**Innovation and Technology Fund for Better Living (“FBL”)**

**Application Form**

|  |  |  |
| --- | --- | --- |
| **Project Title** | # Eng : | (For Official Use) |
| # Chi : | **Application No. :**    **Date/Time of Receipt :** |
| **Name of Applicant Organisation** | # Eng : |
| # Chi : |

**General**

1. Please read the Application Guide (available at <https://fbl.itc.gov.hk/>) carefully before completing this Application Form.
2. An application should be submitted by an Applicant, which should normally be a subvented non-governmental organisation, public body, professional body, trade association or social service organisation exempted from tax under section 88 of the Inland Revenue Ordinance (Cap. 112) as defined in the Application Guide. Applications submitted by other parties may be considered in warranted cases which are subject to individual cases’ merits. Notwithstanding the aforesaid, individuals and private companies are not accepted as Lead Applicants.
3. In case an application involves more than one party, the parties concerned should nominate a Lead Applicant and the Lead Applicant should fill in the Application Form.
4. Each Application Form should only cover one Project.
5. Please complete this Application Form in either English or Chinese, except for sections marked with “#” which should be completed in both English and Chinese.
6. The fund is open to application all year round.
7. Applications should be submitted either –
8. through the Administrative System of the Innovation and Technology Commission - Fund for Better Living (“ASITC-FBL”); or
9. by post or in person, with (i) a duly completed Application Form together with all the required documents; and (ii) a soft copy of the application (preferably in MS Word format and sent by email to [fbl@itc.gov.hk](mailto:fbl@itc.gov.hk).) The application should be addressed or brought to the FBL Secretariat on Units 509-518, 5/F, Shui On Centre, 6-8 Harbour Road, Wan Chai, Hong Kong.

Applicants are encouraged to submit applications through the ASITC-FBL as far as practicable**.** The FBL Secretariat will send an acknowledgment to the Applicant upon receipt of an application.

1. The Government shall have the right to disclose, without further reference to the Applicants, whenever it considers appropriate, any information in relation to the Applicants’ applications for the FBL, including but not limited to the information/personal data of the Applicant (including the Applicant’s staff) and the joint Applicant. In submitting the Application Form, the Applicant irrevocably and unconditionally authorises the Government to make and consents to the Government making any of the aforesaid disclosure.
2. The Government or its authorised users shall have the right to use this Application Form and all the related documents or materials submitted by the Applicants, for purposes including but not limited to evaluation of applications and contract management.
3. Applicants will be required to provide personal data when filling in the Application Form. Please refer to the “Personal Information Collection Statement”, a copy of which is at **Annex A**. Please also refer to ITF’s “Privacy Policy Statement” at <https://www.itf.gov.hk/en/privacy-policy-statement/index.html>. Please note that it is mandatory under the FBL to provide data marked with “\*”, which will be used to process the application and for statistical and research purposes. ITC may not be able to process the application if such data is not provided.
4. In case of any inconsistency between this Application Form and the Application Guide on the one hand, and the Fund Agreement to be signed between the Government and the Applicant on the other (i.e. if the application is successful), the Fund Agreement shall prevail.
5. This form is divided into the following Parts –

|  |  |
| --- | --- |
| Part A | The Applicant |
| Part B | The Project |
| Part C | Justifications |
| Part D | Attachments |
| Part E | Declaration |

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| **Part A The Applicant** |

*Please refer to* ***Part A*** *of the Application Guide.*

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| **I. Lead Applicant** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Organisation** | # Eng : | | |
|  | # Chi : | | |
| **Address** |  | | |
|  |  | | |
| **Tel No.** |  | **Fax No.** |  |
| **Email Address** |  | | |
| **Webpage** |  | | |

**Nature of Organisation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Subvented non-governmental organisation[[1]](#footnote-1) |  | Professional body | |
|  | Public body[[2]](#footnote-2) |  | Trade association | |
|  | Social service organisation exempted from tax under section 88 of the Inland Revenue Ordinance (Cap. 112) |  | Others (please specify)[[3]](#footnote-3) : |  |
|  |  | |

*(Please tick as appropriate.)*

**Please specify the relevant Ordinance under which the Organisation is established or registered.**

|  |  |  |
| --- | --- | --- |
|  | The Companies Ordinance (Cap. 622) / former Companies Ordinance (Cap. 32) | |
|  | A Statutory Corporation (please specify the relevant Ordinance): |  |

*(Please tick the most applicable one.)*

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| **II. Project Coordinator** |

The Lead Applicant shall appoint a staff member from its Organisation as the Project coordinator for overseeing the implementation of the Project, monitoring the proper use of the FBL grant, liaising with the FBL Secretariat, and reporting progress made on the Project.

|  |  |  |
| --- | --- | --- |
| **Title** | Mr Ms Miss Prof. Dr Ir *(Please tick as appropriate.)* | |
| **Name**\* | # Surname : | First Name : |
|  | # Chi : | |
| **Post Title\*** |  | |
| **Address\*** | Office : | |
|  |  | |
| **Tel No.\*** | Office : | Mobile : |
| **Fax No.** |  | |
| **Email Address\*** | Office : | |

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| **III. Joint Applicant (if applicable)** |

In case of a joint application, the Joint Applicant, being the supporting organisation, should provide the information as requested below. Otherwise, please leave the items **BLANK** and proceed to complete *Section IV* *below*.

|  |  |  |
| --- | --- | --- |
| **Name of Organisation** | # Eng : | |
|  | # Chi : | |
| **Address** | Office : | |
|  |  | |
| **Particulars of the Contact Person** | | |
| **Title** | Mr Ms Miss Prof. Dr Ir *(Please tick as appropriate.)* | |
| **Name**\* | # Surname : | First Name : |
|  | # Chi : | |
| **Post Title\*** |  | |
| **Address\*** | Office : | |
|  |  | |
| **Tel No. \*** | Office : | Mobile : |
| **Fax No.** |  | |
| **Email Address\*** | Office : | |

**Joint Applicant’s Involvement**

Please describe the involvement of the Joint Applicant in the Project (no more than 250 words).

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| **IV. Supplementary Information** |

**Is your Organisation currently applying for funding for/ implementing other Project(s) under the FBL?**

No  Yes (Please fill in the table below.)

*(Please tick as appropriate.)*

|  |  |
| --- | --- |
| **Project title and Application number** | **Application status / Project progress** |
| 1. |  |
| 2. |  |

**Is your Organisation currently applying for funding for / implementing the same Project under other funding scheme(s)?**

No  Yes (Please fill in the table below.)

*(Please tick as appropriate.)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and source of other funding scheme(s)** | **Application status/ Project progress** | | |
| 1. | Application submitted but pending results. Amount of funding applied: | | |
| HK$ |  | |
| Funding received: HK$ | |  |
| *(Please tick as appropriate.)* | | |

**Part B The Project**

*Please refer to* ***Part B*** *of the Application Guide.*

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| --- |
| **I. Project Overview** |

1. **Project Title**

# English (no more than 20 words)

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| --- |
|  |

# Chinese (no more than 20 words)

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|  |

1. **Project Objective(s)**

Please state (in bullet points) the scope and objective(s) of the Project. The description should be clear and concise.

# English (no more than 100 words)

|  |
| --- |
|  |

# Chinese (no more than 100 words)

|  |
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|  |

1. **Theme of the Project**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Daily Living | | Health |
|  | Education | | Safety |
|  | Environment | | Transport |
|  | Others (please specify): |  | |

*(Please tick as appropriate.)*

1. **Target Beneficiaries**

|  |  |
| --- | --- |
|  | The general public or  Specific community group(s): |
| |  |  |  |  | | --- | --- | --- | --- | | **☐** | Disabled | | | | **☐** | Elderly | | | | **☐** | Youth | | | | **☐** | Groups with specific needs (please specify): | |  | | **☐** | Others (please specify): |  | | | |

*(Please tick as appropriate.)*

1. **Project Deliverable**[[4]](#footnote-4)
2. Form of deliverable

|  |  |  |  |
| --- | --- | --- | --- |
|  | Mobile app | | Service |
|  | Product (e.g. device, equipment, tool, etc.) | | Software |
|  | Other forms (please specify): |  | |

*(Please tick as appropriate.)*

1. Please describe the project deliverable(s) to be developed, for example, features and functions of the deliverable, in precise and concrete terms.(no more than 100 words)

|  |
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1. **Performance Indicator**

Please provide the key performance indicator of the project (e.g. the estimated number of people to be benefited and download rate, etc.) during and beyond the project period and show the estimation basis.

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1. **Project Schedule**

|  |  |  |
| --- | --- | --- |
|  | **Project Development[[5]](#footnote-5)** | **Project Running[[6]](#footnote-6)** |
| **Commencement Date**  (yyyy-mm-dd) |  |  |
| **Expected Completion Date**  (yyyy-mm-dd) |  |  |
| **Duration**  (no. of months) |  |  |

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| **Part C Justifications** |

*Please refer to* ***Part C*** *of the Application Guide.*

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| **I. Benefits Brought to the Public or Specific Community Group(s)** |

1. **Please describe (in bullet points)** **in detail the benefits brought by the Project.**

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|  |

1. **Please describe (in bullet points) how the Project deliverable can reach the target beneficiary group(s)**.

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1. **Is the Project primarily developed within Hong Kong, (i.e. at least 50% of the total Project cost should be incurred within Hong Kong)?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Yes |  | No |  |

*(Please tick as appropriate.)*

For the part(s) of the Project conducted outside Hong Kong, please specify the relevant activity(ies), geographic area(s) and expenditure.

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| **II. Innovation and Technology Content** |

1. **a) Please describe (in bullet points) the kind and degree of innovative application of technologies of the project deliverable.**

|  |
| --- |
|  |

**b) Please provide the technical and/or functional specifications, and attach additional pages for diagram, photos, etc.**

|  |
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|  |

1. **Please indicate whether item(s) similar to the Project deliverable already exist in the market, and if yes, explain in detail why the proposed Project and funding requirements are still justified (an analysis comparing the proposed project deliverable against similar products/services available in the market would be useful). Please attach additional pages, if any.**

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| **III. Feasibility and Sustainability** |

1. **Technical Feasibility**

Please provide (in bullet points) details of the technical and project feasibility in delivering the intended outcome.

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1. **Project Sustainability**

Please provide (in bullet points) details of how the Project can sustain its operations, services and benefits during and beyond the project period.

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1. **Project Milestones**

Please set out the Project milestones to be achieved for the reporting period during different key stages.

|  |  |  |
| --- | --- | --- |
| **Key Stage[[7]](#footnote-7)** | **Reporting Period[[8]](#footnote-8)** | **Project Milestones to be Achieved**  *(The milestones should be* ***quantifiable and realistic****.*  *The Project will be monitored against the agreed milestones.)* |
| Development Stage  (within 12 months) | First Progress Report  (4-month interval) |  |
| Second Progress Report  (4-month interval) |  |
| Third Progress Report  (4-month interval) |  |
| Running Stage  (24 months) | Fourth Progress Report  (6-month interval) |  |
| Fifth Progress Report  (9-month interval) |  |
| Sixth Progress Report  (9-month interval) |  |

1. **Publicity**

Please provide (in bullet points) the plan for publicising and promoting the Project deliverable.

|  |  |
| --- | --- |
| **Period**  *(yyyy-mm-dd to yyyy-mm-dd)* | **Publicity Plan** |
|  |  |

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| **IV. Financial Considerations** |

*When filling in this Section, please insert additional rows if necessary.*

1. **Breakdown of the Project Expenditure[[9]](#footnote-9)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Expenditure Item**  *(In-kind contributions to this project should also be included.)* | **Cashflow (HK$)** | | | **Total**  *(HK$)* | **Calculation**  *(e.g. monthly rate x number of month; man-day rate x number of man-day)* |
| **Development Stage** | **Running Stage** | |
| **1st year** | **2nd year** | **3rd year** |
| **(A) Manpower** | | | | | |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| Subtotal (A) |  |  |  |  |  |
| **(B) Equipment** | | | | | |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| Subtotal (B) |  |  |  |  |  |
| **(C) Other Direct Costs** | | | | | |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| Subtotal (C) |  |  |  |  |  |
| **(D) Administrative Overheads (subject to a ceiling at 15% of the sum of (A) Manpower, (B) Equipment and (C) Other Direct Costs)** | | | | | |
| (D) |  |  |  |  | Please state the % to (A) + (B) + (C): % |
| **Total Project Expenditure (A) + (B) + (C) + (D)** |  |  |  |  |  |

1. **Justifications for the Project Expenditure**

Please provide justifications (e.g. the role and duties; purpose and price estimation basis, etc.) for the following Project Expenditure item as set out in “**Breakdown of the Project Expenditure”** above. The procurement procedures set out in ***Part D*** *of the Application Guide* should be followed.

* 1. **Manpower**

|  |
| --- |
| 1. |
| 2. |
| 3. |
| 4. |

* 1. **Equipment**

|  |
| --- |
| 1. |
| 2. |
| 3. |
| 4. |

* 1. **Other Direct Costs**

|  |
| --- |
| 1. |
| 2. |
| 3. |
| 4. |

* 1. **Administrative Overheads**

|  |
| --- |
| 1. |

1. **Other Funding Sources[[10]](#footnote-10)**

*Applicant is required to contribute* ***at least 10%*** *of the Total Project Expenditure.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Item** | **Form of Contribution**  *(Cash*  */In-kind* ***[[11]](#footnote-11)****)* | **Cashflow (HK$)** | | | **Total**  *(HK$)* | **Item Details**  *(e.g. the estimation basis for sales proceeds; the name of sponsoring organisation for third party sponsorship; etc.)* |
| ***Development Stage*** | ***Running Stage*** | |
| **1st year** | **2nd year** | **3rd year** |
| 1. **Funding from the Applicant / its Parent Organisation** | | | | | | |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Subtotal (A) |  |  |  |  |  |  |
| 1. **Expected Sales Proceeds** | | | | | | |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Subtotal (B) |  |  |  |  |  |  |
| 1. **Third Party Sponsorship** | | | | | | |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Subtotal (C) |  |  |  |  |  |  |
| **Total amount received from (A), (B) and (C) above** |  |  |  |  |  |  |

1. **Amount of the FBL Grant Sought[[12]](#footnote-12)**

Total Project Expenditure ***minus*** Other Funding Sources.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Cashflow (HK$)** | | | | **Total**  *(HK$)* |
| ***Development Stage*** | ***Running Stage*** | | |
| **1st year** | **2nd year** | | **3rd year** |
| **FBL Grant Sought** |  |  |  | |  |

|  |
| --- |
| **V. Technical and Management Capability of the Applicant** |

*When filling in this Section, please insert additional rows if necessary.*

1. **Details of Past Project(s)**

Please state your Organisation’s experience in implementing projects which benefit the community, if any, e.g. past project experience with the Government and other public organisations.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Title**  **and Description** | **Project Beneficiaries** | **Project Duration**  *(yyyy-mm-dd to*  *yyyy-mm-dd)* | **Project Cost**  **(HK$)** | **Supporting Documents**  **(If yes, please attach under Part D)** |
|  |  | *( )*  *to*  *( )* |  |  |
|  |  | *( )*  *to*  *( )* |  |  |
|  |  | *( )*  *to*  *( )* |  |  |

*(Please tick as appropriate.)*

1. **Technical and Management Capability of the Team**

Please attach the CVs (in the prescribed format at **Annex B**) of the Project team under *Part D “Attachments”*.

**Project Team Members**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Name of Team Members\*** | **Major Duty  in the Project** | **Position in the Project Team** | **Full Time** | **With CV\***  **(Please attach under Part D)** |
| 1. |  |  | Project Coordinator |  | 🗹 |
| 2. |  |  | Deputy Project Coordinator  (if any) |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| 5. |  |  |  |  |  |

*(Please tick as appropriate.)*

|  |
| --- |
| **VI. Others** |

1. **Is this application a re-submission of a previously rejected application?**

No  Yes (Please fill in (a) to (b))

*(Please tick as appropriate.)*

1. Please set out the project name and application number of the previous application.

|  |  |
| --- | --- |
| Project Name: |  |
| Application No.: |  |

1. Please highlight the main differences between this application and the previous rejected one (no more than 250 words).

|  |
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| **Part D Attachments** |

**A checklist of the required documents is listed below –**

1. Applicant’s Certificate of Incorporation. The Memorandum of Association or the Articles of Association may be required to provide upon request;
2. Audited financial statements of the latest financial year of the Applicant;
3. Supporting information of the estimated valuation on the usage of in-kind contribution, if applicable, by the Applicant;
4. Supporting documents, if any, of past project(s) carried out by the Applicant;
5. Curriculum Vitae (“CV”) and other reference documents of the Project Team; and
6. Others (please specify).

|  |  |
| --- | --- |
| **Annex No.** | **File Name** |
|  |  |
|  |  |
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The Applicant is reminded that this checklist is not exhaustive and the Applicant should comply with all the necessary requirements in the Application Guide.

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| **Part E Declaration** |

|  |  |  |
| --- | --- | --- |
| I, on behalf of and duly authorised by |  | , declare that |
|  | *(Name of the Applicant Organisation)* |  |

1. all factual information provided in this Application Form as well as the accompanying information are true and accurate and reflect the status of affairs as at the date of submission. I undertake to inform the FBL Secretariat immediately if there are any subsequent changes to the above information (in particular, subsequent approval of funds by other funding sources after this application is submitted);
2. utmost dedication and determination will be given to complete and monitor the Project according to the proposal stated in this application if the application is approved;
3. the Government or its authorised users shall not be restricted in their use of this Application Form and its accompanying documents submitted by the Applicant for purposes including evaluation of the application, management of the FBL and all other purposes incidental thereto;
4. the Application Form and all the related materials submitted by the Applicant does not and will not infringe the Intellectual Property Rights of any person;
5. the Applicant has informed all individuals / parties in the Project Proposal of the Government’s right to disclose their information / personal data provided and that (in the case of the Project Coordinator and the contact person of the joint Applicant) their names would be published on the FBL website should the application be approved, and that the prescribed consent (as defined in section 2(3) of the Personal Data (Privacy) Ordinance (Cap. 486) ) from them has been obtained; and
6. the Applicant will indemnify the Government and its authorised users fully and effectively against all actions, demands, damages, costs, expenses, losses, liabilities and claims that the Government and its authorised users may suffer or incur in relation to or in connection with this application or the Project.
7. the Applicant and the joint Applicant (if applicable) shall conform in all respects with all legislation (including the Law of the People's Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region), regulations and by-laws of the Hong Kong Special Administrative Region in carrying out the Project.

I understand that any false declaration or withholding of any material information would lead to termination of the Fund Agreement (if entered into with the Government), refund of any funds given (if any fund is paid) plus the interest generated from it, and the possibility of being referred to law enforcement agencies and/or prosecuted.

I authorise the FBL Secretariat to handle the personal data provided in this Application Form in accordance with the Personal Information Collection Statement in **Annex A** to this Application Form.

*(Please tick as required.)*

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Authorised signature with Organisation chop |  | Name of signatory**\*** |
|  |  |  |
| Name of the Applicant Organisation |  | Position / Post Title |
|  |  |  |
| Date |  |  |

**Personal Information Collection Statement**

**Annex A**

* + - 1. When you apply for the Innovation and Technology Fund for Better Living (“FBL”), you will provide information / personal data of the Applicant (including Applicant’s staff) and the joint Applicant. The information / personal data you provide in the Application Form will be used to process your application and for statistical and research purposes. Please note that it is mandatory to provide personal data marked with asterisks “\*”. We may not be able to process your application if such personal data is not provided.
      2. When registering as a user of the Administrative System of the Innovation and Technology Commission - Fund for Better Living (“ASITC-FBL”), you will be required to provide personal data. Theinformation collected from you will be used for the purpose of processing and managing the registration. We may not be able to process your user registration if such personal data is not provided.
      3. When you browse the ASITC-FBL website, we will make a record of the pages you visited. Only your domain name, IP address and the pages that you have visited will be recorded. We will only use these information for the compilation of statistical reports and the conduct of analysis to help us manage and improve our webpage.
      4. Your visiting of the ASITC-FBL website may trigger the use of our cookies, which will be stored in your device's hard drive for the purpose of facilitating your navigation of the ASITC-FBL website. You may refuse to accept the cookies by adjusting the setting of your device, but the proper functioning of the website may be affected if session cookies are not accepted.
      5. You have the right to request access to, correct or update your personal data pursuant to the provisions of the Personal Data (Privacy) Ordinance (Cap. 486). If necessary, we may ask you to provide details for verification purpose.
      6. Personal data collected from you will be handled in accordance with our privacy policy. For more information on how we handle your personal data, please see our Privacy Policy Statement (available at <https://www.itf.gov.hk/en/privacy-policy-statement/index.html>).
      7. If you have any question about this Personal Information Collection Statement, please contact us *by email at* [*enquiry@itf.gov.hk*](mailto:enquiry@itf.gov.hk).

This Personal Information Collection Statement is subject to change. Any change will be posted on the *ASITC-FBL**website*.

**Template - Curriculum Vitae of Members of the Project Team**

**Annex B**

|  |  |
| --- | --- |
| **Personal Particulars** | |
| Name in English : | (Surname) |
|  | (First name) |
| Name in Chinese : |  |
| Organisation : |  |
| Position in the Organisation : |  |

**Academic/Professional Qualifications**:

|  |
| --- |
|  |

**Work Experience**:

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|  |

1. Subvented non-governmental organisations are those receiving subvention from the Social Welfare Department of the Hong Kong Special Administrative Region Government (“HKSARG”). [↑](#footnote-ref-1)
2. Public Bodies are those defined under Section 2 of the Prevention of Bribery Ordinance (Cap. 201). For the purpose of the FBL, Government Bureaux/Departments, the Executive Council and the Legislative Council are not eligible to apply. [↑](#footnote-ref-2)
3. Other applicants may be considered in warranted cases which are subject to individual cases’ merits. Notwithstanding the aforesaid, individuals and private companies are not accepted as lead applicants. [↑](#footnote-ref-3)
4. The Project Deliverable should comply with all relevant laws, regulations and other relevant product safety guidelines in Hong Kong, including but not limited to the following –

   1. electrical products should comply with the safety requirements as laid out in the Electrical Products (Safety) Regulation (Cap. 406G);
   2. laser products should comply with the Safety Guidelines issued by the Electrical and Mechanical Services Department, HKSARG; and
   3. other products should comply with the safety requirement of the Consumer Goods Safety Ordinance (Cap. 456).

   [↑](#footnote-ref-4)
5. The development of the Project should be completed within 12 months. [↑](#footnote-ref-5)
6. The Project has to run for at least two consecutive years after its roll-out, except for Project which is one-off in nature. [↑](#footnote-ref-6)
7. The development of the Project should be completed for roll-out within 12 months, while the Project should run for at least two consecutive years after its roll-out, except for Project which is one-off in nature. [↑](#footnote-ref-7)
8. Successful Applicants are required to submit three progress reports at 4-month intervals during the development stage, and three progress reports at intervals of 6-month, 9-month and 9-month during the running stage (the latter does not apply to Project which is one-off in nature.) [↑](#footnote-ref-8)
9. Project Expenditure refers to the total expenditure to be incurred for developing and running of the Project within the Project period. The Project Expenditure is subject to approval by the Assessment Panel and which will become the Eligible Costs of the Project. [↑](#footnote-ref-9)
10. Applicant is required to contribute to the Project Expenditure through funding on their own means or received from other sources, such as funding from the Applicant/ parent organisation, sales proceeds, third party sponsorship, etc. Contributions could be in cash, in-kind, or both. The aggregate amount of such contributions shall be equivalent to at least 10% of the total Eligible Costs of the Project. The total amount of the FBL grant and funding received from other sources must not exceed the total Eligible Costs of the Project or the actual cost of the Project upon completion, whichever is the less. [↑](#footnote-ref-10)
11. Applicants are required to provide an estimation of the valuation with supporting information on the usage of in-kind contribution (if any) under *Part D “Attachments”*. [↑](#footnote-ref-11)
12. A successful Applicant will receive a grant equivalent to the difference between the total Eligible Costs of the Project and funding received from other sources, ***subject to a maximum of 90% of the total Eligible Costs of the Project or HK$5 million, whichever is the less.*** [↑](#footnote-ref-12)