

## 【Funding Schemes Grab and Go】

### Newly Launched “SmartKit of the Government Funding Schemes”

### Walks You through the Funding Application and Every Step along the

### Way

Want to get the information of over 40 government funding schemes efficiently? The “**SmartKit of the Government Funding Schemes**” (“**The Kit**”), newly launched by HKPC’s “SME ReachOut” will undoubtedly offer SMEs and Startups a helping hand. (Click [here](#) to download!)

“**The Kit**” provides comprehensive and practical information including application tips, document checklist and form-filling tactics, allowing you to better understand how government funding support facilitates your business growth and the key factors for a successful application.



Here you go the **top 8 Do’s & Don’ts on funding application** and the tutorial videos to guide you through the application. Let’s take a look at the [\[Funding Schemes Grab and Go\] webpage](#) or contact SME ReachOut team for more funding knowledge and the advisory service on filling in application forms.

### Top 8 Dos & Don’ts of Funding Application:

#### What you should do...

1. Ensure that you are eligible to apply for the funding scheme
  - ✓ E.g. Non-listed Hong Kong registered company with substantive business operations in Hong Kong; and not subvented by government
2. Fulfil specific objectives of each funding scheme and application requirements
  - ✓ Assess company’s own situation and business development needs
  - ✓ Understand the objective, scope and application criteria of the funding scheme
3. Provide all necessary documentation proof
  - ✓ E.g. Business Registration Certificate, evidence showing details of shareholders, proof of substantive business operations, quotations, signed probity and non-collusive quotation/tender certificates, etc.
4. Evaluate the feasibility of the proposed project
  - ✓ Assess the reasonableness of the budget and effectiveness of the proposed project
  - ✓ Consider resource requirements and implementation capability of the company
5. Follow through the procurement process as stipulated on the application guideline
  - ✓ Evaluate and select qualified service providers with good track records

## What to avoid...

- X Apply several funding schemes at the same time
- X Apply for double funding with the same [activity/project?]
- X Submit application with developed project, which is deemed ineligible

*Remarks: The above general information are for reference only. For details, please refer to the application guidelines of individual funding scheme.*

## [Short Videos] – Sharing on Application Tactics and Tips by SME ReachOut

Filling out an application form is always one of the necessary steps of funding application. Below are the form-filling tutorial videos and tips sharing videos on some of the popular funding schemes. The videos highlight the key points to note of funding application and show you how to meet the objectives and requirements of the respective funding schemes.

### Form Filling Tutorial - How to fill in the online application form of SME Export Marketing Fund (EMF)



### Form Filling Tutorial - How to fill in the online application form of the Dedicated Fund on Branding, Upgrading and Domestic Sales (BUD Fund)



### Form Filling Tutorial - How to fill in the online application form of Technology Voucher Programme (TVP)



### Tips for Government Funding Application - Enterprise Support Scheme (ESS)



### Tips for Government Funding Application - General Do's & Don'ts



## SME ReachOut Services

The HKSAR Government currently provides more than 40 funding schemes, and enterprises may have no idea on which one to choose. SME ReachOut is committed to sharing experience and helping enterprises choose the funding scheme that best fits their needs. The three free-of-charge services include assisting SMEs to identify the government funding scheme for business development, providing form-filling guidance to SMEs, and offering "one-on-one" consultation service. All serve to provide holistic support for SMEs throughout the application processes.

If enterprises wish to apply for the Government funding to expand their businesses overseas, please contact "SME ReachOut" or make reservation for FREE consultation service.

Please click [here to visit SME ReachOut](#) website.

2-in-1 Hotline Services & WhatsApp (Text Message Only):

(852) 2788 6868

Email: [sme\\_reachout@hkpc.org](mailto:sme_reachout@hkpc.org)



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