

Esports Industry Facilitation Scheme **Part B - Talent Cultivation and Training**

Guides and Notes for the Applicants

You are required to:

- Read this Guides and Notes related to the Esports Industry Facilitation Scheme – Talent Cultivation and Training before submitting your application.
- Contact Hong Kong Cyberport Management Company Limited ("HKCMCL") by email to e-sports@cyberport.hk when you have any queries about the application.

Hotline: (852) 3166 3839 (9 a.m. – 5:30 p.m., Monday – Friday)

Email: e-sports@cyberport.hk

1. Introduction

The Esports Industry Facilitation Scheme aims to facilitate the esports industry practitioners to join hands in flourishing the emerging esports industry by offering financial support on organising a great variety of industry activities, including esports competitions and events, training activities and educational programmes, as well as outbound business exchanges and development activities. This Guides and Notes set out a scholarship arrangement for participants of esports training activities or educational programmes organised by eligible academic institutions or professional training providers.

2. Eligibility

- 2.1 Targeted applicants shall be academic institutions or professional training providers registered and incorporated in Hong Kong ("Applicant").
- 2.2 Applicant must provide esports related training in terms of accredited course ("Course"). Accredited course should include but not limited to diplomas, certificates, workshops, training programmes, and boot camps, etc.
- 2.3 Accredited courses should be recognised under the Qualification Framework "QF" and the administration of the Qualifications Register "QR".

3. Funding Scope

- 3.1 HKCMCL provides financial assistance in the form of scholarship to eligible academic institutions for which to grant their selected participants of accredited esports related training activities or educational programmes.
- 3.2 Eligible Course must be organised or conducted by the following entities with a good educational reputation and track record:
- i. HKCMCL, or in the capacity of Cyberport Academy, and any other local or non-local training providers endorsed/commissioned by HKCMCL; or
 - ii. Higher education institutions in Hong Kong recognised by Education Bureau (<https://www.edb.gov.hk/en/edu-system/postsecondary/local-higher-edu/institutions/index.html>); or
 - iii. Self-financing Post-secondary Institutions in Hong Kong (<https://www.cspe.edu.hk/en/institution-list.page>)
- 3.3 For any particular course organised or conducted by the applicant, the applicant may seek preliminary written advice from HKCMCL on the eligibility for the financial assistance. Cyberport will make a preliminary assessment on the eligibility of the Course in question and provide a written response. However, any subsequent change in the nature, scope or other arrangements of the activity may affect its eligibility for the financial assistance.
- 3.4 HKCMCL reserves the absolute right at all times to determine whether an application has met the conditions for the financial assistance.

4. Coverage of Financial Assistance

- 4.1 The financial assistance shall be provided in the form of scholarship conferred by HKCMCL/Cyberport Academy to the qualified individual nominated training recipients who:
- i. attained outstanding performance in the Course - a scholarship of 75% of tuition fee will be awarded. The applicant must have a reasonable mechanism to determine outstanding performance (i.e. any examinations and assignment requirements with approved weighting, such as quizzes, essays, presentations, study reports, etc.) and provide related nominated certificate of outstanding performance or other relevant proof for those individual training recipients to HKCMCL;
 - ii. completed the Course with no less than 80% of attendance (i.e. contactable hours of training) / participation record, and attained the overall mark of either 50% or such higher percentage of assessment(s) as prescribed for the Course (whichever is higher) - a scholarship of 50% of the tuition fee will be awarded. The applicant must certify that the concerned individual training recipients have completed the training activities, and provide related certificate of attendance/participation record or other relevant proof to HKCMCL.

- 4.2 Maximum cumulative amount of financial assistance per applicant. There is no limit on the number of applications by an applicant for the financial assistance. However, each applicant may receive financial assistance from HKCMCL up to a cumulative limit of HK\$100,000 only throughout the validity of the Esports Industry Facilitation Scheme.
- 4.3 The extent of financial assistance to training recipients should exclude any part of the tuition fee that would be subsidised by other publicly funded organisations/ programmes.

5. Application Process

- 5.1 An applicant organisation should fill in and submit the Esports Applicant Eligibility Check Form (EYT.SF.010).
- 5.2 Applicant organisation shall fill in and submit the Esports IFS Course Application – Talent Cultivation and Training (EYT.SF.060) at least 60 working days before the commencement of the Course.
- 5.3 Application should be completed by the principal applicant or the programme director or head of the department. Otherwise, it will not be processed.
- 5.4 Cyberport shall evaluate the submitted application form and supporting documents, then submit the qualified applications to the Internal Vetting Team for consideration and endorsement.
- 5.5 Final approval decision of the application is subject to the Internal Vetting Team evaluation. No appeal or request for explanation of the decision will be considered.
- 5.6 Upon the approval from HKCMCL, an applicant should submit the Esports IFS Scholarship Application Form – Talent Cultivation and Training [EYT.SF.050] for financial assistance by email to e-sports@cyberport.hk to HKCMCL within 90 working days after the completion date of the accredited esports related Course, together with the requisite supporting information.
- 5.7 Previous approval for an application for financial assistance in relation to a particular Course does not guarantee that the same Course will be eligible for financial assistance in the future. HKCMCL will evaluate each Course and application having regard to the prevailing circumstances. HKCMCL reserves the absolute right at all times to review the eligibility of any activity.

6. Result Announcement

- 6.1 Successful applicants shall be notified by email from HKCMCL via e-sports@cyberport.hk.

7. Acceptance of Funding Scheme

- 7.1 Successful applicants shall reply a written response by email to confirm the acceptance within 14 working days of the date of the result announcement.
- 7.2 If HKCMCL does not receive any written response within the time frame state above, HKCMCL shall assume that the applicants have withdrawn their applications. The subject application will be dismissed without further notice.

8. Acknowledgment to HKCMCL

- 8.1 Successful applicants shall acknowledge HKCMCL for conferring the scholarships for the Course (i.e. presents Cyberport's logo or in text) in the Course promotion.

9. Scholarship Disbursement Procedure

- 9.1 Applicant should submit the Esports IFS Scholarship Application Form – Talent Cultivation and Training (EYT.SF.050) for financial assistance by email to e-sports@cyberport.hk within 90 working days after the completion date of the accredited Course, together with the below requisite supporting information:
- i. Documentary proof of successful completion and/or attaining outstanding performance of the Course may include a certificate of award, a letter or a transcript from the training provider certifying that the nominated training recipient has passed the relevant training assessment;
 - ii. A copy of each receipt and payment proof in relation to payments made by the individual nominated training recipient(s) qualified for the scholarship. The name of the scholarship recipient(s) shown on the receipt(s) must be the same as the name of the Course recipient(s);
 - iii. A proof of affiliation of the nominated training recipient(s) with the academic institution (e.g. student card); and
 - iv. Acknowledgement of the nominated training recipient(s) of this scholarship.
- 9.2 The scholarship shall be disbursed to the applicant by HKCMCL within 30 working days upon satisfactory receipt of all required and supporting documents from the applicant.
- 9.3 **Late submission of Esports IFS Scholarship Application Form – Talent Cultivation and Training (EYT.SF.050) for financial assistance will not be accepted.** Applicant at all times should note that it is their responsibility to ensure that their applications are received by HKCMCL before deadline.
- 9.4 HKCMCL has absolute discretion to revoke any application and call for refund of the full amount of scholarship received by the applicant organisation if breaches any of the terms

and conditions in these Guides, the Esports IFS Course Application Form – Talent Cultivation and Training (EYT.SF.060) and the Esports IFS Scholarship Application Form – Talent Cultivation and Training (ETY.SF.050).

10. Commitment

- 10.1 The applicant is not entitled to charge any interest or claim any compensation or relief of whatsoever nature against the HKCMCL in the event of any late or withholding of payment of the approved grant for any reason whatsoever.
- 10.2 If applicants have received or will receive from any other direct publicly funded organisations/ programmes for any expenditure item(s) of the event/ activity, the same expenditure item would not be funded by the funding scheme under application.
- 10.3 HKCMCL has the absolute rights to make changes to programme requirements as set out in any published guidelines and submission templates related to the Esports schemes.

11. Probity Policy for Applicants

To ensure openness, fairness and integrity of the Scheme, each applicant shall:

- 11.1 Observe the Prevention of Bribery Ordinance (Hong Kong Legislation – Cap. 201) and shall advise its employees, agents, subcontractors and other personnel who are in any way involved in its application/project (the "Personnel") that they shall observe the same and that they are not allowed to offer to or solicit or accept from any person any advantages as defined in the Prevention of Bribery Ordinance in relation to the application/project;
- 11.2 Not offer or give or agree to give any person employed by HKCMCL, the members of the Vetting Panel or acting on its behalf, any gift or consideration of any kind as an inducement or reward for doing or forbearing to do or for having done or forborne to do any act in relation to the Scheme or for showing or forbearing to show favour or disfavour to any person in relation to the Scheme;
- 11.3 Promptly declare and notify HKCMCL in writing of any potential or actual conflict of interests upon becoming aware of the same. "Conflict of interests" shall include (but are not limited to) any situation where the personal/financial interest of an applicant or its Personnel, conflict or compete, or may be expected to conflict or compete, with the role, duties and/or impartiality of such applicant or Personnel under the Programme;
- 11.4 Apply the funding prudently, efficiently and solely for the purpose of the project approved under the Scheme;
- 11.5 Abide by the principles of openness, fairness and competitiveness in the procurement of any goods/services in connection with the Scheme; and take all necessary measures (including by way of a code of conduct or contractual provisions) to ensure that its Personnel are aware of and comply with the requirements under this Policy.
- 11.6 Take all necessary measures (including by way of a code of conduct or contractual

provisions) to ensure that its Personnel are aware of and comply with the requirements under this Policy.