

「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」 共享工作空間註冊指引

Guide to Registration of Co-working Space 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. 註冊申請資格 Eligibility for Registration

申請註冊為優化計劃下的共享工作空間須符合以下資格：

- 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；
- 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；
- 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
- 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 Enhanced Scheme, the operator shall:

- 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;
- 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 necessary 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.

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

- 4.1 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。
 - 4.2 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。
 - 4.3 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 4.7 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。
 - 4.4 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。
 - 4.5 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 4.6 段提及涉及商務服務的資助發還除外。
 - 4.6 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。
 - 4.7 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 4.6 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。
 - 4.8 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 4.3 及 4.6 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。
 - 4.9 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 4.8 段提及的合租安排除外。
 - 4.10 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。
 - 4.11 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。
 - 4.12 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。
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- 4.1 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.
 - 4.2 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 (the 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.

- 4.3 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 4.7 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.
- 4.4 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.
- 4.5 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 4.6 below.
- 4.6 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.
- 4.7 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 4.6 above, the subsidy cap for such reimbursement is HK\$1,500 per month in all circumstances.
- 4.8 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 4.3 and 4.6 above remain unchanged under such co-leasing arrangement.
- 4.9 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 4.8 above, any subletting of the subsidised desk(s) or office(s) is not allowed.
- 4.10 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.
- 4.11 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.
- 4.12 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.

5. 註冊申請 Application for Registration

- 5.1 優化計劃將於 2020 年 11 月 30 日起接受共享工作空間註冊申請。
- 5.2 如欲申請註冊為優化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，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需文件後的 14 個工作天內，通知申請機構其申請結果。
- 5.5 秘書處會就優化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、適用於優化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。上述名單將發放予成功申請租金資助的人士。

- 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優化計劃下成功申請租金資助的人士。如營辦商欲對租賃選項及「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 Enhanced Scheme will be open for applications for registration of co-working space from 30 November 2020.
- 5.2 To register as a co-working space under the Enhanced 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 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 Enhanced 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 Enhanced Scheme (rate table), the facilities and supporting services available, etc. The list will be issued to successful applicants of the Enhanced Scheme.
- 5.6 In leasing desk or office to the successful subsidy applicants under the Enhanced 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, 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 Enhanced 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

如對優化計劃有任何查詢，請聯絡秘書處：

地址： 香港灣仔告士打道 5 號稅務大樓 41 樓社創基金專責小組秘書處

電話號碼：2165 7321

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

Telephone: 2165 7321

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

2020 年 11 月

SIE Fund Task Force Secretariat

November 2020