

## Note for submitting the online application form of Cyberport Creative Micro Fund (CCMF)

**You are required to prepare the below materials before submitting the online application form:**

1. The form must be completed by the principal applicant. If the applicant is a company, the form must be completed by the director or owner of the applicant organization. Otherwise, the form will not be processed.
2. Please prepare and upload the requested supporting documents including but not limited to the following if applicable:
  - Company documents (e.g. Business Registration, Certificate of Incorporation etc.)
  - Identity documents (e.g. copy of Hong Kong Identity Card, Passport, etc.)
  - Presentation Powerpoint slides
  - Other supplementary information such as Corporate Structure / Organisation Chart, Curriculum Vitae of team members, pictures, 1-minute video clip, diagrams and business plan etc. for illustration of your project (if any)

**You are required to provide information at the online application form with the details below:**

- **Project Name/ Company Name (if applicable)** (*Same as the Name of Business/ Corporation on valid Business Registration Certificate in Hong Kong*)
- **Year of Establishment of Your Company in Hong Kong**
- **Country of Origin**
- **Abstract in Chinese and English** (*A summary of your company's vision, mission and positioning*)
- **Business Area** (*AI/ Big data, Application Development, Blockchain, Cybersecurity, Edtech, EnvironmenTech, E-sport/Digital Entertainment, FinTech, HealthTech, MarTech, RetailTech/ E-commerce, Robotics/ IoT, Smart Building, Smart Mobility, Others*)
- **Anticipated Commencement and Completion Date**
- **Project Management Team** (*The ability of the project management team reflected from its prior track record, execution ability, good probability of launch to market, individual qualifications, and team job allocation*)
- **Business Model & Time to Market** (*Effective communication and the qualities of vision, direction, short and long term objectives, market need for product, target market and marketing strategy, and realistic assessment of the Project viability. In addition, a product launch within three months from grant disbursement will be encouraged*)
- **Creativity and Innovation of the Proposed Project, Product and Service** (*Factors such as the use of innovative technologies, creative solutions, disruptive technology capability, emerging, or breakthrough problem-solving technologies*)

- **Social Responsibility** (*Preference will be given to projects that incorporate social responsibility objectives as a project focus (including contribution to open source, creative commons and other “progressive” technologies with a social focus), demonstration of ethical decision making, or contribution towards solving problems that originate from the social environment*)
- **Competition analysis**
- **6-Month Project Milestone** (*The Milestone proposed will form as a basis for continuous project review and evaluation if the Grant is awarded. The Month-1 should be started from the following month of the CCMF application deadline*)
- **Cost Projections** (*Cost of development and on-going operations*)
- **Funding Status** (*List out in detail (i) all grants and funding received/to be received from other publicly and/or privately funded organisations/ programmes which the applicant (or companies established by he/she/it) has applied for, will receive or will be entitled to receive in the coming 18 months, or have received in the past 18 months; (ii) the nature of expenditure covered/to be covered by such funding sources; and (iii) the amount and the maximum amount received/to be received under such funding sources* )
- **Exit Strategy** (*If applicable*)
- **Contact Details of Principal Applicant and Core Members**

*Remarks: This note is for reference only. In case of discrepancy, the English version of the online application form at the Cyberport Entrepreneurship Management System shall prevail.*