



INNOVATION AND TECHNOLOGY  
FUND FOR BETTER LIVING  
創科生活基金



Innovation and Technology  
Development Office  
創新及科技發展處

Opening Minds • Shaping the Future  
啟迪思維 • 成就未來



## Background 背景

2016

Policy Address  
2016年施政報告

2016 June

LegCo Funding Approval  
2016年6月立法會通過撥款

\$ 500 million 五億

to operate for 5 years  
運作五年

# Objective 目的

Subsidise and promote innovation & technology projects  
資助和推廣創科項目



people's daily living  
市民日常生活

more  
convenient  
更方便



more  
comfortable  
更舒適



safer  
更安全



any other valid  
justifications  
或具充分理由  
的其他形式

# Objective 目的

Address  
照顧

needs of specific community groups

特殊社群需要

elderly  
長者



disabled  
傷健人士



youth  
青年人





# Eligible Applicants 合資格申請機構

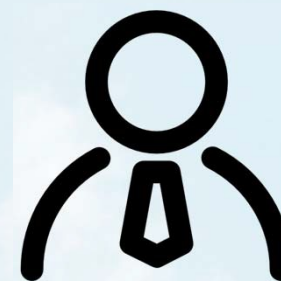
NGOs  
受資助的  
非政府機構



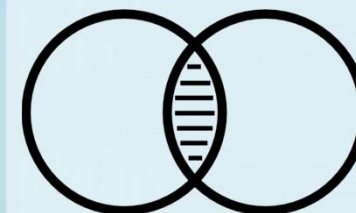
Public Bodies  
公共機構



Professional  
Bodies  
專業團體



Trade  
Associations  
工商組織



Incorporated under Companies Ordinance  
根據公司條例的註冊公司

Statutory Corporation  
法定公司

# Application Requirements 項目申請要求

1.

Able to benefit the public at large or specific groups, and in line with government policies  
可惠及市民大眾或特殊社群，及配合政府政策

2.

Innovative application of technologies  
應用創新及科技

3.

Non-profit-making during funding period  
在資助期內不牟利

4.

Roll out within 12 months  
在12個月內完成開發及推出

# Application Requirements 項目申請要求

5.

Run for at least 2 consecutive years after roll-out (except for project which is one-off in nature)  
推出後持續運作最少兩年  
(屬一次性的項目除外)

6.

Project deliverables can be in form of mobile app, product, tool, service, software, etc.  
項目成果可以是流動應用程式、產品、工具、服務、軟件等

7.

Primarily developed within Hong Kong  
主要在香港開發

8.

Any intellectual property rights created will be vested with the successful applicant  
項目產生的知識產權，歸受資助的機構擁有  
Open for free under normal circumstances  
在一般情況下免費開放



# Project Themes 項目主題

Daily Living  
日常生活



Education  
教育



Environment  
環保



Health  
健康



Safety  
安全



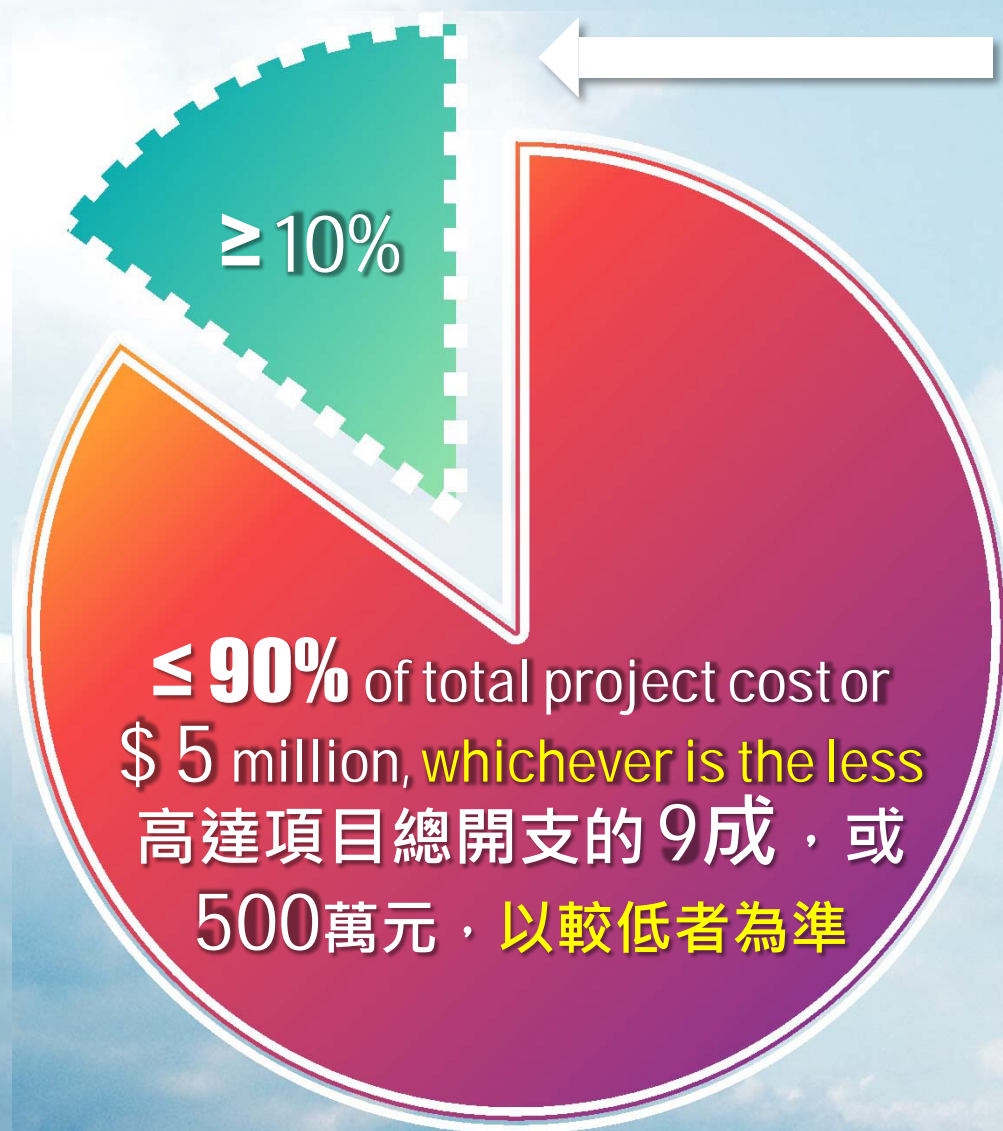
Transport  
交通



Others  
其他



# Funding Principles 資助原則



- Self-financing 所屬機構資金
- Sponsorship 第三方贊助
- Sales proceeds 銷售收益
- Other sources of funding 其他資金來源

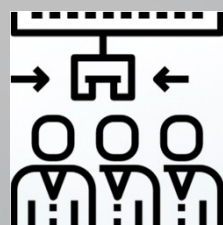


Amount of FBL Grant  
**基金資助金額**

# Project Expenditure 項目開支

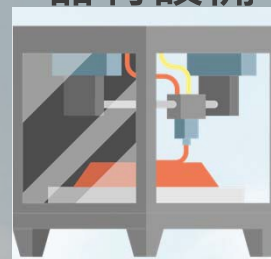
Manpower

人手開支



Equipment

器材設備



Other direct costs

其他直接開支

- delivery 運送
- publicity 宣傳
- etc. 其他



Administrative overheads ( $\leq 15\%$  of the above)  
行政費用(總額不超過上述15%)

**Total Expenditure**  
**項目總開支**



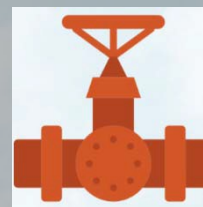
# Non-fundable Costs 不獲資助的支出

## Examples 例子

Building  
facilities  
大廈設施



Utilities  
公用設施



Transport  
交通



Entertainment  
expenses  
酬酢開支



Duty visit  
海外公幹



Staff training  
員工培訓



# Avoid Conflict of Interests 避免利益衝突

Actual  
實際

Potential  
潛在

Conflict of Interests 利益衝突

Advantage 利益

Financial Interests  
金錢利益

Non-financial Interests  
非金錢利益



# Procurement Procedures 採購程序

Aggregate value of each procurement 每次採購總額	Requirement 規則
\$50,000 and below 50,000 元及以下	Written quotations from ≥ 2 suppliers or service providers 最少兩間供應商或服務提供者提交書面報價
Above \$50,000 to \$1.43 m 50,000 元以上至 1,430,000 元	Written quotations from ≥ 5 suppliers or service providers 最少五間供應商或服務提供者提交書面報價
Above \$1.43 m 1,430,000 元以上	Open tender 公開招標



## Strengthening Integrity & Accountability –

Government Funding Schemes  
Grantee's Guidebook

誠信 · 問責 —  
政府基金資助計劃  
受資助機構實務手冊



# How to Apply? 申請方法

Online  
網上管理系統



Administrative System of the  
Innovation and Technology  
Bureau - Fund for Better Living  
(ASITB-FBL)

Administrative System  
available shortly  
將於短期內推出

By post  
郵寄



In person  
親身送交



Opens for application throughout the year  
全年接受申請



# Required Documents 所需文件

Application Form  
申請表格



*Duly completed*  
坂樽

Incorporation  
documents  
公司註冊文件



*e.g. Certificate of  
Incorporation*  
塢偃劬褒倭詔孽族

Audited Financial  
Statements  
經審計財務報表

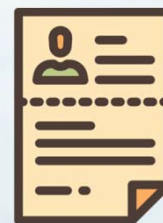


*Latest  
financial year*  
旗躩騰灼譚搖嶠嶸

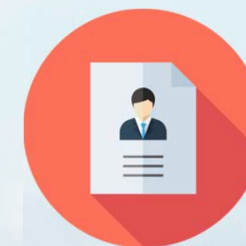
Valuation of in-kind  
contribution  
贊助物品的  
估值文件



Supporting documents  
on the implementation  
of past projects  
過往所推行項目的  
支持文件



CV of the Project Team  
項目小組成員的  
個人簡歷



# Evaluation Mechanism 評審機制

FBL  
Secretariat  
創科生活基金  
秘書處

- Check the completeness & eligibility  
檢查申請文件是否完整及符合資格
- Ask for clarification/ supplementary information, if necessary  
如有需要，要求申請機構澄清項目建議 / 提交補充資料

Assessment  
Panel  
評審委員會

- Assess proposals based on the assessment criteria  
按評審準則，審核申請及評分
- Approve project applications and size of funding  
決定申請是否獲批及其資助金額
- Supported, but with other conditions  
支持申請，但附帶條件



# Assessment Panel of FBL 評審委員會

(1.5.2017 – 30.4.2019)

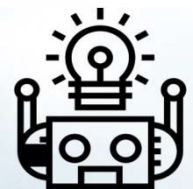
- **Chairman**  
Permanent Secretary for Innovation and Technology
- **Members**  
Ir Prof CHAN Ling Ming, Andros  
Dr LAW Sui Chun, Teresa  
Ms LAW Suk Kwan, Lilian, JP  
Dr LEE Ching Yee, Jane, JP  
Prof LEE Tak Chi  
Ms LEUNG, Nisa Bernice Wing Yu, JP  
Prof LO Yuk Ming, Dennis, SBS  
Prof LOO Pui Ying, Becky  
Mr MA Siu Leung, BBS, MH  
Ir NG Kwok Ho, Victor  
Prof WONG Kam Fai, MH  
Mr WONG Kwong Yeung, Simon
- **Ex-officio Members**  
Commissioner for Innovation and Technology (or representative)  
Government Chief Information Officer (or representative)
- **Secretary**  
Chief Executive Officer (Fund for Better living)

# Evaluation Criteria 評審準則



30%

Benefits brought to the public or specific community groups  
為市民大眾或特殊社羣帶來的益處



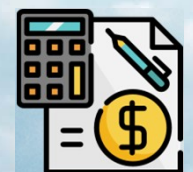
20%

Innovation and technology content  
創新及科技含量



20%

Feasibility and sustainability  
可行性和可持續性



15%

Financial considerations  
財務因素



15%

Technical and management capability of the applicant  
申請機構的技術及管理能力



# Evaluation Criteria 評審準則



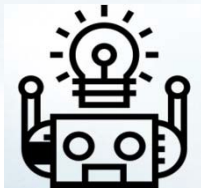
30%

Benefits brought to the public or specific community groups  
為市民大眾或特殊社羣帶來的益處

- whether the project can make the daily living of the public **more convenient, comfortable or safer**
- whether the project can **cater for the specific needs** of the target beneficiary group(s)
- **number of people to be benefitted** and the **degree** of benefit



# Evaluation Criteria 評審準則



20%

Innovation and technology content  
創新及科技含量

- whether the project involves the application of **new** innovations and technologies
- the **kind** and **degree** of innovative application of technologies
- the **difference with similar projects** in the market, if any



20%

Feasibility and sustainability  
可行性和可持續性

- **technical feasibility** of the project
- **viability** of methodology/approach to deliver the intended outcome and deliverables
- meaningful, quantifiable and realistic key performance indicators
- the **sustainability** of the project



# Evaluation Criteria 評審準則



15%

Financial considerations  
財務因素

- whether the budget plan is **reasonable and realistic**
- **cost-effectiveness**



15%

Technical and management capability of  
the applicant  
申請機構的技術及管理能力

- **track record** in implementing community project(s)
- the **capability** of the project team
- capability in sourcing and managing I&T expertise
- whether the Applicant **understands the specific needs** of the general public or the target beneficiary group(s)
- capability in **promoting and encouraging the use of the deliverable** by the general public or target beneficiary group(s)

# Fund Agreement 資助協議

Successful  
Applicant  
成功申請機構



Government  
政府

Incorporated Company  
註冊公司

Statutory Corporation  
法定公司



# Fund Disbursement 撥款

Successful  
Applicant  
成功申請機構



Government  
政府

- 10% of approved grant will be disbursed within 30 days upon signing the fund agreement  
簽訂資助協議30日內發放第一期基金資助為10%
- Remaining portion of the approved grant will normally be disbursed on a half-yearly basis in accordance with the agreed milestones in the fund agreement  
及後各期基金資助，會按照資助協議內，進度指標而定，一般每半年發放一次



# Reporting Requirements 匯報要求

## Progress Reports

### 進度報告

*Development Stage :*

*every 3-month*

*開發階段：每三個月*

*Running Stage :*

*every 6-month*

*營運階段：每六個月*



## Audited Project Accounts

### 審計帳目

*every year*

*標帽挾窆騰櫛*

## Final Audited Project Accounts

### 最終審計項目帳目

# Grant Withholding 暫緩發放撥款

Include but not limited to the following circumstances :  
包括但不限於下列情況：

Fail to progress in accordance with any of the Project milestones

未能按項目的進度指標取得進展

Fail to complete the Project by the end of the agreed funding period

未能在資助期完結前完成項目

# Grant Withholding 暫緩發放撥款

Any material change in the composition of the Project team including any change in the appointed Project Coordinator without the prior written consent of the FBL Secretariat

項目小組成員出現任何重大變動，包括事前未獲基金秘書處書面同意，而更換已獲委任的項目統籌人

Fail to submit any of the Audited Project Accounts, Progress Reports and Final Report

未能提交項目的經審計項目帳目、進度報告及總結報告



# Grant Withholding 暫緩發放撥款

Any mishandling of Project Funds or lack of discipline in financial management

處理項目款項不當或欠缺財務管理紀律

Any misconduct or unlawful of the Project team in managing the Project

項目小組於管理項目時有任何失當或違法行為

A large amount of the Project Funds remains unspent

帳戶內的項目款項大部分仍未動用

# Enquiry & Reference 查詢和參考



## Enquiry

Victor Zhao, Steven Lam

Innovation and Technology Development Office

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Innovation and Technology  
Development Office  
創新及科技發展處

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*Research Office*  
研究事務處



## Reference

ITB - FBL Website (<http://www.itb.gov.hk/en/fbl/>)

ITB - Press Release 31 May 2017

(<http://www.info.gov.hk/gia/general/201705/31/P2017053100323.htm>)

PolyU - RO document

([https://www2.polyu.edu.hk/fundapp/external\\_fund\\_html/main\\_ITF\\_BL.html](https://www2.polyu.edu.hk/fundapp/external_fund_html/main_ITF_BL.html))