

Intangible Cultural Heritage Funding Scheme

Guide to Application for Community-driven Projects

1. Preamble

The Intangible Cultural Heritage (“ICH”) Funding Scheme is accepting applications for the second round of Community-driven Projects from 8 January 2020 (Wednesday), and the deadline of application is **extended to 18:00:00, 16 March 2020 (Monday)** (“Deadline”). Enquiries on this Guide to Application (“Guide”) and the Application Form for Community-driven Projects (“Application Form”) as well as other funding matters should be addressed to the Intangible Cultural Heritage Office (“the ICHO” / “the Office”) of the Leisure and Cultural Services Department (“the LCSD” / “the Department”):

Telephone : 2267 1971

Fax : 2462 6320

Email : ichfs@lcsd.gov.hk

Website : www.lcsd.gov.hk/ICHO

Office Hours : Monday to Friday (except public holidays)
9 am to 1 pm; 2 pm to 6 pm

2. Introduction

2.1 ICH 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 ICH 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.

2.2 The Hong Kong Special Administrative Region (“HKSAR”) Government attaches great importance to the safeguarding of ICH of Hong Kong 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 the community participation in safeguarding ICH¹ and to ensure the continual development of our

¹ The Convention defines “safeguarding” as measures aimed at ensuring the viability of the intangible cultural heritage

local culture and traditions, the HKSAR Government has introduced various key measures including:

- the setting up of the ICH 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 ICHO in 2015, which is dedicated to the research, preservation, promotion and transmission of ICH;
- the setting up of the Hong Kong ICH 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.

2.3 To further promote the safeguarding of ICH, the HKSAR Government proposed in the 2018-19 Budget to allocate \$300 million to the LCSD for the safeguarding, promotion and transmission of ICH. The HKSAR Government approved a funding of \$300 million in late 2018 for launching the ICH Funding Scheme to engage the community and strengthen various aspects of safeguarding work for the ICH items of Hong Kong.

2.4 The purpose of the ICH Funding Scheme is to support local organisations and individuals with relevant experience to carry 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, understanding and respect in regard to ICH.

2.5 The ICH Funding Scheme is implemented and managed by the Office 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 Office to the LCSD for approval.

2.6 The ICH Funding Scheme is now offering funding support for the Community-driven Projects. Applicants should complete the Application Form for assessment. This Guide provides the application details for the Community-driven Projects.

3. Eligibility of Applicants

3.1 The Community-driven Projects mainly targets at:

- bearer organisations or bearers of local ICH items;
- 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;
- cultural organisations, academic institutions or individuals conducting researches on local ICH; and
- organisations or individuals capable in promoting local ICH items to the public and in communities/ groups.

3.2 Applicants must satisfy one of the following eligibility criteria:

(a) Charities recognised locally

Refer to organisations which are exempted from tax under section 88 of the Inland Revenue Ordinance. A copy of the document issued by the Inland Revenue Department on tax-exemption under section 88 of the Inland Revenue Ordinance (Cap. 112), a copy of document of organisation registration and a list of the organisation's principal persons-in-charge must be provided;

(b) Local registered and non-profit making companies

A copy of the certificate of incorporation issued by the Companies Registry pursuant to the Companies Ordinance (Cap. 622) or the old Companies Ordinance (Cap. 32), a copy of the company's articles of association/ memorandum and articles of association (which must include a clause prohibiting the distribution of the company's profits or properties amongst its members upon dissolution; and its objects and powers shall not include the distribution of profits to members) already registered at Companies Registry and a list of directors must be provided;

(c) Local registered and non-profit making societies

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) and a list of office-bearers must be provided;

(d) 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; or

(e) Hong Kong residents with a valid Hong Kong Identity Card and reside in Hong Kong

Must reach the age of 18 years old by the Deadline and fulfill one of the following conditions:

- (i) bearers of local ICH items;
- (ii) individuals possessing techniques and knowledge related to local ICH items, or with the capability of transmitting rituals and traditions of local ICH items;
- (iii) individuals with experience in conducting researches on local ICH; or
- (iv) individuals with the capability of promoting local ICH items to the public and in communities / groups.

For individual applications, the applicants shall be the project-in-charge.

- 3.3 Except for locally recognized post-secondary education institutions, each applicant shall submit only one application. Under no circumstances should an applicant split a series of continuous and similar activities or programmes into more than one project and submit application under different names.
- 3.4 An applicant is limited to an individual or organization. No joint application will be accepted. The applicant should be the presenter or co-presenter of the proposed project instead of participating as an organiser or supporting unit.
- 3.5 Grantees of "Intangible Cultural Heritage Funding Scheme - Community-driven Projects" in the first round (please refer to paragraph 3.6 for locally recognized post-secondary education institutions) can also submit new applications. In the event that their new applications are supported, the LCSD will initially give a conditional funding offer. Upon completion of their earlier approved funded projects to the satisfaction of the Department, the LCSD will confirm the grants and enter into agreement for the new project. The applicant can only commence the new project after signing the agreement.
- 3.6 For applications submitted by locally recognized post-secondary education institutions, the conditions set forth in paragraph 3.5 above will not apply in case the proposed project-in-charge / project leaders are different from the previously approved projects.

- 3.7 The conditions set forth in paragraphs 3.5 and 3.6 above are only applicable to grantees of “Intangible Cultural Heritage Funding Scheme - Community-driven Projects”.
- 3.8 If 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 application for the ICH Funding Scheme from the applicant in question.

4. Scope of Support

- 4.1 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, at least one item of which shall be included in the application. For details of the Representative List and the Inventory of the ICH of Hong Kong, please visit the ICHO website².
- 4.2 In view of the circumstances in the development of local ICH and resources consideration, the ICH Funding Scheme will accord priority of support to the following projects:
- (a) projects related to the items in the Representative List or the Inventory of ICH with an urgent need for preservation;
 - (b) projects with participation of bearer organisations / bearers of ICH items;
 - (c) projects that allow bearer organisations / bearers of ICH items and related stakeholders to participate in or to showcase works and techniques, as well as manifest the cultural substance of ICH items;
 - (d) transmission projects implemented or participated by ICH bearers or practitioners, especially training programmes in different forms to nurture bearers of the next generation;
 - (e) 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;

2 Website of the Intangible Cultural Heritage Office:
https://www.lcsd.gov.hk/CE/Museum/ICHO/en_US/web/icho/home.html.

- (f) projects that promote or further develop ICH in communities or groups;
 - (g) projects that develop ICH educational resources or promote ICH education in schools;
 - (h) projects that allow young people to participate in or develop ICH; and
 - (i) other new projects that revitalise fading ICH items.
- 4.3 The proposed Community-driven Projects shall be carried out locally to maximise the social benefits of the funding scheme for the betterment of Hong Kong citizens.
- 4.4 The LCSD reserves the right not to support proposed projects that fall under the scope of support of other funds/ funding schemes to avoid duplication of resources and overlapping of roles.
- 4.5 The LCSD will not support proposed projects that promote ICH through the provision of charitable services or entertainment activities³, disbursement of relief fund, fund raising or distribution of priced complimentary tickets/ free vouchers.
- 4.6 The LCSD will not support proposed projects that over-publicise individuals, commercial organisations, political parties or groups, or promote commercial products / projects.
- 4.7 The LCSD will not support proposed projects involving ICH activities conducted by non-local individuals or organisations.

5. Project Period

All approved projects shall commence within one year on or after 1 August 2020 (i.e. on or before 31 July 2021). Research/ preservation/ recording/ publication projects shall be completed within three years after commencement. Projects of other nature shall be completed within one year after commencement.

6. Assessment Mechanism

The Assessment Panel under the ICHAC will assess the applications in accordance with the established criteria, guidelines and procedures. Upon receipt of the funding

³ 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.

recommendations made by the Assessment Panel, the LCSD will make the final decision and determine the amount and conditions of funding support for approved cases pursuant to the established procedures. The LCSD reserves the ultimate right regarding the procedures and arrangements of the assessment mechanism.

7. Assessment Criteria

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

- (a) the proposed projects comply with the objectives stipulated in paragraph 2.4 above, are of cultural values and can manifest the cultural substance of the related ICH item(s);
- (b) the proposed projects demonstrate the unique ideas / concepts, while the proposed forms of implementation are appropriate and feasible; the modes of implementation can serve as pilots / demonstrations / good reference for the sector;
- (c) the applicants possess the relevant knowledge and skills, and have good track records; and the personnel involved include bearer(s) or members of bearer organisation(s) of the related ICH item(s), or those with the relevant cultural and artistic literacy or administrative ability, qualifications, experience or reputation;
- (d) the proposed projects show the value and effectiveness in the promotion and transmission of ICH in the society (academia/ schools, communities or groups), e.g. to encourage more public participation, benefit different members of the society, attract students/ young people to acquire knowledge or the techniques of the ICH item(s), or enhance the specific target group's knowledge or appreciation of the ICH, etc.;

7.2 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 Assessment Panel and the Office

7.3 In view of the ICH development need, competition amongst applications and resource allocation, the Assessment Panel and the Office reserve the right to establish additional assessment criteria in accordance with the targeted applicants and priorities of support set forth in paragraph 3.1 and 4.2 above to make effective assessment, while not violating the assessment criteria set forth in paragraph 7.1 herein.

8. The Determination of the Funding Amount

- 8.1 In order to attain the significant impact in the community, the proposed projects must be of a certain scale, and the funding amount applied for each project shall not be less than HK\$250,000. The Department reserves the right to approve a lower amount for individual projects.
- 8.2 Apart from the requirements and restrictions on income and expenditure stated in paragraph 9 below, the nature, scale and complexity of the project as well as the reasonableness of the budget, the Assessment Panel and the Office will also consider the following factors when determining the funding amount:
- (a) the financial overview and overall budget of the ICH Funding Scheme;
 - (b) the amount approved for various ICH items and projects of different natures;
 - (c) the financial capacity of the applicants;
 - (d) whether any expenditure item has been or might be supported by other subsidisers/ sponsors; and
 - (e) whether every part of a proposed project is worth supporting.

Hence, the LCSD may support certain components or expenditure items of the proposed projects, and not grant full funding amount applied by the applicants.

- 8.3 In the event of a deficit arising from implementing the funded project, the grantee will solely be responsible for the shortfall and the LCSD will not grant additional funds to cover such deficits or cost overruns.

9. Requirements and Restrictions on Income and Expenditure

- 9.1 The proposed project must be non-profit making in nature. Any income derived from the funded project, such as sales, tuition or admission fees, and other donations / subsidies / sponsorships, etc. must be used to offset the expenditure of the funded project. Upon the completion of the funded project, the grantee should submit an auditor's report showing the income and expenditure of the project. In the event of project surplus as shown in the auditor's report, the LCSD will deduct the amount from the grant yet to be issued or request the grantee to return any part of the grant already paid as the case may require.
- 9.2 To avoid double subsidy / sponsorship, the applicant is required to declare any secured monetary subsidy / sponsorship as well as other monetary support under application. If subsidy / sponsorship from other funding resources has been or will be granted to cover some of the expenditure items in the proposed project, such

item(s) will not be supported and for successful applications the amount of grant of such item(s) will be deducted from the approved budget. The applicant is also required to declare if the proposed project has obtained or is seeking other non-monetary support (e.g. venue or material support).

9.3 To ensure the proper use of resources, restrictions on the following expenditure items are set:

- (a) The ICH Funding Scheme normally does not provide funding support for recurrent expenditures such as office rental, equipment maintenance expenses, and purchase of assets (e.g. computers / 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, expenses arising from visa / travelling / accommodation for overseas visits / visits to Hong Kong, transportation and meal expenses for entertainment and social functions, and fees related to the establishment/ registration of the organisation or related to the membership application / registration of the applicant, should not be listed as expenditure items.
- (b) If employment of project staff is required, the remuneration of such staff shall be calculated upon their qualifications and experiences and not be higher than the rate of similar posts in the market / industry.
- (c) For funding applications on remuneration of administrative personnel and other administrative expenditures, the proposed expenditure items should be necessary and reasonable, and commensurate with the objectives, nature, content and scale of the proposed projects. In addition, they should be directly related to the actual implementation of the projects. The grant will not be a subsidy to the daily administrative expenditures of the applicants' own business / work. The total amount of the remunerations/ service fees for administrative / financial personnel (excluding accounting personnel and auditors) and other administrative expenditures shall be up to a maximum of 15% of the funding amount. The Office reserves the right to define which positions are within the scope of administrative / financial personnel.
- (d) Expenditures on the purchase of instruments or equipment are normally not supported. Applicants should use instruments or equipment already owned as far as possible or should rent the required instruments or equipment to implement the projects. In that event where the applicants would only be able to carry out the projects with the purchase of the respective instruments or equipment, justifications, including the purpose of purchase and whether it is more cost effective to purchase than to rent such instruments or equipment in the market, shall be provided.

- (e) All incomes and expenditures of the funded projects must be independently audited by a Hong Kong certified public accountant who shall prepare an auditor's report. The amount dedicated for accounting and auditing shall be 3% of the funding amount. The remaining amount of such item cannot be vired to other expenditure items.

10. Submission and Requirements of Application

- 10.1 The Application Form can be collected at the Sam Tung Uk Museum, whose address and opening time are provided in paragraph 10.2(a) below, or downloaded from the ICHO's website (www.lcsd.gov.hk/ICHO). The Deadline is extended to **18:00:00, 16 March 2020 (Monday)**.
- 10.2 The applicant should submit the duly completed Application Form (in duplicate, one original and one copy) together with supporting documents (only one copy required) by the Deadline in one of the following ways:
- (a) by hand to the collection box at the Sam Tung Uk Museum, 2 Kwu Uk Lane, Tsuen Wan, New Territories, Hong Kong (Monday, Wednesday to Sunday, 10:00am to 6:00pm) in a sealed envelope marked with "Application for Community-driven Projects" (for submission in person, please book the submission timeslot at 2267 1971 in advance);
 - (b) by post to the above address in a sealed envelope marked with "Application for Community-driven Projects"; or
 - (c) by email to ichfs@lcsd.gov.hk.
- 10.3 For submission by post, the postmark date on the envelope will be regarded as the date of submission of application, and only those postmarked no later than **16 March 2020** will be accepted. Please note that the Office will not process undelivered or late applications due to insufficient postage. Hence, the applicant must ensure that the application submitted by post bears 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 **16 March 2020**.
- 10.4 For email submission, the applicant should ensure that his / her computer can support the sending of the Application Form and supporting documents to the Office'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 (**no more than 15MB** each) with project title and applicant name as the email subject if there are over-sized attachments. The applicant can submit the

Application Form and supporting documents either in MS Word or PDF (Adobe Portable Document Format) format, while submission via shared links or other online transmission platforms will not be accepted. The signature entries in the Application Form must be signed in person, scanned and submitted in PDF. The Office reserves the right not to process applications saved in other formats or not complying with the above requirements. In addition, email applications should reach the Office's email box by the Deadline (i.e. **18:00:00, 16 March 2020**), and the date and time of receipt shown in the Office's email box will be regarded as the official receipt date and time of the application.

- 10.5 Late applications, applications submitted by fax or other electronic methods other than email, and application proposals not submitted on the designated Application Form of the Community-driven Projects of this round will not be processed.
- 10.6 Any amendments to the Application Forms and contents of the proposed projects after the Deadline will not be considered.
- 10.7 The applicant may contact the Office if he / she does not receive an application acknowledgement from the Office by email, fax or post within two weeks after the Deadline.
- 10.8 The LCSD reserves the right not to consider the applications not complying with the requirements set forth in this Guide and the Application Form or with incomplete information. The Department will reject any applications providing in the Application Form and supporting documents with false, untrue, forged, inaccurate or incomplete declarations, guarantees, or statements, as well as plagiarised, copied, misleading, concealed parts, or any content or information that 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.
- 10.9 The Application Form and supporting documents submitted will be retained for archival and auditing purposes, no matter whether the application is successful or not. Therefore, the applicant should make copies of the Application Form and documents submitted for his / her own records. All other submitted materials, such as books, images, audio-visual recordings, etc., will not be returned.

11. Release of Results and Signing of Agreements

- 11.1 The Office will notify each applicant in writing of the application result by July 2020. However, the Office reserves the right to postpone the notification.

11.2 The successful applicants shall reply to the Office within a specified period on whether or not they will accept the grants and the granting conditions, if any. The Office will arrange with the successful applicants accepting the grants, the grantees by then, to sign an agreement for confirming the details and arrangements of the funded projects. The grantees shall implement the funded projects in accordance with the clauses of the agreements. If applicants wish to know more about the responsibilities after acceptance of grants, such as restrictions and conditions on the use of grants, monitoring and evaluation mechanisms of funded projects, requirements for submission of evaluation reports and auditor's reports, etc., they could contact the Office to make enquiries or request for a sample of the agreement (English version only) for reference.

12. Disbursement of Funds

12.1 The name of payee should be the same as that of the applicant. The funds will be disbursed by instalments upon the actual progress of the funded project as well as submission of progress evidence.

12.2 The Office reserves the absolute right to adjust the number of instalments and the proportion of approved funding of each instalment taking into account of the project nature and the conditions for funding support. In the event that the grantee would like to re-arrange the disbursement of the fund, he / she shall submit a written request for consideration by the Office.

13. Prevention of Bribery Ordinance

All applicants and grantees shall strictly observe the provisions in the Prevention of Bribery Ordinance (Cap. 201) and are prohibited from offering or soliciting money, gifts or any other advantages to or from any person, or accepting money, gifts or any other advantages from any person on the occasions of submitting the applications and implementing the funded projects, or in connection with the funded projects. Applicants, grantees, or related persons of the two are prohibited from offering any advantages to, or soliciting and receiving any advantages from the members of the ICHAC and its Assessment Panel, staff members of the LCSD and ICHO as well as experts and other personnel assigned to assess the applications, monitor the progress of funded projects and evaluate the effectiveness of funding. In case offences are committed under the Ordinance, the concerned applications or approved grants will be declared null and void.

14. Handling and Enquiry of Personal Data

- 14.1 The Office shall collect the Hong Kong Identity Card number of the applicants / authorised representatives / individuals to enable correct identification of and / 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.
- 14.2 The personal data provided in the application documents will be used by the Office to process and assess funding application. Failure to provide the required information may affect the assessment process and result of application.
- 14.3 The applicant and the grantee shall inform the Office in writing of any 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 Office are correct. In the interest of promoting ICH and maintaining transparency, the grantee shall authorise the Office for releasing the information related to the funded project (e.g. name of the grantee, funding amount approved, nature and abstract of the 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.
- 14.4 For the sake of application assessment, monitoring the progress of the funded project, and evaluating the effectiveness of the funding support provided, the applicant and the grantee shall authorise the Office 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.
- 14.5 The applicant and the grantee shall have the right to know if the Office 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 Office (address: Intangible Cultural Heritage Office, Sam Tung Uk Museum, 2 Kwu Uk Lane, Tsuen Wan, New Territories, Hong Kong).

Intangible Cultural Heritage Office
Leisure and Cultural Services Department
February 2020