

Incubation Programme (On-site & Off-site Incubatee)

Guides and Notes for the Applicants

You are required to:

- To read the brochure(s) related to the Incubation Programme before submitting your application.
- To study these Guides and Notes before submitting your application.
- To contact Cyberport Entrepreneurship Centre by phone or email when you have any queries in the application.

1 Eligibility Criteria

The applicant must meet ALL of the following basic admission criteria:

- 1.1 Must have a viable business plan for a product or service to be ready for marketing in 12 to 18 months;
- 1.2 Must have sufficient funds, or plans to raise sufficient funds, for the company to operate for at least one year upon admission to the Incubation Programme; and
- 1.3 Preferably is an incorporated business entity before admission (this is not mandatory as the Programme aims at helping start-up business, but the Incubatee must be a company registered and incorporated in Hong Kong upon admission).

2 Project Nature

- 2.1 Projects must be rooted in ICT-related areas. For the purposes of the Incubation Programme, "ICT" means information and communications technology.
- 2.2 Projects must have not received and will not receive funding granted by other publicly-funded organisations/programmes. Such consideration is on the Projects, not on the individuals, shareholders and/or directors of the companies.

Examples of publicly funded organizations/programmes are listed in Schedule 1 attached.

- 2.3 Cyberport Entrepreneurship Centre 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 2.1 and 2.2 above.

3 Participation in other funding programmes

3.1 Applicants must make a true, full and accurate disclosure of their proposed or similar ICT projects participated in all other publicly and/or privately funded programmes 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 Incubation Programme application and the scope of expenditure for such grants or funding.
- 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 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 ICT 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 Entrepreneurship Centre immediately if there are any subsequent changes to the above information (and when requested, provide evidence of payments made or received in respect of such programmes after the date of submission).

4 Application Process

4.1 Application Form

4.1.1 Applicants shall complete all parts of the Incubation Programme Application Form (Doc.Ref. ENC.SF.040), with supporting documents (whenever required).

4.1.2 Applicants shall observe the following when filling in the Incubation Programme Application Form or Programme Application Form:

- a) Fill in the form in English;
- b) Fill in Chinese information with traditional Chinese characters;
- c) Present all monetary figures in Hong Kong dollars;
- d) Insert "N/A" where the information sought is not applicable or not available; and

- e) The form must be signed by the principal applicant. If the applicant is a company, which must be registered and incorporated in Hong Kong, the form must be signed by the director or a shareholder of the company. Otherwise, it will not be processed.

- 4.1.3 One hardcopy of the completed form, plus an online Incubation Programme application shall be submitted. Hardcopy of the form should be submitted to:

Incubation Programme
Unit 518, Level 5, Cyberport 3 (Core F),
100 Cyberport Road, Hong Kong

Email: ecentre@cyberport.hk

- 4.1.4 An acknowledgement of receipt from Cyberport Entrepreneurship Centre will be sent to the applicants within 2 working days.

4.2 Initial Screening

All applications will be screened by the Cyberport Entrepreneurship Centre to ensure that they meet the eligibility criteria as stated in this document.

5 **Application Vetting**

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 an incubatee:

Quality and competence of the management team (20%)

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.

Creativity and innovation of the proposed project, product and service (20%)

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

Market and business viability (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.

Benefit to Hong Kong's ICT industry (10%)

Recognition of adoption/innovation into ICT sector, including both industry practitioner and education sector as well as to the public. The industry and the society will benefit from the adoption as a whole.

Proposed six-monthly milestones for the project or business after admission (20%)

Scheduled event that indicates the completion of a major deliverable event (or a set thereof) of a project. Milestones are measurable and observable and serve as progress markers (flags)

5.2 Final Decision

Final funding decision will be made subject to the evaluation results and recommendation of the Vetting Team.

6 Result Announcement

- 6.1 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 the Cyberport Entrepreneurship Centre.
- 6.2 Successful applicants will become the Incubatee, who shall then sign and return the Incubation Programme Agreement to confirm the acceptance of the offer for admission to the Incubation Programme.

7 Probity Policy for Applicants/Incubatees

To ensure openness, fairness and integrity of Incubation Programme, each applicant/incubatee shall:-

- 7.1 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;
- 7.2 Not offer or give or agree to give any person employed by Hong Kong Cyberport Management Company Limited ("HKCMCL"), 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 Incubation Programme or for showing or forbearing to show favour or disfavour to any person in relation to Incubation Programme;

- 7.3 Promptly declare and notify HKCMCL 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/incubatee or its Personnel, conflict or compete, or may be expected to conflict or compete, with the role, duties and/or impartiality of such applicant/incubatee or Personnel under Incubation Programme;
- 7.4 Apply the funding prudently, efficiently and solely for the purpose of the project approved under Incubation Programme;
- 7.5 Abide by the principles of openness, fairness and competitiveness in the procurement of any goods/services in connection with Incubation Programme; and
- 7.6 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 this Policy.

8 Enquiries

- 8.1 Any enquiries about the Incubation Programme may be directed to:

Hotline: (852) 3166 3900 (9 a.m. – 5 p.m., Monday – Friday)
Fax: (852) 3166 3027
Email: ecentre@cyberport.hk

Schedule 1

Examples of Publicly-Funded Organizations / Programmes

Examples of public funded organizations / programmes including but not limited to:

Organizations

City University of Hong Kong
Hong Kong Applied Science and Technology Research Institute (ASTRI)
Hong Kong Baptist University
Hong Kong Design Centre
Hong Kong Productivity Council (HKPC)
Hong Kong Science & Technology Parks Corporation
Lingnan University
The Chinese University of Hong Kong
The Government of the Hong Kong Special Administrative Region
The Hong Kong Federation of Youth Groups
The Hong Kong Institute of Education
The Hong Kong Polytechnic University
The Hong Kong University of Science and Technology
The University of Hong Kong

Programmes

Dedicated Fund on Branding, Upgrading and Domestic Sales (the BUD Fund)
Design Incubation Programme (DIP)
HKUST Entrepreneurship Competition
Incu-App Programme
Incu-Bio Programme
Incu-Design Programme
Incu-Tech Programme
New Technology Training Scheme
PolyU Micro Fund
Programmes by the Innovation and Technology Fund (ITF)
SME Export Marketing Fund
SME Loan Guarantee Scheme
Youth Business Hong Kong