

## Application Notes & Guideline

### Alumni Endowment Fund Student Start-up Grants (AEF) Entrepreneurship Development Fund (EDF)

#### 1. Objectives

Administered by the HKUST Entrepreneurship Center (EC), the **Alumni Endowment Fund Student Start-up Grants (AEF)** and **HKUST Entrepreneurship Development Fund (EDF)** that aim to achieve the following through a variety of funding and award schemes that support startup ideas, projects and business initiated and/or owned by HKUST members (students, alumni, faculty):

- 1.1 To support, in the form of funding/ award/ resources/ services, etc., for startups of all different entrepreneurial stages in order to facilitate their ideation, development and acceleration;
- 1.2 To promote and engage HKUST members in cross-disciplinary collaboration to transform innovative ideas into concrete and value-added solutions for society;
- 1.3 To foster an entrepreneurial culture among the HKUST community, cultivating and enhancing HKUST members' entrepreneurial spirit, mindset, skills and potentials for the pursuit of entrepreneurial dreams.

#### 2. Overview of Funding and Award Schemes

<i>Startup Stage</i>	<i>Pre-incubator (Startup Ideas; Entrepreneurial Activities/ Projects)</i>	
<b>Funding Scheme</b>	<b>Alumni Endowment Fund Student Start-up Grants (AEF)</b>	<b>Entrepreneurship Development Fund (EDF)</b>
<b>Maximum Funding Amount Per Project</b>	\$10,000	\$10,000
<b>Application Period</b>	Year-round, subject to availability of funding source	
<b>Assessment Time</b>	3 – 6 weeks, subject to no. of applications	
<b>Eligibility</b>	(1) Individual or team basis (2) The main applicant must be a current HKUST full-time student (UG/PG, Non-exchange student)	
<b>Scope of Activities Covered <sup>1</sup></b>		
1. Business Registration	✓	✓
2. Product/ Service Development	✓	✓
3. Prototyping, including justifiable equipment/ materials	✓	✓
4. Marketing, promotional materials	✓	✓
5. Cloud rental for trials	✓	✓
6. Further development of existing projects	✓	✓
7. Organization of entrepreneurial activities	✗	✓
8. Participation in student activities/ tours organized by EC	✓	✓
9. Participation in external entrepreneurial activities/ competitions recognized by EC	✓	✓

<sup>1</sup> Please refer to the General Terms and Conditions on the next page for the expenditure items not covered by the funds.

### 3. Startup Support Package

3.1 All fund/ award recipients are entitled to the following startup support:

- [Accelerator Space and Facilities](#): access to hot desk in co-working space, meeting rooms, mail box, storage locker, etc. at TheBASE (1/F, Lift no. 29-30)
- Mentoring by entrepreneurs and experts in [MentorHUB@HKUST](mailto:MentorHUB@HKUST)
- Advising by staff from Entrepreneurship Center

### 4. Application

4.1 Applicants may apply for multiple funds/ awards at the same time, yet successful applicants (a.k.a. fund/ award recipients) are allowed to hold at most one fund/ award in any funding cycle (i.e. period from application, project implementation to fund/ award disbursement).

4.2 EDF and AEF applicants applying for the purpose of participating in overseas entrepreneurial activities including competitions, conferences, exhibitions, etc. are required to submit the funding application and supporting documents (e.g. invitation, schedule) before the event; retrospective applications will not be processed.

4.3 Proposed purchases of equipment must be detailed in the application with clear justifications on their usage in relation to the development of the startup.

#### 4.4 Application Checklist and Procedure

4.4.1 Prepare the following to be uploaded to the [Online Application](#):

- Budget Estimation ([please download the template here](#))
- Business Registration Certificate (*for Registered startups only*)
- Certified Incorporation Form (Company Limited by Shares) - NNC1 Form submitted to Companies Registry (*for Registered startups only*)
- Proof of External Achievements/ Funds/ Awards Received, if applicable
- Other Supporting Documents, if any

4.4.2 Fill in the [Online Application](#) and upload the required documents.

4.4.3 An acknowledgment of email will be sent to the main applicant as receipt of application. Application results are normally announced and sent to the applicant's HKUST email address within 1.5 months after submission of application.

### 5. Selection Criteria and Vetting Procedures

5.1 Applications will be assessed by a selection panel composed of the following experts as deemed appropriate:

- Staff from HKUST Entrepreneurship Center;
- An external expert with entrepreneurship experience; and
- A representative of the Fund

5.2 Applications will be assessed based on the following criteria:

- Innovation, creativity and impacts;
- Commercial, social and/or culture value;
- Technical and business feasibility;
- Team and management skills;
- Finance; and
- Development on the students' entrepreneurial potential.

## **6. General Terms and Conditions of All Funding and Award Schemes**

6.1 Any substantial changes from the original startup/project/plan outlined in the application, including but not limited to the type of ownership, shareholder structure, budget, etc., must be reported to the Fund Secretariat for assessment and approval at least two weeks in advance of the change.

6.2 HKUST reserves the right to suspend and terminate the funding support/ award, request the recipient to recover any funds/ awards disbursed and/or pursue any legal actions in any of the following events:

- 6.2.1 the actual startup/project/plan carried out deviates from the approved execution plan;
- 6.2.2 the fund/ award has been mishandled or utilized for purposes that deviate from the objectives, terms and conditions of the fund/ award;
- 6.2.3 the recipient fails to complete the disbursement requirements and/or submits false business/ completion/ financial reports at the end of the approved project period;
- 6.2.4 the recipient is involved in illegal or unreasonable business practices; or
- 6.2.5 there is a lack of progress of the startup/ project in a material way and/or slim chance of completion of the approved execution plan.

### ***Usage of Fund/ Award***

6.3 The Funds do not cover the following costs:

- 6.3.1 administrative costs;
- 6.3.2 salary, honorarium/ remuneration;
- 6.3.3 any unjustified costs for product development;
- 6.3.4 any expenses related to corporate finance (e.g. loan payment, legal advice, etc.);
- 6.3.5 purchases of equipment for general operations and/or personal use.

6.4 The approved funds are valid for one year.

6.5 The actual disbursed amount will be subject to adjustment with reference to the net balance after the deduction of other income sources during the approved project period.

6.6 All expenses approved by the selection panel should be incurred within the approved project period and within the validity period of the fund award; retrospective expenses will not be supported nor reimbursed.

### ***Ownership of Intellectual Properties/ Equipment***

6.7 HKUST reserves the right to retain the ownership of any equipment, purchased and supported with pre-approval by EC, after use if appropriate.

6.8 Recipients of the AEF and EDF schemes retain the ownership of any intellectual properties generated as a result of the funding granted.

6.9 In compliance with the University purchasing requirements, fund recipients must submit at least two competitive quotations and select the lowest bidder for any single purchase of goods/ services valued HK\$5,000 or above.

## 7. Disbursement Conditions and Procedures

Funding Scheme	Form of Disbursement	Disbursement Conditions and Procedures
Alumni Endowment Fund Student Start-up Grants (AEF)	Award	Upon successful application and acceptance of the grant, the award will be disbursed via autopay to the applicant's account.
Entrepreneurship Development Fund (EDF)	Reimbursement	<p>The fund will be disbursed as a reimbursement after <u>satisfactory completion</u> of the following:</p> <ol style="list-style-type: none"> <li><b>1. Before commencing the project execution plan,</b> <ol style="list-style-type: none"> <li>1.1 accept the fund offer in writing and meet with the Fund Secretariat; and</li> <li>1.2 enroll as a mentee in the MentorHUB@HKUST.</li> </ol> </li> <li><b>2. By the end of the project and/or within the one-year validity of the approved fund,</b> meet with the Fund Secretariat to submit the following: <ul style="list-style-type: none"> <li>• Completion Report;</li> <li>• Financial Report;</li> <li>• Original receipts and valid payment proof/ supporting documents for expenditure items to be reimbursed under EDF;</li> <li>• Copies of receipts for other expenditure items incurred in the project but are absorbed by <u>other funding/ sources of income</u> and <u>not</u> reimbursed under EDF, if applicable;</li> <li>• Quotations and/or relevant documents for any single purchases HK \$5,000 or above, if applicable;</li> <li>• 10 photos related to the project execution; and</li> <li>• Public News Form for reporting any external achievements, if applicable.</li> </ul> </li> </ol>

## 8. Contact of the Fund Secretariat

The Secretariat of AEF & EDF  
HKUST Entrepreneurship Center  
Tel: (852) 2358 6021  
Email: [ecfund@ust.hk](mailto:ecfund@ust.hk)  
Website: <http://www.ec.ust.hk>