Taipei City Government Department of Cultural Affairs

Arts and Culture Grant Project Guideline

Eligibility Requirements:

(1) Individual applicants

Age 18 or above, registered permanent residence in Taipei City and national of The Republic of China.

(2) Organizations

Legally organizations registered permanently located in Taipei City. Independent administrative institution, political parties, schools, or governments are not eligible for the grants.

(3) Others

The project focuses on Taipei City as the major theme, or the arts event takes place mainly in Taipei City may also apply for the grant. Individual applicants should be age 18 or above. Independent administrative institution, political parties, schools, or governments are not eligible for the grants. Foreigners should hold the permanent resident certificate for the Taiwan area.

Types of activity supported

(1) Professional arts

Applicants can choose any one of the following categories for professional arts grants:
Creation, performance, exhibition, publishing, seminar, field study, video production, study program, training course, or other related topics.
These may be related to arts activities including traditional opera, traditional music, intangible cultural heritage, video art, drama, modern music, dance, visual art, literature, design, or art environment and policy.

(2) Community culture

Applicants may choose any of the following categories for arts grants:
cultural events, study program, cultural records, cultural surveys, cultural site beautification projects, and other related topics.

(3) Disadvantaged groups and minority groups

Any of the following groups: the disabled, the elderly, young people, children, gender nonconforming, Hakka, immigrants, laborers, military village culture, indigenous peoples, etc. All kinds of art creation or related activities or cultural and artistic fields of any of the above groups are eligible.

Time of application, deadline for project execution:

(1) The first phase application period is in principle from October 1 to 31 every year (or, if this date falls on a holiday, the next working day), and can only be carried out after January 1 of the following year. Implementation of the project must be completed before December 31 of the following year. Applications for the video production category of the video art grant is limited to the first phase.

(2) The second phase of application is in principle from April 1 to 30 each year (or, if this date falls on a holiday, the next working day), and can only be carried out after July 1 each year. Implementation of the project must be completed before December 31 of that year.

Method of delivery:

Applicants must submit their application before carrying out their projects. They should fill in the application form and send hard copies by one of the following methods:

(1) Registered mail (regular delivery, post office packets, i-Box e-locker): to Arts Grant Section, Department of Cultural Affairs, Taipei City Government, Northwest District, 4th Floor, No. 1, Shifu Road, Xinyi District, Taipei City. Delivery is determined on the basis of the time on the Post Office postmark. Receipt of [post office packets] and i-Box e-locker deliveries are subject to the delivery time of the mail. No exceptions are made owing to delays caused by holidays.

(2) Personal delivery (including express delivery and convenience store express delivery): within office hours, from 9 am to 5 pm on working days, delivered to Arts Grant Section, Department of Cultural Affairs, Taipei City Government, Northwest District, 4th Floor, No. 1, Shifu Road, Xinyi District, Taipei City.

(3) Apply Online (Chinese only): fulfill and upload the application form to the Taipei City Service Platform (https://service.gov.taipei/) before 23:59 at the deadline of application date. No exceptions are made owing to delays upload. If the attached document is sent by CD or DVD, please mail it to the office.

Review

(1) Qualification Examination:

(a) Application

(b) Detailed documents please check the Attached Documents form.

(2) Second Review:

Scholars and professionals will be invited to hold a meeting to review the documents that have passed first qualification process.

(3) Time Consuming

(a) Qualification examination: 30 days.

(b) Second Review: 45 days.

Closing cases, processing receipts for expenses:

Recipients must conclude the wind-up procedure within one month of the project's completion. Please submit to this office your information on outcomes and original receipts for expenses falling under the grant (in principle, the original receipts should date from the year of the project's execution), along with the requisite documentation so that the case can be settled. The format of the closing report can be found on the department website.

Funding method:

(1) Future appropriations of less than TWD100,000 will be allocated in a single lump sum on project completion, verification, and write-off.
(2) Sums in excess of TWD100,000 (inclusive) will be paid in two installments: 50% in advance when the grant is approved and 50% on project completion, verification, and write-off.
(3) The recipient of the grant must fill out the expenses claim and attach copies of bank book and submits it to the department for payment.

The following describes how to make changes to an application:

(1) Once an application has been approved, if a project must be amended (including changes in budget) or for some reason cannot be carried out, department approval must be sought at least 10 days before the project is due to begin, with an explanation of which part of the project is to be changed and why.
(2) If the department deems the project to have changed too much, it may ask committee members to review it, or reduce the grant according to a reduction ratio.

Copyright agreement and protection:

(1) The copyright in the applicant's application materials or materials resulting from the subsidized project belongs to the applicant or grant recipient. Apart from appraisal and examination purposes in accordance with the provisions of this notice, the department will not provide the materials for third-party viewing and will restrict disclosure in accordance with the provisions of the Copyright Act and the Freedom of Government Information Law.

(2) In order to facilitate the department's efforts to promote art, any outcomes of the subsidized project can be used by the department for free in various ways. Grant recipients, their employees and any other relevant third parties shall consent to the department enjoying said rights.

Other matters:

(1) Recipients of grants must give the department notice of events connected with the project by email or postal mail at least two weeks before the start of the event. If it is a ticket-based event, four tickets must be provided, together with a programme. Tickets can be mailed to the department or delivered to the service desk on the day of the event. This will facilitate evaluation by the department.

(2) The department respects artistic freedom, but in order to take into account social responsibility, public safety, and the physical and mental safety of children and young people, if the project involves controversial content, please take necessary measures in accordance with the relevant laws and regulations.

(3) When the work is published, performed at arts and cultural activities, or when it is promoted by the media, grant recipients must list the department as a sponsor in the designated manner. The standard typeface is:

TAIPEI
台北市文化局
DEPARTMENT OF CULTURAL AFFAIRS
TAIPEI CITY GOVERNMENT

(4) If, on appraisal, it is found that the grant has been used inappropriately or not in accordance with its approved purpose, or if the grant recipient has submitted false or inflated reports, the department may, in addition to requiring that part of the grant funds should be returned, bar the recipient from receiving further grants for 1 to 5 years, depending on the severity of the circumstances.

(5) Any grant funds remaining in balance when the case is closed should be returned by ratio.

(6) Depending on the severity of the situation, the department will revoke or abolish an approved grant, recover all or part of the grant, and suspend participation rights for one to two years in the following circumstances:

(a) Attachments to the submitted application materials involve concealment, deception, or other untrue statements.

(b) The project has not been implemented in accordance with the application.

(c) The grant recipient has refused to submit to evaluation or assessment.

(d) At the time of final reporting, department grants exceed 70% of actual expenditures, and actual expenditure reductions exceed 50% of budgeted expenditures.

(e) The grant recipient has failed to submit an achievement report within the prescribed time limit.

(f) Other violations of laws or regulations.

Download application forms：

Application forms and related materials can be downloaded from the website (https://culture.gov.taipei) on the "Arts Grants" page under "Serving the Public".

Contacts:

Arts Grant Section, Department of Cultural Affairs. Chu-Yun, Lo. Phone: 1999; 02-27208889, extension 3515. Address: Northwest Area, 4F., No.1, City Hall Rd., Xinyi Dist., Taipei City.

Documents to be attached

* Photocopy of ID card (or photocopy of permanent resident certificate): please copy both front and back sides on a sheet of A4 paper (same page)

* Applicants whose household registration or other registration is not in this city must provide necessary explanation or supporting documents that this city is the theme of their projects.

* Individuals applicants for form 3 and groups or organizations for form 4.

Activity Type	Activity	Applied and attached document
Professional Arts	**Creation**	● Form: 1, 2, 3, 5, 8, 9 ● Only for Individuals ● Applicants in the categories of Traditional Opera and Modern Drama must also attach a script outline. Applicants for Visual Art must also attach sketches and relevant works descriptions and materials (in Form 9) ● Applicants in the Literature category must attach a typescript of at least 5,000 words on the expected creative content, or if Poetry at least five poems.
	Performance	● Form: 1, 2, 3/4, 5, 6, 8, 9
	Exhibition	● Form: 1, 2, 3/4, 5, 6, 7, 8, 9
	Publishing	● Form: 1, 2, 3/4, 5, 8, 9 ● At least one-third of the content of the application plan. Translations: attach a copy of the original work or letter of authorization from the publisher, one copy of the original work, and more than one-third of a chapter of the translated work. ● Publication of books: an ISBN can be applied for. An ISRC can be applied for in the case of audiovisual record publishing, and a copy of the publication should be sent to the National Library for their records.
	Video Production	● Form: 1, 2, 3/4, 5, 8, 9 ● Individual applicants only for the Director ● Fill in Form 9, specifying the content of the film (with shooting outline or storyboard, script, mode of expression, person/thing to be recorded, etc.), media specifications, length of work, and plan for public release. ● Make a test tape (max. 10 min.) of the planned audiovisual work.
	Field Study	● Form: 1, 2, 3/4, 5, 8, 9 ● On Form 9, state that the convener has researched and investigated relevant work in the past three years.

		• Investigation and research comprising at least one-half of the content
	Seminar	• Form: 1, 2, 4, 5, 6, 8, 9 • Only for organization • On Form 9, state the conference agenda, topics, and paper outlines, as well as the presenters' resumes.
	Study Program	• Form: 1, 2, 3/4, 5, 6, 8, 9 • On Form 9, state the subject of the course and the professional background of the teachers. • Admissions guide.
	Training Course	• Form: 1, 2, 3/4, 5, 6 8, 9 • If the applicant is the student, please attach the acceptance letter of the institution of advanced study or other supporting documentation, together with a Chinese translation. • If the applicant is the convener, please include the professional resumes of the teachers on Form 9.
Community Culture	**Cultural Records**	• Form: 1, 2, 3/4, 5, 8, 9 • On Form 9, state the current progress, the way of interacting with the community, and the way of sharing results (the form and quantity of record presentation, the way of external sharing, etc.)
	Study Program	• Form: 1, 2, 4, 5, 6, 8, 9 • Only for organization • On Form 9, detail the syllabus, lesson plans, precise times, venue, enrollment method, and teacher resume.
	Cultural Events	• Form: 1, 2, 4, 5, 6, 8, 9 • Only for organization
	Cultural Surveys	• Form: 1, 2, 3/4, 5, 8, 9 • On Form 9, give the project leader's most recent survey and research related materials or report on activity outcomes and description of survey methods.
Disadvantaged groups and minority groups	**Cultural Events**	• Form: 1, 2, 3/4, 5, 6, 8, 9 • If applying for study program, teacher resumes must be given on Form 9.
	Cultural Records	• Form: 1, 2, 3/4, 5, 8, 9 • Use Form 9 to give a detailed description of progress to date and a means of communicating results (the format

		and quantity of records, methods of external communication, etc.).
	Others	● Form: 1, 2, 3/4, 5, 8, 9 ● Applicants for publication should attach a publication plan, publication specifications, and at least one third of contents for the application plan. ● Applicants for creation should attach a public presentation plan.
Design	**Creation**	● Form: 1, 2, 3, 5, 8, 9 ● Only for Individuals
	Exhibition	● Form: 1, 2, 3/4, 5, 6, 7, 8, 9
	Publishing	● Form: 1, 2, 3/4, 5, 8, 9 ● At least one-third of the content of the application plan. Translations: attach a copy of the original work or letter of authorization from the publisher, one copy of the original work, and more than one-third of a chapter of the translated work. ● Publication of books: an ISBN can be applied for. An ISRC can be applied for in the case of audiovisual record publishing, and a copy of the publication should be sent to the National Library for their records.
	Field Study	● Form: 1, 2, 3/4, 5, 8, 9 ● On Form 9, state that the convener has researched and investigated relevant work in the past three years. ● Investigation and research comprising at least one-half of the content
	Seminar	● Form: 1, 2, 4, 5, 6, 8, 9 ● Only for organization ● On Form 9, state the conference agenda, topics, and paper outlines, as well as the presenters' resumes.
	Study Program	● Form: 1, 2, 3/4, 5, 6, 8, 9 ● On Form 9, state the subject of the course and the professional background of the teachers. ● Admissions guide.
	Training Course	● Form: 1, 2, 3/4, 5, 6, 8, 9 ● If the applicant is the student, please attach the acceptance letter of the institution of advanced study or other supporting documentation, together with a Chinese translation.

		● If the applicant is the convener, please include the professional resumes of the teachers on Form 9.
	Cultural Site Beautification project	● Form: 1, 2, 4, 5, 8, 9 ● Only for organization ● On Form 9, give a detailed description of the design concept, construction materials and techniques (working methods), and community participation methods, attaching up-to-date photos and design drawings. ● A declaration of consent from the owner of the implementation site.