

Intangible Cultural Heritage Funding Scheme 2021

Guide to Application

1. Preamble

The Intangible Cultural Heritage (“ICH”) Funding Scheme is accepting applications for the “Community-driven Projects 2021” (“Community-driven Projects”) and “Partnership Projects 2021” (“Partnership Projects”) from **23 December 2021 (Thursday) to 12:00:00 noon on 9 February 2022 (Wednesday)** (“Deadline”). Enquiries on this “Guide to Application” (“the Guide”), the “Application Form for Community-driven Projects 2021”, and the “Application Form for Partnership Projects 2021” 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”):

Telephone: 2267 1971

Fax: 2462 6320

Email for enquiry*: 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

* Applications made to this email address **will not be accepted**. Applications should be submitted to ichfs_app@lcsd.gov.hk.

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 ICH (“the Convention”) of the United Nations Educational, Scientific and Cultural Organisation, 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 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 objectives:

- 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 and the Sub-committee on ICH Funding Scheme under ICHAC (the Sub-committee) have been consulted before drawing up the scope and details of the funding support. The Sub-committee is also responsible for assessing applications, monitoring and evaluating funded projects. The assessment results and funding recommendations made by the Sub-committee will be submitted by the Office to the LCSD for approval.

¹ The Convention defines “safeguarding” as measures aimed at ensuring the viability of the ICH, including the identification, documentation, research, preservation, protection, promotion, enhancement, transmission, as well as the revitalisation of the various aspects of such heritage.

- 2.6 The ICH Funding Scheme invites eligible organisations and individuals to submit applications for the “Community-driven Projects” and “Partnership Projects”. Applicants applying for the “Community-driven Projects” should complete the “Application Form for Community-driven Projects 2021” and applicants applying for the “Partnership Projects” should complete the “Application Form for Partnership Projects 2021” for assessment. The Guide provides application details for the “Community-driven Projects” and “Partnership Projects”.

3. Eligibility of Applicants, Number of Applications and Project Period

- 3.1 The following general eligibility criteria are applicable to applicants of both the “Community-driven Projects” and “Partnership Projects”:
- (a) Application is limited to a single person or an individual organisation; joint applications from multiple applicants will not be accepted.
 - (b) If an applicant is a full-time staff member of a post-secondary education institution, he / she should provide documentary proof issued by the person-in-charge of the relevant institution showing the approval for the applicant to apply under his / her own name and the confirmation that the proposed project does not fall under the scope of the relevant institution’s own funding support.
 - (c) Sub-units / subsidiaries that are not independent / legal entities must submit their applications in the name of their parent organisations which should have independent / legal entity status, and each parent organisation will be counted as an independent applicant.
 - (d) The LCSD will not accept or support applications for the ICH Funding Scheme if any of the following situations occurs:
 - (i) The eligibility criteria are not met by the Deadline (such as not possessing the acknowledgement / certificate of registration or exemption from registration of a society, or a valid Hong Kong identity card);
 - (ii) 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; or
 - (iii) Applicants no longer meet the eligibility criteria (such as a company is no longer listed in the Companies Register of the Companies Registry, or a society has dissolved, or an organisation is no longer a locally recognised charity or a local registered and non-profit making company / society).

In the event of the above or any change in the information supporting the eligibility of the applicants, the applicants should take initiatives to contact the Office to update the information relevant to his / her eligibility.

- 3.2 Other eligibility criteria and scope of support of the “Community-driven Projects” are detailed in Annex I of the Guide.
- 3.3 The “Partnership Projects” launched this year include the following six project items:
- (a) Research and Publication on the Items of the “Representative List of the ICH of Hong Kong”
 - (b) Survey and Research for Enriching the “ICH Inventory of Hong Kong”
 - (c) ICH for All
 - (d) ICH @ Schools
 - (e) “Meet the Masters” Series
 - (f) ICH Roving Exhibitions
- 3.4 Project information, responsibilities of partners and eligibility of applicants of each project of the “Partnership Projects” are appended at Annex II to Annex VII.
- 3.5 Restrictions on the number of applications submitted by the same applicant are as follows:
- (a) For applications for the “Community-driven Projects”, except for locally recognised post-secondary education institutions, each applicant shall submit one application only. The details are set out in Annex I; please complete and submit the “Application Form for Community-driven Projects 2021”.
 - (b) For applications for the “Partnership Projects”, each applicant may apply for more than one project under the “Partnership Projects”. If an applicant applies for more than one project, he / she shall complete a separate “Application Form for Partnership Projects 2021” for each project applying, and put the application form for each project item into a different envelope for submission or send each application form by a different email.
 - (c) An applicant may submit applications for both the “Community-driven Projects” and “Partnership Projects” in compliance with (a) and (b) above.
- 3.6 Restrictions on project period are as follows:
- (a) All approved projects of the “Community-driven Projects” and “Partnership Projects” shall commence only after the signing of the Funding Agreement.
 - (b) Project periods applicable to the “Community-driven Projects” are as follows:
 - (i) All approved “Community-driven Projects” shall generally commence within one year after receiving the notification of application result. The Office will confirm the project period with the successful applicants in writing.

- (ii) Research / preservation / recording / publication projects shall generally be completed within three years after commencement so as to provide adequate time for research work.
 - (iii) For projects involving annual traditional festivals / rituals, large-scale promotional activities, or systematic and continuous transmission training courses with distinctive cultural substance proposed by post-secondary education institutions recognised locally, applicants may apply for funding for such activities or courses over two consecutive years according to their needs, and the projects shall generally be completed within two years after commencement.
 - (iv) Projects other than (ii) and (iii) above shall generally be completed within one year after commencement.
- (c) Project periods applicable to the “Partnership Projects” only are as follows:
- (i) All approved “Partnership Projects” shall generally commence within six months after receiving the notification of application result. The Office will confirm the project period with the successful applicants in writing.
 - (ii) The project period of each project item of the “Partnership Projects” is set out in Annex II to Annex VII.

4. Assessment Mechanism

The Sub-committee under the ICHAC will assess the applications in accordance with the established criteria, guidelines and procedures. Upon receipt of the funding recommendations made by the Sub-committee, 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.

5. Assessment Criteria

5.1 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 unique ideas / concepts, while the proposed forms of implementation are appropriate and feasible;
- (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 effectiveness of the proposed projects in the society, including promotion, safeguarding and transmission of ICH in academia / schools or different communities / groups.

Equal weightings will be assigned to the above four assessment criteria.

5.2 Factors for assessing 5.1(c) criterion above include but not limited to the following:

- (a) track records (if any) of projects in collaboration with the ICHO, projects supported under the ICH Funding Scheme and by the relevant cultural / heritage funding organisations; and
- (b) prioritised factors for consideration set out in paragraph 3.3 of Annex II to Annex VII (applicable to the “Partnership Projects” only).

6. Determination of the Funding Amount

6.1 In order to attain significant impact in the community, the projects must be of a certain scale, and the funding amount applied for each project shall not be less than HK\$250,000. The LCSD reserves the right to approve a lower amount for individual projects.

6.2 Apart from the requirements and restrictions on income and expenditure stated in paragraph 7 below, the nature, scale and complexity of the project as well as the reasonableness of the budget, the Sub-committee 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 nature;
- (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 component of a proposed project is worth supporting.

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

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

7. Requirements and Restrictions on Income and Expenditure

- 7.1 A funded 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. can only be used to offset the approved expenditure of the funded project. Upon the completion of the funded project, the grantees 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 grantees to return any part of the grant already paid as the case may require.
- 7.2 To avoid double subsidy / sponsorship, applicants are 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. In the case of double subsidy / sponsorship of approved item(s), the amount of grant of such item(s) will be deducted from the approved budget of the funded project. Applicants are also required to declare if the proposed projects have obtained or are seeking other non-monetary support (such as venue or material support).
- 7.3 To ensure the proper use of resources, restrictions on the following expenditure items are set:
- (a) The ICH Funding Scheme in general does not provide funding support for the following expenditures:
 - (i) Recurrent expenditures such as office rental, expenses on repair / maintenance of equipment, purchase of assets (such as computers / furniture), rental and maintenance expenses of venues / instruments / equipment already owned by the grantee, warehouse rental.
 - (ii) Expenditures on the purchase of instruments or equipment. Applicants should use the 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 execute 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. In principle, the purchased instruments or equipment, if approved, shall be returned to the LCSD upon completion of the funded projects.
 - (iii) Remuneration, allowance or other expenses expended in the name of volunteers or participants of activities;
 - (iv) Red packets, interests, celebration banquets, presents, souvenirs or gifts, uniforms, meals, drinks, bottled water, expenses arising from visa / travelling / accommodation and meals for visits outside Hong Kong / visits to Hong Kong, transportation and meal expenses for entertainment

and social functions; and

- (v) Fees related to the establishment / registration of the organisation or related to membership applications / registrations of applicants.
- (b) If the employment of project personnel (including projects-in-charge/researchers-in-charge, other key personnel, and other project personnel) is required, the remuneration of such personnel shall be calculated against their qualifications and experience and shall not be higher than the rate of similar posts in the market / industry. Besides, if a grantee recruits new project personnel or substitutes the project personnel listed in his / her application form and approved by the LCSD or procures any goods and services, the grantee shall observe the principles of fairness, justness, openness, competitiveness and value for money (Please refer to [“Strengthening Integrity and Accountability – Government Funding Schemes Grantee’s Guidebook”](#) issued by the Independent Commission Against Corruption) as well as the recruitment or procurement procedures set out by the LCSD to use the grant. The substitution and employment of approved key personnel listed in the application form shall be agreed in writing by the Office in advance.
- (c) For applications of funding support on remuneration of administrative / financial 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 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) 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 designated for auditing shall be used as such and any unspent amount cannot be vired to other expenditure items. The amount of auditing fee shall be calculated as follows:
 - (i) If the total funding amount is not more than HK\$400,000, the amount allocated for auditing shall be HK\$5,500;
 - (ii) If the total funding amount exceeds HK\$400,000 but not more HK\$750,000, the amount allocated for auditing shall be HK\$8,000;
 - (iii) If the total funding amount exceeds HK\$750,000 but not more than HK\$5,000,000, the amount allocated for auditing shall be HK\$12,000; and
 - (iv) If the total funding amount exceeds HK\$5,000,000, the amount allocated

for auditing shall be HK\$24,000.

8. Submission and Requirements of Application

8.1 The “Application Form for Community-driven Projects 2021” and “Application Form for Partnership Projects 2021” can be collected from the Sam Tung Uk Museum², or downloaded from the ICHO’s website (www.lcsd.gov.hk/ICHO). The Deadline for application is by **12:00:00 noon on 9 February 2022 (Wednesday)**.

8.2 Applicants should submit the duly completed application forms together with supporting documents by the Deadline in one of the following ways:

- (a) put the completed designated application form and relevant supporting documents in the collection box at the Sam Tung Uk Museum² in a sealed envelope marked with “Application for Community-driven Projects 2021” or “Application for Partnership Projects 2021”; each envelope should not contain more than one application; or
- (b) email to **ichfs_app@lcsd.gov.hk**. Applications sent to other email addresses of the Office will not be accepted; each email should not contain more than one application.

Applicants should avoid submitting the same application by hand and through the internet as mentioned above, so as to avoid confusion and affect the processing of the application.

8.3 In addition, the application form should be signed by the projects-in-charge, the main project personnel, the collaborators and the bearers / bearer organisations of ICH items. The ICHO will require the applicants to submit the original signed documents if necessary.

8.4 For submission of applications by electronic form through the internet, applicants should ensure that their computers can support the sending of the application forms and supporting documents to the Office’s email box. Each email should not contain more than one application. Applicants should check the size limit of the email attachments of their own email accounts. Application materials can be sent in multiple emails (**no more than 15MB** each) with the project title and applicant name clearly specified in each email’s subject if there are over-sized attachments sent through multiple emails. Applicants should submit the application forms and supporting

² The address of Sam Tung Uk Museum is 2 Kwu Uk Lane, Tsuen Wan, New Territories, Hong Kong. The opening hours are 10 am to 6 pm during Monday, Wednesday to Sunday and 10 am to 5 pm during Christmas Eve and Chinese New Year's Eve. The Museum is closed on Tuesdays (except public holidays) and the first two days of the Chinese New Year. The Museum will continue to receive applications even when it is temporarily closed due to the changing situation of the COVID-19.

documents in MS Word, JPEG or PDF (Adobe Portable Document Format) formats, while submission via shared links or other online transmission platforms will not be accepted. The signature entries in the application forms shall be signed in person, scanned and submitted in PDF. The Office reserves the right not to process applications not complying with the above requirements and to request the applicants to submit the original copy of the signature entries for verification. In addition, email applications should reach the Office's email box by the Deadline [i.e. **12:00:00 noon on 9 February 2021 (Wednesday)**], 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.

8.5 The following applications **will not** be accepted:

- (a) **late** applications;
- (b) applications submitted by ways **other than those mentioned in paragraph 8.2(a) and (b)**;
- (c) applications submitted via shared links or other online transmission platforms;
- (d) applications submitted to email addresses other than **ichfs_app@lcsd.gov.hk** (if submitted through the internet);
- (e) applications **not submitted by using the designated application form of the ICH Funding Scheme 2021--**
 - (i) not using the "Application Form for Community-driven Projects 2021" for application for the "Community-driven Projects"; or
 - (ii) not using the "Application Form for Partnership Projects 2021" for application for the "Partnership Projects"
- (f) **applying for more than one project** in one application form.

8.6 Any amendments to the application forms and content of the proposed projects after the Deadline will not be considered.

8.7 For applications submitted via email, the ICHO will acknowledge receipt of the email within two working days after receiving the emails. For enquiry regarding submission of applications via email, please contact the Office at 2851 6134.

8.8 For applications submitted to the collection box at Sam Tung Uk Museum, the Office will only open the collection box and record the applications after the Deadline. Applicants may contact the Office if they did not receive any acknowledgement from the Office within two weeks after the Deadline.

8.9 The LCSD reserves the right not to consider any applications not complying with the requirements set forth in the Guide, "Application Form for Community-driven Projects 2021" and "Application Form for Partnership Projects 2021" or with

incomplete information. The LCSD will reject any application providing in the application forms 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.

- 8.10 The application forms and supporting documents submitted will be retained for archival and auditing purposes, no matter whether the application is successful or not. Therefore, applicants should make copies of the application forms and documents submitted for their own records. All other submitted materials, such as books, images, audio-visual recordings, etc., will not be returned.

9. Notifications of Results and Signing of Funding Agreements

- 9.1 The Office will notify each applicant in writing of the application result not later than June 2022. However, the Office reserves the right to postpone the notification.
- 9.2 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 requirements on execution of the project, restrictions and conditions on the use of grants, procurement procedures, procedures for recruitment of project personnel, procedures for avoiding conflict of interest, requirements for acknowledgement and publicity, requirements for purchase of activity insurance, monitoring and evaluation mechanisms of funded projects, requirements for data storage and record archival, responsibilities on intellectual property rights, handling of personal data, integrity / requirements for corruption prevention, responsibilities of confidentiality, 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 for reference.

10. Disbursement of Funds

- 10.1 The name of payee should be the same as that of the grantee. The funds will be disbursed by instalments upon the actual progress of the funded project as well as submission of progress evidence.
- 10.2 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.

11. Prevention of Bribery Ordinance

All applicants and grantees (including participants of the projects) 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 and related persons of the two are prohibited from offering any advantages to, or soliciting and receiving any advantages from the members of the ICHAC, ICHFS Sub-committee and Sub-committee on ICH Items (ICH Items Sub-committee), staff members of the LCSD and the 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.

12. Handling and Enquiry of Personal Data

- 12.1 The Office shall collect the Hong Kong Identity Card number of 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.
- 12.2 The personal data provided in the application documents will be used by the Office to process and assess funding applications. Failure to provide the required information may affect the assessment process and result of application.
- 12.3 Applicant and grantees 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 (such as the 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.
- 12.4 For the sake of application assessment, monitoring the progress of the funded project, and evaluating the effectiveness of the funding support provided, applicants and grantees shall authorise the Office to print, distribute or copy the personal data contained in the application documents and documents submitted after funding

approval, to the members of the ICHAC, ICHFS Sub-committee and ICH Items Sub-committee, consultants / advisors, related government departments and persons involved in the application assessment and evaluation of funding support for reviews and references.

- 12.5 Applicants and grantees shall have the right to know if the Office possesses the personal data of applicants 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
December 2021

Intangible Cultural Heritage Funding Scheme

Community-driven Projects 2021

1. Eligibility of Applicants

1.1 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 of promoting local ICH items to the public and in communities / groups.

1.2 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. The following documents shall be submitted as proof:

- (i) A copy of the document issued by the Inland Revenue Department on tax-exemption under section 88 of the Inland Revenue Ordinance (Cap. 112);
- (ii) A copy of document of organisation registration; and
- (iii) A list of organisation’s principal persons-in-charge.

(b) Locally registered and non-profit making companies

The following documents shall be submitted as proof:

- (i) 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);
- (ii) A copy of the company’s articles of association / memorandum and articles of association already registered at Companies Registry (which must include clauses or wordings containing the meaning of prohibiting the distribution of the company’s profits or assets amongst its members upon dissolution; and its objects and powers shall not

include the distribution of profits to members); and

(iii) A list of directors.

(c) Locally registered and non-profit making societies

The following documents shall be submitted as proof:

(i) 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);

(ii) A copy of the constitution, articles of associations or minutes of meeting showing the purpose and objects of the society (which must include clauses or wordings containing the meaning of prohibiting the distribution of the organisation's profits or assets amongst its members, or that the remaining assets will be used for charitable purposes or donated to other charities / non-profit making groups / groups with similar mission upon dissolution; and its objects and powers shall not include the distribution of profits to members); and

(iii) A list of office-bearers.

(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

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 projects-in-charge.

- 1.3 Except for post-secondary education institutions recognised locally, each applicant can only submit one application for the "Community-driven Projects". Post-secondary education institutions recognised locally can submit more than

one application for the “Community-driven Projects” but the nature / content of the projects and projects-in-charge shall be different. Besides, an applicant shall not split a series of continuous and similar activities or programmes into more than one project and submit applications under different names.

- 1.4 An applicant is limited to an individual or organisation. No joint application will be accepted. Applicants should be the presenters or co-presenters of the “Community-driven Projects” instead of participating as organisers or supporting units.
- 1.5 Existing grantees of the “Community-driven Projects” who have not completed the funded projects (please refer to paragraph 1.6 for post-secondary education institutions recognised locally) can also submit a new application. In the event that their new applications are supported, the LCSD will only give conditional funding offers. Upon completion of their previously funded projects to the satisfaction of the LCSD, it will confirm the grant and enter into agreement for the new projects. Applicants can only commence the new projects after signing the funding agreements.
- 1.6 For applications of the “Community-driven Projects” submitted by post-secondary institutions recognised locally who are also grantees of the “Community-driven Projects”, the conditions set out in paragraph 1.5 above will not apply if the proposed projects in-charge / project executors of the new applications are different from the “Community-driven Projects” that they are implementing currently.
- 1.7 The conditions set out in paragraphs 1.5 and 1.6 above are not applicable to grantees of “Partnership Projects”.
- 1.8 Apart from the above, the general eligibility criteria set out in paragraph 3 of “the Guide” are also applicable.

2. Scope of Support

- 2.1 The scope of support for “Community-driven Projects” covers projects related to the items in the Representative List as well as the Inventory of the ICH of Hong Kong, and 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 website¹.

¹ Website of the Intangible Cultural Heritage Office: www.lcsd.gov.hk/ICHO

- 2.2 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 their works and techniques, as well as manifest the cultural substance of ICH items;
 - (d) ICH 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;
 - (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.
- 2.3 The proposed projects shall be carried out locally to maximise the social benefits of the projects for the betterment of Hong Kong citizens. Besides, the LCSD encourages grantees to include educational or promotional activities (such as guided tours) into the projects involving traditional festivals / rituals for promoting ICH in the community.
- 2.4 The LCSD reserves the right not to support the proposed projects that fall under the scope of support of other funds / funding schemes to avoid duplication of resources and overlapping of roles.
- 2.5 The LCSD will not support the proposed projects that promote ICH through the provision of charitable services or entertainment activities², disbursement of

² 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.

relief fund, fund raising or distribution of priced complimentary tickets / free vouchers.

- 2.6 The LCSD will not support the proposed projects that over-publicise individuals, commercial organisations, political parties or groups, or promote commercial products / projects.
- 2.7 The LCSD will not support the proposed projects involving ICH activities conducted by non-local individuals or organisations.

**Intangible Cultural Heritage Funding Scheme
Partnership Projects 2021**

**Research and Publication on the Items of the
“Representative List of the ICH of Hong Kong”**

1. Purpose

The aim of this project is to conduct research and publish monograph series on the items inscribed onto the “Representative List of the ICH of Hong Kong” (Representative Items) so as to enhance the public’s understanding of these items. The items open for application in this round include Cantonese Opera, *Quanzhen* Temples Taoist Ritual Music and the Arts of the *Gugin* (the Craft of *Qin* Making).

2. Project Information and Responsibilities of Partners

- 2.1 Grantees shall conduct in-depth research on the cultural content, historical development and transmission of the selected Representative Items, and collect relevant oral history materials, documents and photographs for the publication of monographs. Applicants can select more than one item for research and publication.
- 2.2 Each monograph shall be dedicated to a single Representative Item with no less than 50,000 Chinese words. It shall include the historical background and development, cultural value analyses, activities / skills and overview of the item, information of ICH bearers and bearer organisations, historical photographs, scans of historical documents and a list of documentary information, etc. Applicants may also make reference to the content of the survey form in paragraph 5 of Annex III.
- 2.3 Grantees shall follow up on the comments made on the book draft by the ICHO and make amendments as appropriate.
- 2.4 Grantees shall liaise and follow up with experienced publishers and distributors for the printing, publication, distribution and sale of the monographs.
- 2.5 The publications shall be entitled the “Monograph on the Representative List of the Intangible Cultural Heritage of Hong Kong”. The ICHO will provide a template on the cover design and specifications of the publications for the grantees to follow and adopt.
- 2.6 The research and publication work shall normally be completed within 3 years after the commencement of the project. The print run of each monograph shall not be less than 1,500 copies with no less than 70% for sale and the remaining

copies for free distribution to public libraries, museums and schools, etc. in Hong Kong or the organisations designated by the ICHO.

- 2.7 Grantees shall arrange for the promotion and publicity of the publications, such as book launching ceremonies, talks or seminars, to introduce the publications to the public.

3. Eligibility of Applicants

- 3.1 Eligible applicants should meet one of the following criteria:

(a) Higher education institutions recognised locally

Higher education institutions in Hong Kong with degree-awarding power as listed on the webpage of the Education Bureau; or

(b) Locally recognised ICH bearer / protection organisations or their authorised organisations

Recognised bearer / protection organisations of the local items inscribed onto the national list of ICH or their authorised organisations (an authorisation document signed by the relevant bearer / protection organisation shall be presented) fulfilling one of the following conditions:

(i) Charities recognised locally

Refer to organisations which are exempted from tax under Section 88 of the Inland Revenue Ordinance.

The following documents shall be submitted as proof:

- (1) A copy of the document issued by the Inland Revenue Department on tax-exemption under Section 88 of the Inland Revenue Ordinance (Cap. 112);
- (2) A copy of document of organisation registration; and
- (3) A list of organisation's principal persons-in-charge.

(ii) Locally registered and non-profit making companies

The following documents shall be submitted as proof:

- (1) 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);
- (2) A copy of the company's articles of association / memorandum and articles of association already registered at Companies Registry (which must include clauses or wordings containing the meaning of prohibiting the distribution of the company's profits

or assets amongst its members upon dissolution; and its objects and powers shall not include the distribution of profits to members); and

- (3) A list of directors.

(iii) Locally registered and non-profit making societies

The following documents shall be submitted as proof:

- (1) 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);
- (2) A copy of the constitution, articles of associations or minutes of meeting showing the purpose and objects of the society (which must include clauses or wordings containing the meaning of prohibiting the distribution of the organisation's profits or assets amongst its members, or that the remaining assets will be used for charitable purposes or donated to other charities / non-profit making groups / groups with similar mission upon dissolution; and its objects and powers shall not include the distribution of profits to members); and
- (3) A list of office-bearers; or

(c) Hong Kong residents with a valid Hong Kong Identity Card

Applicants must be the researchers-in-charge of the project and must meet the criteria set out at paragraph 3.2 below.

3.2 The researcher-in-charge should meet one of the following criteria:

- (a) possess a doctoral degree in history, culture, ICH or other related fields; or
- (b) have research experience in history, culture, ICH or other related fields.

3.3 Consideration will be given in the following order to applicants / researchers-in-charge who have:

- (a) published more books or papers on history, culture, ICH or other related fields in the past 5 years (from 10 February 2017 to 9 February 2022);
- (b) completed more research projects on history, culture, ICH or other related fields funded by the HKSAR Government or other funding organisations in the past 5 years (from 10 February 2017 to 9 February 2022);
- (c) obtained consent from individuals / organisations possessing techniques and knowledge or with the capability of transmitting rituals and traditions related to the Representative Items to support the research and publication;

- (d) possessed more solid experience in collaborating with local publishers on book publishing in the past 5 years (from 10 February 2017 to 9 February 2022).

3.4 Apart from the above, the general eligibility criteria set out in paragraph 3 of “the Guide” are also applicable.

**Intangible Cultural Heritage Funding Scheme
Partnership Projects 2021**

Survey and Research for Enriching the “ICH Inventory of Hong Kong”

1. Purpose

The aim of this project is to conduct surveys and researches on the items not yet included in the ICH Inventory of Hong Kong.

2. Project Information and Responsibilities of Partners

- 2.1 Grantees shall conduct surveys and researches on the items not yet included in the ICH Inventory of Hong Kong as listed in paragraph 4 of this Annex.
- 2.2 Each application should include no less than 8 essential items and at least 4 reserved items. The reserved items will serve as replacement for the essential items during the assessment of the application or the execution of the project. The ICHO reserves the right to allocate other items for survey and research according to the actual circumstances.
- 2.3 Grantees shall fill out the Survey Form (with sample provided in paragraph 5 of this Annex), as well as other analysis forms required by the ICHO for each item.
- 2.4 Grantees shall interview the related personnel in respect of the research items and submit the audiorecording files and interview records to the ICHO.
- 2.5 Grantees shall carry out filming and recording in respect of the research items, and submit photographs and video records to the ICHO.
- 2.6 The project shall normally be completed within 2 years after commencement. Grantees shall complete the survey forms for no less than 4 items every year. Archival materials collected during the surveys and researches shall be recorded in the survey forms.

3. Eligibility of Applicants

- 3.1 Eligible applicants shall meet one of the following criteria:

(a) Higher education institutions recognised locally

Higher education institutions in Hong Kong with degree-awarding power as listed on the webpage of the Education Bureau; or

(b) Hong Kong residents with a valid Hong Kong Identity Card

Applicants must be the researchers-in-charge of the project and must meet the criteria set out at paragraph 3.2 below.

3.2 The researcher-in-charge should meet one of the following criteria:

- (a) possess a doctoral degree in history, culture, ICH or other related fields; or
- (b) have research experience in history, culture, ICH or other related fields.

3.3 Consideration will be given in the following order to applicants / researchers-in-charge who have:

- (a) published more books or papers on history, culture, ICH or other related fields in the past 5 years (from 10 February 2017 to 9 February 2022);
- (b) completed more research projects on history, culture, ICH or other related fields funded by the HKSAR Government or other funding organisations in the past 5 years (from 10 February 2017 to 9 February 2022);
- (c) obtained more consent from individuals / organisations possessing techniques and knowledge or with the capability of transmitting rituals and traditions related to the items to support the research and publication.

3.4 Apart from the above, the general eligibility criteria set set out in paragraph 3 of “the Guide” are also applicable.

4. Items Not Included in the ICH Inventory of Hong Kong
(Please refer to the Chinese version for the proper names of the items)

(1) Hoisanva (Taishanese)/ Taishan and Kaiping Dialects	(15) Chinese opera school of bone-setting
(2) Shanghai Dialect/ Hu Dialect	(16) Chiu Chow Puppet Show
(3) Dongguan (Tung Koon) Dialect	(17) Chiu Chow Opera
(4) Che Kung Festival at Ho Chung, Sai Kung	(18) Early Tang-Dynasty-style antique paper
(5) Autumn Worship of Tung Yick Tong, Pat Heung	(19) Chai Kung belief and customs
(6) Jiao Festival of Kam Tim Heung	(20) Seventh Sister Festival celebrations
(7) Jiao Festival of Tin Hau Temple at Kat O Village	(21) Sweetheart pastry making technique
(8) Kite Production Technique	(22) Local Hong Kong delicacies (excluding the items in the ICH Inventory and egg waffle making technique)
(9) Old Tree and Potted Plant Growing Method	(23) Gratuitous graves and public memorial ceremonies (excluding visits to gratuitous graves for the anonymous dead by the Ma Wan Rural Committee, Ching Ming Festival public memorial ceremonies held by the Hong Kong Chiu Chow Chamber of Commerce and the spring and autumn ancestral worships by the Lok Sin Tong Benevolent Society)
(10) Traditional Rope Production Technique	
(11) Traditional Paddle Production Technique	
(12) Traditional Plastering Technique	
(13) Court-style Lantern Making Technique	
(14) Traditional Model and Figure Making Technique	

5. Survey Form (Sample)

Item title:

1	Basic information (including the content of the activity, relevant knowledge, ways of expression, structure of activity, organisation and ways of transmission, etc.) (no less than 1,000 words)	
2	Region and geographical distribution (including conditions and situations related social, cultural and/ or natural environment)	
3	Location and occasion (no less than 200 words)	
4	Historical development (no less than 1,000 words)	
5	Bearer(s)/ Bearer group(s)	
6	Particulars of bearer(s) (date of birth, correspondence address and contact information)	
7	Strength, style and contribution of the bearer(s) (no less than 700 words)	
8	Organisation(s) protecting and transmitting the item	
9	Key elements and characteristics of the item (no less than 800 words)	
10	Important values of the item (e.g. historical, literary, artistic, and/or scientific values) (no less than 800 words)	

11	Transmission of the item at the present time (no less than 800 words)	
12	Associated tools, products and/ or works	
13	Difficulties in protecting and transmitting the item (no less than 500 words)	
14	Archival materials (submitted with digital records)	
15	Other archival materials	
16	Photographic records (submitted with digital records)	
17	Video records (submitted with digital records)	
18	Interview record (including audio-recording files and interview scripts / records) (Please record the name of interviewer; date, time, location of interview; name and contact information of interviewee; gist of interview etc.) for each interview	
19	Others	

**Intangible Cultural Heritage Funding Scheme
Partnership Projects 2021**

ICH for All

1. Purpose

The aim of this project is to provide a wide variety of activities for persons with special educational needs, persons with disabilities and/or different groups settled in Hong Kong (such as Filipino, Indian, Pakistani, Vietnamese, Indonesian, Nepalese, Thai, other non-Chinese groups) so as to enable them to better understand the intangible cultural heritage (ICH) of Hong Kong and to achieve greater social inclusion.

2. Project Information and Responsibilities of Partners

The ICHO and the grantees shall be the presenter and organiser of the project respectively. Grantees shall be responsible for the following items:

- 2.1 Designing, organising and conducting a wide variety of interactive activities to meet the individual and different needs of the target group(s) during the two-year project period; proposing the length and location of each activity, number of sessions as well as other arrangements in relation to the activities in accordance with the target group(s) and content of the activities.
- 2.2 Devising programme plans for all the activities, including a brief introduction of the activities, the objectives, mode of operation, learning strategy, expected outcome, evaluation methods and related teaching materials. The plans will form the blueprints for the planning and execution of the activities.
- 2.3 Liaising closely with the ICHO to make suitable arrangements for the implementation and promotion of the activities; and to modify the content and arrangements of the activities based on the requests and recommendations of the ICHO.
- 2.4 Taking on responsibility for promotion and publicity, liaising with related organisations and schools as well as recruiting participants for the activities.
- 2.5 Providing an adequate number of staff in accordance with the nature of each activity to ensure the smooth implementation of the activities, as well as to achieve the set goal and expected outcome.

3. Eligibility of Applicants

3.1 Eligible applicants should meet one of the following criteria:

(a) 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

(b) Charities recognised locally

Refer to organisations which are exempted from tax under Section 88 of the Inland Revenue Ordinance.

The following documents shall be submitted as proof:

- (i) A copy of the document issued by the Inland Revenue Department on tax-exemption under Section 88 of the Inland Revenue Ordinance (Cap. 112);
- (ii) A copy of document of organisation registration; and
- (iii) A list of organisation's principal persons-in-charge.

(c) Locally registered and non-profit making companies

- (i) 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);
- (ii) A copy of the company's articles of association / memorandum and articles of association already registered at Companies Registry (which must include clauses or wordings containing the meaning of prohibiting the distribution of the company's profits or assets amongst its members upon dissolution; and its objects and powers shall not include the distribution of profits to members); and
- (iii) A list of directors.

(d) Locally registered and non-profit making societies

The following documents shall be submitted as proof:

- (i) 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);
- (ii) A copy of the constitution, articles of associations or minutes of meeting showing the purpose and objects of the society (which must include clauses or wordings containing the meaning of prohibiting the

distribution of the organisation's profits or assets amongst its members, or that the remaining assets will be used for charitable purposes or donated to other charities / non-profit making groups / groups with similar mission upon dissolution; and its objects and powers shall not include the distribution of profits to members); and

(iii) A list of office-bearers.

3.2 Eligible applicants should meet one of the following criteria:

- (a) have organised public or education programmes on history, art, culture or ICH-related fields in the past 5 years (from 10 February 2017 to 9 February 2022); or
- (b) have planned and organised educational / cultural activities for persons with special educational needs, persons with disabilities, and/or different groups settled in Hong Kong in the past 5 years (from 10 February 2017 to 9 February 2022).

3.3 Consideration will be given in the following order to applicants who have:

- (a) possessed more solid experience in organising public or education programmes on history, art, culture or ICH-related fields in the past 5 years (from 10 February 2017 to 9 February 2022);
- (b) obtained more consent from individuals / organisations possessing techniques and knowledge or with the capability of transmitting rituals and traditions related to the Representative Items / Inventory Items to participate or support the project under application.

3.4 Apart from the above, the general eligibility criteria set out in paragraph 3 of “the Guide” are also applicable.

**Intangible Cultural Heritage Funding Scheme
Partnership Projects 2021**

ICH @ Schools

1. Purpose

The aim of this project is to organise a wide variety of activities on campus to tie in with the school curriculum so as to enhance students' understanding of and interest in the ICH of Hong Kong.

2. Project Information and Responsibilities of Partners

The ICHO and the grantees shall be the presenter and organiser respectively. Grantees shall be responsible for the following items:

- 2.1 Designing, planning and conducting interactive educational programmes to tie in with the school curriculum; and conducting activities in schools over four school terms during the two-year project period.
- 2.2 Devising programme plans for all the activities, including a brief introduction of the activities, the objectives, mode of operation, learning strategy, expected outcome, evaluation methods and related teaching materials. The plans will form the blueprints for the planning and execution of the activities.
- 2.3 Liaising closely with the ICHO to make suitable arrangements for the implementation and promotion of the activities; and to modify the content and arrangements of the activities based on the requests and recommendations of the ICHO.
- 2.4 Taking on responsibility for promotion and publicity, liaising with schools and recruiting participants for the activities.
- 2.5 Providing an adequate number of staff in accordance with the nature of each activities to ensure the smooth implementation of the activities, as well as to achieve the set goal and expected outcome.

3. Eligibility of Applicants

- 3.1 Eligible applicants should meet one of the following criteria:

(a) 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

(b) Charities recognised locally

Refer to organisations which are exempted from tax under Section 88 of the Inland Revenue Ordinance. The following documents shall be submitted as proof:

- (i) A copy of the document issued by the Inland Revenue Department on tax-exemption under Section 88 of the Inland Revenue Ordinance (Cap. 112);
- (ii) A copy of document of organisation registration; and
- (iii) A list of organisation's principal persons-in-charge.

(c) Locally registered and non-profit making companies

- (i) 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);
- (ii) A copy of the company's articles of association / memorandum and articles of association already registered at Companies Registry (which must include clauses or wordings containing the meaning of prohibiting the distribution of the company's profits or assets amongst its members upon dissolution; and its objects and powers shall not include the distribution of profits to members); and
- (iii) A list of directors.

(d) Locally registered and non-profit making societies

The following documents shall be submitted as proof:

- (i) 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);
- (ii) A copy of the constitution, articles of associations or minutes of meeting showing the purpose and objects of the society (which must include clauses or wordings containing the meaning of prohibiting the distribution of the organisation's profits or assets amongst its members, or that the remaining assets will be used for charitable purposes or donated to other charities / non-profit making groups / groups with similar mission upon dissolution; and its objects and powers shall not include the distribution of profits to members); and

(iii) A list of office-bearers.

- 3.2 Applicants must have organised public, community or education programmes on history, art, culture or ICH-related fields in the past 5 years (from 10 February 2017 to 9 February 2022). In addition, applicants must have cooperated with practitioners from different fields of culture, art or ICH to implement multiple promotional activities in the programmes.
- 3.3 Consideration will be given in the following order to applicants who have:
- (a) possessed more solid experience in organising public, community or education programmes on history, art, culture or ICH-related fields (must have cooperated with practitioners from different fields of culture, art or ICH to implement multiple promotional activities in the programmes) in the past 5 years (from 10 February 2017 to 9 February 2022);
 - (b) obtained more consent from individuals / organisations possessing techniques and knowledge or with the capability of transmitting rituals and traditions related to the Representative Items / Inventory Items to participate or support the project under application.
- 3.4 Apart from the above, the general eligibility criteria set out in paragraph 3 of “the Guide” are also applicable.

**Intangible Cultural Heritage Funding Scheme
Partnership Projects 2021**

“Meet the Masters” Series

1. Purpose

The aim of this project is to arrange ICH bearers to share about, explain and demonstrate ICH items to the public at the Hong Kong Intangible Cultural Heritage Centre (located at Sam Tung Uk Museum), so as to enhance the role of the Hong Kong ICH Centre in promoting and protecting ICH in Hong Kong.

2. Project Information and Responsibilities of Partners

The ICHO and the grantees are the presenter and organiser respectively. Grantees shall be responsible for the following items:

- 2.1 Arranging ICH bearers to share about and demonstrate ICH items to the public at the Hong Kong ICH Centre (located at Sam Tung Uk Museum), such as conducting introductions, demonstrations of techniques or workshops.
- 2.2 During the two-year project period, two activity sessions will be arranged from 3 to 5 pm on Saturdays, Sundays, public holidays (except the first two days of the Chinese New Year) or other specified days. The ICHO reserves the right to adjust the time and arrangements of the activities in accordance with the actual circumstances.
- 2.3 Devising programme plans for all activities, including a brief introduction of the activities, the objectives, the ICH items involved, the mode of operation, the expected outcome and the evaluation methods. Upon the approval by the ICHO, the plans will become the blueprint for the planning and execution of the activities.
- 2.4 Handling the publicity work, closely liaising with the ICHO, making suitable arrangements for the launching and promotion of the activities, including but not limited to compiling an activity schedule, preparing materials for the activities, arranging for staff, and modifying the content and arrangements of the activities according to the requests and recommendations of the ICHO.

3. Eligibility of Applicants

- 3.1 Eligible applicants should meet one of the following criteria:

(a) 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

(b) Charities recognised locally

Refer to organisations which are exempted from tax under Section 88 of the Inland Revenue Ordinance.

The following documents shall be submitted as proof:

- (i) A copy of the document issued by the Inland Revenue Department on tax-exemption under Section 88 of the Inland Revenue Ordinance (Cap. 112);
- (ii) A copy of document of organisation registration; and
- (iii) A list of organisation's principal persons-in-charge.

(c) Locally registered and non-profit making companies

- (i) 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);
- (ii) A copy of the company's articles of association / memorandum and articles of association already registered at Companies Registry (which must include clauses or wordings containing the meaning of prohibiting the distribution of the company's profits or assets amongst its members upon dissolution; and its objects and powers shall not include the distribution of profits to members); and
- (iii) A list of directors.

(d) Locally registered and non-profit making societies

The following documents shall be submitted as proof:

- (i) 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);
- (ii) A copy of the constitution, articles of associations or minutes of meeting showing the purpose and objects of the society (which must include clauses or wordings containing the meaning of prohibiting the distribution of the organisation's profits or assets amongst its members, or that the remaining assets will be used for charitable purposes or donated to other charities / non-profit making groups / groups with similar mission upon dissolution; and its objects and

powers shall not include the distribution of profits to members); and

(iii) A list of office-bearers.

3.2 Applicants must have organised public, community or education programmes on history, art, culture or ICH-related fields in the past 5 years (from 10 February 2017 to 9 February 2022). In addition, applicants must have cooperated with practitioners from different fields of culture, art or ICH to implement multiple promotional activities in the programmes.

3.3 Consideration will be given in the following order to applicants who have:

- (a) possessed more solid experience in organising public, community or education programmes on history, art, culture or ICH-related fields (must have cooperated with practitioners from different fields of culture, art or ICH to implement multiple promotional activities in the programmes) in the past 5 years (from 10 February 2017 to 9 February 2022);
- (b) obtained more consent from individuals / organisations possessing techniques and knowledge or with the capability of transmitting rituals and traditions related to the Representative Items / Inventory Items to participate or support the project under application.

3.4 Apart from the above, the general eligibility criteria set out in paragraph 3 of “the Guide” are also applicable.

**Intangible Cultural Heritage Funding Scheme
Partnership Projects 2021**

ICH Roving Exhibitions

1. Purpose

The aim of this project is to invite experienced guest curator(s) / organisation(s) to plan, interpret, design and set up roving exhibitions about the ICH of Hong Kong, and to stage the exhibitions at various local indoor / outdoor public spaces to promote the ICH of Hong Kong.

2. Project Information and Responsibilities of Partners

The ICHO and the grantees shall be the presenter and organiser (organisation grant recipient) / guest curator (individual grant recipient) respectively. Grantees shall be responsible for the following items:

- 2.1 Planning and conceiving ideas with the ICHO, suggesting content and interpretations for the exhibitions, designing and creating innovative and attractive exhibitions, and adjusting the content and interpretation in accordance with the circumstances and characteristics of each venue, such as adding or removing multi-media programmes and interactive games according to the regulations of the venue, and arranging appropriate ancillary activities.
- 2.2 Designing, producing and installing the multi-media programmes and interactive games in alignment with the content of the exhibitions, including but not limited to video shooting, content write-ups, subtitling and dubbing, as well as the software and hardware for the multi-media programmes, etc.
- 2.3 Identifying indoor and outdoor public spaces (such as cultural venues, shopping malls, large scale parks) in various districts in Hong Kong suitable for roving exhibitions for the consideration of the ICHO, and handling the liaison and coordination work. Each exhibition venue should be of a substantial scale and enjoy a heavy footfall, and should be able to provide an exhibition slot of no less than 14 days. The roving exhibition project will span over two years, and at least four roving exhibitions should be held during the two-year project period. The ICHO reserves the right to adjust the exhibition periods according to the actual circumstances.
- 2.4 Providing all sorts of drawings/designs as required at different stages, such as display proposals, drawings/designs for displays and works, design and layout drawings for graphic panels and captions, drawings of showcases, etc.; and

commencing the production and installation of the exhibitions once the drawings/designs are approved by the ICHO.

- 2.5 Designing publicity materials, including but not limited to exhibition pamphlets, souvenirs, advertisements and webpages, etc.
- 2.6 Liaising with different parties (including the persons in charge of the public spaces and other government departments) to hire the venues, and handle all work related to the roving exhibitions, including applying for various licences, arranging for insurance and providing logistical arrangements, installing and dismantling the exhibitions, and handling emergencies during the exhibition periods.
- 2.7 Providing an adequate number of staff to distribute exhibition pamphlets and souvenirs at the exhibition venues, to count the number of visitors and to handle other tasks assigned by the ICHO.

3. Eligibility of Applicants

- 3.1 Eligible applicants should meet one of the following criteria:

- (a) **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

- (b) **Charities recognised locally**

- Refer to organisations which are exempted from tax under Section 88 of the Inland Revenue Ordinance.

- The following documents shall be submitted as proof:

- (i) A copy of the document issued by the Inland Revenue Department on tax-exemption under Section 88 of the Inland Revenue Ordinance (Cap. 112);
 - (ii) A copy of document of organisation registration; and
 - (iii) A list of organisation's principal persons-in-charge.

- (c) **Locally registered and non-profit making companies**

- (i) 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);

(ii) A copy of the company's articles of association / memorandum and articles of association already registered at Companies Registry (which must include clauses or wordings containing the meaning of prohibiting the distribution of the company's profits or assets amongst its members upon dissolution; and its objects and powers shall not include the distribution of profits to members); and

(iii) A list of directors.

(d) Locally registered and non-profit making societies

The following documents shall be submitted as proof:

(i) 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);

(ii) A copy of the constitution, articles of associations or minutes of meeting showing the purpose and objects of the society (which must include clauses or wordings containing the meaning of prohibiting the distribution of the organisation's profits or assets amongst its members, or that the remaining assets will be used for charitable purposes or donated to other charities / non-profit making groups / groups with similar mission upon dissolution; and its objects and powers shall not include the distribution of profits to members); and

(iii) A list of office-bearers.

(e) Hong Kong residents with a valid Hong Kong Identity Card

Applicants must be the Curators as well as the projects-in-charge, and must meet the criteria set out at paragraph 3.2 below.

3.2 Applicants must have been a curator / curating organisation of any exhibition on history, art, culture or ICH-related fields in the past 5 years (from 10 February 2017 to 9 February 2022), whose responsibilities included planning, interpreting, designing and installing the exhibition.

3.3 Consideration will be given in the following order to applicants who have:

(a) possessed more solid experience in curating exhibitions on history, art, culture or ICH-related fields in the past 5 years (from 10 February 2017 to 9 February 2022);

(b) attained more awards in the past 5 years (from 10 February 2017 to 9 February 2022) for his / her work in planning, designing or installing exhibition.

- 3.4 Apart from the above, the general eligibility criteria set out in paragraph 3 of “the Guide” are also applicable.