

Granting Scheme Application Guide

SYNC Foundation Limited

Member of Stan Group (Holdings) Limited

Last Updated on 31 December 2019

This Application Guide states the process and procedure, requirements and expectations throughout the application to the funding scheme(s) under SYNC Foundation. The requirements and instructions stated on this Guide may be subject to changes from time to time without prior notice. The completed terms and conditions of each approved project shall be referred to the corresponding agreement.

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I. About the Fund

“Sports Power” is a funding scheme set up and administrated by SYNC Foundation, to support project initiatives in promoting physical and mental health, positive identity, youth empowerment, leadership, teamwork, self-discipline, integrity and accountability through sports and exercises.

II. General

A. Scope of Fund – “Sports Power”

The application shall be fulfilling the objectives of the following categories:

1. **Youth Sports Development** – promote physical and developmental benefits of sports for youth;
2. **Sports Entrepreneurship** – turn sports into business with passion and energy;
3. **Sports and Community Health** – Empower young citizens and sector practitioners to enhance community health;
4. **Sports Nutrition** – promote development and adoption of sports nutrition to improving athletic performance;
5. **Sustainable Athlete** – support ex- or retired athletes in youth coaching, knowledge-transfer and career transformation.

B. Types of Fund and Eligibility

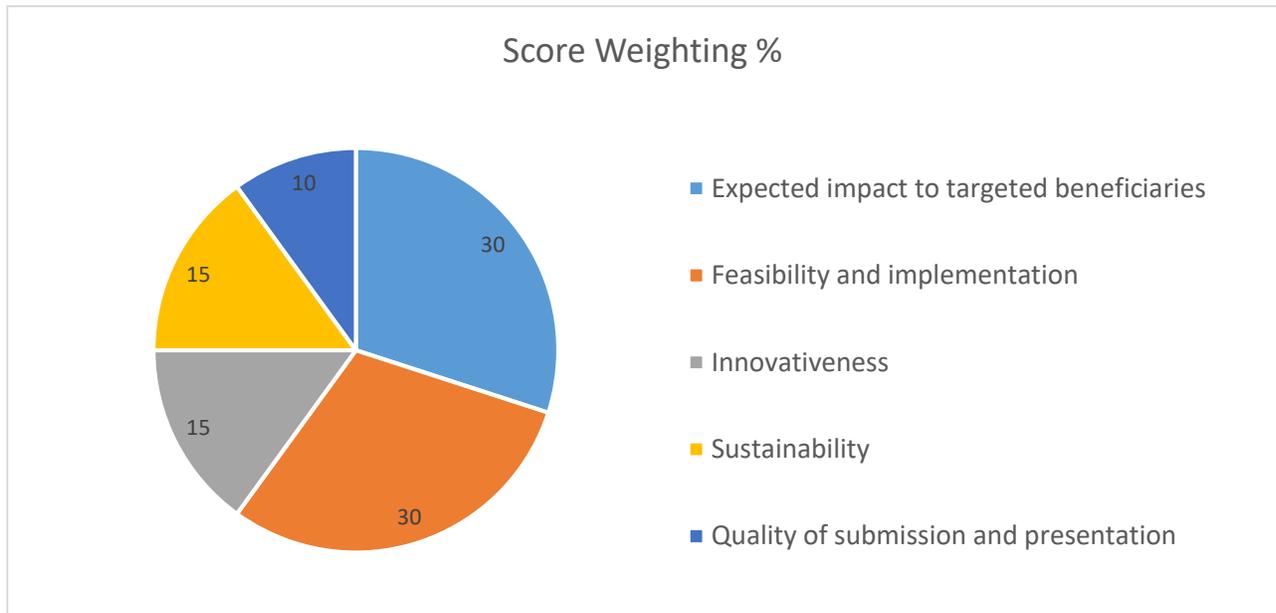
Two tiers of funding – (1) **Idea** and (2) **Start-up** will be available for application.

Tier	(1) Idea <i>“SYNC” idea to the needs</i>	(2) Start-up Start to drive social change
Funding Amount	Maximum funding amount at or below HKD\$200,000	Maximum funding amount at or below HKD\$1,000,000
Eligibility* Organisation and company registered under the Companies Ordinance or incorporated in other jurisdictions but registered as a non-HK company under the Companies Ordinance	✓	✓
A project team composes of at least two members*	✓	
Focus	For idea generation and validation	Solution base for application
	Convert ideas into realistic solutions	Committed KPIs with social impact
	Support need-driven feasibility study, market research and prototyping	

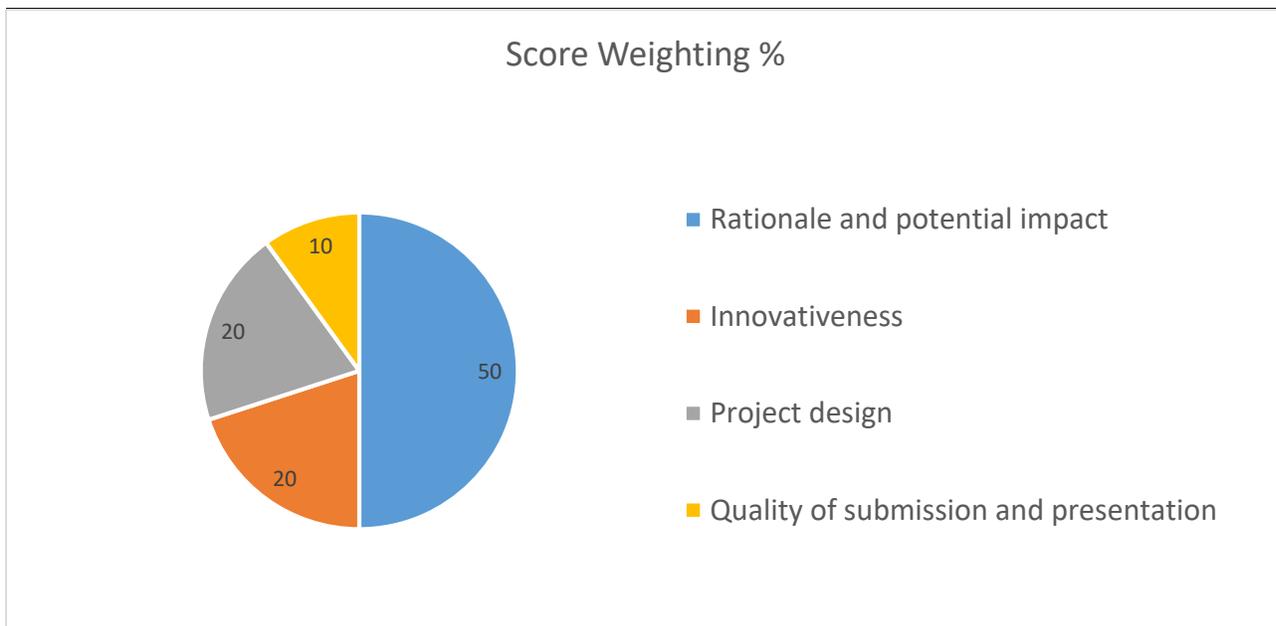
* The lead applicant (project in-charge) must be an eligible individual aged above 18 permanent residents.

C. Judging Criteria

Start-up



Idea



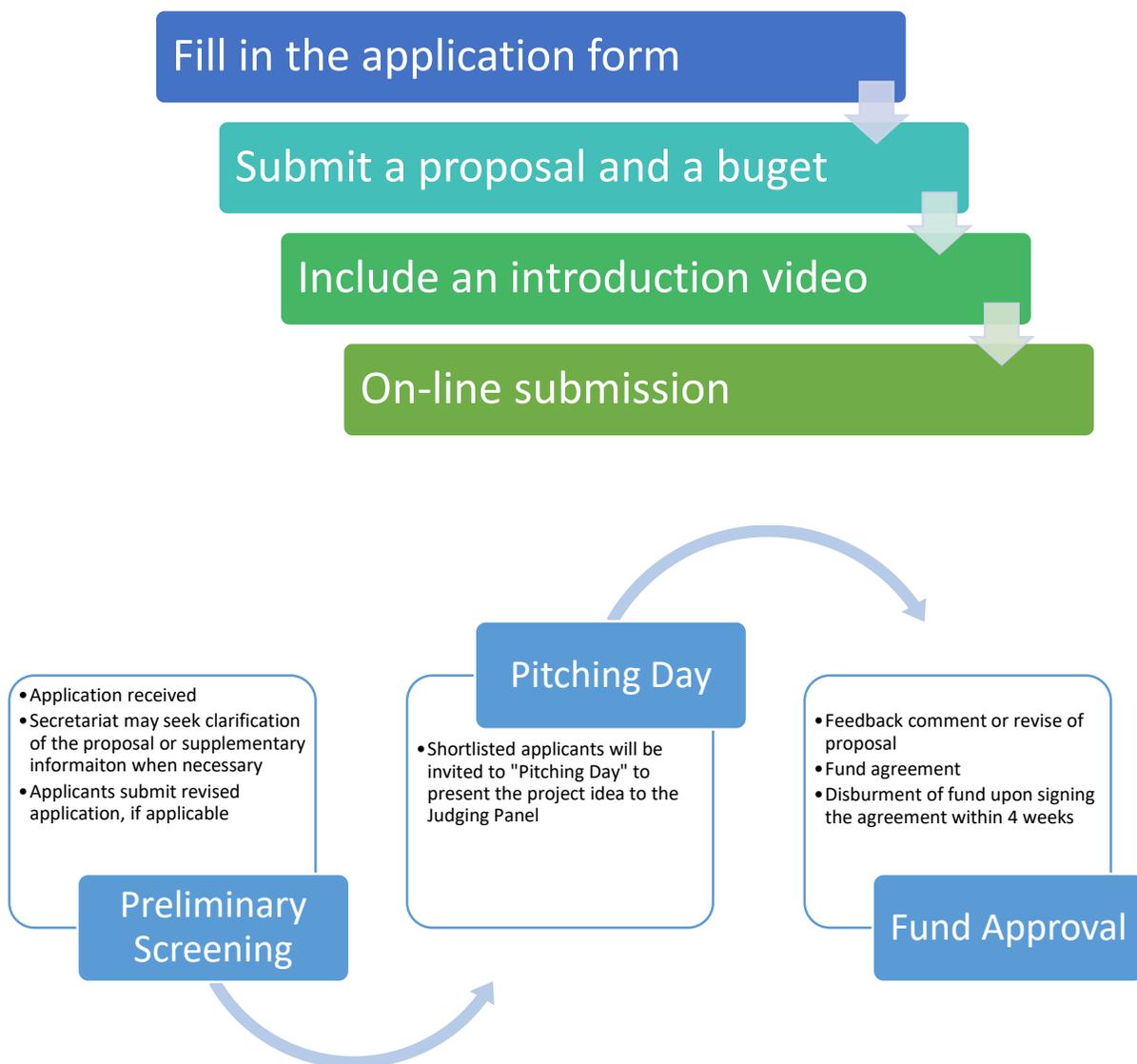
D. Judging Panel

Mr Stan TANG Yiu-sing, Chairman, SYNC Foundation Limited

Ms Vicky IP Oi-shuen, Director, SYNC Foundation Limited

Dr. Clara MAK Sau-ying, Chief Operating Officer (Corp. Mgt.), Stan Group (Holdings) Limited

E. Application Process



1. The Secretariat will send an acknowledgement to the Application upon receipt of an application;
2. The Secretariat may seek clarification of the proposal or supplementary information when necessary;
3. Shortlisted applicants will be invited to “Pitching Day”, present the project idea to the Judging Panel;
4. The Judging Panel may require the applicant(s) to address any queries and comments raised by the Panel, and submit the revised proposal and relevant materials to the Secretariat;
5. The decision made by the Judging Committee is final;
6. The successful applicant(s) will enter the Fund Agreement (the Agreement) with SYNC Foundation;
7. A lump-sum or the first instalment of Fund will normally be disbursed within four weeks upon signing the Agreement.

F. Document Checklist

A completed application shall contain the following documents and item(s):

- a. A proposal; (Proposal template is available for download online)
- b. A budget; (Budget template is available for download online)
- c. An introduction video; (optional)
- d. Registration document(s) e.g. Business Registration Certificate, Certificate of Incorporate, the Memorandum of Association or the Articles of Association etc.;
- e. Other relevant supporting document(s) if applicable, i.e. proofing document of in-kind contribution, organisational chart, team members’ credential, past track record of the organisation, company and / or that of the project.

The Secretariat reserves the rights to request on supplementary information when necessary.

III. The Project Proposal

A. Project Period

1. The suggested project period of “Idea” and “Start-up” shall not exceed 12-month and 2-year respectively;
2. Payment of “Start-up” project may be on instalment basis subject to the fulfilment of project milestones.

B. Project Expenditure

1. At least 80% of the project expenditure should be incurred within HKSAR;
2. Approved fund must be exclusively used for the project in accordance with the terms and conditions of the Agreement;
3. Any budget adjustment exceeds 20% from the approved budget item shall be made with prior request through the Secretariat;
4. A list of fundable cost items:
 - a) *Consumable expenses;*
 - b) *Program expenses; (e.g. event, training workshop, seminar etc.)*
 - c) *Marketing expenses; (e.g. promotional materials, event production etc.)*
 - d) *Patent registration, laboratory test and certification expenses;*
 - e) *Professional services; (e.g. audit)*
 - f) *Manpower cost;*
 - g) *Administration overhead; (up to 15% of total amount of project fund)*
 - h) *Equipment (existing, shared equipment shall charge in pro-rata basis)*
5. A list of non-fundable cost items:
 - a) *Overseas travelling and entertainment expenses;*
 - b) *Financing expenses; (e.g. mortgage and loan interests)*
 - c) *Overtime payment, fringe benefits and allowances;*
 - d) *Services provided by the project team and / or the funded company, organisation, inter-department charges are not allowed to be charged to the project fund.*

C. Matching Fund

Additional funding will be eligible for matching with prior approval upon request before the project assessment. Matching fund is on a dollar-to-dollar basis, up to the ceiling amount less than or equivalent to the maximum funding amount of each tier.

IV. Grant Management

A. Fund Agreement

1. The successful applicant(s) will be entering into the Funding Agreement with SYNC Foundation Limited;

B. Project Management and Reporting

1. A quarterly report for “Idea” project, an interim and annual report for “Start-up” project shall be submitted upon commencing the project;
2. A progress meeting will be conducted between project team and the Secretariat in quarterly basis;
3. Funded project(s) will be monitored against the approved proposal, project timeline and set of impact measurement tools;
4. Visit maybe conducted by the Secretariat, project stakeholders and / or media with prior notice;
5. Approved projects are required to be implemented strictly in accordance with the final proposal appended to the agreement. Any modifications or amendment on the scope of project, deliverables and budget will be required prior written approval through the Secretariat.
6. The project team shall appoint a Project Coordinator who will be responsible for overseeing the project, liaising with and answering enquiries or requests raised by the Secretariat, and attending progress and report meetings during the funding period;
7. Resignation or withdrawal of project staff or member shall be informed the Secretariat.

C. Finance and Audit

1. The project fund shall be deposited into a designated account under the name of applicant;
2. The project team shall maintain a proper and timely books of accounts of all income, receipts, expenditures and payment of the funded project;
3. For “start-up” project(s), the project team shall submit annual and / or final audited accounts reported by independent auditor, the report shall cover the period from the date of project commencement to the date of completion;
4. For “Idea” project(s), the project team shall submit a profit-and-loss with detailed breakdown of actual expenses, with the set of supporting and proofing documents, i.e. quotation, invoice and receipt etc.;

D. Disbursement, Instalment and Withholding of Fund

1. For approved “Idea” project(s), a lump-sum fund with a maximum amount at HKD\$200,000 will be disbursed within 4-6 weeks upon signing the Agreement;
2. For approved “Start-up” project(s), an upfront fund at maximum 50% of total project budget will be disbursed in upfront basis within 4-6 weeks upon signing the Agreement;
3. Maximum 4 instalment payment throughout 2-year will be applied; (i.e. every 6-month for each instalment and vary among project period)
4. SYNC Foundation reserves the right to withhold payment to the funded project at the following of circumstances:
 - a) *The project team failed to deliver the committed project deliverables thus significantly lost behind to the project milestone without reasonable justifications;*
 - b) *A significant change of the composition of the project team resulted in believing of incapable to efficiently manage and carry the project;*
 - c) *Any unlawful, unethical or malpractices of behaviour and project execution.*

E. Residual Fund

1. The project team may need to return the residue fund upon completion or early termination of the project;
2. The project team can apply to retain the residue fund one-month prior to the end of project period with specifying the scope of usage beyond the funding period;

F. Procurement

1. The project team shall maintain a proper and fair procurement process for goods and services incurred in the project. Sufficient justifications throughout the process shall be set out.

G. Intellectual Property Rights

1. SYNC Foundation will not be liable for any infringement of intellectual property rights under any circumstances;
2. Any intellectual property rights created in the funded project will be vested with project team. SYNC Foundation will be authorized to use such rights in publicity purposes;
3. Any income generated from the intellectual property rights created by the funded project during the funding period shall be contributed back into Sync Foundation.

H. Conflict of Interests

1. Current employees of SYNC Foundation Limited, Stan Group (Holdings) Limited and its affiliated subsidiaries must declare and appropriately manage a perceived, potential or actual conflict of interest may be subject to the application procedure of any granting scheme(s) administrated by SYNC Foundation Limited;
2. The Judging Panel shall be suitably and appropriately qualified in line with the code of conduct. Judges must declare and appropriately manage a perceived, potential or actual conflict of interest related to all funding applications.

I. The Secretariat

For enquiries, please contact the Secretariat of SYNC Foundation Limited

Secretariat of SYNC Foundation

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Mongkok

Kowloon, Hong Kong

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