

6th 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 Expenditure for the Items Subsidised by the Programme ^{Remark 1,2}

Expenditure of the Items Subsidised by the Programme

Song production

Item		Qty.	Estimated expenditure (Remark 3)	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. Invited choral artist	person(s)/group(s)				
	7. Musician	person(s)/group(s)				
	8. Backing vocalist	person(s)				
	9. Administrative staff	person(s)				
Song recording	10. Recording studio rental	hour(s)				
	11. Recording	piece(s)				
	12. Audio mixing	piece(s)				
	13. Post-production of original copy					
	14. Equipment rental					
	15. 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 4)	Actual expenditure	Sequence no. of the receipt	Verified expenditure (for IC use only)
1. Cover design				
Publicity and promotion				
Item	Estimated expenditure (Remark 5)	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)				
Beneficiary's signature				
<p>_____</p> <p>Beneficiary's signature (As in ID card)</p> <p>Date: / /</p> <p style="margin-left: 100px;">dd mm yyyy</p>				

Part V: Statement of Revenue and Expenditure for the Items Not Subsidised by the Programme Remark 2

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 Donations and investment income

Item	Name of the unit	Actual revenue	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	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. Please provide all the expenditure receipts and list the receipt for each item in detail on another piece of paper, including number, date, item, currency, exchange rate and amount;
2. The amount indicated in the Summary Report should be in patacas. If expense or revenue involves any foreign currency, it should be denominated in patacas. The exchange rate will take the average of the exchange rates provided by the Macau branches of Banco Nacional Ultramarino (BNU) and Bank of China (BOC) on the date of the agreement signing; any decimals should be rounded up to one decimal place.
3. "Estimated expenditure" for "song production" in Part III (Budget Sheet) of the Application Form;
4. "Estimated expenditure" for "cover design" in Part III (Budget Sheet) of the Application Form;
5. "Estimated expenditure" for "publicity and promotion" in Part III (Budget Sheet) of the Application Form.

Declaration

1. I, the undersigned, declare that 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 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.
4. 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			
Subsidy settlement			Amount (MOP)
Estimated total expenditure for items subsidised by the Programme (A)			
Estimated total subsidy (B)			
First subsidy payment (C)			
Estimated second subsidy payment (D)			
Actual total expenditure for items subsidised by the Programme (E)			
Verified total expenditure for items subsidised by the Programme (F)			
Confirmed subsidy (G)			
Confirmed second subsidy payment/refund (H)			
<p>Formulae:</p> <ol style="list-style-type: none"> 1. $C = B \times 60\%$ (The payment amount will be rounded to the nearest hundred) 2. $D = B - C$ 3. If $F \geq B$, then $G = B$, otherwise $G = F$ 4. $H = G - C$ 			