

Intangible Cultural Heritage Funding Scheme

Guide to Application for “Partnership Projects 2020”

1. Preamble

The Intangible Cultural Heritage (“ICH”) Funding Scheme is accepting applications for “Partnership Projects 2020” from 15 July 2020 (Wednesday) to **12:00:00 noon on 27 August 2020 (Thursday)** (“Deadline”). Enquiries on this “Guide to Application for Partnership Projects 2020” (“Guide”) and the “Application Form for Partnership Projects 2020” (“Application Form”) as well as other funding matters should be addressed to the Intangible Cultural Heritage Office (“the ICHO” / “the Office”) of the Leisure and Cultural Services Department (“the LCSD”):

Telephone: 2267 1971

Fax: 2462 6320

Email for enquiry*: ichfs@lcsd.gov.hk

Website: www.lcsd.gov.hk/ICHO

Office Hours: Monday to Friday (except public holidays)

9 am to 1 pm; 2 pm to 6 pm

* Applications to this email address **will not be accepted**. Applications should be submitted to ichfs_app@lcsd.gov.hk.

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 ICH¹ 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 the ICHO 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 the 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 local organisations and individuals with relevant experience to carry 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.

¹ 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.

- 2.5 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.
- 2.6 The ICH Funding Scheme is now offering funding support for “Partnership Projects 2020”. 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 2020”.

3. Scope of Projects and Eligibility of Applicants

- 3.1 The “Partnership Projects 2020” includes the following eight projects:
- (a) Research and Publication on the Items of the “Representative List of the ICH of Hong Kong”
 - (b) Survey and Research for Enriching the “ICH Inventory of Hong Kong”
 - (c) Survey on ICH of Different Groups in Hong Kong
 - (d) Monograph Series on ICH of Hong Kong
 - (e) Picture Book Series on ICH of Hong Kong
 - (f) ICH Hub
 - (g) ICH Domain
 - (h) ICH for All

The funded projects shall normally commence within six months after the signing of funding agreement. Responsibilities of partners and eligibility of applicants are in Annex I to Annex VIII.

- 3.2 Application is limited to a single person or organisation; joint application of multiple applicants is not accepted.

- 3.3 If an applicant is a staff member of a post-secondary education institution, he/she should provide documentary proof issued by the person-in-charge of the relevant institution showing the approval for the applicant to apply under his / her own name and the confirmation that the proposed project does not fall under the scope of the relevant institution's own funding support.
- 3.4 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 the established criteria, guidelines and procedures. Upon receipt of the funding recommendations made by the Assessment Panel, the LCSD will make the final decision and determine the amount and conditions of funding support for approved cases pursuant to the established procedures. The LCSD reserves the ultimate right regarding the procedures and arrangements of the assessment mechanism.

5. Assessment Criteria

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

- (a) the proposed projects comply with the objectives stipulated in paragraph 2.4 above, are of cultural values and can manifest the cultural substance of the related ICH item(s);
- (b) the proposed projects demonstrate the unique ideas / concepts, while the proposed forms of implementation are appropriate and feasible;
- (c) the applicants possess the relevant knowledge and skills, and have good track records; and the personnel involved include bearer(s) or members of bearer organisation(s) of the related ICH item(s), or those with the relevant cultural and artistic literacy or administrative ability, qualifications, experience or reputation;
- (d) the proposed projects are beneficial to the society, including promotion, safeguarding and transmission of ICH in academia / schools or different communities / groups.

- 5.2 Apart from the criteria stipulated in paragraph 5.1, the Assessment Panel and the ICHO will also make assessment in accordance with the eligibility of applicants and priorities set forth in paragraph 3 of Annex I to Annex VIII.
- 5.3 Assessment results/ evaluation reports (if any) of past activities in collaboration with the ICHO, or projects supported under the ICH Funding Scheme, will also be referenced by the Assessment Panel and the Office

6. The Determination of the Funding Amount

- 6.1 In order to attain significant impact in the community, the projects must be of a certain scale, and the funding amount applied for each project shall not be less than HK\$250,000. The LCSD reserves the right to approve a lower amount for individual projects.
- 6.2 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 Assessment Panel and the Office 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 amount approved for various ICH items and projects of different natures;
 - (c) the financial capacity of the applicants;
 - (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 may support certain components or expenditure items of the projects, and not grant full funding amount applied by the applicants.

- 6.3 In the event of a deficit arising from implementing the funded project, the grantee will solely be responsible for the shortfall and the LCSD will not grant additional funds to cover such deficits or cost overruns.

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, tuition or admission fees, 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 grantee 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 already 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 item(s) will not be supported and for successful applications the amount of grant of such item(s) will be deducted from the approved budget. The applicant is also required to declare if the proposed project has obtained or is seeking other non-monetary support (e.g. venue or material 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 venues / instruments / equipment already owned by the grantee, warehouse rental, expenses arising from visa / travelling / accommodation for visits outside Hong Kong/ visits to Hong Kong (except for "Monograph Series on ICH of 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 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 projects. In addition, they should be directly related to the actual implementation of the projects. The grant will not be a

subsidy to the daily administrative expenditures of the applicants' 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 applicants would only be able to carry out the projects 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 to rent such instruments or equipment in the market, shall be provided.
- (e) All incomes and expenditures of the funded projects 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 to other expenditure items.

8. Submission and Requirements of Application

8.1 The Application Form can be downloaded from the ICHO's website (www.lcsd.gov.hk/ICHO). The Deadline is **12:00:00 noon on 27 August 2020 (Thursday)**.

8.2 The applicant should submit the duly completed Application Form (in duplicate, one original and one copy) together with supporting documents (only one copy required) 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[#] in a sealed envelope marked with "Application for Partnership Projects"; or
- (b) by email to **ichfs_app@lcsd.gov.hk**. Applications submitted to other email addresses of the Office will not be accepted

[#] Opening hours of Sam Tung Uk Museum: Monday, Wednesday to Sunday, 10:00am to 6:00pm; Closed on Tuesday. The Museum will continue to receive applications when it is temporarily closed in view of the latest situation of the COVID-19.

- 8.3 For email submission, the applicant should ensure that his / her computer can support the sending of the Application Form and supporting documents to the Office's email box. Each email should not contain more than one applications. The applicant should check the size limit of the email attachments for his / her email services. Application materials can be sent in multiple emails (**no more than 15MB** each) with project title and applicant name as the email subject if there are over-sized attachments. The applicant should 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 shall be signed in person, scanned and submitted in PDF. The Office reserves the right not to process applications not complying with the above requirements. In addition, email applications should reach the Office's email box by the Deadline (i.e. **12:00:00 noon on 27 August 2020**), 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.
- 8.4 The following application will not be accepted:
- (a) late applications;
 - (b) applications submitted by the ways other than those mentioned in paragraph 8.2(a) and (b);
 - (c) applications submitted via shared links or other online transmission platforms;
 - (d) applications submitted to email addresses other than **ichfs_app@lcsd.gov.hk** (if apply via email);
 - (e) applications not submitted on the designated Application Form of the "Partnership Projects 2020"; or
 - (f) application forms with more than one applied projects.
- 8.5 Any amendments to the Application Forms and contents of the proposed projects after the Deadline will not be considered.
- 8.6 The applicant may contact the Office if he / she does not receive an acknowledgement from the Office by email, fax or post within two weeks after the Deadline.
- 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 in December 2020. However, the Office reserves the right to postpone the notification.
- 9.2 The successful applicants shall reply to the Office within a specified period on whether or not they will accept the grants and the granting conditions, if any. 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 (English version only) 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 taking into account 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 (including participants of the projects) 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 the LCSD and ICHO 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 applicants / authorised representatives / individuals to enable correct identification of and / 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 and project, funding amount approved, nature and abstract of the 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
July 2020

Research and Publication on the Items of the “Representative List of the Intangible Cultural Heritage of Hong Kong”

1. Purpose

The aim of this project is to conduct research and publish monograph series on the items inscribed onto the “Representative List of the Intangible Cultural Heritage (ICH) of Hong Kong” (Representative Items) so as to enhance the public’s understanding of these items. The items that are open for applications in this round include Cantonese Opera, Quanzhen Temples Taoist Ritual Music, Nanyin (Southern Tunes), Cheung Chau Jiao Festival, Yu Lan Ghost Festival of the Hong Kong Chiu Chow Community, Spring and Autumn Ancestral Worship of Clans, Sek Pun (Basin Feast), The Arts of the Guqin (The Craft of Qin Making) and Bamboo Theatre Building Technique.

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, etc. for publication of monographs. 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, but be not limited to, 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 follow up on the comments made on the draft of the book by the ICH Office and make amendments as appropriate.
- 2.4 Successful applicants shall liaise with experienced publishers and distributors for the printing, publication, distribution and sale of the monographs.
- 2.5 The publications shall be named appropriately as part of the “Monograph on the Representative List of the Intangible Cultural Heritage of Hong Kong”. The ICH Office will provide a template on the cover design for the successful applicants to follow and adopt.

- 2.6 The research and publication shall be completed within 3 years after the commencement of the project. The print run of each monograph shall not be less than 1,500 copies with no less than 70% going for sale and any remaining copies going for free distribution to public libraries, museums, schools or the organisations designated by the ICH Office etc., in Hong Kong.
- 2.7 Successful applicants shall arrange for the promotion and publicity of the publications, such as book launching ceremonies, talks, seminars.

3. Eligibility of Applicants

3.1 Eligible applicants should meet one of the following criteria:

(a) **Higher education institutions in Hong Kong**

Degree-awarding higher education institutions in Hong Kong as listed on the webpage of the Education Bureau; or

(b) **Locally recognised ICH bearers/ bearer organisations or their authorised organisations**

Recognised bearers/ bearer organisations of the local items inscribed onto the national list of ICH or their authorised organisations (an authorization document signed by the relevant ICH bearer/ bearer organisation shall be presented) fulfilling one of the following conditions:

(i) **Charities recognised locally**

Organisations 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 as well as a list of organisation's principal persons-in-charge should be provided];

(ii) **Locally 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), a copy of the company's articles of association/ memorandum and articles of association already registered at Companies Registry (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) as well as a list of directors should be provided]; or

(iii) Locally 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), a copy of the constitution or minutes showing the purpose and objects of the society (which must include a clause prohibiting the distribution of the organisation's profits or properties amongst its members upon dissolution; or with wording/ meaning suggesting the remaining properties will be used in charities or donated to other charities groups/ non-profit making groups/groups with similar mission; and its objects and powers shall not include the distribution of profits to members) as well as a list of the office-bearers should be provided.]

(c) Hong Kong residents with a valid Hong Kong Identity Card

The applicant must be the Researcher-in-charge of the project and meet the criteria set out at paragraph 3.2 below.

3.2 The Researcher-in-charge shall meet one of the following criteria-

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

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

- (a) published books or papers on history, culture, ICH or other related fields in the past 3 years (i.e. from 28 August 2017 to 27 August 2020);
- (b) completed research project(s) on history, culture, ICH or other related fields funded by the HKSAR Government or other funding organisations in the past 3 years (i.e. from 28 August 2017 to 27 August 2020);
- (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.

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

1. Purpose

The aim of this project is to conduct surveys of 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 of and research 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 reserved items will serve as replacement for essential items during the assessment of application and execution of the project.
- 2.3 Successful applicants shall fill out the Survey Form (with sample provided in Part 5 of this Annex) for each item.
- 2.4 The project duration is no more than 3 years after the commencement of the project. Successful applicants shall complete the Survey Forms for no less than 5 items every year. Archival materials collected during the surveys and research shall be recorded in the survey forms.

3. Eligibility of Applicants

- 3.1 Eligible applicants shall meet one of the following criteria:
 - (a) **Higher education institutions in Hong Kong**
Degree-awarding higher education institutions in Hong Kong as listed on the webpage of the Education Bureau; or
 - (b) **Hong Kong residents with a valid Hong Kong Identity Card**
The applicant must be the Researcher-in-charge of the project and meet the criteria set out at paragraph 3.2 below.
- 3.2 The Researcher-in-charge shall meet one of the following criteria -
 - (a) have a doctoral degree in history, culture, ICH or other related fields; or
 - (b) have research experience in history, culture, ICH or other related fields.

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

- (a) published books or papers on history, culture, ICH or other related fields in the past 3 years (i.e. from 28 August 2017 to 27 August 2020);
- (b) completed research project(s) on history, culture, ICH or other related fields funded by the HKSAR Government or other funding organisations in the past 3 years (i.e. from 28 August 2017 to 27 August 2020);
- (c) obtained consent from individuals / organisations possessing techniques and knowledge or with the capability of transmitting rituals and traditions related to the items under study to support the surveys and research.

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

Domains	Items
(A) Oral traditions and expressions	<ol style="list-style-type: none"> 1. Hoisanva (Taishanese)/ Taishan and Kaiping Dialects 2. Shanghai Dialect/ Hu Dialect 3. Dongguan (Tung Koon) Dialect
(B) Social practices, rituals and festive events	<ol style="list-style-type: none"> 1. Tai Chi: Wu’s Tai Chi, Tung’s Tai Chi and other Tai Chi not yet included in the ICH Inventory of Hong Kong 2. Martial Arts of Lingnan: Two-hand sword of Fujian, Yong Chun White Crane and other Martial Arts of Lingnan not yet included in the ICH Inventory of Hong Kong 3. Technique of leaf whistling 4. Gongche notation 5. Sixty Years’ Jiao Festival of Sheung Shui Heung 6. Jiao Festival at Lam Tsuen, Tai Po 7. Yulan Festival (Zhongyuan Festival) of Cheung Chau 8. Che Kung Festival at Ho Chung, Sai Kung 9. Autumn Worship of Tung Yick Tong, Pat Heung 10. Jiao Festival of Kam Tim Heung 11. Jiao Festival of Tin Hau Temple at Kat O Village 12. Jiao Festival at Tin Sam Village, Shatin

Domains	Items
	<ol style="list-style-type: none"> 13. Lantern lighting at Shan Ha Wai (Tsang Tai Uk), Shatin 14. The yearly praying for blessings and thanking deities at Ma Wan 15. Yulan Festival at Sham Tseng 16. Belief and practices of Western Pure Land Buddhism: Three Times Observance, chantings, etc. 17. Tin Hau Festival at Kowloon City 18. Beliefs and practices related to the supernatural: Shamans, jitong, spirit medium and others 19. Traditional table games: Chinese domino, Hakka card game and others 20. Skills of Abacus Calculation
(C) Knowledge and practices concerning nature and the universe	<ol style="list-style-type: none"> 1. Southern school of massage and bone setting
(D) Traditional craftsmanship	<ol style="list-style-type: none"> 1. Pancake with Sugar Cracker Production Technique 2. Shanghai Cuisine 3. Double-steamed Rice Wine Production Technique 4. Fujian Shrimp Oil Production Technique 5. Kite Production Technique 6. Old Tree and Potted Plant Growing Method 7. Traditional Rope Production Technique 8. Traditional Construction Technique 9. Traditional Paddle Production Technique 10. Seal Carving Technique 11. Traditional Plastering Technique 12. Signboard and Neon Light Tube Production Technique 13. Hakka Pattern Band Making Technique 14. Traditional Bamboo Scaffolding Technique 15. Court-style Lantern Making Technque 16. Traditional Model and Figure Making Technique 17. Kung Fu Tea Making Technique 18. Technique and Social Practice of Ginger and Vinegar Making 19. Making Technique of Chinese Brush and Brush of Newborn Hair

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) (year 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	

Survey of ICH Items of Different Groups in Hong Kong

1. Purpose

The aim of this project is to conduct a comprehensive survey of the intangible cultural heritage (ICH) of communities that have settled in Hong Kong to identify and record the activities, knowledge and craftsmanship that are representative, continuous and socially cohesive within these groups. The findings will serve as the basis for enriching the "ICH Inventory of Hong Kong" in the future.

2. Project Information and Responsibilities of Partners

2.1 Successful applicants need to conduct a survey of one of the following groups (more than one group can be chosen) -

- Filipino
- Indian
- Pakistani
- Vietnamese
- Indonesian
- Nepalese
- Thai
- Other non-Chinese groups

2.2 Successful applicants shall conduct a comprehensive survey and research and fill out a Survey Form for each ICH item in the study. The items to be surveyed must comply with the definition of ICH as stipulated in the Convention for the Safeguarding of the Intangible Cultural Heritage and should fall into one of the following ICH domains -

- Oral traditions and expressions
- Performing arts
- Social practices, rituals and festive events
- Knowledge and practices concerning nature and the universe
- Traditional craftsmanship

The items to be surveyed must be currently in practice and have been carried out for two to three generations with a profound effect on the sense of identity and continuity in the groups which are the subject of study.

2.3 The project will normally end in 3 years after the commencement of the survey and research. The actual project period, however, will be worked out in accordance with the actual items to be studied. Successful applicants should submit Survey Forms in a comparable quantity each year. Archival materials collected during the surveys and researches shall be recorded in the Survey Forms.

3. Eligibility of applicants

- 3.1 Applicant must be one of the degree-awarding higher education institutions in Hong Kong as listed on the webpage of the Education Bureau .
- 3.2 The Researcher-in-charge shall meet one of the following criteria -
 - (a) have a doctoral degree in history, culture, ICH or other related fields; or
 - (b) have research experience in history, culture, ICH or other related fields.
- 3.3 Preference will be given in the following order to applicants/ Researcher-in-charge who have -
 - (a) published books or papers on history, culture, ICH or other related fields in the past 3 years (i.e. from 28 August 2017 to 27 August 2020);
 - (b) completed research project(s) on history, culture, ICH or other related fields funded by the HKSAR Government or other funding organisations in the past 3 years (i.e. from 28 August 2017 to 27 August 2020);
 - (c) obtained consent from individuals / organisations possessing techniques and knowledge or with the capability of transmitting rituals and traditions related to the items under study to support the surveys and research.

4. Survey Form

Group under study: _____

1	Name of the Item	
2	Place where the item is active	
3	Date that the item is held/ practised	
4	Purpose of the item	
5	History of the item	
6	Content of the item	
7	Specific technique or knowledge involved	
8	Curriculum vitae of the bearer and the chronology of his work	

9	Personal information of the bearer (year of birth, correspondence address and contact)	
10	Related objects and products with brief introduction	
11	Written materials / archives	
12	Photographs	
13	Videos	
14	Whether to suggest the item to be included in the ICH Inventory of Hong Kong	Yes/ No Reasons:
15	Other information	

Monograph Series on ICH of Hong Kong

1. Purpose

The aim of this project is to conduct research and publish monographs on the themes “Hong Kong ICH in Traditional Culture” and “Hong Kong ICH in the Natural and Cultural Settings of Lingnan” so as to explore from a macro level the cultural and natural grounds on which the ICH of Hong Kong are rooted.

2. Project Information and Responsibilities of Partners

- 2.1 Successful applicants shall plan the content of the research with a view to feasibility and depth within the selected theme, collect relevant oral history materials, documents, photographs, etc., for publication of monographs.
- 2.2 Each monograph shall be no less than 50,000 Chinese words; it shall include, but not be limited to, an exploration of cultural origin, an analysis of geographic and natural factors and a compilation of historical documents in relation to the selected theme. All texts and content under this project must be based on in-depth research reflecting inspiration and originality. Additionally, examples from Hong Kong must be adequately cited for explanation.
- 2.3 Successful applicants shall follow up on the comments made on the draft of the book by the ICH Office and make amendments as appropriate.
- 2.4 Successful applicants shall liaise with experienced publishers and distributors for the printing, publication, distribution and sale of the monographs.
- 2.5 The publications shall be named appropriately as part of “The Intangible Cultural Heritage of Hong Kong Series”. The ICH Office will provide a template for the cover design for the successful applicants to follow and adopt.
- 2.6 The research and publication shall be completed within 3 years after the commencement of the project. The print run for each monograph shall not be less than 1,500 copies, with no less than 70% going for sale and any remaining copies going for free distribution to public libraries, museums, schools, or organisations designated by the ICH Office, etc., in Hong Kong.
- 2.7 Successful applicants shall arrange for the promotion and publicity of the publications, such as book-launching ceremonies, talks, seminars.

3. Eligibility of Applicants

- 3.1 Eligible applicants shall meet one of the following criteria -
- (a) **Higher education institutions in Hong Kong**
Degree-awarding higher education institutions in Hong Kong as listed on the webpage of the Education Bureau; or
 - (b) **Hong Kong residents with a valid Hong Kong Identity Card**
The applicant must be the Researcher-in-charge of the project and meet the criteria set out at paragraph 3.2 below.
- 3.2 The Researcher-in-charge shall meet one of the following criteria -
- (a) have a doctoral degree in history, culture, ICH or other related fields; or
 - (b) have research experience in history, culture, ICH or other related fields.
- 3.3 Preference will be given in the following order to applicants/ Researcher-in-charge who have -
- (a) published books or papers on history, culture, ICH or other related fields in the past 3 years (i.e. from 28 August 2017 to 27 August 2020);
 - (b) completed research project(s) on history, culture, ICH or other related fields funded by the HKSAR Government or other funding organisations in the past 3 years (i.e. from 28 August 2017 to 27 August 2020);
 - (c) obtained consent from individuals / organisations possessing techniques and knowledge or with the capability of transmitting rituals and traditions related to the Representative Items/ Inventory Items to support the research and publication;
 - (d) solid experience in collaborating with local publishers on book publishing.

Picture Book Series on ICH of Hong Kong

1. Purpose

The aim of this project is to produce 10 picture books featuring a simplistic approach and stage a series of fringe activities to vividly introduce and promote ICH to primary school students as well as to enhance their interest in and understanding of ICH.

2. Project Information and Responsibilities of Partners

Successful applicants shall be responsible for the following items -

- 2.1 Planning the storylines, writing the texts and drawing the illustrations for the 10 picture books. The themes and content of the picture books shall include the concepts of ICH, content and safeguarding of ICH, local ICH items, etc.
- 2.2 Planning and conducting the fringe activities for the picture books, such as teacher training, activities for students and the public; liaising with schools and other venues; recruiting participants for activities; following up on the activities and other related arrangements.
- 2.3 Developing and producing teaching materials related to the picture books, such as work sheets, content for QR codes, online teaching materials.
- 2.4 Following up on the comments made on the draft of the content and design of the picture book by the ICH Office and make amendments as appropriate.
- 2.5 Liaising with experienced publishers and distributors for the printing, publication, distribution and sale of the picture books.
- 2.6 Reserving an adequate number of free copies to be distributed to the participants in activities as well as an appropriate number of copies for sale.
- 2.7 Arranging for the promotion of the picture books and the fringe activities, including the design and distribution of publicity materials such as feature articles, posters, letters, advertisements, webpages and articles for social media platforms.
- 2.8 Completing the whole project in 3 years after its commencement. The successful applicant shall publish at least 3 illustrated books and conduct the fringe activities for the publications each year.

3. Eligibility of Applicants

3.1 Eligible applicants shall meet one of the following criteria -

- (a) **Higher education institutions in Hong Kong**
Degree-awarding higher education institutions in Hong Kong as listed on the webpage of the Education Bureau; or
- (b) **Charities recognised locally**
Organisations 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 as well as a list of organisation's principal persons-in-charge should be provided];or
- (c) **Locally 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), a copy of the company's articles of association/ memorandum and articles of association already registered at Companies Registry (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) as well as a list of directors should be provided]; or
- (d) **Locally 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), a copy of the constitution or minutes showing the purpose and objects of the society (which must include a clause prohibiting the distribution of the organisation's profits or properties amongst its members upon dissolution; or with wording/ meaning suggesting the remaining properties will be used in charities or donated to other charities groups/ non-profit making groups/groups with similar mission; and its objects and powers shall not include the distribution of profits to members) as well as a list of the office-bearers should be provided.]
- (e) **Hong Kong residents with a valid Hong Kong Identity Card**
The applicant must be the Project-in-charge of the project and meet the criteria set out at paragraph 3.2 below.

- 3.2 The Project-in-charge shall meet one of the following criteria -
- (a) have a doctoral degree in history, culture, ICH or other related fields; or
 - (b) have research experience in history, culture, ICH or other related fields.
- 3.3 Preference will be given in the following order to applicants/ Project-in-charge who have -
- (a) published books, papers or books/ illustrated publications/ education kits for students on history, culture, ICH or other related fields in the past 3 years (i.e. from 28 August 2017 to 27 August 2020);
 - (b) solid experience in education;
 - (c) obtained consent from individuals / organisations possessing techniques and knowledge or with the capability of transmitting rituals and traditions related to the Representative Items/ Inventory Items to support the publications and related fringe activities;
 - (d) solid experience in collaborating with local publishers on book publishing.
- 3.4 Applicants shall partner with an illustrator to produce the illustrated books; the illustrator shall have experience in producing or publishing picture books.

ICH Hub

1. Purpose

An individual or organisation with extensive experience in exhibition curatorship is invited to be the guest curator to plan, interpret, design and set up the ICH Hub (tentative name), covering 200 square metres, as well as build the ICH Hub brand to attract the younger generation in promoting and safeguarding Intangible Cultural Heritage (ICH).

2. Project Information and Responsibilities of Partners

The successful applicant will be responsible for the following items -

- 2.1 Suggesting content and interpretations for each exhibition area in the Hub; addressing the key messages in accordance with the exhibition ideas proposed by the ICH Office; and attracting the younger generation through innovative display methods.
- 2.2 Devising an appropriate display proposal and planning for the exhibition space; the overall design must be incorporated into the ambience of the historic building.
- 2.3 Designing, producing and installing the multimedia programmes and interactive games in alignment with the content of the exhibition, including but not limited to video shooting, content write-ups, subtitling and dubbing, as well as the software and hardware for the multimedia programmes, etc.
- 2.4 Providing all sorts of shop drawings as required in different stages, such as display proposals, drawings for displays and works, design and layout drawings for graphic panels and captions, drawings of showcases, etc.; and commencing the production and installation of the exhibition once the drawings are approved.
- 2.5 Coordinating closely with the venue management and architect to negotiate and set out the agreed way forward for the basic fit-out of building and gallery.
- 2.6 Designing publicity materials, including but not limited to, exhibition pamphlets, advertisements and webpages, etc.
- 2.7 The Hub is expected to open by mid/ late 2022. In the event of delay, the successful applicant shall complete all the tasks until the opening of the Hub.
- 2.8 Providing a one-year warranty for the installation as well as the software and hardware for the multimedia programmes in the Gallery.

3. Eligibility of Applicants

3.1 Eligible applicants shall meet one of the following criteria -

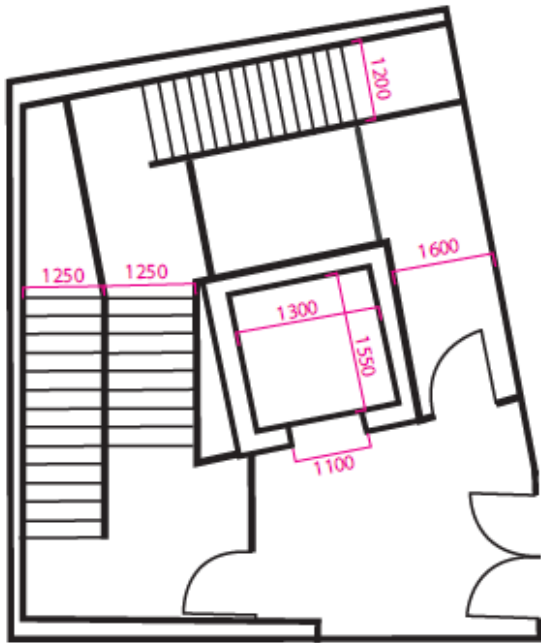
- (a) **Post-secondary education institutions in Hong Kong**
Degree-awarding higher education institutions in Hong Kong as listed on the webpage of the Education Bureau and the member institutions which provide manpower training under the Vocational Training Council; or
- (b) **Charities recognised locally**
Organisations 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 as well as a list of organisation's principal persons-in-charge should be provided];or
- (c) **Locally 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), a copy of the company's articles of association/ memorandum and articles of association already registered at Companies Registry (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) as well as a list of directors should be provided]; or
- (d) **Locally 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), a copy of the constitution or minutes showing the purpose and objects of the society (which must include a clause prohibiting the distribution of the organisation's profits or properties amongst its members upon dissolution; or with wording/ meaning suggesting the remaining properties will be used in charities or donated to other charities groups/ non-profit making groups/groups with similar mission; and its objects and powers shall not include the distribution of profits to members) as well as a list of the office-bearers should be provided.], or
- (e) **Hong Kong residents with a valid Hong Kong Identity Card**
The applicant must be the Project-in-charge of the project and meet the criteria set out at paragraph 3.2 below.

- 3.2 Applicants/ Project-in-charge must have been a curator/ curating organisation for any large-scale exhibition of no less than 200 square metres on history, art, culture or ICH-related themes in the past 5 years (i.e. from 28 August 2015 to 27 August 2020), whose responsibilities included planning, interpreting, designing and installing the exhibition.
- 3.3 Preference will be given in the following order to applicants/ Project-in-charge who have -
- (a) awards in the past 5 years (i.e. from 28 August 2015 to 27 August 2020) for his/her work in curating, designing or installing large-scale exhibition;
 - (b) solid experience in curating large-scale exhibitions on history, art, culture or ICH-related themes;
 - (c) curating experience in graded historic building(s);
 - (d) Qualification(s) in architecture/ historic building preservation/ surveying/ building services or related field.

4. Address and Floor Plan of Hub

The Hub is situated in the former headquarters of China Light and Power Co Ltd., 147, Argyle Street, Kowloon, which is a grade I historic building. Basic fit-out including air conditioning, power supply, lighting, telecommunication network, plastered wall, finished/ carpeted floor, etc. will be provided. The floor plan of the ICH Hub is on the next page.

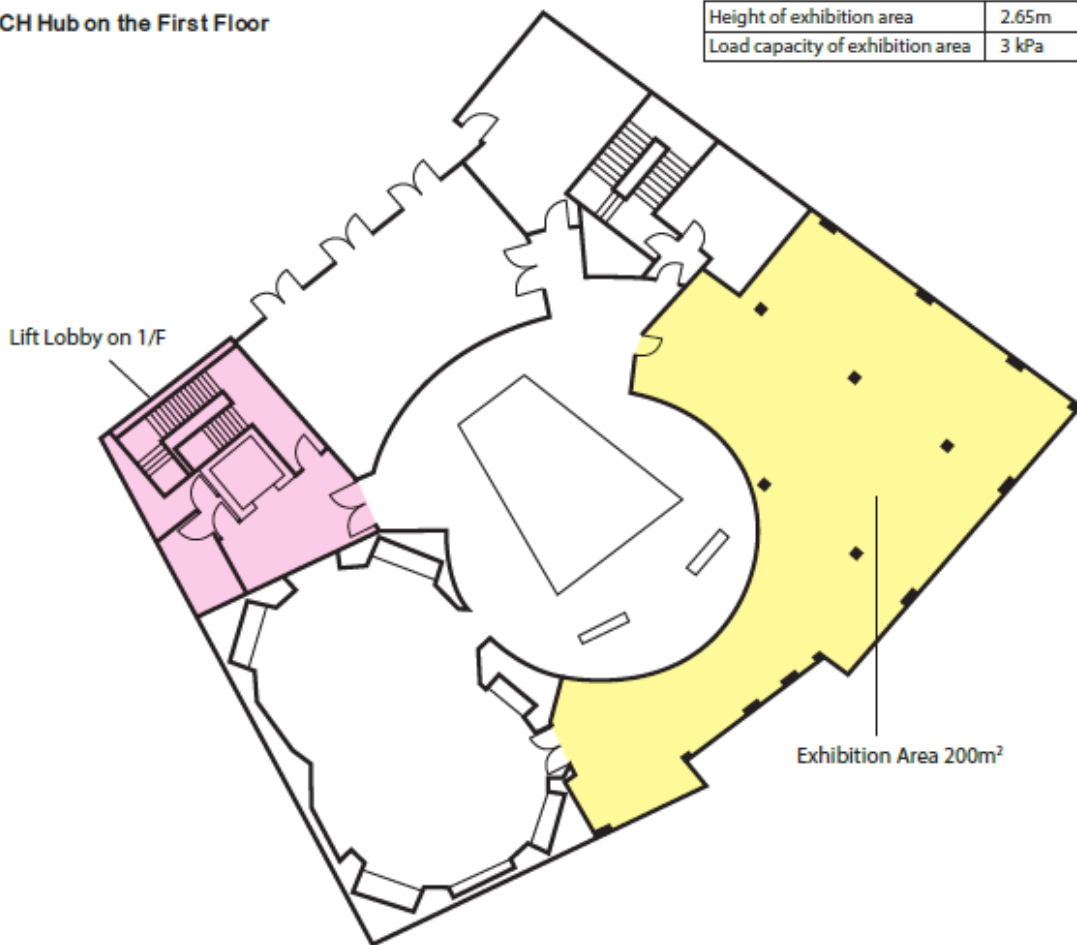
Lift Lobby on Ground Floor



Width of staircase	1.20-1.25m
Access to lift car	1.6m (w) x 2.8m (H)
Lift car(internal area)	1.30m (w) x 1.55m (w) x 3.00m (H)
Lift door	1.1 m (w) x 2.3m (H)
Load capacity of lift car	900 KG
Limit for vehicle entry	Below 5.5 Tons

ICH Hub on the First Floor

Height of exhibition area	2.65m
Load capacity of exhibition area	3 kPa



ICH Domain

1. Purpose

This project will provide a wide array of activities for teachers and students in concert with the revamp of the exhibition at the Hong Kong Intangible Cultural Heritage (ICH) Centre in the Sam Tung Uk Museum, so as to enhance their understanding of ICH and encourage them to visit the ICH Centre through participation in the Centre's activities.

2. Project Information and Responsibilities of Partners

The successful applicant shall be responsible for the following items -

- 2.1 Designing and organising a wide variety of interactive education programmes targeted specifically at students of pre-primary education, primary schools and secondary schools as well as teachers to complement the revamping project of the ICH Centre.
- 2.2 Arranging no less than 450 group activities during every Monday and Wednesday to Friday within the two-year project period. Each group activity should allow for 20-30 participants and last about 45 minutes.
- 2.3 Providing activity proposals for all proposed group activities, including an introduction, purpose, mode of operation, learning strategy, expected outcome, an evaluation of activity and related teaching materials. The proposals will form the blueprints for the planning and execution of the activities.
- 2.4 Liaising closely with the ICH Office to make appropriate arrangements for the implementation and promotion of the activities; and making amendments to the content and arrangement of the activities based on the requests and recommendations of the ICH Office.
- 2.5 Taking on responsibility for promotion and publicity, liaising with schools/ NGOs and recruiting participants for the activities.
- 2.6 Providing an adequate number of staff in accordance with the nature of each activity to ensure the smooth completion of the activities and the expected outcome.

3. Eligibility of Applicants

3.1 Eligible applicants shall meet one of the following criteria -

- (a) **Post-secondary education institutions in Hong Kong**
Degree-awarding higher education institutions in Hong Kong with local as listed on the webpage of the Education Bureau and the member institutions which provide manpower training under the Vocational Training Council.
- (b) **Charities recognised locally**
Organisations 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 as well as a list of organisation's principal persons-in-charge should be provided];or
- (c) **Locally 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), a copy of the company's articles of association/ memorandum and articles of association already registered at Companies Registry (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) as well as a list of directors should be provided]; or
- (d) **Locally 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), a copy of the constitution or minutes showing the purpose and objects of the society (which must include a clause prohibiting the distribution of the organisation's profits or properties amongst its members upon dissolution; or with wording/ meaning suggesting the remaining properties will be used in charities or donated to other charities groups/ non-profit making groups/groups with similar mission; and its objects and powers shall not include the distribution of profits to members) as well as a list of the office-bearers should be provided.]

- 3.2 Applicants must have organised public or education programmes on history, art, culture or ICH-related themes in the past 3 years (i.e. from 28 August 2017 to 27 August 2020).
- 3.3 Preference will be given in the following order to applicants who have -
- (a) solid experience in organising public or education programmes on history, art, culture or ICH-related themes;
 - (b) obtained consent from individuals / organisations possessing techniques and knowledge or with the capability of transmitting relevant rituals and traditions related to the Representative Items/ Inventory Items to support the project under application.

ICH for All

1. Purpose

A wide variety of activities will be organised for persons with special education needs and disabilities, allowing them to better understand the intangible cultural heritage (ICH) in Hong Kong and achieve greater social inclusion.

2. Project Information and Responsibilities of Partners

Successful applicants shall be responsible for the following items -

- 2.1 Designing and organising a wide variety of interactive activities according to the different need(s) of the target group(s) within the two-year project period; and proposing the length and location of each activity session, number of activity sessions as well as other arrangements in relation to the activities in accordance with the target group and suggested content of each activity.
- 2.2 Providing activity proposals for all proposed activities, including an introduction, purpose, mode of operation, learning strategy, expected outcome, an evaluation of activity and related teaching materials. The proposals will form the blueprints for the planning and execution of the activities.
- 2.3 Liaising closely with the ICH Office to make appropriate arrangements for the implementation and promotion of the activities; and making amendments to the content and arrangement of the activities based on the requests and recommendations of the ICH Office.
- 2.4 Taking on responsibility for promotion and publicity, liaising with special schools/ related organisations and recruiting activity participants.
- 2.5 Providing an adequate number of staff in accordance with the nature of each activity to ensure the smooth completion of the activities and the expected outcome.

3. Eligibility of Applicants

3.1 Eligible applicants shall meet one of the following criteria -

- (a) **Post-secondary education institutions in Hong Kong**
Degree-awarding higher education institutions in Hong Kong as listed on the webpage of the Education Bureau and the member institutions which provide manpower training under the Vocational Training Council.

- (b) **Charities recognised locally**
Organisations 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 as well as a list of organisation's principal persons-in-charge should be provided];or
- (c) **Locally 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), a copy of the company's articles of association/ memorandum and articles of association already registered at Companies Registry (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) as well as a list of directors should be provided]; or
- (d) **Locally 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), a copy of the constitution or minutes showing the purpose and objects of the society (which must include a clause prohibiting the distribution of the organisation's profits or properties amongst its members upon dissolution; or with wording/ meaning suggesting the remaining properties will be used in charities or donated to other charities groups/ non-profit making groups/groups with similar mission; and its objects and powers shall not include the distribution of profits to members) as well as a list of the office-bearers should be provided.]

3.2 Eligible applicants shall meet one of the following criteria -

- (a) have organised public or education programmes on history, art, culture or ICH-related themes in the past 3 years (i.e. from 28 August 2017 to 27 August 2020).
- (b) have planned and organised education/ cultural activities for persons with special education needs and disabilities in the past 3years (i.e. from 28 August 2017 to 27 August 2020).

- 3.3 Preference will be given in the following order to applicants who have -
- (a) solid experience in organising public or education programmes on history, art, culture or ICH-related themes;
 - (b) obtained consent from individuals / organisations possessing techniques and knowledge or with the capability of transmitting rituals and traditions related to ICH Representative Items/ Inventory Items to support the project under application.