

Briefing Session

Intangible Cultural Heritage Funding Scheme 2025

22 December 2025

The Power-point Presentation is an extract of :

- the “Guide to Application for the Intangible Cultural Heritage Funding Scheme 2025” (the “Guide”);
- the “Application Form for Community-driven Projects 2025”; and
- the “Application Form for Partnership Projects 2025”.

Please refer to the Guide and the application forms for the exact and full information.

Part 1

The ICH Funding Scheme comprises:

- **the “Community-driven Projects” and**
- **the “Partnership Projects”.**

Submission of Application

**(Please refer to paragraph 8 of the Guide and
Part A of the “FAQ” for details.)**

≡ “Community-driven Projects”

- Welcome local organisations and individuals to propose meaningful projects and support the community in implementing and participating in activities or programmes related to local intangible cultural heritage (ICH);
- The scope of the “Community-driven Projects” covers projects related to item(s) in the Representative List of the ICH of Hong Kong and the ICH Inventory of Hong Kong;
- Encourage organisations and individuals in the community to participate in the safeguarding and promotion of ICH, and orient the content and form of implementation of the project to achieve diversity and pluralism.

⌘ “Partnership Projects”

- Projects on **specific themes and scopes formulated** by the ICH Office after consultation with the Sub-committee on ICH Funding Scheme, the Sub-committee on ICH Items (on projects related to research and publication) and the ICH Advisory Committee;
- Eligible organisations and individuals are openly invited to submit applications and suitable partners will be chosen to **implement designated projects in collaboration with the ICH Office**;
- Designed to strengthen areas of work not covered by the “Community-driven Projects”.

Submission of Applications

- Deadline for application: **12:00:00 noon on 27 January 2026 (Tuesday)** (the “Deadline”).
- Please use the “Application Form for Community-driven Projects 2025” to apply for the “Community-driven Projects”.
- Please use the “Application Form for Partnership Projects 2025” to apply for the “Partnership Projects”.

Submission of Applications (cont.)

- Methods of submission

- 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 Centre located at the Sam Tung Uk Museum; or
- send the applications via the website of GovHK (<https://eform.cefs.gov.hk/form/lcs118/en/>) .
- applicants **should not** submit the same application by hand and through the internet as mentioned above.

≡ “ICH Funding Scheme Collection Box”



Orientation Room 2 of the
Hong Kong Intangible Cultural Heritage Centre
located at the Sam Tung Uk Museum



ICH Funding Scheme
Collection Box

Submission of Applications (cont.)

- 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.
- 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.

Online Submission of Application Documents

1. Log in to the platform of GovHK (<https://eform.cefs.gov.hk/form/lcs118/en/>)

GovHK香港政府一站通

SC-605-3-LCS118-001C | Text Size | 繁 簡

Online Submission of Application for the Intangible Cultural Heritage Funding Scheme


1) Introduction

2) Particulars of Applicant

3) Submission of Application Form and Supporting Documents

4) Review & Confirm

5) Acknowledgement

**Intangible Cultural Heritage Office**
The Government of the Hong Kong Special Administrative Region
of the People's Republic of China

The Intangible Cultural Heritage Funding Scheme is open for application. Please visit the website of the Scheme (https://www.icho.hk/en/web/icho/ich_funding_scheme_application.html) for details. "The Guide to Application" and "Application Forms" are available at the above website. Each online submission should not contain more than one application.

I Want To

☐ Start Filling in a New Form

☐ Fill in a Saved Form

Enquiry Information

Intangible Cultural Heritage Office
Enquiry no.: 2267 1971
Email: ichfs@lcsd.gov.hk

General FAQs

Click "Start Filling in a New Form" to complete the e-form.

Last Update: 2025-11-12

Online Submission of Application Documents

2. Fill in the required particulars of applicant

GovHK 香港政府一站通

SC-605-3-LCS118-002C | Text Size | 繁 簡

Online Submission of Application for the Intangible Cultural Heritage Funding Scheme

1) Introduction

2) Particulars of Applicant

3) Submission of Application Form and Supporting Documents

4) Review & Confirm

5) Acknowledgement

Particulars of Applicant

Name of Individual / Organisation Applicant *

testing

Proposed Project Name *

testing

Email Address *

abc@12345.com

Contact Phone Number *

12345678

Enquiry Information

Intangible Cultural Heritage Office

Enquiry no.: 2267 1971

Email: ichfs@lcsd.gov.hk

[General FAQs](#)

* Mandatory fields

Save Back Next

Last Update: 2025-11-12

Each online submission should contain **no more than one application.**

Click “Next” to continue on the next page. Click “Back” to return to the previous page.

Online Submission of Application Documents

3. Upload the application form and supporting documents (if any)

Online Submission of Application for the Intangible Cultural Heritage Funding Scheme

1) Introduction ✓

2) Particulars of Applicant ✓

3) Submission of Application Form and Supporting Documents

4) Review & Confirm

5) Acknowledgement


Enquiry Information
Intangible Cultural Heritage Office
Enquiry no.: 2267 1971
Email: ichfs@lcsd.gov.hk

[General FAQs](#)

Submission of Application Form and Supporting Documents

Application Form *


[2025 Community-driven Project_Application Form.docx \(11.7 KB\)](#)



Choose files or drag them here
Accept file format: PDF, JPG, JPEG, PNG, DOC, DOCX
Total size up to 10.0 MB
(Could choose up to 4 files)

Supporting Documents (if applicable)

[Application_Documentary Proof.pdf \(120.9 KB\)](#)



Choose files or drag them here
Accept file format: PDF, JPG, JPEG, PNG, DOC, DOCX
Total size up to 19.9 MB
(Could choose up to 9 files)

- Please follow the **size, quantity** and specified **format of the files**.
- Only for submission of the completed application form and signature entries of the application form.
- The signature entries in the application form shall be **signed in person**, scanned and submitted in PDF format.

- Please follow the **size, quantity** and specified **format of the files**.
- For submission of documents relevant to the application, such as registration documents, resumes of directors / officer-bearers, resumes and certificates of project personnel, etc.

Online Submission of Application Documents

4. Review and confirm the particulars of applicant and documents

Online Submission of Application for the Intangible Cultural Heritage Funding Scheme

1) Introduction

2) Particulars of Applicant


3) Submission of Application Form and Supporting Documents

4) Review & Confirm

5) Acknowledgement

Enquiry Information
Intangible Cultural Heritage Office
Enquiry no.: 2267 1971
Email: ichfs@icsd.gov.hk

General FAQs

 Please check the following information before submission. You may go back to make changes as needed.

The Intangible Cultural Heritage Funding Scheme is open for application. Please visit the website of the Scheme (https://www.ichs.gov.hk/en/web/ichs/ich_funding_scheme_application.html) for details. "The Guide to Application" and "Application Forms" are available at the above website. Each online submission should not contain more than one application.

Particulars of Applicant


Name of Individual / Organisation Applicant
testing


Proposed Project Name
testing

Email Address
abc@12345.com

Contact Phone Number
12345678

Submission of Application Form and Supporting Documents

Application Form
 2025 Community-driven Project_Application Form.docx (120.3 KB)

Supporting Documents (if applicable)
 Application_Documentary_Proof.pdf (754.0 KB)

Submission Acknowledgement

Please provide your email address to receive acknowledgement email for future reference:

Email *
abc@12345.com

Mandatory field

After inputting the applicant's particulars and uploading the application form with supporting documents, this page will automatically show the information and documents for submission. Please review and double check before submission.

Submission Acknowledgement

Please provide your email address to receive acknowledgement email for future reference:

Email *

abc@12345.com

Unless the applicant provides an alternative email, the system will automatically display the email address entered under the section of "Particulars of Applicant". An email confirmation will be issued to this email address upon successful submission.

Online Submission of Application Documents

4. Review and confirm the particulars of applicant and documents (cont.)

Submission Acknowledgement

Please provide your email address to receive acknowledgement email for future reference:

Email *

abc@12345.com

Submitted Form Record

After submitting this form, a "Submitted Form Record" file (in PDF format) with the transaction reference number and your filled information will be available for download. You may provide a password to protect that file:



- Password must be at least 8 characters
- Password must be including a number, an uppercase letter, a lowercase letter and a special character

Password

Confirm Password

Note: This is not a mandatory field.

* Mandatory fields

Save

Back

Submit

Last Update: 2025-11-12

If the applicant would like to obtain a copy of the file on "Submitted Form Record" (in PDF format) for record after successful submission of application, **please follow the instructions in the system to set a password and keep the password properly.**

When the entries are verified and confirmed, please click the **"Submit"** button to submit your application.

Save

Back

Submit

Online Submission of Application Documents

5. Acknowledgement

Print / Download Submitted Form Record

The applicant may click this button and enter the password set to download the file on “Submitted Form Records” (in PDF format). The applicant may print the record if necessary.

When the application is successfully submitted, this page will appear, displaying the date and time of submission as well as the “Transaction Reference Number”.

It is advisable to mark down the “Transaction Reference Number” before closing this page.

GovHK 香港政府一站通

SC-605-3-LCS118-005C | Text Size | 繁體

Online Submission of Application for the Intangible Cultural Heritage Funding Scheme

1) Introduction

2) Particulars of Applicant

3) Submission of Application Form and Supporting Documents

4) Review & Confirm

5) Acknowledgement

Submission Details

Thank you for using our e-Form service. Your submission has been received and will be forwarded to the concerned bureau, department or organisation for processing. Please quote the transaction reference number below for future communication related to this submission, including any enquiries or subsequent submission of supporting documents.

Print / Download Submitted Form Record

Submission Date and Time (YYYY-MM-DD HH:MM)
2025-12-19 15:46

Transaction Reference Number
LCS1180HSBTVKW08

Should you have any enquiries, please contact the respective bureau, department or organisation -
Intangible Cultural Heritage Office
Enquiry no.: 2267 1971
Email: ichfs@lcsd.gov.hk

Last Update: 2025-11-12

Enquiry Information

Intangible Cultural Heritage Office
Enquiry no.: 2267 1971
Email: ichfs@lcsd.gov.hk

General FAQs

Transaction Reference Number

LCS1180HSBTVKW08

Online Submission of Application Documents

5. Acknowledgement (cont.)

Online Submission of Application for the Intangible Cultural Heritage Funding Scheme

Acknowledgement of Form Submission

Thank you for using our e-Form service. Your submission has been received and will be forwarded to the concerned bureau, department or organisation for processing. Please quote the transaction reference number below for future communication related to this submission, including any enquiries or subsequent submission of supporting documents.

Submission Date and Time (YYYY-MM-DD HH:MM)

2025-12-19 15:46

Transaction Reference Number

LCS1180HSBTVKW08

Should you have any enquiries, please contact the respective bureau, department or organisation -
Intangible Cultural Heritage Office
Enquiry no.: 2267 1971
Email: ichfs@lcsd.gov.hk

The Intangible Cultural Heritage Funding Scheme is open for application. Please visit the website of the Scheme (https://www.icho.hk/en/web/icho/ch_funding_scheme_application.html) for details. "The Guide to Application" and "Application Forms" are available at the above website. Each online submission should not contain more than one application.

Particulars of Applicant

Name of Individual / Organisation Applicant

testing

Proposed Project Name

testing

Email Address

abcde@12345.com

1/2

If the applicant would like to refer to the "Submitted Form Record" (in PDF format), please enter the password set, then the PDF file will appear for downloading or printing.

12/19/25, 3:46 PM

Online Submission of Application for the Intangible Cultural Heritage Funding Scheme

Contact Phone Number

12345678

Submission of Application Form and Supporting Documents

Application Form

📎 [2025 Community-driven Project Application Form.docx \(11.7 KB\)](#)

Supporting Documents (if applicable)

📎 [Appiction_Documentary_Proof.pdf \(120.9 KB\)](#)

Online Submission of Application Documents

5. Acknowledgement (cont.)

Applicants will receive a confirmation email issued by the GovHK system (a sample is shown below), which contains information of the date and time of your submission, as well as the “Transaction Reference Number” for subsequent enquiry. Therefore, please ensure the email address provided is correct.

Dear Sir/Madam,

Thank you for using our e-Form service. Your submission has been received and will be forwarded to the concerned bureau, department or organisation for processing. Please quote the transaction reference number below for future communication related to this submission, including any enquiries or subsequent submission of supporting documents.

Submission Date and time (YYYY-MM-DD HH:MM:SS):
2025-12-19 15:46:27

Transaction Reference Number:
LCS1180HSBTVKW08

Should you have any enquiries, please contact the respective bureau, department or organisation -
Intangible Cultural Heritage Office
Enquiry no.: 2267 1971
Email: ichfs@lcsd.gov.hk

(This is an automatically generated email by GovHK, please do not reply to this email.)

This e-mail message is for the designated recipient only. It may contain information that is privileged for the designated recipient. If you are not the intended recipient, you are hereby notified that any use, retention, disclosure, copying, printing, forwarding or dissemination of the message is strictly prohibited. If you have received the message in error, please erase all copies of the message from your system and notify us immediately.

Online Submission of Application Documents

Question: Can applicants save an unfinished e-form for completion later?

Online Submission of Application for the Intangible Cultural Heritage Funding Scheme

1) Introduction ✓
2) Particulars of Applicant ✓
3) Submission of Application Form and Supporting Documents
4) Review & Confirm
5) Acknowledgement

Enquiry Information
Intangible Cultural Heritage Office
Enquiry no.: 2267 1971
Email: lchfs@icsd.gov.hk

General FAQs

Submission of Application Form and Supporting Documents

Application Form *

2025_Community-driven Project_Application Form.docx (11.7 KB)

Choose files or drag them here
Accept file format: PDF, JPG, JPEG, PNG, DOC, DOCX
Total size up to 10.0 MB
(Could choose up to 4 files)

Supporting Documents (if applicable)

Application_Documentary Proof.pdf (120.9 KB)

Choose files or drag them here
Accept file format: PDF, JPG, JPEG, PNG, DOC, DOCX
Total size up to 19.9 MB
(Could choose up to 9 files)

* Mandatory fields

Save Back Next

Last Update: 2025-11-12

Yes. The steps are as follows:

1. In the process of filling in the e-form, you may click the **“Save”** button to save the unfinished form for future use.

Save

Online Submission of Application Documents


The steps are as follows (cont.) :

Save Form

This form data file (the file) will be saved into your current device. Please use a password to protect the file.

Caution: Please securely store this file and its password to enable future form completion by loading the file.

This system does not retain any form data associated with this file. Please be aware that if the file is lost or the password is forgotten, the entered data cannot be recovered.



- Password must be at least 8 characters
- Password must be including a number, an uppercase letter, a lowercase letter and a special character

Password *

Confirm Password *

Cancel

Save

2. Please set a password to protect the unfinished form according to the instructions of the system. **Please keep your password safe for future use.**

3. The file will be saved with extension .gfd. Please properly keep the file in the electronic device being used for future update of the saved file.

Online Submission of Application Documents

The steps are as follows (cont.) :

 Fill in a Saved Form

GovHK 香港政府一站通

SC-605-3-LCS118-001C | Text Size | 繁體

Online Submission of Application for the Intangible Cultural Heritage Funding Scheme


1) Introduction

2) Particulars of Applicant

3) Form and Supporting Documents

4) Review & Confirm

5) Acknowledgement

**Intangible Cultural Heritage Office**
The Government of the Hong Kong Special Administrative Region
of the People's Republic of China

The Intangible Cultural Heritage Funding Scheme is open for application. Please visit the website of the Scheme (https://www.icho.hk/en/web/icho/ich_funding_scheme_application.html) for details. "The Guide to Application" and "Application Forms" are available at the above website. Each online submission should not contain more than one application.

I Want To

☐ Start Filling in a New Form

☒ Fill in a Saved Form

Enquiry Information
Intangible Cultural Heritage Office
Enquiry no.: 2267 1971
Email: ichfs@icsh.gov.hk

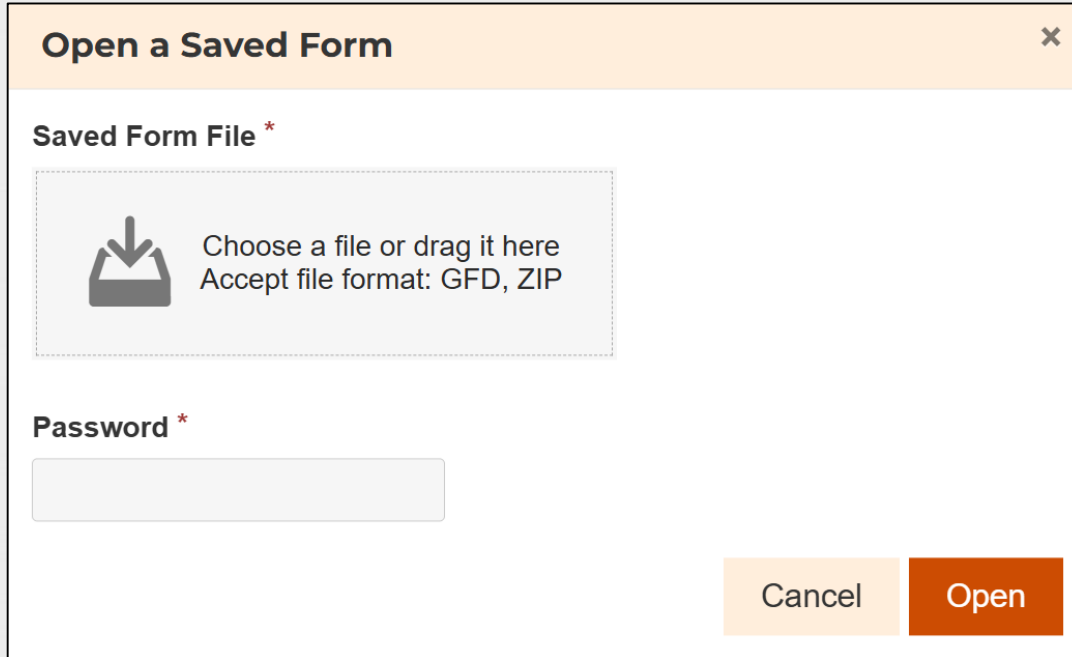
General FAQs

Last Update: 2025-11-12

4. To continue filling in the previously saved e-form, the applicant can click the button of **“Fill in a Saved Form”**.

Online Submission of Application Documents

The steps are as follows (cont.) :



The screenshot shows a dialog box titled "Open a Saved Form" with a close button (X) in the top right corner. Inside the dialog, there is a section labeled "Saved Form File *" which contains a file upload icon (a downward arrow into a box) and the text "Choose a file or drag it here" and "Accept file format: GFD, ZIP". Below this section is a "Password *" label and an empty text input field. At the bottom right of the dialog are two buttons: "Cancel" and "Open".

5. When the pop-up window of **“Open a Saved Form”** appears, click the **“Saved Form File”**. After entering the password set, the applicant could open and continue filling in the unfinished e-form.

Please note that saving an incomplete form does not imply the application is submitted.

Submission of Applications

- The following applications will not be processed or considered:
 - **late** applications;
 - applications submitted by ways other than the following:
 - 1. 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. via the website of GovHK** (the link for online submission of application documents is:
 - the funding amount applied for each project is **less than HK\$250,000**;

Submission of Applications (cont.)

- The following applications will not be processed or considered (cont.):
 - **applications not submitted by using the designated application forms of the ICH Funding Scheme 2025:**
 - not using the “Application Form for Community-driven Projects 2025” to apply for the “Community-driven Projects”; or
 - not using the “Application Form for Partnership Projects 2025” to apply for the “Partnership Projects”;
 - **applying for more than one project** in one application form;

⚡ Submission of Applications (cont.)

- The following applications will not be processed or considered (cont.):
 - 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;

⚡ Submission of Applications (cont.)

- The following applications will not be processed or considered (cont.):
 - 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.**

(Please refer to paragraph 8.5(g) of the Guide for details.)

⌘ Submission of Applications (cont.)

- The following applications will not be processed or considered (cont.):
 - 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.

(Please refer to paragraph 8.5(g) of the Guide for details.)

⚡ Submission of Applications (cont.)

- The following applications will not be processed or considered (cont.):
 - 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.

(Please refer to paragraph 8.8 of the Guide for details.)

⚡ Notifications of Results and Follow-up Work

- Each applicant will be notified in writing of the application result not later than **July 2026**;
- The ICH Office reserves the right to postpone the notification;
- The successful applicants should reply to the ICH Office within the specified period. The ICH Office will arrange with the successful applicants accepting the grants to sign an agreement for confirming the details and arrangements of the funded projects.

(Please refer to paragraph 9 of the Guide for details.)

Part 2

Eligibility of Applicants, Number of Applications and Project Period

**(Applicable to “Community-driven Projects” &
“Partnership Projects”)**

**(Please refer to paragraph 3 of the Guide and
Part C & E of the “FAQ” for details.)**

⌘ General Eligibility Criteria

- Application is limited to a single person or an individual organisation; **joint application from multiple applicants will not be accepted.**
- 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.

⌘ General Eligibility Criteria (cont.)

- 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 of the Guide is met.

⌘ General Eligibility Criteria (cont.)

- The LCSD will not accept or support applications for the ICH Funding Scheme if any of the following situations occurs:
 - the eligibility criteria are not met by the Deadline;
 - 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
 - the applicant no longer meets the eligibility criteria.

(Please refer to paragraph 3.1(d) of the Guide for details.)

⚡ Restrictions on the Number of Applications

- An applicant **may submit applications** for both the “Community-driven Projects” and the “Partnership Projects” in compliance with the respective requirements **for both types of projects**.

(Please refer to Paragraph 3.5(c) of the Guide for details.)

- **“Community-driven Projects”**: Except for locally recognised post-secondary education institutions, each eligible applicant **can submit one application only**.

(Please refer to Paragraph 3.5(a) of the Guide for details.)

⌘ Restrictions on the Number of Applications

- **“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.

(Please refer to Paragraph 3.5(b) of the Guide for details.)

⌘ Restrictions on the Number of Applications

- 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.

(Please refer to paragraph 3.5(b) of the Guide for details.)

Restrictions on Project Period

Project Commencement Date

- “Community-driven Projects”:
Generally not earlier than August 2026 nor later than July 2027
(except for seasonal projects);
- “Partnership Projects”:
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.

⚡ Restrictions on Project Period (cont.)

- Applicable to the “Community-driven Projects” :
 - projects mainly on research / preservation / recording / publication: **3 years**;
 - projects comprising systematic and continuous transmission training courses with distinctive cultural substance proposed by post-secondary education institutions recognised locally: **2 years (if successfully granted funding support for two consecutive years)**;
 - projects other than the above, including projects comprising traditional festivals / sacrificial events / rituals and annual cultural festivals / carnivals : **1 year**.

Part 3

Assessment Criteria

**(Applicable to “Community-driven Projects” &
“Partnership Projects”)**

**(Please refer to paragraph 2, 4 and 5 of the Guide
as well as Part B and F of the “FAQ” for details.)**

⌘ Assessment Criteria

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

1. The proposed projects comply with the objectives of the ICH Funding Scheme, are of cultural values and can effectively manifest the cultural substance of the related ICH item(s);
2. The proposed projects demonstrate unique ideas / concepts, while the proposed forms of implementation are appropriate and feasible;

(continued on the next page)

⌘ Assessment Criteria (cont.)

3. 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
4. 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.

⌘ Assessment Criteria (cont.)

Factors for assessing criterion 3 (mentioned in previous page) 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).

An application should comply with all the above four assessment criteria which are of equal weightings.

⌘ Objectives of the Funding Scheme

- 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.

The proposed projects should meet at least one of the objectives listed above.

Please also refer to the purposes set for each “Partnership Project”.

Part 4

“Community-driven Projects 2025”

**(Please refer to Annex I of the Guide and
Part C & D of the “FAQ” for details.)**

≡ Eligibility Criteria

1. Individual applicants

(The applicants shall be the **project-in-charge**.)

- must be Hong Kong residents with a valid Hong Kong Identity Card;
- must reach the age of 18 years old by the Deadline of application;
- must fulfill one of the following conditions:
 - local practitioners of Hong Kong ICH items;
 - individuals possessing techniques and knowledge related to local ICH items, or with the capability of transmitting rituals and traditions of local ICH items;
 - individuals with experience in conducting researches on local ICH; or
 - individuals with experience in promoting local ICH items to the public and in communities / groups.

⚡ Eligibility Criteria (cont.)

2. Organisation applicants

a. Charities recognised locally

Organisations which are exempt from tax under Section 88 of the Inland Revenue Ordinance, with the following documentary proofs:

- a copy of the document issued by the Inland Revenue Department on tax-exemption under Section 88 of the Inland Revenue Ordinance (Cap. 112);
- a copy of the registration document or ordinance for the establishment of the organisation; and
- a list of the organisation's principal persons-in-charge.

⌘ Eligibility Criteria (cont.)

2. Organisation applicants (cont.)

b. Locally registered and non-profit making companies

Companies registered under the Companies Ordinance (Cap. 622) or the old Companies Ordinance (Cap. 32), with the following documentary proofs:

- a copy of the certificate of incorporation issued by the Companies Registry;
- 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
- a list of directors.

≡ Eligibility Criteria (cont.)

2. Organisation applicants (cont.)

c. Locally registered and non-profit making societies

Societies registered under the Societies Ordinance (Cap. 151), with the following documentary proofs:

- a copy of the acknowledgement / certificate of registration or exemption from registration of a society issued by the Hong Kong Police Force;

(continued on the next page)

⚡ Eligibility Criteria (cont.)

2. Organisation applicants (cont.)

c. Locally registered and non-profit making societies (cont.)

- 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
- 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.

≡ Eligibility Criteria (cont.)

2. Organisation applicants (cont.)

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.

⌘ Restrictions on the Applications

- An applicant is limited to an individual or organisation. No joint application will be accepted.
- 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.
- 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.

⌘ Restrictions on the Applications (cont.)

- Except for post-secondary education institutions recognised locally, each applicant can only submit one application for the “Community-driven Projects”.
- 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 and 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, and paragraph 1.4 under Annex I of the Guide for details.)

⌘ Restrictions on the Applications (cont.)

- **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.**

(Please refer to paragraph 1.8 under Annex I of the Guide for details.)

⌘ Restrictions on the Applications (cont.)

- 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;**

(continued on the next page)

⌘ Restrictions on the Applications (cont.)

- 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.**

(Please refer to paragraph 1.9 under Annex I of the Guide for details.)

⌘ Restrictions on the Applications (cont.)

- 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.

(Please refer to paragraph 1.5 under Annex I of the Guide for details.)

⌘ Restrictions on the Applications (cont.)

- 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.

(Please refer to paragraph 1.6 under Annex I of the Guide for details.)

⌘ Restrictions on the Applications (cont.)

- 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.

(Please refer to paragraph 1.7 under Annex I of the Guide for details.)

⌘ Restrictions on the Applications (cont.)

- 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.

(Please refer to paragraph 1.7 under Annex I of the Guide for details.)

⚡ Restrictions on the Applications (cont.)

- In addition, the LCSD reserves the right not to consider applications that do not meet the various requirements set out in Annex 1 of the Guide.
- Apart from the above, the general eligibility criteria set out in paragraph 3 of the Guide are also applicable.

Restrictions on the Applications (cont.)

⚡ – Advanced Notice

- 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.
- Starting from the “Community-driven Projects 2026”, all successful applicants and grantees of “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”.

(Please refer to paragraph 1.11 and 1.12 under Annex I of the Guide for details.)

≡ Scope of Support

- Each project should include item(s) in the Representative List of the ICH of Hong Kong or the ICH Inventory of Hong Kong. There is no restriction on the number of ICH items to include;
- Activities should be conducted by local organisations or individuals;
- Activities should be carried out in Hong Kong;
- Activities should be conducted in suitable local venues complying with health, fire safety and other related ordinances taking into accounts the nature / content and participants / beneficiaries of the activities;
- For projects comprising traditional festivals / sacrificial events / rituals, please include education or promotion activities (such as guided tours) for promoting ICH in the community; and
- For projects comprising transmission training courses, please provide course outlines and admission criteria.

≡ Scope of Support (cont.)

- The following projects or activities will not be supported:
 - promote ICH through the provision of charitable services or entertainment activities, disbursement of relief fund, fund raising or distribution of priced complimentary tickets / free vouchers;
 - over-publicise individuals, commercial organisations, political parties or groups;
 - promote commercial products / projects;
 - involving ICH activities to be conducted by non-local organisations or individuals;
 - projects not carried out in Hong Kong.

≡ Scope of Support (cont.)

- The LCSD reserves the right not to support projects that fall under the scope of support of other funds / funding schemes.
- For applications related to Cantonese opera / Cantonese operatic singing, the LCSD will focus on considering research / preservation / recording / publication projects.
- For applications related to martial arts, the LCSD will accord priority consideration to projects on research / preservation / recording / publication.

Projects of Priority Consideration

Nine types of projects accorded priority consideration:

- 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;
- Projects with participation of local practitioners or organisations of Hong Kong ICH items;
- 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;
- 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;

≡ Projects of Priority Consideration (cont.)

- 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;
- Projects that promote or further the development of local ICH in communities or groups;
- Projects that develop local ICH education resources or promote the education of Hong Kong ICH in schools;
- Projects that allow young people locally to participate in or develop local ICH; and
- Other new projects that revitalise fading Hong Kong ICH items.

The priority of support is equal among the above projects.

Application Form for “Community-driven Projects 2025”

Intangible Cultural Heritage Funding Scheme
Application Form for “Community-driven Projects 2025”
 (Deadline of Application: 12:00:00 noon on 27 January 2026)

For ICH Office Use

Application no.:

Points to Note

1. Please read carefully the “Guide to Application for Intangible Cultural Heritage (ICH) Funding Scheme 2025” (“the Guide”) before completing and submitting this Application Form. “The Guide” is available at the website of the ICH Office (https://www.icho.hk/en/web/icho/ich_funding_scheme_application.html).
2. Each applicant (except for post-secondary education institutions recognised locally) can submit only one application for “Community-driven Projects”.
3. For details on the collection and handling of personal information, please refer to “the Guide”.

Name of individual / organisation applicant	(English)		
	(Chinese)		
Name of the proposed project	(English)		
	(Chinese) (if any)		
Objective(s) of the proposed project (no more than 150 words)			
Tentative commencement date	(dd)	(mm)	(yyyy) (Must comply with the requirements of project period as stipulated in “the Guide”)
Project Period #	<input type="checkbox"/> One year (Applicable to all one-year local ICH projects, including annual traditional festivals / sacrificial events / rituals and annual cultural festivals / carnivals)	<input type="checkbox"/> Two years (Only applicable to: (i) transmission training courses proposed by post-secondary education institutions recognised locally which are systematic, continuous and with distinctive cultural substance; or (ii) two-year research / preservation / recording / publication projects)	<input type="checkbox"/> Three years (Only applicable to three-year research / preservation / recording / publication projects)
Local ICH items to be covered in the proposed project	Please refer to the Representative List of the ICH of Hong Kong and the ICH Inventory of Hong Kong in the webpage of the ICH Office and provide the item number(s) and name(s) of the ICH item(s).		
	Item No.		Name of item
	No. on the Representative List of ICH of Hong Kong	No. on the ICH Inventory of Hong Kong	
	eg: (3)		Quanzhen Temples Taoist Ritual Music
		eg: 3.18.1	Shap Pat Heung Tin Hau Festival

Please put “✓” in the appropriate box(es)

For projects comprising multiple activities / programmes, please tick the box which matches the activity / programme with **the longest duration**.

Application Form for “Community-driven Projects 2025”

Regardless of the nature of organisation, a list of principal persons-in-charge of the organisation and their post title must be provided.

I. Particulars of Applicant																										
(Please fill in either Part A or B below. The application is limited to an individual or an organisation only. No joint application will be accepted.)																										
A. Organisation																										
1.	<table border="1"> <tr> <td>Name of Organisation (As shown in the registration document. Payee's name on the bank account for deposit of grant, if funded, will be the name shown on the registration document.)</td> <td>(English)</td> </tr> <tr> <td></td> <td>(Chinese)</td> </tr> </table>	Name of Organisation (As shown in the registration document. Payee's name on the bank account for deposit of grant, if funded, will be the name shown on the registration document.)	(English)		(Chinese)																					
Name of Organisation (As shown in the registration document. Payee's name on the bank account for deposit of grant, if funded, will be the name shown on the registration document.)	(English)																									
	(Chinese)																									
2.	<table border="1"> <tr> <td>Name of department or other affiliated / subsidiary unit (If the applicant is a post-secondary education institution recognised locally)</td> <td>(English)</td> </tr> <tr> <td></td> <td>(Chinese)</td> </tr> </table>	Name of department or other affiliated / subsidiary unit (If the applicant is a post-secondary education institution recognised locally)	(English)		(Chinese)																					
Name of department or other affiliated / subsidiary unit (If the applicant is a post-secondary education institution recognised locally)	(English)																									
	(Chinese)																									
3.	<table border="1"> <tr> <td rowspan="4">Nature of Organisation# (The organisation applicant must comply with one of the pre-requisites listed on the right and the nature of organisation shown on its registration document shall prevail. Please refer to the “Eligibility of Applicants” stipulated in Annex I of “the Guide”.)</td> <td> <input type="checkbox"/> Charities recognised locally [Must provide (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), and (ii) a copy of the registration document or ordinance for establishment of the organisation.] </td> </tr> <tr> <td> <input type="checkbox"/> Local registered and non-profit making companies [Must provide (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); and (ii) a copy of the company's articles of association / memorandum and articles of association already registered at the Companies Registry.] </td> </tr> <tr> <td> <input type="checkbox"/> Local registered and non-profit making societies [Must provide (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); and (ii) a copy of the constitution, articles of association or minutes of meeting showing the objects and purposes of the society.] </td> </tr> <tr> <td> <input type="checkbox"/> Post-secondary education institutions recognised locally (Please refer to the “Eligibility of Applicants” in Annex I of “the Guide”.) </td> </tr> </table>	Nature of Organisation# (The organisation applicant must comply with one of the pre-requisites listed on the right and the nature of organisation shown on its registration document shall prevail. Please refer to the “Eligibility of Applicants” stipulated in Annex I of “the Guide”.)	<input type="checkbox"/> Charities recognised locally [Must provide (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), and (ii) a copy of the registration document or ordinance for establishment of the organisation.]	<input type="checkbox"/> Local registered and non-profit making companies [Must provide (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); and (ii) a copy of the company's articles of association / memorandum and articles of association already registered at the Companies Registry.]	<input type="checkbox"/> Local registered and non-profit making societies [Must provide (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); and (ii) a copy of the constitution, articles of association or minutes of meeting showing the objects and purposes of the society.]	<input type="checkbox"/> Post-secondary education institutions recognised locally (Please refer to the “Eligibility of Applicants” in Annex I of “the Guide”.)																				
Nature of Organisation# (The organisation applicant must comply with one of the pre-requisites listed on the right and the nature of organisation shown on its registration document shall prevail. Please refer to the “Eligibility of Applicants” stipulated in Annex I of “the Guide”.)	<input type="checkbox"/> Charities recognised locally [Must provide (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), and (ii) a copy of the registration document or ordinance for establishment of the organisation.]																									
	<input type="checkbox"/> Local registered and non-profit making companies [Must provide (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); and (ii) a copy of the company's articles of association / memorandum and articles of association already registered at the Companies Registry.]																									
	<input type="checkbox"/> Local registered and non-profit making societies [Must provide (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); and (ii) a copy of the constitution, articles of association or minutes of meeting showing the objects and purposes of the society.]																									
	<input type="checkbox"/> Post-secondary education institutions recognised locally (Please refer to the “Eligibility of Applicants” in Annex I of “the Guide”.)																									
4.	<table border="1"> <tr> <td rowspan="2">Principal Persons-in-charge of the Organisation</td> <td> <ul style="list-style-type: none"> For charities recognised locally, please provide a list of the decision-making / management members of the organisation. For local registered and non-profit making companies, please provide a list of directors already registered at the Companies Registry. For local registered and non-profit making societies, please provide a list of office-bearers 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. For post-secondary education institutions recognised locally, please provide a list of court and council members. </td> </tr> <tr> <td> <table border="1"> <thead> <tr> <th>Name</th> <th>Post Title</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table> </td> </tr> </table>	Principal Persons-in-charge of the Organisation	<ul style="list-style-type: none"> For charities recognised locally, please provide a list of the decision-making / management members of the organisation. For local registered and non-profit making companies, please provide a list of directors already registered at the Companies Registry. For local registered and non-profit making societies, please provide a list of office-bearers 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. For post-secondary education institutions recognised locally, please provide a list of court and council members. 	<table border="1"> <thead> <tr> <th>Name</th> <th>Post Title</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Name	Post Title																				
Principal Persons-in-charge of the Organisation	<ul style="list-style-type: none"> For charities recognised locally, please provide a list of the decision-making / management members of the organisation. For local registered and non-profit making companies, please provide a list of directors already registered at the Companies Registry. For local registered and non-profit making societies, please provide a list of office-bearers 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. For post-secondary education institutions recognised locally, please provide a list of court and council members. 																									
	<table border="1"> <thead> <tr> <th>Name</th> <th>Post Title</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Name	Post Title																							
Name	Post Title																									

Please replicate the table to continue if required.

Please put “✓” in the appropriate box(es).

If the organisation is a charity recognised locally as well as a locally registered and non-profit making company / society, **charities recognised locally** may be chosen.

The organisation must meet the set criteria of locally recognised post-secondary education institutions.

Application Form for “Community-driven Projects 2025”

Applicants must be the project-in-charge taking up the most important duties in the project.

For applications from individuals, the applicants must meet the set criteria.

B. Individual			
	<p>➤ The applicant shall be the Project-in-charge.</p> <p>➤ The applicant shall reach the age of 18 by the 27 of January 2026.</p> <p>➤ The applicant shall meet the requirements set out in paragraph 1.2(e) of <u>Annex I</u> of “the Guide”.</p> <p>➤ If the applicant is a full-time staff 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 institution’s own funding support.</p>		
1.	<p>Name of Applicant</p> <p>(As shown on the Hong Kong Identity Card. Payee’s name on the bank account for deposit of grant, if funded, will be the name shown on the Hong Kong Identity Card.)</p>	<p>(English)</p> <p>(Chinese) (if any)</p>	Mr / Ms / Miss / Dr / Other Title
2.	Hong Kong resident with a valid Hong Kong Identity Card and reaching the age of 18 by the Application Deadline#	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3.	Full-time staff of a post-secondary education institution#	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4.	Telephone No.		
5.	Fax No.		
6.	Email Address		
7.	Home Address in Hong Kong		
8.	Correspondence Address in Hong Kong (if different from above)		

Please put “✓” in the appropriate box(es).

Application Form for “Community-driven Projects 2025”

Both individual and organisation applicants are required to complete this part.

II. Relevant Qualifications and Experience (Continue on separate sheet(s) as necessary.)

A. Project Personnel and relevant qualifications /experience

- Both individual and organisation applicants should fill in this part.
- Individual applicants shall be the Project-in-charge herself / himself.
- For organisation applicants, the personal name of the Project-in-charge instead of the name of the organisation should be provided.
- Please list out all the project personnel who have confirmed their participation in the project. If the application is approved and the grantee deploys the grant to recruit / engage project personnel not already listed in the Application Form, it must observe the established recruitment / procurement procedures to recruit / engage the personnel concerned openly and seek the acceptance in writing of the ICH Office on the chosen key project personnel.
- All respective personnel must sign.

1.	Personal name of Project-in-charge (Mandatory Field)	Relevant qualifications / experience (past 5 years or more) (Academic qualifications / experience related to local ICH. Individual applicants must provide relevant experience in Part C below. Resume can be attached as necessary.)	Signature
----	---	--	-----------

Individual applicants shall be the Project-in-charge herself / himself.

For the Project-in-charge of organisation applicants, the **personal name instead of the organisation name** should be provided, and the Project-in-charge must be a Hong Kong residents. Otherwise, the application will not be processed or considered .

The respective personnel must sign to confirm his / her participation.

Application Form for “Community-driven Projects 2025”

Other key personnel:

- Must be Hong Kong residents;
- Must include all confirmed personnel.

2.	Other key personnel Name(s) (Personnel with skills and knowledge related to local ICH)	Position held in the project (Such as tutor, speaker or researcher)	Relevant qualifications / experience (Academic qualifications / experience related to local ICH. Resume and documentary proof of education attainment can be attached as necessary.)	Signature

The respective personnel
must sign to confirm
their participation.

Application Form for “Community-driven Projects 2025”

Other project personnel:

- Must be Hong Kong residents;
- Must include all confirmed personnel;
- Grantees shall make arrangement for open recruitment / procurement for approved positions which will use the funding support to engage, in the event where no prior approval was granted;
- For personnel who will participate in the project on a voluntary basis, prior approval should also be obtained.

3.	List of other project personnel (Must include all confirmed personnel)	Position held in the project (Such as research assistant, teaching assistant, programme assistant or administrative personnel)	Relevant qualifications / experience (Experience related to local ICH or the project)

Application Form for “Community-driven Projects 2025”

Collaborators:

- Please list out all the collaborators who have confirmed their participation in the project.
- Grantees shall observe the established procurement procedures when using the funding support to engage collaborator(s), in the event where no prior approval was granted.
- For collaborator(s) who will participate in the project on a voluntary basis, prior approval should also be obtained.

B. Collaborator(s) ➤ Please list out all collaborators with the skills and knowledge related to local ICH who have confirmed their participation in the project. If the application is approved and the grantee deploys the grant to engage project collaborator(s) not already listed in the Application Form, it must observe the established procurement procedures to engage the collaborator(s) concerned and seek the acceptance in writing of the ICH Office on the chosen collaborator(s) before engagement.			
Name of collaborator(s)	Duties in the project	Relevant experience (Please briefly introduce the relevant experience of the collaborator(s) who has / have participated in projects related to local ICH.)	Signature and organisation chop of the collaborator(s) (if any)

Application Form for “Community-driven Projects 2025”

C. Relevant local ICH experience in the past five years (in reverse chronological order)				
➤ Mandatory for individual and organisation applicants.				
Date (Month/Year)	Programme*	Targets (if applicable)	Attendance (if applicable)	Funder or co-organisier and amount of funding (if any)
Example 1 02/2023 – 08/2023	XXX Exhibition (To curate an exhibition for xxx Museum.)	The general public	36,000 persons	XXX Museum
Example 2 11/2022 – 12/2022	XXX Training Camp (To organise a training camp comprising various education and promotion activities.)	Secondary school students	30 persons	Funded by XXX Organisation (Amount of funding: \$XXX)

If the programme consists of multiple activities, please just state the name of the programme and describe the activities as a whole.

Application Form for “Community-driven Projects 2025”

D. Agreement from individuals or organisations possessing skills and knowledge, or with the capability of transmitting techniques, rituals or traditions related to local ICH items, to participate in the proposed project (if applicable)

Name of person / organisation	The relevant local ICH item(s)	Signature

The corresponding organisations or individuals must sign to prove their consent to support the project.

Application Form for “Community-driven Projects 2025”

III. Content of the Proposed Project

(Please choose from the tables below and fill in the required information according to the nature of the project. Please replicate the tables as necessary.)

A. Education and Public Programmes

(e.g. workshops, talks, demonstrations, guided tours, film screening sessions, seminars and training courses@)

Name of programme		Brief introduction			
Programme period	(dd) / (mm) / (yyyy)	to	(dd) / (mm) / (yyyy)		
Nature of programme		Venue of programme			
Target participants		Tutor(s) / speaker(s)			
No. of sessions	session(s)	Length of each session	hr(s)	min(s)	
Places per session / Quota in total^	persons	Admission fee#	<input type="checkbox"/> Free	<input type="checkbox"/> HK\$	per person

Please fill in Section A to D as appropriate (there is not a need to complete all the sections).

@If the project comprises traditional festivals / sacrificial events / rituals, please provide information on related education and promotion activities, such as guided tours.
If the project comprises transmission training course, please provide course outline and admission criteria for considering the transmission value of the project.

Please put “✓” in the appropriate box(es).

^ Please delete if not applicable.

Example:

Name of programme	XXX Workshop	Brief introduction	To introduce to the public the techniques of XXX		
Programme period	01 (dd) / 10 (mm) / 2026 (yyyy)	to	31 (dd) / 12 (mm) / 2026 (yyyy)		
Nature of programme	Workshop	Venue of programme	Activity Room of XXX Centre		
Target participants	Public	Tutor(s) / speaker(s)	Mr XXX (Master of XXX)		
No. of sessions	10 session(s)	Length of each session	1 hr(s)	min(s)	
Places per session / Quota in total^	30 persons	Admission fee#	<input checked="" type="checkbox"/> Free	<input type="checkbox"/> HK\$	per person

The required information must be provided based on the nature of the programme.

Application Form for “Community-driven Projects 2025”

Programme venue and other details should be provided.

B. Large-scale / One-off Event(s) (e.g. carnivals, traditional festive events or parades)			
Name of programme		Brief introduction	
Programme period	(dd) / (mm) / (yyyy) to (dd) / (mm) / (yyyy)		
Nature of programme		Duration of programme	day(s)
Venue of programme		Opening hour(s)/ day	hour(s) min(s)
No. of display panels (including English abstracts / synopses)	panels (if applicable)	No. of booths	booths (if applicable)
No. of participants	persons	Admission fee#	<input type="checkbox"/> Free <input type="checkbox"/> HK\$ per person per entry

Please put “✓” in the appropriate box(es).

Example:

Name of programme	Carnival of XXX Festival	Brief introduction	To celebrate and introduce to the public the XXX Festival through XXX performances, XXX demonstrations and XXXX game stalls.
Programme period	10 (dd) / 3 (mm) / 2027 (yyyy) to 13 (dd) / 3 (mm) / 2027 (yyyy)		
Nature of programme	Carnival	Duration of programme	3 day(s)
Venue of programme	XXX Piazza	Opening hour(s)/ day	4 hour(s) min(s)
No. of display panels (including English abstracts / synopses)	3 panels	No. of booths	6 booths
No. of participants	6,000 persons	Admission fee#	<input checked="" type="checkbox"/> Free <input type="checkbox"/> HK\$ per person per entry

Application Form for “Community-driven Projects 2025”

For Applications on “traditional festival(s) / sacrificial event(s) / ritual(s)” , the following should be provided:

- (1) An account of the inheritance of the traditional festival(s) / sacrificial event(s) / ritual(s) of the proposed project; and
- (2) An elaboration on the anticipated social impact and benefit of the proposed project.

Applications on “traditional festival(s) / sacrificial event(s) / ritual(s)” must fill in the following:

Please give an account of the inheritance of the traditional festival(s) / sacrificial event(s) / ritual(s) of the proposed project, including but not limited to the number of successors, background and involvement of successors, and the ways of nurturing the next generation of successors, etc. (no more than 150 words)

Please elaborate on the anticipated social impact and benefit of the proposed project, including but not limited to the means of consolidating community effort and resources from the society, and how to effectively introduce and promote the traditional festival(s) / sacrificial event(s) / ritual(s) of the project to the public, etc. (no more than 150 words)

Application Form for “Community-driven Projects 2025”

Exhibition venue and other details should be provided.

Example:

Name of exhibition	XXX Exhibition		
Brief introduction	To introduce the historical development, production techniques and transmission of XXX.		
Exhibition period	01 (dd) / 11 (mm) / 2026 (yyyy) to 14 (dd) / 11 (mm) / 2026 (yyyy)		
Exhibition venue	XXX Exhibition Hall	Duration of exhibition	12 day(s) (including two rest days)
No. of exhibits	20 exhibits	Opening hour(s) / day	6 hour(s) 30 min(s)
No. of display panels (including English abstracts/ synopses)	10 panels	Nature and no. of fringe activities	Guided tour / 3 sessions (if applicable)
No. of participants	10,000 persons	Admission fee#	<input checked="" type="checkbox"/> Free <input type="checkbox"/> HK\$ per person per entry

Application Form for “Community-driven Projects 2025”

D. Research / Preservation / Recording / Publication

Example:

Title of work	Research and recording of XXXX Festival		
Research / recording methods and expected outcomes (no more than 100 words) To explore the origin and historical development of XXX Festival by interviewing the organisers of the XXX Festival and video-record the events of XXX Festival.			
Please fill in the table below if the project consists of publication(s) or audio-visual product(s):			
Publication(s) / audio-visual product(s) ^			
Title of production	The Origin and Development of XXX Festival	Mode of presentation	E-book
Publishing date	01 (dd) / 03 (mm) / 2027 (yyyy)	No. of images	30 images (if applicable)
No. of pages and word counts / length ^	100 pages 50,000 words / hr(s) min(s)		
Proposed publisher / Proposed producer ^	XXX Publishing Firm (if applicable)	Proposed Issuer / Proposed distributor ^	XXX Book Shop (if applicable)
Quantity of production	0 (if applicable)	Selling price	HK\$ / per copy (if applicable)
Quantity for sale	0 (if applicable)	Quantity for free distribution	Publish online (if applicable)
Publication(s) / audio-visual product(s) ^			
Title of production	Record of XXX Festival 2026	Mode of presentation	Documentary
Publishing date	(dd) / (mm) / (yyyy)	No. of images	images (if applicable)
No. of pages and word counts / length ^	pages words / 2 hr(s) min(s)		
Proposed publisher / Proposed producer ^	XXX Workshop (if applicable)	Proposed Issuer / Proposed distributor ^	XXX Company (if applicable)
Quantity of production	0 (if applicable)	Selling price	HK\$ / per copy (if applicable)
Quantity for sale	0 (if applicable)	Quantity for free distribution	Publish online (if applicable)

- Detailed information on publication(s) / audio visual product(s) must be provided.
- If both physical and electronic / online publications are included, please fill out the relevant information using two separate tables.

Application Form for “Community-driven Projects 2025”

VI. Checklist for Submission of Application Documents

The following list serves to help the applicant to check whether the materials required for the application have been attached. The applicant may tick “✓” where appropriate on the list.

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Application Form for “Community-driven Projects 2025” (Part V of the Application Form must be properly signed) |
| <input type="checkbox"/> | Signature of Project-in-charge, key project personnel, collaborators and local ICH practitioners / ICH organisations (if any) to prove that they have agreed to participate in or to support the project (Part II of this Application Form) |
| <input type="checkbox"/> | Documentary proof on the nature of organisation (if applicable) |
| <input type="checkbox"/> | Documentary proof for qualifications and experience of the Project-in-charge (if applicable) |
| <input type="checkbox"/> | Documentary proof issued by the person-in-charge of the relevant post-secondary education 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 institution’s own funding support (applicable to individual applicants who are full-time staff of post-secondary education institutions) |
| <input type="checkbox"/> | Course outline and admission criteria for transmission training course (if applying for funding on transmission training course) |

Part 5

“Partnership Projects 2025”

**(Please refer to Annex II to IV of the Guide and
Part C of the “FAQ” for details.)**

“Partnership Projects 2025”

1. ICH Event Calendar on Traditional Festivals and Rituals
2. ICH Creation
3. Survey and Research for Enriching the Intangible Cultural Heritage Inventory of Hong Kong

ICH Event Calendar on Traditional Festivals and Rituals

Purpose

- 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.

ICH Event Calendar on Traditional Festivals and Rituals (cont.)

Scope of Work

- The project shall last for two years.

(a) Creation of a Calendar on Traditional Events

- 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;
- 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 these traditional events.

ICH Event Calendar on Traditional Festivals and Rituals (cont.)

Scope of Work (cont.)

(a) Creation of a Calendar on Traditional Events (cont.)

- set up a simple search function and answer enquiries from citizens and tourists through the online platforms;
- after compiling each year's calendar on traditional events, collate relevant statistics and conduct simple analyses, so as to serve as a reference for future research on the development and evolution of traditional festivals, sacrificial events and rituals.

ICH Event Calendar on Traditional Festivals and Rituals (cont.)

Scope of Work (cont.)

(b) Organisation of In-depth Tours and Guided Tours

- formulate and design a total of at least **12** in-depth tours and guided tours on various local traditional festivals and rituals;
- 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**;
- openly enroll local students and the public to join the tours, and arrange local docents, ICH practitioners or representatives from ICH organisations to provide on-site explanations on the cultural substance and historical origins of various traditional festivals, sacrificial events or rituals.

ICH Event Calendar on Traditional Festivals and Rituals (cont.)

Scope of Work (cont.)

(b) Organisation of In-depth Tours and Guided Tours (cont.)

- 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; upload route maps and guides, along with notes for interested individuals to arrange their own exploration activities; provide online resources for education purpose to enable students to extend their learning on the related ICH items;
- all funded activities must be free of charge.

ICH Event Calendar on Traditional Festivals and Rituals (cont.)

Eligibility of Applicants

- Only accept applications from the following **organisations**:
 - Post-secondary education institutions recognised locally;
 - Charities recognised locally;
 - Locally registered and non-profit making companies;
 - Locally registered and non-profit making societies.
- Will not accept applications from individuals.

ICH Event Calendar on Traditional Festivals and Rituals (cont.)

Eligibility of Applicants (cont.)

- 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
- The applicants or the planner(s) / co-ordinator(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.

ICH Event Calendar on Traditional Festivals and Rituals (cont.)

Eligibility of Applicants (cont.)

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.

(Please refer to Annex II of the Guide for details.)

ICH Creation

Purpose

- 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 Kong and / or the ICH Inventory 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.

ICH Creation (cont.)

Scope of Work

- The project shall last for one year.

(a) Research, Development and Design

- produce ICH creative items, 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. Besides, simple illustrations (in Chinese and English) or diagrams on Hong Kong ICH or the related ICH items could be attached.

ICH Creation (cont.)

Scope of Work (cont.)

(b) Making of Prototypes and Samples (cont.)

- after consulting the practitioners or organisations 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 Inventory, complete the preliminary design(s) of the creative items, then submit the design drawings, computer graphics or templates / mode-boards, as well as 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 ICH Office.

ICH Creation (cont.)

Scope of Work (cont.)

(b) Making of Prototypes and Samples (cont.)

- upon 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.

ICH Creation (cont.)

Scope of Work (cont.)

(c) Production, Promotion and Marketing

- 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 resources other than the grant, such as from other sponsorships, donations and other funds raised;

ICH Creation (cont.)

Scope of Work (cont.)

(c) Production, Promotion and Marketing (cont.)

- Conduct promotion activities and online publicity work 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).

ICH Creation (cont.)

Scope of Work (cont.)

(c) Production, Promotion and Marketing (cont.)

- 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; merchandise the products through the approved seller(s) / marketers(s) and channels, with the sales income attributed to the grantee(s) and / or the authorised person(s) of the grantee(s), such as designer(s) and ICH practitioner(s).
- 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 ICH Office for education and promotion.

ICH Creation (cont.)

Eligibility of Applicants (cont.)

- Only accept applications from the following **organisations**:
 - Post-secondary education institutions recognised locally;
 - Charities recognised locally;
 - Locally registered and non-profit making companies;
 - Locally registered and non-profit making societies.

ICH Creation (cont.)

Eligibility of Applicants (cont.)

- Individual applicants (such applicants must be the project-in-charge and the designer of the project, a Hong Kong resident with a valid Hong Kong Identity Card, and reach the age of 18 years old by the Deadline of application)

ICH Creation (cont.)

Eligibility of Applicants (cont.)

Applicants must satisfy all of the following three criteria:

- 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;

ICH Creation (cont.)

Eligibility of Applicants (cont.)

- 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
- 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.

ICH Creation (cont.)

Eligibility of Applicants (cont.)

- 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.

(Please refer to Annex III of the Guide for details.)

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

Purpose

- To conduct survey and research on the items not yet included in the Intangible Cultural Heritage (ICH) Inventory of Hong Kong.

Scope of Work

- The project shall normally be **completed within one and a half years** after commencement;
- The ICH Office reserves the right to approve specific numbers of items for survey and research depending on the actual circumstances of application;

Survey and Research for Enriching the Intangible Cultural Heritage Inventory of Hong Kong (cont.)

Scope of Work (cont.)

- Fill out the Survey Form as well as other analysis forms required by the ICH Office for each item;
- Interview the related personnel in respect of the research items and submit the audio recording files and interview records to the ICH Office;
- 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.

Survey and Research for Enriching the Intangible Cultural Heritage Inventory of Hong Kong (cont.)

Eligibility of Applicants

- 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
- Individual Applicants (such applicants must be the researcher-in-charge of the project, a Hong Kong resident with a valid Hong Kong Identity Card, and reach the age of 18 years old by the Deadline of application)

Survey and Research for Enriching the Intangible Cultural Heritage Inventory of Hong Kong (cont.)

Eligibility of Applicants (cont.)

- The researcher-in-charge of the project should meet one of the following criteria:
 - possess a doctoral degree in history, culture, ICH or other related fields; or
 - have research experience in history, culture, ICH or other related fields.

Survey and Research for Enriching the Intangible Cultural Heritage Inventory of Hong Kong (cont.)

Eligibility of Applicants (cont.)

- 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 listed in Part 4 of Annex IV of the Guide.

(Please refer to Annex IV of the Guide for details.)

Survey and Research for Enriching the Intangible Cultural Heritage Inventory of Hong Kong (cont.)

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. <i>Lüzu</i> Belief and Customs
2. <i>Jiao</i> Festival of Sha Kong Wai
3. Tsim Sha Tsui Kwun Chung Yu Lan Festival
4. Tsim Sha Tsui Fook Tak Temple Yu Lan Festival

Application Form for “Partnership Projects 2025”

Each application should only cover one project.

Please select the project for application (Please put “✓” in the relevant box(es). Please choose and provide the information of ONE Project from (1) to (3) Partnership Projects below.)

☐ (1) ICH Event Calendar on Traditional Festivals and Rituals

☐ (2) ICH Creation

☐ (3) Survey and Research for Enriching the Intangible Cultural Heritage Inventory of Hong Kong

Research items for application

(Applicants must apply for all four items below in one application, and cannot apply for individual items.)

1. *Lüzu* 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

Application Form for “Partnership Projects 2025”

I. Particulars of Applicant									
(Please fill out either Part A or B below. The application is limited to an individual or an organisation only. No joint application will be accepted.)									
A. Organisation									
1. Name of Organisation (As shown in the registration document. Payee's name on the bank account for deposit of grant, if funded, will be the name shown on the registration document.)	<div>(English)</div> <div>(Chinese)</div>								
2. Name of department or other affiliated / subsidiary unit (If the applicant is a post-secondary or higher education institution recognised locally)	<div>(English)</div> <div>(Chinese)</div>								
3. Nature of Organisation# (In defining the eligibility of the organisation applicant, the nature of organisation shown on its registration document shall prevail. Please refer to the “Eligibility of Applicants” stipulated in <u>Annex II</u> to <u>Annex IV</u> of “the Guide” and select the relevant nature of organisation.)	<div><input type="checkbox"/> Charities recognised locally* [Must provide (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); and (ii) a copy of the registration document or ordinance for establishment of the organisation.] (Please refer to the “Eligibility of Applicants” in Annex II and Annex III of “the Guide”).</div> <div><input type="checkbox"/> Local registered and non-profit making companies* [Must provide (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); and (ii) a copy of the company's articles of association / memorandum and articles of association already registered at the Companies Registry.] (Please refer to the “Eligibility of Applicants” in Annex II and Annex III of “the Guide”).</div> <div><input type="checkbox"/> Local registered and non-profit making societies* [Must provide (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); and (ii) a copy of the constitution, articles of association or minutes of meeting showing the objects and purposes of the society.] (Please refer to the “Eligibility of Applicants” in Annex II and Annex III of “the Guide”).</div> <div><input type="checkbox"/> Post-secondary education institutions recognised locally* (Please refer to the “Eligibility of Applicants” in Annex II and Annex III of “the Guide”).</div> <div><input type="checkbox"/> Higher education institutions recognised locally (Please refer to the “Eligibility of Applicants” in Annex IV of “the Guide”).</div>								
4. Principal Persons-in-charge of the Organisation	<ul style="list-style-type: none"> For charities recognised locally, please provide a list of the decision-making / management members of the organisation. For local registered and non-profit making companies, please provide a list of directors already registered at the Companies Registry. For local registered and non-profit making societies, please provide a list of office-bearers 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. For post-secondary or higher education institutions recognised locally, please provide a list of court and council members. <table border="1"> <thead> <tr> <th>Name</th> <th>Post Title</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Name	Post Title						
Name	Post Title								

Regardless of the nature of organisation, a list of principal persons-in-charge of the organisation and their post title must be provided.

If the organisation is a charity recognised locally as well as a locally registered and non-profit making company / society, **charities recognised locally** may be chosen.

The organisation must meet the set criteria of locally recognised post-secondary education institutions.

This applies only to “Survey and Research for Enriching the Intangible Cultural Heritage Inventory of Hong Kong”.

Application Form for “Partnership Projects 2025”

Under “Partnership Projects 2025”, only the following project items accept application from **individuals**:

- ICH Creation; and
- Survey and Research for Enriching the Intangible Cultural Heritage Inventory of Hong Kong.

B. Individual			
➤ Only applicable to “ICH Creation” and “Survey and Research for Enriching the Intangible Cultural Heritage Inventory of Hong Kong”.			
➤ The applicant shall be the Project-in-charge or the Researcher-in-charge.			
➤ The applicant shall reach the age of 18 by the 27 of January 2026.			
➤ If the applicant is a full-time staff 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 institution’s own funding support.			
1.	Name of Applicant (As shown on the Hong Kong Identity Card. Payee’s name on the bank account for deposit of grant, if funded, will be the name shown on the Hong Kong Identity Card.)	(English) (Chinese) (if any)	Mr / Ms / Miss / Dr / Other Title
2.	Hong Kong resident with a valid Hong Kong Identity Card and reaching the age of 18 by the Application Deadline#	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3.	Full-time staff of a post-secondary education institution#	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4.	Telephone No.		
5.	Fax No.		
6.	Email Address		
7.	Home Address in Hong Kong		
8.	Correspondence Address in Hong Kong (if different from above)		

If an applicant is a full-time staff member of a post-secondary education institution, **he / she must provide the relevant documentary proof.**

Please put “✓” in the appropriate box(es).

Application Form for “Partnership Projects 2025”

II. Relevant Qualifications and Experience (Continue on separate sheet(s) as necessary.)

A. Project Personnel and relevant qualifications / experience

- Both individual and organisation applicants should fill in this part.
- Individual applicants shall be the Project-in-charge / Researcher-in-charge herself / himself.
- For organisation applicants, the personal name of the Project-in-charge / Researcher-in-charge instead of the name of the organisation should be provided.
- Applicant of “Survey and Research for Enriching the Intangible Cultural Heritage Inventory of Hong Kong” should provide information on the Researcher-in-charge; applicants of other projects should provide information on the Project-in-charge.
- Please list out all the project personnel who have confirmed their participation in the project. If the application is approved and the grantee deploys the grant to recruit / engage project personnel not already listed in the Application Form, it must observe the established recruitment / procurement procedures to recruit / engage the personnel concerned openly and seek the acceptance in writing of the ICH Office on the chosen key project personnel.
- All respective personnel must sign.

1.	Personal name of Project-in-charge / Researcher-in-charge [^] [^] Please delete if not applicable. (Mandatory Field)	Academic / professional qualifications complying with the “Eligibility of Applicants” in “the Guide” (Documentary proof such as certificate of education attainment should be provided.)	Relevant experience and other qualifications (Should fill in the relevant experience and cumulative years of experience in the past 5 years or more, including experience in survey, research, publication, creation, design, development, production, manufacturing, marketing, or experience in organising education / promotion / community / public activities where appropriate. Resume can be attached as necessary.)	Signature
2.	Other key personnel Name(s) (Personnel with skills and knowledge in ICH or related areas)	Position held in the project (Such as designer, docent, tutor, speaker or researcher)	Relevant qualifications / experience (Relevant academic qualifications and cumulative years of experience, including experience in survey, research, publication, creation, design, development, production, manufacturing, marketing, or in organising education / promotion / community / public activities where appropriate. Resume and documentary proof of education attainment can be attached as necessary.)	Signature

Documentary proofs on academic / professional qualifications should be provided.

Personal name of Project-in-charge / Researcher-in-charge instead of organisation name and related information **must** be provided, otherwise the application will not be accepted or considered.

The respective personnel must sign to confirm their participation.

Application Form for “Partnership Projects 2025”

Other project personnel:

- Must be Hong Kong residents;
- Must include all confirmed personnel;
- Grantees shall make arrangement for open recruitment / procurement for approved positions which will use the funding support to engage, in the event where no prior approval of candidates was granted;
- For personnel who will participate in the project on a voluntary basis, prior approval should also be obtained.

3.	List of other project personnel (Must include all confirmed personnel)	Position held in the project (Such as research assistant, teaching assistant, web designer, web developer, programme assistant or administrative personnel)	Relevant qualifications / experience (Relevant academic qualifications and cumulative years of experience, including experience in survey, research, publication, creation, design, development, production, manufacturing, marketing, or in organising education / promotion / community / public activities, etc.)

Application Form for “Partnership Projects 2025”

Collaborators:

- Please list out all the collaborators who have confirmed their participation in the project.
- Grantees shall observe the established procurement procedures when using the funding support to engage collaborator(s), in the event where no prior approval was granted.
- For collaborator(s) who will participate in the project on a voluntary basis, prior approval should also be obtained.

B. Collaborator(s)			
<p>➤ For applicants of “ICH Creation”, please submit the preliminary collaboration agreement of the producer / manufacturer and the seller / marketer, or provide the relevant information using the table below.</p> <p>➤ Please list out all collaborators with the skills and knowledge related to local ICH who have confirmed their participation in the project. If the application is approved and the grantee deploys the grant to engage project collaborator(s) not already listed in the Application Form, it must observe the established procurement procedures to engage the collaborator(s) concerned and seek the acceptance in writing of the ICH Office on the chosen collaborator(s) before engagement.</p>			
Name of collaborator(s)	Duties in the project	Relevant experience (Please briefly introduce the relevant experience of the collaborator(s) who has / have participated in ICH or related projects.)	Signature and organisation chop of the collaborator(s) (if any)

Application Form for “Partnership Projects 2025”

C. Experience relevant to the project under application in the past five years (in reverse chronological order)

- Mandatory for all applicants. Information provided will be used for assessing the “Eligibility of Applicants” as stipulated in Annex II to Annex IV. Such information may include but not limited to:
- experience in conducting survey and research in history, culture, ICH or related fields over the past five years; and experience in organising public, community, education or promotion programmes on different fields of history, art, culture or ICH as well as collaborating with practitioners from different fields of culture, art or ICH to implement multiple activities in the programmes in the past 5 years (applicable to “ICH Event Calendar on Traditional Festivals and Rituals”);
 - relevant knowledge and skills / qualifications and experience in designing, creating, producing or manufacturing cultural, cultural and creative, and art products; as well as capability or experience in publicising, promoting and marketing of cultural, cultural and creative, and art products (applicable to “ICH Creation”);
 - qualifications or experience in completing survey and research projects in history, culture, ICH or related fields (applicable to “Survey and Research for Enriching the Intangible Cultural Heritage Inventory of Hong Kong”).

Date (Month/Year)	Programme*	Targets (if applicable)	Attendance (if applicable)	Funder or co-organisier and amount of funding (if any)
Example 11/2022 – 12/2022	XXX Training Camp (To organise a training camp comprising various education and promotion activities.)	Secondary school students	30 persons	Funded by XXX Organisation (Amount of funding: \$XXX)

Please fill in the qualifications / experience relevant to the corresponding projects to prove that the requirements are met.

Application Form for “Partnership Projects 2025”

D. Agreement from individuals or organisations possessing skills and knowledge, or with the capability of transmitting techniques, rituals or traditions related to local ICH items, to participate in the proposed project (if applicable)

(For applicants of “ICH Creation”, information on the participating units must be provided. For applicants of “ICH Event Calendar on Traditional Festivals and Rituals” and “Survey and Research for Enriching the ICH Inventory of Hong Kong”, the provision of information on the confirmed units could enhance the assessment / consideration.)

Name of person / organisation	The relevant local ICH or related item(s)	Signature

The corresponding organisations or individuals must sign to prove their consent to support the project.

Application Form for “Partnership Projects 2025”

Please fill in the required information of the corresponding projects.

III. Project Proposal

1. Proposed Activities or Research / Production Plan

[Applicants of “ICH Event Calendar on Traditional Festivals and Rituals” should complete (a) to (d) below.

Applicants of “ICH Creation” should complete (a) to (e) below.

Applicants of “Survey and Research for Enriching the Intangible Cultural Heritage Inventory of Hong Kong” should complete (a) below.]

(a) Project Plan

- For applicants of “ICH Event Calendar on Traditional Festivals and Rituals”, please provide the design concept of the online calendar, the traditional festivals / sacrificial events / rituals to be covered, the research direction and recording methods, as well as the content outline and activity plan for the in-depth tours and guided tours.
- For applicants of “ICH Creation”, please provide the design concepts and thoughts on creation, the theme(s) of the products and the cultural substance or essence of ICH to be showcased, as well as the content and forms of publicity and promotion activities / programmes.
- For applicants of “Survey and Research for Enriching the Intangible Cultural Heritage Inventory of Hong Kong”, please provide the research direction and survey methodology.

Application Form for “Partnership Projects 2025”

Please fill out the information of each type of activity in a separate table.

(b) Arrangement of Activities					
Name of activity					
Brief description of activity					
Target participants		No. of sessions	session(s)		
Duration of each session	hr(s) min(s)	Quota per session	persons		
Name of activity					
Brief description of activity					
Target participants		No. of sessions	session(s)		
Duration of each session	hr(s) min(s)	Quota per session	persons		
Replicate the table above if the project consists of more activities.					
<i>Example:</i>					
Name of activity		XXX Guided Tour			
Brief description of activity		Lead participants along a designed route for an in-depth tour, allowing them to experience the ICH items involved through interactive means, while explaining the XXX rituals and XXX festive activities.			
Target participants	Students	No. of sessions	10	session(s)	
Duration of each session	1 hr(s) 0 min(s)	Quota per session	30	person(s)	
Name of activity		Launch cum Workshop on XXX ICH Creative Items			
Brief description of activity		To share with the public the creation process and the ICH cultural substance showcased in the products and to allow the participants to try out or to playtest.			
Target participants	Public	No. of sessions	2	session(s)	
Duration of each session	1 hr(s) 30 min(s)	Quota per session	30	person(s)	

Application Form for “Partnership Projects 2025”

Applicants of “ICH Creation” must fill in the required information.

(d) Promotion plans, marketing strategies and sales channels (if applicable)

(e) Production Arrangement of “ICH Creation”
[Applicants of “ICH Creation” must fill in the table below.]

Replicate the table below if the project consists of more than one set of products.

Product name		Brief introduction	
Materials to use (must comply with the material safety standards)		Form of expression / Production method	
Producer / Manufacturer		Seller / Marketer	
Number of designs	Design(s)	Production volume	Per design: Total:
Selling price	HKD per item		
Quantity of sale	Per design: Total:	Quantity for free distribution (for education and promotion by the ICH Office)	Per design: Total:

Example:

Product name	Hong Kong ICH Representative List Series	Brief introduction	Introduce five Hong Kong ICH representative items through the products, including XXXX.
Materials to use (must comply with the material safety standards)	Metal	Form of expression / Production method	Hanging decoration
Producer / Manufacturer	XXXX Studio	Seller / Marketer	XXXX Company
Number of designs	5 Design(s)	Production volume	Per design: 1,000 Total: 5,000
Selling price	HKD 30 per item		
Quantity of sale	Per design: 800 Total: 4,000	Quantity for free distribution (for education and promotion by the ICH Office)	Per design: 200 Total: 1,000

2. Supplementary Information (if applicable)

Supplementary information could be provided to support the application.

Application Form for “Partnership Projects 2025”

VI. Checklist for Submission of Application Documents

The following list serves to help the applicant to check whether the materials required for the application have been attached. The applicant may tick “✓” where appropriate on the list.

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Application Form for “Partnership Projects 2025” (Part V of the Application Form must be properly signed) |
| <input type="checkbox"/> | Signature of Project-in-charge / Researcher-in-charge, key project personnel, collaborators, producers / manufacturers, sellers / marketers (if applicable) and local ICH practitioners / ICH organisations (if any) to prove that they have agreed to participate in or to support the project (Part II of this Application Form) |
| <input type="checkbox"/> | Documentary proof on the nature of organisation (if applicable) |
| <input type="checkbox"/> | Documentary proof for qualifications and cumulative years of experience of the Project-in-charge / Researcher-in-charge / Designer(s) (if applicable) |
| <input type="checkbox"/> | Documentary proof issued by the person-in-charge of the relevant post-secondary education 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 institution’s own funding support (applicable to individual applicants who are full-time staff of post-secondary education institutions) |
| <input type="checkbox"/> | Photos of relevant products or design drawings of relevant creative work (For “ICH Creation”) |

Part 6

Determination of the Funding Amount (Applicable to “Community-driven Projects” & “Partnership Projects”)

**(Please refer to paragraph 6 and 7 of the Guide
as well as Part G of the “FAQ” for details.)**

Determination of the Funding Amount

- The funding amount applied for each project shall **not be less than HK\$250,000**.
- Factors for consideration:
 - the requirements and restrictions on income and expenditure stated in paragraph 7 of the Guide;
 - the nature, scale and complexity of the project;
 - the reasonableness of the budget;
 - the financial overview and overall budget of the ICH Funding Scheme;
 - the amount approved for various local ICH items and projects of different nature;
 - the financial capacity of the applicants;

Determination of the Funding Amount (cont.)

- Factors for consideration (cont.):
 - whether any expenditure item has been or might be supported by other subsidisers / sponsors; and
 - whether every component of a proposed project is worth supporting.
- Funding amount applied by the applicants **may not be fully supported**.
- 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.

Requirements and Restrictions on Income and Expenditure

- A funded project must be **non-profit making** in nature
 - any income derived or generated from the funded project can only be used to offset the approved expenditure of the funded project.
- **Applicants are required to declare any secured monetary subsidy / sponsorship, as well as other monetary support under application.**
- Expenditures not supported by the ICH Funding Scheme:
 - 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;

Requirements and Restrictions on Income and Expenditure (cont.)

- Items not supported by the ICH Funding Scheme (cont.) :
 - expenditures on the purchase of instruments or equipment;
 - remuneration, allowance or other expenses expended in the name of volunteers or participants of activities;
 - 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
 - fees related to the establishment / registration of the organisations or related to membership applications / registrations of the applicants.

Requirements and Restrictions on Income and Expenditure (cont.)

- **Publicity expenses**

- 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,;
- The total amount of publicity expenses shall not exceed **15%** of the funding amount.

- **Administrative expenses**

- Remuneration of administrative / financial personnel (excluding auditing fees) and other administrative expenditures;
- The total amount of administrative expenditures shall not exceed **15%** of the funding amount.

- **Insurance expenses**

- **Suitable insurance** shall be purchased for projects comprising education / school, community or other public activities and for their participants;
- The total amount of insurance expenses approved shall not exceed **5%** of the funding amount.

Requirements and Restrictions on Income and Expenditure (cont.)

- **Miscellaneous / contingency expenses**
 - 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.
- **Auditing fee [fixed amount]**
 - If the total funding amount is HK\$750,000 or below, the amount allocated for auditing shall be **HK\$8,000**;
 - 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**;
 - If the total funding amount exceeds HK\$5,000,000, the amount allocated for auditing shall be **HK\$24,000**.

Budget

• Estimated Expenditure

[Please fill in the estimated expenditure on a need basis]

➤ Remuneration for project personnel

➤ Production / activity / research expenses

including expenses related to intellectual property rights and copyrights

(With respect to any Third Party Materials used in relation to the project, the grantees shall obtain or procure the prior written consents or licenses from the owners of the relevant intellectual property rights (IPR) to use the Third Party Materials without violating the IPR of any person or any other rights. Grantees are also responsible for all relevant costs and expenses incurred.)

IV. Budget and Declaration (Please add or delete the budget items as required, and use separate sheet(s) to continue as necessary.)							
Estimated Expenditure (Expenditure items should appropriately be divided into sub-items with detailed breakdown. Please supplement on the usage of expenditure items in the "Remarks" column as necessary.)							
➤ For applicants of "ICH Creation", there is no need to provide the production / manufacturing costs for products as such expenses are outside the scope of funding.							
Expenditure Items (Please specify the quantity and unit price (if applicable).)						Amount (HK\$)	Remarks
1. Remuneration for project personnel (Excluding administrative and financial personnel. Remuneration, allowances or other expenses for volunteers and participants will not be supported normally. Applicants should propose remuneration for project personnel in accordance with the scale and actual requirements of the project.)							
Remuneration of full-time / monthly paid project personnel (including salary, mandatory provident fund, insurance and allowances, etc.)							
Post	Name (if applicable)	Salary / person	Period / person	No. of person(s)	Amount (\$)		
			mtb(s)				
			mtb(s)				
			mtb(s)				
			mtb(s)				
			mtb(s)				
			mtb(s)				
			mtb(s)				
			mtb(s)				
Remuneration of part-time / hourly paid project personnel (including honorarium, mandatory provident fund, insurance and allowances, etc.)							
Post	Name (if applicable)	Honorarium / person	Period / person	No. of person(s)	Amount (\$)		
			hr(s)				
			hr(s)				
			hr(s)				
			hr(s)				
			hr(s)				
			hr(s)				
2. Production / activity / research expenses (For the production of documentaries, fees for Chinese subtitles and English synopsis should be included.)							
Item	Unit price		Quantity	Amount (\$)			

Budget

• Estimated Expenditure

For applicants of “ICH Creation”, there is no need to provide the production / manufacturing costs for products as such expenses are outside the scope of funding.

IV. Budget and Declaration

(Please add or delete the budget items as required, and use separate sheet(s) to continue as necessary.)

Estimated Expenditure

(Expenditure items should appropriately be divided into sub-items with detailed breakdown. Please supplement on the usage of expenditure items in the “Remarks” column as necessary.)

➤ For applicants of “ICH Creation”, there is no need to provide the production / manufacturing costs for products as such expenses are outside the scope of funding.

Expenditure Items (Please specify the quantity and unit price (if applicable).)						Amount (HK\$)	Remarks
1. Remuneration for project personnel (Excluding administrative and financial personnel. Remuneration, allowances or other expenses for volunteers and participants will not be supported normally. Applicants should propose remuneration for project personnel in accordance with the scale and actual requirements of the project.)							
Remuneration of full-time / monthly paid project personnel (including salary, mandatory provident fund, insurance and allowances, etc.)							
Post	Name (if applicable)	Salary / person	Period / person	No. of person(s)	Amount (\$)		
			month(s)				
			month(s)				
			month(s)				
			month(s)				
			month(s)				
			month(s)				
			month(s)				
Remuneration of part-time / hourly paid project personnel (including honorarium, mandatory provident fund, insurance and allowances, etc.)							
Post	Name (if applicable)	Honorarium / person	Period / person	No. of person(s)	Amount (\$)		
			hr(s)				
			hr(s)				
			hr(s)				
			hr(s)				
			hr(s)				
			hr(s)				
			hr(s)				
			hr(s)				
2. Production / activity / research expenses (For the production of documentaries, fees for Chinese subtitles and English synopsis should be included.)							
Item	Unit price	Quantity	Amount (\$)				

Budget (cont.)

● Estimated Expenditure

[Please fill in the estimated expenditure on a need basis]

- **Publicity expenses**
- **Administrative expenses**
- **Insurance expenses**
- **Miscellaneous / contingency expenses**
- **Auditing fee**

If the project comprises of school, community or public activities, the applicant should budget sufficient expenses for the purchase of suitable insurance to cover the activities and their participants.

Sufficient miscellaneous / contingency expenses should be budgeted.

3.	Publicity expenses (Up to a maximum of 15% of the funding amount, including the fees for Chinese and simple English promotion materials.)																																										
	<table border="1"> <thead> <tr> <th>Item</th> <th>Unit price</th> <th>Quantity</th> <th>Amount (\$)</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Item	Unit price	Quantity	Amount (\$)																																						
Item	Unit price	Quantity	Amount (\$)																																								
4.	Administrative expenses (Up to a maximum of 15% of the funding amount, including expenses on administrative and financial personnel. If the administrative cost is a lump sum item, please explain the usage of the expenses in the "Remarks" column.)																																										
	<table border="1"> <thead> <tr> <th>Item</th> <th>Unit price</th> <th>Quantity</th> <th>Amount (\$)</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Item	Unit price	Quantity	Amount (\$)																																						
Item	Unit price	Quantity	Amount (\$)																																								
5.	Insurance expenses (If the project comprises of school, community or public activities, the applicant should budget for the purchase of suitable insurance to cover the activities and their participants. Sufficient expenses should be budgeted up to a maximum of 5% of the funding amount.)																																										
6.	Miscellaneous / contingency expenses (Uniforms, food, drinks and bottled water will not be supported normally. But miscellaneous / contingency expenses could be budgeted for emergencies and unforeseeable needs up to a maximum of 8% of the funding amount.)																																										
7.	Auditing fees (Please refer to the amount listed in paragraph 7.3(g) of "the Guide".)																																										
(a) Total Expenditure																																											

Budget (cont.)

- **Estimated Income (if any)**

[Please fill in the applicable income]

- **Admission fees**
- **Tuition fees**
- **Publication / sales income**
- **Bank interest earned**
- **Contribution from the parent organisation**
- **Contribution by the applicant**
- **Other subsidy, sponsorship or income**

(a) Total Expenditure **minuses**
(b) Total Income =
(c) Amount of Funding Sought

[illegible]

The Amount of Funding Sought must be filled in.

Declaration of other Subsidy / Sponsorship / Support (if any)

Declaration of other subsidy / sponsorship / support (if any)					
1.	The applicant has applied / will apply for other subsidies / sponsorships (including other subsidies / sponsorships of the LCSD) on the expenditure items of the proposed project .				
	Name of funding body	Items to be funded and conditions of funding	Approved amount (HK\$) (if approved)	Amount under application (HK\$) (if not yet approved)	Date of notification of result (if not yet approved)
2.	Other non-monetary support (e.g. services or resources) (Please provide details.)				

Enquiry

Enquiry hotline : 2267 1971

Email for enquiry : ichfs@lcsd.gov.hk

(This email is for enquiry only. Application documents sent to this email address will not be accepted.)