

Basic Criteria for Subsidies Application

1. General Regulations

(1) Local Institutions

1. Non-profit-making private institutions legally established and run in Macao;
2. Other public institutions or entities legally established and run in Macao, and share the same objectives with the Macao Foundation.

(2) Non-Local Institutions

Non-profit-making institutions, public or private, established and run legally.

(3) Individual

Individual applicants should hold effective identification documents.

2. Nature of the Projects being Applied

1. Consistent with the applicant's objectives;
2. Consistent with the Macao Foundation's objectives;
3. Non-profit-making;
4. Beneficial to the society;

3. Time Effectiveness

Applications should be submitted 60 days prior to the commencements.

4. General Principles

1. No accumulation: Unless in special cases, Macao Foundation will only grant subsidies to each applicant once a year.
2. No duplication: Unless with sound reasons, Macao Foundation will not grant subsidies to the same project more than once.

Remarks:

1. If the applicant/institution satisfies all the abovementioned basic criteria for subsidies application, it is then considered as a qualified applicant and can submit applications to us.
2. If the applicant/institution fails to satisfy one of the abovementioned basic criteria for subsidies application, it is then considered as a disqualified applicant, but the applicant/institution can decide whether or not to submit applications to us.
3. If the applicant is a subsidiary or a branch of a parent organization and is linked financially with it, then the applicant should submit its application via its parent organization. However, such rule is not applicable to the applicants that are registered in Macao while the parent organizations are registered outside Macao.
4. Institutions established and registered for less than a year are not in our priority list for subsidy application.
5. Qualified applicants may not necessarily get the grant from Macao Foundation.

***For qualified applicants/ institutions, please read the guideline before you fill in the form. Your support and cooperation can increase our efficiency.**

For Office Use Only
Part A: Basic Information of the Applicant
1. Information of the Applicant

| | | | | | | | |
|------|----------------------------|--------------------------------|------------------------------------|------|----------------------------|--|--|
| 1.1 | Name in Chinese : | | | | | | |
| 1.2 | Name in English : | | | | | | |
| 1.3 | Registered Address : | | | | | | |
| 1.4 | Correspondence Address : | | | | | | |
| 1.5 | Tel : | | | 1.6 | Fax : | | |
| 1.7 | Email : | | | | | | |
| 1.8 | Region : | <input type="checkbox"/> Local | <input type="checkbox"/> Non-local | 1.9 | Nature of Institution : | <input type="checkbox"/> Profit-Making | <input type="checkbox"/> Non-profit Making |
| 1.10 | Representative: | | | 1.11 | Contact Person: | | |
| 1.12 | Representative's Position: | | | 1.14 | Contact Person's Position: | | |
| 1.13 | Representative's tel. no.: | | | 1.15 | Contact Person's tel. no.: | | |

2. Bank Account Information

| | | |
|-----|--|--|
| 2.1 | Bank Name : | |
| 2.2 | Bank Account User Name : | |
| 2.3 | Bank Account No. : | |
| 2.4 | Bank Address : (for non-local bank) | |

Part B : Details of the Project(s) Being Applied**1. Introduction of the General Project (Please list according to your priority)**

| | | | | | | | |
|-------|--------------------------------------|--------------|--------------|--------------------------------|--|------------------------|--|
| 1.1 | Total no. of projects applied: _____ | | | | | | |
| 1.2 | No. | Project Name | Budget (MOP) | Percentage of the total budget | Sponsorships from other Institutions (MOP) | Estimated Income (MOP) | Sponsorships applied from Macao Foundation (MOP) |
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| | 17 | | | | | | |
| | 18 | | | | | | |
| Total | | | | | | | |

3. Details of Each Project

*** Please photocopy this section for each project being applied**

| | | | | | | | |
|-----|---|---|--|--------------------------------------|---|--|---|
| 3.1 | Project No.: (Please fill in according to the Project No. in “Part B: 1. Introduction of the General Project”) | | | | | | |
| 3.2 | Project Category: (Please tick only once) | <input type="checkbox"/> Research | <input type="checkbox"/> Publication | <input type="checkbox"/> Training | <input type="checkbox"/> Lecture | <input type="checkbox"/> Workshop | <input type="checkbox"/> Seminar |
| | | <input type="checkbox"/> Exhibition | <input type="checkbox"/> Audio Visual | <input type="checkbox"/> Performance | <input type="checkbox"/> Competition | <input type="checkbox"/> Recreational | <input type="checkbox"/> Visit/Exchange |
| | | <input type="checkbox"/> Charity/ Fund-raising | <input type="checkbox"/> Promotion for Macao | | <input type="checkbox"/> Festival | <input type="checkbox"/> Social Networking | |
| | | <input type="checkbox"/> Construction or Renovation | <input type="checkbox"/> Operational Fees | | <input type="checkbox"/> Purchase of Equipments | | |
| | | <input type="checkbox"/> Others (please specify): | | | | | |
| 3.3 | Project Name : | | | | | | |
| 3.4 | Start from: (dd/ mm/ yyyy) | | | | | | |
| 3.5 | Finish at: (dd/ mm/ yyyy) | | | | | | |
| 3.6 | Venue: | | | | | | |
| 3.7 | Target participants/ audience: | No. of participants: | | | | | |
| 3.8 | Project Outline : | | | | | | |

4. Project Budget

*** Please photocopy this section for each project being applied**

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|-----|--------------------------------------|--|--|-----------------------------------|---|-----------------|
| 4.1 | Sponsorships from other institutions | <input type="checkbox"/> Yes (Please fill in the form below) | | | <input type="checkbox"/> No (Skip to 4.2) | |
| | Institution | Project being applied (if any) | Reply or Result | | | Amount (MOP) |
| | | | Not confirmed <input type="checkbox"/> | Approved <input type="checkbox"/> | Not approved <input type="checkbox"/> | |
| | | | Not confirmed <input type="checkbox"/> | Approved <input type="checkbox"/> | Not approved <input type="checkbox"/> | |
| | | | Not confirmed <input type="checkbox"/> | Approved <input type="checkbox"/> | Not approved <input type="checkbox"/> | |
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| | | | Not confirmed <input type="checkbox"/> | Approved <input type="checkbox"/> | Not approved <input type="checkbox"/> | |
| | Total | | | | | |
| 4.2 | Other Income | <input type="checkbox"/> Yes (Please fill in the form below) | | | <input type="checkbox"/> No (Skip to 4.3) | |
| | Income Source | | | | | Amount (MOP) |
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| | Total | | | | | |

4.3 **Estimated Expenses**

These expenses are estimated based on

Previous experience in planning similar projects; Quotations; General assumption

Others (please specify) _____

| Items | Details | Amount (MOP) | Quotation/ Receipt no. |
|--------------|---------|--------------|------------------------|
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| Part C: Attachments and Declaration | | | | | |
|--|---|--------------------------|--------------------------------------|-----------------------------|---------------------|
| 1. Attachments | | | | | |
| I (We) hereby enclose the following documents for the application: | | | Submitted before & no change is made | Reason(s) for Non-Provision | For Office Use Only |
| 1.1 | Registration document of the institution issued by the local authority | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 1.2 | Certificate of Association issued by Identification Service Bureau or by the local authority | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 1.3 | I.D. copy of the representative | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 1.4 | Bank account copy | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 1.5 | Additional Basic Information of the Applicant (for the first-time application only) | <input type="checkbox"/> | | | |
| 1.6 | Letter of Authorization for Application (for co-organized projects) | <input type="checkbox"/> | | | |
| 1.7 | Quotations (please present on A4 paper) | <input type="checkbox"/> | | | |
| 1.8 | Venue rental documents (if any venue is involved) | <input type="checkbox"/> | | | |
| 1.9 | Recommendation letter/ Invitation (for exhibitions, visits/ exchange, research projects etc.) | <input type="checkbox"/> | | | |
| 1.10 | Construction license (if any renovation or construction is involved) | <input type="checkbox"/> | | | |
| 1.11 | Manuscript (for publication projects) | <input type="checkbox"/> | | | |
| 1.12 | Reply from other institutions on the sponsorship of the same project (if any) | <input type="checkbox"/> | | | |
| 1.13 | Soft copy of the application | <input type="checkbox"/> | | | |
| 1.14 | Other references (please specify): | <input type="checkbox"/> | | | |
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Warm Reminder :

****If this is your first application in Macao Foundation or if there is any amendment in your executive committee name list, please also duly submit the “Additional Basic Information of the Applicant”**

****If you are applying for a co-organized activity, please also duly submit the filled form “Letter of Authorization”.**

2. Declaration

1 **I / We declare that the submitted information is true. And, if I / We receive the sponsorship granted from Macao Foundation, I / We promise to follow the obligations listed below:**

1.1 General Obligations

1. Launch and complete the activity in accordance with the submitted proposal of activity and within the year in which the application was made, or within the time as indicated in the activity proposal. Failure to comply with will result in an automatic invalidation of resolution on sponsorship concession. Exceptions may apply to authorised project(s) by the Board of Trustees, and for special case(s) authorised by the Administrative Council.
2. Notify the Foundation for authorisation at the earliest opportunity, prior to the convenor of the activity or the completion of the project, an alteration of the original proposal, including the alterations in the date when the activity shall be convened, the contents of activity and budget.
3. The contents of all research findings, publications or audio-visual materials funded by the Foundation represent only the stance of myself / ourselves / the author(s) / the editor(s) / the publisher. The responsibilities shall be assumed by myself / ourselves / the author(s) / the editor(s) / the publisher. Upon the completion of the project, I / we shall provide appropriate quantity of samples gratuitously. I / we also agree that the Foundation shall reserve the right to share all or part of the copyright of the aforementioned.
4. Ensure the legitimacy of the activity and the process of the activity, and assume full legal responsibilities as a result.
5. Ensure the sponsorship shall not be misappropriated for other purposes.
6. Should the received sponsorship amount be not fully consumed, return to the Foundation the remainder of the sponsorship.
7. Regardless of whether to obtain the sponsorship, all submitted documents and materials will not be taken back.

1.2 Special Obligations on Submission of Activity Report

1. The recipient of sponsorship for the activities of the year concerned shall submit an annual activity report prior to the thirty-first day of January of the following year. The recipient of sponsorship for a single activity shall submit an activity report within thirty days after the convenor of the activity.
2. Upon the consent of the Foundation, after explanation of reasons, the report, as said in Section 1 of this Article, can be granted extension of submission of thirty days.
3. The report, as said in Section 1 of this Article, shall consist of the following three:
 - a. A description of activity, that shall include a summary of the activity or the circumstances, scale, and in particular the effectiveness of the activity;
 - b. A detailed income and expenditure account, that shall include a breakdown of proceeds, a breakdown of expenditures, a comparison table between the budgeted and actual income and expenditure (the budget outturn);
 - c. Photographic, imagery information or excerpts from newspapers that shall demonstrate the whole picture of the activity from different angles.
4. Submission of information, as said in Clause c of Section 3, shall not be required, should the sponsored project be publication or research, or other activities that production of photographic, imagery information is impossible. However, appropriate quantity of sample copies of publication or the result of research shall be required for submission to the Foundation.

1.3 Special Obligations on Co-ordination and Obedience of Investigations and Auditing

1. The recipient shall have the special obligation to co-ordinate with and obey the Foundation in undertaking investigations and auditing concerning the use of sponsorship.
2. For the purpose of the aforesaid, the recipient shall have the following obligations:
 - a. Reserve, for the reference, auditing and verification of their authenticities of the Foundation, all accounts and documents that are relevant to the sponsored activity or project, for a minimum of two years after the completion of the activity or the project;
 - b. Provide true and, deemed by the Foundation, satisfied explanation or description, and provide relevant documents at the request of the Foundation, upon the receipt of the letter of investigation issued by the Foundation or the auditing company, authorised by the Foundation;
 - c. Respect and co-ordinate positively with the investigation of the auditing company, authorised by the Foundation, by providing and displaying the relevant financial reports, tables and accounts at the earliest opportunity.

2 **I / We have read and agree that:**

2.1 Termination of Sponsorship

1. The information, contained in the documents for application or the additional documents for application, is found to be false, or where false information was disclosed, or where the true information was concealed.
2. Failure to fulfill the obligations, under the provision of Section 1 as aforementioned.

2.2 Refund of Sponsorship Amount, Freezing

1. Whenever the circumstances arise under the provision of Section 2.1, the Foundation shall have the right to request the recipient to return all received sponsorship amount. Should the circumstances pertain to criminal responsibilities, the Foundation shall ascertain where the said responsibilities lay in accordance with the law.
2. Whenever the termination of sponsorship arises due to the circumstances under the provision of Section 2.1, the relevant institution or individual shall be included on the list of freezing. The Foundation shall not accept other applications from the institution or individual concerned within two years of the date of sponsorship termination.

2.3 Processing of Personal Data

All personal information provided to the Foundation shall be used for deliberation and follow-up of sponsorship application, and that I / we have the right to request for verification and modification to such data by writing to the Foundation. The Foundation may share personal information in accordance with the law with competent bodies or the judiciary authorities for the purpose of investigation or auditing.

2.4 Complaints, Appeal

1. Applicants may submit a written complaint within 15 days after the concerned act is notified.
2. Applicants may also propose an appeal against the concerned act within 30 days after notification, in accordance with the provisions of the Code of Administrative Process.

Representative's Signature and Institution's Chop

(Date) (DD/MM/YYYY)

Please submit the completed form together with other documents to Avenida de Almeida Ribeiro, N°S 61-75, Circle Square, 7° Floor, MACAU (Sponsorship Application Division). Any comments or suggestions on our service, please feel free to contact to us. We are willing to listen and are dedicated to serve you always.

Service hotline: 87950950; General line: 28966777; Fax: 28356016

Website: <http://www.fmac.org.mo>

Email: ds_info@fm.org.mo

The Macao Foundation reserves the right to rectify and explain the contents above.

(Effective since 2013 January)