

PolyU Maker Fund Programme Handbook

Important Note:

This Handbook is subject to amendments from time to time without prior notice. Please contact the Institute for Entrepreneurship or visit the official website (www.polyumakerfund.hk) for the latest version before submitting your application.

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1. Introduction

PolyU Maker Fund Programme (“the Programme”) is a brand-new initiative tailor-made for Hong Kong’s young makers and hardware developers to realise their ideas. The Programme aims to accelerate local hardware start-ups’ product development from ideas to production, leveraging the manufacturing capabilities of Shenzhen and other Greater Bay Area (GBA) cities.

The Programme is a “We Venture” project funded by the Fund Scheme for Youth Entrepreneurship in the Guangdong-Hong Kong-Macao Greater Bay Area under the Youth Development Fund (YDF) of Home Affairs Bureau and Youth Development Commission.

Please visit www.polyumakerfund.hk for more details.

2. Application

2.1. Eligibility Criteria

- a) All Hong Kong youths (can be a non-PolyU member), with or without a concrete idea for a hardware/product, are welcome to apply for this Programme. Applicants can apply as an individual or in a group, and an individual Applicant can choose to form a team with other Applicant(s) during the Hardware Bootcamp.
- b) The Applicants MUST fulfil the eligibility criteria stipulated below:
 - Aged between 18 and 40¹;
 - Holder of a valid Hong Kong Permanent Identity Card;

And

- Applicants should have specific business plans/ideas in Hong Kong and/or Mainland GBA cities within one year or have been running their start-ups for not more than three years²;
- Applicants must not be subject to any bankruptcy orders or proceedings;
- The proposed project should not have been under the support of the first round Entrepreneurship Matching Fund (EMF) under the Youth Development Fund (YDF);
- The proposed project should not concurrently receive support from other NGOs under YDF’s sponsorship including but not limited to EMF and other entrepreneurial support and incubation services;


¹ Upon the Application Deadline.

² Upon the Application Deadline.

- The proposed projects are not restricted to certain industries (businesses that are unlawful, illegal or involve tobacco, advocacy of gambling, obscenity, etc., will not be supported);
 - Funded youth start-ups should have business registration in Hong Kong and establish their businesses in Hong Kong and/or other GBA cities (such as the entrepreneurial bases therein);
 - If selected for funding, a start-up without business registration is subsequently required to register under the Business Registration Ordinance (Cap. 310); and
 - All partners or shareholders must be co-applicants and invariably comply with the above requirements if the business is registered as a partnership or limited company.
- c) All teams in the First Assessment and Final Assessment can comprise single or multiple members, but the teams shortlisted for the funding support MUST fulfil the following requirements during the funding period:
- Each team must be represented by a Principal Applicant (PA) who MUST BE a PolyU member (current full-time or part-time student³, alumni or staff⁴ from PolyU, HKCC and SPEED);
 - If registered, the company in Hong Kong must be within three years upon the Application Deadline;
 - PA must own at least 20%⁵ equity shares of the company.

2.2. Application Procedure

2.2.1. To apply for the Programme, the Applicant shall complete a simple online application form and submit on or before the Application Deadline stipulated below.

- Online Application Form: Click [HERE](#) (QR code )
- Application Deadline: **9 July 2021 (Friday), 1:00pm**

2.2.2. After team formation (if necessary) during the first day of Hardware Bootcamp, all the teams will be required to submit the information and documents below through an online application system before the First Assessment:

³ Except students from distance learning programmes. Current research postgraduate student shall check with Research Office if any approval is necessary prior to application.

⁴ Current PolyU staff is eligible to apply for the Programme as PA or team member, however if the PolyU staff's team is shortlisted to be supported by the Fund, he/she shall not join the Funded Start-up as partner or shareholder unless Government agreed in writing. If he/she wishes to be a PA or team member in the Funded Start-up while keeping his/her employment, he or she should seek the University's approval, subject to pertinent policies and regulations governing knowledge transfer and outside activities.

⁵ In the sole opinion of PolyU, key management position usually shall be evidenced by 20% or more ownership, in the form of equity shares or share options in the Funded Start-up.

- 1) CVs of all team members, which state their academic qualification (college/ institution attended and period thereof) and detailed working experience (position held, responsibility and period thereof);
- 2) Scanned copy of Hong Kong Identity Card (both sides) of all team members;
- 3) Proof document(s) of relationship between the PA and PolyU;
- 4) Hong Kong Business Registration Certificate (“BR”), if applicable;
- 5) Certificate of Incorporation (“CI”), if applicable;
- 6) Latest Annual Return/ Incorporation Form (NAR1 or NNC1)/ other acceptable documents showing the present directors and shareholders, if applicable;
- 7) Copy of certificate(s) of filing/ grant of patent(s), if applicable;
- 8) Declaration of “Use of PolyU Knowledge/ Innovations/ Technologies”, if applicable; and
- 9) Copy of the agreement between the Applicant and third parties on the sharing of the royalties or intellectual property rights or any other sorts of income to be generated from the Applicant, if any.

2.2.3. Institute for Entrepreneurship of PolyU (PolyU IfE) reserves the right to seek additional information as it deems necessary. All Applicants shall also provide all clarification, information and documents requested by PolyU IfE from time to time to processing its application.

2.3. Enquiries

Institute for Entrepreneurship
Tel: (852) 3400 2708
E-mail: maker.fund@polyu.edu.hk

3. Assessment Procedure

3.1. Eligibility Checks

- a) All applications are free of charge.
- b) All applications will be processed in strict confidence.
- c) The Applicants must meet the eligibility criteria stipulated in Section 2.1 before further assessment will be made.

3.2. Assessments Process

- 3.2.1. All applications will go through an eligibility screening process conducted by PolyU IfE after the application deadline. Wherever necessary, Applicants may be required to submit supplementary supporting documents by the date otherwise specified by PolyU IfE.
- 3.2.2. All eligible Applicants will be invited to participate in the Hardware Bootcamp organised

by PolyU IfE and its partner(s).

- 3.2.3. First Assessment will be carried out at the end of the Hardware Bootcamp to select Shortlisted Teams. The judging panel of the First Assessment is composed of representatives of PolyU and its collaborating partners.
- 3.2.4. All Shortlisted Teams will be invited to attend a Minimum Viable Product (MVP) and Market Validation Training (the Training) jointly organised by PolyU IfE and its partner(s). Member(s) from each team is/are required to attend the Training to the satisfaction of PolyU IfE.
- 3.2.5. The Final Assessment will be held after the Training. All Shortlisted Teams will be invited to present their business ideas and demonstrate their products to the judges. The judging panel of the Final Assessment is composed of representatives from PolyU and different industry sectors with vast experience on technology inventions, incubation and investment.

3.3. Assessment Criteria

The panel judges will consider and assess applications with the following qualitative criteria to make the funding decisions:

- (Technology) Innovation & Creativity;
- Business Model & Commercial Viability;
- Applicant's Experience & Capabilities;
- Potential Impact to Industry & Society; and
- Presentation & Interview Performance.

Note:

Bonus points will be given to applications using PolyU's research technologies and the assessment criteria may subject to change.

3.4. Funding Confirmation

- 3.4.1. The panel will then make funding decisions on which Shortlisted Teams to support under the Programme.
- 3.4.2. The funding decision will be confirmed subject to:
 - (a) examination and approval by PolyU IfE and Government; and
 - (b) signing of agreement(s)/document(s) of terms and conditions by the Funded Start-ups.

4. Progress Review

- 4.1. PolyU IfE will assess the progress of the Funded Start-ups in implementing the committed task activities according to the committed milestones. The Funded Start-ups are required to submit the Half-yearly Review Report and join four Update Review Meetings throughout the 24-month incubation programme. The first meeting will be held 6 months after the Funded Start-ups have joined the Programme and 6 months afterwards.
- 4.2. Any material modification to the Business Proposal of the Funded Start-ups (including but are not limited to change of key team members, deliverables, change of R&D or business scope) shall require prior written approval from PolyU IfE.

5. Disbursement of Fund

- 5.1. Disbursement of fund to the Funded Start-ups will only be made when PolyU IfE is satisfied with the progress of the Funded Start-ups.
- 5.2. As a general rule, it is not permissible to duplicate support available from any other funding grants (no double payment for the same part of an expenditure item).
- 5.3. The fund under the Programme shall be disbursed to the Funded Start-ups by instalments in the following manner:
 - (a) The first instalment will be disbursed upfront;
 - (b) Subsequent funding beyond the upfront disbursement shall be made according to the schedule on a reimbursement basis, i.e. the disbursements will be paid to the Funded Start-ups only (1) with the support of appropriate and relevant receipts, invoices and spending proof for any allowable expenses; (2) in the sole opinion of PolyU IfE, if the Funded Start-up has made reasonable progress in executing their business proposal as evidenced in the reports submitted by the Funded Start-up.
- 5.4. The fund under the Programme shall be subject to further agreement(s)/document(s) of terms and conditions governing the disbursement and the use of the fund by the Funded Start-ups.

6. Recovery of Loss

- 6.1. PolyU reserves its right to recover any payment to the Funded Start-ups and seek compensation from the Funded Start-ups for any loss or expenses incurred by PolyU due

to the Funded Start-ups' breaching of the Licence Agreement, this Handbook and the agreement(s)/document(s) of terms and conditions signed.

- 6.2. PolyU reserves its right to recover unspent balance of the disbursed fund, or any amount of the disbursed fund without appropriate proof documents, or such proof was considered not admissible by PolyU or the auditor, upon termination of the Programme for whatever reasons, including but are not limited to: (a) failure to achieve the milestones; (b) breaching of conditions stipulated in the Licence Agreement, this Handbook and the agreement(s)/document(s) of terms and conditions signed (if applicable).

7. Accounting and Auditing

- 7.1. The Funded Start-ups shall provide PolyU with the audited financial statements if requested by PolyU IfE.
- 7.2. The Funded Start-ups shall engage an independent practicing auditor/an auditing firm to prepare the Auditor's Report and Statement of Expenditure in the format as prescribed by PolyU, if requested by PolyU IfE.
- 7.3. The Funded Start-ups shall properly handle the keeping of books and records of their expenditures utilising the funding support to facilitate auditors to conduct the reasonable assurance engagement in accordance with the requirements of PolyU IfE.

8. Termination

- 8.1. All Funded Start-up must comply with the terms and conditions in this Handbook and the agreement(s)/document(s) to be signed throughout the application and funding period.
- 8.2. The agreement(s)/document(s) of terms and conditions signed by the Funded Start-ups may be terminated without notice at any time in any one of the following conditions:
 - a) There is a dramatic deviation of research or R&D focus/foci or business plan as set out in the Application Form, Business Plan or any other documents as submitted by the Funded Start-ups to PolyU without prior written consent of PolyU IfE.
 - b) The Funded Start-ups did not comply with any terms and conditions laid down in the Licence agreement, this Handbook and all instructions and

correspondences issued by PolyU or its representative from time to time in respect of the Programme.

- c) The Funded Start-ups fails to progress in accordance with any of the milestones set out in the Business Plan.
- d) The Funded Start-ups engaged in any unlawful, fraud or corruption activity.
- e) The Funded Start-ups or any of its directors or staff misrepresented or provided any wrongful or incorrect or inaccurate statement(s) in its (i) Application Form, (ii) Milestone Report and (iii) any other matters relating to the eligibility for such Funded Start-up's continued use and enjoyment of the funding grant.
- f) The Funded Start-ups mishandled the funding grant or lacked of discipline in financial management.

9. Collection of Information

9.1. The information collected from the Applicants will be used for the following purposes:

- a) The data will be used for managing their application account, processing their application and for related purposes, e.g. programme monitoring, connecting with potential mentors and investors, etc. by PolyU and the associated institutions;
- b) The data may be disclosed to other Government departments or third parties, if such disclosure is necessary for the purposes of processing the application and for related purposes;
- c) It is mandatory for Applicants to provide their personal data in the application form and the online application system. If Applicants do not provide such personal data, we will not be able to further process their application;
- d) The Applicants' email address and mobile phone number will be used by PolyU IfE to send you email/SMS/text message for important information concerning your application (including shortlist for interview/test and/or offer/ conditional offer) and during the Programme;
- e) All data provided in the application form and online application system may be used for statistical and research purposes (where all personal identifiers such as name, ID number, email address and mobile phone number will be deleted).

- 9.2. Where the Applicant is asked to submit any information, content or material to PolyU (“Content”) for the purposes of enabling PolyU to assess the Applicant and its suitability as a Funded Start-up, or for inclusion on PolyU website, the Applicant must ensure that all Content is up-to-date, accurate, legal, honest, decent, truthful and complies with all applicable laws, regulations, standards and codes of practice. The Applicant must ensure that all Content submitted to PolyU does not infringe copyright, design, privacy, publicity, data protection, trademark or any other rights of any third party, and is not obscene, abusive, threatening, libellous or defamatory of any person.
- 9.3. The Applicant shall have sole responsibility for the Content which it submits to PolyU and the Applicant shall indemnify and shall keep PolyU fully and effectively indemnified on demand from and against all actions, claims, losses, liability, proceedings, damages, costs, expenses, loss of business, loss of profits, business interruption and other pecuniary or consequential loss (including legal costs and expenses) suffered or incurred by PolyU and arising directly or indirectly from the Content submitted by the Applicant to PolyU being in breach of these terms and conditions. Where PolyU has relied upon, published or used the Content then the losses to be indemnified by the Applicant shall include all sums claimed from PolyU by third parties having relied upon the Content and all sums expended by PolyU on the Applicant in connection with the Programme (including but not limited to any financial benefits and sponsorship that the Applicant has received).
- 9.4. The Applicant shall be aware that the Content in the application will be vetted by PolyU IfE staff and external assessors and may be subsequently examined and approved by Government. PolyU and the related parties will not sign Non-Disclosure Agreement or any document of a similar nature.

10. Intellectual Property Rights

- 10.1. Applicants must declare that all the technology, innovations or inventions (“IPs”) to be developed/ commercialised in their business are free of infringement of any third party’s rights.
- 10.2. Should the IPs described in an application to be developed/ commercialised by an Applicant belong to any other third party (including but not limited to PolyU), the Applicant must secure written consent/ endorsement/ agreement from inventor(s) or owner(s) of the IPs prior to the use of such IPs.
- 10.3. Subject to (2) of this section, all the IPs and the rights attached thereto generated/to be generated by the Applicant shall be vested in the Applicant. Neither PolyU nor Government shall claim any ownership rights of such IPs.

11. Publicity and Acknowledgement

- 11.1. PolyU and Government has the right to make use of the materials submitted by the Funded Start-up that are considered non-confidential (including but not limited to information not pertinent to the execution of the Business Proposal, financial plans and budget, and personal information) in the sole discretion of PolyU and Government for the purpose of marketing and promotion of the Programme.
- 11.2. Acknowledgement of the PolyU and Government's support should appear on the products, publications, publicity and media events related to the Funded Start-up under the Programme.
- 11.3. The following disclaimer should also be included in any publications and media events related to the Funded Start-up:

"The promotional material/publication/exhibition only represents the stance of the company."

12. Others

Neither PolyU nor Government will take any equity shares from the Funded Start-up or claim under the Programme.

Frequently Asked Questions

Application Eligibility

1. Can research postgraduate students apply for this Programme?

Yes, research postgraduate students can apply but need to check with Research Office for any necessary approval before submitting applications.

2. Who can be the Principal Applicant (PA)?

The PA must be a PolyU member, means a student (full-time or part-time), an alumna/alumnus or a staff of PolyU, HKCC or SPEED (except distance learning programme). However, if the PolyU staff's team is shortlisted to be supported by the Funding, he/she shall not join the funded start-up as partner or shareholder unless Government agreed in writing. The PA must work in the company assuming a key owner-operator role with substantial control.

3. Can PolyU staff apply for this Programme as a team member?

Yes. However, if the PolyU staff's team is shortlisted to be supported by the Funding, he or she must observe all the pertinent rules and regulations governing knowledge transfer and outside activities, and MUST seek approval from the university management.

4. Can I apply for the Programme on my own without any team member?

An individual Applicant is allowed, however a multi-disciplinary team with members from different but relevant backgrounds is usually preferred by assessors and is therefore strongly recommended. You can form team with other Applicant(s) at the Hardware Bootcamp.

5. What is the minimum or maximum number of members per team?

There is no restriction on the team size. However, it is recommended to have 4 to 5 team members with complementary backgrounds and knowledge.

6. I had participated/awarded in other entrepreneurship competition(s) within or outside PolyU. Am I eligible to apply for the Programme using the same proposal?

Yes, as long as your proposed project has not been under the support of the first round Entrepreneurship Matching Fund (EMF) under the Youth Development Fund (YDF) or is not receiving/shall be receiving financial support from any other public or Government funding sources.

7. I am applying for other seed fund from Government, NGO or public organisation like Cyberport or Hong Kong Science and Technology Park. Can I still apply for the Programme?

Yes. However, please note that the proposed project should not concurrently receive support from other NGOs under YDF's sponsorship including but not limited to EMF and other entrepreneurial support and incubation services, therefore you have to choose if you are awarded more than one.

8. I had been awarded the Entrepreneurship Matching Fund (EMF) under Youth Development Fund (YDF) administered by Youth Development Commission (YDC) before, can I still apply for the Programme?

No, you are not eligible to apply for the Programme as PA or team members. However, if you have applied for EMF before but your application was not awarded, you can still apply for the Programme.

9. My company was financially supported by a private investor, can I apply for the Programme?

Yes, but you are required to declare all financial support from any private entities upon your application. Should your company receive financial support from any private entities after being awarded the Fund, you are also required to make declaration to PolyU in a timely manner.

10. Can I submit more than one application, or participate in more than one team?

Yes, each individual is allowed to join more than one team (two at most), and each team can submit more than one application (two at most).

However, you can only choose ONE application to be awarded the Fund, should more than one of your applications are awarded.

11. Can I apply for more than one programme under Youth Development Fund, administered by other organisations?

Yes, you can apply for more than one programme under Youth Development Fund, administered by other organisations.

However, you can only choose ONE application to be awarded the Fund, should more than one of your applications are awarded.

12. Can I use the same project to apply for PolyU Micro Fund (MF) Scheme, PolyU Student Entrepreneurial Proof-of-Concept Funding Scheme (POC) or PolyU Tech Launchpad Fund (TLF) Scheme at the same time?

Yes. However, please note that the proposed project should not concurrently receive support from other NGOs under YDF's sponsorship including but not limited to EMF and other entrepreneurial support and incubation services, therefore you have to choose if you are awarded more than one.

13. Is it acceptable that my team consists of non-PolyU member(s)?

Yes, However, non-PolyU member(s) can only be the team member(s) and only PolyU member(s) can act as PA during the entire funding period. The exit of the PA from the Funded Team, if without replacement acceptable to PolyU, will result in suspension/ cancellation of any undisbursed fund.

14. Can PA or team members be changed?

No change is allowed to the PA during the application process. Change of other team members will only be allowed and approved by PolyU on an exceptional basis, supported by sufficiently strong reasons.

However, after the application is awarded, should the change of team composition renders the Funded Start-up no longer eligible for the Fund, your fund entitlement may be terminated, subject to final decision of PolyU IfE.

15. Is there any requirement on the shareholding structure of the new company?

Yes. PA MUST assume a key owner-operator role with substantial control of the applying/ proposed company. In the sole opinion of PolyU, “substantial control” is usually evidenced by 20% or more ownership, in the form of equity shares, of the applying/ proposed company.

16. Is it acceptable that my project is a social enterprise?

Yes, as long as it is hardware related and can fulfil the Applicant eligibility.

Application and Assessment

17. Do we have to register a company upon application?

No, you don't need to have a company upon submission of your application. However, you MUST establish a company to receive the Fund should application is awarded.

For Funded Start-ups who have already established their company, the company must be incorporated for less than 3 years upon the Application Deadline.

18. How can I be eligible to claim bonus points for utilising PolyU knowledge, innovations and technologies?

You just need to fill in the Declaration of “Use of PolyU Knowledge/ Innovations/ Technologies” with your academic supervisor/ advisor signing off. Supporting documents (e.g. patent specification, research paper, FYP) shall also be submitted to the online application system. The bonus points will be counted according to the nature of the PolyU knowledge/ innovations/ technologies used in your business proposal.

However, please note that your claim of using PolyU knowledge, innovations and technologies will result in licensing from PolyU should your business proposal be approved. Licensing and royalty costs will likely be incurred.

Intellectual Properties (IP)

19. Who will be the owner of any intellectual properties (IP) generated?

The IP generated from execution of the awarded projects shall be owned by the Funded Start-ups.

20. How do I know what PolyU knowledge/ innovations/ technologies I can make use of in my application?

You can find the PolyU knowledge/ innovations/ technologies available for use via www.polyu.edu.hk/ife/corp/en/innovation/tech_search.php.

21. When should I obtain the authorisation of using a third-party IP?

You should obtain the written consent from the inventor/ owner of the IP upon your online application.

You MUST secure the official authorisation/ licensing from the inventor/ IP owner before the Fund can be awarded should your business proposal be approved.

22. What will be the arrangement if I need to utilise PolyU knowledge /innovations /technologies (including but not limited to final year projects and class projects) to execute my proposed business?

For PolyU knowledge/ innovations/ technologies, you should first approach the inventors concerned and Institute of Entrepreneurship of PolyU (PolyU IfE), PolyU to check for such possibility.

Should your application be recommended for the Fund by the Final Assessment Panel, you must enter into a licensing agreement with PolyU before utilising such knowledge/ innovations/ technologies (including but not limited to final year projects and class projects). Your company will then incur licensing and royalty costs.

Funding Scope and Disbursement

23. How long will be the Funding Period?

The Funding Period is 24 months.

24. How will the Fund be disbursed?

The Fund will be disbursed to the Funded Start-up by instalments. The first instalment will be disbursed upfront and subsequent funding beyond the upfront disbursement shall be made according to the schedule on a reimbursement basis, i.e. the disbursements will be paid to the Funded Start-ups only (1) with the support of appropriate and relevant receipts, invoices and spending proof for any allowable expenses; (2) in the sole opinion of PolyU IfE, if the Funded Start-up has made reasonable progress in executing their business proposal as evidenced in the reports submitted by the Funded Start-up.

25. Will PolyU or Government claim any ownership stake on my business venture created with the support of the fund?

No. The Fund awarded is a grant to the Funded Start-up and PolyU or Government will not own any share of your business venture. We however encourage you to make contributions to PolyU in future by employing PolyU students and making donations to PolyU to signify your success in your business.

26. How will my company be monitored?

During the funding period, you should provide PolyU reports on the progress of your business as per requested. Then meetings/ business clinic will be arranged to review the progress before approval for the next disbursement.

You are encouraged to frequently contact the project managers of PolyU to update the latest progress of and difficulties encountered by your business.

27. If I need to use PolyU equipment/ facilities during the execution of my proposed business, would there be any special arrangement for me?

PolyU InnoHub and PolyU Industrial Centre (IC) offer some equipment/ facilities for PolyU supported start-ups. More details will be provided once your application is awarded.

For other equipment/ facilities, we encourage Funded Start-ups to approach and discuss with the respective department(s) or advisor(s) (if any) for the utilisation of PolyU resources including laboratory facilities or equipment.

28. If a member of the company (e.g. PA) withdraws from the company business and such withdrawal may render the company no longer eligible for the Funding, what follow-up action should the company take?

In such case, the company should identify a replacement for that member and seek prior approval from PolyU IfE for such a change. Failing that, the funding entitlement to the company will lapse and unused fund (including the fund disbursed/ used without appropriate proof documents) shall be returned to PolyU, and subject to the terms and conditions stated on the agreement(s)/document(s).