

Intangible Cultural Heritage Funding Scheme 2022

Guide to Application

1. Preamble

The Intangible Cultural Heritage (“ICH”) Funding Scheme is accepting applications for the “Community-driven Projects 2022” (“Community-driven Projects”) and “Partnership Projects 2022” (“Partnership Projects”) from **29 December 2022 (Thursday) to 12:00:00 noon on 15 February 2023 (Wednesday)** (“Deadline”). Enquiries on this “Guide to Application” (“the Guide”), the “Application Form for Community-driven Projects 2022”, the “Application Form for Partnership Projects 2022” 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

* The email is for enquiry only. Applications sent to this email address **will not be accepted**. Online submission of application documents should be made via the link of <https://eform.cefs.gov.hk/form/lcs118/en/>.

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 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 HK\$300 million to the LCSD for the safeguarding, promotion and transmission of ICH. The HKSAR Government approved a funding of HK\$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 2022” and applicants applying for the “Partnership Projects” should complete the “Application Form for Partnership Projects 2022” 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) The applicant no longer meets 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 four project items:
- (a) Survey and Research for Enriching the “ICH Inventory of Hong Kong”
 - (b) ICH for All
 - (c) ICH Mobile Centre
 - (d) Thinking Beyond ICH
- 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 V.
- 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 2022”.
 - (b) For applications for the “Partnership Projects”, each applicant may apply for more than one project item under the “Partnership Projects” as long as only one application is submitted for each single project item with the exception of locally recognised post-secondary education institutions which meet the respective eligibility criteria. If an applicant applies for more than one project item, he / she shall complete a separate “Application Form for Partnership Projects 2022” for each project item applying, and put the application form for each project item into a different envelope for submission or send the application documents for each project item via a separate submission through the internet.
 - (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) Projects mainly on research / preservation / recording / publication shall generally be completed within three years after commencement so as to provide adequate time for research work.
 - (iii) For projects comprising annual traditional festivals / rituals, annual cultural festivals / carnivals, 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 depending on their needs, and the projects shall generally be completed within two years after commencement. However, applicants of previously approved projects comprising annual traditional festivals / rituals for two consecutive years must complete all the activities of the first year of the project by the Deadline of application before submitting another application of the same nature.
 - (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 V.

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 track records (if any) of projects in collaboration with the ICHO, projects supported under the ICH Funding Scheme and by relevant cultural / heritage funding bodies.

6. Determination of the Funding Amount

- 6.1 In order to attain significant impact in the community, the projects must be of a considerable 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 identified 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 individual expenditure items in the proposed project, such item(s) will not be supported again. 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 / water fees / electricity fees / regular cleaning service charges / maintenance expenses of venues / instruments / equipment already owned by the grantees, warehouse rental.
 - (ii) Expenditures on the purchase of instruments or equipment. Grantees 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 organisations or related to membership applications / registrations of the applicants.

- (b) If the employment / engagement 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 the project personnel whose names are specified in the application form and approved by the LCS D, grantees shall make arrangement for open recruitment / procurement to fill other approved positions. For such approved positions, if a grantee is going to recruit project personnel whose names are not listed in the application form or with the choice of candidates listed but not approved by the LCS D, or as substitutes to the project personnel listed in his / her application form who have already been approved by the LCS D, or procures any goods or services for the project, 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 LCS D for the use of the grant.** The substitution and employment / engagement of new personnel for approved positions shall be agreed in writing by the Office in advance.

- (c) For applications of funding support on remuneration of administrative / financial personnel (except for auditing fees) 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 of auditing fee shall be calculated as follows:
 - (i) If the total funding amount is not more than HK\$750,000, the amount allocated for auditing shall be HK\$8,000;
 - (ii) If the total funding amount exceeds HK\$750,000 but is not more than HK\$5,000,000, the amount allocated for auditing shall be HK\$12,000;

and

- (iii) 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 2022” and “Application Form for Partnership Projects 2022” can be collected from the Hong Kong Intangible Cultural Heritage Centre (“the Hong Kong ICH Centre”) (located at the Sam Tung Uk Museum)², or downloaded from the ICHO’s website (www.lcsd.gov.hk/ICHO). The Deadline for application is by **12:00:00 noon on 15 February 2023 (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 Hong Kong Intangible Cultural Heritage Centre (“the Hong Kong ICH Centre”) (located at the Sam Tung Uk Museum)² in a sealed envelope marked with “Application for Community-driven Projects 2022” or “Application for Partnership Projects 2022”; each envelope should not contain more than one application; or
 - (b) sent the applications via the website of GovHK (the link for online submission of application documents is <https://eform.cefs.gov.hk/form/lcs118/en/>); each online submission 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 which would affect the processing of the application.

- 8.3 In addition, the application form should be signed by the project(s)-in-charge / researcher(s)-in-charge, the main project personnel, the collaborators and the bearers / bearer organisations of ICH items. For all other project personnel that have been confirmed, their names, posts and relevant qualifications / experience should also be included in the application form. The ICHO will require the applicants to submit the original signed documents if needed.

² The Hong Kong Intangible Cultural Heritage Centre is located at the Sam Tung Uk Museum. The address 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 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.

8.4 For online submission of application documents, applicants shall comply with the following requirements:

- (a) applicants should ensure that their computers can support the submission of application forms and supporting documents through the platform of GovHK. Each online submission should not contain more than one application.
- (b) Applicants should follow the instructions of the platform and fill in the applicant name, project title, correspondence phone number and email address for each separate application, then upload the completed application form and supporting documents (if any).
- (c) Applicants should submit the application forms and supporting documents in DOC, DOCX, JPG, JPEG or PDF (Adobe Portable Document Format) formats. The signature entries in the application forms shall be signed in person, scanned and submitted in PDF format.
- (d) The submission of the application form, referring to the completed application form and signature entries of the application form only, is limited to not more than five documents with a total file size of **not more than 10MB**. Whereas the submission of supporting documents is limited to not more than 10 documents with a total file size of **not more than 20MB**. Supporting documents refer to documents relevant to the application, such as organisation registration documents, list of directors / office-bearers, resumes and certificates of project personnel, etc.

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.

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 **not submitted by using the designated application forms of the ICH Funding Scheme 2022 -**
 - (i) not using the “Application Form for Community-driven Projects 2022” for application for the “Community-driven Projects”; or
 - (ii) not using the “Application Form for Partnership Projects 2022” for application for the “Partnership Projects”
- (d) **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 sent via the website of GovHK, the system would issue an email confirmation to the applicants with a reference number for subsequent enquiry upon each successful submission of application through the internet. For applications submitted through the collection box at the Hong Kong ICH Centre, the Office will only open the collection box and record the applications after the Deadline. Applicants may contact the Office at 2267 1971 if they did not receive any acknowledgement from the Office within two weeks after the Deadline.
- 8.8 The LCSD reserves the right not to consider any application not complying with the requirements set forth in the Guide, “Application Form for Community-driven Projects 2022” and “Application Form for Partnership Projects 2022” or with incomplete information. The LCSD will reject any application with false, untrue, forged, inaccurate or incomplete declarations, guarantees, or statements, as well as plagiarised, copied, misleading, concealed parts, or with any content or information that infringed the intellectual property rights of any person or contravene the Copyright Ordinance (Cap. 528) as contained in its application form and/or supporting documents. In case of such contraventions, the LCSD will also withdraw any funding support already approved. In addition, the LCSD reserves the right to disqualify an applicant on grounds that the applicant (including projects-in-charge / researchers-in-charge, project personnel and collaborators) has engaged, is engaging, or is reasonably believed to have engaged or be engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or otherwise the exclusion is necessary in the interest of national security, or is necessary to protect the public interest of Hong Kong, public morals, public order and public safety. In case of such contraventions, the LCSD reserves the right to withdraw any funding support already approved.
- 8.9 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 2023. 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 funding 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 funding 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 the nature of the project 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 all project personnel and collaborators) 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 during the submission and assessment of applications as well as implementation of 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 process and 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 Applicants 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 grantees shall authorise the Office for releasing the information related to the funded projects (such as the name of the grantee, funding amount approved, name, nature and abstract of the respective 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 assessment of applications, monitoring the progress of the funded projects, 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 2022

Intangible Cultural Heritage Funding Scheme

Community-driven Projects 2022

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 the document of organisation registration; and
- (iii) A list of organisation’s principal persons-in-charge; or

(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; or

(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; or

(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 applications from individuals, the applicants shall be the project-in-charge.

1.3 Except for post-secondary education institutions recognised locally, each applicant can only submit one application for "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 project and project-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. Besides, the applicant should be the presenter or co-presenter of the “Community-driven Project” instead of participating as an undertaker or a supporting unit.
- 1.5 Existing grantees of “Community-driven Projects” who have not completed the funded project (please refer to paragraph 1.6 for post-secondary education institutions recognised locally) may also submit a new application. For approved projects comprising training courses, applicants can submit another application of the same nature only if they have commenced the approved training courses by the Deadline of application. For approved projects comprising annual traditional festivals / rituals for two consecutive years, applicants must complete all the activities of the first year of their approved project by the Deadline of application before submitting another application of the same nature. In the event that their new application is supported, the LCSD will only give a conditional funding offer. Upon completion of their previously funded project to the satisfaction of the LCSD, it will confirm the grant and enter into agreement for the new project. Such applicants can only commence the new project after signing the funding agreement.
- 1.6 For applications of new “Community-driven Projects” submitted by post-secondary institutions recognised locally who are also grantees of existing “Community-driven Projects”, the conditions set out in paragraph 1.5 above will not apply if the proposed project(s)-in-charge / project executor(s) of the new application is / 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.

- 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 education or promotion activities (such as guided tours) in projects comprising 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.

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

- 2.5 The LCSD will not support the proposed projects that promote ICH through the provision of charitable services or entertainment activities², disbursement of 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.

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.

**Intangible Cultural Heritage Funding Scheme
Partnership Projects 2022**

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 6 essential items and no less than 4 reserved items. The reserved items will serve as replacement for the essential items during the assessment of the application. The ICHO reserves the right to approve items other than the essential or reserved items for survey and research applied by the applicants depending on 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 audio recording files or interview records to the ICHO.
- 2.5 Grantees shall carry out filming and recording in respect of the research items, and submit photographs or 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 each year. Archival materials collected during the surveys and researches shall be recorded in the survey forms.

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) 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 doctorate in history, culture, ICH or other related fields; or
- (b) have research experience in history, culture, ICH or other related fields.

3.3 Apart from the above, the general eligibility criteria 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
- (2) Shanghai Dialect/ Hu Dialect
- (3) Dongguan (Tung Koon) Dialect
- (4) Chiu Chow Puppet Show
- (5) Worship of *Shetan* / Beliefs and Customs of Worshipping Earth God
- (6) 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)
- (7) *Jiao* Festival of Tin Hau Temple at Kat O Village
- (8) Pak Hok Pai (White Crane) Fist
- (9) *Yiquan*
- (10) Hung Shing Choi Lee Fat Fist
- (11) Chinese Opera School of Bone-setting
- (12) Chinese Medicinal Oil
- (13) Old Tree and Potted Plant Growing Method
- (14) Traditional Rope Production Technique
- (15) Traditional Paddle Production Technique
- (16) Local Hong Kong Delicacies (excluding the items in the ICH Inventory and Egg Waffle 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 2022**

ICH for All

1. Purpose

The aim of this project is to provide intangible cultural heritage (ICH) 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 ICH of Hong Kong and to achieve greater social inclusion.

2. Project Information and Responsibilities of Partners

The ICHO and the grantee(s) shall be the presenter and organiser of the project respectively. The grantee(s) shall be responsible for the following duties:

- 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 and designing concrete execution plans for all activities, including a brief introduction of the activities, the objectives, mode of operation, learning strategies, expected outcome, evaluation methods and the relevant teaching materials. The activity plans will form the blueprints for the planning and execution of the activities.
- 2.3 Communicating 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 according to the requests and recommendations of the ICHO.
- 2.4 Taking on responsibility for promotion and publicity, liaising with related organisations or special schools as well as recruiting participants for the activities.
- 2.5 Assigning personnel with relevant skills and experience to facilitate the participation of the target group(s) in the activities according to their different needs; and providing an adequate number of project personnel 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 the document of organisation registration; and
- (iii) A list of organisation's principal persons-in-charge; or

(c) 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; or

(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, community or education programmes on history, art, culture or ICH-related fields in the past 5 years (from 16 February 2018 to 15 February 2023); or
- (b) have planned and organised promotional / 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 16 February 2018 to 15 February 2023).

3.3 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 2022**

ICH Mobile Centre

1. Purpose

This project aims at providing exhibition, education and public programmes through a mobile vehicle to promote different Hong Kong ICH items and to enhance the understanding of local ICH items among students and the public.

2. Project Information and Responsibilities of Partners

ICHO and the grantee(s) shall be the presenter and organiser of the ICH Mobile Centre (“Centre”) respectively. The grantee(s) shall be responsible for the following duties:

- 2.1 Modifying a 9-tonne box truck, applying for license and permit, and arranging insurance coverage; providing adequate air-conditioning devices safe access and rooms for the conduct of activities in the compartment (the exhaust emission standards of the truck should not be lower than the level of EURO V); designing and fabricating exhibition, including exterior design of the truck, as well as the display and multi-media installations for interactive programmes, virtual-reality tours, audio-visual programmes, etc. inside the compartment.
- 2.2 Planning and developing the themes and contents of the education activities and public programmes (such as demonstrations, workshops, talks, etc.); designing and producing education kits; revising the design, content, production and arrangement of the exhibition, education activities and public programmes, and education kits upon the request by ICHO.
- 2.3 Liaising and arranging with schools and other community venues, and following up on the touring of the Centre, including the arrival arrangement and the implementation of the education activities and public programmes; and arranging publicity for the Centre, including the design and release of all publicity materials, such as featured articles, posters, letters, advertisements, webpages, and social media, etc.
- 2.4 The service period shall be two school years, with no less than 500 service days in total including school days, non-school days (covering Saturdays, Sundays and school holidays) and programme dates specified by the ICHO. The Centre shall provide services at schools, public places in different districts, as well as venues specified by the ICHO. Apart from that, to arrange trained personnel during service hours to provide guided tour service in the Centre, deliver

education activities and/or public programmes, and distribute education kits, leaflets and/or other materials. All activities and programmes provided by the Centre are free of charge. The grantee(s) shall not generate revenue from or impose charges on such activities and programmes.

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 the document of organisation registration; and
- (iii) A list of organisation's principal persons-in-charge; or

(c) 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 ; or

(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 different fields of history, art, culture or ICH in the past 5 years (from 16 February 2018 to 15 February 2023). In addition, applicants must have co-operated with practitioners from different fields of culture, art or ICH to implement multiple promotional activities in such programmes.

3.3 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 2022**

Thinking Beyond ICH

1. Purpose

The aim of this project is to groom “creative Intangible Cultural Heritage (ICH) student leaders”, targeting primarily to train local post-secondary students with local senior secondary students also welcome to participate. The trainees of the project will be given opportunities to participate in master-minding and curating cultural programmes for transmitting and promoting the ICH items of Hong Kong, and to introduce creative and novel elements to the programmes.

2. Project Information and Responsibilities of Partners

The ICHO and the grantee(s) shall be the presenter and organiser respectively. The grantee(s) shall be responsible for the following duties:

2.1 The project shall last for one school year (including the summer holiday) and be divided into two phases:

(a) Learning about ICH

Targeting mainly local students of Hong Kong post-secondary education institutions, with students from higher levels of local secondary schools also welcome to participate, the grantee(s) should recruit no less than 8 academic streams / clubs, with about 3 to 5 students from each stream / club, and organise a series of training courses and site visits / trips to help the students acquire a basic understanding of ICH. The course content should include at least an introduction to ICH, information on local ICH items, a brief introduction of local ICH bearers / bearer organisations, ICH curatorial concepts, as well as ICH docent techniques. A total of no less than 20 contact hours should be arranged for each student.

(b) ICH Internship

The grantee(s) should provide the participating post-secondary students and senior secondary students (if any) with internship opportunities in accordance with their interests and abilities, so that they can take part in the transmission, promotion and development of ICH as “creative ICH student leaders”. Appropriate support and guidance should also be provided. Each group of students should be allotted with no less than 2 sessions of internship

activities. Internship programmes could include but are not limited to the following:

- (i) Master-minding and curating an ICH exhibition / gallery to introduce and display Hong Kong ICH with new ideas and thinking;
- (ii) Master-minding and curating an ICH promotion programme to promote Hong Kong ICH through innovative means;
- (iii) Master-minding and designing an ICH docent programme and its publicity campaign; serving as young ICH docents and share / promote Hong Kong ICH items by using interesting and creative methods; or
- (iv) Making arrangement for students to support local ICH bearers / bearer organisations or organisations participating in the ICH Funding Scheme in carrying out work related to ICH, such as the application of innovation and technology to assist them in publicity and promotion, administrative and co-ordinating work.

After completing the internship, students are required to submit records or products of the relevant programmes, such as exhibition designs or display panels, docent proposals (including a docent execution plan, publicity campaign and scripts for guided tours) and videos on the guided tours, strategies on and products of electronic promotion, as well as action plans and video recordings on the support provided to the bearers / bearer organisations.

- 2.2 Devising and designing concrete execution plans for all activities, including a brief introduction of the activities, the objectives, mode of operation, learning strategies, expected outcome, evaluation methods and the relevant teaching materials. The relevant activity plans will form the blueprints for the planning and execution of the activities.
- 2.3 Communicating 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 according to the requests and recommendations of the ICHO.
- 2.4 Taking on responsibility for promotion and publicity, liaising with related education institutions or schools as well as recruiting participants for the activities.
- 2.5 Providing an adequate number of project 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 the document of organisation registration; and
- (iii) A list of organisation's principal persons-in-charge; or

(c) 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; or

(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 different fields of history, art, culture or ICH in the past 5 years (from 16 February 2018 to 15 February 2023). 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 Apart from the above, the general eligibility criteria set out in paragraph 3 of "the Guide" are also applicable.