

**Social Innovation and Entrepreneurship Development Fund (SIE Fund)**  
**Submission of Sponsorship Proposals**

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

1. Organisations interested in seeking financial support from the SIE Fund to sponsor an event (“proponents”) are recommended to include the following information in the form of a sponsorship proposal to be submitted to the SIE Fund for consideration –

Sponsorship Proposal framework

- a) Vision and Strategic Direction
    - scope / objectives of the event
    - target beneficiaries of the event
  - b) Implementation / Execution
    - cross-sector collaboration
    - work plan for the event / promotion of SIE Fund
    - promotional channels
    - organisational governance and risk management in relation to the event / SIE Fund’s sponsorship entitlements
  - c) Capability
    - experience of organiser
    - network of organiser
    - other sponsorships for the event
  - d) Innovativeness
    - innovative elements in relation to the event / promotion of SIE Fund
  - e) Social / Publicity Impact
    - social impact of the event
    - publicity impact on SIE Fund
  - f) Cost-effectiveness
    - sponsorship package for SIE Fund
    - cost-effectiveness to achieve promotional impact
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2. In submitting their proposals, the proponents are required to observe the Prevention of Bribery Ordinance (Cap 201); avoid to engage in any act which conflicts the interest of the SIE Fund; and maintain confidentiality of information relating to the proposal assessment. Any non-compliance or if the representation or warranties

by the proponent is incomplete, incorrect, untrue or misleading, the SIE Fund shall be entitled to terminate the sponsorship provision (without liability for compensation or otherwise) if the sponsorship proposal is subsequently approved.

3. The SIE Fund Task Force Secretariat would normally provide feedback within a month after the sponsorship proposals are received and, where necessary, request further information/clarifications 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 be processed in accordance with the vetting procedures of capacity building/research proposals (re. Notes to applicants for “Submission of Capacity Building / Research Proposals”).
4. Sponsorship will be disbursed to the sponsored organisations upon satisfactory completion of specific deliverable(s) as specified in the approved sponsorship proposal. Payments will normally be made 2-3 weeks after 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