

**Social Innovation and Entrepreneurship Development Fund (SIE Fund)**  
**Submission of Capacity Building/Research Proposals**

**\*\*\* Notes to Applicants \*\*\***

1. Project proponents are recommended to include the following information in the form of a funding proposal to be submitted to the SIE Fund –

Proposal framework

- a) Vision and Strategic Direction
  - b) Implementation / Execution
    - business model / work Plan
    - cross-sector collaboration
    - publicity, marketing and promotion
    - corporate government and risk management
  - c) Capability
    - leadership and experience
    - network
  - d) Innovativeness
  - e) Social Impact
  - f) Cost-effectiveness
    - sustainability and reasonableness
    - cost effectiveness
2. In submitting their proposals, the proponents are required to (a) declare whether they have applied for, are receiving or have received any financial support under any other funding schemes for any part of the proposed project; (b) submit proof of identity (e.g. Certificate of Incorporation); (c) observe the Prevention of Bribery Ordinance (Cap 201) and avoid to engage in any act which conflicts the interest of the SIE Fund; and (d) maintain confidentiality of information relating to the proposal assessment. Any non-compliance of the above or if the representation or warranties by the proponent is incomplete, incorrect, untrue or misleading, the SIE Fund shall be entitled to terminate the Funding Agreement (without liability for compensation or otherwise) if the project is subsequently approved.
  3. The SIE Fund Task Force Secretariat would normally provide feedback within a month after the proposals are received and, where necessary, request further information from the proponents to enable substantive assessment of the proposals.

Upon receipt of a complete proposal with information sufficient for a substantive assessment, the proposals would normally be submitted to the Proposal Assessment Committee (PAC) of the SIE Fund Task Force for assessment in three months. Proponents may be invited to attend an interview conducted by the PAC. Subject to advice of the PAC and Task Force, the proponents would normally be notified of the assessment results in two months after the PAC assessment.

4. Upon commencement of approved projects, grantees are required to provide periodical reports to the SIE Fund throughout the funding period. The actual disbursement of payments to the grantees will be effected by instalments. Payments will normally be made 2-3 weeks after the concerned reports accepted and invoice received by the SIE Fund.
5. Proposals can be submitted by –
  - email: [siefund@digitalpolicy.gov.hk](mailto:siefund@digitalpolicy.gov.hk); or
  - post: 14/F, Treasury Building, 3 Tonkin Street West, Cheung Sha Wan, Kowloon