**Annex 4 - Submission Form**

**Submission Form
RE: Tai Kok Tsui – Public Space Art Intervention Open Call 01**

Please complete the items in the Submission Form:

|  |  |
| --- | --- |
| Location No.(i.e. A1 or A2 or A3) |  |
| Location(i.e. Pok Man Street or Ivy Street Rest Garden or Ramp A and Staircase A of the Footbridge of Argyle Street / Tong Mi Road Junction (KF94), Section Located at the Junction of Cherry Street and Tong Mi Road) |  |
| Title of Design | (English 英文)(Chinese 中文) |

1. **INFORMATION OF THE PARTICIPATING COMPANY / TEAM / PARTICIPANT**

|  |  |
| --- | --- |
| Name/ Team/Company Name | (English 英文) (Chinese 中文) |
| Name of team member(s)  (if applicable)  | (English 英文)(Chinese 中文) |
| Participant / Team Leader（total max 4 people）HKID Card No.(The first 4 digits of the Identity Document.i.e. A123) |  |
| Contact Person   |  |
| Contact Number   |  |
| Contact Email   | (Please ensure the accuracy of the email address as this will be the principal communication channel) |
| Biography No more than 250 words in each language  | (English 英文) |
| (Chinese 中文) |
| Portrait / Team photo |  |
| Awards / Qualification   |  |
|  |
| How did you find out about this ‘Public Space Art Intervention Open Call 01**’**?* Hong Kong Arts Centre website
* Hong Kong Arts Centre Facebook
* Hong Kong Arts Centre Instagram
* Hong Kong Arts Centre EDM/newsletter
* RE: Tai Kok Tsui Facebook
* RE: Tai Kok Tsui Instagram
* Urban Renewal Fund Website
* Urban Renewal Fund EDM/newsletter
* Facebook Ad / Instagram Ad
* News article / Online magazine
* RE: Tai Kok Tsui partners / Tai Kok Tsui networks
* Recommendations from friends / family
* Others (please specify):＿＿＿＿＿＿＿＿
 |

**2. LIST OF A MAXIMUM OF 5 PREVIOUS PROJECTS/WORKS IN SIMILAR CONTEXT IN LAST FIVE YEARS**

|  |  |  |
| --- | --- | --- |
|  | **Information of the Previous Projects/Works**  | **Work Images** |
| 1 | Title of the Creative Work Brief Description (max. 120 words in one language) Media & materialsDates & DurationLocationPartners and participating entities (if any)Role in the projectRemarks |  |

Note: i. All images should be 300dpi in JPEG format
 ii. Please attach separate page if space above is not enough

**3. INFORMATION OF THE CREATIVE WORK**

|  |  |
| --- | --- |
| Location No.(i.e. A1 or A2 or A3) |  |
| Location(i.e. Pok Man Street or Ivy Street Rest Garden or Ramp A and Staircase A of the Footbridge of Argyle Street / Tong Mi Road Junction (KF94), Section Located at the Junction of Cherry Street and Tong Mi Road) |  |
| **Design Title**  | (English 英文)(Chinese 中文) |
| **Form / Medium / materials / dimensions (mm) / weight (kg)** #if applicable |  |
| **Artist Statement** Please describe:(i) The key design concepts(ii) How the proposed Creative Work fits into the context of Tai Kok Tsui(iii) How it respond to the design principles (iiii) What aspects of connectivity it addresses and how it facilitates the community bonding In English or Bilingual (English and Chinese)No more than 500 words in one language  |  |
| **Design outcome with its functionality**  | Please include illustration as required  |
| **Proposed site operation and maintenance** |  |
| **Proposed plan for dismantlement and the destination of dismantled structure** |  |

**4. WORK PROGRAMME AND SCHEDULE**

Please list out the work programme / milestones / timeline upon commission of the Creative Work, responsible person, tentatively between September 2024 and January 2025.

(May include image or diagram if necessary)

**5. COST BREAKDOWN**

Please provide the cost breakdown below in accordance with *Clause 2.2 Budget in the “Tai Kok Tsui Public Space Art Intervention Open Call 01 - Brief.pdf”*, the total amount should not exceed the budget ceiling of the proposed respective location.

\* Budget Ceiling: HK$570,000 included the HK$30,000 Artist/Design Fee.
\*The final commissioning budget granted should not exceed the budget ceiling indicated above. The budgeted amount is subject to the final amount as agreed in liaison with the Hong Kong Arts Centre.

|  |  |  |
| --- | --- | --- |
| **Categories** | **Items** | **Amount (HKD)** |
| **A) Artist/Design Fee (fixed)** | Artist/Design Fee (fixed) | HK$30,000 |
| **B) Materials, production and fabrication, construction, shipping, delivery, storage, logistics, installation** |    |  |
| **Sub-total** |  |
| **C) Inspection, cleaning and maintenance** |  |  |
| **Sub-total** |  |
| **D) Relocation, dismantling, disposal and reinstatement** |  |  |
| **Sub-total** |  |
| **E) Insurance** |  |  |
| **Sub-total** |  |
| **Sub-total** |  |
| **F) Certificate(s) and License(s) (if any)** |  |  |
| **G) Workshops (if any)** |  |  |
| **Sub-total** |  |
| **Others, please specify** |  |  |
|  | **Sub-total** |  |
|  |
|  | **Total Amount** |  |

**6. DECLARATION**

**RE: Tai Kok Tsui – Public Space Art Intervention Open Call 01**

Upon submission of the Proposal, I/We fully understand and agree to abide by all the Terms and Conditions as set out in the “*Tai Kok Tsui Public Space Art Intervention Open Call 01 - Brief.pdf*” and undertake the following:

1. All proposed Creative Work(s) / proposal(s) submitted is/are our original work(s) and I/we own the sole and exclusive Intellectual Property Rights (IPR) subsisting in the Proposal(s) and proposed Creative Work without infringing the IPR of any third party.
2. To the extent that any IPR in any component of the Proposal and the proposed Creative Work is vested in a third party, I/we have obtained all necessary licences from the relevant third party IPR owner to use such third party IPR for all the purposes contemplated by and incidental to the Open Call and the commissioned Creative Work.
3. I/We shall undertake full responsibility for our participation in the Open Call and to indemnify HKAC for any loss as a result of any breach of the laws of the Hong Kong Special Administrative Region or the terms and conditions of the Open Call or this Declaration.
4. I/We agree that my/our personal data included in the Submission Form are used for carrying out the Open Call, commission agreement (if any) and kept by HKAC for the purpose of correspondence of other future projects by HKAC.
5. I/We declare that I/we shall grant a royalty-free, irrevocable, non-exclusive, worldwide, perpetual, sub-licensable and transferable licence to HKAC, its authorised users, assigns and successor-in-title to take photos, videos, recordings of, reproduce, use, keep records of, release, display, modify, translate, distribute, publish any information in respect of the Creative Work(s) related to this Project including but not limited to the text, maquette and image for documentation, public consultation, exhibition, educational and publicity purposes through various forms and channels including print, online or other forms as deemed appropriate.

Signed and agreed by:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Participant / Company Name in Full** | **Signature**  | **Company Chop** **(if the submission is enrolled as Company)** | **Date** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |

Note: i/ All members of Team Participant must sign this declaration.

 Ii/ Please attach a separate sheet if space above is not enough.