



HONG KONG BAPTIST UNIVERSITY  
SCHOOL OF COMMUNICATION

Application for Creativity and Innovation Fund (2016-17)

**Important Notes**

Upon completion of this form, please send the duly signed and endorsed form to [Ms. Noel Tang](#) of the School Office at CVA1018 or via email ([noeltang@hkbu.edu.hk](mailto:noeltang@hkbu.edu.hk)). The application deadline is **28 March 2017 (Tuesday)**.

**個人資料 Personal Data** (如屬團體申請, 請另外附上組員的個人資料。Please provide personal data in extra sheets for group application as appropriate.)

姓名 Name: \_\_\_\_\_ (in English) \_\_\_\_\_ (in Chinese) 性別 Gender: \_\_\_\_\_  
就讀課程 Study Programme: \_\_\_\_\_ 學生編號 Student ID: \_\_\_\_\_  
主修 Major: \_\_\_\_\_ 就讀年級 Study Year: \_\_\_\_\_  
電話號碼 Mobile No.: \_\_\_\_\_ 電郵地址 Email Address: \_\_\_\_\_

**項目詳情 Project Details**

項目名稱 Project Title: \_\_\_\_\_

預算 Budget:	預算細項 Budget Breakdown	支出細項 Description of Expenses	HKD
	雜項支出 General expenses		
	器材支出 Equipment costs		
	薪酬支出 Manpower costs		
	開支總額 Total Expenditure		

項目期限 Duration of Project: 從 From \_\_\_\_\_ 至 to \_\_\_\_\_  
(dd/mm/yyyy) (dd/mm/yyyy)

*\*項目期限不能超過十二個月。 The duration of the project should not exceed 12 months.*

宗旨和目標 Aims and Objectives:

---

---

---

---

---

---

---

---

---

---

計劃方案 A Simple Plan and Methodology:

---

---

---

---

---

---

---

---

預期成果 Expected Deliverables:

---

---

---

---

---

---

---

---

申請人簽署 Applicant's Signature:

(如屬團體申請，請由團體代表簽署。 For group application, please assign one representative to sign the form.)

簽署 Signature: \_\_\_\_\_ 日期 Date: \_\_\_\_\_

課程主任/系主任批核 Endorsed by Director/Head:

簽署 Signature: \_\_\_\_\_ 日期 Date: \_\_\_\_\_

**HONG KONG BAPTIST UNIVERSITY  
SCHOOL OF COMMUNICATION**

**Creativity and Innovation Fund  
Budget Reference for Film Project**

*Note: All the expenses below depend on the production scale.*

**Duration:** Film with duration within 30 minutes

**Shooting period:** 7-8 days

**Post Production:** 3-4 weeks  
(Editing, visual effect, colouring, sound mixing, dubbing, etc.)

**Overall budget:** Around \$20,000  
(If most of the equipment are borrowed from the respective  
Programmes / Departments / Academy of Film)  
Around \$40,000-\$60,000  
(If all the equipment are rented from the outside supplier)

**Equipment rental:** Around \$1,500-\$2,000/day  
(If most of the equipment are borrowed from the respective  
Programmes / Departments / Academy of Film)  
Around \$4,000-\$6,000/day  
(If all the equipment are rented from the outside supplier)

**Lunch allowance:** \$30/person

**Subsidies for actor:** Around \$500/day (negotiable)

**Crew:** Around 10-15 people  
(Producer, director, assistant director, cinematographer, art-  
director, sound recordist, gaffer, actors, etc.)

**Other expenditures may be incurred during the production:** props, costume,  
venue rental,  
transportation, etc.