

中華民國 102 年 7 月 26 日
文化部令 文交字第 1022024522 號

訂定「文化部跨域合創計畫補助作業要點」，並自即日生效。

附「文化部跨域合創計畫補助作業要點」

部 長 龍應台 請假
政務次長 張雲程 代行

文化部跨域合創計畫補助作業要點

一、文化部（以下簡稱本部）為鼓勵國內民間團體與國際藝文機構從事跨域文化專業合作與交流，以開創文化創製多元面向、發展深化區域連結網絡、促進合創成果的跨境流通傳佈，特訂定本要點。

二、補助計畫類別：

人文、藝術、社區營造、文化資產、工藝、動漫、影視及流行音樂等，或跨前述領域之創製、策辦、研究、保存、維護、推廣、人才與技術交流培訓。

三、補助對象：

依我國法令設立登記或立案之法人、公私立大專校院、民間團體；政黨社團除外。

四、申請案應具備下列條件：

- (一) 所提計畫須已經申請人與跨域合作對象完成簽署協議。
- (二) 申請案之申請人及其合作對象，其中一方依法首先設立之總機構（部）應設在我國，另一方之總機構（部）應在其他國家或中國大陸、香港、澳門。
- (三) 申請補助額度須在新臺幣三百萬元以上至新臺幣一千萬元。
- (四) 所附計畫書應辦理之活動至少百分之五十須在我國執行。
- (五) 執行期限以二十四個月為限，計畫之開始日依補助契約約定辦理。
- (六) 申請補助之同一或類似計畫書未獲本部及其所屬機關（構）或財團法人國家文化藝術基金會補助。

五、補助原則及項目：

- (一) 每一申請案之補助額度以不逾申請案預算總經費百分之五十，且以新臺幣一千萬元為上限。
- (二) 經核定之補助計畫期間，於獲補助者及其合作對象所在國家或中國大陸、香港、澳門因執行本計畫所發生之實際支出，但不包括硬體建築、設備採購及投資費用等資本門支出。
- (三) 與計畫執行直接相關之人事費、旅運費及獲補助者及其合作對象所在國家或中國大陸、香港、澳門生活費，但每一申請案人數應依核定之補助計畫實際需要編列，且不得逾計畫預估之總預算金額百分之五十。
- (四) 擬委託第三人提供具高度專業性之勞務費用。

(五) 以補助金辦理採購，如構成符合政府採購法第四條規定之要件者，獲補助者應依政府採購法規定辦理；獲補助者向第三人採購之金額逾核定補助計畫預算總金額百分之五十，其超出部分不列入補助額度。

(六) 本要點所需經費預算須俟立法院審議結果而定，本部得視實際情況酌減或停止原核定補助，獲補助者不得請求補償或賠償。

六、申請作業：

(一) 申請人應檢具之申請表、各項文件、資料應依附件及第二款規定辦理。

(二) 申請時間及方式：

原則上每年受理申請一次，其申請期間由本部另公告之。申請人應於本部公告受理期間內，檢具申請計畫書及相關申請文件一式十份，光碟資料一份，以掛號郵寄或親送本部申請，以郵寄方式送達者，以截止日當日郵戳為憑；截止日如遇例假日或因不可抗力因素而無法於規定期限遞送申請資料時，依行政程序法相關規定辦理。本部不論是否給予補助，均不予退件，申請單位亦不得要求退還。

(三) 計畫書須以中文書寫。

七、評審：

(一) 本部應先就申請單位應備文件資料及應載內容進行書面審核，並得視需要進行實地訪視，有未符合規定且可補正者，本部得通知限期補正，屆期末補正或補正不全者不予受理，補正以一次為限。

(二) 本部得聘請專家學者及本部代表若干人組成評審小組，負責審核申請案計畫書，並作成補助名單及補助金額之建議，各申請案之審核結果依總評分高低排序。上開評審小組之外聘委員人數應為評審小組成員二分之一以上。評審會議應有全體委員總額二分之一以上出席；審查會議之召開，應作成會議紀錄，簽報本部首長或其授權人核定，必要時本部得安排面談。評審委員如有行政程序法第三十二、三十三條規定情形者，應予迴避。

(三) 評審標準：採競爭性評選，視計畫內容國際連結程度、品質、合作對象之專業營運、財務管理執行能力及經費編列合理性、計畫規模與深度、計畫效益等綜合考量。

(四) 獲補助名單、補助金額由本部公告之，另以書面通知獲補助者，獲補助者應於三十日內與本部完成簽約；逾期末完成簽約者，視為放棄該申請案之獲補助資格。

八、補助金之撥款及核銷：

(一) 補助金之撥款申請：

1、第一期款（總補助金額百分之三十）：於獲補助者與本部完成簽約，並檢具第一期款收據，經本部審查合格後原則於三十日內撥付之。

2、第二期（總補助金額之百分之二十）及第三期（總補助金額百分之二十）款需俟期中報告、會計師簽證之前一期實支經費明細及原始支出憑證等經本部審核通過後，原則於四十五日內撥付之，惟第二期、第三期款撥付前，前一期款項百分之七十均需經本部完成核銷作業。

- 3、第四期款：依補助契約結案期限前，檢具結案成果報告併經會計師簽證之第三、四期實支經費明細及原始支出憑證，經本部審查合格後，原則於四十五日內核實撥付之。實際支出金額低於核定補助計畫書所載總預算金額時，得按原補助比例調降。
- (二) 核銷作業應依行政院「中央政府各機關對民間團體及個人補（捐）助預算執行應注意事項」、「支出憑證處理要點」等相關規定辦理；原始支出憑證必須在同一年度十二月十五日前，併支出清單、期中報告或結案成果報告送達本部核銷。逾期送件致影響會計年度結報者，本部得廢止補助。
- (三) 支出憑證或單據需與核定計畫書直接相關，且已列在核定補助計畫經費預估表之內，並載明可供查證且可辨識之資訊、加註中文說明。

九、考評

- (一) 本部得要求於相關資料註明本部為指導或贊助單位。
- (二) 經核定補助之案件，本部得就計畫之執行進行考評，並列為未來補助審核之依據。
- (三) 獲補助者有隨時向本部說明計畫進度、配合本部辦理成果發表之義務。
- (四) 獲補助者應依核定之補助計畫書確實執行。因執行需求須變更計畫內容或因故無法履行者，應立即以書面述明理由及提出變更方式或措施，報經本部核准後，始得變更或終止計畫。計畫變更同一年度以二次為限。

十、其他

- (一) 申請案如有下列情形之一者，不得進入審查程序。其已經審查獲補助者，本部仍得予撤銷並追繳已撥付款項，且於三年內不受理申請：
 - 1、所提供資訊、支出憑證支付事實有所不實、違反本要點或其他法令規定，情節重大經發現者。
 - 2、有第七點第二款，應迴避而未迴避經查證屬實。
 - 3、曾獲本部補助並簽有合約，無法履約且情節重大者。
 - 4、同一或類似申請案已獲得本部、本部所屬機關（構）或財團法人國家文化藝術基金會補助。
- (二) 本要點相關事項如有疑義或其他未盡事宜，依其他相關法令或由本部解釋之。

附件 請依文件編號清單順序排列各項文件

一、申請表（如附表 A）

二、申請案計畫書（如附表 B）

三、經費預算表（格式如附表 C）

四、切結書（格式如附表 D）

五、重要證明文件

（一）申請人立案或登記證明文件

（二）申請人與計畫合作單位簽署之合作協議書，需載明各參與方在合作計畫中所負基本權利義務與合作性質

（三）申請人經會計師簽證之前一年度財務報告

（四）委託第三人提供具高度專業性勞務之合作意向書

（五）計畫執行人員專業資格證明文件

（六）有利計畫申請之其他證明文件，例如往年辦理跨域文化專業計畫之經歷與實績

附表 A

計畫編號（文化部填寫）

○○○年度跨域合創計畫補助申請表

計畫名稱			
申請人名稱	<input type="checkbox"/> 總機構（部）位在臺灣		
	<input type="checkbox"/> 法人 <input type="checkbox"/> 公私立大專校院 <input type="checkbox"/> 民間團體		
合作對象名稱 （請附英文名稱）	1、	<input type="checkbox"/> 總機構（部）位在_____	
	2、	<input type="checkbox"/> 總機構（部）位在_____	
計畫領域及型態 （可複選）	<input type="checkbox"/> 人文 <input type="checkbox"/> 藝術 <input type="checkbox"/> 社區營造 <input type="checkbox"/> 文化資產 <input type="checkbox"/> 工藝 <input type="checkbox"/> 動漫 <input type="checkbox"/> 影視 <input type="checkbox"/> 流行音樂 <input type="checkbox"/> 其他，請說明：_____		
	<input type="checkbox"/> 創製 <input type="checkbox"/> 策辦 <input type="checkbox"/> 研究 <input type="checkbox"/> 保存 <input type="checkbox"/> 維護 <input type="checkbox"/> 推廣 <input type="checkbox"/> 人才 <input type="checkbox"/> 技術交流培訓 <input type="checkbox"/> 其他，請說明：_____		
計畫起迄日期	○年○月○日至○年○月○日 共 年 月		
計畫執行地點	1、		
	2、		
計畫簡述			
申請人曾獲本部 補助一覽	1、		
	2、		
同一或類似案是否 曾向或正向本部、 本部附屬機關、其 他單位申請補助	<input type="checkbox"/> 是，請說明		
	<input type="checkbox"/> 否		
本案聯絡人	姓名：	專線電話：	
	部門：	手機：	傳真：
	職稱：	E-MAIL：	
		地址：	

此致 文化部

申請人： (加蓋印信)

負責人： (加蓋印信)

中華民國 年 月 日

附表 B 計畫書內容及格式

(應以 A4 紙張直式橫書雙頁繕寫，由左向右編排，標楷字體、14 級字、2 倍行距，並應標示頁碼)

壹、計畫緣起

貳、計畫目標

參、計畫構想(兩千字以上)

肆、執行規劃與方式

伍、人力配置及分工

一、計畫執行人員資料

姓名、職稱、學經歷、實績、執行計畫之相關專業能力資格證明、所擔任職務與負責事項、任該職務期間自西元○年○月起至西元○年○月止

二、國內外合作對象之計畫執行人員資料(所有人員均需逐筆依序填寫)

姓名、職稱、學經歷、實績、執行計畫之相關專業能力資格證明、所擔任職務與負責事項、任該職務期間自西元○年○月起至西元○年○月止

三、委託第三人提供具高度專業性之勞務規劃

姓名、職稱、學經歷、實績、執行計畫之相關專業能力資格證明、所擔任職務與負責事項、任該職務期間自西元○年○月起至西元○年○月止

陸、計畫辦理期程及各階段預定計畫執行進度、計畫重要進度查核點

柒、計畫執行之需辦理出入國之人員、次數、國家城市、擬辦理計畫內容簡述

捌、預期效益

玖、成果發表計畫暨評估指標(須自訂量化與質化指標)

附表 C

經費預算表

填表說明：

■應列明全案所需全部預估經費明細，及向各機關申請補助之項目及金額，補助金若產生之利息或其他衍生收入之處理方式。

■如為跨年度計畫，應分年進行編列，必須載明匯差估算，且提出收支平衡說明；逾一年以上之計畫，請分年度編列。

一、總費用支出預算表（請依補助項目分項詳列）

單位：新臺幣元

支用年度：				
項目	細目（舉例）	金額	向文化部申請補助之項目之金額	說明（舉例）
業務費				
	小計			
人事費 （含個人所得稅）				
	小計			
委託第三人提 公具高度專業 性之勞務費用 （含個人 所得稅）				
	小計			
旅運費	簽證費			人數 X 簽證費
	機票費			人數 X 來回機票費
	貨運費			去程運費+回程運費
	交通費			機場接駁費
	小計			
	住宿費			人數 X 單日住宿費 X 天數
	日支生活費			人數 X 日支生活費 X 匯率 X 天數

採購				
補助金利息				(處理方式)
匯率(臺幣對 ○○幣)及 預估匯差				
	小計			
	合計			

(本表格請自行延伸)

二、經費收入預估表

一、自籌款金額金額：	占總預算經費比例	%
二、獲補助金總金額：	占總預算經費比例	%

三、向本部及其他單位申請補助明細

單位名稱	申請補助項目	申請補助金額	預算金額	申請補助金額占預算金額比例
文化部	1			%
	2			%
其他單位	1			%
	2			%
	總補助金額			
	總補助金額占 總經費比例			

註：同一申請案得併向其他單位申請補助，但已獲本部、本部所屬機關構、財團法人國家文化藝術基金會補助者不具本案申請資格。

附表 D

切結書

- 1、貴部補助款用於人事費擬於 (年度) 年年底統一辦理所得歸戶。(未補助人事費免填)
- 2、本單位辦理之「 (計畫名稱) 」並未重複獲得貴部及貴部所屬機關、財團法人國家文化藝術基金會經費補助。

此致

文化部

申請人名稱：

會計：

出納：

經手人：

(加蓋民間團體圖記)

中華民國 年 月 日

Ministry of Culture, Republic of China (Taiwan)
The Rainbow Initiative
Funds for Collaborative Cultural Projects

The Ministry of Culture (hereinafter referred to as “the Ministry”) has established the Rainbow Initiative to encourage domestic and foreign organizations to collaborate on multinational and multi-disciplinary cultural projects which will promote creativity and diversity; strengthen international and regional networking; and ensure wide reach of benefits from cross-border/cross-cultural exchanges.

GUIDELINES AND PROCEDURES

- Project eligibility:

Content production, curation/event planning, research, conservation, maintenance, promotion and personnel/technical exchanges or training in the fields of the humanities, arts, community development, cultural assets, handicrafts, comics and animation, film, television, and pop music; or a cross-disciplinary combination of these fields.

- Applicant eligibility:

Domestic legal entities, public and private educational institutions or civic groups registered in accordance with domestic law are eligible to apply; political parties or affiliated groups will not be eligible to apply.

- Conditions

1. All collaborating entities must have signed a bilateral or multilateral cooperation agreement, a copy of which shall be included in the project proposal.
2. At least one of the collaborating entities must have its headquarters based in Taiwan, and at least one must have its headquarters based in an overseas location, mainland China, Hong Kong or Macau.
3. Application for funding may be made for a minimum of NT\$3 million and a maximum of NT\$10 million.
4. At least 50 percent of the project’s activities must take place in Taiwan.
5. The duration of the project shall not be more than twenty-four months. The project start date shall begin after the application has been approved and a contract has been signed with the Ministry.
6. No application for funding has been previously made to the Ministry, its subordinate organizations, or the National Culture and Arts Foundation for the proposed project or a similar project.

- Funding principles and qualifications:

1. Funding shall not exceed 50 percent of the project’s total budget, and shall not exceed NT\$10 million overall.

2. Costs incurred by the participating parties in their home nation(s) or in mainland China, Hong Kong or Macau during the period covered by the contract are eligible for funding, but capital expenditures on buildings, equipment and other fixed assets will be excluded.
 3. Personnel costs incurred directly as a result of executing the project, as well as transportation costs and living expenses incurred by overseas project partners in conjunction with the project, are eligible for funding. The number of personnel required needs to be listed for each approved project and personnel costs may not account for more than fifty percent of the total budget.
 4. Costs incurred by third parties providing highly specialized services are eligible for funding.
 5. Where the terms of Article 4 of the Government Procurement Act apply, procurement shall be carried out in accordance with that Act. Where costs incurred for third-party personnel expenses exceed fifty percent of the total estimated budget, the portion exceeding fifty percent shall not be reimbursed by the Ministry.
 6. The budget for funding items in these Guidelines and Procedures is subject to approval by the Legislative Yuan. The Ministry reserves the right to lower the funding amount, or to cancel funding entirely, depending on budgetary resources, and funding recipients thus affected may not seek compensation.
- Application process:
1. Applications, documentation and all relevant information shall be submitted in accordance with these Guidelines and Appendix I of this Article.
 2. Submission deadline and methods:

In principle, the Ministry will announce, one period each year during which it will accept applications. Applications made during that period are to include ten (10) copies of application materials and project plans and one (1) copies of a CD-ROM containing all requested documents. Applications are to be sent by registered mail or delivered in person to the Ministry. For mailed applications, the postmark serves as proof of receipt by the set deadline. Where the prescribed date falls on a holiday, or where *force majeure* prevents mailed applications from being received by the set deadline, relevant provisions of the Administrative Procedure Act shall apply. Application packages will not be returned regardless of the funding decision; Applicants are not to request their return.
 3. Applications and proposals shall be entirely submitted in Chinese.
- Review process:
1. The Ministry will first conduct a review of application documents and their content to determine whether an onsite visit is warranted. Where applications are incomplete, but the situation can be remedied, the Ministry will inform the Applicant of the deadline for submitting required but missing documentation. Applications will not be processed in cases where Applicants have failed to submit said documentation or have submitted insufficient documentation. Applicants will be granted only one opportunity to remedy incomplete applications.

2. The Ministry shall form an evaluation committee composed of its personnel as well as non-ministry experts and scholars appointed for reviewing project proposals. The committee will recommend a proposed list of funding recipients and respective award amount. The committee shall score and rank Applicants' proposals. At least 50% of committee members shall consist of individuals from outside of the Ministry. The quorum for evaluation committee meetings shall be one-half of the total number of committee members. The committee shall keep records of its meetings. Committee reports shall be approved by the Minister or his/her designee. Interviews will be arranged where deemed warranted. Committee members shall recuse themselves when the provisions of Article 32 and Article 33 of the Administrative Procedure Act apply.
 3. In terms of review criteria, competitive reviews should consider the following: the extent to which the project will strengthen international ties, the overall quality of the proposal, the operational and financial capacity of the collaborative entities, the feasibility of the estimated overall budget, the scale and comprehensiveness of the project and its expected benefits.
 4. The Ministry shall announce the list of funded projects and funding amounts, and shall send a written notice to funding recipients. Successful Applicants shall have 30 days to sign a contract with the Ministry; failure to do so will result in the forfeiture of the right to claim funding.
- Remittances and audits:
1. Applying for remittances:
 - a. Stage One (30 percent of the total approved funding) shall, in principle, be remitted within 30 days of the Applicant's signing of a contract with the Ministry and the submission of a receipt that has been subsequently verified as valid by the Ministry.
 - b. Stage Two (20 percent) and Stage Three (20 percent) shall, in principle, be remitted within 45 days of the Ministry's review and approval of an Applicant-submitted interim implementation report for the previous stage, as well as a list of expenditures and original receipts reviewed and signed off by a certified public accountant. Prior to the second-stage and third-stage funds being remitted, 70 percent of the amount remitted in Stage One shall have been audited by the Ministry.
 - c. In Stage Four, a final implementation report as well as a list of expenditures and original receipts reviewed and signed off by a certified public accountant, shall be provided by the deadline stated in the contract for the Ministry's review and approval. Funds will be remitted within 45 days of the Ministry's approval of the aforementioned materials. Where actual expenditures total less than the original budget, the originally agreed-upon funding amount will be scaled down accordingly.
- Audits shall be performed in accordance with domestic regulations, including the Executive Yuan's "Guidelines on Central Government Agencies Funding (Donating) to Private Groups or Individuals" and the "Management Guidelines for the Disposal of Expenditure Vouchers." Original receipts, an expenditure list and a work in progress report or project implementation report shall be sent for review by the Ministry before December 15 of the year in which the project is being carried

out. The Ministry reserves the right to withhold or cancel funding in the case of late submissions that do not comply with the aforementioned deadlines.

2. Items listed on receipts/invoices shall be directly related to the subject of the contract and shall have been listed in the estimated overall budget. Receipts must be identifiable and verifiable, allowing for proper review, and information in Chinese shall be added where not initially present.

• Evaluation:

1. The Ministry may require project materials to carry information identifying the Ministry of Culture as the supervisor or sponsor.
2. The Ministry reserves the right to ascertain the quality of execution and the results achieved. Such evaluations will be taken into consideration when considering subsequent funding.
3. Funding recipients shall provide detailed progress reports and shall cooperate with the Ministry on jointly promoting the project.
4. Funding recipients shall carry out the project as approved by the Ministry. Where portions of the project cannot be carried out, or where changes are deemed necessary, a written explanation detailing the changes and remedial measures shall be submitted directly to the Ministry; the Ministry will then render a decision to approve the changes or to cancel the project. Project scope may not be altered for more than twice per year.

• Other:

1. Should any of the following situations occur, applicants will not be taken into consideration for any further review. Where they have already been approved for funding, applicants shall have their funding revoked or may be required to return a portion or the entirety of funds already remitted; in addition, applicants who have violated this agreement will not be eligible for project funding from the Ministry for the next three years:
 - a. They have engaged in gross misrepresentation of the information they have provided, where expenditures have been falsified, or where a breach of these Guidelines and Procedures or other regulations has been discovered;
 - b. They have not abided by the Review Process, where it is verified that committee members who should have recused themselves have not done so;
 - c. They have previously failed to uphold fundamental contractual obligations to the Ministry;
 - d. They have, for the same or a similar project, already received funding from the Ministry, its subordinate units, or the National Culture and Arts Foundation.
2. Where there are doubts about the content of these Guidelines and Procedures, the Ministry shall issue an explanation, or related laws and regulations shall be invoked.

Appendix I

A. Project application form

B. A project proposal

C. A budget on which all expected expenditures shall be listed, as shall the items for which funding is sought, the amount, and from which organization.

D. An affidavit that is signed and stamped with the company seal

E. A list of documents with serial numbers, and the documents themselves in numerical order:

1. The name of the applying organization, its registration certificate.
2. The cooperation agreement signed by the Applicant organization and co-organizer(s) and detailing the essential obligations of each participant as well as the nature of cooperation.
3. An income statement for the previous year verified by a certified public accountant.
4. Letter of intention of cooperation.
5. Proof of the professional skills of the individuals tasked with completing the project.
6. Other supporting documentation, such as previous experiences and accomplishments relevant to the proposed project.