

**2016 Subsidy Programme for the Production of Original
Animation Short Films
Closure Report**

Part I: Information of Animation Short Film

Name of beneficiary (in Chinese/Portuguese or other foreign language)

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Name of animation short film (in Chinese/Portuguese or other foreign language)

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Production type

- | |
|--|
| <input type="checkbox"/> 2D computer animation <input type="checkbox"/> 3D computer animation <input type="checkbox"/> Stop motion animation
<input type="checkbox"/> Other _____ |
|--|

Specifications

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Duration (minutes)

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Language

- | |
|--|
| <input type="checkbox"/> Cantonese <input type="checkbox"/> Mandarin <input type="checkbox"/> Portuguese <input type="checkbox"/> English <input type="checkbox"/> Other _____ |
|--|

Subtitle language

- | |
|---|
| <input type="checkbox"/> Chinese <input type="checkbox"/> Portuguese <input type="checkbox"/> English |
|---|

Date of first release

Method and location of the first release

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Number of production and promotion personnel

Production:	Promotion:
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Part II: Animation Short Film Production Plan Execution and Performance Report

(1,000-1,500 words; please write on an extra sheet if necessary.)

1. Please describe in detail the process on executing the animation short film production plan, including the implementation and review of every production stage. Submit relevant information (e.g. photos and videos) as supporting descriptions;
2. Please describe the effect and outcome brings to you in the animation industry in producing the animation short film;
3. If the animation short film is not produced according to its plan, or not within the budget stated in the application, please explain the change(s) and the reasons;
4. Type of assistance received, participating units and location provided (if applicable);
5. Other comments.

Part III: Animation Short Film Promotion and Marketing Plan Execution and Performance Report

(1,000-1,500 words; please write on an extra sheet if necessary.)

1. Please describe in detail the outcomes on executing the animation short film promotion and marketing plan, including the implementation and review of participation in animation exhibitions, online promotion, public screening and the plan for joining competitions (if any). Submit relevant information (e.g. photos and videos) as supporting descriptions;
2. Please describe the effect and outcome brings to you in the animation industry in executing the promotion and marketing plan of the animation short film;
3. If the animation short film is not produced according to its plan, or within the budget stated in the application materials, please explain the change(s) and the reasons;
4. Type of assistance received, participating units and location provided (if applicable);
5. Other comments.

Part IV: Information of the Animation Short Film Promotion and Marketing Plan

1. Local animation exhibition or other related events				
Plan 1	Name of event			
	Organiser and venue			
	Exhibition period		Booth size	
	Number of visitors			
Plan 2	Name of event			
	Organiser and venue			
	Exhibition period		Booth size	
	Number of visitors			
Plan 3	Name of event			
	Organiser and venue			
	Exhibition period		Booth size	
	Number of visitors			
2. Animation exhibition or other related events outside Macao				
Plan 1	Name of event			
	Organiser and venue			
	Exhibition period		Booth size	
	Number of visitors			
Plan 2	Name of event			
	Organiser and venue			
	Exhibition period		Booth size	
	Number of visitors			
Plan 3	Name of event			
	Organiser and venue			
	Exhibition period		Booth size	
	Number of visitors			

3. Public screening in & outside Macao (please write on an extra sheet if necessary)

3.1 Local screening

Screening venue	Screening devices	Screening date	No. of viewers	Ticket price	No. of complimentary tickets

3.2 Screening outside Macao

Countries or regions of screening	Screening venue	Screening devices	Screening date	No. of viewers	Ticket price	No. of complimentary tickets

4. Online promotion (please write on an extra sheet if necessary)

4.1 Official website

Website	
Views	_____ visitors (period: _____ / _____ to _____ / _____) mm yyyy mm yyyy

4.2 Official channel or official page on the online platform

Platform 1	Name of the platform	
	Website	
	Views	_____ visitors (period: _____ / _____ to _____ / _____) mm yyyy mm yyyy
Platform 2	Name of the platform	
	Website	
	Views	_____ visitors (period: _____ / _____ to _____ / _____) mm yyyy mm yyyy
Platform 3	Name of the platform	
	Website	
	Views	_____ visitors (period: _____ / _____ to _____ / _____) mm yyyy mm yyyy

Additional information:

5. Competitions (if applicable)

Plan 1	Name of the event	
	Organiser and venue	
	Competition period	
	Results	<input type="checkbox"/> Not nominated / No Award <input type="checkbox"/> Nominated (Category: _____) <input type="checkbox"/> Awarded (Title of the award: _____)
Plan 2	Name of the event	
	Organiser and venue	
	Competition period	
	Results	<input type="checkbox"/> Not nominated / No Award <input type="checkbox"/> Nominated (Category: _____) <input type="checkbox"/> Awarded (Title of the award: _____)
Plan 3	Name of the event	
	Organiser and venue	
	Competition period	
	Results	<input type="checkbox"/> Not nominated / No Award <input type="checkbox"/> Nominated (Category: _____) <input type="checkbox"/> Awarded (Title of the award: _____)

Additional information:

6. Promotion, marketing, coordination and administrative personnel

No.	Position	Name	Macao permanent resident?
1.			<input type="checkbox"/> Yes <input type="checkbox"/> No
2.			<input type="checkbox"/> Yes <input type="checkbox"/> No
3.			<input type="checkbox"/> Yes <input type="checkbox"/> No
4.			<input type="checkbox"/> Yes <input type="checkbox"/> No
5.			<input type="checkbox"/> Yes <input type="checkbox"/> No
6.			<input type="checkbox"/> Yes <input type="checkbox"/> No
7.			<input type="checkbox"/> Yes <input type="checkbox"/> No
8.			<input type="checkbox"/> Yes <input type="checkbox"/> No
9.			<input type="checkbox"/> Yes <input type="checkbox"/> No
10.			<input type="checkbox"/> Yes <input type="checkbox"/> No
11.			<input type="checkbox"/> Yes <input type="checkbox"/> No
12.			<input type="checkbox"/> Yes <input type="checkbox"/> No
13.			<input type="checkbox"/> Yes <input type="checkbox"/> No
14.			<input type="checkbox"/> Yes <input type="checkbox"/> No
15.			<input type="checkbox"/> Yes <input type="checkbox"/> No
16.			<input type="checkbox"/> Yes <input type="checkbox"/> No
17.			<input type="checkbox"/> Yes <input type="checkbox"/> No
18.			<input type="checkbox"/> Yes <input type="checkbox"/> No
19.			<input type="checkbox"/> Yes <input type="checkbox"/> No
20.			<input type="checkbox"/> Yes <input type="checkbox"/> No
21.			<input type="checkbox"/> Yes <input type="checkbox"/> No
22.			<input type="checkbox"/> Yes <input type="checkbox"/> No

Part V: Statement of Revenue and Expenditure for Items Subsidised by the Programme Remark 1

(All amounts on this statement should be indicated in patacas (MOP). Please state the receipt no., date, details, currency, exchange rate and amount of each receipt in relation to the item concerned on an extra sheet. The exchange rate will be 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 contains decimals, it should be rounded up to one decimal place.)

1. Expenditure for Items Subsidised by the Programme

1.1 Animation production

Item	Particular	Estimated expenditure <small>Remark 2</small>	Actual expenditure	Receipt no.	Verified expenditure (for IC use only)
Personnel remuneration	Director and producer				
	Character designer and sets modelling artist				
	Art director and motion supervisor				
	Key animator				
	Animator				
	Puppet modeller and prop maker/sets dressing artist				
	Visual effects artist and editor				
	Dubbing artist and subtitle editor				
	Composer and sound effects editor				
	Compositor, mastering and deliverables				
Venue and equipment rental for production	Rental of shooting venue				
	Rental of shooting equipment				
	Studio rental				
Material costs	Puppet and prop production materials				
	Set production materials				

1.2 Promotion and marketing				
Item	Estimated expenditure <small>Remark 3</small>	Actual expenditure	Receipt no.	Verified expenditure (for IC use only)
Personnel cost				
Participation in local animation exhibition or other related events				
Participation in animation exhibiton outside Macao or other related events				
Design and production of promotional materials				
Online promotion				
Screening or broadcasting cost				
Registration fee for competition (if applicable)				
Total expenditure for items subsidised by the programme: (production, promotion and marketing costs)				

2. Grants and subsidies from local public institutions					
Item	Name	Estimated revenue <small>Remark 4</small>	Actual revenue	Percentage of total revenue <small>Remark 5</small>	Remark (for IC use only)
IC Subsidy					
Grants and subsidies from other local public institutions (for animation production, promotion and marketing)					
Total revenue of grants and subsidies from local public institutions: (IC subsidy + grants and subsidies from other local public institutions)					

Confirmation by beneficiary

(As in ID card)

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

(All amounts on the statement should be indicated in patacas (MOP). The exchange rate will be 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 contains decimals, it should be rounded up to one decimal place. Please write on an extra sheet if necessary.)

1. Expenditure for items not subsidised by the programme

Item	Actual expenditure	Remark (for IC use only)

2. Revenue from donations, investment and other channels

Item	Name of unit	Actual revenue	Percentage of total revenue <small>Remark 5</small>	Remark (for IC use only)

Part VII: Other Information

(Except for the hard copies, please submit digital files (e.g. photos, records) on compact discs.)

Item	Quantity	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. In special circumstances, I will submit an “Authorisation statement of information use” per IC’s requirement;
3. Title, total length, content and crew member of the animation short film must be consistent with the approved content of the submitted “2016 Subsidy Programme for the Production of Original Animation Short Films—Review Information Form”;
4. All information given above and attached is correct and true.

Contact no. of the beneficiary: _____

Signature of the beneficiary (as in ID card): _____

Date (dd/mm/yyyy): _____

Remarks:

- ¹ The IC only accepts expenses incurred on or after the day this subsidy programme is announced. The beneficiary shall keep the original copies of relevant expenses receipts for five years. The beneficiary shall bear sole responsibility for failure to present the original receipts in case of an audit;
- ² Please refer to the “Estimated Expenditure” of “Animation Production” indicated in clause 3.1 of Part IV of the Application Form;
- ³ Please refer to the “Estimated Expenditure” of “Marketing and Promotion” indicated in clause 3.2 of Part IV of the Application Form;
- ⁴ Please refer to the estimated amount of “Grants and Subsidies from Other Local Public Institutions” indicated in clause 4 of Part IV of the Application Form;
- ⁵ “Total Revenue” refers to the total amount of “Grants and subsidies from IC and other local public institutions” plus “Revenue from donations, investment and other channels”.

For IC Use Only

File no.		Date of receipt	
Settlement for the animation short film			
Item		Amounts	
A	Grants and subsidies from local public institutions		
B	Verified expenditure for items subsidised by the Programme		
C	Surplus / Deficit		
D	Total amount of subsidy		
E	First payment		
F	Second payment		
G	Estimated third payment		
H	Verified third payment		
I	Refund		
<p>Formulae:</p> <ol style="list-style-type: none"> 1. $C = A - B$ 2. $E = D \times 40\%$ 3. $F = D \times 40\%$ 4. $G = D \times 20\%$ 5. If $C \leq 0$, then $H = G$ and $I = 0$ 6. If $C > 0$ and $D > G \geq C$, then $H = G - C$ and $I = 0$ 7. If $C > 0$ and $D > C > G$, then $H = 0$ and $I = C - G$ 8. If $C > 0$ and $D < C$, then $H = 0$ and $I = E + F$ 			
Remarks			