

中華民國 102 年 8 月 5 日  
文化部令 文交字第 10220258702 號

訂定「文化部辦理東南亞人士來臺文化交流合作補助要點」，並自即日生效。

附「文化部辦理東南亞人士來臺文化交流合作補助要點」

部 長 龍應台

### 文化部辦理東南亞人士來臺文化交流合作補助要點

一、文化部（以下簡稱本部）為拓展民間社會之國際視野，增進國人對東南亞文化、歷史、社會發展之深度認識與交流，特訂定本要點。

二、本要點所稱東南亞國家，指新加坡、泰國、印尼、馬來西亞、越南、菲律賓、汶萊、緬甸、寮國、柬埔寨。

三、申請者資格：依我國法令設立登記或立案之法人、民間團體。

四、申請案應具備條件

(一) 獲薦邀人士兼具下列資格條件：

- 1、具東南亞國家國籍，且依所屬國之法令已無須服兵役及無限制出境之情事。
- 2、截至本要點公告申請期間之終日止，已持續從事第二款所列舉活動三年以上，有具體實績、成果者。

(二) 申請來臺文化交流合作係指從事策展、演出、創（寫）作、社區營造、文化資產保存、修復、實習、田野調查與紀錄、研究、採訪、報導、工作坊、拍片、公民社會相關活動或合作等。

(三) 來臺交流合作期間不逾六個月。

五、補助額度及項目

(一) 補助金額：每一申請案補助額度以新臺幣五十萬元為上限。

(二) 補助項目：

1、獲薦邀人士來臺交流合作期間支出之以下費用：

- (1) 交通費：包括獲薦邀人士來臺住所地至我國往返之機票費用（限經濟艙機票）、搭乘國內大眾陸運工具（以由機場至住所地為限）及簽證費用。
- (2) 保險費：來臺交流合作期間得依實際需求於保額上限新臺幣四百萬元之「旅行平安保險」辦理。
- (3) 住宿費：每日以新臺幣一千四百元為上限，採核實支付。
- (4) 創作費（不含獲薦邀人士另自付之所得稅額）
- (5) 生活費：每日以新臺幣五百元為上限，採核實支付。

2、與計畫執行期間直接相關之成果發表、推廣宣傳費。

## 六、申請作業期程

- (一) 原則每年六月及十二月對外受理申請，實際時間由本部另公告之。
- (二) 申請者應於前款規定公告期限內以親送（含委託他人）或付郵遞送至本部文化交流司亞太交流科。郵寄者以郵戳為憑，親送者以本部收文單位所載日期為準；逾期送達者，不予受理。

## 七、申請程序

申請者應檢具詳細之計畫書一式十份（含申請表，格式如附件）、光碟資料一份，於申請期間內備函向本部提出申請，信封封套正面應註明「申請○○年度東南亞人士來臺文化交流合作補助」。申請文件、資料及其附件，不論補助與否，均不予退件，申請人亦不得要求退還。

計畫書內容應包括：

- (一) 申請者立案登記證明書、營運狀況說明。
- (二) 申請者近三年辦理專業文化交流活動成果資料，含影音及書面報告、照片、海報、媒體報導、曾辦理外國文化人士來臺交流接待作業之實績、外國文化人士簡介。
- (三) 獲薦邀人士同意來臺交流合作意向書（須由獲薦邀人士本人親簽、確切聯絡資訊）、東南亞國家國籍身分證明、個人簡歷、無違反第四點第一款規定及符合第二款近三年從事藝文創作、展演、策辦、修復保存維護之實績、專業證明、成果專案報告、獲獎紀錄、著作報導作品清冊及內容簡述，著作作品影音或文字圖檔需儲存於光碟片，儲存格式應與個人電腦相容。
- (四) 獲薦邀人士之推薦書、申請者遴選方式及理由說明。
- (五) 申請計畫：含預定來臺期程、旨趣、交流合作計畫，包括策展、演出、創（寫）作、社造、文化資產保存及修復、實習、田野調查、紀錄、研究、採訪、報導、工作坊、拍片、公民社會活動或合作等；預期效益、成果發表計畫及在臺住所地詳細介紹。
- (六) 執行進度表。
- (七) 經費預算表。

## 八、評審與考核

- (一) 本部得聘請專家、學者若干人組成評審小組，依申請者專業及經驗，申請計畫內容之重要性、專業性、效益性、具體可行性、經費編列之合理性、經費補助需求等項目進行評審，並提出建議補助名單及補助金額，實際補助名單及補助金額，由本部核定。
- (二) 評審委員之決議應有全體委員三分之二以上出席，以出席委員二分之一以上同意，始得作成建議；評審委員在評審申請案時，應秉持利益迴避原則，公平執行評審工作，如有行政程序法第三十二條、第三十三條規定情形之一者，應予迴避。
- (三) 各申請案之審核結果，本部核定後公告並函知獲補助者。
- (四) 本部將不定期進行實地訪視或考核，以瞭解計畫實際執行情形。獲補助者應依本部之查核意見辦理。

## 九、撥款及核銷

- (一) 補助金分二期撥付。其中第一期款為補助金額百分之五十，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。其餘第二期款補助金之撥付，須俟獲補助者依第二款所定期限檢具應備文件、資料，經本部審查合格後，原則於四十五日內核實撥付之。
- (二) 獲補助者應於計畫執行結束一個月內，或當年度十一月三十日前將收據、實支經費明細、原始支出憑證（交通費應檢附「旅行社代收轉付收據」、「機票票根」及相關原始單據、醫療保險費應檢附「投保保單」、「支付收據」及相關原始單據、創作費應由獲薦邀人士簽收本部「收據」）、成果報告書等紙本函送本部憑辦核銷；逾期末交付或交付不完全者，經本部通知限期補助正仍不補正或補正不完全者，本部得廢止獲補助者之補助金受領資格並解除契約，獲補助者應將第一期補助金額依本部指定之期限繳回。
- (三) 本項補助款應依預算科目核實動支，所送核銷之原始憑證支用內容及單據（發票、收據）日期應與執行期間相符。

## 十、權利與義務

- (一) 獲補助者應積極協助獲薦邀人士辦理來臺簽證，並妥安排協助獲薦邀人士在臺期間之交流、創作、居住等事宜。
- (二) 本部得要求獲補助者及獲薦邀人士配合接受媒體採訪、參與文化活動等，及配合於本部所屬網站或其他傳播途徑行銷、介紹及推廣本計畫理念與成果。

## 十一、注意事項

- (一) 獲補助者應於收本部通知後十五日內與本部簽約手續，逾期末完成簽約者，本部得廢止其補助金受領資格。補助契約書由本部另定之。
- (二) 經本部核定之補助計畫有變更之必要或因故無法履行時，應事先函報本部同意。
- (三) 補助金應專款專用，不得任意變更用途。支出項目如涉及個人所得，應依所得稅法相關規定由獲補助者自行辦理所得稅扣繳事宜。
- (四) 獲補助者未按規定繳交成果資料、成果資料品質不良或延遲核銷經費等，除依本要點、補助契約規定辦理外，本部將列為未來補助審核之重要參考。
- (五) 基於避免重複補助原則，同一或類似之案件已獲本部其他補助或本部附屬機關、財團法人國家文化藝術基金會補助者，不得依本要點提出申請補助；已提出者，應不予受理。
- (六) 申請者曾獲本部補助而無法履約且情節重大者，申請案不予受理。
- (七) 同一申請者於申請年度提送之申請案不以一案為限。但該申請者於同一年度獲補助之申請案，至多不得逾三案。
- (八) 獲薦邀人士如因特殊事由須中途退出或長時間（七天以上）離開住所地者，須經獲補助者函報本部同意後，始可退出或離開住所地。經本部書面同意者，將依比例扣除不在住所地期間之生活費、住宿費補助金；違反者，本部將視情節廢止或撤銷補助。
- (九) 獲補助者應保證交付本部之相關著作，不致侵害第三人權益，如有侵害第三人權益者，獲補助者應負責處理，如因此致本部受損害時，獲補助者應負賠償責任。

(十) 獲補助者如有違反本要點、補助契約或其他法令規定者，本部得視情節輕重追回部分或全部補助款項，並於二年內不受理其申請案。

十二、本要點有關事項如有疑義或未盡事宜，由本部解釋之。

附件

案件編號：

送件日期 年 月 日

文化部辦理東南亞人士來臺文化交流合作申請補助表件

申請者				代表人姓名			
立(備)案 登記字號				聯絡人 職稱/姓名			
統一編號							
金融機構 名稱帳號				電話			
				傳真			
				電子郵件			
地址							
交流計畫 實施期程	西元○年○月○日起至西元○年○月○日止						
獲薦邀人士姓名		性別		生日	西元 年 月 日	國別	
獲薦邀人士專長				從事交流 內容			
在臺住所地址							
申請案 總經費需求				自籌經費			
申請本部補助金額				申請其他機關補助金額			
同一申請案是否已向本部、附屬 機關、財團法人國家文化藝術基 金會申請補助		是 <input type="checkbox"/> 1. (請條列說明) 否 <input type="checkbox"/>					
申請單位戳記							

## Ministry of Culture of the Republic of China (Taiwan) The Emerald Initiative

### Guidelines and Procedures for Grants for Cultural Exchanges and Collaborative Projects with Personnel from Southeast Asia

The Ministry of Culture (“the Ministry”) has specially drafted these Guidelines and Procedures to enrich the citizenry’s global vision, to increase Taiwan’s understanding of Southeast Asian cultures, histories, and social development and to encourage related exchanges.

- The phrase “Southeast Asian nations” as used in these Guidelines and Procedures specifies the following nations only: Singapore, Thailand, Indonesia, Malaysia, Vietnam, the Philippines, Brunei, Myanmar, Laos and Cambodia.

- Applicant eligibility

Domestic legal persons or private groups registered in accordance with the laws of the Republic of China (R.O.C.).

- Applicants must meet the following criteria:

1. They must demonstrate that recommendees meet the following conditions:

- a. Have citizenship of a Southeast Asian nation and are not subject to regulations of their home country requiring their service in the military, nor are they subject to travel restrictions.
- b. Have been active for three successive years in areas defined in Paragraph 2 of this Article, and be able to provide proof of accomplishments or results garnered in the field.

2. Exchanges and collaboration projects may take the following forms: activities such as curation, performance, creating/writing, community development, cultural asset preservation, restoration, internship, field work/recording, research, interviewing, reporting, workshops and filmmaking, or participation in/cooperation with civil society’s activities.

3. The residency period is not to exceed six months.

- Funding principles and qualifications:

1. Funding shall not exceed NT\$500,000 for each approved case.

2. Eligible costs:

- a. The following costs incurred by recommendees while in Taiwan shall be eligible for reimbursement:

- i. Travel expenses: Roundtrip economy airfare for the most direct route linking recommendees from their place of residence to Taiwan; ground transportation in Taiwan (most direct route) from the airport to their place of residence; visa fees.
- ii. Insurance: During the exchange period, coverage of up to NT\$4 million in travel insurance (actual costs incurred only).
- iii. Lodging costs of up to NT\$1,400 per day (actual expenses incurred only).

iv. Artist fee (excluding individual income tax, which must be self-reported).

v. Living expenses of NT\$500 per day (actual expenses incurred only).

b. Direct costs incurred from promoting results of work done during the covered period.

• Application procedure

1. The Ministry, in principle, will accept applications in June and December of each year for one month, with specific dates to be announced separately from these Guidelines and Procedures.
2. Applicants shall deliver their application package in person (or by proxy) or post it by the deadline referred to in the previous Article. Application packages are to be directed to: “Ministry of Culture, Dept. of Cultural Exchanges, Asia-Pacific Section.” The postmark shall serve as proof of receipt by the set deadline for mailed applications; the date stamped by the receiving unit will serve the same function for hand-delivered applications. Late applications will not be reviewed.

• Submission deadline and methods

Applicants are to include ten (10) copies of program plans (including an application form; see Attachment), and one CD-ROM containing all documents requested during the application period. The front of the submitted envelope shall read, “Application for Grants for Cultural Exchanges and Collaborative Projects with Personnel from Southeast Asia.” Application packages will not be returned regardless of the funding decision; applicants are not to request their return.

Project plans shall include:

1. A copy of the applicant’s registration certificate and overview of operational history.
2. Evidence of cultural exchange activities the applicant has engaged in within the past three years. This is to include relevant audio/video samples, written reports, photographs, posters and media coverage. Where applicants have previously arranged for international cultural personnel to participate in cultural exchange events in Taiwan, short biographies of the relevant foreign cultural personnel are to be included.
3. Letters of intent to participate in the exchange program by recommendee (signed by the person concerned and including up-to-date contact information); photocopy of the identity card or other evidentiary documentation of citizenship issued by the relevant Southeast Asian nation; résumé; evidence that the recommendee is not in violation of Paragraph 1 of Article 4 and is in compliance with the requirements listed in Paragraph 2 of that same Article concerning artistic works, performances, curations, or results of preservation efforts completed within the past three years; proof of professional competence; results reports; awards won; lists or summaries of media coverage concerning artists’ works; and a CD-ROM containing files of the artists’ printed, audio, or video works in a file type that can be opened with standard personal computer software.
4. Recommendation letters for recommendee as well as an explanation of the selection process employed by the applicant.

5. Project plans are to include: proposed time of residency; objective; the exchange plan (which is to indicate if the recommendee intends to engage in curation, performance, creation/publication, community development, asset conservation or restoration, internship, fieldwork, recording, research, reporting, workshops, filming, or civil society activities/cooperation); expected results; plan for promoting results, and a description of the location where the recommendee intends to reside while in Taiwan.
  6. Project execution schedule.
  7. Estimated budget.
- Review process
    1. The Ministry shall form an evaluation committee composed of experts and scholars that will engage in an initial review of the professional expertise and experience of the applicant as well as the importance, professionalism, benefits, feasibility, soundness of the budget and funding requirements of the project(s). The committee will submit its list of suggested funding recipients and funding amounts to the Ministry for approval.
    2. Committee decisions may be made when a quorum of two-thirds of members is present. One half of this number may count as a majority for voting purposes. Members are to abide by the principle of recusal and engage in fair appraisals. Committee members shall recuse themselves when the provisions of Article 32 and Article 33 of the Administrative Procedure Act apply.
    3. The results of committee decisions will be provided to approved funding recipients in a written communication following approval by the Ministry.
    4. The Ministry shall dispatch personnel at irregular intervals to conduct an evaluation of the project's execution. Funding recipients shall make certain adjustments based on the Ministry's evaluations.
  - Remittances and audits
    1. Funds shall be remitted in two stages: Stage One (50 percent of the total) — shall, in principle, be remitted within 30 days of the applicant's signing of a contract with the Ministry and submission of a receipt. In Stage Two, the remaining funds shall be remitted within 45 days of review and approval by the Ministry, provided that sufficient documentation and relevant information is submitted by the deadline stated in Article 2.
    2. Within one month of the project's completion, or by Nov. 30 of the year in question, funding recipients shall submit paper copies of receipts, lists of actual expenditures, original expenditure receipts (especially for travel expenses, such as receipts from travel agencies, airline ticket stubs and other original travel-related receipts); and an implementation report for the Ministry to review and approve. Where submission of the aforementioned documentation is late or incomplete, the Ministry will inform the recipient of the deadline for submitting required documentation that is still outstanding. Where recipients have failed to submit said documentation or have submitted insufficient documentation, the Ministry will cancel the recipient's funding eligibility and declare the contract null

and void. In such cases, funding already provided from Stage One shall be remitted to the Ministry in full.

3. Funding received shall be used for items listed in the submitted budget, and dates appearing on original receipts submitted for review must fall within the approved period.

• Rights and duties

1. Funding recipients shall help their recommendees obtain necessary R.O.C./travel visas, and provide assistance with exchanges, creation, lodging, etc.

2. The Ministry may require that recommendees participate in media interviews pertaining to their exchange program, attend cultural events, and participate in promotional events concerning the project's ideals and results, and provide relevant materials for use on the websites of the Ministry and its subordinate organizations as well as other broadcast channels.

• Other

1. Funding recipients are to sign a contract with the Ministry within 15 days of Ministry notification of approval for funding. The contract shall be drawn up by the Ministry separate from these Guidelines and Procedures.

2. Where changes are deemed necessary to projects approved by the Ministry, or where projects cannot be carried out, funding recipients are to provide a written explanation to the Ministry for approval.

3. Funding shall be used toward its designated ends and may not be otherwise directed. Where expenditures necessitate individual income tax being levied, funding recipients are to comply with the Income Tax Act and related regulations.

4. Where funding recipients do not submit results information as per regulations, where information submitted is insufficient, or where submission of information is delayed, this will be dealt with in accordance with these Guidelines and Procedures and the terms of the funding contract. The Ministry will take this into consideration during its future funding reviews.

5. When the same project, or a similar one, has already received funding from the National Culture and Arts Foundation, the Ministry or any of the Ministry's subordinate organizations, the project shall not be submitted for funding from the Emerald Initiative under these Guidelines and Procedures. Where such projects have been submitted, they will not be reviewed by the Ministry.

6. Applications will not be processed for applicants who have previously signed contracts for Ministry funding and, having been found to be in severe breach of contract provisions, have failed to fulfill their contractual obligations.

7. Applicants are not limited to seeking funding for only one project per funding year. Each applicant may receive funding for up to three projects in a single year.

8. Where recommendees are compelled to withdraw from the program or be absent for a period of seven days or longer, funding recipients shall notify the Ministry in writing; the Ministry must issue its approval before recommendees are permitted to leave. Those receiving approval for absence shall have their living expenses and lodging funds reduced by the commensurate amount for the time absent. Those not abiding by the above stipulation shall have funding cancelled or revoked.
  9. Funding recipients shall warrant that works provided to the Ministry do not infringe upon the rights of third parties. Where a third party's rights are infringed upon, funding recipients shall be responsible. Funding recipients shall reimburse the Ministry for any losses such circumstances cause the Ministry to incur.
  10. Where funding recipients are found to be in breach of these Guidelines and Procedures, the funding contract, or other rules and regulations, the Ministry will, depending upon the severity of the offense, require funding recipients to return part or all of the funds already remitted. Such recipients shall be excluded from applying again for a period of two years.
- The Ministry will provide an explanation where doubts arise, or where there is lack of clarity, concerning these Guidelines and Procedures.

## Applications for Grants for Cultural Exchanges and Collaborative Projects with Personnel from Southeast Asia

Attachment I: Case No. \_\_\_\_\_

Date of Submission: \_\_\_\_\_

Applicant:		Agent name:	
Organization registration no.:		Contact person: (Name and title)	
Organization tax ID no.:			
Bank account name and number:		Tel.:	
		Fax:	
		E-mail:	
Address:			
Implementation period:	From _____ through _____		
Recommendee's name:	Sex:	Birthday: (M/D/Y)	Nationality:
Recommendee's specialty:			Exchanges program/activities:
Address in Taiwan:			
Total budget required for this project:		Independent/self-procured funding:	
Amount of funding sought from the Ministry:		Amount applied for from other organizations:	
For the same case, has the Applicant applied for grants from the Ministry, its subordinate agencies or the National Culture and Arts Foundation?	<input type="checkbox"/> Yes (please list the details below) 1. 2. 3. <input type="checkbox"/> No		
Applicant's signature/personal seal:			