

Template of Production Budget

Category	Post Guideline 1	Per Episode (per person) (HK\$) Guideline 2	Total Head-count of 13 episodes Guideline 3/4		Total Amount Applied (HK\$)
Production Crew List Guideline 5	Project Coordinator	\$300.00	e.g. 13		(Auto-calculated by the system)
	Producer	\$300.00	e.g. 13		(Auto-calculated by the system)
	Technical Producer	\$300.00	e.g. 13		(Auto-calculated by the system)
	Scriptwriter	\$300.00	e.g. 26		(Auto-calculated by the system)
	Researcher	\$300.00	e.g. 26		(Auto-calculated by the system)
	Presenter/ Actor	\$300.00	e.g. 26		(Auto-calculated by the system)
				Sub-total	
	Item	Unit Rate	Quantity	Unit	Total Amount Applied (HK\$)
Services and Goods	Studio Rental (one-hour episodes) Guideline	(Estimated hourly rental fee)	e.g. 96	Hour(s)	(Auto-calculated by the system)
	Studio Rental (half-hour episodes) Guideline	(Estimated hourly rental fee)	e.g. 56	Hour(s)	(Auto-calculated by the system)
	Music CDs Guideline 7		e.g. 5	Piece(s)	e.g. \$800
	Limited Assurance Engagement Report Guideline	(Estimated fee per report)	1	Report	(Auto-calculated by the system)
	Others 1 Guideline 9, 10				
	Others 2				
	Others 3				
	Others 4				
	Others 5				
	Others 6				
	Others 7				
	Others 8				
	Others 9				
	Others 10				
			Sub-total		(Auto-calculated by the system)
			Total		(Auto-calculated by the system)

***Guidelines on Preparation of Production Budget:**

- The respective quota for each eligible post for honorarium in each episode is as follows: one for project coordinator, producer, and technical producer, two for scriptwriter and researcher, and eight for presenter/actor. The overall quota is ten.
- Each production crew member may claim for a standard honorarium of HK\$300 per episode. A person assuming more than one post for the same episode can only receive an honorarium of HK\$300.
- "Total Head-count of 13 episodes" is calculated by adding up all the production crew member of the same post in the thirteen episodes.
Example 1: "Project Coordinator" - One Project Coordinator was engaged throughout episode 1 to 13. The "Total Head-count of 13 episodes" = 13

Example 2: "Researcher" - Two researchers were engaged for episode 1 to episode 5. One researcher was engaged for episode 6 to episode 11. Again, two researchers were engaged for episode 12 to episode 13. The "Total Head-count of 13 episodes" would be {2 (persons) x 5 (episodes)} + {1 (person) x 6 (episodes)} + {2 (persons) x 2 (episodes)} = 20

Example 3: "Presenter / Actor" - Eight presenter / actor were engaged for episode 1. Two for episode 2. Three for episode 3. Six for episode 4. Three for episode 5. Six for episode 6. Seven for episode 7. Eight for episode 8. One for episode 9. Two for episode 10. Three for episode 11. Four for episode 12. Five for episode 13. The "Total Head-count of 13 episodes" would be {8 + 2 + 3 + 6 + 3 + 6 + 7 + 8 + 1 + 2 + 3 + 4 + 5} = 58.
- Note the respective quota of each post and the overall quota in each episode. Expenditure exceeding the approved amount and quantity should be borne by the applicant.
- Apart from project coordinator and presenter, other posts may be filled as required.
- "Unit Rate" refers to the hourly studio rental fee and "Quantity" refers to the number of hours of studio required (hours).
- The total expenditure on music CDs shall not exceed HK\$1,000 and the maximum number shall not exceed 10 pieces.
- The Limited Assurance Engagement Report (enclosed with Statement of Expenditure) should be prepared by a practicing Certified Public Accountant registered under the Professional Accountants Ordinance (Cap. 50).
- To apply funding for any other services or goods directly related to production, fill in the "Add Other Item(s)" field and state the item(s) needed and the justification(s).
- Producer of non-Chinese or non-English programmes are required to provide the Chinese or English translation of transcripts to RTHK and to certify that the programme contents comply with the Radio Codes of Practice. Applicants may apply funding for translation fees if needed.