

Intangible Cultural Heritage Funding Scheme 2025

Guide to Application

1. Preamble

The Intangible Cultural Heritage (“ICH”) Funding Scheme is accepting applications for the “Community-driven Projects 2025” (“Community-driven Projects”) and the “Partnership Projects 2025” (“Partnership Projects”) from **10 December 2025 (Wednesday)**. The deadline for application is **12:00:00 noon on 27 January 2026 (Tuesday)** (“Deadline”). Enquiries on this “Guide to Application” (“the Guide”), the “Application Form for Community-driven Projects 2025”, the “Application Form for Partnership Projects 2025” 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: https://www.icho.hk/en/web/icho/ich_funding_scheme_application.html

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 Organization, the ICH is manifested in the following five domains: oral traditions and expressions; performing arts; social practices, rituals and festive events; knowledge and practices concerning nature and the universe; and traditional craftsmanship.
- 2.2 The Hong Kong Special Administrative Region (“HKSAR”) Government attaches great importance to the safeguarding of ICH of Hong Kong and strives to raise the Hong Kong community’s awareness of the importance of ICH and the need to protect such heritage as our cultural assets. To encourage 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;
- the promulgation of the first Representative List of the ICH of Hong Kong (comprising 20 items) in 2017; and
- the updating of the Representative List of the ICH of Hong Kong (increasing the number of items to 24) and the ICH Inventory of Hong Kong (increasing the number of items to 507) in 2024.

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 Hong Kong 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 to strengthen various aspects of work in safeguarding 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 projects related to local ICH, with a view to achieving the following objectives:

- to strengthen the safeguarding, research, education, promotion and transmission of local ICH items;
- to engage the participation of the community in safeguarding local ICH; and
- to enhance public awareness, understanding and respect with regard to local ICH.

2.5 The ICH Funding Scheme is implemented and managed by the ICH Office of the LCSD. The ICHAC and the Sub-committee on ICH Funding Scheme under ICHAC have been consulted before drawing up the scope and details of the funding support. The Sub-committee on ICH Funding Scheme is also responsible for assessing applications, monitoring and evaluating funded projects. The assessment results and

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.

funding recommendations made by the Sub-committee on ICH Funding Scheme will be submitted by the ICH Office to the LCSD for approval.

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 2025” and applicants applying for the “Partnership Projects” should complete the “Application Form for Partnership Projects 2025” 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) Affiliated 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; departments and other affiliated / subsidiary units under locally recognised post-secondary education institutions, including the local degree-awarding higher education institutions listed on the Education Bureau’s website, the local self-financing post-secondary institutions listed on the website of Concourse for Self-financing Post-secondary Education, and the member institutions which provide manpower training under the Vocational Training Council will be counted as independent applicants as long as the “eligibility of applicants” listed in the respective annexes is met.
- (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 ICH 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 three project items:
 - (a) ICH Event Calendar on Traditional Festivals and Rituals;
 - (b) ICH Creation;
 - (c) Survey and Research for Enriching the Intangible Cultural Heritage Inventory of Hong Kong.
- 3.4 Project scope, responsibilities of partners and eligibility of applicants of each project item of the “Partnership Projects” are appended at Annex II to Annex IV. 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 eligible applicant can submit one application only. Each department or other affiliated / subsidiary unit of locally recognised post-secondary education institutions which meets the respective eligibility criteria and requirements can submit one application; likewise the same project-in-charge can only submit one application in the name of locally recognised post-secondary education institutions. The details are set out under “Eligibility of Applicants” in Annex I. Please use the “Application Form for Community-driven Projects 2025” to complete and submit applications.

- (b) For applications for the “Partnership Projects”, each eligible 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 and requirements. Each department or other affiliated / subsidiary unit of locally recognised post-secondary education institutions can only submit one application for each single project item under “Partnership Projects” while the same project-in-charge / researcher-in-charge, whether applying under the same or different departments or other affiliated / subsidiary units, can only submit one application for each project item under “Partnership Projects”. If an applicant applies for more than one project item, he / she shall complete a separate “Application Form for Partnership Projects 2025” 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 August 2026 nor later than July 2027. The ICH 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;
 - (iii) for projects comprising 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;
 - (iv) projects other than (ii) and (iii) above shall generally be completed within one year after commencement, including projects comprising traditional festivals / sacrificial events / rituals and annual cultural festivals / carnivals.
- (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 eight months after the receipt of the notification of application result, that is,

generally not earlier than August 2026 nor later than March 2027. The ICH 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 IV.

4. Assessment Mechanism

The Sub-committee on ICH Funding Scheme will assess the applications in accordance with the established criteria, guidelines and procedures. Upon receipt of the funding recommendations made by the Sub-committee on ICH Funding Scheme, 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 with regard to 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 local personnel who will carry out or participate in the projects include local practitioner(s) or members of local 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 local 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 applicants regarding their projects in collaboration with the ICH Office, projects supported under the ICH Funding Scheme and by relevant cultural / heritage funding bodies; and
- (b) Other factors for consideration set out in paragraph 3.3 of Annex II and Annex IV of “the Guide” (applicable to the relevant “Partnership Projects” only).

6. Determination of the Funding Amount

- 6.1 In order to attain significant impact in the community, the projects must be of a 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 on ICH Funding Scheme and the ICH 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 local 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, bank interests earned 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, expenses on purchase of assets (such as computers / furniture), rental / water fees / electricity fees / regular cleaning service charges / repair expenses / 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 key project personnel and other project personnel) is required, such personnel shall be Hong Kong residents with remuneration not higher than the rate of similar posts in the market / industry calculated against their qualifications and experience. **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 ICH 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 ICH 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 insurance 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 be 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 and prepare Chinese and simple English promotion materials, 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 (practising) who shall prepare an auditor's report. The amount of auditing fee shall be calculated as

follows:

- (i) if the total funding amount is HK\$750,000 or below, 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 physical copies of the “Application Form for Community-driven Projects 2025” and the “Application Form for Partnership Projects 2025” can be collected from the Hong Kong Intangible Cultural Heritage Centre² located at the Sam Tung Uk Museum, and electronic versions are available at the website of the ICH Office (https://www.icho.hk/en/web/icho/ich_funding_scheme_application.html). The Deadline for application is **12:00:00 noon on 27 January 2026 (Tuesday)**.
- 8.2 Applicants should submit the duly completed application forms together with supporting documents before the Deadline in one of the following ways:
 - (a) Deposit the application documents into the **light brown** collection box marked with “ICH Funding Scheme Collection Box” at the Orientation Room 2 of the Hong Kong Intangible Cultural Heritage Centre² located at the Sam Tung Uk Museum. The same application should be put and sealed in an envelope specifying “Application for Community-driven Projects 2025” or “Application for Partnership Projects 2025”, and each envelope should not contain more than one application; or
 - (b) Send the applications via the website of GovHK (the link for online submission of application documents is <https://eform.cefs.gov.hk/form/lcs118/en/>), and 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) from the beginning of the application period to 26 January 2026 are from 10 am to 6 pm (except from 10 am to 5 pm on 24 December 2025). On 27 January 2026 (Tuesday), which is the date of Deadline for application, the opening time for application is from 10 am and the Deadline is 12:00:00 noon.

8.3 In addition, the application form should be signed or stamped (for organisations) by the project(s)-in-charge / researcher(s)-in-charge, the main project personnel, the collaborators and the practitioners / 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 necessary.

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, so as to avoid confusion which would affect the processing of the application.
- (b) Applicants should follow the instructions of the platform and fill in the name of the individual / organisation applicant, proposed project name, 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, resumes of directors / office-bearers, resumes and certificates of project personnel, etc.

The ICH Office reserves the right not to process or consider applications not complying with the above requirements and to request the applicants to submit the original copy of the signature entries for verification. **Besides, nearer the date and time of Deadline, the online application system would likely be overloaded due to the need to handle large volume of applications. To ensure timely submission of application online, applicants are advised to submit their applications as early as possible.**

8.5 The following applications **will not** be processed or considered:

- (a) **Late** applications;

(b) **Applications submitted by ways other than through the light brown collection box** marked with “ICH Funding Scheme Collection Box” at the Orientation Room 2 of the Hong Kong Intangible Cultural Heritage Centre² (see footnote 2 on page 10) located at the Sam Tung Uk Museum **as mentioned in paragraph 8.2(a) or via the website of GovHK** (the link for online submission of application documents is <https://eform.cefs.gov.hk/form/lcs118/en/>) as mentioned in paragraph 8.2 (b);

(c) Applications **not submitted by using the designated application forms of the ICH Funding Scheme 2025 –**

- (i) not using the “Application Form for Community-driven Projects 2025” to apply for the “Community-driven Projects”; or
- (ii) not using the “Application Form for Partnership Projects 2025” to apply for the “Partnership Projects”

(d) **Applying for more than one project** in one application form;

(e) The funding amount applied for each project is **less than HK\$250,000**;

(f) Applications submitted by organisations but **without providing the personal name(s) of the project(s)-in-charge / researcher(s)-in-charge**; applications submitted by individuals with **the project-in-charge / researcher-in-charge not the individual applicant** himself or herself; or

(g) New applications submitted by existing grantees / units where their **funded / approved projects** (including the completion of all approved activities, products and records of the projects) **and / or reports** (including project report, evaluation report and auditor’s report) supported under the **“Community-driven Projects” are overdue** on the Deadline of application, except due to force majeure or other uncontrollable causes. The aforementioned overdue situation will be counted against the relevant dates listed in the funding agreements or revised dates (if any) approved in writing by the ICH Office. Completion of projects and / or reports is defined as having the written confirmation by the ICH Office on its satisfactory acceptance. If the applicants are locally recognised post-secondary education institutions, the restricted applicants will include both the individual departments or other affiliated / subsidiary units and the project(s)-in-charge (whether applying under the same or different departments or other affiliated / subsidiary units) where their funded projects and / or reports are overdue on the Deadline of application. In the event that the funded projects and / or reports which are overdue on the Deadline of application belong to grantees which are local societies, the restricted applicants will include both the societies concerned and the authorised representatives signing the funding agreement ad personam.

8.6 Any amendments to the application forms and content of the proposed projects, or submission of supplementary information / documents which are not requested by the ICH Office 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. For applications submitted through the **light brown** collection box marked with “ICH Funding Scheme Collection Box” at the Orientation Room 2 of the Hong Kong Intangible Cultural Heritage Centre ² (see footnote 2 on page 10) located at the Sam Tung Uk Museum, the ICH Office will only open the collection box and record the applications after the Deadline. Applicants may contact the ICH Office at 2267 1971 if they did not receive any acknowledgement from the ICH 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 2025” and the “Application Form for Partnership Projects 2025” 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 ICH Office will notify each applicant in writing of the application result not later than July 2026. However, the ICH Office reserves the right to postpone the notification.

9.2 The successful applicants shall reply to the ICH Office within a specified period on whether or not they will accept the grants and the granting conditions. The ICH 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 insurance for activities and their participants, monitoring and evaluation mechanisms of funded projects, requirements for data storage and record archival, responsibilities on intellectual property rights, handling of personal data, probity / requirements for corruption prevention, responsibilities of confidentiality, requirements for submission of evaluation reports and auditor's reports, etc., they could contact the ICH Office to make enquiries or request for a sample of the funding agreement for reference.

10. Disbursement of Funds

- 10.1 The payee name of the bank account of the grantee should be the same as that of the applicant. The funds will be disbursed by instalments upon the actual progress of the funded project as well as submission of progress evidence.
- 10.2 The ICH 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 ICH 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 (including associates and associated persons) of the two are prohibited from offering any advantages to, or soliciting and receiving any advantages from the members of the ICHAC, the Sub-committee on ICH Funding Scheme and the Sub-committee on ICH Items, 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 support. 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 ICH 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 Office of the Privacy Commissioner for Personal Data.
- 12.2 The personal data provided in the application documents will be used by the ICH 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 ICH 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 the personal data held by the ICH Office are correct. In the interest of promoting ICH and maintaining transparency, the grantees shall authorise the ICH 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 ICH 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, the Sub-committee on ICH Funding Scheme and the Sub-committee on ICH Items, 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 ICH 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 ICH Office (address: Intangible Cultural Heritage Office, Sam Tung Uk Museum, 2 Kwu Uk Lane, Tsuen Wan, New Territories, Hong Kong).

Intangible Cultural Heritage Funding Scheme

Community-driven Projects 2025

1. Eligibility of Applicants

1.1 The “Community-driven Projects” mainly targets at:

- local practitioners or organisations of Hong Kong intangible cultural heritage (ICH) items;
- local organisations or individuals possessing techniques and knowledge related to Hong Kong ICH items, or with the capability of transmitting rituals and traditions of local ICH items;
- local cultural organisations, academic institutions or individuals conducting researches on local ICH; and
- local organisations or individuals capable of promoting Hong Kong 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 the 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 local degree-awarding higher education institutions listed on the Education Bureau's website, the local self-financing post-secondary institutions listed on the website of Concourse for Self-financing Post-secondary Education, 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) local practitioners of Hong Kong 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 experience in 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 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. 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.

- 1.4 Except for post-secondary education institutions recognised locally (please refer to paragraphs 1.8 and 1.9 below for restrictions on application), each applicant can only submit one application for the “Community-driven Projects”. However, new application for the “Community-driven Projects” submitted by existing grantees where their approved / funded “Community-driven Project” (including the completion of all approved activities, products and records of the project) and / or reports (including project report, evaluation report and auditor’s report) are overdue on the Deadline of application without written confirmation by the LCSD on its satisfactory acceptance, will not be processed or considered (please refer to paragraph 8.5(g) of “the Guide” for details).
- 1.5 Existing grantees of the “Community-driven Projects” whose approved / funded project is yet to commence or not yet due for completion may also submit a new application. Under all circumstances in the event that the new application is supported, the LCSD will only give a conditional funding offer. Upon the applicant’s completion of the previously funded “Community-driven Project” and the required reports by the designated date to the satisfactory acceptance in writing by the LCSD, the LCSD will confirm the grant and enter into agreement for the new project. The successful applicants can only commence the new project after signing the funding agreement.
- 1.6 All applicants of traditional festivals / sacrificial events / ritual activities could only apply for such projects of not more than one year long. Such applicants should also submit application on all traditional festivals / sacrificial events / ritual activities which will be held within the same funding year in one single project to the LCSD, and should not divide the activities into different projects when applying for funding support.
- 1.7 For approved / funded “Community-driven Projects” comprising training course(s), existing grantees can submit another application on training course(s) of the same nature only if they have commenced the approved / funded training course(s) by the Deadline of application. For approved / funded projects comprising annual traditional festivals / sacrificial events / ritual activities for two consecutive years, existing grantees must complete all the activities of the first year of their approved project (including all approved activities, products and records / interim report of the first year) 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 festivals / sacrificial events / ritual activities previously approved / funded. For approved / funded projects comprising annual traditional festivals / sacrificial events / ritual activities of one year long, first time grantees must complete their projects (including all approved activities, products and records) and the required reports (including evaluation report and auditor’s report) with the written confirmation by the LCSD on its satisfactory acceptance 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 festivals / sacrificial events / ritual activities previously approved / funded.

- 1.8 Locally recognised post-secondary education institutions can submit more than one application for the “Community-driven Projects”. However, each department or other affiliated / subsidiary unit of locally recognised post-secondary education institutions can only submit one application; likewise the same project-in-charge can only submit one application in the name of locally recognised post-secondary education institutions. Besides, the nature / content of each “Community-driven Project” submitted by locally recognised post-secondary education institutions should be different.
- 1.9 For applications of new “Community-driven Projects” submitted by locally recognised post-secondary education institutions which are also grantees of existing “Community-driven Projects”, the individual departments or other affiliated / subsidiary units applying for the new “Community-driven Projects” should be different from those departments or other affiliated / subsidiary units of the approved / funded “Community-driven Projects” that are yet to commence or are not yet completed (including the completion of projects and / or the required reports) by the Deadline of application; and the proposed project(s)-in-charge of the new applications for the “Community-driven Projects”, whether applying under the same or different departments or other affiliated / subsidiary units, should be different from those projects-in-charge (or personnel holding equivalent position(s)) of the approved / funded “Community-driven Projects” that are yet to commence or are not yet completed (including the completion of projects and / or the required reports) by the Deadline of application. The LCSD will also process applications from individual departments and other affiliated / subsidiary units from the same locally recognised post-secondary education institution independently.
- 1.10 In addition, the LCSD reserves the right not to consider applications that do not meet the various requirements set out in the above paragraphs. Apart from the above, the general eligibility criteria set out in paragraph 3 of “the Guide” are also applicable.
- 1.11 In principle, all successful applicants of the “Community-driven Projects 2025” should complete the approved / funded projects and their required reports with the written confirmation by the LCSD on its satisfactory acceptance before submitting a new application for the “Community-driven Projects” thereafter, unless exemptions are granted by the LCSD.
- 1.12 Starting from the “Community-driven Projects 2026”, all successful applicants and grantees of the “Community-driven Projects” should in principle complete all the approved / funded projects and their required reports with the written confirmation by the LCSD on its satisfactory acceptance before submitting a new application for the “Community-driven Projects”. The relevant requirements specified in the “Intangible Cultural Heritage Funding Scheme 2026 – Guide to Application” shall prevail.

2. Scope of Support

- 2.1 The scope of support for “Community-driven Projects” covers projects related to the items in the Representative List of the ICH of Hong Kong as well as the ICH Inventory of Hong Kong, and ICH item(s) of which shall be included in the

application. There is no restriction on the number of ICH items to include. For details of the Representative List and the Inventory of the ICH of Hong Kong, please visit the website¹ of the ICH Office.

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 of the ICH of Hong Kong or the ICH Inventory of Hong Kong with an urgent need for preservation;
- (b) Projects with participation of local practitioners or organisations of Hong Kong ICH items;
- (c) Projects that allow local practitioners or organisations of Hong Kong ICH items and related stakeholders to participate in or to showcase their works and techniques, as well as to manifest the cultural substance of Hong Kong ICH items;
- (d) Transmission projects implemented or participated by local practitioners or organisations of Hong Kong ICH items, especially training programmes in different forms to nurture the next generation or new practitioners;
- (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 the development of local ICH in communities or groups;
- (g) Projects that develop local ICH education resources or promote the education of Hong Kong ICH in schools;
- (h) Projects that allow young people locally to participate in or develop local ICH; and
- (i) Other new projects that revitalise fading Hong Kong 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, and activities shall be conducted in suitable local venues complying with health, fire safety and other

¹ Web pages of the Intangible Cultural Heritage Office:

- The Intangible Cultural Heritage Inventory of Hong Kong:
https://www.icho.hk/en/web/icho/ich_inventory_of_hong_kong.html
- The Representative List of the Intangible Cultural Heritage of Hong Kong:
https://www.icho.hk/en/web/icho/the_representative_list_of_hkich.html

related ordinances taking into accounts the nature / content and participants / beneficiaries of the activities. Besides, the LCSD encourages applicants to include education or promotion activities, such as guided tours, in projects comprising traditional festivals / sacrificial events / 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. For applications related to Cantonese opera / Cantonese operatic singing, the LCSD will focus on considering research / preservation / recording / publication projects. Besides, for applications related to martial arts, the LCSD will accord priority consideration to projects on research / preservation / recording / publication.
- 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 organisations or individuals.

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 2025**

ICH Event Calendar on Traditional Festivals and Rituals

1. Purpose

The aim of this project is to design, create and regularly update a calendar on traditional events on a dedicated website and other social media, so as to forecast, introduce and record the major local traditional festivals, sacrificial events and rituals in both Chinese and English as well as by photos on a monthly basis, with a view to promoting the related intangible cultural heritage (ICH) items to citizens and tourists, while serving as a record of contemporary social practices, rituals and festive activities.

Through arranging a series of in-depth tours and guided tours centered around local traditional festivals, sacrificial events and rituals, and the development of route maps and guides for the tours, to explain and introduce the cultural substance and historical origins of the related ICH items to local students and the general public through activities in interesting forms and themes and content of diversified nature.

2. Project Scope and Responsibilities of Partners

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

Creation of a Calendar on Traditional Events

- 2.1 According to the execution plan approved by the ICH Office, establish and host free of charge a dedicated website and other social media platforms over a period of two years, to forecast and introduce systematically the rituals and festive activities of each month including the major local traditional festivals, *Jiao*, *Yu Lan* Festival, lantern lighting rituals and other sacrificial events in both Chinese (Traditional and Simplified Chinese) and English and with photos. Besides, after the completion of the traditional activities, document the events in both languages and with photos or videos, so as to serve as a record of contemporary local traditional festivals, sacrificial events and other rituals.
- 2.2 Set up a simple search function on the online platforms to allow citizens and tourists to effectively search for related events, and arrange knowledgeable researcher(s) or administrative personnel to answer enquiries from citizens and tourists through the online platforms.
- 2.3 After compiling each year's calendar on traditional events, collate relevant statistics and conduct simple analyses, including the number and days of each type of local traditional festivals, sacrificial events and other rituals held during the year, as well as the geographical location, content and form of activities, and

information on local ICH practitioners / ICH organisations involved. The data will serve as a reference for future research on the development and evolution of traditional festivals, sacrificial events and rituals.

Organisation of In-depth Tours and Guided Tours

- 2.4 To tie in with the calendar on traditional events, formulate and design a total of at least 12 in-depth tours and guided tours on various local traditional festivals and rituals. Though there is no restriction on the ratio between the tours, both types of tours should be included. Further, to conduct no less than 40 tours each year and no less than 80 tours over two years, with each tour lasting for at least one hour.
- 2.5 Following the activity plan (which includes introduction, objectives, proposed ICH items, operation modes, learning strategies, expected outcomes, evaluation methods and teaching materials, etc.) approved by the ICH Office, openly enroll local students and the public to join the tours, and arrange local docents, ICH practitioners or representatives from ICH organisations with the relevant qualifications and experience to provide on-site explanations on the cultural substance and historical origins of various traditional festivals, sacrificial events or rituals according to the needs and ability of the participants.
- 2.6 After conducting the in-depth tours and guided tours, modify and enhance the routes of the in-depth tours and content / summaries of the guided tours before uploading the information to the online platforms of the calendar on traditional events for further promotion to the public. Route maps and guides, along with notes for interested individuals to arrange their own exploration activities should also be uploaded. In addition, provide online resources for education purpose, enabling students to extend their learning on the related ICH items.
- 2.7 All funded activities must be free of charge, and the grantee(s) cannot collect fees from or impose charges on the activities. However, grantee(s) is / are allowed to self-finance extra activities in other languages for other participants on their own.

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 local degree-awarding higher education institutions listed on the Education Bureau's website, the local self-financing post-secondary institutions listed on the website of the Concourse for Self-financing Post-secondary Education, 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 the 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 satisfy both of the following criteria:

- (a) The applicants or the researcher(s) of the proposed project must have survey and research experience in history, culture, ICH or other related fields in the past five years (from 28 January 2021 to 27 January 2026); and
- (b) The applicants or the planner(s) / coordinator(s) of the proposed project must have organised public, community, education or promotion programmes on different fields of history, art, culture or ICH in the past five years (from 28 January 2021 to 27 January 2026). In addition, applicants must have collaborated with practitioners from different fields of culture, art or ICH to implement multiple activities in such programmes.

3.3 Assessment and consideration will be enhanced if the applicants satisfy the following condition:

- have obtained the consent of local organisations / individuals possessing the relevant knowledge and skills, or with the capability of transmitting the relevant techniques, rituals or traditions related to the items in the Representative List of ICH of Hong Kong or the ICH Inventory of Hong Kong to support or participate in the project.

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 2025**

ICH Creation

1. Purpose

The aim of this project is to support the production of creative items with theme(s) on the items in the Representative List of the Intangible Cultural Heritage (ICH) of Hong Kong¹ and / or the ICH Inventory² of Hong Kong, so as to promote the ICH items of Hong Kong in novel and innovative ways, and at the same time to showcase the cultural substance or essence of the related ICH items.

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

The project shall last for one year. The grantee(s) as the organiser(s) shall be responsible for the following stages of work:

Research, Development and Design

2.1 Produce ICH creative items that meet the above purpose, which could vary from one design with different styles / features to multiple designs on the same theme forming a series of creative items, with no limitation on the number of ICH items in the Representative List and / or the Inventory involved. Further, the volume of production is not restricted, while the forms of expression could include but are not limited to daily necessities, decorations, fine works, models / figures and toys. Nonetheless, the products should be easy to carry or use, creative in style and can simultaneously manifest the cultural substance and essence of the related ICH items. Simple illustrations or diagrams on Hong Kong ICH or the related ICH items could be attached, depending on the design and the themes / materials chosen.

Making of Prototypes and Samples

2.2 After consulting the practitioners or organisations³ which possess the relevant knowledge and skills, or the capability of transmitting the relevant techniques and traditions related to ICH item(s) in the Representative List and / or the Inventory, complete the preliminary design(s) of the creative items, then submit the design drawings, computer graphics and templates / mode-boards, as well as

¹ Representative List of the Intangible Cultural Heritage of Hong Kong:

https://www.icho.hk/documents/Intangible-Cultural-Heritage-Inventory/2024/representative_list_2024_en.pdf

² Intangible Cultural Heritage Inventory of Hong Kong:

https://www.icho.hk/documents/Intangible-Cultural-Heritage-Inventory/2024/ich_inventory_2024_en.pdf

³ On co-operating with the ICH practitioners or ICH organisations, please refer and follow the guidelines on “Ethical Principles for Safeguarding Intangible Cultural Heritage”:

https://ich.unesco.org/doc/src/2003_Convention-Ethical_principles-EN.docx

multiple designs or one design with different styles / features to the ICH Office for selection, and thereafter revise the drafts chosen according to the advice of the Office.

2.3 Upon the approval of the final design(s) by the ICH Office, as well as the proper clearance of the intellectual property rights and copyright issues (if applicable) of personnel (including ICH practitioner(s) / organisation(s) and designers, etc.) involved in the project, provide the prototypes of each item and each model chosen, and modify them into samples according to the advice of the ICH Office. In addition, submit the proofs on material safety to the ICH Office (if applicable).

Production, Promotion and Marketing

2.4 After the ICH Office has approved the samples of the creative items, contact the approved producer(s) / manufacturer(s) to produce or manufacture the creative items in accordance with the design(s), volume of production and quality assurance plan drawn up with the ICH Office, then produce the creative items by oneself by deploying resources⁴ other than the grant, such as from other sponsorships, donations and other funds raised.

2.5 After the production of the creative items, provide proofs of production to the satisfaction of ICH Office, and thereafter conduct promotion activities and online publicity work according to the execution plan agreed by the ICH Office, including but not limited to press conference, briefing session, workshop, demonstration, experiential activity and promotion through social media platforms, with a view to sharing with the public the design and concept of creation, introduce the research, development and production process, the cultural substance manifested by the creative items, and to allow the participants to try out or playtest the products (if applicable).

2.6 Set the price(s) which can attract the purchase of products by the public and the production volume, and formulate effective publicity / promotion plans, sales channels, and marketing strategies. Upon the approval of the ICH Office, merchandise the products through the approved seller(s) / marketers(s) and channels. Sales income will be attributed to the grantee(s) and / or the authorised person(s) of the grantee(s), such as designer(s) and ICH practitioners. A portion of the products can be distributed free of charge for education and promotion purposes.

2.7 Lastly, allot 10% to 20% of the total production or a lesser quantity which will be specified by the ICH Office for each creative item to the Office for education and promotion.

3. Eligibility of Applicants

3.1 Eligible applicants should meet one of the following criteria:

⁴ Apart from the production costs and the expenditures listed as generally not supported in paragraph 7.3(a) of “the Guide”, other expenditure items covered in the “Budget and Declaration” section of the “Application Form for Partnership Projects 2025” will be considered.

(a) Post-secondary education institutions recognised locally

Refer to the local degree-awarding higher education institutions listed on the Education Bureau's website, the local self-financing post-secondary institutions listed on the website of the Concourse for Self-financing Post-secondary Education, 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 the 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 and the designer of the project, reach the age of 18 years old on the Deadline of application, and meet the criteria set out in paragraph 3.2(a) below.

3.2 Applicants must satisfy all of the following three criteria:

(a) The designer(s) of the project must be Hong Kong resident(s) who possess(es) the relevant knowledge and skills in designing, creating, producing or manufacturing cultural, cultural and creative, and art products; or who possess(es) the relevant qualifications and experience in designing, creating, producing or manufacturing cultural, cultural and creative, and art products;

(b) The applicants or co-ordinator(s) of the project must possess the relevant capability or experience in publicising, promoting, and marketing cultural, cultural and creative, and art products; and **must submit the preliminary written agreement on collaboration from the producer(s) / manufacturer(s) and seller(s) / marketer(s) together with the application**; and

(c) The project must have obtained the consent of local organisations / individuals possessing the relevant knowledge and skills, or with the capability of transmitting the relevant techniques and traditions related to the items in the Representative List of ICH of Hong Kong or the ICH Inventory of Hong Kong to support or participate in the project.

3.3 Applicants are required to submit photos of relevant products produced by the designer(s) in the past or design drawings of relevant creative work created in the past for reference. It would help the assessment if the applicants could provide design(s) or image(s) of product(s) with ICH elements.

For those applicants who wish to learn more about the related content of local ICH, please visit the website of the ICH Office, including the “Hong Kong Intangible Cultural Heritage Database”⁵ and “ICH Highlight Tours”⁶, or participate in Guided Tour Service for Public⁷.

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

⁵ “Hong Kong Intangible Cultural Heritage Database”: <https://www.hkichdb.gov.hk/en/index.html>

⁶ “ICH Highlight Tours”: https://www.icho.hk/en/web/icho/hk_ich_month_2025_tours.html

⁷ Guided Tour Service for Public: https://www.icho.hk/en/web/icho/public_guide_tour_services.html

**Intangible Cultural Heritage Funding Scheme
Partnership Projects 2025**

**Survey and Research for Enriching the
Intangible Cultural Heritage Inventory of Hong Kong**

1. Purpose

The aim of this project is to conduct survey and research on the items not yet included in the Intangible Cultural Heritage (ICH) Inventory of Hong Kong.

2. Project Scope and Responsibilities of Partners

- 2.1 Grantees shall conduct survey and research on the “Items Not Included in the ICH Inventory of Hong Kong” as listed in paragraph 4 of this Annex. The project shall normally be completed within one and a half years after commencement.
- 2.2 The ICH Office reserves the right to approve specific numbers of items for survey and research depending on the actual circumstances of application.
- 2.3 Grantees shall fill out the Survey Form (with sample provided in paragraph 5 of this Annex for reference), as well as other analysis forms required by the ICH Office for each item.
- 2.4 Grantees shall interview the related personnel in respect of the research items and submit the audio recording files and interview records to the ICH Office.
- 2.5 Grantees shall carry out filming and recording in respect of the research items, and submit photographs or video records to the ICH Office. Archival materials collected during the surveys and researches shall be recorded in the survey forms and submitted to the ICH Office.

3. Eligibility of Applicants

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

(a) Higher education institutions recognised locally

Refer to the local degree-awarding higher education institutions listed on the Education Bureau’s website, and the local self-financing post-secondary institutions listed on the website of the Concourse for Self-financing Post-secondary Education; or

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

The applicants must be the researchers-in-charge of the project, reach the age of 18 years old by the Deadline of application, and meet the criteria set out in paragraph 3.2 below.

- 3.2 The researcher-in-charge should meet one of the following criteria:
 - (a) Possess a doctoral degree in history, culture, ICH or other related fields; or
 - (b) Have research experience in history, culture, ICH or other related fields.
- 3.3 Assessment and consideration will be enhanced if the applicants satisfy the following condition:
 - have obtained the consent of local organisations / individuals possessing the relevant knowledge and skills, or with the capability of transmitting the relevant techniques, rituals or traditions to support or participate in the relevant survey and research work.
- 3.4 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
(Applicants must apply for all four items below in one application, and cannot apply for individual items.)

1. *Liuzu* Belief and Customs
2. *Jiao* Festival of Sha Kong Wai
3. Tsim Sha Tsui Kwun Chung Yu Lan Festival
4. Tsim Sha Tsui Fook Tak Temple Yu Lan Festival

5. Survey Form (Sample)

Title of the Item:		
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	Practitioner(s) / group(s) of the item	
6	Particulars of practitioner(s) (date of birth, correspondence address and contact information) of the item	
7	Strength, style and contribution of the practitioner(s) (no less than 700 words) of the item	
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	