

# **Intangible Cultural Heritage Funding Scheme Guide to Application for Partnership Projects**

## **1. Preamble**

The Intangible Cultural Heritage (“ICH”) Funding Scheme is accepting applications for the first round of Partnership Projects from 8 November 2019 (Friday) to 18:00:00, 20 December 2019 (Friday) (“Deadline”). Enquiries on this Guide to Application (“Guide”) and the Application Form for Partnership Projects (“Application Form”) as well as other funding matters should be addressed to the Intangible Cultural Heritage Office (“the Office”) of the Leisure and Cultural Services Department (“LCSD”/ “the Department”):

Telephone : 2267 1971 / 2851 6144

Fax : 2462 6320

Email : [ichfs@lcsd.gov.hk](mailto:ichfs@lcsd.gov.hk)

Website : [www.lcsd.gov.hk/ICHO](http://www.lcsd.gov.hk/ICHO)

Office Hours : Monday to Friday (except public holidays)

9 am to 1 pm;

2 pm to 6 pm

## **2. Introduction**

2.1 ICH refers to the various cultural traditions originated from our everyday life, including different “intangible” activities, knowledge and skills such as languages, music and dances, as well as folk knowledge, festivals and customs, and craftsmanship, and recognised by various communities or groups as their cultural traditions. According to the Convention for the Safeguarding of the Intangible Cultural Heritage (“the Convention”) of the United Nations Educational, Scientific and Cultural Organization, the ICH is manifested in the following five domains: oral traditions and expressions; performing arts; social practices, rituals and festive events; knowledge and practices concerning nature and the universe; and traditional craftsmanship.

2.2 The Hong Kong Special Administrative Region (“HKSAR”) Government attaches great importance to the safeguarding of ICH of Hong Kong and strives to raise the Hong Kong community’s awareness of the importance of ICH and the need to protect such heritage as our cultural assets. To encourage the community

participation in safeguarding ICH<sup>1</sup> and to ensure the continual development of our local culture and traditions, the HKSAR Government has introduced various key measures including:

- the setting up of the ICH Advisory Committee (“ICHAC”) in 2008, comprising local academics, experts and community personalities, to advise the HKSAR Government on measures to safeguard ICH;
- the announcement of the first ICH Inventory of Hong Kong (comprising 480 items) in 2014;
- the establishment of ICH Office in 2015, which is dedicated to the research, preservation, promotion and transmission of ICH;
- the setting up of the Hong Kong ICH Centre at the Sam Tung Uk Museum in 2016; and
- the promulgation of the first Representative List of the ICH of Hong Kong (comprising 20 items) in 2017.

2.3 To further promote the safeguarding of ICH, the HKSAR Government proposed in the 2018-19 Budget to allocate \$300 million to LCSD for the safeguarding, promotion and transmission of ICH. The HKSAR Government approved a funding of \$300 million in late 2018 for launching the ICH Funding Scheme to engage the community and strengthen various aspects of safeguarding work for the ICH items of Hong Kong.

2.4 The purpose of the ICH Funding Scheme is to support Hong Kong residents and organisations in carrying out ICH projects, with a view to achieving the following aims:

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

2.5 The ICH Funding Scheme is implemented and managed by the Office of the LCSD. The ICHAC has been consulted before drawing up the scope and details of the funding support. The LCSD has set up an Assessment Panel under the ICHAC for assessing applications. The assessment results and funding recommendations made by the Assessment Panel will be submitted by the Office to the LCSD for approval.

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<sup>1</sup> The Convention defines “safeguarding” as measures aimed at ensuring the viability of the intangible cultural heritage, including the identification, documentation, research, preservation, protection, promotion, enhancement, transmission, as well as the revitalisation of the various aspects of such heritage.

2.6 The ICH Funding Scheme is now offering funding support for Partnership Projects. Eligible individuals and organisations are welcomed to submit applications for the projects set out in paragraph 3.1 below. Applicants should complete the Application Form for assessment. This Guide provides application details for Partnership Projects.

### **3. Scope of Support and Eligibility of Applicants**

3.1 The first round of Partnership Projects includes the following three projects:

(a) **Research and Publication on the Items of the “Representative List of the ICH of Hong Kong”**

Successful applicants shall commence the project within six months from 1 May 2020 and complete normally within three years after commencement.

(b) **Survey and Research for Enriching the “ICH Inventory of Hong Kong”**

Successful applicants shall commence the project within six months from 1 May 2020 and complete normally within three years after commencement.

(c) **ICH Mobile Centre**

The Centre shall provide services to schools and other venues from 1 September 2020 to 31 July 2022.

Project information, responsibilities of partners and eligibility of applicants of each projects are in [Annexes I to III](#).

3.2 If 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, the LCSD will not accept or support the application for the ICH Funding Scheme from the applicant in question.

### **4. Assessment Mechanism**

The Assessment Panel under the ICHAC will assess the applications in accordance with established criteria, guidelines and procedures. Upon receipt of the funding recommendations made by the Assessment Panel, the LCSD will make the final decision pursuant to established procedures. Based on the Assessment Panel’s recommendations, the LCSD will determine the amount and conditions of funding support for approved cases. The LCSD reserves the ultimate right regarding the procedures and arrangements of the assessment of the ICH Funding Scheme.

## **5. Assessment Criteria**

- 5.1 The criteria for assessment of the funding applications are as follows:
- (a) cultural values and cultural contents of the proposed projects;
  - (b) feasibility of the proposed projects;
  - (c) knowledge, skills, qualifications, experience, execution capabilities and track records of the applicants and the research personnel/ project staff;
  - (d) social impact of the proposed projects including the promotion and transmission of ICH in the society; and
  - (e) reasonableness of the proposed budget.
- 5.2 In view of the competition amongst applications and resource allocation, the LCSD reserves the right to establish additional assessment criteria in accordance with the priorities set forth in para. 3.3 of Annexes I and II of this Guide to make effective assessment, while not violating the existing assessment criteria set forth in para. 5.1 of this Guide.

## **6. The Determination of the Funding Amount**

- 6.1 Apart from the requirements and restrictions on income and expenditure stated in paragraph 7 below, the nature, scale and complexity of the project as well as the reasonableness of the budget, the Office and the Assessment Panel will also consider the following factors when determining the funding amount:
- (a) the financial overview and overall budget of the ICH Funding Scheme;
  - (b) the funding approved for various ICH items and projects of different natures;
  - (c) the financial capacity of applicant;
  - (d) whether any expenditure item has been or might be supported by other subsidisers / sponsors; and
  - (e) whether every part of a proposed project is worth supporting.

Hence, the LCSD might not grant successful projects the full amount sought and reserves the right to fund certain components or expenditure items of the proposed projects.

- 6.2 In the event of a deficit arising from implementing the funded project while the approved funds from the ICH Funding Scheme are fully exhausted, the grantee will solely be responsible for the shortfall and the LCSD will not grant additional funds to cover such deficits or cost over-runs.

## **7. Requirements and Restrictions on Income and Expenditure**

- 7.1 The proposed project must be non-profit making in nature. Any income derived from the funded project, such as sales and other donations / subsidies / sponsorships, etc. must be used to offset the expenditure of the funded project. Upon the completion of the funded project, the grantees should submit an auditor's report showing the income and expenditure of the project. In the event of project surplus as shown in the auditor's report, the LCSD will deduct the amount from the grant yet to be issued or request the grantee to return any part of the grant paid as the case may require.
- 7.2 To avoid double subsidy / sponsorship, the applicant is required to declare any secured monetary subsidy / sponsorship as well as other monetary support under application. If subsidy / sponsorship from other funding resources has been or will be granted to cover some of the expenditure items in the proposed project, such items will not be supported and for successful applications the amount of grant of such items will be deducted from the approved budget under the ICH Funding Scheme. The applicant is also required to declare if the proposed project has obtained or is seeking other non-monetary support.
- 7.3 To ensure the proper use of resources, restrictions on the following expenditure items are set:
- (a) The ICH Funding Scheme normally does not provide funding support for recurrent expenditures such as office rental, equipment maintenance expenses, and purchase of assets (e.g. computers) /furniture. In addition, red packets, interests, celebration banquets, presents, souvenirs or gifts, rental and maintenance expenses of instruments / equipment already owned by the grantee, warehouse rental, expenses arising from visa / travelling / accommodation for overseas visits / visits to Hong Kong, transportation and meal expenses for entertainment and social functions, and fees related to the establishment /registration of the organisation or related to the membership application /registration of the applicant, should not be listed as expenditure items.
  - (b) If employment of research / project staff is required, the remuneration of such staff shall be calculated upon their qualifications and experiences and not be higher than the rate of similar posts in the market/ industry.
  - (c) For funding applications on remuneration of administrative personnel and other administrative expenditures, the proposed expenditure items should be necessary and reasonable, and commensurate with the objectives, nature, content and scale of the proposed project. In addition, they should be directly related to the actual implementation of the project. The grant will not be a subsidy to the daily administrative expenditures of the applicant's own business /work. The total amount of the remunerations /service fees for administrative /financial personnel (excluding accounting personnel and

auditors) and other administrative expenditures shall be up to a maximum of 15% of the funding amount. The Office reserves the right to define which positions are within the scope of administrative / financial personnel.

- (d) Expenditures on the purchase of instruments or equipment are normally not supported. Applicants should use instruments or equipment already owned as far as possible or should rent the required instruments or equipment to implement the projects. In that event where the applicant would only be able to carry out the project with the purchase of the respective instruments or equipment, justifications, including the purpose of purchase and whether it is more cost effective to purchase than rent such instruments or equipment in the market, shall be provided.
- (e) All incomes and expenditures of the funded project must be independently audited by a Hong Kong certified public accountant who shall prepare an auditor's report. The amount dedicated for accounting and auditing shall be 3% of the funding amount. The remaining amount of such item cannot be vired for other expenditure items.

## **8. Submission and Requirements of Application**

- 8.1 The Application Form can be downloaded from the ICH Office's website ([www.lcsd.gov.hk/ICHO](http://www.lcsd.gov.hk/ICHO)). The deadline of application is 18:00:00, 20 December 2019 (Friday).
- 8.2 The applicant should complete the Application Form. The completed Application Form (in duplicate, one original and one copy) and supporting documents (only one copy required) should be submitted by the deadline in one of the following ways:
  - (a) by hand to the collection box at the Sam Tung Uk Museum, 2 Kwu Uk Lane, Tsuen Wan, New Territories, Hong Kong (open for receiving applications from Monday, Wednesday to Sunday, 10:00am to 6:00pm) in a sealed envelope marked with "Application for Partnership Projects";
  - (b) by post to the above address in a sealed envelope marked with "Application for Partnership Projects"; or
  - (c) by email to [ichfs@lcsd.gov.hk](mailto:ichfs@lcsd.gov.hk)
- 8.3 For submission by post, the postmark date on the envelope will be regarded as the date of submission of application, and only those postmarked no later than 20 December 2019 will be accepted. Please note that the Office will not process undelivered or late applications due to insufficient postage. Hence, the applicant must ensure that the application submitted by post bears sufficient postage for proper delivery. Submission by courier will only be accepted if the pickup date shown on the bill issued by the courier service provider is on or before 20 December 2019.

- 8.4 For email submission, the applicant should ensure that his / her computer is equipped with compatible software and hardware for sending the Application Form and supporting documents to the Office's email box. The applicant should check the size limit of the email attachments for his / her email services. Application materials can be sent in multiple emails with project title and applicant name as the email subject if there are over-sized attachments. The applicant can submit the Application Form and supporting documents either in MS Word or PDF (Adobe Portable Document Format) format, while submission via shared links or other online transmission platforms will not be accepted. The signature entries in the Application Form must be signed in person, scanned and submitted in PDF. The Office reserves the right not to process applications saved in other formats or not complying with the above requirements. In addition, email applications should reach the Office's email box by the deadline (i.e. 18:00:00 on 20 December 2019), and the date and time of receipt shown in the Office's email box will be regarded as the official receipt date and time of the application.
- 8.5 Late applications and applications submitted by fax and other electronic methods other than email, or application proposals not submitted on the designated Application Form will not be processed by the Office.
- 8.6 If the applicant does not receive an application acknowledgement from the Office by email, fax or post within two weeks after the deadline, please call the Office to enquire.
- 8.7 The LCSD reserves the right not to consider the applications not complying with the requirements set forth in this Guide and the Application Form or with incomplete information. The Department will reject any applications providing in the Application Form and supporting documents with false, untrue, forged, inaccurate or incomplete declarations, guarantees, or statements, as well as plagiarised, copied, misleading, concealed parts, or any content or information that infringed the intellectual property rights of any person or contravene the Copyright Ordinance (Cap. 528). In case of such contravention, the LCSD will also withdraw any funding support already approved.
- 8.8 The Application Form and supporting documents submitted will be retained for archival and auditing purposes, no matter whether the application is successful or not. Therefore, the applicant should make copies of the Application Form and documents submitted for his / her own records. All other submitted materials, such as books, images, audio-visual recordings, etc., will not be returned.

## **9. Release of Results and Signing of Agreements**

- 9.1 The Office will notify each applicant in writing of the application result by April 2020. However, the Office reserves the right to postpone the notification.
- 9.2 Upon receipt of the notification, the successful applicants shall reply to the Office on whether or not they will accept the grants and the granting conditions. The Office will arrange with the successful applicants accepting the grants, the grantees by then, to sign an agreement for confirming the details and arrangements of the funded projects. The grantees shall implement the funded projects in accordance with the clauses of the agreements. If applicants wish to know more about the responsibilities after acceptance of grants, such as restrictions and conditions on the use of grants, monitoring and evaluation mechanisms of funded projects, requirements for submission of evaluation reports and auditor's reports, etc., they could contact the Office to make enquiries or request for a sample of the agreement for reference.

## **10. Disbursement of Funds**

- 10.1 The name of payee should be the same as that of the applicant. The funds will be disbursed by instalments upon the actual progress of the funded project as well as submission of progress evidence.
- 10.2 The Office reserves the absolute right to adjust the number of instalments and the proportion of approved funding of each instalment in view of the project nature and the conditions for funding support. In the event that the grantee would like to re-arrange the disbursement of the fund, he / she shall submit a written request for consideration by the Office.

## **11. Prevention of Bribery Ordinance**

All applicants and grantees shall strictly observe the provisions in the Prevention of Bribery Ordinance (Cap. 201) and are prohibited from offering or soliciting money, gifts or any other advantages to or from any person, or accepting money, gifts or any other advantages from any person on the occasions of submitting the applications and implementing the funded projects, or in connection with the funded projects. Applicants, grantees, or related persons of the two are prohibited from offering any advantages to, or soliciting and receiving any advantages from the members of the ICHAC and its Assessment Panel, staff members of LCSO and ICH Office as well as experts and other personnel assigned to assess the applications, monitor the progress of funded projects and evaluate the effectiveness of funding. In case offences are committed under the Ordinance, the concerned applications or approved grants will be declared null and void.

## **12. Handling and Enquiry of Personal Data**

- 12.1 The Office shall collect the Hong Kong Identity Card number of the applicant / authorised representatives / individuals to enable correct identification of, or correct attribution of the funding application to, the holder of the Hong Kong Identity Card pursuant to the Code of Practice on the Identity Card Number and Other Personal Identifiers issued by the Privacy Commissioner for Personal Data.
- 12.2 The personal data provided in the application documents will be used by the Office to process and assess funding application. Failure to provide the required information may affect the assessment process and result of application.
- 12.3 The applicant and the grantee shall inform the Office in writing of any changes of personal data contained in the documents submitted for application and after the funding approval so as to ensure that the personal data held by the Office are correct. In the interest of promoting ICH and maintaining transparency, the grantee shall authorise the Office for releasing the information related to the funded project (e.g. name of the grantee, funding amount approved, nature and abstract of project) on the documents, reports, websites, newsletters and other periodicals or publications of the HKSAR Government as the case may require. The HKSAR Government may employ the information for research, evaluation, review, audit and policy formulation purposes.
- 12.4 For the sake of application assessment, monitoring the progress of the funded project, and evaluating the effectiveness of the funding support provided, the applicant and the grantee shall authorise the Office to print, distribute or copy the personal data contained in the application documents and documents submitted after the funding approval, to the members of the ICHAC and its Assessment Panel, consultants / advisors, related government departments and persons involved in the application assessment and evaluation of funding support for reviews and references.
- 12.5 The applicant and the grantee shall have the right to know if the Office possesses the personal data of the Applicant and persons involved in the project, obtain a copy and amend any inaccurate information contained therein as provided for in sections 18 and 22 of and Principle 6 in Schedule 1 to the Personal Data (Privacy) Ordinance (Cap. 486). For access to and amendments of personal data, please make a written request to the Office (address: Intangible Cultural Heritage Office, Sam Tung Uk Museum, 2 Kwu Uk Lane, Tsuen Wan, New Territories, Hong Kong).

Intangible Cultural Heritage Office  
Leisure and Cultural Services Department  
November 2019

**Research and Publication on the Items of  
the “Representative List of the ICH of Hong Kong”**

**1. Purpose**

This project aims at conducting research and publishing monograph series on the 20 items inscribed onto the “Representative List of the ICH of Hong Kong” (Representative Items) so as to enhance the public’s understanding of these items.

**2. Project Information and Responsibilities of Partners**

- 2.1 Successful applicants shall conduct in-depth research on the cultural content, historical development and transmission of the selected Representative Items, and collect relevant oral history materials, documents and photographs for publication of monographs. The 20 Representative Items are listed in Part 4 of this Annex. Applicants can select more than one item for research and publication.
- 2.2 Each monograph shall be dedicated to a single Representative Item with no less than 50,000 Chinese words. It shall include the historical background and development, cultural values, activities/ skills and overview of the item, information of ICH bearers and bearer organisations, historical photograph, scans of historical documents and a list of documentary information, etc. Applicants may also make reference to the content of the survey form in Part 5 of Annex II.
- 2.3 Successful applicants shall liaise with the publishers and distributors for taking up the printing, publication, distribution and sale of the monographs.
- 2.4 The publications shall be named under the “Monograph on the Representative List of the Intangible Cultural Heritage of Hong Kong”. The ICH Office will provide comment on the design and format of the publications.
- 2.5 The research and publication shall be completed within 3 years. The print run of each monograph shall not be less than 1,500 copies with no less than 70% for sale and the remaining copies for free distribution to public libraries, museums, schools, etc. in Hong Kong.
- 2.6 Successful applicants shall arrange promotion and publicity for the publications, such as book launching ceremony, talks, seminars, etc.

### 3. Eligibility of Applicants

3.1 Eligible applicants should meet one of the following criteria:

- (a) Hong Kong residents with a valid Hong Kong Identity Card meeting the criteria set out at paragraph 3.2 below (The applicant must be the Researcher-in-charge of the project) ;
- (b) Higher education institutions in Hong Kong with local degree-awarding power as listed on the webpage of the Education Bureau; or
- (c) Recognised bearer organisations of the local items inscribed onto the national list of ICH fulfilling one of the following conditions:
  - (i) Charities recognised locally  
Refer to organisations which are exempt from tax under section 88 of the Inland Revenue Ordinance  
[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 a copy of document of organisation registration must be provided];
  - (ii) Local registered and non-profit making companies  
[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 a copy of the company's articles of association/ memorandum and articles of association (which must include a clause prohibiting the distribution of the company's profits or properties amongst its members upon dissolution; and its objects and powers shall not include the distribution of profits to members) must be provided]; or
  - (iii) Local registered and non-profit making societies  
[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 a copy of the constitution (which must include a clause prohibiting the distribution of the organisation's profits or properties amongst its members upon dissolution; and its objects and powers shall not include the distribution of profits to members) must be provided.]

3.2 The Researcher-in-charge should -

- (a) have a doctoral degree in Hong Kong history, culture, ICH or other related fields; and
- (b) have research experience in Hong Kong history, culture, ICH or other related fields

3.3 Preference will be given in the following order to applicants who have -

- (a) published books or papers on Hong Kong history, culture, ICH or other related fields in the past three years (i.e. from 21 December 2016 to 20 December 2019);
- (b) completed research project(s) on Hong Kong history, culture, ICH or other related fields funded by the HKSAR Government or other funding organisations in the past three years (i.e. from 21 December 2016 to 20 December 2019);
- (c) obtained consent from individuals / organisations possessing techniques and knowledge or with the capability of transmitting rituals and traditions related to the Representative Items to support the research and publication;
- (d) solid experience in collaborating with local publishers on book publishing.

**4. Representation List of the ICH of Hong Kong**

<b>Domains as specified by the Convention for the Safeguarding of the ICH</b>	<b>Items</b>
Performing arts	<ol style="list-style-type: none"><li>1. Cantonese Opera</li><li>2. Hakka Unicorn Dance in Hang Hau in Sai Kung</li><li>3. Quanzhen Temples Taoist Ritual Music</li><li>4. Nanyin (Southern Tunes)</li></ol>
Social practices, rituals and festive events	<ol style="list-style-type: none"><li>5. Cheung Chau Jiao Festival</li><li>6. Tai O Dragon Boat Water Parade</li><li>7. Yu Lan Ghost Festival of the Hong Kong Chiu Chow Community</li><li>8. Mid-Autumn Festival - the Tai Hang Fire Dragon Dance</li><li>9. Wong Tai Sin Belief and Customs</li><li>10. Spring and Autumn Ancestral</li></ol>

<b>Domains as specified by the Convention for the Safeguarding of the ICH</b>	<b>Items</b>
	Worship of Clans 11. Tin Hau Festival in Hong Kong 12. Mid-Autumn Festival - the Pok Fu Lam Fire Dragon Dance 13. Taoist Ritual Tradition of the Zhengyi School 14. Sek Pun (Basin Feast)
Knowledge and practices concerning nature and the universe	15. Herbal Tea
Traditional craftsmanship	16. The Arts of the Guqin (The Craft of Qin Making) 17. Hong Kong-style Milk Tea Making Technique 18. Paper Crafting Technique 19. The Sewing Techniques of Hong Kong - style Cheongsam and Kwan Kwa Wedding Costume 20. Bamboo Theatre Building Technique

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

**1. Purpose**

This project aims at conducting surveys and research on the items not yet included in the Intangible Cultural Heritage (ICH) Inventory of Hong Kong.

**2. Project Information and Responsibilities of Partners**

- 2.1 Successful applicants shall conduct surveys and researches on the items not yet included in the ICH Inventory of Hong Kong as listed in Part 4 of this Annex.
- 2.2 Applicants should select no less than 15 essential items and at least 5 reserved items for each application. The project duration is no more than 3 years. At least 80% of the essential items should be selected from the list in Part 4 below. If applicants wish to include other items, these items should not exceed 20% of the total amount (i.e. no more than 3 other items out of a total of 15 items). The reserved items must be selected from Part 4 below.
- 2.3 The reserved items serve as replacement for essential items during the assessment of application and execution of the project.
- 2.4 Successful applicants shall fill out the survey form (with sample provided in Part 5 of this Annex) for each item.
- 2.5 Successful applicants shall complete the survey forms for no less than 5 items every year. Archival materials collected during the surveys and researches shall be recorded in the survey forms.

**3. Eligibility of Applicants**

- 3.1 Eligible applicants shall meet one of the following criteria:
  - (a) Hong Kong residents with a valid Hong Kong Identity Card meeting the criteria set out at paragraph 3.2 below (The applicant must be the Researcher-in-charge of the project); or
  - (b) Higher education institutions in Hong Kong with local degree-awarding power as listed on the webpage of the Education Bureau.

3.2 The Researcher-in-charge should -

- (a) have a doctoral degree in Hong Kong history, culture, ICH or other related fields; and
- (b) have research experience in Hong Kong history, culture, ICH or other related fields.

3.3 Preference will be given in the following order to applicants who have -

- (a) published books or papers on Hong Kong history, culture, ICH or other related fields in the past three years (i.e. from 21 December 2016 to 20 December 2019);
- (b) completed research project(s) on Hong Kong history, culture, ICH or other related fields funded by the HKSAR Government or other funding organisations in the past three years (i.e. from 21 December 2016 to 20 December 2019);
- (c) obtained consent from individuals / organisations possessing techniques and knowledge or with the capability of transmitting rituals and traditions related to the items to support the surveys and research of related items.

**4. Items Not Included in the ICH Inventory of Hong Kong**

(Please refer to the Chinese version for exact items)

<b>Domains</b>	<b>Items</b>
(A) Oral traditions and expressions	<ol style="list-style-type: none"><li>1. Hoisanva (Taishanese)/ Taishan and Kaiping Dialects</li><li>2. Shanghai Dialect/ Hu Dialect</li><li>3. Dongguan (Tung Koon) Dialect</li><li>4. Traditional Chinese Characters</li></ol>
(B) Performing arts	<ol style="list-style-type: none"><li>1. Wai Tau Songs</li></ol>
(C) Social practices, rituals and festive events	<ol style="list-style-type: none"><li>1. Wah Tor (God of Chinese Medicine) Festival</li><li>2. Thanking the Deities at Chat Shing Temple, Kwun Hang, Shap Sze Heung, Sai Kung North</li><li>3. Yuen Long Kai-Fong Ten Years' Jiao Festival</li><li>4. "On Lung Qing Jiao" Festival in Six Villages of Wan Chau, Ping Shan</li><li>5. Jiao Festival in Tai Po Tau Tsuen, Tai Po, NT</li><li>6. New Year Celebration at Shan Ha Wai Village, Sha Tin</li><li>7. Jiao Festival of Chung Yi Hall, Tuen Mun Heung</li><li>8. Sixty Years' Jiao Festival of Sheung Shui Heung</li></ol>

<b>Domains</b>	<b>Items</b>
	<ol style="list-style-type: none"> <li>9. Tai She Tan of Cheung Chau</li> <li>10. Autumn Ancestral Worship of the Chan Lineage in Ma Wan</li> <li>11. Visiting Gratuitous Graves for the Anonymous Dead by Ma Wan Rural Committee</li> <li>12. Birthday of Laozi</li> <li>13. Our Lady of Fatima Parade in Cheung Chau</li> <li>14. “On Lung Ching Jiao” Festival in Ko Lau Wan Village</li> <li>15. “On Lung Qing Jiao” Festival in Lin Fa Tei Village, Pat Heung</li> <li>16. Jiao Festival at Lam Tsuen, Tai Po</li> <li>17. Jiao Festival at Nga Tsin wai</li> <li>18. Jiao Festival at Shek O Village, Big Wave Bay, Hok Tsui</li> <li>19. Jiao Festival of Lui Kong Tai Cheong Loong Hong Shui Woon Tong</li> <li>20. Birthday of Jade Emperor and Earth God</li> <li>21. Ancestral Worship in Shek Kwu Lung, Sha Tin</li> <li>22. Sip Tai Sui</li> <li>23. Lighting Lantern Ritual in Lin Fa Tei Village, Pat Heung</li> <li>24. Feng Shui</li> <li>25. Planchette Writing</li> <li>26. Emei Divination and Astrology</li> <li>27. Yi Jing (The Book of Changes)</li> <li>28. Praying and Drawing Divination Stick</li> <li>29. Lighting Lantern Ritual in Shek Kwu Lung, Sha Tin</li> <li>30. Kwun Yum (Goddess of Mercy) Open Treasury</li> <li>31. Divination and Fortune Telling</li> <li>32. Zi Mei Dau Sou (Pole Star Divination)</li> <li>33. Divination</li> <li>34. Palmistry and Physiognomy</li> <li>35. Hoi Luk Fung/ Hoklo Taoist Tradition</li> <li>36. Eid al-Fir (Feast of Breaking the Fast)</li> <li>37. Mawlid al-nabi (Birthday of the Prophet Muhammad)</li> <li>38. Eid al-Adha (Festival of Sacrifice)</li> </ol>
(D) Knowledge and practices concerning nature and the universe	<ol style="list-style-type: none"> <li>1. Qigong</li> <li>2. Emei Linji School Qigong</li> <li>3. Acupuncture</li> <li>4. Art of Chinese Chess</li> <li>5. Mahjong Playing Technique</li> <li>6. Luk Fu (Six Tigers) Hakka Card Game</li> <li>7. Skills of Abacus Calculation</li> <li>8. Tin Kau Tiles/ Tin Kau Playing</li> </ol>

<b>Domains</b>	<b>Items</b>
	9. Children Games (including Bean Bag Toss, Pick-up Stick, Plastic Football, Chinese Jump Rope) 10. Cage Trapping Fishing Method 11. Stereoscopic Farming Method 12. Wooden Lure Fishing Method
(E) Traditional craftsmanship	1. Fried Rice Biscuit Production Technique 2. Crispy Puffed Rice Cake Production Technique 3. Soya Bean Food Production Skills (including Fermented Bean Curd Production Technique, Stinky Bean Curd Production Technique, Hakka Bean Curd Production Technique, Bean Curd Sheet Making Technique) 4. Pancake with Sugar Cracker Production Technique 5. Snake Soup Production Technique 6. Egg Waffle Production Technique 7. Shanghai Cuisine 8. Chiu Chow Cuisine and Food Production Skills (including Chiu Chow Daa Laang ,Veggie Dumpling) 9. Hakka Food Production Skills (including Glutinous Rice Cake, Braised Pork in Hakka Style, Hakka Rice Noodles, Hakka Lei-cha Production Technique) 10. Double-steamed Rice Wine Production Technique 11. Fermented Fish Sauce Production 12. Oil Stick Production Technique 13. Fujian Shrimp Oil Production Technique 14. Traditional Noodles and Traditional Shrimp Roe Noodles Production Technique 15. Cloth-pulled Rice Noodle Roll Production Technique 16. Western Clothes Production Technique 17. Kam Wo Tea Production Technique 18. Yu Yee Oil Production Technique 19. Hong Kong Comics 20. Kite Production Technique 21. Old Tree and Potted Plant Growing Method 22. Traditional Rope Production Technique 23. Jingde-style Hand-made Ceramic Making Technique 24. Rattan Making Technique 25. Traditional Construction Technique 26. Traditional Paddle Production Technique 27. Seal Carving Technique 28. Stone Carving and Inscription Technique 29. Incense Production Technique

## 5. Survey Form (Sample)

Item no. and title:

1	Basic information (including activity, associated knowledge, way of expression, structure of activity, organisation and way of transmission, etc.) (no less than 1,000 words)	
2	Region and geographical distribution (including associated social, cultural and/ or natural environment)	
3	Location and occasion (no less than 200 words)	
4	Historical development (no less than 1,000 words)	
5	Bearer(s)/ Bearer group(s)	
6	Particulars of bearer(s) (date of birth, correspondence address and contact information)	
7	Strength, style and contribution of the bearer(s) (no less than 700 words)	
8	Organisation(s) protecting and transmitting the item	
9	Key elements and characteristics of the item (no less than 800 words)	
10	Important values of the item (e.g. historical, literary, artistic, and/or scientific values) (no less than 800 words)	

11	Transmission of the item at the present time (no less than 800 words)	
12	Associated tools, products and/ or works	
13	Difficulties in protecting and transmitting the item (no less than 500 words)	
14	Archival materials (submitted with digital records)	
15	Other archival materials	
16	Photographic records (submitted with digital records)	
17	Video records (submitted with digital records)	
18	Interview record (Please record the name of interviewer; date, time, location of interview; name and contact information of interviewee; gist of interview etc.) for each interview	
19	Other information	

## **ICH Mobile Centre**

### **1. Purpose**

This project aims at providing exhibition, education and public programmes through a mobile vehicle to promote ICH and enhance the understanding of local ICH items among students and the public.

### **2. Project Information and Responsibilities of the Partner**

ICH Office and the successful applicant will be the presenter and organiser of the ICH Mobile Centre (“Centre”) respectively. The successful applicant is required to design, plan and operate the Centre and provide the following services:

- (a) to modify a 16-tonne (+/- 2 tonnes) box truck, apply for license and permit, and arrange insurance coverage. Adequate air-conditioning equipment shall be provided in the compartment, which should allow group activities of no less than 15 participants. Safe access to the compartment shall be provided. The exhaust emission standards of the truck should not be lower than the level of EURO V;
- (b) to design and fabricate exhibition, including exterior design of the truck, as well as the display and multi-media installations for interactive programmes, virtual-reality tour, audio-visual programmes, etc. inside the compartment;
- (c) to plan and develop the themes and contents of the education and public programmes (such as performance, workshops, talks, etc.) and to deliver these programmes;
- (d) to design and produce education kits;
- (e) to revise the design, content, production and arrangement of the exhibition, education and public programmes, and education kits upon request by ICH Office;
- (f) the service period of the Centre is from 1 September 2020 to 31 July 2022, with no less than 500 service days in total. In general, the Centre will provide services at schools during school days from 8 am to 4 pm, Mondays to Fridays, and public places in different districts during non-school days (including weekends and school holidays) from 12 noon to 6 pm;

- (g) to liaise and arrange with schools and other venues, and to follow up on the touring of the Centre, including the arrival arrangement and the organisation of the education and public programmes;
- (h) to arrange at least two trained staff members during service hours to provide guided tour service in the Centre, deliver education and public programmes, and distribute education kits, leaflets and/or other materials;
- (i) to assist ICH Office in organising three special large-scale events (ten days in total) every year (actual arrangement to be confirmed by ICH Office) and provide adequate manpower support for such events;
- (j) to arrange publicity for the Centre, including the design and release of all publicity materials, such as featured articles, posters, letters, advertisements, webpages, and social media, etc;
- (k) to follow up and complete all tasks related to the Centre in accordance with the requests of ICH Office; and
- (l) all services and programmes provided by the Centre are free of charge. The successful applicant shall not generate revenue from or impose charges on such services and programmes.

### **3. Eligibility of Applicants**

Applicants must fulfill one of the following conditions:

(a) **Charities recognised locally**

Refer to organisations which are exempt from tax under section 88 of the Inland Revenue Ordinance

[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 document of organisation registration must be provided];

(b) **Local registered and non-profit making companies**

[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 a copy of the company's articles of association / memorandum and articles of association (which must include a clause prohibiting the distribution of the company's profits or properties amongst its members upon dissolution; and its objects and powers shall not include the distribution of profits to members) must be provided];

(c) **Local registered and non-profit making societies**

[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 a copy of the constitution (which must include a clause prohibiting the distribution of the organisation's profits or properties amongst its members upon dissolution; and its objects and powers shall not include the distribution of profits to members) must be provided];

(d) **Post-secondary education institutions recognised locally**

Refer to the higher education institutions in Hong Kong with local degree-awarding power as listed on the webpage of the Education Bureau and the member institutions which provide manpower training under the Vocational Training Council.