

Cyberport Creative Micro Fund (“CCMF”) - Hong Kong Programme

Guides and Notes for the Applicants

You are required to:

- Read the brochure(s) and study this Guides and Notes related to the Cyberport Creative Micro Fund (“CCMF”) - Hong Kong Programme before submitting your application.
- Contact Hong Kong Cyberport Management Company Limited (“Cyberport”) by email when you have any queries in the application.

Email: ccmf_enquiry@cyberport.hk

1. Eligibility and Application Process

- 1.1 An application can be submitted either as an Individual Application or a Company Application.
- 1.2 The principal applicant of the **Individual Application** should be Hong Kong Identity Card holder. The company of the **Company Application** should be registered and incorporated in Hong Kong. Both Individual and Company Application are open to applicants aged 18 or above upon the application deadline.
- 1.3 All applicants of Individual Applications, the founders/ co-founders or directors of Company Applications cannot be the founders/ co-founders or directors who are working for the following:
 - 1.3.1 same or similar project or company in the same or similar nature currently in any seed funding programme(s), pre-incubation programme(s) and incubation programme(s) operated by Hong Kong Design Centre or Hong Kong Science & Technology Parks Corporation.
 - 1.3.2 same or similar project that has previously joined and graduated from any seed funding programme(s), pre-incubation programme(s) and incubation programme(s) operated by Hong Kong Design Centre or Hong Kong Science & Technology Parks Corporation.
- 1.4 Same or similar project previously admitted into CCMF Programmes, including the Hong Kong Programme, Cyberport Greater Bay Area Young Entrepreneurship Programme and Cyberport University Partnership Programme, or Cyberport Incubation Programme, should not reapply for the CCMF.
- 1.5 If an applicant of the same project applying for Cyberport Creative Micro Fund (CCMF) and Cyberport Incubation Programme (CIP) at the same intake, Cyberport shall only consider the application of CIP without further notice.

- 1.6 Applicants shall submit the online CCMF Application Form via the Cyberport Entrepreneurship Management System (“EMS”), along with any supporting documents (when required), by the application deadline. The corresponding application deadline for the Hong Kong Programme is stated on the Cyberport website.
- 1.7 EMS online application should be submitted by the principal applicant of Individual Application or the founder/ co-founders and director of the Company Application. Otherwise, it will not be processed.
- 1.8 Screening of Applications
 - 1.8.1 Cyberport will screen all applications throughout the process to ensure that they meet the eligibility criteria as stated in this Guides and Notes for Applicants.
 - 1.8.2 Only the shortlisted applicants will be invited to the Presentation Session.

2 Project Nature

- 2.1 All projects must be rooted in digital tech related areas and in idea stage or in early stage development before programme admission.
- 2.2 Projects that have not accepted any offer or received funding from any seed funding programmes, pre-incubation programmes or incubation programmes operated by the Hong Kong Design Centre or the Hong Kong Science & Technology Parks Corporation, both before and during the CCMF application stage, as well as during the project period.
- 2.3 Cyberport and/or the Vetting Team reserve the right, in their sole and absolute discretion, to define and decide on whether a project satisfies the requirement stated in Section 1 and 2 above.

3 Participation in other funding programmes

- 3.1 Applicants should make a true, full and accurate disclosure of their participation in any other publicly and/or privately funded programmes for their projects, similar digital tech projects and other digital tech projects including, but not limiting to:
 - a) all applications in progress to such programmes;
 - b) all admissions to such programmes;
 - c) all grants or funding received by the Applicant (or any company established by the applicant) prior to the date of submission of the CCMF application, along with the scope of expenditure incurred by the Applicant for such grants or funding; and
 - d) all grants or funding which the Applicant (or any company established by the Applicant) anticipates receiving or becomes entitled to receive after the date of submission of the CCMF application, along with the scope of expenditure for such grants or funding.

Note:

For company applicants, disclosure of (c) and (d) above extend to the proposed or similar digital tech projects participated by their directors and shareholders.

- 3.2 Applicants must, at any time when requested, provide evidence of payments made or received in respect of such publicly and/or privately funded programmes.
- 3.3 Applicants must inform Cyberport immediately if there are any subsequent changes to the information provided in accordance with 3.1 above (and when requested, provide evidence of payments made or received in respect of such programmes after the date of submission).
- 3.4 In any time, applicants/ CCMF Grant Recipients have obligation to update Cyberport Entrepreneurship Team on their projects and company status for any publicly-funded programme applied/ to be applied, and any offer is granted/ to be granted by other publicly-funded organisations/ programmes during application stage and the 6-months CCMF project period.
- 3.5 Applicants and CCMF Grant Recipients shall not accept any offer of seed funding programmes, pre-incubation programmes, or Incubation Programmes operated by the Hong Kong Design Centre and the Hong Kong Science & Technology Parks Corporation for the same project or project of a similar nature/ field during the 6-month CCMF project period. Otherwise, the related Applicant(s) and CCMF Grant Recipient(s) will be required to withdraw from the CCMF application/ programme. Cyberport reserves the absolute right to request a refund of any grants paid to the applicant.
- 3.6 Any applicant and/or the CCMF Grant Recipient violated any term in this document, application form and the CCMF Agreement is required to withdraw from the CCMF application/ programme. Cyberport has reserved the right, in their sole and absolute discretion, to ask for withdrawal or to terminate the applicants/ Recipients in CCMF application stage/ scheme, and to ask for the refund of grant offered.

4 Vetting of CCMF Application

4.1 Vetting Criteria and Weighting

The Vetting Team shall consider the following criteria weighted as follows in determining a prospective project's potential to become a CCMF Grant Recipient:

Project Management Team (30%)

The ability of the project management team reflected from its prior track record, execution ability, good probability of launch to market, individual qualifications, and team job allocation.

Business Model and Time to Market (30%)

Effective communication and the qualities of vision, direction, short and long term objectives, market need for product, target market and marketing strategy, and realistic assessment of the project viability. In addition, a product launch within three months from grant disbursement will be encouraged.

Creativity and Innovation of the Proposed Project, Product and Service (30%)

Factors such as the use of innovative technologies, creative solutions, disruptive technology capability, emerging, or breakthrough problem-solving technologies.

Social Responsibility (10%)

Preference will be given to projects that incorporate social responsibility objectives as a project focus (including contribution to open source, creative commons and other “progressive” technologies with a social focus), demonstration of ethical decision making, or contribution towards solving problems that originate from the social environment.

4.2 Final Decision

Final funding decision is subject to the Vetting Team’s evaluation. No appeal or request for explanation of the decision will be considered.

5 Result Announcement

- 5.1 Email notifications shall be sent to the applicants on the final vetting result, which is subject to reference check by Cyberport.

6 Acceptance of the Offer for Admission

- 6.1 Successful applicants shall sign and return a CCMF Grant Recipient Agreement to confirm their acceptance of the offer for admission to the CCMF Scheme within 30 calendar days of the date of the Result Announcement.
- 6.2 If Cyberport does not receive the signed CCMF Grant Recipient Agreement from a successful applicant within the time frame stated above, Cyberport shall assume that the applicant has withdrawn its applications. The subject application will be dismissed without further notice.

7 Implementation of the Project

- 7.1 CCMF Grant Recipient shall mean the individual, company or team (as applicable) who has entered into the CCMF Grant Recipient Agreement with Cyberport.
- 7.2 CCMF Grant Recipients are required to implement their projects within a period of 6 months. During this 6-month period, CCMF Grant Recipients are required to submit interim and final reports.

8 Funding

- 8.1 A grant totalling HK\$100,000 shall be arranged to the CCMF Grant Recipient (i.e. Principal Applicant's personal bank account setup in Hong Kong for Individual Application or company bank account of the designated company setup in Hong Kong for Company Application) in the following stages:
- 8.1.1 HK\$10,000 shall be arranged to the CCMF Grant Recipient after the signing of the CCMF Agreement.
 - 8.1.2 HK\$45,000 shall be arranged after the Interim Report is approved by the Cyberport Entrepreneurship Team (Senior Manager or above).
 - 8.1.3 The remaining HK\$45,000 shall be arranged, after:
 - a) the project is completed; and
 - b) the Final Report is approved by the Cyberport Entrepreneurship Team (Senior Manager or above).

The grant shall be released within 60 days upon receipt of all the required and completed documents, with the approval of Cyberport.

9 Obligations of Applicants/ CCMF Grant Recipients

- 9.1 To ensure openness, fairness and integrity of CCMF, each applicant/CCMF Grant Recipient shall:
- 9.1.1 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;
 - 9.1.2 Not offer or give or agree to give any person employed by Cyberport, any members of the Vetting Team, or any individuals acting on its or their behalf, any advantage, gift or favour during the CCMF programme period or as an inducement or reward for such person's doing or forbearing to do or for having done or forborne to do any act in relation to CCMF or for showing or forbearing to show favour or disfavour to any person in relation to CCMF;
 - 9.1.3 Promptly declare and notify Cyberport 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 private interest of an applicant/ CCMF Grant Recipient or its Personnel, conflict or compete, or may be expected to conflict or compete, with the role, duties and/or impartiality of such applicant/ CCMF Grant Recipient or Personnel under CCMF (e.g. Any relative of any directors and/or employees working in HKCMCL);
 - 9.1.4 Warrant that the applicant/ CCMF Grant Recipient is the original creator of its project and its project is original. To the best of the applicant's / CCMF Grant Recipient's

knowledge, the applicant's/ CCMF Grant Recipient's project and the product(s) and/or service(s) to be developed as a part of the project are not under development or available anywhere in the world;

- 9.1.5 Ensure that the development, completion and use of the project and the product(s) and/or service(s) to be developed as a part of the project will not infringe the rights or intellectual property rights of any other party (whether registered or not), including but not limited to patent rights, trademark rights, and copyright;
 - 9.1.6 Apply the grant prudently, efficiently and solely for the purpose of the project approved under CCMF;
 - 9.1.7 Not give away, share or otherwise use any grant to be received from the CCMF in contravention of the law or any of the terms which apply to application for funding from the CCMF;
 - 9.1.8 Abide by the principles of openness, fairness and competitiveness in the procurement of any goods/services in connection with CCMF; and
 - 9.1.9 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 these Guides, the CCMF Application Form and any other relevant agreement(s) between the applicant/CCMF Grant Recipient.
- 9.2 Cyberport has absolute discretion to revoke any application and call for refund of the full amount of grant received by the CCMF Grant Recipient if any member of the applicant/ CCMF Grant Recipient breaches any of the terms and conditions in these Guides, the CCMF Application Form and any other relevant agreement(s) between the applicant/CCMF Grant Recipient and Cyberport. If any of the conduct of the applicant/ CCMF Grant Recipient amounts to or may amount to a breach of criminal law, Cyberport would report their conduct to the relevant law enforcement body.

10. Compliance with Laws of Hong Kong and in Other Jurisdictions

- 10.1 Applicant/CCMF Grant Recipient must comply with all local laws and regulations when conducting the Company's business, and also those in other jurisdictions when conducting business there or where applicable.