

Intangible Cultural Heritage Funding Scheme

Community-driven Projects

———— Guide to Application ————



康樂及文化事務署
Leisure and Cultural
Services Department

非物質文化遺產辦事處
Intangible Cultural Heritage Office

Intangible Cultural Heritage Funding Scheme

Community-driven Projects

Guide to Application

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1. **Preamble**

- 1.1 The Intangible Cultural Heritage Funding Scheme is accepting applications for the first round of Community-driven Projects from 25 March 2019 (Monday) to 3 May 2019 (Friday) (“Closing Date”). Enquiries on the Guide to Application (“Guide”) and the Application for Community-driven Projects (“Application”) as well as other funding matters should be addressed to the Intangible Cultural Heritage Office of the Leisure and Cultural Services Department:

Telephone no.: 2267 1971

Fax no.: 2462 6320

Email: icho@lcsd.gov.hk

Website: www.lcsd.gov.hk/ICHO

Office Hours: Monday to Friday (except public holidays)

9:00 am to 1:00 pm;

2:00 pm to 6:00 pm

2. **Introduction**

2.1 The Hong Kong Special Administrative Region (“HKSAR”) Government attaches great importance to the safeguarding of Hong Kong’s intangible cultural heritage¹ (“ICH”) and strives to raise the Hong Kong community’s awareness of the importance of ICH and the need to protect such heritage as our cultural assets. To encourage community participation in safeguarding ICH² and to ensure the continual development of our local culture and traditions, the HKSAR Government has introduced key measures including:

- the setting up of the Intangible Cultural Heritage Advisory Committee (“ICHAC”) in 2008, comprising local academics, experts and community personalities, to advise the HKSAR Government on measures to safeguard ICH;
- the announcement of the first ICH Inventory of Hong Kong (comprising 480 items) in 2014;
- the establishment of the Intangible Cultural Heritage Office (“ICHO” / “the Office”) in 2015, which is dedicated to the research, preservation, promotion and transmission of ICH;
- the setting up of the Hong Kong Intangible Cultural Heritage Centre at the Sam Tung Uk Museum in 2016; and
- the promulgation of the first Representative List of the ICH of Hong Kong (comprising 20 items) in 2017.

2.2 To further promote the safeguarding of ICH, the HKSAR Government proposed in the 2018-19 Budget to allocate \$300 million to the Leisure and Cultural Services Department (“LCSD” / “the Department”) for the safeguarding, promotion and transmission of ICH. The HKSAR Government approved a funding of \$300 million in 2018 for launching the dedicated Intangible Cultural Heritage Funding Scheme to engage the community and strengthen various aspects of safeguarding work for the ICH items of Hong Kong.

¹ The intangible cultural heritage refers to the various cultural traditions originated from our everyday life, including different “intangible” activities, knowledge and skills such as languages, music and dances, as well as folk knowledge, festivals and customs, and craftsmanship, and recognised by various communities or groups as their cultural traditions. According to the Convention for the Safeguarding of the Intangible Cultural Heritage (“the Convention”) of the United Nations Educational, Scientific and Cultural Organization, the intangible cultural heritage is manifested in the following five domains: oral traditions and expressions; performing arts; social practices, rituals and festive events; knowledge and practices concerning nature and the universe; and traditional craftsmanship.

² The Convention defines “safeguarding” as measures aimed at ensuring the viability of the intangible cultural heritage, including the identification, documentation, research, preservation, protection, promotion, enhancement, transmission, as well as the revitalisation of the various aspects of such heritage.

- 2.3 The ICH Funding Scheme is implemented and managed by the ICHO of the LCSD. The ICHAC has been consulted before drawing up the scope and details of the funding support. The LCSD has set up an Assessment Panel under the ICHAC for assessing applications; the assessment results and funding recommendations made by the Assessment Panel will be submitted by the ICHO to the LCSD for approval.
- 2.4 The ICH Funding Scheme offers funding support for Community-driven Projects. Individuals and organisations with the related background are welcomed to propose meaningful projects and submit funding applications. The proposed project should be of certain scale and is expected to make a significant impact in the society (including academia / schools, communities or groups). The ICHO accepts applications annually for Community-driven Projects, and Applicants should complete the Application issued by the ICHO (specifying the nature, objectives, specific content, form(s) of implementation, personnel and staff involved, target beneficiaries, schedules, budget, expected outcomes and assessment indicators, etc. of the project) for assessment. This Guide provides application details for funding Community-driven Projects.

3. Purpose and Aims of the Funding Scheme

- 3.1 The purpose of the ICH Funding Scheme is to support Hong Kong citizens and organisations in carrying out ICH projects, with a view to achieving the following aims:
- to strengthen the safeguarding, research, education, promotion and transmission of local ICH items;
 - to support the transmission of ICH by local bearers and bearer organisations;
 - to engage the participation of the community in safeguarding ICH; and
 - to enhance public awareness and understanding of ICH, as well as to boost the respect for ICH.

4. Target Recipients and Eligibility of Applicants

- 4.1 The main target recipients of Community-driven Projects are:
- (a) bearer organisations or bearers of local ICH items;

- (b) organisations or individuals possessing techniques and knowledge related to local ICH items, or with the capability of transmitting rituals and traditions of local ICH items;
- (c) cultural organisations or academic institutions conducting researches on local ICH; and
- (d) organisations or individuals with the capability of promoting local ICH items to the public and in communities / groups.

4.2 The Applicants must satisfy one of the following eligibility criteria:

- Hong Kong residents who have reached the age of 18 on the Closing Date
(must hold a valid Hong Kong Identity Card and reside in Hong Kong);
- Charities recognised locally

Refer to organisations which are exempt from tax under section 88 of the Inland Revenue Ordinance
(must provide a copy of the letter issued by the Inland Revenue Department on tax-exemption under section 88 of the Inland Revenue Ordinance (Cap. 112) as documentary proof, a copy of the articles of association or constitution, as well as a list of the principal persons-in-charge and their positions);
- Local registered and non-profit making companies

(must provide a copy of the certificate of incorporation issued by the Companies Registry pursuant to the Companies Ordinance (Cap. 622)³, a copy of the company's memorandum and articles of association (which must include a clause prohibiting the distribution of the organisation's profits or properties amongst its members upon dissolution; and its objects and powers shall not include the distribution of profits to members), as well as a list of directors and their positions);
- Local registered and non-profit making societies

(must provide a copy of the acknowledgement / certificate of registration or exemption from registration of a society issued by the Hong Kong Police Force under the Societies Ordinance (Cap. 151), a copy of the constitution (which must include a clause prohibiting the distribution of the organisation's profits or properties amongst its members upon dissolution; and its objects and powers shall not include the distribution of profits to members), as well as a list of office-bearers and their positions);

³ The certificate of incorporation issued by the Companies Registry in the past in accordance with the old Companies Ordinance (Cap. 32) is also valid.

- Post-secondary education institutions recognised locally

Refer to the degree-awarding higher education institutions listed on the Education Bureau's website and the member institutions which provide manpower training under the Vocational Training Council

(must provide a copy of the institution's own ordinance / Post Secondary Colleges Ordinance (Cap. 320) as documentary proof of its establishment, or other documentary proofs as accepted by the ICHO (please confirm with the Office whether the document(s) is / are valid documentary proof(s)), as well as a list of board members and their positions).

4.3 The Applicants of Community-driven Projects may co-organise the proposed projects with different stakeholders in the following manner:

- (a) the collaboration between the organisation Applicant and ICH bearers, and between individual Applicant with relevant ICH techniques and other organisations will be given priority consideration for funding support;
- (b) the Applicant of Community-driven Projects must be the organiser or joint organiser of the project, and could not be just a co-organiser of the project.

4.4 In order to accelerate administrative efficiency, the Applicant is limited to one individual or one group / organisation / institution, and the ICH Funding Scheme does not accept joint application.

5. **Scope of Support**

5.1 The scope of support for Community-driven Projects covers projects related to the items in the Representative List and the Inventory of the ICH of Hong Kong. The HKSAR Government announced the first ICH inventory of Hong Kong (comprising 480 items) in 2014. Thereafter, the items of high cultural values and with an urgent need for preservation were selected from the inventory, and subsequent to the consultation with the ICHAC, the HKSAR Government promulgated the first Representative List of the ICH of Hong Kong (comprising 20 items) in 2017. For details of the Representative List and the Inventory of the ICH of Hong Kong, please visit the ICHO website⁴.

⁴ Representative List of the ICH of Hong Kong: http://www.lcsd.gov.hk/CE/Museum/ICHO/en_US/web/icho/the_first_intangible_cultural_heritage_inventory_of_hong_kong.html

ICH Inventory of Hong Kong: www.lcsd.gov.hk/CE/Museum/ICHO/en_US/web/icho/the_representative_list_of_hkich.html

5.2 In view of the circumstances in the development of local ICH and resources consideration, the ICH Funding Scheme will give priority consideration in support of the following projects:

- (a) projects related to the items in the Representative List or inventory items with an urgent need for preservation;
- (b) projects that allow bearer organisations / bearers and related stakeholders to participate in or showcase works and techniques as well as to manifest the cultural substance of ICH items;
- (c) transmission projects implemented or participated by ICH bearers or practitioners, especially training programmes in different forms to nurture the next generation of bearers;
- (d) research projects that collect, record, preserve, collate, publish, broadcast or disseminate through the Internet the information of local ICH, including oral history, audio-visual recordings, documentaries and other information with preservation value;
- (e) projects to promote and further the development of ICH in communities or groups;
- (f) projects to develop ICH educational resources or promote ICH education in schools;
- (g) projects that allow young people to participate in or develop ICH; and
- (h) other new projects to revitalise fading ICH items.

6. Application Criteria

- 6.1 In order to broaden or deepen the impact of the funded Community-driven Projects, the individuals and organisations that execute the projects should make planning in a longer term. In other words, the proposed projects must be of certain or larger scales, and the funding amount sought for each project shall not be less than \$250,000.
- 6.2 Each Applicant can only submit **one** application for this round. Besides, Applicants should not split a series of continuous and similar activities or programmes into more than one project and apply for funding to the LCSD under different names.

- 6.3 The proposed project must be non-profit making in nature. Any income derived from the funded project, such as sales, course fees, admission fees, and other donations / subsidies / sponsorships, etc. must be used to offset the expenditure of the funded project. The funding amount sought should be calculated by deducting the total estimated income from the total estimated expenditure. Upon the completion of the funded project, the ICHO will examine the income and expenditure of the project. In the event of project surplus, the fund recipient (“Grantee”) must return the residual fund to the Office.
- 6.4 To maximise the social benefits of the funding scheme for the betterment of Hong Kong citizens, the proposed Community-driven Projects should be carried out locally.
- 6.5 For Community-driven Projects on research / preservation / recording / publication or training, they shall normally be completed within three years after commencement. Projects of other nature shall normally be completed within one year after commencement.
- 6.6 All approved Community-driven Projects shall commence on or after 1 October 2019, and must commence within one year from 1 October 2019 (that is on or before 30 September 2020).
- 6.7 To avoid duplication of resources and overlapping of roles, and to ensure the proper use of fund, the LCSD reserves the right not to support or not to give priority consideration to proposed projects that fall under the scope of support of other cultural, arts, education or training institutions / funds / funding schemes.
- 6.8 The LCSD does not accept or support applications that over-rate or over-publicise individuals, commercial organisations, political parties or political groups, as well as applications for Community-driven Projects that publicise or promote commercial products and commercial projects.
- 6.9 The LCSD does not accept or support applications that publicise or promote ICH through means and activities of providing charitable services or entertainment⁵, or applications that aim to disburse relief fund and raise funds. In addition, the Department does not accept or support applications that publicise or promote ICH in the manner of giving priced tickets or vouchers away.

⁵ Entertainment refers to the provision of food or drink, for consumption on the occasion when it is provided, and of any other entertainment connected with or provided at the same time.

- 6.10 The LCSD will not process or support further application under the ICH Funding Scheme from Grantees who fail to complete the project as scheduled, refund the specified funding amount to the ICHO, or submit project evaluation report or the auditor's report as scheduled.
- 6.11 Also, in the event of a petition has been filed, or proceedings have commenced, or the court has issued an order, or a resolution has passed requesting an Applicant to liquidate or declare bankruptcy by the relevant parties, the LCSD will not accept or support the funding application from the Applicant in question.

7. Restrictions on Income and Expenditure

- 7.1 The ICH Funding Scheme normally does not provide funding support for recurrent expenditures such as remuneration of existing employees, office rental, equipment maintenance and repair expenses, and purchase of assets / furniture. In addition, red packets, interests, celebration banquets, presents, souvenirs or gifts, rental and maintenance expenses of instruments / equipment already owned by the Grantee, warehouse rental, transportation and meal expenses for entertainment and social functions, and fees related to the establishment / registration of the organisation Applicant or related to the membership application / registration of the Applicant, should not be listed as expenditure items. Applicant may make enquiry with the ICHO if in doubts, to confirm whether the expenditure item in question is within the scope of support of the ICH Funding Scheme.
- 7.2 To ensure the proper use of resources, restrictions on the following expenditure items are set:
- (a) If it is necessary to hire short-term or part-time personnel, the Applicant is required to prove that such personnel concerned is currently not being employed in the Applicant's own business / work, and the recruitment should as far as possible be conducted in compliance with the principles of openness, fairness, justness and competitiveness as well as the appropriate procedures. The remuneration of such personnel shall be commensurate with qualifications and experience, and the remuneration / service fee set shall not be higher than that of comparable positions in the market / sector.
 - (b) For funding applications on remuneration of administrative personnel and other administrative expenditures, the necessity and reasonableness, as well as how the expenditure items are commensurate with the objectives, nature, content and scale of

the proposed project should be elaborated. The Applicant should also specify that the proposed administrative expenditure items are directly related to the actual implementation of the project, and that the grant will not be a subsidy to the daily administrative expenditures of the Applicant's own business / work. The total amount of the remunerations / service fees for administrative / financial personnel (excluding accounting personnel and auditors) and other administrative expenditures under application shall normally be up to a maximum of 15% of the total funding amount sought. If the project is funded, the total remunerations / service fees of the administrative / financial personnel together with other administrative expenditures (excluding accounting and audit fees) covered in actual shall also normally be up to a maximum of 15% of the total funding amount approved. The Office reserves the right to define which positions are within the scope of administrative / financial personnel.

- (c) Expenditures on the purchase of instruments or equipment are normally not supported. Applicants should as far as possible use instruments or equipment already owned, or should rent the required instruments or equipment to implement the projects. In that event where the Applicant would only be able to carry out the project with the purchase of the respective instruments or equipment, reasonable justifications, including specifying the purpose of purchase and whether it is not possible to rent such instruments or equipment in the market, should be provided.
- (d) All incomes and expenditures of the funded project must be independently audited by a Hong Kong certified public accountant who shall prepare an auditor's report. The total audit and accounting fees under application shall be up to a maximum of 3% of the total funding amount sought. If the application is supported, the audit and accounting fees covered in actual will be up to a maximum of 3% of the total funding amount approved.
- (e) The total contingency expenditures under application shall not exceed 5% of the total funding amount sought. If the application is supported, the contingency expenditures covered in actual will be up to a maximum of 5% of the total funding amount approved. The Grantee should also account for the relevant expenditures on an accountable basis pursuant to the guidelines on the responsibilities of the grantees and the use of funds to be issued by the ICHO.
- (f) For any estimated expenditure item over \$30,000, the amount shall be reasonably commensurate with the market price / trade practice. The Applicant should list out the breakdown or the justifications for determining the estimated amount of the expenditure item. For expenditure items on procurement of goods / materials and

services, the Applicant may attach not less than two quotes / quotations in written form for reference. In that event the amount sought should be the lowest quoted price.

- 7.3 To avoid double subsidy / sponsorship, the Applicant is required to declare any secured monetary subsidy / sponsorship and other public funding resources that are under application. If subsidy / sponsorship from other public funding resources has been or will be granted to cover some of the expenditure items in the proposed project, such items will not be eligible for funding support. For successful application, the relevant amount will be fully deducted from the total funding approved under such circumstances. The Applicant is also required to declare if the proposed project has obtained or is seeking other non-monetary support (such as venue support from the LCSD).

8. Submission of Application

- 8.1 The Application for Community-driven Projects is available at the ICHO and can be downloaded from the ICHO website (www.lcsd.gov.hk/ICHO). The Closing Date of application for Community-driven Projects is **3 May 2019 (Friday)**. The Applicant should complete the Application issued by the ICHO and attach a copy of the documentary proof of registration, articles of association / constitution and a list of key members and their positions (for organisation Applicant). If the Applicant has not previously collaborated with the Office, publicity materials, photos, audio-visual materials or publications of comparable activities or work should also be attached for reference.
- 8.2 The completed Application and supporting documents, information / materials should be submitted in one of the following ways **by 6pm on the Closing Date**:
- (a) by hand to the collection box located at Sam Tung Uk Museum, 2 Kwu Uk Lane, Tsuen Wan, New Territories, Hong Kong (opened for receiving applications from Monday to Sunday, 10:00am to 6:00pm) in a sealed envelope marked with “Application for Community-driven Projects”;
 - (b) by post to the above address in a sealed envelope marked with “Application for Community-driven Projects” (accepting postmark dated not later than the Closing Date); or
 - (c) by email to icho@lcsd.gov.hk.
- 8.3 For submission by post, the postmark date on the envelope will be regarded as the date of submission of application, and only those postmarked not later than the Closing Date will be accepted. Please note that the Office will not process late applications due to insufficient

postage. Hence, the Applicant must ensure that the application submitted by post bear sufficient postage for proper delivery. Submission by courier will only be accepted if the pickup date shown on the bill issued by the courier service provider is on or before the Closing Date.

- 8.4 For email submission, the Applicant should ensure that his / her computer is equipped with the required configurations and well-supported email services for sending the Application, supporting documents and information / materials to the ICHO's email box. The Applicant should check the size limit of the email attachments for his / her email services. Application materials can be sent in multiple emails with project title as the email subject if there are over-sized attachments. The Applicant can submit the Application, supporting documents and information / materials either in MS Word or Adobe Portable Document Format (PDF) format; and the signature entries must be signed in person, scanned and submitted in PDF. For conversion of original copies (such as signature entries) into electronic files, scanning with at least 200dpi resolution is recommended. The Office reserves the right not to process applications with other formats or that do not comply with the above requirements. In addition, email applications should reach the ICHO's email box by 6pm on the Closing Date, and the date and time of receipt shown in the ICHO's email box will be regarded as the official receipt date and time of the Application.
- 8.5 Late applications and applications submitted by fax and other electronic methods other than email, or application proposals not submitted on the Application will not be processed by the ICHO.

9. Acknowledgement of Application and Notification of Results

- 9.1 If the Applicant did not receive an application acknowledgement from the ICHO by email, fax or post within two weeks after the Closing Date, please call the Office to enquire.
- 9.2 The ICHO will notify each Applicant in writing of the application result by September 2019. However, the Office reserves the right to postpone the notification.
- 9.3 The Application, documents and information / materials submitted will be retained for archival and audit purposes, no matter whether the application is successful or not. Therefore, the Applicant should make copies of the documents and materials submitted for his / her own records. All submitted materials and works / deliverables, such as books, images, audio-visual recordings, etc., will not be returned.

10. Application Assessment Procedures and Mechanism

- 10.1 The LCSD has set up the Assessment Panel under the ICHAC for assessing applications as well as monitoring and evaluating the progress and effectiveness of the funded projects.
- 10.2 The LCSD has established the following assessment procedures to ensure that each application is fully considered:
- (a) upon receipt of the funding applications, the ICHO will conduct a preliminary screening pursuant to established procedures and guidelines of the LCSD. The Applicant may be requested to provide supplementary information and explanations as the case may require. Failure to submit the required information in support of the application by the deadline as requested by the Office may be regarded as a withdrawal or forgoing of application. The Office also reserves the right not to process applications that do not comply with the requirements or are with insufficient / incomplete information, without requesting the Applicants for amendments or supplement of information;
 - (b) the ICHO will then conduct an analysis on the content and a preliminary vetting of the application. In compliance with the requirements set out in paragraphs 4, 5 and 6 of this Guide, the ICHO will prepare the relevant assessment documents on each application for consideration by the Assessment Panel;
 - (c) the ICHO will consult professionals in the relevant fields, consultants / advisors or relevant government departments prior to the Assessment Panel's funding consideration as the case may require;
 - (d) any Applicant of Community-driven Projects seeking a funding support of \$650,000 or above will be invited by the ICHO to attend an interview with the Assessment Panel to answer enquiries and to further explain their project proposals;
 - (e) the Assessment Panel will review the applications in accordance with established criteria, guidelines and procedures; thereafter the ICHO will submit the assessment results and funding recommendations made by the Assessment Panel to the LCSD for due consideration;
 - (f) upon receipt of the funding recommendations made by the Assessment Panel, the LCSD will make the final decision pursuant to established procedures. Based on the Assessment Panel's recommendations, the LCSD will determine the amount and conditions of funding support for approved cases;

- (g) the ICHO will report regularly to the ICHAC on the submissions and results of each round of application, as well as the progress and effectiveness of the funded projects.

10.3 The LCSD reserves the ultimate right regarding the procedures and arrangements of the assessment of the ICH Funding Scheme.

11. Assessment Criteria

11.1 The criteria for assessment of the funding applications are as follows:

- (a) whether the objectives and content of the project proposal comply with the purpose and aims of the ICH Funding Scheme, are of cultural values and can manifest the cultural substance of the related ICH item(s);
- (b) the uniqueness of the ideas / concepts of the proposed project, as well as the appropriateness and feasibility of the proposed form(s) of implementation; and whether the mode(s) of implementation of the proposed project can serve as pilots / demonstrations for the sector or act as good references;
- (c) whether the Applicant possesses the relevant knowledge and skills, and has good track records (for those who had collaborated with the ICHO or were supported by other units); and whether the personnel involved in the implementation of the proposed project include bearer(s) or members of bearer organisation(s) of the related ICH item(s), or are those with the relevant cultural and artistic literacy or administrative ability, qualifications, experience or reputation;
- (d) the value and effectiveness of the proposed project in the promotion and transmission of ICH in the society (academia / schools, communities or groups). For instance, whether more public participation can be achieved and whether different members of the society would benefit; or whether the project can attract students / young people to acquire knowledge or the techniques of the ICH item(s), and can enhance the specific target group's knowledge or appreciation of the ICH;
- (e) the reasonableness and feasibility of the proposed schedule and work process;
- (f) the reasonableness of the proposed budget; and

- (g) whether the self-evaluation mechanism, including the performance indicators to measure the qualitative and quantitative benefits (such as improving the ability or standard of the craftsmen / artists, and the number of beneficiaries), as well as the methods of evaluating the project effectiveness (such as questionnaires, participants / audience surveys or reviews from invited experts) is compatible with the project objectives.
- 11.2 Assessment results / evaluation reports (if any) of past activities in collaboration with the ICHO, or projects supported under the ICH Funding Scheme, will also be referenced by the Office and the Assessment Panel.
- 11.3 The LCSD will reject any applications that provide in the application documents, information and materials with false, untrue, forged, inaccurate or incomplete declarations or statements, as well as plagiarised, copied, misleading, concealed parts or applications with content or information which infringed the intellectual property rights of any person or contravene the Copyright Ordinance (Cap. 528). In case of such contravention, the LCSD will also withdraw any funding support already approved.
- 11.4 The ICHO and the Assessment Panel have the right to introduce other objective factors for consideration depending on the needs in the development and circumstances of ICH, the degree of competition among the funding applications and resources consideration, which are not in violation of the existing assessment criteria, to assess funding applications for Community-driven Projects. In addition, the ICHO and the Assessment Panel will also consider the applications according to the requirements and key factors / priorities of consideration set out in paragraph 4 (under 4.1 and 4.3) and paragraph 5 (under 5.2) in this Guide so as to make effective assessment.

12. The Determination of the Funding Amount

- 12.1 In determining the funding amount for projects supported, the ICHO and the Assessment Panel will consider the requirements and restrictions on income and expenditure stated in paragraph 7, and the nature, scale, complexity as well as the reasonableness of the budget of the proposed project. The following factors would also be taken into consideration:
 - (a) the financial overview and overall budget of the ICH Funding Scheme;
 - (b) the funding approved for various ICH items and different nature of projects;

- (c) the financial self-sufficiency and the capability of the Applicant in seeking other financial support;
- (d) whether a particular expenditure item has been or might be supported by other subsidy / sponsorship; and
- (e) whether every part of the proposed project is worth supporting.

Hence, the LCSD might not grant successful projects the full amount sought, and reserves the right to fund certain components or expenditure items of the proposed projects.

- 12.2 In addition, in the event of a deficit arising from implementing the funded project while the approved funds from the ICH Funding Scheme are fully exhausted, the Grantee is responsible for the shortfall and the LCSD will not grant additional funds to cover such deficits or cost over-runs.

13. Requirements on the Utilisation and Disbursement of Funds

- 13.1 The Grantee must implement the funded project and use the approved funding pursuant to the guidelines on the responsibilities of the grantees and the use of funds, as well as the guidelines on the avoidance of conflict of interests issued by the ICHO. The ICHO will disburse the approved funding by instalments via crossed cheques to the Grantee. The name of payee should basically be the same as that of the individual / organisation Applicant. The disbursement of funds shall normally be arranged as follows:
- (a) upon the signing of the undertaking / agreement on the funding support, and the receipt of proof of the timely commencement of the approved project, the ICHO will issue the first payment which is equivalent to 20% of the approved funding;
 - (b) upon submission of progress report and supporting proofs specified by the Office for the initial phase of the funded project, the second payment equivalent to 30% of the approved funding will be issued;
 - (c) upon submission of the progress report and supporting proofs specified by the Office for the latter phase of the funded project, the third payment equivalent to 30% of the approved funding will be issued; and

- (d) upon completion of the funded project, the Grantee shall submit a project evaluation report signed by the individual Grantee / the head of the Grantee organisation, together with an auditor's report pursuant to the related guidelines and requirements issued by the ICHO. The final payment equivalent to 20% of the approved funding will be issued to the Grantee if the project outcomes and relevant project reports are deemed satisfactory by the ICHO. In the event of project surplus, the residual fund will be deducted from the approved funding amount or have to be refunded to the Office as the case may require.

13.2 The ICHO reserves the absolute right to adjust the number of instalments and the proportion of approved funding of each instalment in view of the project nature and the conditions for funding support. The Grantee may make a requisition to the Office for the re-arrangement of funds disbursement by submitting a revised budget, as well as a cash flow statement showing the estimated income and expenditure at various stages of the funded project.

13.3 In addition, failure to complete the funded project or submit the project evaluation report and / or the auditor's report as scheduled will cause suspension of payments. The LCSD reserves the absolute right to reduce or even withdraw the funding support already approved under such circumstances. The Grantee must refund the specified amount to the Office promptly upon receipt of the notification.

13.4 Furthermore, the LCSD reserves all the rights to pursue actions against the Grantee for improper use of the funds and accounting, and request for subsequent refunds. In addition, the LCSD reserves the absolute right to suspend payments, reduce or even withdraw the funding support already approved at any time, taking into account the following:

- (a) changes in the resources available to the Grantee or factors affecting the latest development of the funded project;
- (b) the Grantee fails to comply with the stipulations and requirements set out in this Guide, the notification of funding support, or the undertaking / agreement on the funding support; and
- (c) the funded project is against public safety.

Upon receipt of notification from the ICHO, the Grantee must refund promptly the specified amount.

14. Responsibilities of the Grantee

14.1 The responsibilities of the Grantee include:

(a) the signing of the undertaking / agreement on the funding support

After receiving the notification of funding support, the individual Grantee / the head of the Grantee organisation should sign and return the undertaking / agreement on the funding support within the specified period, giving consent to accept the funding support according to the provisions set out.

(b) lawful implementation of the project

The implementation of the funded project must comply with the laws of Hong Kong. The Grantee shall obtain the suitable permits, licences, franchises and approvals / consents, etc. prior to the commencement, and settle the franchise and copyright licence charges, etc. on his / her own. To protect the interests of the organisations involved and the participants of the funded project, the Grantee shall also procure public liability insurance or other suitable insurances.

(c) procurement of goods / materials and services

The Grantee shall obtain quotations / invite tenders pursuant to the guidelines on the responsibilities of the grantees and the use of funds, the guidelines on the avoidance of conflict of interests, as well as the “lowest-bid wins” principle. The ICHO reserves the right to inspect and verify all the relevant documents on the procurement of goods / materials and services for the funded project.

(d) acknowledgement and publicity

All the publicity materials and publications for upcoming funded events (including press release, invitation card, backdrop, exhibition panel, poster, banner, programme booklet, leaflet and advertisement, etc.) should be accompanied by acknowledgements which comply with the requirements of the ICHO. The Grantee must obtain the written approval from the Office for the acknowledgement specifications before producing the publicity materials and publications. Also, the Applicant should inform the ICHO about publicity campaigns such as press conference, presentation, and the issuance of press release by the Grantee in advance. Moreover, the Grantee shall not employ the publicity campaigns, materials or publications of the funded Community-driven Projects to publicise and promote commercial products and commercial projects.

(e) acceptance of other resources and support

The Grantee must obtain written approval from the ICHO prior to the acceptance of donations or free services, subsidies / sponsorships in cash or in kind, advertisements from other organisations or persons, for their involvement in the funded project as a collaborator or any other roles. The Grantee must not accept unlawful or illegal subsidies / sponsorships. Upon the completion of the funded project, the Grantee shall submit an auditor's report specifying the details of donations, other subsidies / sponsorships and fees. The LCSD may withdraw the related funding support already approved if the Grantee fails to comply with the above requirements.

15. Monitoring and Evaluation of the Funded Project

- 15.1 The ICHO has devised the following monitoring and evaluation mechanism for the ICH Funding Scheme to ensure the proper use of funds:

(a) progress and performance evaluation

The ICHO will evaluate the funded project on the attainment of the proposed objectives and expected outcomes by reviewing and assessing the performance of the Grantee and monitoring the implementation of the funded project. The Office may conduct random inspection(s) or attend the funded programme(s). In that event the Grantee is required to make arrangement for the designated person(s) from the Office to attend the funded programme for recording, monitoring and evaluation purposes. The Grantee shall submit deliverable(s) of the funded project such as books, audio-visual works, research reports or other materials as scheduled. The Office will also invite consultants / advisors, scholars and other experts to assist in the evaluation of the works / deliverables if needed.

Furthermore, the Grantee shall submit the project evaluation report together with the audio-visual records of the funded programmes produced with the authorisation from all copyright owners, and the consents from relevant persons or organisations and performers involved in the production / performance / demonstration / activity upon request of the ICHO. The ICHO also reserves the right to collect opinions / responses directly from project participants / users / beneficiaries in order to fully evaluate the effectiveness of the funding and project outcomes. The Office will also invite the Grantee to attend meetings for project evaluation purposes if needed. The full evaluation of the funded project will be referenced by the ICHO in the future.

(b) monitoring the alterations to the funded projects

The Grantee should not alter the approved project, including the content, form(s) of implementation, personnel and staff involved, schedule and budget, etc., without the approval from the ICHO. In case the funded project is to be altered, the Grantee should obtain written approval from the ICHO at least one month prior to the commencement of the related activity or programme.

If the funded programme or activity is cancelled for whatever reason or fails to comply with the approved implementation plan, the Grantee shall notify the ICHO immediately in writing with explanations. In that event, the Office reserves the right to request for a refund which is equivalent to the amount paid to the Grantee.

(c) submission of project evaluation report

The Grantee shall submit progress reports and relevant supporting proofs on the actual progress of the funded project pursuant to the ICHO's requirements. The Grantee shall also submit the overall project evaluation report and an auditor's report on the income and expenditure of the funded project pursuant to the related guidelines and requirements issued by the ICHO within three months after the completion of the project. The project evaluation report shall include the following:

- (i) self-evaluation of the effectiveness and outcome of the project based on the proposed objectives, qualitative and quantitative performance indicators, such as the self-achievement of the Grantee and the advancement of the techniques of the ICH bearer(s) involved (if applicable);
- (ii) event photos, audio-visual recordings and works / deliverables (if applicable); and
- (iii) comments and opinions from the audience, participants or users, together with the relevant survey analysis on the number, background and age distribution of participants; and level of enhancement of the knowledge, interest, appreciation capacity and respect of the participants towards the related ICH item (if applicable).

15.2 The ICHO will retain the application documents and information submitted by the Grantee for archival, evaluation, review and audit purposes. Therefore, the Grantee should retain a copy of the submitted documents and information for self-record. Other relevant materials and works / deliverables submitted to the ICHO by the Grantee such as books, research reports, images, audio-visual materials, products, etc. will not be returned as well.

16. The Prevention of Bribery Ordinance

- 16.1 The Applicants and the Grantees shall observe the provisions of the Prevention of Bribery Ordinance (Cap. 201) and inform their directors or committee members and employees, consultants / advisors, collaborators, contractors, suppliers, service providers, agents or other persons involved in any manner in the application or funded project not to offer, solicit, or accept money, gifts or advantages to / from any person when applying for and implementing, or take advantage of the funded projects.
- 16.2 According to section 4 of the Prevention of Bribery Ordinance, the Applicant or the Grantee and related persons shall not offer, solicit or accept any advantage to / from the members of the ICHAC or its Assessment Panel, staff members of the LCSD and the ICHO, and experts and other persons assigned by the Department / Office for the assessment of application, monitoring the progress of the approved project and evaluating the effectiveness of the funding support provided.
- 16.3 Any offense will render the application null and void. The LCSD will withdraw the funding support already approved to the project in question, and hold the Applicant or the Grantee concerned liable and to compensate for any loss or damage which the HKSAR Government may sustain.

17. Handling and Enquiry of Personal Data

- 17.1 The ICHO shall collect the Hong Kong Identity Card number of the Applicant / authorised representatives / individuals to enable correct identification of, or correct attribution of the funding application to, the holder of the Hong Kong Identity Card pursuant to the Code of Practice on the Identity Card Number and Other Personal Identifiers issued by the Privacy Commissioner for Personal Data.
- 17.2 The personal data provided in the application documents will be used by the ICHO to process and assess funding application. Failure to provide the required information may affect the assessment process and result of application.
- 17.3 The Applicant and the Grantee shall inform the ICHO in writing about changes of personal data contained in the documents submitted for application and after the funding approval so as to ensure that the personal data held by the ICHO are correct. In the interest of promoting ICH and maintaining transparency, the Grantee shall authorise the ICHO for releasing the information related to the funded project (e.g. name of the Grantee, funding

amount approved, title, nature and abstract of project) on the documents, reports, websites, newsletters and other periodicals or publications of the HKSAR Government as the case may require. The HKSAR Government may employ the information for research, evaluation, review, audit and policy formulation purposes.

- 17.4 For the sake of application assessment, monitoring the progress of the approved project, and evaluating the effectiveness of the funding support provided, the Applicant and the Grantee shall authorise the ICHO to print, distribute or copy the personal data contained in the application documents and documents submitted after the funding approval, to the members of the ICHAC and its Assessment Panel, consultants / advisors, related government departments and persons involved in the application assessment and evaluation of funding support for reviews and references.
- 17.5 The Applicant and the Grantee shall have the right to know if the ICHO possesses the personal data of the Applicant and persons involved in the project, obtain a copy and amend any inaccurate information contained therein as provided for in sections 18 and 22 of and Principle 6 in Schedule 1 to the Personal Data (Privacy) Ordinance (Cap. 486). For access to and amendments of personal data, please make a written request to the ICHO (address: Intangible Cultural Heritage Office, Sam Tung Uk Museum, 2 Kwu Uk Lane, Tsuen Wan, New Territories, Hong Kong).

18. Intellectual Property Rights

- 18.1 For the sake of application assessment, monitoring the progress of approved project and evaluating the effectiveness of the funding support provided, the Applicant and the Grantee shall authorise the HKSAR Government (including the ICHO), and its authorised users, assigns and successors-in-title to copy the Application, documents, information and other materials and works / deliverables (“Application Documents”) submitted by the Applicant; and the project documents, information and other materials and works / deliverables (“Project Documents”) submitted by the Grantee; and to distribute copies of the Application Documents and the Project Documents to the LCSD personnel, the members of the ICHAC and its Assessment Panel, consultants / advisors, scholars, experts, related government departments and anyone involved in the application assessment, monitoring the progress of the approved project and evaluating the effectiveness of the funding support provided for perusal, reference, evaluation, review and audit purposes. The Applicant and the Grantee must also agree to authorise the HKSAR Government (including the ICHO) to possess, process, archive and keep the Application Documents and the Project Documents submitted by the Grantee.

- 18.2 If the Application Documents and the Project Documents contain works / deliverables and / or information or materials (including but not limited to any words, voice records, images, video productions, and other forms of works / deliverables and information) which the Intellectual Properties Rights (IPR) belong to a third party (“Third Party Materials”), the Applicant and the Grantee shall obtain the written consents of or licences from the relevant IPR owners in advance for permission to the Applicant and the Grantee, the HKSAR Government and its authorised users, assigns and successors-in-title of using and utilising the Third Party Materials pursuant to the anticipated means and purposes stated in this Guide and undertaking / agreement of the funding support, without infringements of the rights or third-party claims. The charges and expenses involved shall be borne by the Applicant and the Grantee. The ICHO reserves the right to require the Applicant and the Grantee to submit the written consents or licences concerned for verification.
- 18.3 If the funded project involved the use (including copying, distribution and / or publishing) of Third Party Materials, the Grantee shall obtain the written consents or licences from the relevant IPR owners in advance without infringement of rights or third-party claims so as to facilitate the implementation of the funded project. The ICHO reserves the right to require the Grantee to submit the written consents or licences concerned for verification.
- 18.4 Any Applicant or Grantee who fails to comply with the responsibilities or requirements set out in paragraph 18, and incurs the HKSAR Government (including the LCSD, the ICHO and its staff), authorised users (including the members of the ICHAC and its Assessment Panel, consultants / advisors, scholars, experts and any persons involved in the application assessment, monitoring the progress of the approved project and evaluating the effectiveness of the funding support provided, and the users and / or agents authorised by the ICHO), assigns and successors-in-title sustaining or bearing any losses, damages, claims, liabilities, proceedings, demands, charges and costs (including but not limited to legal expenses and costs) shall indemnify and keep the HKSAR Government and its authorised users, assigns and successors-in-title indemnified (based on full indemnity). Paragraph 18.4 of this Guide shall continue to subsist even if the funded project is completed or terminated.
- 18.5 Except for the Third Party Materials that are incorporated into the Project Materials (please refer to its definition at paragraph 18.6), all the IPR of the Project Materials are owned by the Grantee once generated.

- 18.6 The Grantee must unconditionally grant the HKSAR Government, its authorised users, assigns and successors-in-title an irrevocable, non-exclusive, perpetual, freely-transferable, worldwide, free and sub-licensable licence for using any and all production contents and outcomes of the funded project, partial or all parts of the works / deliverables and publication materials of the funded project (including but not limited to books, research reports, images, photographs, audio-visual recordings, publicity materials and periodicals) and all reports (“Project Materials”) submitted by the Grantee. The licence shall include the following rights: copying, uploading and archiving of Project Materials in any forms; dissemination, release and provision of copies of the Project Materials (including but not limited to releasing to the public through the Internet); to exhibit, perform, screen and broadcast the Project Materials publicly; and in any form, use in webpages, reports, periodicals, platforms and media that are owned, managed, involved or published by the HKSAR Government, for the appropriate purposes deemed by the HKSAR Government (including academic, research, education, promotions and development). If the Project Materials contain any Third Party Materials, the Grantee shall, at its own costs and expenses, undertake to procure the grant of the above licence to the HKSAR Government, its authorised users, assigns and successors-in-title by the relevant third party IPR owners.
- 18.7 In this Guide, the IPR means patents, trademarks, service marks, trade names, design rights, copyright, domain names, database rights, rights in know-how, new inventions, designs or processes, and other intellectual property rights, in each case whether now known or created in future (regardless of whatever nature and wherever arising) and in each case whether registered or unregistered, and including applications for the grant of any such rights.

19. Revisions to the Guide and the Application

- 19.1 The ICHO reserves the right to revise this Guide and the Application for Community-driven Projects, and update and optimise the funding application documents when necessary.

Leisure and Cultural Services Department
Intangible Cultural Heritage Office
March 2019

Relevant Information and Documents



Intangible Cultural Heritage Office



Intangible Cultural Heritage Funding Scheme
Community-driven Projects



Intangible Cultural Heritage Funding Scheme
Community-driven Projects
Guide to Application



Intangible Cultural Heritage Funding Scheme
Application for Community-driven Projects
Word Format



Intangible Cultural Heritage Funding Scheme
Application for Community-driven Projects
PDF Format