)” indicated in item 6.1.2 of the Application Form.
5. Please refer to the amount of “Grants and subsidies from other local public institutions” indicated in clause 6.2 of the Application Form.
6. Total revenue refers to the total amount of “Revenue from IC subsidy and the grant and subsidy of other local public institution”, “Donation, investment and other revenue” and “Proceeds from sales”.

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File no.		Date of receipt	
Settlement			
Item	Amount	Response	
Total revenue of grant and subsidy by local public institutions (A)			
Verified expenditure of the items subsidised by the programme (B)			
Beneficiary completed all the publicity and promotional activities organised by IC for this subsidy programme (C)		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Surplus / Deficit (D)			
Total amount of subsidy (E)			
First payment (F)			
Second payment (G)			
Third payment (H)			
Estimated fourth payment (I)			
Verified fourth payment (J)			
Refund (K)			
<p>Formulae:</p> <ol style="list-style-type: none"> 1. $D = A - B$ 2. $F = E \times 30\%$; $G = E \times 30\%$; $I = E \times 20\%$ 3. If $C = 1$, then $H = E \times 20\%$; If $C = 0$, then $H = 0$ 4. If $D \leq 0$, then $J = I = E \times 20\%$ 5. If $D > 0$ and $D < I$, then $J = I - D$ 6. If $I \leq D < E$, then $J = 0$ and $K = D - I$ 7. If $D \geq E$, then $J = 0$ and $K = F + G + H$ 			
Remark	If "yes" is selected in item C, then $C = 1$; if "no" is selected in item C, then $C = 0$		