For Official Use	
	Date Received
	Applicant Number

PROJECT GRANT APPLICATION

In order for us to give your application the due consideration it deserves, we recommend that you fill in this form with accuracy and as much detail as you can provide. Please send in this completed application along with supplementary supporting documents to grantapplication@designtrust.hk.

Upon review of this application, our secretariat may be in touch with you to request for clarification or further information.

I would like to apply for a*:
☐ **Design Trust Seed Grant,** of HK$50,000
☐ **Design Trust Feature Grant,** capped at HK $300,000

Application Type:

☐ Individual
☐ Collective - the representative completing the form shall be considered as the main applicant
☐ Non-profit Organisation - please provide relevant proof of non-profit status.

Name of Collective / Organisation (if applicable)**:**

Project Title:

Main Project Design Discipline (choose 1 only):

☐ Graphics
☐ Media
☐ Wearable technology
☐ Architecture
☐ Built environment
☐ Others, please state: _____

Other Project Sub-disciplines (no more than 3):

☐ Landscape Design
☐ Urbanism/ Urban Design
☐ Social Design
☐ Digital Media
☐ Visual Communication
☐ Cultural Studies
☐ Design Curation
☐ Industrial Design
☐ Writing/ Criticism
☐ Textiles
☐ Technology
☐ Heritage
☐ Sustainable Design
☐ Others, please state: _____

Project Keywords (other keywords that describe your project):

      ,   ,   ,   ,

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Project Term Start Date (dd/mm/yyyy):

Project Term End Date (dd/mm/yyyy):

Location of project (City, Country)
city and country where the main bulk of project work will take place**:**
City:
Country:

Project Introduction (1 sentence, 50 word maximum.)**:**

Project Abstract (English): (150-word maximum. Should you be awarded the grant for your project, this abstract will be used on the Design Trust website and other relevant material. It should concisely capture the significance of your project.)**:**

Project Abstract (Traditional Chinese): (150-word maximum. Should you be awarded the grant for your project, this abstract will be used on the Design Trust website and other relevant material. It should concisely capture the significance of your project.)**:**

Project Statement (350-word maximum to describe the project and discuss its objectives, its impact and how it will make a meaningful contribution to discourse and/or the field, as well as a historical overview and background of the project and its relevance within a contemporary context)**:**

Please summarize in 5 points, the goals, objectives and desired impact of this Project:
(50-word maximum per item. **Must be specific, measurable, achievable, results-focused, time-bound**)

1.
2.
3.
4.
5.

Total Project Expense (i) **and amount of funds sought as the grant** (ii) **in Hong Kong Dollars.**
(Design Trust may provide full or partial funding of the requested amount, on a case-by-case basis)
(i) **Total Project Expense**: HKD$ (ii) **Amount Funding Requested**: HKD$

Does this project have any commercial (for-profit) applications? ☐ No ☐ Yes, please state:

Have you applied to or received funding from other sources?
☐ No
☐ Yes, please state:

How does your project impact design talent or culture from the Greater Bay Area? (250-word maximum)

List the key milestones including implementation methodology in chronological order.
(begin with the earliest)

What are the quantitative and qualitative measures of this project/work?

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In the below list, what best describes your project outcome? (please choose more than one if applicable)

☐ Academic research
☐ Archive (physical)
☐ Archive (digital)
☐ Architectural drawings, illustrations, maps
☐ Biennale / Festival / Exhibition, please state: _____
☐ Community engagement (e.g. guided tour, workshop, dialogue), please state: _____
☐ Media (photography, video, documentary)
☐ Talk / Panel discussion / Lecture
☐ Publication (book, magazine, zine, brochures)
☐ Prototypes
☐ Physical built project
☐ Others, please state: _____

Name the audiences whom this project or work will directly impact. (200-word maximum)

When is the targeted launch / completion date of the outcome(s) of this project/work? (If necessary, please list in chronological order, per outcome)

Please list, if any, the publicity campaign / promotional material planned for this project/work?

Project Marketing/ Social Media Platform:

Please list any other sponsorships, partnerships, collaborators or support that has been obtained for this project, and the manner in which they are involved. (eg. Museum of Art, Exhibition Sponsorship, Sponsored Amount)

Two Project Referees: (Two referees from professional or academic field. Please attach two recommendation letters in support of the project with the application.)
Name:
Title:
Organisation:
Email:
Phone:

Name:
Title:
Organisation:
Email:
Phone:

Applicant Biography (English) (150-word maximum, written in the third person. Please provide a brief biography that lists your current professional position(s), academic or professional training and other relevant qualifications. If you are awarded the grant, this biography will be published on the Design Trust website and other relevant publications)**:**

DESIGNTRUST
信言設計大使
AN INITIATIVE OF THE
HONG KONG AMBASSADORS
OF DESIGN

PROJECT GRANT APPLICATION

APPLICANT PERSONAL INFORMATION

Gender:
☐ Male
☐ Female
☐ Others, please state: _____
☐ Prefer not to answer

Location (City, Country):   ,

Citizenship:
☐ Hong Kong Resident
☐ Resident within the Greater Bay Area, please state
☐ Others, please state

Declaration:
☐ I **am** related as kin or working in the capacity of an employee to any staff or Board Members of Design Trust. If so, please state affiliation:
☐ I **am not** related as kin or working in the capacity of an employee to any staff or Board Members of Design Trust.
☐ Members from the collective or I have **never applied nor awarded** by Design Trust Grants before.
☐ Members from the collective or I have **applied or awarded** by Design Trust Grants before. If so, please state:
Project code given by Design Trust: ☐ Seed Grant or ☐ Feature Grant   Project Title:
Project code given by Design Trust: ☐ Seed Grant or ☐ Feature Grant   Project Title:
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CONTACT INFORMATION

Salutation: Ms / Mr / Dr / Prof:
Last Name:
First name:
Preferred Display Name:
Date of Birth (dd/mm/yyyy):
Email:
Address:
City:
State:
Country:
ZIP/Postcode:
Phone:
Website(s):

REQUIRED DOCUMENTS

Please submit the following documents as **separate files** in PDF formats in a **downloadable link**:
1. **Application Form** under the file name *Year_ApplicantNameandSurname_01_Application* (e.g. 2019_JohnSmith_01_Application)
2. **Project Budget Worksheet** (maximum of one page, please include income*, expenses and amount sought for the grant) under the file name *Year_ApplicantNameandSurname_02_Budget*

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* Any commercial (for-profit) applications of the project must be stated in the budget worksheet clearly for Design Trust's approval.

3. **Planning, Implementation and Operational Timeline** under the file name *Year_ApplicantNameandSurname_03_Timeline*
4. **Presentation of the Project** under the file name *Year_ApplicantNameandSurname_04_Proposal*
   o Any video files, kindly please submit the video as a *Vimeo/ Youtube (unlisted)* link
   o Any digital / online publication, please ensure the pdf contains the hyperlink
5. **Previous Work Samples / Portfolio** (under 5MB) under the file name *Year_ApplicantNameandSurname_05_Portfolio*
   o Any video files, kindly please submit the video as a *Vimeo/ Youtube (unlisted)* link
   o Any digital / online publication, please ensure the pdf contains the hyperlink
6. **Two professional or academic recommendation letters** in support of the project. under the file name *Year_ApplicantNameandSurname_06_Recommendation*
7. **CV & Bio of the (Principal) Applicant** under the file name *Year_ApplicantNameandSurname_07_CV*
8. *For Applications by Collectives: **CV & Bio of All Members in the Group** under the file name *Year_ApplicantNameandSurname_08_CVgroup*

Before submitting your application, please review the checklist and ensure that all items are in order. Checklist:
☐ Completed Application form
☐ Required Documents 1-7 (* 1-8 for applications by Collectives)
☐ For Non-profit organisations: Business registration and non-profit declaration

APPENDIX:

DESIGN TRUST FEATURE GRANTS foster cross-disciplinary projects focusing on the Greater Bay Area. Projects awarded have a wide reaching audience and maybe sited in an exhibition or biennale venue with international recognition and standing. This Feature grant supports international exchanges between a HK/China based collective with an international renowned cultural institution. The grant aims to excel, share and build new knowledge and unique positions on the value of design.

DESIGN TRUST SEED GRANTS foster a culture of experimentation, testing and sharing. This grant is awarded to individuals seeking to kick start a meaningful and intellectual project with social, educational, economical or environmental impact for communities. Seed Grants may also be awarded for applicants who have a project in the pipeline that needs additional resources to complete the project. To further continue the mission of supporting emerging designers, and young scholars, Design Trust highly encourages applicants from Hong Kong and the region to apply for this grant to support projects showcasing work at international exhibition venues, attendance at an international symposium conference for a paper presentation or international biennales or design festivals to showcase prototypes, conference paper or works relevant to architecture, graphic, industrial or emerging design fields.