

「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資助計劃」 共享工作空間註冊指引

Guide to Registration of Co-working Space under the "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租用共享工作空間。計劃會試行兩年，至2020年4月底，然後再檢討成效。計劃試行階段的資助期將於2022年4月底結束。

The Social Innovation Co-working Space Subsidy Scheme (the Scheme) is a pilot subsidy scheme launched by the Social Innovation and Entrepreneurship Development Fund (SIE Fund) in April 2018 to provide support to social entrepreneurs and ventures for leasing co-working spaces in Hong Kong. It will be run as a pilot for two years until end April 2020 and then be subject to a review on its effectiveness. The subsidy period of the pilot implementation of the Scheme will cease by end April 2022.

2. 目的 Objective

為社會創業家及社會創新企業提供租金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 rental 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. 資助原則及金額 Funding Principle and Amount

- 3.1 在計劃試行期間，申請者必須為已獲社創基金資助的機構或人士及就有關的創新項目開展、繼續營運或擴大現有的規模。
- 3.2 計劃採用「錢跟人走」的資助模式，讓合資格的申請者因應營運需要，選擇及租用已於計劃下註冊的共享工作空間所提供的辦公桌或辦公室。
- 3.3 每位成功的申請者將獲得**每月上限為港幣6,000元**的資助，以便在已於計劃下註冊的共享工作空間租用辦公桌或辦公室，資助期合共不多於24個月，直至2022年4月底為止。成功申請者可於計劃下租用的辦公桌或辦公室數目不限，惟**每張辦公桌、每個辦公室或每人的每月資助額的上限為港幣3,000元**。
- 3.4 社創基金會以實報實銷的形式，按個別成功申請者支付租金的時間表，每月或每季直接向申請者發放租用共享工作空間的資助。
- 3.5 成功的申請者須將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；
- 3.6 在計劃試行期間，每位合資格的申請者只可向計劃提交一份申請。成功的申請者可於計劃試行期間向超過一個於計劃下註冊的共享工作空間租用辦公桌或辦公室，以及由一個共享工作空間轉到另外一個，惟按上文第3.3段，每位申請者最多只會獲發合共24個月的租金資助及須受制於所列的資助上限。
- 3.7 在資助期間，成功的申請者不可就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。

3.1 Applicants must be a grantee of the SIE Fund seeking to start, continue or expand their social business during the pilot implementation period of the Scheme.

3.2 The Scheme adopts the "money-follows-user" approach in providing subsidy to the successful applicants. It is up to applicants to choose and lease desks or offices in any of the co-working spaces registered under the Scheme to suit the needs of their operation.

- 3.3 Successful applicants will receive monthly rental subsidy of **up to a maximum of HK\$6,000** for leasing desks or offices in the co-working spaces registered under the Scheme for an aggregate period of not more than 24 months up to end April 2022. While there is no limitation on the total number of desk(s) or office(s) to be subsidised under the Scheme for each applicant, the monthly rental subsidy is subject to a **ceiling of HK\$3,000 per desk, office or person**.
- 3.4 The SIE Fund will effect payment of rental subsidy to the successful applicants on an actual reimbursement basis at a monthly or quarterly interval, taking into account the schedule of the rental payment for leasing the co-working spaces by individual applicants.
- 3.5 Successful applicants have to use the rental subsidy received under the Scheme reasonably and exclusively for the purpose of running their own social business for supporting poverty relief and social inclusion in Hong Kong. Any subletting of the subsidised desk(s) or office(s) is not allowed.
- 3.6 Each eligible applicant can submit only one application during the pilot implementation period of the Scheme. Successful applicants may rent more than one co-working space registered under the Scheme during the period and change from one to another so long as the maximum subsidy period of 24 months in aggregate for each applicant and the subsidy ceiling set out under paragraph 3.3 above are not thereby exceeded.
- 3.7 Successful applicants shall not be receiving any other forms of government rental subsidy for running the social business subsidised under the Scheme throughout the subsidy period.

4. 註冊申請資格 Eligibility for Registration

申請註冊為計劃下的共享工作空間須符合以下資格:

- (a) 為一個法定組織或根據香港特別行政區法例成立的法人團體，(例如《公司條例》(第622章))。就非屬法人的團體，包括在《社團條例》(第151章)下註冊的社團，或根據《稅務條例》(第112章)第88條獲豁免繳稅的屬公共性質的慈善機構或慈善信託等，該申請須以其擁有人，成員或信託人名義提出申請，並加入例如ABC先生，以XYZ名義經營或ABC先生，為XYZ的信託人等描述；
- (b) 於擬註冊的共享工作空間以公平合理的租金水平提供共享工作空間及相關的增值支援服務，例如商業顧問、推廣和其他與業務發展有關的專業服務等；
- (c) 取得有關場所的使用權及經營共享工作空間及相關的增值支援服務所需的牌照(如需要)；以及
- (d) 具備六個月或以上營運擬註冊的共享工作空間的經驗。

To be eligible for registration as a co-working space under the Scheme, the operator shall:

- (a) be a statutory organisation or a body corporate registered under the laws of the Hong Kong Special Administrative Region (e.g. the Companies Ordinance (Cap 622)). For unincorporated bodies including a society registered under the Societies Ordinance (Cap 151), an approved charitable institution or trust of a public character under section 88 of the Inland Revenue Ordinance (Cap 112), etc, the application has to be made in the name of the owners, members or the trustees of the unincorporated bodies as the case may be with descriptions such as Mr ABC trading as XYZ Co or Mr ABC as trustee for XYZ;
- (b) offer co-working space(s) with relevant value-added supporting services (e.g. business consultancy, promotion and other professional services on business development, etc) at the co-working space(s) sought to be registered at a fair and reasonable rent;
- (c) obtain the rights and licenses (if required) of using the concerned premises for the provision of the co-working space(s) and the relevant value-added supporting services; and
- (d) possess relevant track records and experience of six months or above in running the co-working space(s) sought to be registered.

5. 註冊申請 Application for Registration

- 5.1 計劃將於2018年4月至2020年4月底接受租金資助的申請，期間全年開放給合資格的共享工作空間申請註冊為計劃下的共享工作空間。
- 5.2 如欲申請註冊為計劃下的共享工作空間，共享工作空間營辦商須填妥於社創基金網頁 (www.sie.gov.hk/tc/coworkingspace.page)內的網上註冊申請表格，並遞交所需的證明文件。
- 5.3 在收到填妥的註冊申請表格及經初步審視相關共享工作空間營辦商的資格後，「社創基金專責小組」秘書處(秘書處)將會安排到訪擬註冊的共享工作空間，以查核營辦商於註冊申請表格內填寫的資料，並拍攝該共享工作空間的照片。

- 5.4 秘書處一般會在完成實地考察擬註冊的共享工作空間及收妥所須文件後的14個工作天內，通知申請機構其申請結果。
- 5.5 秘書處會就計劃下成功註冊的共享工作空間編製一份註冊共享工作空間名單。該名單將臚列有關共享工作空間的資料及照片，例如地點、工作間類型、租賃選項、適用於計劃下資助申請者的租金價目表(租金價目表)、場地設施、所提供的支援服務等。上述名單將發放予任何有意申請向計劃申請租金資助的人士，並在社創基金網站內刊登。
- 5.6 成功註冊的共享工作空間營辦商須依據在註冊申請時向秘書處遞交的租賃選項及「租金價目表」，租賃辦公桌或辦公室予計劃下成功申請租金資助的人士。如營辦商欲於計劃試行期間對租賃選項及「租金價目表」作出任何修改，營辦商須最少於有關修改生效前的14天以書面方式向秘書處提供經修訂之資料及文件。秘書處會按需要更新註冊共享工作空間名單的相關內容。
- 5.7 如就註冊申請表格內所填寫的資料或秘書處所編製的註冊共享工作空間名單的內容有任何更新（上文第5.6段提及涉及租賃選項及「租金價目表」的修改除外），註冊的共享工作空間營辦商須盡快通知秘書處。
- 5.8 註冊申請一經批核，共享工作空間的營辦商須受本指引及註冊申請表格內訂明的規定和條款所約束。如營辦商沒有遵從有關規定或條款，或在註冊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註冊資格的相關資料變動，社創基金可以終止該營辦商的註冊資格，並向公眾公布有關資料。

- 5.1 The Scheme will be open for subsidy applications from April 2018 to end April 2020. Applications for registration of co-working spaces under the Scheme are accepted all the year round during the period.
- 5.2 To register as a co-working space under the Scheme, the co-working space operator should complete and submit the Registration Form through the online registration system at the SIE Fund website (www.sie.gov.hk/en/coworkingspace.page) and provide the required supporting documents.
- 5.3 After receipt of a completed Registration Form from a co-working space operator and establishing the eligibility of the operator, the SIE Fund Task Force Secretariat (the Secretariat) will arrange and make a site visit to the co-working space sought to be registered where the information provided by the operator in the Registration Form will be verified and photos of the co-working space will be taken.
- 5.4 The Secretariat will notify individual applicants for registration of the application result normally within 14 working days after making the site visit to the co-working space sought to be registered and receipt of all the necessary document(s).
- 5.5 Details about the co-working spaces successfully registered under the Scheme will be compiled into a list of registered co-working spaces by the Secretariat. The list will include information and photos of the co-working spaces such as location, the types of co-working space offered, the leasing options and a table of rental rates applicable to applicants of the Scheme (rate table), the facilities and supporting services available, etc. The list will be issued to any parties interested in applying for subsidy under the Scheme and posted at the SIE Fund website.
- 5.6 In leasing desk or office to the successful subsidy applicants under the Scheme, operators of the registered co-working spaces should stick to the leasing options and rate table issued to the Secretariat in support of their registration. Should there be any revision to the leasing options and rate table during the pilot implementation period of the Scheme, operators should provide, in writing, the Secretariat with the revised information/documents at least 14 days before the revisions take effect. The Secretariat will update the list of registered co-working spaces accordingly as appropriate.
- 5.7 Operators of registered co-working spaces should forthwith provide the Secretariat with any updates to the information set out in their Registration Form or in the list of registered working spaces compiled by the Secretariat (except for the revision of the leasing options and rate table covered in paragraph 5.6 above).
- 5.8 Once an application for registration of a co-working space is approved, the operator shall be bound by the rules and terms specified in this Guide and the Registration Form. If an operator fails to comply with those rules or terms, wilfully gives any false information or withholds any material information in the Registration Form, or fails to notify the SIE Fund of any subsequent change of the information provided which may affect the operator's eligibility under the Scheme, the SIE Fund may terminate the registration of the co-working space of the operator and publicise this fact for general information.

6. 查詢 Enquiry

如對計劃有任何查詢，請聯絡「社創基金專責小組」秘書處：

地址： 香港灣仔告士打道5號
稅務大樓41樓

電話號碼：(852) 2165 7267

傳真號碼：(852) 2524 7267

電郵地址：siefund@effo.gov.hk

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

Enquiries regarding the Scheme can be addressed to the SIE Fund Task Force Secretariat at:

Address: 41/F, Revenue Tower,
5 Gloucester Road,
Wanchai, Hong Kong

Telephone: (852) 2165 7267

Fax: (852) 2524 7267

E-mail: siefund@effo.gov.hk

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

7. 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租金資助申請人的行為、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 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9月正式成立，由扶貧委員會轄下一個專責小組監督下運作。社創基金為香港的社會創新發揮催化劑的功用，致力促進商界、非政府機構、學術界及慈善機構與公眾合作，以創新的方案解決貧窮和社會孤立問題，締造社會效益。社創基金主要經由協創機構，為有抱負的個別人士或團體提供資源進行研究、能力提升，和支持不同階段的創新項目，包括扶助新意念醞釀、提供實踐種子資金，以至協助他們擴大營運規模。社創基金希望促進生態系統發展，令社會創業家茁壯成長，創新意念、產品及服務能有效應對社會需要，而有能者則得以發揮所長。

The SIE Fund was officially launched in September 2013 and is overseen by a Task Force under the Commission on Poverty. The Fund, as a catalyst for social innovation in Hong Kong, connects our community with different sectors, including businesses, non-governmental organisations, academics and philanthropies to create social impact through innovative solutions that address poverty and social exclusion. Mostly through 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 innovative ideas, products and services can benefit society by meeting under-served needs and unleashing underutilised talents.

「社創基金專責小組」秘書處
SIE Fund Task Force Secretariat

2018年4月
April 2018