

「社會創新及創業發展基金」

Social Innovation and Entrepreneurship Development Fund

「社會創新共享工作空間優化資助計劃」 共享工作空間資助申請指引

Guide to Subsidy Application under the "Enhanced Social Innovation Co-working Space Subsidy Scheme"

1. 引言 Introduction

「社會創新及創業發展基金」(社創基金)於2018年4月推出「社會創新共享工作空間資助計劃」(計劃)，旨在提供資助予社會創業家及社會創新企業於本港租用共享工作空間，營運其社會業務，以推動香港在扶貧及防止社會孤立方面的工作。計劃先以先導形式運作兩年，至2020年4月底。基金其後檢視了計劃的運作及成效，並於2020年11月推出「社會創新共享工作空間優化資助計劃」(優化計劃)。

"The Social Innovation Co-working Space Subsidy Scheme" (the Scheme) launched by the Social Innovation and Entrepreneurship Development Fund (SIE Fund) in April 2018 aims to provide support to social entrepreneurs and ventures for leasing co-working spaces in Hong Kong to run their social business for supporting poverty relief and social inclusion in Hong Kong. The Scheme was initially implemented on a pilot basis for two years until end April 2020. Following the completion of a review on the operation and effectiveness of the Scheme, the SIE Fund launched "The Enhanced Social Innovation Co-working Space Subsidy Scheme" (Enhanced Scheme) in November 2020.

2. 目的 Objective

為社會創業家及社會創新企業提供資助租用附帶支援服務的共享工作空間，以促進他們互助、合作和共創。

To provide subsidy to social entrepreneurs and ventures for leasing desks or offices in co-working spaces with supporting services where they can co-work, co-make and co-create with their counterparts.

3. 申請資助的資格 Eligibility for Subsidy Application

所有現正或曾經獲社創基金的補助金資助，並透過開展、繼續營運或擴大其社會業務以推動香港的扶貧或防止社會孤立工作的機構或人士，均符合資格向優化計劃申請資助。

All existing or past grantees of the SIE Fund seeking to start, continue or expand their social business for supporting poverty relief or social inclusion in Hong Kong are eligible for applying for subsidy under the Enhanced Scheme.

4. 資助原則及金額 Funding Principles and Amount

- 4.1 優化計劃採用「錢跟人走」的資助模式。成功的申請者須租用已於優化計劃下註冊的共享工作空間所提供的辦公桌或辦公室。資助獲批後，社創基金專責小組秘書處(秘書處)會向每位成功申請者提供一份最新的註冊共享工作空間名單，以便其因應營運需要，在名單上選擇合適的共享工作空間。
- 4.2 每位成功的申請者於資助期內可獲得總數上限為港幣144,000元的資助，資助期合共不多於36個月，而資助期內每個月的資助上限為港幣6,000元(但下文第4.6段提及獲批動用資助上限的餘額在餘下的資助期內使用的情況除外)。成功申請者可於優化計劃下租用的辦公桌或辦公室數目不限，惟資助期內每張辦公桌或每人的每月資助額上限為港幣3,000元。任何超過上述上限的開支須由申請者自行承擔。
- 4.3 社創基金會以實報實銷的形式向成功申請者發放優化計劃下的資助。申請者需先向租用的共享工作空間支付所需費用，並於有關費用涵蓋的租用期完結後才向社創基金申請發放資助。

- 4.4 優化計劃下的資助用作支付成功申請者向註冊共享工作空間租用的辦公桌或辦公室的租金開支，而有關開支須與該共享工作空間獲社創基金接受的「租金價目表」的內容相符。租金按金及其他開支並不會在優化計劃下獲得資助，但下文第 4.5 段提及涉及商務服務的資助發還除外。
- 4.5 除了向註冊共享工作空間支付所租用的辦公桌或辦公室的租金開支外，成功申請者亦可申請發還由租用的共享工作空間提供可應對其業務運作需要的商務服務，有關資助上限為每月港幣 1,500 元，並會於每名申請者每月港幣 6,000 元的資助上限內扣除。有意申請發還相關商務服務的申請者，須於申請發放資助申請表上清楚說明該商務服務如何應對其業務運作的需要。就此，社創基金將保留審批的最終決定權。任何超過上述上限的開支須由申請者自行承擔。
- 4.6 成功的申請者可將已過去的資助期內每月港幣 6,000 元的資助上限中未動用的餘額撥到餘下的資助期內使用，惟有關安排並不適用於上文第 4.5 段所提及涉及商務服務的資助發還，不論任何情況，相關資助發還的上限為每月港幣 1,500 元。
- 4.7 成功的申請者可與另外最多兩名優化計劃下的成功申請者於註冊的共享工作空間合租一個辦公室，個別申請者需分擔的租金及所有其他開支由合租的申請者自行商議。上文第 4.2 及 4.5 段提及個別申請者的資助上限在有關的合租安排下並不會改變。
- 4.8 成功的申請者須將優化計劃下獲發的租金資助合理地並全數用於營運其以推動扶貧和防止社會孤立為宗旨的社會業務，並不得以任何形式分租獲發租金資助的辦公桌或辦公室，但上文第 4.7 段提及的合租安排除外。
- 4.9 成功的申請者在資助期內可向超過一個於優化計劃下註冊的共享工作空間租用辦公桌或辦公室，亦可於期間轉租不同的註冊共享工作空間。
- 4.10 在資助期間，成功的申請者不可就優化計劃下獲發租金資助的社會業務接受政府任何其他形式的租金資助。
- 4.11 優化計劃下成功的申請者不可租用其（不論直接或間接地）擁有任何財務或其他利益的辦公桌或辦公室，亦需遵守適用於申請者於優化計劃資助期內的所有適用法律（包括但不限於《中華人民共和國香港特別行政區維護國家安全法》）。
- 4.1 The Enhanced Scheme adopts the "money-follows-user" approach in providing subsidy to the successful applicants. Successful applicants should select and lease desks or offices from the co-working spaces registered under the Enhanced Scheme. The SIE Fund Task Force Secretariat will provide each successful applicant with the most up-to-date list of registered co-working spaces upon approval of its subsidy application for its selection of the suitable co-working spaces meeting the needs of their business operation.
- 4.2 Each successful applicant will receive subsidy capped at HK\$144,000 in total during the subsidy period which shall in aggregate last for not more than 36 months. The subsidy to be received per month during the subsidy period is capped at HK\$6,000 (unless otherwise approved for carrying over the unspent balance of the monthly subsidy cap to use in the remaining subsidy period as covered in paragraph 4.6 below). While there is no limitation on the total number of desk(s) or office(s) to be subsidised under the Enhanced Scheme for each applicant, the subsidy to be received per month during the subsidy period is capped at HK\$3,000 per desk or person. Any payment in excess of the aforementioned caps has to be borne by the applicant.
- 4.3 The SIE Fund will effect payment of subsidy to the successful applicants on an actual reimbursement basis. An applicant may only claim reimbursement from the SIE Fund after effecting payment to the selected co-working space and completion of the rental period covered by the payment.
- 4.4 The subsidy provided under the Enhanced Scheme will cover the rental of desks or offices that a successful applicant has paid to the selected registered co-working space in accordance with the "rate table" of the co-working space accepted under the Enhanced Scheme. Rental deposit and other costs are not reimbursable under the Enhanced Scheme, except for those reimbursable chargeable business services covered in paragraph 4.5 below.
- 4.5 Apart from the rental of desks or offices in the selected registered co-working space, a successful applicant may also apply to reimburse chargeable business services provided by the co-working space which will help address the needs of its business operation. Such reimbursement of the chargeable business services is capped at HK\$1,500 per month, which will be deducted from the monthly subsidy cap of HK\$6,000. In applying for the reimbursement, the applicant has to provide justification in the subsidy claim form as to how the services would help address its business needs. The SIE Fund reserves the rights to make the final decision in approving the relevant claim or not. Any payment in excess of the aforementioned cap has to be borne by the applicant.
- 4.6 Successful applicant can deploy the unspent balance of the HK\$6,000 monthly subsidy cap in the past subsidy period for use in the remaining subsidy period. However, such deployment is not applicable to the reimbursement of chargeable business services as covered in paragraph 4.5 above, the subsidy cap for such reimbursement is HK\$1,500 per month in all circumstances.

- 4.7 A successful applicant may lease a single office in any registered co-working space together with a maximum of two other successful applicants under the Enhanced Scheme. The share of the rental and all other related costs of individual applicants should be agreed upon among the applicants themselves. The subsidy caps applicable to each successful applicant as set out in paragraphs 4.2 and 4.5 above remain unchanged under such co-leasing arrangement.
- 4.8 Successful applicants have to use the rental subsidy received under the Enhanced Scheme reasonably and exclusively for the purpose of running their own social business for supporting poverty relief and social inclusion in Hong Kong. Except for the co-leasing arrangement covered in paragraph 4.7 above, any subletting of the subsidised desk(s) or office(s) is not allowed.
- 4.9 Successful applicants may rent desk or office at more than one co-working space registered under the Enhanced Scheme and may change from one to another during the subsidy period.
- 4.10 Successful applicants shall not be receiving any other forms of government rental subsidy for running the social business subsidised under the Enhanced Scheme throughout the subsidy period.
- 4.11 Under the Enhanced Scheme, successful applicants shall not lease any desks or offices in which they have any financial or other interest, whether directly or indirectly, and comply with all applicable laws (including but not limited to the Law of the People's Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region).

5. 申請資助 Application for Subsidy

- 5.1 優化計劃已於 2020 年 11 月 30 日起接受資助申請，合資格的申請者可隨時提交申請。
 - 5.2 如欲申請計劃下的租金資助，申請者須填妥於社創基金網頁 (www.sie.gov.hk/tc/coworkingspace.page) 內的網上申請表格，在收到填妥的申請表格及確認相關申請者的資格後，秘書處將以電郵聯絡申請者，要求申請者於申請表上簽署，並親身或郵寄遞交至秘書處。申請費用全免。
 - 5.3 若申請者是通過社創基金協創機構所推行的創新計劃獲得社創基金的補助金資助，秘書處會就申請人以往推行社創基金資助項目的表現諮詢有關協創機構的意見。秘書處在處理優化計劃下的資助申請時會考慮協創機構的意見。
 - 5.4 秘書處一般會在收到已簽妥的申請表格後的 14 個工作天內，通知申請者其申請結果。資助獲批後，秘書處會向成功申請者發送一份已於優化計劃下註冊的共享工作空間名單、銀行授權書及申請發放資助表格。
 - 5.5 成功的申請者可從秘書處提供的註冊共享工作空間名單中選取並租用合適的辦公桌或辦公室。名單將會不時更新。
 - 5.6 資助申請一經批核，成功的申請者須受本指引及申請表格內訂明的規定和條款所約束。如申請者沒有遵從有關規定或條款，或在資助申請表內蓄意提供任何虛假資料或隱瞞任何重要資料，或在申請獲批核後未能通知社創基金任何可能會影響其資助資格的相關資料變動，或按社創基金的合理意見，任何申請有利益衝突，例如違反上文第 4.11 段之情況，社創基金可以終止該資助。社創基金保留向申請者追討部份或全數資助，以及相關利息和行政費用的權利。
 - 5.7 在資助期間，每位成功的申請者均須准許任何代表秘書處人士在合理時間進入申請者租用的共享工作空間，並提供有關的文件或記錄，以核實申請者提交予秘書處的資料是否準確，或核實申請者有否遵守本指引及申請表格內訂明的規定和條款。
 - 5.8 如就申請表格內所填寫的申請人 / 申請機構資料有任何更新，或申請機構終止營運，成功的申請者須盡快通知秘書處。
- 5.1 The Enhanced Scheme has been opened for subsidy applications as from 30 November 2020. Applications are accepted all the year round.
 - 5.2 To apply for subsidy under the Enhanced Scheme, the applicant should complete and submit the Application Form through the online application system at the SIE Fund website (www.sie.gov.hk/en/coworkingspace.page). After receipt of a completed Application Form and establishing the eligibility of the applicant, the Secretariat will contact the applicant by email to request a duly signed application form to be submitted to the Secretariat in person or by post. No application fee will be charged.
 - 5.3 For those applicants who were provided grants under the SIE Fund through the innovative programmes administered by the intermediaries of the SIE Fund, the Secretariat will consult the relevant intermediaries on the track records of the applicants in implementing their projects funded by the SIE Fund. Intermediaries' views will be taken into account by the Secretariat in considering the subsidy applications under the Enhanced Scheme.

- 5.4 The Secretariat will notify individual applicant of the application result normally within 14 working days after receipt of a duly signed Application Form. Upon approval of a subsidy application, the Secretariat will provide the successful applicant with a list of co-working spaces registered under the Enhanced Scheme, a bank authorisation form and a subsidy claim form.
- 5.5 Successful applicants can select and lease any suitable desks or offices from the list of registered co-working spaces received from the Secretariat. The list will be updated from time to time.
- 5.6 Once a subsidy application is approved, the successful applicant shall be bound by the rules and terms specified in this Guide and the Application Form. If the applicant fails to comply with those rules or terms, wilfully gives any false information or withholds any material information in the Application Form, or fails to notify the SIE Fund of any subsequent change of the information provided which may affect the applicant's eligibility under the Enhanced Scheme or if the SIE Fund is of the reasonable opinion that there is conflict of interest in an application such as where the application is in contravention of paragraph 4.11 above, the SIE Fund may terminate the subsidy. The SIE Fund reserves the right to demand for return of the subsidy in part or full, as well as the related interest and administrative expenses.
- 5.7 During the subsidy period, each successful applicant shall allow any person on behalf of the Secretariat to enter at reasonable times into the leased co-working space(s) subsidised under the Enhanced Scheme and provide the Secretariat with any document or record for verifying the accuracy of any information given by the applicant under the Enhanced Scheme and the compliance of the applicant with the rules and terms specified in this Guide and the Application Form.
- 5.8 Successful applicants should forthwith notify the Secretariat of any updates to the information of the applicant / applicant organisation set out in their Application Forms or of the termination of the applicant organisation.

6. 發放租金資助的程序 Procedures for Claiming Subsidy

- 6.1 就已批核的申請，申請者須向秘書處提交下列文件以申請發放資助：

於新簽租約租賃協議生效起計一個月內遞交 –

- (a) 申請者與共享工作空間所簽妥的租約；
- (b) 已填妥的銀行授權書；及
- (c) 載有戶口持有人名稱及帳戶號碼的文件影印本。

向租用的註冊共享空間支付所需費用後，可於相關費用涵蓋的租期完結後六個月內遞交 –

- (d) 已填妥的申請發放資助表格；及
- (e) 付款收據。

逾期繳交的文件或不獲處理。秘書處一般會在收到一切所需文件起計的 14 個工作天內向申請者發放資助。就副本文件來說，申請者可選擇以電子方式遞交掃描副本。申請者請自行妥善保管相關正本文件，秘書處可以按需要向申請者要求正本文件，以核實提交的掃描副本文件的真確性。

- 6.2 倘獲批核的申請在資助期內終止租約，申請者必須在租約終止生效日期前以書面形式通知秘書處。
- 6.3 倘申請者在資助期間轉換共享工作空間，須按上文第 6.2 段所述的規定通知秘書處終止舊租約，以及按上文第 6.1 段所述的規定遞交與新租約有關的文件。

- 6.1 To claim reimbursement for an approved application, an applicant should submit the following documents to the Secretariat:

To be submitted within one month after commencement of a new lease agreement -

- (a) The lease agreement signed between the applicant(s) and registered co-working space;
- (b) A completed bank authorisation form; and
- (c) A copy of document showing the name of the account holder and the bank account number.

To be submitted within six months after payment is made to the selected registered co-working space and the completion of the rental period covered by the payment –

- (d) A completed subsidy claim form; and
- (e) Receipt of the payment.

Late submission may not be processed. The Secretariat will normally effect reimbursement to the applicant within 14 working days after receipt of all the required documents. Electronic submission of scanned copies of documents is acceptable. Successful applicants should keep proper records of the original copies of the documents. As and when necessary, the Secretariat will request the applicant to provide the original copies of the documents so as to verify the authenticity of their scanned copies.

- 6.2 In case of termination of the lease agreement covered by an approved application within the subsidy period, the applicant has to inform the Secretariat in writing prior to the termination effective date.

6.3 In case of change of co-working space within the subsidy period, the applicant should inform the Secretariat of termination of the old lease agreement as required in paragraph 6.2 above and submit documents in relation to the new lease as required in paragraph 6.1 above.

7. 查詢 Enquiry

如對優化計劃有任何查詢，請聯絡秘書處：

地址：九龍長沙灣東京街西 3 號庫務大樓 14 樓社創基金專責小組秘書處

電話號碼：2165 7249

電郵地址：siefund@effo.gov.hk

網頁：www.sie.gov.hk/tc/coworkingspace.page

Enquiries regarding the Enhanced Scheme can be addressed to the Secretariat at:

Address: SIE Fund Task Force Secretariat,
14/F, Treasury Building, 3 Tonkin Street West,
Cheung Sha Wan, Kowloon

Telephone: 2165 7249

E-mail: siefund@effo.gov.hk

Website: www.sie.gov.hk/en/coworkingspace.page

8. 免責聲明 Disclaimer

社創基金無法保證任何共享工作空間所提供服務的質量，適用性或可用性；也不能控制或保證任何共享工作空間負責人或優化計劃下獲資助的申請人的行為、操守，以及其所提供的資料可靠完備。社創基金並不參與任何共享工作空間負責人與租金資助申請人訂立的協議，並且對由此導致的任何損失或損害概不負責。

The SIE Fund has no guarantee, nor has made any representation over the quality, suitability or availability of any co-working spaces, or over the reliability, integrity or conduct of any co-working space operators or subsidy applicants under the Enhanced Scheme and information provided. The SIE Fund is not a party to any agreements entered or to be entered into between co-working space operators and the subsidy applicants; and disclaims all liability arising from or relating to any such agreements. Any dispute arising from or relating to such agreements shall be resolved between the co-working space operators and the subsidy applicants.

關於社創基金 About SIE Fund

社創基金於 2013 年成立，由扶貧委員會轄下一個專責小組監督下運作。基金期望成為推動本港社會創新發展的催化劑，透過與商界、非政府機構、學術界及慈善機構等界別合作，以創新的方案解決貧窮和社會孤立問題，提升市民福祉，加強社會凝聚力，締造社會效益。基金透過協創機構推展部份工作，為有抱負的人士及機構提供資源進行研究、提升能力，以及支持不同發展階段的創新項目，包括協助醞釀新意念、提供實踐種子資金，以至協助項目擴大營運規模。基金長遠目標是希望藉此促進一個生態系統的發展，令社會創業家茁壯成長，有能者得以發揮所長，透過他們的創新意念、產品及服務，有效地應對社會需要。

The SIE Fund was launched in 2013 and is overseen by a Task Force under the Commission on Poverty. The Fund aims to be a catalyst for social innovation in Hong Kong. It connects the different sectors of the community, including businesses, non-governmental organisations, academics, philanthropies, etc. to create social impact through innovative solutions that address issues related to poverty and social exclusion as well as foster the well-being and cohesion of the society. Partly through the intermediaries, the Fund provides visionary individuals and organisations with diverse resources in support of research, capacity building and the entire life cycle of innovative ventures, from idea incubation and seed funding to implementation and eventual scale-up. The ultimate goal is to foster an ecosystem where social entrepreneurs can thrive and create innovative ideas, products and services that can benefit the society by meeting underserved needs and unleashing potential talents.

社創基金專責小組秘書處

2022 年 11 月

SIE Fund Task Force Secretariat
November 2022