

5th Subsidy Programme for the Production of Original Song Albums Summary Report

Part I: Album Information

Name of beneficiary	
Album title	
Album type	<input type="radio"/> Album <input type="radio"/> Mini Album

Part II: Performance Report of Album Production Proposal

Written in Chinese, Portuguese or English, 600-1,000 words; please write on another piece of paper if necessary.

Notes:

1. Please provide final list of companies and number of companies, names and duties of other members (please specify the duty of each person) except from those reviewed and approved per Review Information Form for the 5th 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: Performance Report of Album Publicity and Promotional Plan

3.1 Performance Report of Album Publicity and Promotional Plan

Written in Chinese, Portuguese or English, 600-1,000 words; please write on another piece of paper if necessary.

Notes:

1. Please give details for the album's publicity and promotion process, including album image and market positioning, description and review of the promotional and release plan, release party and venue (if applicable) and provide relevant information (e.g. photos, videos);
2. Please indicate effects and outcome bring to you in the music industry during the album publicity and promotion process;
3. Please provide content and reason of modification if planning or budget of album is not in accord with original proposed plan;
4. Other comments.

3.2 Album Release

Name of publisher		Location (e.g. mainland China/Macao/ Hong Kong)	
List of commercial digital music platforms	Please provide in attachments	Date of digital release in commercial platforms	dd / mm / yyyy
Retail outlets of physical album (if applicable)		Date of release of physical album (if applicable)	dd / mm / yyyy
Click through rate since the date of digital release	clicks	No. of downloads since the date of digital release	times
No. of physical album issued (if applicable)	pieces	No. of physical album sold since the date of release (if applicable)	pieces

Part IV: Statement of Revenue and Expenditure for the Items Subsidised by the Programme ^{Remark 1}

Amount in statement of revenue and expenditure should be indicated in patacas (MOP). 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.

4.1 Expenditure of the Items Subsidised by the Programme

Song production						
Item		Qty.	Estimated expenditure (Remark 2)	Actual expenditure	Sequence no. of the receipt	Verified expenditure (for IC use only)
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 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				

Publicity and promotion				
Item	Estimated expenditure (Remark 4)	Actual expenditure	Sequence no. of the receipt	Verified expenditure (for IC use only)
1. Design and production of promotional materials				
2. Album artists modelling (Make-up, hairstyling, costume, shooting, etc.)				
3. Publicity-related filming (Including shooting fees for music videos)				
4. Graphic, printed and outdoor media				
5. Internet media				
6. Radio and TV advertising				
7. Release party and other promotional activities for the album				
8. Transportation cost (Limited to transportation costs incurred by personnel travelling between Macao and oversea areas for promotional activities)				
Total estimated expenditure for items subsidised by the Programme (Song production + Cover design + publicity and promotion)			/	

4.2 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	5th Subsidy Programme for the Production of Original Song Albums	/			
2. Grant and subsidy of other local public institution (for song production, cover design, publicity and promotion)					
Total revenue of grant and subsidy by local public institutions (IC subsidy + grant and subsidy of other local public institutions)				/	

Part V: 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.

5.1 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. Production of physical album			
4. Others: _____			

5.2 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				

5.3 Proceeds from Sales

Items	Actual revenue	Percentage of total revenue (Remark 6)	Sequence no. of the receipt	Remark (for IC use only)
1. Revenue from physical albums sold since the date of release				
2. Revenue from commercial digital music platforms since the date of release				
3. Other revenue				

Part VI: Other Information

Photos, data record, etc. If possible, please submit e-copies of the information in a disc/portable storage device.

Item	Qty.	Remark

Remarks

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 4.1 of the Application Form.
3. Please refer to “Estimated expenditure” of “Cover design” indicated in item 4.1 of the Application Form.
4. Please refer to “Estimated expenditure” of “Publicity and Promotion” indicated in item 4.1 of the Application Form.
5. Please refer to the amount of “Grant and subsidy by other local public institutions” indicated in item 4.2 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 institutions”, “Donation, investment and other revenue” and “Proceeds from sales”.

Declaration

1. I, the undersigned, declare that all the expenditures are those for this Subsidy Programme, which are made after the announcement of the programme.
2. I, the undersigned, declare that all expenditure and revenue related to Subsidy Programme has been disclosed, with no hidden expenditure or revenue.
3. 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.
4. Album name, total number of album songs, total length of album, album producers, album artists, album cover designers and song list must be consistent with content stated in the Review Information Form for the 5th Subsidy Programme for the Production of Original Song Albums submitted by the beneficiary, which have received the review approval from IC.
5. All information given above and attached is correct and true.

Beneficiary's signature

Beneficiary's signature (As in ID card)

Date: / /
 dd mm yyyy

For the Cultural Affairs Bureau Use Only

File no.		Date of receipt	
Remark			
Item			Amount (MOP)
Grant and subsidy by local public institutions (A)			
Grand total of verified expenditure for items subsidised by the Programme (B)			
Surplus / Deficit (C)			
Total amount of subsidy (D)			
First payment (E)			
Estimated second payment (F)			
Confirmed second payment (G)			
Refund (H)			
<p>Formulae:</p> <ol style="list-style-type: none"> 1. $C = A - B$ 2. $E = D \times 60\%$ 3. $F = D \times 40\%$ 4. If $C \leq 0$, then $G = F = D \times 40\%$ 5. If $C > 0$ and $C \leq F$, then $G = F - C$ and $H = 0$ 6. If $C > 0$ and $F < C < D$, then $G=0$ and $H = C - F$ 7. If $C > 0$ and $C \geq D$, then $G = 0$ and $H = E$ 			