

Cyberport Creative Micro Fund (“CCMF”) Hong Kong Programme

Guides and Notes for the Applicants

You are required to:

- Read the brochure(s) and study this Guides and Notes related to the Cyberport Creative Micro Fund (“CCMF”) Hong Kong Programme before submitting your application.
- Contact Hong Kong Cyberport Management Company Limited (“Cyberport”) by phone or email when you have any queries in the application.

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Fax: (852) 3166 3027
Email: ccmf_enquiry@cyberport.hk

1. Eligibility and Application Process

- 1.1 An applicant entering the CCMF Hong Kong Programme may choose **either**:
 - a) Hong Kong Young Entrepreneur Programme (“HKYEP”), or
 - b) Professional Stream
- 1.2 An application can be submitted either as an Individual Application or a Company Application under HKYEP and Professional Stream of CCMF Hong Kong Programme.
- 1.3 For **Individual Application**, the principal applicant should be Hong Kong Permanent Identity Card holder. For **Company Application**, the company should be registered and incorporated in Hong Kong. Application is open to applicants aged 18 or above upon the application deadline.
- 1.4 For **Individual Application for HKYEP**, the principal applicant should be a Hong Kong Permanent Identity Card holder and aged 18 – 35 upon the application deadline.
- 1.5 All applicants of **Company Application for HKYEP** should be at least 18-year-old and the age of one of the business owner(s) is 18 – 35 upon application deadline. In addition, the designated business owner shall play the same position in the company during the CCMF project period. The company should be registered and incorporated in Hong Kong.
- 1.6 All applicants of **Individual Application and Company Application for Professional Stream** (i.e. the principal applicants and members of the project management team given in the CCMF Application Form) should be at least 18-years-old upon the application deadline.
- 1.7 All applicants of Individual Applications, the founders/ co-founders or directors of Company Applications cannot be the founders/ co-founders or directors who are working for the following:

- 1.7.1 same or similar project or company in the same nature currently in any incubation programme(s) operated by Hong Kong Design Centre or Hong Kong Science & Technology Parks Corporation
- 1.7.2 same or similar project that has previously joined and graduated from any incubation programme operated by Hong Kong Design Centre or Hong Kong Science & Technology Parks Corporation.
- 1.8 Applicant does not allow using the same project or similar project previously admitted into CCMF Programmes including CCMF Hong Kong Programme, CCMF Cross-Boundary Programme and Cyberport University Partnership Programme to apply CCMF.
- 1.9 If an applicant of the same project applying for Cyberport Creative Micro Fund (CCMF) and Cyberport Incubation Programme (CIP) at the same intake, HKCMCL shall only consider the application of CIP without further notice.
- 1.10 Applicants of CCMF Hong Kong Programme shall submit the online CCMF Application Form via Cyberport Entrepreneurship Management System ("EMS" with supporting documents (whenever required) by the application deadline.
- 1.11 EMS online application should be submitted by the principal applicant of Individual Application or the founder/ co-founders and director of the Company Application. Otherwise, it will not be processed.
- 1.12 Screening of Applications
 - 1.12.1 Cyberport will screen all applications throughout the process to ensure that they meet the eligibility criteria as stated in this Guides and Notes for Applicants.
 - 1.12.2 Only the shortlisted applicants will be invited to the Presentation Session.

2 Project Nature

- 2.1 All projects must be rooted in digital tech related areas and in idea stage or in the stage of prototype development.
- 2.2 Projects have not accepted any offer and received funding granted by other publicly-funded organisations/programmes before and during CCMF application stage and in the project period. Examples of publicly funded organisations/ programmes are listed in Schedule 1 attached.
- 2.3 Cyberport and/or the Vetting Team reserve the right, in their sole and absolute discretion, to define and decide on whether a project satisfies the requirement stated in Section 1 and 2 above.

3 Participation in other funding programmes

- 3.1 Applicants should make a true, full and accurate disclosure of their participation in any other publicly and/or privately funded programmes for their projects, similar digital tech projects and other digital tech projects including, but not limiting to:

- a) all applications in progress to such programmes;
- b) all admissions to such programmes;
- c) all grants or funding received by the Applicant (or any company established by the applicant) in the past 18 months prior to the date of submission of the CCMF application and the scope of expenditure incurred by the Applicant for such grants or funding; and
- d) all grants or funding which the Applicant (or any company established by the Applicant) anticipates to receive or becomes entitled to receive in the 18 months after the date of submission of the CCMF application and the scope of expenditure for such grants or funding.

Note:

For company applicants, disclosure of (b) and (c) above extend to the proposed or similar digital tech projects participated by their directors and shareholders.

- 3.2 Applicants must, at any time when requested, provide evidence of payments made or received in respect of such publicly and/or privately funded programmes.
- 3.3 Applicants must inform Cyberport immediately if there are any subsequent changes to the information provided in accordance with 3.1 above (and when requested, provide evidence of payments made or received in respect of such programmes after the date of submission).
- 3.4 In any time, applicants/ CCMF Grant Recipients have obligation to update Cyberport Entrepreneurs Team on their projects and company status for any publicly-funded programme applied/ to be applied, and any offer is granted/ to be granted by other publicly-funded organisations/ programmes during application stage and the 6-months CCMF project period.
- 3.5 Applicants and CCMF Grant Recipients shall not accept any offer of Incubation Programmes operated by Hong Kong Design Centre and Hong Kong Science & Technology Parks Corporation or equivalent as stated in Schedule 1 of this document on the same project or project in similar nature/ field during the 6-months CCMF project period. Otherwise, related Applicant(s) and CCMF Grant Recipient(s) are required to withdraw from the CCMF application/ programme.
- 3.6 Any applicant and/or the CCMF Grant Recipient violated any term in this document, application form and the CCMF Agreement is required to withdraw from the CCMF application/ programme. Cyberport has reserved the right, in their sole and absolute discretion, to ask for withdrawal or to terminate the applicants/ Recipients in CCMF application stage/ scheme, and to ask for the refund of grant offered.

4 Vetting of CCMF Application

4.1 Vetting Criteria and Weighting

The Vetting Team shall consider the following criteria weighted as follows in determining a prospective project's potential to become a CCMF Grant Recipient:

Project Management Team (30%)

The ability of the project management team reflected from its prior track record, execution ability, good probability of launch to market, individual qualifications, and team job allocation.

Business Model and Time to Market (30%)

Effective communication and the qualities of vision, direction, short and long term objectives, market need for product, target market and marketing strategy, and realistic assessment of the project viability. In addition, a product launch within three months from grant disbursement will be encouraged.

Creativity and Innovation of the Proposed Project, Product and Service (30%)

Factors such as the use of innovative technologies, creative solutions, disruptive technology capability, emerging, or breakthrough problem-solving technologies.

Social Responsibility (10%)

Preference will be given to projects that incorporate social responsibility objectives as a project focus (including contribution to open source, creative commons and other “progressive” technologies with a social focus), demonstration of ethical decision making, or contribution towards solving problems that originate from the social environment.

4.2 Final Decision

Final funding decision is subject to the Vetting Team’s evaluation. No appeal or request for explanation of the decision will be considered.

5 Result Announcement

- 5.1 Email notifications shall be sent to the applicants on the final vetting result, which is subject to reference check by Cyberport.

6 Acceptance of the Offer for Admission

- 6.1 Successful applicants shall sign and return a CCMF Grant Recipient Agreement to confirm their acceptance of the offer for admission to the CCMF Scheme within 30 calendar days of the date of the Result Announcement.
- 6.2 If Cyberport does not receive the signed CCMF Grant Recipient Agreement from a successful applicant within the time frame stated above, Cyberport shall assume that the applicant has withdrawn its applications. The subject application will be dismissed without further notice.

7 Implementation of the Project

- 7.1 CCMF Grant Recipient shall mean the individual, company or team (as applicable) who has entered into the CCMF Grant Recipient Agreement with Cyberport.
- 7.2 CCMF Grant Recipients are required to implement their projects within a period of 6 months. During this 6-month period, CCMF Grant Recipients are required to submit interim and final reports.

8 Funding

- 8.1 A grant totalling HK\$100,000 shall be paid to the CCMF Grant Recipient in the following stages:
 - 8.1.2 HK\$10,000 shall be paid to the CCMF Grant Recipient after the signing of the CCMF Agreement.
 - 8.1.3 HK\$45,000 shall be paid after the Interim Report is approved by the Senior Manager, Entrepreneurs Team of Cyberport.
 - 8.1.4 The remaining HK\$45,000 shall be paid, after:
 - a) the project is completed; and
 - b) the Final Report is approved by the Senior Manager, Entrepreneurs Team of Cyberport.

9 Obligations of Applicants/ CCMF Grant Recipients

- 9.1 To ensure openness, fairness and integrity of CCMF, each applicant/CCMF Grant Recipient shall:
 - 9.1.2 Observe the Prevention of Bribery Ordinance (Hong Kong Legislation - Cap. 201) and shall advise its employees, agents, subcontractors and other personnel who are in any way involved in its application/project (the "Personnel") that they shall observe the same and that they are not allowed to offer to or solicit or accept from any person any advantages as defined in the Prevention of Bribery Ordinance in relation to the application/project;
 - 9.1.3 Not offer or give or agree to give any person employed by Cyberport, the members of the Vetting Team or acting on its behalf, any gift or consideration of any kind as an inducement or reward for doing or forbearing to do or for having done or forborne to do any act in relation to CCMF or for showing or forbearing to show favour or disfavour to any person in relation to CCMF;
 - 9.1.4 Promptly declare and notify Cyberport in writing of any potential or actual conflict of interests upon becoming aware of the same. "Conflict of interests" shall include (but are not limited to) any situation where the personal/financial interest of an applicant/CCMF Grant Recipient or its Personnel, conflict or compete, or may be expected to

- conflict or compete, with the role, duties and/or impartiality of such applicant/ CCMF Grant Recipient or Personnel under CCMF;
- 9.1.5 Warrant that the applicant/ CCMF Grant Recipient is the original creator of its project and its project is original. To the best of the applicant's / CCMF Grant Recipient's knowledge, the applicant's/ CCMF Grant Recipient's project and the product(s) and/or service(s) to be developed as a part of the project are not under development or available anywhere in the world;
 - 9.1.6 Ensure that the development, completion and use of the project and the product(s) and/or service(s) to be developed as a part of the project will not infringe the rights or intellectual property rights of any other party (whether registered or not), including but not limited to patent rights, trade mark rights, and copyright;
 - 9.1.7 Apply the grant prudently, efficiently and solely for the purpose of the project approved under CCMF;
 - 9.1.8 Not give away, share or otherwise use any grant to be received from the CCMF in contravention of the law or any of the terms which apply to application for funding from the CCMF;
 - 9.1.9 Abide by the principles of openness, fairness and competitiveness in the procurement of any goods/services in connection with CCMF; and
 - 9.1.10 Take all necessary measures (including by way of a code of conduct or contractual provisions) to ensure that its Personnel are aware of and comply with the requirements under these Guides, the CCMF Application Form and any other relevant agreement(s) between the applicant/CCMF Grant Recipient .
- 9.2 Cyberport has absolute discretion to revoke any application and call for refund of the full amount of grant received by the CCMF Grant Recipient if any member of the applicant/ CCMF Grant Recipient breaches any of the terms and conditions in these Guides, the CCMF Application Form and any other relevant agreement(s) between the applicant/CCMF Grant Recipient and Cyberport. If any of the conduct of the applicant/ CCMF Grant Recipient amounts to or may amount to a breach of criminal law, Cyberport would report their conduct to the relevant law enforcement body.

Schedule 1

Examples of Publicly Funded Organisations / Programmes

Examples of publicly funded organisations / programmes include, but are not limited to:

Organisations

- Hong Kong Applied Science and Technology Research Institute (ASTRI)
- Hong Kong Design Centre (HKDC)
- Hong Kong Productivity Council (HKPC)
- Hong Kong Science & Technology Parks Corporation (HKSTP)
- The Government of the Hong Kong Special Administrative Region (HKSAR)

Programmes

- Dedicated Fund on Branding, Upgrading and Domestic Sales (the “BUD Fund”)
- Design Incubation Programme (DIP) of HKDC
- Incu-App Programme of HKSTP
- Incu-Tech Programme of HKSTP
- Incu-Bio Programme of HKSTP
- Leading Enterprises Acceleration Programme of HKSTP
- Funding Programmes by the Innovation and Technology Fund (ITF) of the HKSAR