

## **Cyberport Creative Micro Fund (“CCMF”)**

### Guides and Notes for the Applicants

You are required to:

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

#### **1. Types of CCMF**

- 1.1. Hong Kong Programme
- 1.2. Cross-Boundary Programme(s) supported by CCMF (“Cross-Boundary Programme”)
- 1.3. Cyberport University Partnership Programme supported by CCMF (“CUPP”)

#### **2. Eligibility and Application Process**

##### **2.1. Hong Kong Programme**

2.1.1. An applicant entering the Hong Kong Programme may choose either:

- a) Hong Kong Young Entrepreneur Programme (“HK YEP”), or
- b) Professional Stream

2.1.2. An application can be submitted either as an individual application or a company application.

2.1.3. For individual applications, the principal applicants must be Hong Kong Permanent ID Card holders. And for company applications, the companies must be registered and incorporated in Hong Kong.

2.1.4. All applicants for **HK YEP** (i.e. the principal applicants and names of the members of the project management team given in the CCMF Application Form (Doc. Ref. ENC.SF.041) must be between the ages of 18 and 30 (inclusive) upon the application deadline, and are currently enrolled in or have graduated within 3 years from a registered post-secondary education institution in Hong Kong.

- 2.1.5. All applicants for **Professional Stream** (i.e. the principal applicants and names of the members of the project management team given in the CCMF Application Form (Doc. Ref. ENC.SF.041) must be at least 18-years-old upon the application deadline.
- 2.1.6. Applicants for Hong Kong Programme shall complete the CCMF Application Form (Doc. Ref. ENC.SF.041), and submit with the required supporting documents.

## 2.2. Cross-Boundary Programme

2.2.1. It is a two-stage application. Applicants must fulfil Stage 1 before admission to Stage 2.

### 2.2.2. Stage 1 – Cross-Boundary Programme Application

- a) Applicants can be from Hong Kong or Guangdong (see Schedule 1).
- b) Applicants must be individuals between the ages of 18 and 30 (inclusive) upon the Programme application deadline.
- c) Applicants from Hong Kong must be currently enrolled in or have graduated within 3 years from a registered post-secondary education institution in Hong Kong upon the Programme application deadline.
- d) Applicants from Guangdong must be currently enrolled in or have graduated within 3 years from a registered post-secondary education institution in Guangdong upon the Programme application deadline.
- e) Applicants for Cross-Boundary Programme shall complete the Cross-Boundary Programme Application Form (Doc. Ref. ENC.SF.042), and submit with the required supporting documents before the application deadline.
- f) Shortlisted applicants will be notified by email if their Stage 1 application is successful. They may then be invited to proceed to Stage 2 – Joint Application.

### 2.2.3. Stage 2 – Joint Application for Cross-Boundary Programme

- a) Upon successful admission to Stage 2, orientation meetings and trainings will be arranged by Cyberport to facilitate communications between Hong Kong applicants and Guangdong applicants in order to form joint teams, strengthen entrepreneurship experience of the applicants and provide mentorship to uplift project quality.
- b) Each joint team must comprise of at least one Hong Kong applicant (refer to 2.2.2(c) above) and one applicant from Guangdong (refer to 2.2.2(d) above). And at least 50% headcount of each joint team must be Hong Kong Permanent ID card holder(s).

- c) Each joint team shall then submit a joint application (Doc. Ref. ENC.SF.041) and a project proposal before the joint application deadline. At this stage, the joint application may be submitted as individuals or as companies.
- d) Each joint team must assign a Hong Kong team leader and team leader from Guangdong, and both must remain in the team throughout the CCMF Programme.

### 2.3. CUPP

2.3.1. It is a two-stage application. Applicants must fulfil Stage 1 before admission to Stage 2.

#### 2.3.2. Stage 1 – CUPP Application

- a) Applicants shall be undergraduates, postgraduates or recent graduates within 3 years.
- b) Applicants shall form teams with maximum 5 members. The teams shall be nominated by the University Partners, which are listed in Schedule 2, through a selection process.
- c) All applicants must be between the ages of 18 and 30 (inclusive) upon the nomination deadline of the CUPP and are currently enrolled in or have graduated within 3 years from the university nominating the teams.
- d) The principal applicant of the team must be a Hong Kong Permanent ID Card holder.
- e) Team applicants shall complete the CUPP Application Form (Doc. Ref. ENC.SF.043), and submit with the required supporting documents before the nomination deadline.
- f) In addition to the CUPP Application Form (Doc. Ref. ENC.SF.043) submitted by the team applicants, nominating university partners shall send the information of their nominated teams to Cyberport.
- g) Qualified team applicants will be notified by email if their Stage 1 – CUPP Application is successful. They shall then be invited to proceed to Stage 2 – CCMF Application for CUPP.

#### 2.3.3. Stage 2 – CCMF Application for CUPP

- a) Upon successful admission to the Stage 2 of CUPP, an overseas CUPP Entrepreneurship Boot Camp will be arranged by Cyberport to facilitate the development of the projects of the team applicants (hereafter called “CUPP Teams”).
- b) For each CUPP Team, the principal applicant and maximum two other team members (total three (3) seats) are required to attend and complete the overseas

CUPP Entrepreneurship Boot Camp organised by the Entrepreneurship Boot Camp Trainer and Cyberport.

- c) Each CUPP Team shall then submit a CCMF Application (Doc. Ref. ENC.SF.041) and a project proposal before the deadline of the CCMF Application for CUPP. At this stage, the application may be submitted as individuals or companies.
- d) After the CUPP Entrepreneurship Boot Camp, CUPP Teams are required to present their project ideas to the Vetting Team in the CUPP Demo Day in Hong Kong for the Vetting Team to determine prospective project's potential to become CCMF Grant Recipient(s).
- e) Throughout the programme, Cyberport and/or CUPP Entrepreneurship Boot Camp Trainer will arrange orientation meetings, trainings and review meetings/mentorship for the CUPP Teams to strengthen their knowledge in entrepreneurship, to prepare for Entrepreneurship Boot Camp and to present their project ideas in the CUPP Demo Day. CUPP Teams are required to participate the activities as instructed by Cyberport and other relevant parties.
- f) CUPP Teams shall join all programme activities throughout the programme period. Cyberport has its right to request applicants and/or CUPP Teams which do not participate the CUPP Demo Day to pay back the expenses (e.g., air ticket and accommodation fee) incurred for their attendance in the CUPP Entrepreneurship Boot Camp.

#### 2.4. Screening of Applications

- 2.4.1. Cyberport will screen all applications throughout the process to ensure that they meet the eligibility criteria as stated in these Guides.
- 2.4.2. Only the shortlisted applicants will be invited to the Presentation Session.

### 3. **Project Nature**

- 3.1. All projects must be rooted in digital tech related areas.
- 3.2. In addition for CUPP, projects shall focus on the theme designated for CUPP.
- 3.3. Projects must have not received and will not receive funding granted by other publicly-funded organisations/programmes which provide support in similar stage of business development as CCMF. Examples of publicly-funded organisations/programmes are listed in Schedule 3 of these Guides.
- 3.4. 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 3.1 to 3.3 above.

#### 4. Participation in other funding programmes

- 4.1. Applicants must make a true, full and accurate disclosure of their participation in any other publicly and/or privately funded programmes for their projects or any similar 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.

- 4.2. Applicants must, at any time when requested, provide evidence of payments made or received in respect of such publicly and/or privately funded programmes.
- 4.3. Applicants must inform Cyberport immediately if there are any subsequent changes to the information provided in accordance with 4.1 above (and when requested, provide evidence of payments made or received in respect of such programmes after the date of submission).

#### 5. Vetting of CCMF Application

##### 5.1. 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.

5.2. 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.

**6. Result Announcement**

6.1. Hong Kong Programme and Cross-Border Programme

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

6.2. CCMF Application for CUPP

Result of the CCMF grants will be announced in the CUPP Demo Day, which is subject to the final due diligence or reference check by Cyberport.

**7. Acceptance of the Offer for Admission**

7.1. 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.

7.2. 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.

**8. Implementation of the Project**

8.1. CCMF Grant Recipient shall mean the individual, company or team (as applicable) who has entered into the CCMF Grant Recipient Agreement with Cyberport.

- 8.2. 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.

## 9. Funding

- 9.1. A grant totalling HK\$100,000 shall be paid to the CCMF Grant Recipient in the following stages:
- 9.1.1. HK\$10,000 shall be paid to the CCMF Grant Recipient after the signing of the CCMF Agreement.
- 9.1.2. HK\$45,000 shall be paid after the Interim Report is approved by the Senior Manager (Cyberport Entrepreneurs) of Cyberport.
- 9.1.3. 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 (Cyberport Entrepreneurs) of Cyberport.

## 10. Obligations of Applicants/ CCMF Grant Recipients

- 10.1. To ensure openness, fairness and integrity of CCMF, each applicant/CCMF Grant Recipient shall:
- 10.1.1. 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;
- 10.1.2. 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;
- 10.1.3. 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;
- 10.1.4. 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;

- 10.1.5. 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;
  - 10.1.6. Apply the grant prudently, efficiently and solely for the purpose of the project approved under CCMF;
  - 10.1.7. 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;
  - 10.1.8. Abide by the principles of openness, fairness and competitiveness in the procurement of any goods/services in connection with CCMF; and
  - 10.1.9. 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 .
- 10.2. 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.

## 11. Enquiries

Any enquiries about the CCMF Programme may be directed to:

Hotline: (852) 31663900 (9 a.m. - 5 p.m., Monday - Friday)  
Fax: (852) 31663027  
Email: [ccmf\\_enquiry@cyberport.hk](mailto:ccmf_enquiry@cyberport.hk)



## **Schedule 1**

### **Cross-Boundary Programme supported by CCMF**

Cyberport Creative Micro Fund (CCMF) Cross-Boundary Programme brings young talents in Hong Kong and Guangdong region together to inspire creativity and develop digital innovative projects or business ideas which aims to deepen participants' entrepreneurship know-how and experience of launching ideas in a multicultural environment through interactive entrepreneurship training and prototype development for proof of concept in 6-month project period. In addition, Cyberport offers comprehensive, professional and business support including mentorship, business advice and connections, publicity and promotion support.

The Guangdong-Hong Kong Young Entrepreneur Programme is a CCMF Cross-Boundary Programme funded by CCMF and co-organised by Cyberport and China programme partners. Applicant(s) are required to visit Cyberport's website for details.

#### **List of Programme Co-organisers**

- Hong Kong Cyberport Management Company Limited
- Hong Kong Information Technology Joint Council (HKITJC)
- The Shenzhen-Hong Kong Union for Promoting Science & Technology (SZS&T)
- PKU-HKUST Shenzhen Hong Kong Institution
- Guangdong Software Industry Association (GDSIA)

## **Schedule 2**

### **Cyberport University Partnership Programme (“CUPP”) supported by CCMF**

Cyberport University Partnership Programme (“CUPP”) supported by CCMF is an elite entrepreneurship programme aiming to groom and develop promising young tech and entrepreneurial talents in Hong Kong. The programme offers a unique opportunity for students of local universities forming teams to unlock the potential, gain insights into the global market, and receive world-class training through entrepreneurship boot camp and mentorship in Hong Kong and overseas. Applicants are nominated by the CUPP partners in Hong Kong.

#### **CUPP University Partners**

City University of Hong Kong  
Hong Kong Baptist University  
Hong Kong University of Science and Technology  
The Chinese University of Hong Kong  
The Hong Kong Polytechnic University  
The University of Hong Kong

## **Schedule 3**

### **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  
Hong Kong Productivity Council (“HKPC”)  
Hong Kong Science & Technology Parks Corporation  
The Government of the Hong Kong Special Administrative Region

#### **Programmes**

Dedicated Fund on Branding, Upgrading and Domestic Sales (the “BUD Fund”)  
Design Incubation Programme (“DIP”)  
Incu-App Programme  
Incu-Bio Programme  
Incu-Design Programme  
Incu-Tech Programme  
New Technology Training Scheme  
Programmes by the Innovation and Technology Fund (“ITF”)  
SME Export Marketing Fund