

Intangible Cultural Heritage Funding Scheme 2023

Guide to Application

1. Preamble

The Intangible Cultural Heritage (“ICH”) Funding Scheme is accepting applications for the “Community-driven Projects 2023” (“Community-driven Projects”) and the “Partnership Projects 2023” (“Partnership Projects”) from **1 December 2023 (Friday) to 12:00:00 noon on 18 January 2024 (Thursday)** (“Deadline”). Enquiries on this “Guide to Application” (“the Guide”), the “Application Form for Community-driven Projects 2023”, the “Application Form for Partnership Projects 2023” as well as other funding matters should be addressed to the Intangible Cultural Heritage Office (“the ICH 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 ICH Office 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 the “Partnership Projects”. Applicants applying for the “Community-driven Projects” should complete the “Application Form for Community-driven Projects 2023” and applicants applying for the “Partnership Projects” should complete the “Application Form for Partnership Projects 2023” for assessment. “The Guide” provides application details for the “Community-driven Projects” and the “Partnership Projects”.

3. Eligibility of Applicants, Scope of Support / Responsibilities, Number of Applications and Project Period

- 3.1 The following general eligibility criteria are applicable to applicants of both the “Community-driven Projects” and the “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 seven project items:
- (a) Research and Publication on the Items of the “Representative List of the ICH of Hong Kong”
 - (b) ICH Domain
 - (c) ICH Mobile Centre
 - (d) ICH Everywhere
 - (e) ICH Hub
 - (f) ICH Creation
 - (g) Transmission and Training Programmes for the Items in the “Representative List of the ICH of Hong Kong”
- 3.4 Project scope, responsibilities of partners and eligibility of applicants of each project of the “Partnership Projects” are appended at Annex II to Annex VIII. The funded partners should liaise closely with the ICH Office to make proper arrangements for the implementation of activities and work at each stage of the project; and to modify the content and arrangements of the activities and work upon the requests and recommendations of the ICH Office.
- 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 can submit one application only. The details are set out in Annex I. Please use the “Application Form for Community-driven Projects 2023” to complete and submit applications.
 - (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 2023” 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 the “Partnership Projects” in compliance with (a) and (b) above.

3.6 Restrictions on project period are as follows:

- (a) Project periods applicable to the “Community-driven Projects” are as follows:
 - (i) All approved “Community-driven Projects” shall commence only after the signing of the Funding Agreement and except for seasonal projects, shall generally commence within one year after the receipt of the notification of application result, that is, generally not earlier than July 2024 nor later than June 2025. 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 (irrespective of whether the activities under application are the same as or different from the traditional festive / ritual activities previously approved).
 - (iv) Projects other than (ii) and (iii) above shall generally be completed within one year after commencement.
- (b) Project periods applicable to the “Partnership Projects” are as follows:
 - (i) All approved “Partnership Projects” shall commence only after the signing of the Funding Agreement and shall generally commence within six months after the receipt of the notification of application result, that is, generally not earlier than July 2024 nor later than December 2024. 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 VIII.

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 effectively 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 who will carry out or participate in the projects 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; and
- (d) the proposed projects are of social impact and benefit, including in the 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 are not limited to the following:

- (a) track records (if any) of projects in collaboration with the ICH Office, projects supported under the ICH Funding Scheme and by relevant cultural / heritage funding bodies; and
- (b) priority consideration set out in paragraph 3.3 of Annex II of “the Guide” (applicable to the project of ‘Research and Publication on the Items of the “Representative List of the ICH of Hong Kong” ’ only).

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 or generated 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 all the incomes and expenditures of the project. If a surplus is affirmed in the project, 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 item(s) 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, beverages, 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, key project 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 LCSD, 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 LCSD, or as substitutes to the project personnel listed in his / her application form who have already been approved by the LCSD, 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 LCSD for the use of the grant. The substitution and employment / engagement of new key project personnel and collaborators 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 (excluding 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 approved shall not exceed 15% of the funding amount. The Office reserves the right to define which positions are within the scope of administrative / financial personnel.
- (d) For projects comprising education / school, community or other public activities, suitable insurances shall be purchased for the activities and their participants. The total amount of insurance expenses approved shall not exceed 5% of the funding amount.
- (e) In the course of implementing the funded projects, unforeseeable expenses might incurred. As such, sufficient miscellaneous / contingency expenses should be reserved to cover emergency expenses and to meet urgent needs. The total amount of miscellaneous / contingency expenses approved shall not exceed 8% of the funding amount.
- (f) If there is a need to publicise the project to attract participants and to enhance the promotion of ICH, the applicants could devise appropriate and feasible publicity plans taking into account the nature, content, scale and the needs of the target beneficiaries of the project, and apply for the relevant publicity expenses. The total amount of publicity expenses approved shall not exceed 15% of the funding amount.
- (g) 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 2023” and the “Application Form for Partnership Projects 2023” 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 website of the ICH Office (www.lcsd.gov.hk/ICHO). The Deadline for application is by **12:00:00 noon on 18 January 2024 (Thursday)**.

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 2023” or “Application for Partnership Projects 2023”; 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 not submit 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.

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 for accepting application on each day (including Tuesdays when the Museum is closed) during the period from 1 December 2023 to 17 January 2024 are from 10 am to 6 pm (except from 10 am to 5 pm on 24 December). On 18 January 2024 (Thursday), which is the date of Deadline for application, the opening time for accepting application is from 10 am to 12:00:00 noon.

- 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 ICH Office will require the applicants to submit the original signed documents if needed.
- 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 2023** –
 - (i) not using the “Application Form for Community-driven Projects 2023” for application for the “Community-driven Projects”; or
 - (ii) not using the “Application Form for Partnership Projects 2023” for application for the “Partnership Projects”
 - (d) **applying for more than one project** in one application form; or
 - (e) the funding amount applied for each project is **less than HK\$250,000**.
- 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”, the “Application Form for Community-driven Projects 2023” and the “Application Form for Partnership Projects 2023” 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, public morals, public order and public safety of Hong Kong. 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 2024. 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 insurances for activities / participants, 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 ICH Office 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 2023

**Intangible Cultural Heritage Funding Scheme
Community-driven Projects 2023**

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 Eligible applicants must satisfy one of the following eligibility criteria:

(a) Charities recognised locally

Refer to organisations which are exempt 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 registration document or ordinance for the establishment of the organisation; 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 / 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 which is registered at the Societies Office of the Police Licensing Office or a list of new office-bearers which is being updated at the Societies Office of the Police Licensing Office;

(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 of application 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;

(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 to the LCSD under different names. Further, an applicant should also submit application on all traditional festive / ritual activities which will be held within the same funding period in one single project to the LCSD, and should not divide the activities into different projects when applying for funding support.
- 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 assisting in implementing the project.
- 1.5 Existing grantees of “Community-driven Projects” who have not completed the funded project (please refer to paragraph 1.6 for the requirements applicable to post-secondary education institutions recognised locally) may also submit a new application. For approved projects comprising training course(s), applicants can submit another application on training course(s) of the same nature only if they have commenced the approved training course(s) 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 (irrespective of whether the activities under application are the same as or different from the traditional festive / ritual activities previously approved). Under all circumstances 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. In addition, the LCSD reserves the right not to consider applications that do not meet the requirements of this paragraph.
- 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 of the new application is / are different from the project(s)-in-charge or personnel holding equivalent position(s) in “Community-driven Projects” that are being implemented 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 items of the Representative List and the Inventory of the ICH of Hong Kong, please visit the ICH Office website¹.

- 2.2 In view of the circumstances in the development of local ICH and resources consideration, the LCSD will accord priority consideration in the support of 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. The LCSD also encourages “Community-driven Projects” involving publications to publicise their products via online platforms to enhance the effectiveness of the project and to broaden the beneficiaries of the project;
- (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.

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

- 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.
- 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 2023**

**Research and Publication on the Items of the
“Representative List of the Intangible Cultural Heritage of Hong Kong”**

1. Purpose

The aim of this project is to conduct research and publish monograph on *Quanzhen* Temples Taoist Ritual Music, which is an item on the “Representative List of the Intangible Cultural Heritage of Hong Kong”, so as to enhance the public’s understanding of the intangible cultural heritage (ICH) item.

2. Project Scope and Responsibilities of the Partner(s)

- 2.1 The grantee(s) shall conduct in-depth research on the cultural substance, historical development and current transmission of the above representative item, and collect relevant oral history materials, historical documents and records, and photographs, etc for the publication of the monograph.
- 2.2 The monograph shall not be less than 50,000 Chinese words. The contents shall include but are not limited to the historical background and development, cultural value analyses, activities / skills and overview of the item, information of ICH bearers and bearer organisations, historical photographs, historical documents, records and images, and a list of documentary information, etc.
- 2.3 The grantee(s) shall draft the script of the monographs in phases and follow up on the comments made by the ICH Office and make appropriate amendments. The grantee(s) shall also liaise with experienced publisher and distributor and follow up on the printing, publication, distribution and sale of the monograph.
- 2.4 The publication shall be entitled the “The Hong Kong Intangible Cultural Heritage Series”. The ICH Office will provide a template on the cover design and specifications of the publication for the grantee(s) to follow and adopt.
- 2.5 The research and publication work shall normally be completed within 3 years after the commencement of the project. The print run of the monograph shall not be less than 1,500 copies with no less than 70% for sale and the remaining for free distribution to public libraries, museums and schools, etc. in Hong Kong or the units / organisations designated by the ICH Office.
- 2.6 The grantee(s) shall make arrangement for the promotion and publicity of the publication, such as book launching ceremony, talk or seminar, to introduce the publication to the general public.

3. Eligibility of Applicants

3.1 Eligible applicants should meet one of the following criteria:

(a) Higher education institutions recognised locally

Refer to the degree-awarding higher education institutions listed on the Education Bureau's website;

(b) Recognised local ICH protection and bearer organisation or their authorised organisations

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

(i) Charities recognised locally

Refer to organisations which are exempt 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 the registration document or ordinance for the establishment of the organisation; 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 / 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 which is registered at the Societies Office of the Police Licensing Office or a list of new office-bearers which is being updated at the Societies Office of the Police Licensing Office; or

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

The applicant must be the researcher-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 related fields; or
- (b) have research experience in history, culture, ICH or related fields.

3.3 Priority consideration will be given to applicants who have the following association:

- have obtained the consent of individuals / organisations possessing the techniques and knowledge or with the capability of transmitting the techniques, rituals and traditions related to the above item in the "Representative List of the ICH of Hong Kong" to support or participate in the research and publication of the monograph.

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 2023**

ICH Domain

1. Purpose

The aim of this project is to provide a great variety of Intangible Cultural Heritage (ICH) education activities for local teachers and students to complement the exhibitions staged at the Hong Kong Intangible Cultural Heritage Centre (ICH Centre) located at the Sam Tung Uk Museum or at other designated venues, so as to enhance their understanding of the different ICH items of Hong Kong as well as to encourage them to visit the ICH Centre and to participate in ICH activities.

2. Project Scope and Responsibilities of the Partner(s)

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

- 2.1 Design, organise and implement a great variety of interactive education activities to complement the exhibitions of the ICH Centre or at other designated venues according to the execution proposal approved by the ICH Office. The activities should target the following four types of beneficiaries, including students of pre-primary education, primary schools and secondary schools as well as teachers. Arrangements should be tailor-made for each type of target beneficiary participating in the activities.
- 2.2 Within the project period of two school years, arrange no less than 450 sessions of activities to take place on Mondays and Wednesdays to Fridays (and other specific days) in the ICH Centre or at other designated venues according to the execution plan approved by the ICH Office. Each session of activity should accommodate for 15 to 20 participants and last for about 45 minutes.
- 2.3 Formulate execution plans for all activities, including a brief introduction of the activities, objectives, mode of operation, learning strategies, expected outcomes, evaluation methods and the relevant teaching materials. The activity plans as approved by the ICH Office will form the blueprints for the planning and execution of the activities.
- 2.4 Take on responsibility for promotion and publicity, liaise with schools and education institutions, and recruit participants for the activities.
- 2.5 Assign adequate project personnel according to the nature of each activity, so as to ensure the smooth implementation of the activities as well as to achieve the set goals and expected outcomes.
- 2.6 All education activities must be free of charge. The grantee(s) shall not collect fees from or impose charges on the education activities.

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;

(b) Charities recognised locally

Refer to organisations which are exempt 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 registration document or ordinance for the establishment of the organisation; and
- (iii) A list of organisation's principal persons-in-charge;

(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 / 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 which is registered at the Societies Office of the Police Licensing Office or a list of new office-bearers which is being updated at the Societies Office of the Police Licensing Office.
- 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 19 January 2019 to 18 January 2024). In addition, applicants must have collaborated 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 2023**

ICH Mobile Centre

1. Purpose

This project aims at promoting different intangible cultural heritage (ICH) items of Hong Kong by way of exhibition, education activities and public programmes delivered by a mobile vehicle, so as to enhance the understanding of ICH among local students and the public.

2. Project Scope and Responsibilities of the Partner(s)

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

- 2.1 Modify a 9-tonne box truck, apply for license and permit, and arrange for insurance coverage, etc.; provide 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; design and fabricate 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 according to the execution proposal approved by the ICH Office.
- 2.2 Plan and develop the themes and content of the education activities and public programmes (such as demonstrations, workshops, talks, etc.); design and produce education kits according to the execution plans approved by the ICH Office.
- 2.3 Liaise with schools and other community venues as well as follow up on the touring of the Mobile Centre, including the arrival arrangement and the implementation of the education activities and public programmes; arrange publicity for the Mobile Centre, including the design and release of different publicity materials, such as featured articles, posters, letters, advertisements, webpages and social media, etc.
- 2.4 The service period of the Mobile Centre 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 ICH Office. The Mobile Centre shall provide services at schools, public places in different districts, as well as venues specified by the ICH Office.
- 2.5 Assign trained personnel during service hours of the Mobile Centre to explain on the exhibition in the Mobile Centre, implement education activities and public programmes, and distribute education kits, leaflets and other materials.

- 2.6 All activities and programmes provided by the Mobile Centre must be free of charge. The grantee(s) shall not collect fees 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;

(b) Charities recognised locally

Refer to organisations which are exempt 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 registration document or ordinance for the establishment of the organisation; and
- (iii) A list of organisation's principal persons-in-charge;

(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 / 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 which is registered at the Societies Office of the Police Licensing Office or a list of new office-bearers which is being updated at the Societies Office of the Police Licensing Office.
- 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 19 January 2019 to 18 January 2024). In addition, applicants must have collaborated 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 2023**

ICH Everywhere

1. Purpose

The aim of this project is to promote local intangible cultural heritage (ICH) through social media marketing techniques and strategies, and to conduct interactive multi-media and multi-dimensional promotion activities in indoor public venues at different districts of Hong Kong, so as to integrate ICH into the society and the daily lives of citizens, as well as to facilitate the understanding of the characteristics of different ICH items of Hong Kong by citizens and visitors through novel experiences.

2. Project Scope and Responsibilities of the Partner(s)

The project lasts for two years. The ICH Office and the grantee(s) shall be the presenter and organiser(s) of the project respectively. The grantee(s) shall be responsible for the following:

- 2.1 Establish exclusive social platforms to promote ICH through different social media according to the execution proposal approved by the ICH Office, such as through ICH *Xiaohongshu* (Little Red Book), WeChat and the development of the “Hong Kong ICH Route Map” for different districts to promote distinctive ICH items of Hong Kong to citizens and visitors. Other means, including online live broadcast, ICH master online lecture, KOL marketing could also be explored. Further, to formulate a comprehensive publicity plan as well as design and distribute all promotional materials, such as feature articles, etc.
- 2.2 Conduct no less than 40 ICH promotion programmes during the project period to promote ICH in novel and versatile ways according to the execution plans approved by the ICH Office. Each programme should last for no less than two days (mainly on Saturdays, Sundays or public holidays) and should be held in locations with high visitor flow or with convenient transportation (such as shopping malls and government public spaces).
- 2.3 Assign trained project personnel to promote different ICH items of Hong Kong on site, including the implementation of related promotion activities.
- 2.4 All promotion programmes must be free of charge, and the grantee(s) cannot collect fees from or impose charges on the promotion 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;

(b) Charities recognised locally

Refer to organisations which are exempt 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 registration document or ordinance for the establishment of the organisation; and
- (iii) A list of organisation's principal persons-in-charge;

(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;

(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 / 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 which is registered at the Societies Office of the Police Licensing Office or a list of new office-bearers which is being updated at the Societies Office of the Police Licensing Office; or

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

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

- 3.2 Applicants must have organised public, community or promotion programmes on different fields of history, art, culture or ICH in the past 5 years (from 19 January 2019 to 18 January 2024). In addition, applicants must have collaborated 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 2023**

ICH Hub

1. Purpose

This project invites a guest curator or curating organisation with extensive experience in curation to plan, interpret, design and install a new exhibition at the ICH Hub which is about 200 square metres in area, so as to convey the message of safeguarding and transmitting local intangible cultural heritage (ICH) to young people.

2. Project Scope and Responsibilities of the Partner(s)

The grantee(s) shall be responsible for the following:

- 2.1 Design and mastermind the themes, content and presentation / interpretation of displays jointly with the ICH Office for the exhibition area of the Hub in innovative ways to attract young people.
- 2.2 Draw up an appropriate display proposal and plan for the exhibition layout; the overall design should match with the ambience of the historic building.
- 2.3 Design, produce and install the new exhibition in accordance with the themes and content agreed by the ICH Office, including but not limited to content write-ups, video shooting, subtitling and dubbing, as well as the production of software and hardware for multimedia programmes and interactive games, etc.
- 2.4 Provide all sorts of drawings as required in different stages of the gallery fabrication, such as display proposals, design layout, shop drawings, design and artworks for graphic panels and captions of exhibits, design drawings of showcases, etc.; and carry out the production and installation of the exhibition once the design drawings are approved by the ICH Office.
- 2.5 Collaborate closely with the venue management and negotiate for the use of shared facilities at the building and the Hub, such as electricity, lighting tracks, etc.
- 2.6 Design publicity materials, including but not limited to exhibition pamphlets, advertisements and webpages, etc.
- 2.7 The new exhibition is expected to be opened by the end of 2025. In the event of any delays, the grantee(s) is obliged to complete all the works until the opening of the new exhibition.

- 2.8 Provide a one-year warranty (counting from the date of opening) for exhibition installations as well as the software and hardware for the multimedia programmes and interactive games in the Hub.

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;

(b) Charities recognised locally

Refer to organisations which are exempt 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 registration document or ordinance for the establishment of the organisation; and
- (iii) A list of organisation's principal persons-in-charge;

(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;

(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 / 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 which is registered at the Societies Office of the Police Licensing Office or a list of new office-bearers which is being updated at the Societies Office of the Police Licensing Office; or

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

The applicant must be the curator and the project-in-charge of the project, and meet the criteria set out at paragraph 3.2 below.

- 3.2 Applicants should have held the position of curator or curating organisation that has curated large-scale exhibition(s) (with an exhibition area of not less than 200m² for each exhibition) on history, art, culture or ICH-related subjects in the past 5 years (from 19 January 2019 to 18 January 2024), with responsibilities including the planning, interpretation, design and installation of exhibition(s).

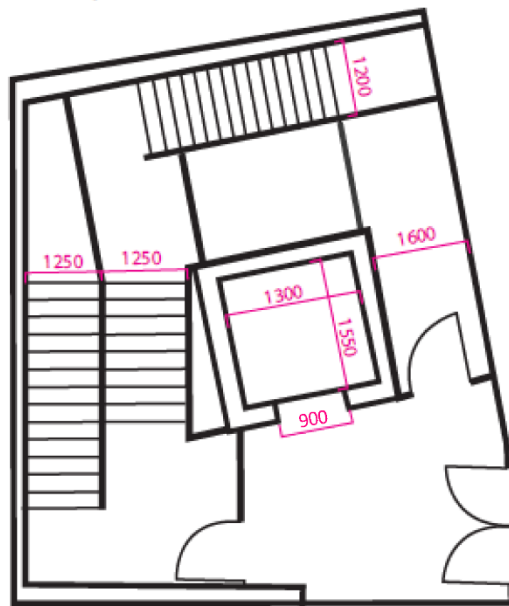
Applicants are required to submit design drawings or photos of the past exhibitions as curated by the applicants for reference.

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

4. Address and Floor Plan of Hub

The Hub is situated at the CLP Pulse (address: 147 Argyle Street, Ho Man Tin, Kowloon) which is a Grade 1 Historic Building. Basic facilities are available at the Hub including flooring / carpet, exhibition spot lights, etc. Please find the floor plan of the ICH Hub on the next page.

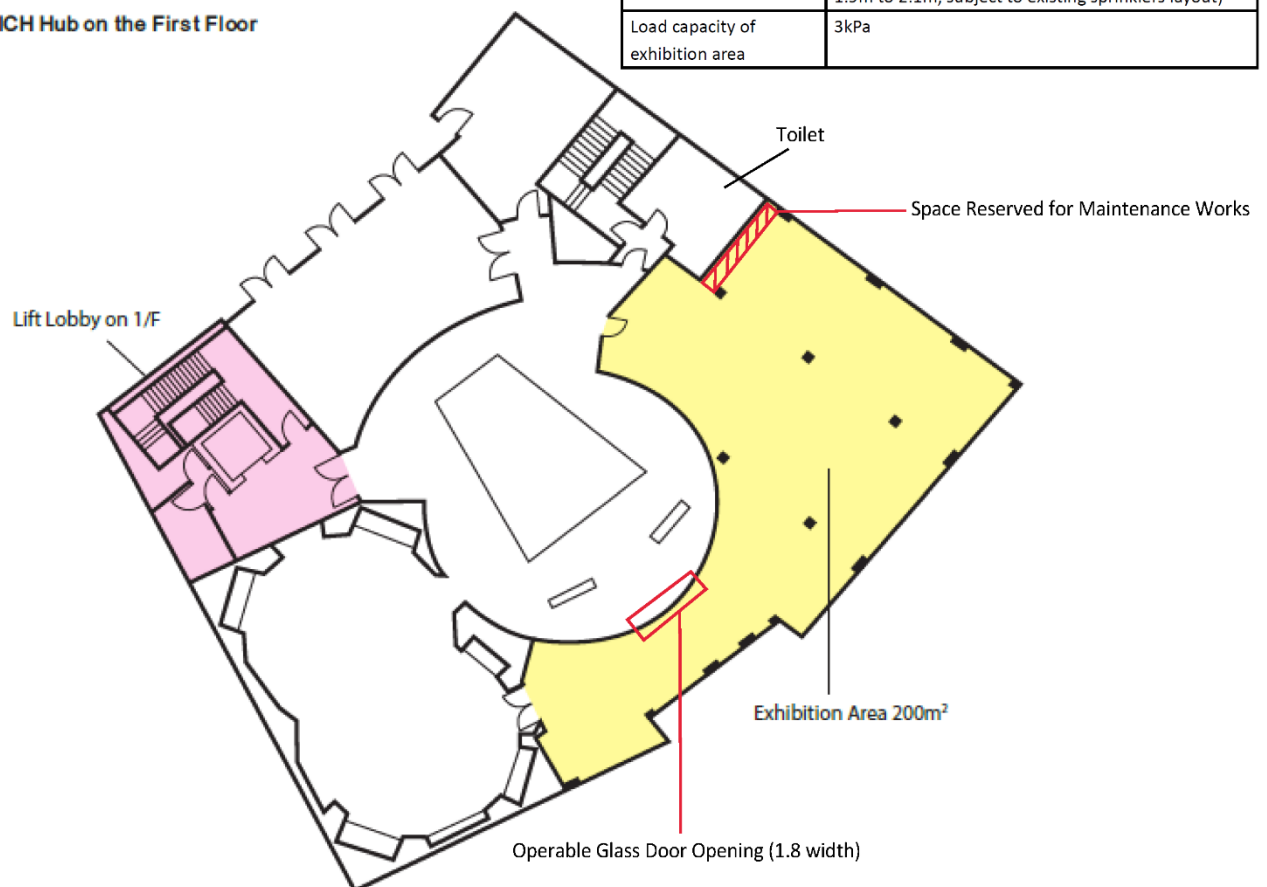
Lift Lobby on Ground Floor



Width of staircase	1.20-1.25m
Access to lift car	1.6m (W) x 2.8m (H)
Lift car (internal area)	1.30m (W) x 1.55m (W) x 2.4m (H)
Lift door	0.9m (W) x 2.3m (H)
Load capacity of lift car	900 kg
Limit for vehicle entry	Below 5.5 Tons

ICH Hub on the First Floor

Height of chilled ceiling inside exhibition area	2.5m (Maximum height of display panel/installation is from 1.9m to 2.1m, subject to existing sprinklers layout)
Load capacity of exhibition area	3kPa



**Intangible Cultural Heritage Funding Scheme
Partnership Projects 2023**

ICH Creation

1. Purpose

The aim of this project is to support the production of creative items with Hong Kong intangible cultural heritage (ICH) as the theme, so as to promote the ICH items of Hong Kong in novel and innovative ways, and at the same time to showcase the cultural connotation or essence of the relevant ICH items.

2. Project Scope and Responsibilities of the Partner(s)

The project lasts for one year. The grantee(s) shall be responsible for the following:

- 2.1 Produce ICH creative items that meet the above purpose. The quantity of production and forms of expression of the creative products are not limited. Simple illustrations or diagrams on Hong Kong ICH or the related ICH items could be attached, depending on the needs in design and the themes / materials chosen.
- 2.2 After completing the preliminary design of the creative products, submit the design drawing, computer graphics or template / mode-board for production to the ICH Office for consideration. Production can only begin after the Office has approved the final design as well as the intellectual property rights and copyright issues involved (if applicable) have been properly resolved.
- 2.3 Produce the creative items according to the number of designs, quantity for sale and quantity for free distribution by the ICH Office to promote local ICH as agreed in advance by the Office.
- 2.4 After producing the creative items, merchandise the products through effective publicity / promotion plans and marketing strategies.

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;

(b) Charities recognised locally

Refer to organisations which are exempt 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 registration document or ordinance for the establishment of the organisation; and
- (iii) A list of organisation's principal persons-in-charge;

(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;

(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 / 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 which is registered at the Societies Office of the Police Licensing Office or a list of new office-bearers which is being updated at the Societies Office of the Police Licensing Office; or

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

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

3.2 Applicants must satisfy one of the following criteria:

- (a) possess relevant knowledge and skills in designing, creating, manufacturing or producing cultural, cultural and creative, and art products; or
- (b) possess relevant qualifications and experience in designing, creating, manufacturing or producing cultural, cultural and creative, and art products.

Applicants are required to submit photos of relevant products produced in the past or design drawings of relevant creative work created in the past for reference.

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 2023**

**Transmission and Training Programmes for the Items in the “Representative List of the
Intangible Cultural Heritage of Hong Kong”**

1. Purpose

The aim of this project is to support local intangible cultural heritage (ICH) bearers or bearer organisations in deepening the transmission of items in the “Representative List of the Intangible Cultural Heritage of Hong Kong” (“Representative List of the ICH of Hong Kong”) through systematic training and practical / internship activities, so as to nurture the next generation of bearers and to attract new ICH practitioners to join the sector, or to raise the attainments of existing bearers and elevate the standard of current ICH practitioners.

2. Project Scope and Responsibilities of the Partner(s)

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

2.1 Organise two-year transmission training programme(s) locally for one or more items selected from the “Representative List of the ICH of Hong Kong” listed under Part 4 of this Annex, and enrol and select qualified Hong Kong residents aged 18 or above as trainees in accordance with the execution plan approved by the ICH Office. The project shall be divided into two phases:

(a) Training courses / training activities

For each chosen item on the “Representative List of the ICH of Hong Kong”, provide appropriate training courses or training activities for no less than 4 selected local trainees who are the new generation or less experienced bearers and ICH practitioners, so that they could learn about the cultural substance, traditional rituals or skills of the item(s) on the “Representative List of the ICH of Hong Kong”. The total number of sessions for training courses or training activities to be arranged for each trainee shall not be less than 80 hours in total.

(b) Practice / apprenticeship and showcase of learning outcomes

In addition, no less than one practical activity or internship opportunity should be provided each year for each trainee to participate in the transmission, promotion and development of the selected item(s) from the “Representative List of the ICH of Hong Kong”, with appropriate support and guidance. Practical sessions / internship activities could be adapted to suit the nature of the representative item(s) and the ability and performance of the trainees, such as arranging and supporting them to participate in the

preparation and organisation of traditional rituals or festivals and sacrificial activities, in the design and planning of exhibitions or demonstrations / performances for the related craftmanships or performing arts, etc., so as to showcase the learning outcomes.

- 2.2 In order to optimise the use of resources, the training content must be different from existing training courses and practical / internship activities supported by government bureaux / departments or public bodies and by other funds / funding schemes.
- 2.3 Formulate execution plans for all activities, including a brief introduction of the activities, purpose, the objectives, mode of operation, learning strategies, expected outcomes, evaluation methods and the relevant teaching materials. The activity plans as approved by the ICH Office will form the blueprints for the planning and execution of the activities.
- 2.4 Take on responsibility for promotion and publicity, liaise with relevant training institutions or internship units and recruit trainees.
- 2.5 Assign adequate project personnel according to the nature of each activity, so as to ensure the smooth implementation of the activities as well as to achieve the set goals and expected outcomes.

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;

- (b) Charities recognised locally**

Refer to organisations which are exempt 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 registration document or ordinance for the establishment of the organisation; and
 - (iii) A list of organisation's principal persons-in-charge;

(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;

(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 / 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 which is registered at the Societies Office of the Police Licensing Office or a list of new office-bearers which is being updated at the Societies Office of the Police Licensing Office; or

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

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

3.2 Applicants must satisfy both of the following criteria:

- (a) have organised transmission training or education programmes on different fields of history, art, culture or ICH in the past 5 years (from 19 January 2019 to 18 January 2024). In addition, applicants must have collaborated with practitioners from different fields of culture, art or ICH to implement multiple activities in such programmes; and

- (b) have obtained the consent of individuals / organisations possessing the techniques and knowledge or with the capability of transmitting the techniques, rituals or traditions related to the relevant item(s) in the “Representative List of the ICH of Hong Kong” to support or participate in the relevant work.

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

4. Representative List of the ICH of Hong Kong

1. Cantonese Opera
2. Hakka Unicorn Dance in Hang Hau in Sai Kung
3. *Quanzhen* Temples Taoist Ritual Music
4. *Nanyin* (Southern Tunes)
5. Cheung Chau *Jiao* Festival
6. Tai O Dragon Boat Water Parade
7. Yu Lan Festival of the Hong Kong Chiu Chow Community
8. Mid-Autumn Festival - the Tai Hang Fire Dragon Dance
9. Wong Tai Sin Belief and Customs
10. Spring and Autumn Ancestral Worship of Clans
11. Tin Hau Festival in Hong Kong
12. Mid-Autumn Festival - the Pok Fu Lam Fire Dragon Dance
13. Taoist Ritual Tradition of the *Zhengyi* School
14. *Sek Pun* (Basin Feast)
15. Herbal Tea
16. The Arts of the *Gugin* (The Craft of *Qin* Making)
17. Hong Kong-style Milk Tea Making Technique
18. Paper Crafting Technique
19. Technique of Making Hong Kong Cheongsam and *Kwan Kwa* Wedding Costume
20. Bamboo Theatre Building Technique