



BUILT HERITAGE CONSERVATION FUND

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Guide to Application

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Funding Scheme for Public Engagement Projects

(Batch II)

Secretariat, Built Heritage Conservation Fund

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Table of Contents

	<u>Paragraph</u>
I Introduction	
• Background	1
• Objectives	2
• Eligible Applicant	4
II Proposed Project	
• Essential Requirements	7
• Priority Project Themes	8
• Provision of Volunteering Opportunities	9
• Involvement of Youth	11
III Application	
• Submission of Application	12
• Request for Supplementary Information	19
• Deadline for Submission	22
• Notification of Results	24
• Withdrawal	27
• Intellectual Property Rights in respect of the application form	28
IV Assessment of Application	
• Assessment Procedure	29
• Assessment Criteria	34
V Approval of Funds and Funding Arrangement	35
VI Enquiries	38
Appendix I	Priority Project Themes and Indicative Topics
Appendix II	Explanatory Notes for Completing the Application Form (Appendix III) and Budget Plan (Appendix VI)
Appendix III	Application Form
Appendix IV	Conditions for the Use of Funds
Appendix V	Funding Guidelines
Appendix VI	Budget Plan

I. Introduction

Background

1. The Built Heritage Conservation Fund (“**BHCF**”) was established in 2016 to support public education, community involvement and publicity activities, and academic research for the purpose of promoting conservation of built heritage. It also covers certain existing government initiatives and activities on built heritage conservation. The Funding Scheme for Public Engagement Projects (the “**Funding Scheme**”) was launched under the BHCF.

Objectives

2. Through the BHCF, the Government offers funding for public education, community involvement and publicity projects with a view to –
 - (a) strengthening community awareness and knowledge of built heritage conservation;
 - (b) mobilising the public, private owners of historic buildings and other stakeholders to take direct and positive action to conserve and revitalise the historic buildings; and
 - (c) enhancing public participation and increasing volunteering opportunities in heritage conservation works.
3. All projects supported under the BHCF should target at enhancing the heritage awareness and knowledge of the participants, mobilising action and inducing behavioural changes to conserve built heritage, with positive impact on the heritage conservation and measurable and tangible outcomes against the objectives set for the projects. Projects should identify effective, and where possible, innovative, means to achieve the objectives.

Eligible Applicant

4. Eligible applicant must be a local non-profit making organisation (“**NPO**”) (e.g. non-government organisation (“**NGO**”), post-secondary education

institution¹, community organisation or professional institution)² having legal capacity to enter into contract and has involved in built heritage conservation³.

5. The following eligible applicants should provide the following supporting documents when applying the funding support in the application –

(a) For local tax-exempted NPO⁴ (only accept applications from organisations having legal personalities)

- (i) a copy of the letter issued by the Inland Revenue Department on tax exemption under section 88 of the Inland Revenue Ordinance (Cap. 112);
- (ii) a copy of the organisation’s registration document;
- (iii) a copy of the articles of association or other equivalent document; and
- (iv) a list of the principal persons-in-charge and their positions.

(b) For local registered and non-profit-making company

- (i) a copy of the certificate of incorporation issued by the Companies Registry pursuant to the Companies Ordinance (Cap. 622) or the former Companies Ordinance (Cap. 32);
- (ii) a copy of the company’s articles of association (which must include clauses 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); and
- (iii) a list of directors and their positions.

¹ Post-secondary education institution refers to the degree-awarding higher education institution listed on the Education Bureau’s website (<https://www.edb.gov.hk/en/edu-system/postsecondary/local-higher-edu/institutions/index.html>) and the member institution which provides manpower training under the Vocational Training Council (<https://www.vtc.edu.hk/html/en/institutions.html>).

² Excluding operators of projects under the Revitalising Historic Buildings Through Partnership Scheme (“Revitalisation Scheme”) that are receiving Government’s one-off grant to meet the starting costs and operating deficit (if any) for the first two years of operation on the date of application for this Funding Scheme.

³ Involvement may include but not limit to (i) currently using, operating, or managing local historic building(s) which is/are graded by the Antiquities Advisory Board or declared monument(s); (ii) with experience in organising public engagement activities or other relevant educational activities related to local built heritage conservation; or (iii) with experience in designing tools that facilitate promotion of local built heritage conservation.

⁴ Applicant refers to organisation which is exempted from tax under section 88 of the Inland Revenue Ordinance (Cap. 112).

- (c) For local post-secondary education institution
 - (i) a copy of the institution's own ordinance/Post Secondary College Ordinance (Cap. 320) as documentary proof of its establishment, or other documentary proof as accepted by the BHCF Secretariat (“**Secretariat**”) (please confirm with the Secretariat whether the document(s) is/are valid documentary proof); and
 - (ii) a list of board members and their positions.
6. Original copies of the supporting documents should be available for vetting and verification if and when required.

II. Proposed Project

Essential Requirements

7. Projects that do not meet the following requirements are not eligible for funding support from BHCF and the applications will not be considered –
- (a) Proposed project shall contribute to the overall built heritage conservation of Hong Kong, to raise awareness of the local community (including private owners of historic buildings and other stakeholders) on built heritage conservation, or to mobilise the community to take action to conserve built heritage;
 - (b) The proposed project shall benefit the district or local community as a whole, and not just to individuals, a single private organisation or a consortium of private companies;
 - (c) Proposed project shall be non-profit making in nature;
 - (d) Duration for the proposed project (“**Project Duration**”) shall last for no less than 12 months and no more than 24 months counting from the date of signing a funding agreement with the Government (“**Funding Agreement**”); and
 - (e) The application form must be signed by person-in-charge of the

applicant (“**PIC**”) and stamped with the official organisation or company chop as stipulated in paragraph 15 and must be submitted to the Secretariat in person or by post before the deadline as stipulated in paragraph 16 and 22 respectively.

Priority Project Themes

8. Subject to the requirements stipulated in paragraph 7 above, priority would be given to applications related to the priority project themes as set out in **Appendix I** (“**priority applications**”). The same assessment criteria shall apply to the applications with the theme other than the priority project themes and are generally consistent with the objectives of the Funding Scheme.

Provision of Volunteering Opportunities

9. To enhance public participation in heritage education and community involvement projects supported under BHCF, applicants are encouraged to mobilise volunteers, e.g. helpers from Friends of Heritage Scheme⁵ of Antiquities and Monuments Office (“**AMO**”) and/or conservation architects/surveyors through their network, to take part in their proposed projects in such ways as offering heritage volunteering opportunities (e.g. providing logistic support for a series of public talks/guided tours/workshops, etc.) and participating in planning and/or delivering heritage projects (e.g. delivering an oral history project, creating websites, apps or films for the project, etc.).
10. Applicant should provide proposals on mobilising volunteers to enhance public participation and knowledge transfer in those built heritage conservation related activities. The proposal would be considered in accordance with the relevant assessment criteria as set out in paragraph 34.

Involvement of Youth

11. Involving and encouraging the youth to participate in the planning and

⁵ The scheme was first launched in 1997 by the Antiquities and Monuments Office of Leisure and Cultural Services Department with a view to engaging interested individuals, through specially organised programmes, to join hands with the Antiquities and Monuments Office to promote heritage to the public.

implementation of the proposed activities are important means to promote positive youth development and sustain the knowledge transfer of built heritage conservation to the next generation. In view of such, applicant is encouraged to demonstrate how the youth force will be actively engaged in the planning and implementation of the proposal and the planned activities. Proposal with a solid plan of engagement would be considered in accordance with the relevant assessment criteria as set out in paragraph 34.

III. Application

Submission of Application

12. This Guide and its Appendices (particularly the *Explanatory Notes for Completing the Application Form (Appendix III) and Budget Plan (Appendix VI)* (“**Explanatory Notes**”) at **Appendix II**) should be read carefully and be complied with before completing and submitting an application.
13. Applicants should complete the application form (at **Appendix III**) together with the budget plan (at **Appendix VI**), and submit in duplicate (original and one set of copy) along with a CD-ROM disc saving soft copy of the completed application form (both in PDF format (compatible with Adobe Acrobat DC) and Microsoft Word format (compatible with Microsoft Word 2016 version)) and all necessary documents in PDF format. If discrepancies are found between the hard copy and soft copy of the application form and documents submitted, the content in the hard copy prevails.
14. Each applicant shall submit no more than one application and each application must be submitted by a single organisation as described in paragraph 4. The applicant shall be the single contact point of and accountable for its proposed project. Nevertheless, the applicant is allowed to collaborate with other assisting, supporting or sponsoring bodies to implement the proposed project.
15. The application form must be signed by the PIC. Such PIC shall be one of the principal persons-in-charge, directors, office-bearer, or board

members as shown in the documentary proof provided by the applicant in accordance with paragraph 5, or any other person as accepted by the Secretariat. The PIC shall have the authority to sign the Funding Agreement on behalf of the applicant, be accountable for the project implementation, and be responsible for endorsing project submissions. An official organisation or company chop must be stamped on the hard copy of the application form. Any application without the signature of an acceptable PIC or without the official chop will not be considered. In case of doubts, the applicant should contact the Secretariat prior to submission of the application.

16. Applications should reach the Secretariat at the following address by the deadline in person or by post. Please state “Application for Funding Scheme for Public Engagement Projects (Batch II)” on the envelope –

Secretariat, Built Heritage Conservation Fund
Commissioner for Heritage’s Office
Development Bureau
Room 701B, Empire Centre
68 Mody Road, Tsim Sha Tsui East
Kowloon, Hong Kong

17. Acknowledgment will be sent by the Secretariat upon receipt of an application within 14 calendar days from the date of receipt of the application.
18. Incomplete applications or applications that fail to comply with the requirements set out in this Guide may not be considered and processed, unless the non-compliance is rectified in a timely manner and to the Secretariat’s satisfaction.

Request for Supplementary Information

19. The Secretariat may seek clarifications or supplementary information from the applicants regarding the application as and when necessary. Applications will be processed for vetting only after the receipt of all relevant information, including submissions of clarifications or supplementary information. Original copies of the supporting documents should be available for vetting and verification if and when required.

20. In the event of a request made by the Secretariat referred to in paragraph 19 above, the applicant shall provide a written response within 14 calendar days from the date of request, or within such extended period as agreed by the Secretariat, failing which the application may be considered as withdrawn and may not be further processed.
21. For the avoidance of double benefit, the Secretariat would check with other bureaux and departments to verify if the applicant is receiving or has received any Government financial support for the proposed project under any other funding schemes. Depending on the arrangement of other funding sources⁶ obtained by the applicant, the Secretariat reserves the right to stop processing the application or the Government may adjust the amount of grant. Should there be any change in the funding status of the proposed project, the applicant shall report to the Secretariat immediately.

Deadline for Application

22. The deadline for application is **12:00 noon, 3 October 2023 (Tuesday)**. If a black rainstorm warning or typhoon signal No. 8 or above is hoisted between 9:00 a.m. and 12:00 noon on the closing date for receipt of the applications, the deadline shall be extended to 12:00 noon on the following working day (excluding Saturday). Late applications will not be considered.
23. If the application is submitted by mail, the postmark should be dated on or before the deadline.

Notification of Results

24. Normally, a successful applicant will be notified of the results of the application through a letter of Approval-in-Principle (“**AIP Letter**”).
25. Under no circumstances shall an application be deemed to be successful unless and until the applicant receives the AIP Letter from the Secretariat.
26. The Government is not bound to accept any application submitted and

⁶ The other funding sources also include government subvention schemes supported under the BHCF.

reserves the right to announce the application results and to disclose the identity of the applicants to the public without the consent of the applicants or any other applicants.

Withdrawal

27. Any applicant may write to the Secretariat to withdraw its application at any time before the Funding Agreement is signed with the Government. Such withdrawal is irrevocable.

Intellectual Property Rights in respect of the application form

28. The Government, the Advisory Committee on Built Heritage Conservation (“ACBHC”), and their respective/ authorised users, assigns and successors-in-title shall have the right to do any acts which are restricted by copyright under sections 22 to 29 of the Copyright Ordinance (Cap. 528 of the Laws of Hong Kong) in respect of the application form and all the related documents or materials submitted by the applicant, for purposes including without limitation the assessment of the applicant’s application, management of the Funding Scheme, the disclosure made pursuant to paragraph 26 and all other purposes incidental thereto.

IV. Assessment of Application

Assessment Procedure

29. All eligible applications will be assessed by the ACBHC, which will give recommendations to the Secretary for Development (SDEV) on the allocation of funds under BHCF. Please refer to <https://www.heritage.gov.hk/en/advisory-committee-on-built-heritage-conservation/background/index.html> for details of ACBHC.
30. In addition to the checking mentioned in paragraph 21 above, the Secretariat will consult relevant bureaux and departments for advice on the proposed project when necessary. The applicant’s track record on implementing other Government funded projects will also be taken into consideration. Any unsatisfactory performance identified, such as

breaching of agreement terms, termination of agreement or serious delay in submission of deliverables, will be taken into account in the assessment and may result in disqualification of the application. The information will be consolidated by the Secretariat and reported to the ACBHC for consideration.

31. The offer of an advantage to any government officers or members of the ACBHC with a view to influencing the outcome of the applications is an offence under the Prevention of Bribery Ordinance (Cap. 201). Any such offer by the applicants or his employee(s) or agent(s) will also disqualify the application.
32. Notwithstanding anything to the contrary in the application documents, the Government reserves the right to disqualify an application on the grounds that the applicant has engaged in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or otherwise the exclusion is necessary in the interest of national security, or is necessary to protect the public interest of Hong Kong, public morals, public order or public safety.
33. Decisions of the approving authority in respect of project applications will be final.

Assessment Criteria

34. The ACHBC will examine and assess the applications in accordance with the following marking scheme –

Area of assessment	Maximum Scores
<p>(a) <u>Objectives and Project Theme</u></p> <p>(i) How the proposed project meets the objectives of the Funding Scheme, in particular –</p> <p style="padding-left: 40px;">(1) the benefits that it will bring to Hong Kong’s built heritage, or the extent to which it will enhance the built heritage conservation awareness of local community (including private owners of historic buildings and other stakeholders); and</p> <p style="padding-left: 40px;">(2) whether the proposed project will enhance public participation and increase volunteering opportunities in heritage projects in terms of quality and quantity.</p> <p>(ii) How relevant is the selected theme – whether the proposed project fully meets the objectives of the Funding Scheme as set out in paragraphs 2 and 3 above and is relevant to the selected priority project theme in terms of the project scope, target group and beneficiaries. No marks will be given under this criterion if any of the priority project themes set out in Appendix I is not selected.</p>	25
<p>(b) <u>Project Outcome, Impact and Sustainability</u></p> <p>(i) How likely the proposed project will bring about positive impacts (e.g. with good value and potential for wide dissemination in the conservation industry and can help improve the conservation of built heritage).</p> <p>(ii) Whether the outcome/impact of the proposed project is likely to achieve objectives of the scheme in a sustainable manner, such as designing a heritage trail which could be visited by the community, making of a resource kit for docent training purposes, etc.</p> <p>(iii) Whether the proposal will likely enhance the active involvement of different sectors in the planned activities,</p>	25

Area of assessment	Maximum Scores
<p>such as –</p> <ul style="list-style-type: none"> (1) showing comprehensive plan to mobilise practitioners in the built heritage conservation field to participate in the project; (2) showing comprehensive plan to mobilise volunteers with different backgrounds to facilitate the promotion and knowledge transfer of built heritage conservation in the planned activities; and (3) showing comprehensive plan to mobilise the youth to participate in and take part in planning and implementing the built heritage conservation activities. <p>(iv) Whether the proposal could enhance the knowledge transfer of built heritage conservation, such as –</p> <ul style="list-style-type: none"> (1) to include topics to introduce practical knowledge of built heritage conservation such as traditional or new and advanced techniques and products for restoration and conservation of historic buildings, experimental use of 3D printing in conservation, etc.; (2) to facilitate knowledge exchange among local or non-local practitioners or expertise in built heritage conservation; (3) to cover a wide range of beneficiaries; and (4) to allow public to access the project deliverables, materials and publications in a sustainable manner, e.g. website, mobile apps, publication, video, etc. 	
<p>(c) <u>Creativity, Project Effectiveness and Publicity</u></p> <ul style="list-style-type: none"> (i) How new ideas and implementation methods suitable for the target beneficiaries are proposed to effectively instill positive behavior changes towards the conservation of built heritage. (ii) Whether there are new or further developed ideas that are building on other innovative projects with successful experiences and good practices with justifications. (iii) Whether there is or likely to be a duplication of the work already or currently carried out by other groups. 	20

Area of assessment	Maximum Scores
<p>(iv) Whether different local built heritage resources are effectively used in the activities to demonstrate the chosen project theme(s), such as –</p> <p>(1) collaborating with private owners of graded historic buildings/declared monuments in arranging activities; and</p> <p>(2) historic buildings of different types, with different background, or showing the fusion of Eastern and Western cultures.</p> <p>(v) Whether the proposal has provided a reasonable publicity plan with suitable channels to promote the activities to the targeted participants and local communities.</p>	
<p>(d) <u>Project Management</u></p> <p>(i) Capability of the project team, including the composition of the project team, the technical and project management capability, experience and past performance of the leader and key member(s) of the project team and their ability to manage and comply with the funding conditions.</p> <p>(ii) Project planning, including whether the proposed implementation plan is well-planned and practicable, and whether the Project Duration is reasonable.</p> <p>(iii) Whether there are clearly stated project outcome with specific and quantifiable performance indicators for assessing the attainment of the project objectives.</p> <p>(iv) Track record of the applicant that has received or is receiving other Government funding support, including any past projects in similar nature, feedback on past performance and financial management on implementing other projects under Government funding schemes, including but not limited to funding provided by BHCF.</p>	20

Area of assessment	Maximum Scores
<p>(e) <u>Finance and Budgetary Management</u></p> <p>(i) Whether the proposed budget is prudent, realistic, commensurate with its objectives and scope, activities, target number of direct beneficiaries and end products to be delivered, the fund is used effectively and reasonably and is supported with full justification for every expenditure item.</p> <p>(ii) Whether there is a full and itemised budget.</p> <p>(iii) Whether the proposed project has alternative sources of funding support, or should more appropriately be funded by other sources.</p> <p>(iv) Whether the proposed disbursement schedule is reasonable.</p>	10

V. Approval of Funds and Funding Agreement

35. The maximum amount of funding to be granted is HK\$2 million for each project.
36. Upon receiving the AIP Letter, the successful applicant shall enter into a Funding Agreement (upon which the applicant becomes the “**Grantee**”) within 14 days to confirm, amongst others, compliance with all the terms and conditions laid down in the Funding Agreement, including *Conditions for the Use of Funds* and *Funding Guidelines* at **Appendix IV** and **Appendix V** of this Guide respectively, and all instructions and directions on all matters issued by the ACBHC or the Government from time to time in relation to the Funding Scheme.
37. The Grantee should commence and carry out the project within three months from the date of signing of Funding Agreement (“**Commencement Date**”).

VI. Enquiries

38. Enquiries regarding the submission of application should be made to the Secretariat –

Address: Secretariat, Built Heritage Conservation Fund
Commissioner for Heritage's Office
Development Bureau
Room 701B, Empire Centre
68 Mody Road, Tsim Sha Tsui East

Email: bhcf_enquiry@devb.gov.hk

Phone: 2906 1546 / 2906 1547

Fax: 2906 1574

39. Information provided in response to enquiries may be shared with other applicants.