

Cyberport Creative Micro Fund (“CCMF”) – Cyberport University Partnership Programme (“CUPP”)

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”) - Cyberport University Partnership Programme (“CUPP”) before submitting your application. *The Chinese translation is for reference only. In case of any discrepancy between the Chinese and English versions, this English version shall prevail.
- Contact Hong Kong Cyberport Management Company Limited (“Cyberport”) by email when you have any queries in the application. Cyberport will respond by email within 7 working days.

Email: training@cyberport.hk

1. Eligibility and Application Process

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

1.1.1 Stage 1 – CUPP Application

- a) All individual applicants must be undergraduate or postgraduate students or graduates of the CUPP University Partners, which are listed in Schedule 1 upon the application deadline;
- b) All individual applicants shall form teams with other individual applicants of the same universities or other CUPP University Partners with maximum 5 members in a team. The teams shall receive formal nomination by the CUPP University Partners through a selection process, before the nomination deadline;
- c) All individual applicants shall be between the ages of 18 – 30 upon the application deadline;
- d) The principal applicants of the nominated teams shall be Hong Kong ID Card holders;
- e) CUPP University Partners shall submit the nominated teams’ information to Cyberport before the nomination deadline.
- f) In addition to CUPP University Partners’ nomination, the nominated teams shall complete the CUPP Application Form (Doc. Ref. ENC.SF.043) and submit with the required supporting documents before the application deadline; and

- g) Qualified teams will be notified by email if their Stage 1 – CUPP Application is successful.

1.1.2 Stage 2 – CCMF Application for CUPP

- a) Upon successful admission to 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 Team(s)”).
- 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) For individual applications, the CUPP Team principal applicants must be Hong Kong Identity Card holders. For company applications, the companies should be registered and incorporated in Hong Kong.
- e) 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).
- f) 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 CUPP Entrepreneurship Boot Camp and to present their project ideas in the CUPP Demo Day. CUPP Teams are required to participate in the activities as instructed by Cyberport and other relevant parties.
- g) CUPP Teams shall join all programme activities throughout the programme period. Cyberport has its right to request individuals or companies which do not participate the CUPP Demo Day to pay back the expenses (e.g., air ticket, accommodation fee, training fee and etc.) incurred for their attendance in the CUPP Entrepreneurship Boot Camp.

- 1.2. All applicants including (1) Individual Applications, and (2) the founders/ co-founders or directors of Company Applications cannot be the founders/ co-founders or directors who are working for the following:

- 1.2.1 same or similar project or company in the same or similar nature currently in any seed funding programme(s), pre-incubation programme(s) and incubation programme(s) operated by Hong Kong Design Centre or Hong Kong Science & Technology Parks Corporation.

- 1.2.2 same or similar project that has previously joined and graduated from any seed funding programme(s), pre-incubation programme(s), or incubation programme(s) operated by Hong Kong Design Centre or Hong Kong Science & Technology Parks Corporation.
- 1.3 The applicant is not allowed to use the same or similar project that was previously admitted into CCMF Programmes, including the Hong Kong Programme, Cyberport Greater Bay Area Young Entrepreneurship Programme, Cyberport Incubation Programme, or CUPP, to apply for the CCMF.
- 1.4 If an applicant using the same project applying for CUPP and Cyberport Incubation Programme (CIP) at the same intake, Cyberport shall only consider the application of CIP without further notice.
- 1.5 Screening of Applications
 - 1.5.1 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.
 - 1.5.2 Only the shortlisted applicants (i.e. CUPP Teams) will be invited to the Presentation Session at CUPP Demo Day.

2. Project Nature

- 2.1. All projects must be rooted in digital tech related areas and in idea stage or in early-stage development before programme admission.
- 2.2. Additionally, for CUPP, projects shall focus on the theme(s) designated for CUPP.
- 2.3. Projects must not have accepted any offers and received funding from any seed funding programme(s), pre-incubation programme(s), or incubation programme(s) operated by the Hong Kong Design Centre or the Hong Kong Science & Technology Parks Corporation before or during CCMF application stage, as well as during the project period.
- 2.4. 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 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 applicants (or any companies established by the applicants) prior to the date of submission of the CCMF application, as along with the scope of expenditure incurred by the applicants for such grants or funding; and
- d) all grants or funding that the applicants (or any companies established by the applicants) anticipate receiving or becomes entitled to receive after the date of submission of the CCMF application, along with the scope of expenditure for such grants or funding.

Note:

For company applicants, disclosure of 3.1(c) and (d) 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 Entrepreneurship 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-month CCMF project period.
- 3.5. Applicants and CCMF Grant Recipients shall not accept any offers of seed funding programmes, pre-incubation programmes or Incubation Programmes operated by the Hong Kong Design Centre and the Hong Kong Science & Technology Parks Corporation for the same project or for projects of a similar nature or field during the 6-month CCMF project period. Otherwise, the related applicant(s) and CCMF Grant Recipient(s) are required to withdraw from the CCMF application/ programme. Cyberport reserves the absolute right to request a refund of any grants paid to the applicants.
- 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. Result of the CCMF grants will be announced in the CUPP Graduation Ceremony, which is subject to reference check by Cyberport.

6. Acceptance of the Offer for Admission

- 6.1. CUPP winning teams 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 the CUPP winning teams within the time frame stated above, Cyberport shall assume that the applicant has withdrawn its application. 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 the final reports.

8. Funding

- 8.1. A grant totalling HK\$100,000 shall be paid to the CCMF Grant Recipient (i.e. Principal Applicant's personal bank account setup in Hong Kong for Individual Application or company bank account of the designated company setup in Hong Kong for Company Application) in the following stages:
 - 8.1.1 HK\$10,000 shall be arranged to the CCMF Grant Recipient after the signing of the CCMF Grant Recipient Agreement.
 - 8.1.2 HK\$45,000 shall be arranged after the Interim Report is approved by Cyberport Entrepreneurship Team (Senior Manager or above).
 - 8.1.3 The remaining HK\$45,000 shall be arranged, after:
 - a) the project is completed; and
 - b) the Final Report is approved by Cyberport Entrepreneurship Team (Senior Manager or above).

The grant shall be released within 60 days upon receipt of all the required and completed documents, with the approval 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:
 - 9.1.1 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;
 - 9.1.2 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;

- 9.1.3 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 (e.g. Any relative of any directors and/or employees working in Cyberport);
 - 9.1.4 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;
 - 9.1.5 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;
 - 9.1.6 Apply the grant prudently, efficiently and solely for the purpose of the project approved under CCMF;
 - 9.1.7 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;
 - 9.1.8 Abide by the principles of openness, fairness and competitiveness in the procurement of any goods/services in connection with CCMF; and
 - 9.1.9 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.
- 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.

10. Compliance with Laws of Hong Kong and in Other Jurisdictions

- 10.1 Applicants/CCMF Grant Recipients must comply with all local laws and regulations when conducting the Companies' business, and also those in other jurisdictions when conducting business there or where applicable.

- 10.2 Notwithstanding anything to the contrary in the application, Cyberport reserves the right to disqualify any applicants on the grounds that the applicant has engaged, is engaging, or is reasonably believed to have engaged or be engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or otherwise the exclusion is necessary in the interest of national security, or is necessary to protect the public interest of Hong Kong, public morals, public order or public safety.

Schedule 1

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 University Partners in Hong Kong.

CUPP University Partners

Please refer to Cyberport’s Cyberport Creative Micro Fund official webpage for the latest CUPP University Partners: https://www.cyberport.hk/en/about_cyberport/cyberport_entrepreneurs/cyberport_creative_micro_fund