



Construction Innovation and Technology Fund

Appendix I to the Guide to Application

Application Framework

(Effective from 1 January 2022 onwards)

August 2022 Issue

I. General Remarks

- This Application Framework shall apply to new applications submitted on or after 1 January 2022. Applications made before this date shall be subject to the Application Framework (August 2021 issue).
- Applicants shall submit the application **BEFORE** any financial commitment. **Retrospective approval**, except subsidy for hiring Specialist Modular Integrated Construction (MiC) Consultant, and procuring or renting MiC Specific Construction Plant and MiC Modules, will **NOT** be **given for expenses incurred before** submitting Construction Innovation and Technology Fund (CITF) applications.
- To facilitate project planning and implementation, applicants can commit expenditures after submitting CITF application before CITF Secretariat issues notification of approval. Nevertheless, applicants shall bear the associated risks for applications being rejected.
- The **combined** funding ceiling for Building Information Modelling (BIM) and Advanced Construction Technologies (ACT) is **HK\$6,000,000 per applicant**.
- Funding grant approved for “Pioneering Application in Hong Kong” and “Industrialised Processing - Robotic Welding” are **counted independent of** the aforesaid combined per-applicant ceiling of HK\$6,000,000.
- Enterprises with 30% or more ownership held by the same owner/shareholder, irrespective of processing different Business Registration numbers, shall be treated as one single enterprise in counting the funding ceiling per applicant.
- To encourage the use of local technological innovations and products, CITF will bear a higher maximum ratio of 80% (as opposed to the ratio of 70% in general cases) of the total costs of the Approved Project which adopts locally developed innovations or products. For the purpose of CITF, local research and development projects which have been approved and completed under relevant funding schemes of the Government’s Innovation and Technology Fund (“ITF”) are regarded as locally developed innovations or products. For other locally developed innovations or products not involving ITF, applicants should provide information to substantiate that such innovations or products are developed in Hong Kong or by local talents or by local tertiary institutions. The Vetting Sub-Committee will assess whether such innovation or product can qualify for the higher maximum matching ratio of 80% on a case-by-case basis.
- Applications together with complete supporting documents on Manpower Development shall be submitted to the CITF Secretariat at least 90 calendar days before event date. Urgent applications would be considered on individual merits.
- CITF will not fund the maintenance cost, office overheads, materials cost, consumables, spare parts, solutions, services and other administrative expenses incurred in the project in general.
- Procurement or rental of product(s) or service(s), unless specified otherwise, will have to be supported by **written quotation(s)** as per the below requirements -

Aggregate Value of Procurement or Rental	No. of Required Written Quotations
• Value not exceeding HK\$50,000	At least one quotation
• Value over HK\$50,000 but not exceeding HK\$200,000	At least two quotations
• Value over HK\$200,000	At least three quotations

- Applicants shall provide full justifications if failing to submit the required quotations or accept the lowest conforming offer.
- Approved funds will be disbursed on a reimbursement basis. For technology adoption, reimbursement will normally be made in two instalments First instalment of 80% of approved funding will be paid upon provision of documentary proof of payments with the remaining instalment of 20% paid upon 12 months after the first instalment. For manpower development, reimbursement will be made within two years from the date of approval, subject to prior approval up to the specified ceilings. For local courses or conferences, payments on an instalment basis may also be allowed subject to receipt of documentary proof.

- Approved funding will only be disbursed upon fulfilment of all Terms and Conditions.
- In the event of any inconsistency between the English version and Chinese version of any provision of the Application Framework, the English version shall prevail.

II. Overall Scope of Subsidy

1. Technology Adoption

	ACT	BIM	MiC	Prefabricated Steel Rebar
Funding Scope	<ul style="list-style-type: none"> • General Application <ul style="list-style-type: none"> ➢ Procurement ➢ Rental • Pioneering Application in Hong Kong • Industrialised Processing - Robotic Welding 	<ul style="list-style-type: none"> • BIM Training <ul style="list-style-type: none"> ➢ Classroom-bound Mode Training ➢ BIM Viewer Collaborative Training ➢ Project-based Coaching • BIM Adoption <ul style="list-style-type: none"> ➢ Project adoption ➢ Experiential use 	<ul style="list-style-type: none"> • Additional costs incurred by Project Consultant for MiC adoption • MiC Specific Construction Plant • MiC Modules • Specialist MiC Consultant • Admission to the Buildings Department (BD)'s List of Pre-accepted MiC Systems 	Prefabricated rebar products manufactured by Civil Engineering and Development Department (CEDD) pre-approved yards
Funding Ceiling	<ul style="list-style-type: none"> • General Application: HK\$6,000,000 per applicant (combined with BIM) • Rental: HK\$600,000 per applicant • Pioneering Application: HK\$10,000,000 per application • Industrialised Processing - Robotic Welding: HK\$800,000 per applicant 	HK\$1,500,000 per applicant (of which the subsidy- for BIM Adoption is capped at HK\$1,200,000 per applicant)	HK\$14,000,000 per project	HK\$5,000,000 per project

2. Manpower Development

	Local Collaborative Courses	International Conferences in Hong Kong	Non-local Enrichment Courses for Students	Non-local Training / Visits for Practitioners
Funding Scope	<ul style="list-style-type: none"> • Event venue and set up • Additional manpower • Course material • Cross-border transportation and accommodation for speakers • Administration and Audit fees 	<ul style="list-style-type: none"> • Event venue and set up • Additional manpower • Conference collaterals • Cross-border transportation and accommodation for speakers • Administration and Audit fees 	<ul style="list-style-type: none"> • Course fees • In-town transport and miscellaneous expenses • Reasonable meals • Cross-border transportation and accommodation of reasonable standard 	<ul style="list-style-type: none"> • Training fees • In-town transport and miscellaneous expenses • Reasonable meals • Cross-border transportation and accommodation of reasonable standard (50% matching basis)
Funding Ceiling	HK\$300,000 per course	HK\$1,000,000 per conference	HK\$100,000 per student (accumulative)	HK\$20,000 per person per training/ visit

III. Technology Adoption

1. Advanced Construction Technologies (ACT)

	General Adoption	Pioneering Application in Hong Kong
Overall Ceiling	HK\$6,000,000 for ACT and BIM per applicant (including a maximum of HK\$600,000 per applicant for rental)	HK\$10,000,000 per project ¹
Funding Scope	<ul style="list-style-type: none"> Project Adoption (Procurement) Rental 	Costs incidental to introducing the technology for experiential use in Hong Kong, e.g. machine procurement and delivery, hardware and software modification and adaptation for a new functional use in Hong Kong, related material, manpower development and training costs, etc.
Funding Mode	<ul style="list-style-type: none"> 70% matching fund for project adoption (80% matching fund for locally developed innovations or products) 50% matching fund for rental 	70% matching fund in general (to be determined on a case-by-case basis)
Per-technology ceiling	<ul style="list-style-type: none"> HK\$1,500,000 per technology (including HK\$300,000 per technology for rental) HK\$2,000,000 per site safety-related technology (including HK\$300,000 per technology for rental) 	N/A
Eligible applicants	<ul style="list-style-type: none"> Contractors, Consultants, Registered Specialist Trade Contractors and Subcontractors 	Contractors, Registered Specialist Trade Contractors and Subcontractors, Consultants or Trade Associations (may partner with organisations such as local tertiary educational institutions, local research institutes, Cyberport, Hong Kong Science and Technology Park, Hong Kong Productivity Council, etc. to implement the project)
Other Requirements	<ul style="list-style-type: none"> Maximum period for rental: 6 months 	The applicant shall share the benefits/ experience for the use of the technology with other industry stakeholders through one or more of the following means: <ul style="list-style-type: none"> Share or transfer the intellectual property (IP) rights, if any, to industry stakeholders e.g. solutions providers, training institutes, universities, research and development (R&D) centres; Open, transparent and non-exhaustive rights of use of the technology; Licensing fees, if any, should be made on an equitable basis and at reasonable level; Other IP/ benefit sharing arrangement as

¹ Projects with applied funding exceeding \$10,000,000 will be considered by the Steering Committee on CITEF.

	General Adoption	Pioneering Application in Hong Kong
		required by the vetting committee

1. Advanced Construction Technologies (ACT) (cont'd)

	Industrialised Process – Robotic Welding
Funding Mode	15% matching fund for processing fee involved
Funding Ceiling	HK\$800,000 per applicant (independent of the HK\$6,000,000 combined funding ceiling for ACT and BIM)
Other Requirements	<ul style="list-style-type: none"> • Only prefabricated components manufactured by off-site robotic welding in Hong Kong will be subsidised • The CITF will subsidise processing fee only • Applied funding will be weighed against the reference price of the welding products provided by the supplier

2. Building Information Modelling (BIM)

	BIM Training	BIM Adoption
Overall Ceiling	HK\$1,500,000 per applicant (funding used on BIM Adoption shall not exceed HK\$1,200,000)	
Funding Scope	<ul style="list-style-type: none"> • Classroom-bound Bound Training • BIM Viewer Collaborative Training • BIM Project-based Coaching 	<ul style="list-style-type: none"> • Project Adoption • Experiential Use

(a) BIM Training

	Classroom-bound Mode Training	BIM Viewer Collaborative Training	BIM Project-based Coaching
Funding Mode	Cash rebate of 70% matching fund	70% matching fund for costs involved	
Funding Ceiling	<ul style="list-style-type: none"> • HK\$3,000 or 70% of the course fee per course, whichever is the higher • Subject to a ceiling of HK\$15,000 per person (accumulative) 	HK\$8,000² for trainer fees and class administration ; and HK\$5,000 for rental of external training venue³ per session per class	HK\$200,000 per applicant
Other Requirements	<ul style="list-style-type: none"> • Applicants engaging external trainer to organise in-house BIM Training Course shall submit the duly completed CITF application form and the below training details before committing the training service: <ul style="list-style-type: none"> ➤ Course contents/syllabus, duration and course 	<ul style="list-style-type: none"> • Qualified trainers shall have either: <ul style="list-style-type: none"> i) completed CIC Accredited BIM Manager/ BIM Coordinator courses; or ii) registered as CIC Certified BIM Managers/ BIM Coordinators • Applicants engaging external trainer to organise in-house BIM Training Course shall submit the 	<ul style="list-style-type: none"> • Classroom-bound Mode Training is not supported under this category • Project(s) under application shall demonstrate genuine need for BIM adoption • Applications must be supported by undertaking with BIM trainer's signature

² A fixed lump-sum subsidy of HK\$4,000 shall apply for a 4-hour BIM Viewer Collaborative Training by in-house instructors adopting CIC's BIM Viewer Teaching and Learning Kit for not less than 12 numbers of trainees including the administration fee.

³ Applicants shall justify there is no appropriate in-house venue for training purposes.

	Classroom-bound Mode Training	BIM Viewer Collaborative Training	BIM Project-based Coaching
	fee; ➤ Course trainer’s curriculum vitae including education level, teaching experience, professional qualifications, BIM related credentials (Mandatory); ➤ Course Assessment with samples provided (Mandatory); and ➤ Course establishment such as trainer to student ratio, class size, venue and equipment, software specification to conduct the course	duly completed CITF application form and the below training details before committing the training service: ➤ Course contents/syllabus, duration and course fee; ➤ Course trainer’s curriculum vitae including education level, teaching experience, professional qualifications, BIM related credentials (Mandatory); ➤ Course Assessment with samples provided (Mandatory); and ➤ Course establishment such as trainer to student ratio, class size, venue and equipment, software specification to conduct the course	confirming that his/her service would only be confined to providing BIM training for the project team but not carrying out the BIM work of the project direct • Project-based coaching shall be delivered throughout the project cycle

(b) BIM Adoption

	Project Adoption⁴	Experiential Use
Funding Mode	70% matching fund for costs involved	
Ceiling	HK\$1,200,000 (including a maximum of HK\$200,000 per applicant for Experiential Use)	HK\$200,000
Per-item Ceiling	<ul style="list-style-type: none"> • HK\$21,000 for each computer⁵ • Subscription of BIM software license up to 3 years 	

⁴ In the context of CITF, “Project adoption” means the adoption of relevant technology in a local construction project in Hong Kong, either under planning or on-going, at the time of application.

⁵ Computers subsidised by CITF are required to have CITF-funded BIM software installed and be used for this purpose.

3. Modular Integrated Construction (MiC)

	Project Design Stage		Project Construction Stage	Others
Funding Scope	Additional costs incurred by <u>Project Consultant</u> in implementing the MiC Project	Hire of Specialist MiC Consultant by <u>Project Consultant</u>	<ul style="list-style-type: none"> • MiC Specific Construction Plants • MiC Modules • Multi-trade integrated Mechanical, Electrical and Plumbing (MiMEP) 	Costs incurred by the firm of Authorised Persons (AP), Registered Structural Engineer (RSE) and architectural or engineering consultant for admission to the Buildings Department (BD)'s List of Pre-accepted MiC Systems
Funding Mode	Direct subsidy <u>per project</u>	70% matching fund for costs involved <u>per project</u>	70% matching fund for costs involved <u>per project</u>	Direct subsidy <u>per application</u>

	Project Design Stage		Project Construction Stage	Others
Funding Ceiling	For <u>Project Consultant</u> , HK\$4,000,000 or 15% of consultancy fee specified in the contract, whichever is the lower	HK\$2,500,000 cap for hiring Specialist MiC Consultant by <u>Project Consultant</u>	For <u>Contractor (including Registered Specialist Trade Contractors and Registered Sub-contractors)</u> : <ul style="list-style-type: none"> • HK\$2,500,000 cap for purchasing or renting MiC specific construction plant • HK\$5,000,000 cap for purchase/ off-site production of MiC modules 	HK \$1,000,000 cap per application, depending on MiC scale and complexity - <ul style="list-style-type: none"> • 1st tier - MiC systems for buildings of 6 to 10 storeys: max. HK\$400,000; • 2nd tier - MiC systems for buildings of 11 to 29 storeys: max. HK\$600,000; • 3rd tier - MiC systems for buildings of 30 storeys or above: HK\$800,000; • An extra subsidy of HK\$200,000 to each tier to reward more complex MiC design (e.g. MiC modules contributing to the overall stability of the building against wind load apart from cores/shear walls, etc.)

	Project Design Stage		Project Construction Stage	Others
Other Requirements	<ul style="list-style-type: none"> • MiC projects with tender invitation date on or after 1 July 2021 shall be a building project with buildings of at least 6 storeys of permanent nature • Applicant shall provide proof such as BD's consent to commence superstructure works of the MiC building and commencement of MiC modules installation on site for reimbursement purpose • Applicant shall provide BD's approval of the General Building Plan and Superstructure Plan of the MiC project together with the funding application 	<ul style="list-style-type: none"> • MiC projects with tender invitation date on or after 1 July 2021 shall be a building project with buildings of at least 6 storeys of permanent nature • Applicant shall provide proof of approval for commencement of MiC module production/ installation for reimbursement purpose 	<ul style="list-style-type: none"> • MiC projects with tender invitation date on or after 1 July 2021 shall be a building project with buildings of at least 6 storeys of permanent nature • Applicant shall submit document proof of approval for commencement of MiC module production/ installation with the funding application • Applicant shall submit a safety audit report on logistics and lifting operation in the MiC project for final reimbursement purpose. Details on the scope of the safety audit are available at the CITF Portal 	<ul style="list-style-type: none"> • To promote more manufacturers to supply MiC systems, MiC systems provided by manufacturers who already have MiC systems admitted to the BD's List of Pre-accepted MiC Systems⁶ are not eligible for application • MiC systems shall be designed for application for buildings of at least 6-storey height in Hong Kong • Applicant shall be the firm of the AP / RSE or the architectural or engineering consultant firm responsible for the submission to BD, but not individuals

⁶ The MiC Systems must have been admitted to the BD's List of Pre-accepted MiC Systems on or after 15 May 2020. The manufacturer of the MiC system under the CITF application shall be the manufacturer named in BD's letter of In-Principle Acceptance and a genuine MiC modules manufacturer with appropriate production capability to be substantiated by the applicant. BD's letter of In-Principle Acceptance shall be submitted with the CITF application.

	Project Design Stage		Project Construction Stage	Others
Other Requirements (Cont'd)	<ul style="list-style-type: none"> Eligible MiC projects shall: <ul style="list-style-type: none"> involve a building with 6 storeys or more; occupy at least 60% of Gross Floor Area of EACH typical floor for MiC adoption; occupy at least 5 000m² of Gross Floor Area for MiC adoption; and have MiC modules installation commenced on site after 1 July 2020 			
Funding Disbursement	<ul style="list-style-type: none"> 80% of approved funding upon provision of the proof for commencement of MiC modules installation on site 20% of approved funding upon provision of the proof for completion of MiC modules assembly on site 	<ul style="list-style-type: none"> 80% of approved funding upon provision of the proof of approval for commencement of MiC module production/ installation for reimbursement purpose 20% of approved funding upon 12 months after the first instalment 	<ul style="list-style-type: none"> 80% of approved funding upon provision of the proof for commencement of MiC modules installation on site 20% of approved funding upon provision of the proof for completion of MiC modules assembly on site 	100% of approved funding upon provision of the proof for successful admission of the MiC system into the BD's Lists of Pre-accepted MiC Systems and the proof of the applicant being the firm of AP or RSE or architectural or engineering consultant firm getting the BD's approval

	Project Design Stage		Project Construction Stage	Others
Remarks	The additional subsidy to Project Consultant and the subsidy on engaging Specialist MiC consultant are not mutually exclusive	<ul style="list-style-type: none"> The additional subsidy to Project Consultant and the subsidy on engaging Specialist MiC consultant are not mutually exclusive Retrospective approval for hiring Specialist MiC consultant is allowed. Applicants can engage the Specialist MiC Consultant before submitting the application but which shall be submitted within 12 months from committing the relevant expenditure. 	Retrospective approval for procuring or hiring MiC Specific Construction Plant and Modules is allowed. Applicants can engage the supplier of MiC Specific Construction Plant or Modules before submitting the application but which shall be submitted within 12 months from committing the relevant expenditure.	Nil

4. Multi-trade Integrated Mechanical, Electrical and Plumbing (MiMEP⁷)

	Project Design Aspects	Project Construction Aspects
Funding Scope	<ul style="list-style-type: none"> • Production of a complete BIM model for MiMEP by the Project Consultant. • Development of the BIM model for production of a complete prefabrication plan by the MEP Contractor through in-house resources/ hiring of Specialist MiMEP Consultant. 	<ul style="list-style-type: none"> • Rental of offsite MiMEP specific workshops for prefabrication and additional costs incurred for delivery and installation of MiMEP modules.
Funding Mode	70% matching fund for costs involved <u>per project.</u>	70% matching fund for costs involved <u>per project.</u>
Funding Ceiling	<p>For <u>Project Consultant</u></p> <ul style="list-style-type: none"> • HK\$500,000 cap for producing a complete BIM model up to LOD-G 200 and incorporating contractors' intended MiMEP arrangement: <ul style="list-style-type: none"> ➢ 60% subsidy for producing a complete BIM model on MEP works for tendering; and ➢ 40% subsidy for collaborating with the contractors upon award of the relevant construction contracts and incorporating contractors' intended MiMEP arrangements in an updated BIM model. This facilitates the MEP Contractor to take over and develop the BIM model for subsequent production of MiMEP prefabrication plan. <p>For <u>MEP Contractor</u> nominated by the Main Contractor:</p> <ul style="list-style-type: none"> • HK\$500,000 cap for upgrading the BIM model from LOD-G 200 to LOD-G 400 and producing a complete MiMEP prefabrication plan <ul style="list-style-type: none"> ➢ 40% subsidy for taking over and upgrading the BIM model from the Project Consultant to produce the MiMEP fabrication plan; and ➢ 60% subsidy for producing a complete MiMEP prefabrication plan, which includes BIM-generated prefabrication drawings and detailed method statements for on-site installation. 	<p>For <u>MEP Contractor</u> nominated by the Main Contractor:</p> <ul style="list-style-type: none"> • HK\$2,500,000 cap for rental of offsite MiMEP specific workshop for prefabrication and additional costs incurred for delivery and installation of MiMEP modules, such as extra supporting frames, hoisting and protection requirements. • In-house workshops for MiMEP prefabrication shall not be considered for the CITF subsidy. • The additional costs incurred for the MiMEP modules shall exclude the costs of their MEP equipment/ component and the costs of lifting plant that has received / will receive CITF subsidy.

⁷ MiMEP refers to the integration of multi-trade building services components, into a single volumetric assembly of prefabricated modules, manufactured offsite in a workshop, then transported to the site for connection of modules to complete various trades of building services installations to minimise on-site works. MiMEP can integrate with structural element, architectural builders' works and finishes (ABWF) to form an advanced assembly, such as false ceiling unit and plant room unit to enhance the productivity.

	Project Design Aspects	Project Construction Aspects
Other Requirements	<ul style="list-style-type: none"> • MiMEP refers to the integration of multi-trade building services components into a single volumetric assembly of prefabricated modules, manufactured offsite, then transported to the site for connection of modules to complete various trades of building services installations to minimise on-site works. MiMEP can integrate with structural elements, architectural builders' works and finishes (ABWF) to form an advanced assembly, such as false ceiling unit and plant room unit to enhance productivity. • Eligible MiMEP projects shall be: <ul style="list-style-type: none"> ➢ a building project of not less than 6 storeys high; or ➢ any project with MiMEP installation horizontal area and/or vertical area not less than 3,000sqm. • For a project with multiple sections to be implemented under separate contracts, applicants may apply for the subsidy for each section separately if it fulfils the above criteria of an eligible MiMEP project. • Applicants may apply the CITF on MiC and MiMEP for the same project provided that its MiC and MiMEP modules are not referring to the same modules. • The MiMEP subsidy shall not consider prevailing existing practices in Hong Kong that elevators, escalators, chillers, generator sets, AHU's, switch boards and the like are mostly prefabricated offsite for delivery to site in modules. Applicants need to demonstrate extra prefab/modular effort over and above the prevailing existing practices to justify the grant of subsidy for MiMEP. 	
Funding Disbursement	<ul style="list-style-type: none"> • 80% of approved funding upon provision of the proof for commencement of MiMEP modules installation on site. • 20% of approved funding upon provision of the proof for completion of MiMEP modules assembly on site. 	
Remarks	Retrospective approval for hiring Specialist MiMEP Consultant is allowed. Applicant can engage the Specialist MiMEP Consultant before submitting the application but which shall be submitted within 12 months from committing the relevant expenditure.	Retrospective approval for rental of offsite MiMEP specific workshops is allowed. Applicant can engage offsite MiMEP specific workshops before submitting the application but which shall be submitted within 12 months from committing the relevant expenditure.

5. Prefabricated Steel Rebar

	Project Adoption
Funding Mode	Cash rebate of HK\$300 per tonne
Funding Ceiling	HK\$5,000,000 per project
Eligible Applicants	Contractor, Registered Specialist Trade Contractors and Subcontractors
Other Requirements	<ul style="list-style-type: none">• Prefabricated steel rebars shall be produced by yards on the Civil Engineering Development Department (CEDD)'s List of Approved Steel Reinforcing Bar Prefabrication Yards• The percentage by weight of straight rebars without processing (cutting and/or bending) in each delivery shall be less than 25%
Funding Disbursement	<ul style="list-style-type: none">• Applicants will normally be reimbursed every three months upon submission of proof of purchase

IV. Manpower Development

	Local collaborative courses ⁸	International Conferences in Hong Kong ⁹	Non-local Enrichment Courses for Students	Non-local Training / Visits for Practitioners
Eligible Applicants	<ul style="list-style-type: none"> Local higher education institutions Professional institutions Trade associations Unions Quasi-governmental or statutory organisations 	<ul style="list-style-type: none"> Local higher education institutions Professional institutions Trade associations Unions 	<ul style="list-style-type: none"> Local higher education institutions 	<ul style="list-style-type: none"> Local higher education institutions Professional institutions Trade associations Unions
Target Beneficiary	<ul style="list-style-type: none"> Professionals Technicians Registered skilled workers Tertiary students and Academic staff 	<ul style="list-style-type: none"> Professionals Technicians Registered skilled workers Tertiary students and Academic staff 	<ul style="list-style-type: none"> Full-time students of undergraduate, postgraduate or sub-degree programmes in construction related disciplines 	<ul style="list-style-type: none"> Professionals Technicians Registered skilled workers
Funding Scope	<ul style="list-style-type: none"> Event venue and set up Additional manpower Course material Reasonable Catering Cross-border transportation and accommodation for speakers Administration and Audit fees 	<ul style="list-style-type: none"> Event venue and set up Additional manpower Conference collaterals Reasonable Catering Cross-border transportation and accommodation for speakers Administration and Audit fees 	<ul style="list-style-type: none"> Course fees In-town transport and miscellaneous expenses Cross-border transportation and accommodation¹⁰ of reasonable standard Administration and Audit fees 	<ul style="list-style-type: none"> Training fees In-town transport and miscellaneous expenses Cross-border transportation and accommodation of reasonable standard (50% matching basis) Administration and Audit fees
Funding Ceiling	<ul style="list-style-type: none"> HK\$300,000 per course 	<ul style="list-style-type: none"> HK\$1,000,000 per conference 	<ul style="list-style-type: none"> HK\$100,000 per student (accumulative) 	<ul style="list-style-type: none"> HK\$20,000 per person (per training/visit)

⁸ Local Collaborative Courses delivered/ conducted online are supported under the CITEF.

⁹ International Conferences delivered/ conducted online are supported under the CITEF.

¹⁰ Participating students of non-local programmes may also make alternative arrangement for accommodation such as sharing a twin room with another member of the delegation in order to make savings on the provision for other non-local programmes. Only actual and reimbursable expenses incurred by a student will be deducted from his/her individual ceiling.

Funding Mode	• Reimbursement to applicants	• Reimbursement to applicants	• Reimbursement to applicants	• Reimbursement to applicants
Required documents	<p><u>Application Stage</u></p> <ul style="list-style-type: none"> • Programme details/ proposals: description, deliverables, implementation plan • Budget (including itemised income and expenditure grouped under the applicable categories of reimbursable costs) and quotations • Target number of participants <p><u>Post-implementation Stage</u></p> <ul style="list-style-type: none"> • Evaluation report • Participants’ feedback • Conference, course or training material for sharing in public domain (if applicable) <p><u>Others</u></p> <ul style="list-style-type: none"> • Participants undertaking non-local programmes may be invited to give presentation or attend sharing session. 			
Other Requirements	<ul style="list-style-type: none"> • University Grants Committee (UGC)-funded courses will NOT be supported • Courses must be non-profit making • Promotional materials e.g. leaflets, flyers, banner must acknowledge the sponsorship of the CITF 	<ul style="list-style-type: none"> • Conferences must be non-profit making • Promotional materials e.g. leaflets, flyers, banner must acknowledge the sponsorship of the CITF 	<ul style="list-style-type: none"> • Non-local programmes must be non-profit making • Participating students must be Hong Kong permanent resident • Promotional materials e.g. leaflets, flyers, banner must acknowledge the sponsorship of the CITF 	<ul style="list-style-type: none"> • Non-local programmes must be non-profit making • Participating practitioners must be Hong Kong permanent resident • Promotional materials e.g. leaflets, flyers, banner must acknowledge the sponsorship of the CITF

List of Reimbursable Items

Local Courses and International Conferences	Non-local Courses/ Training/ Visits
<p>(a) Event venue and set up</p> <ul style="list-style-type: none"> • Venue rental • Audio and Visual set up • Backdrop • Reasonable meals, food and beverage¹¹ • IT infrastructure including IT support, virtual platform set up and domain registration <p>(b) Additional Manpower¹²</p> <ul style="list-style-type: none"> • Salary • Employer's contributions to Mandatory Provident Fund • Agency/ service fees charged by event planner and production houses (for international conferences only) <p>(c) Course/ Conference material</p> <ul style="list-style-type: none"> • Printing of collaterals¹³ • Procurement (for Local Collaborative Courses only) and/ or rental of hardware and equipment¹⁴ <p>(d) Cross-border transportation and accommodation for speakers</p> <ul style="list-style-type: none"> • Return tickets between Hong Kong and non-local speakers' departing city/ country will be supported • Only transportation of economy class will be supported • Ticket upgrade of transportation will be borne by participants • Accommodation of fair and reasonable standard will be supported • Honorarium for speakers is not supported. <p>(e) Administration and Audit fees</p> <ul style="list-style-type: none"> • Administrative overheads¹⁵ for programmes undertaken by UGC-funded institutions in accordance with their financial policies • External audit fees relating to the programme and arising from compliance with the requirements of CITF (not count towards the cumulative funding ceiling) 	<p>(a) Course / Training fees</p> <ul style="list-style-type: none"> • Enrolment fees • Venue rental and set up • Course / training materials <p>(b) In-town transport and miscellaneous expenses</p> <ul style="list-style-type: none"> • Ground transport¹⁶ at the visiting place e.g. coach rental • Reasonable meals, food and beverage¹⁷ <p>(c) Cross-border transportation and accommodation</p> <ul style="list-style-type: none"> • Return tickets between Hong Kong and the destination city/ country will be supported • Only transportation of economy class will be supported • Ticket upgrade of transportation will be borne by participants • Accommodation of fair and reasonable standard will be supported • Subsidy on cross-border transportation and accommodation to practitioners will be provided on a 50% matching basis • Support staff's cross-border transportation and accommodation can be fully subsidised at a staff to participant ratio not higher than 1:10 <p>(d) Administration and Audit fees</p> <ul style="list-style-type: none"> • Administrative overhead¹⁸ for programmes undertaken by UGC-funded institutions in accordance with their financial policies • Associated enrolment fees and other expenses for participation of the staff of the organising body to support the programmes • Insurance • External audit fees relating to the programme and arising from compliance with the requirements of CITF (to be reimbursed separately from the funding ceiling)

¹¹ Banquets will not be supported in general.

¹² Applicants shall ensure the recruitment process is undertaken in a fair and transparent manner.

¹³ Souvenirs will not be supported in general.

¹⁴ Procurement of hardware and equipment will only be supported when rental is not available, feasible or cost-effective.

¹⁵ The overhead charges is capped at 18.5%.

¹⁶ Taxi will not be supported unless supported by justifications.

¹⁷ Banquets will not be supported in general.

¹⁸ The overhead charges is capped at 18.5%.