

「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」 共享工作空間資助申請指引

Guide to Subsidy Application 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，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 to run their social business for supporting poverty relief and social inclusion 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 成功的申請者須從秘書處所編製的註冊共享工作空間名單選擇及租用合適的辦公桌或辦公室。資助發還只限列於所選共享工作空間的「租金價目表」內的租金及相關額外費用（如適用）¹，且不會超過上文第3.3段所述的每月資助額上限。任何超過上限的租金及相關額外費用均須由申請者承擔。
- 3.5 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。
- 3.6 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創業，並不得以任何形式分租獲發租金資助的辦公桌或辦公室。
- 3.7 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。

¹ 為清晰起見，租金按金並不包括在計劃的資助範圍之內。

- 3.8 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。
- 3.9 於計劃下，成功的申請者不可租用其（不論直接或間接地）有任何財務或其他利益的辦公桌或辦公室。
- 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 Successful applicants should select and lease desks or offices from the list of registered co-working spaces provided by the Secretariat. Only rental payment and related fees (if applicable) as set out in the rate table of the relevant co-working spaces are reimbursable¹, subject to the monthly subsidy ceiling as set out in paragraph 3.3 above. Any rental payment or related fees in excess of the ceilings have to be borne by the applicant.
- 3.5 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.
- 3.6 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.
- 3.7 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.
- 3.8 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.
- 3.9 Under the Scheme, successful applicants shall not lease any desks or offices in which they have any financial or other interest, whether directly or indirectly.

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

所有已獲社創基金資助，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，均符合資格申請資助。

All 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 Scheme.

¹ For the sake of clarity, rental deposit is not reimbursable under the Scheme.

5. 申請資助 Application for Subsidy

- 5.1 計劃將於2018年4月26日至2020年4月30日接受租金資助的申請。期間合資格的申請者可隨時提交資助申請。
 - 5.2 如欲申請計劃下的租金資助，申請者須填妥申請表格，親身遞交或郵寄至「社創基金專責小組」秘書處(秘書處)。申請表格可於秘書處索取或於社創基金網頁(www.sie.gov.hk/tc/coworkingspace.page)下載。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資助，秘書處會諮詢有關協創機構申請人以往推行社創基金資助項目的記錄。秘書處在處理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填妥的申請表格後的14個工作天內，通知申請者其申請結果。秘書處會同時向成功的申請者發送一份已於計劃下註冊的共享工作空間名單、銀行授權書及申請發放租金資助表格。
 - 5.5 成功的申請者可從秘書處提供的共享工作空間註冊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。如成功的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3.9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。
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- 5.1 The Scheme will be open for subsidy applications from 26 April 2018 to 30 April 2020. Applications for subsidy under the Scheme are accepted all the year round during the period.
 - 5.2 To apply for subsidy under the Scheme, the applicant should complete and submit the Application Form to the SIE Fund Task Force Secretariat (the Secretariat) in person or by post. Application Form can be obtained from the Secretariat or downloaded from the SIE Fund website (www.sie.gov.hk/en/coworkingspace.page). No application fee will be charged.
 - 5.3 For those applicants who were granted funding 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.
 - 5.4 The Secretariat will notify individual applicant of the application result normally within 14 working days after receipt of a duly completed Application Form. For successful applicants, the Secretariat will at the same time provide them with a list of co-working spaces registered under the Scheme, a bank authorisation form and a rental 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 a successful 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 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 contravention of paragraph 3.9 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 Scheme and provide the Secretariat with any document or record for verifying the accuracy of any information given by the applicant under the Scheme and the compliance of the applicant with the rules and terms specified in this Guide and the Application Form.

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

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副本；
- (b) 已填妥的銀行授權書；

於每月/季繳交租金起計一個月內遞交 –

- (c) 已填妥的申請發放租金資助表格；及
- (d) 租金收據正本。

逾期遞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個工作天內發放租金資助。

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 the lease agreement -

- (a) A copy of the lease agreement signed between the applicant and registered co-working space.
- (b) A completed bank authorisation form.

To be submitted within one month after each monthly/quarterly rental payment is made -

- (c) A completed rental subsidy claim form; and
- (d) An original copy of the receipt of rental 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.

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 for the new lease as required in paragraph 6.1 above.

7. 查詢 Enquiry

如對計劃有任何查詢，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：(852) 2165 7324

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 Secretariat at:

Address: SIE Fund Task Force Secretariat

41/F, Revenue Tower,

5 Gloucester Road,

Wanchai, Hong Kong

Telephone: (852) 2165 7324

Fax: (852) 2524 7267

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

2018年4月

SIE Fund Task Force Secretariat

April 2018

「社會創新共享工作空間資助計劃」 Social Innovation Co-working Space Subsidy Scheme

附件
Annex

申請資助及發放租金資助程序 Procedure for Subsidy Application and Claim for Rental Subsidy

向「社創基金專責小組」秘書處（秘書處）提交已填妥的申請表格
Submit a completed Application Form to the SIE Fund Task Force Secretariat (the Secretariat)

倘秘書處提出有關要求，向秘書處解釋申請資助的內容及提供補充資料
If requested by the Secretariat, provide clarification and supplementary information relating to the subsidy application to the Secretariat

一般在提交已填妥的申請表格後的14個工作天內，從秘書處收到電郵通知其申請結果。
成功的申請者將同時收到一份共享工作空間的註冊名單、銀行授權書表格及申請發放租金開支表格。
Receive notification of application result from the Secretariat by email normally within 14 working days after submission of a duly completed Application Form. Successful applicants will receive a list of registered co-working spaces, a bank authorisation form and a payment claim form at the same time

從共享工作空間的註冊名單中選擇及租用合適的辦公桌或辦公室，按秘書處提供的租金價目表與共享工作空間負責人議定租約，並於租賃協議生效起計一個月內向秘書處遞交
(a)申請者與共享工作空間所簽妥的租約副本及(b)已填妥的銀行授權書
Select and lease desk(s) or office(s) in any of the co-working spaces registered under the Scheme; enter into lease agreement with the relevant co-working space operator in accordance with the rate table provided by the Secretariat and submit (a) a copy of the lease agreement signed between applicant and registered co-working space and (b) a completed bank authorisation form to the Secretariat within one month after commencement of the lease agreement

每次繳交租金起計一個月內向秘書處遞交 (c) 已填妥的申請發放租金資助表格，以及(d)租金收據正本
Submit (c) a completed rental subsidy claim form and (d) an original copy of the receipt of the rental payment to the Secretariat within one month after each rental payment is made for claiming reimbursement

一般在交妥上述(a)至(d)項所列的所有文件後的14個工作天內，
從秘書處收到以銀行戶口轉帳形式發放的租金資助
Receive rental subsidy from the Secretariat through bank transfer normally within 14 working days after due submission of all the required documents as set out in (a) to (d) above