

HKUST Dream Builder Funds Application Notes

1. Objectives

Administered by the HKUST Entrepreneurship Center (EC), the HKUST Dream Builder Funds 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

Startup Stage	<i>Pre-incubator & Incubator (Startup Ideas; Entrepreneurial Activities/ Projects)</i>			<i>Pre-Accelerator (Startup Seeding; Early-Stage Startups)</i>
Funding Scheme	Alumni Endowment Fund Start-up Grants (AEF)	Entrepreneurship Acceleration Fund (EAF)	U*STAR Award ¹	Yeung Wing Yee Entrepreneurs Fund (YWYEF)
Maximum Funding Amount Per Project	\$10,000	\$15,000	\$40,000	\$200,000
Application Period	Year-round, on top of main exercise in September, February		September, February	
Eligibility	(1) Individual or team basis (2) The main applicant must be a current HKUST full-time student.			
			(3) Development of business plans based on University technologies and/or research output	(3) HKUST members (students, alumni, faculty) own at least 51% shares (4) Startup is registered in Hong Kong within 1 year of application
Scope of Activities Covered ²				
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	✓	✓	✗	✗

¹ Effective 2019-2020 Spring, the U*STAR Award will be administered by the Entrepreneurship Center (EC) instead of the Technology Transfer Center (TTC).

² 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 The BASE
- Mentoring by entrepreneurs and experts in [MentorHUB@HKUST](#)
- Advising by staff from Entrepreneurship Center
- Referrals and/or nominations to internal and external opportunities (e.g. competitions, activities, funding sources, etc.)

3.2 YWYEF applications recommended as Outstanding Startup/ Project by the selection panel will be awarded an additional offer of office space and logistics support in Shenzhen, and unlimited seed funding supported by the Donor Mr. Yeung Wing Yee and his company Shenzhen Rongchao Real Estate Development Co., Ltd, subject to the availability of resources and arrangement by the donor.

3.3 For U*STAR projects, up to two teams with the best business proposals may be nominated to be the shortlisted teams invited to the panel interview for the Technology Start-up Support Scheme for Universities (TSSSU) program at HKUST in the subsequent TSSSU application period.

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 EAF 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 YWYEF applicants only*)
- Certified Incorporation Form (Company Limited by Shares) - NNC1 Form submitted to Companies Registry (*for YWYEF applicants 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 by the application deadline

4.4.3 Application results are normally announced and sent to the applicant's HKUST email address within 1.5 months after the deadline of the main application exercise.

5. Selection Criteria and Vetting Procedures

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

- A staff from HKUST Entrepreneurship Center;
- A staff from HKUST Technology Transfer Center or HKUST R and D Corporation Limited;
- 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.

5.3 Additional criteria are applicable to U*STAR Projects:

- Technology merit of the selected technology
- Demonstration of potential of industrial/ commercial applications for the selected technology

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 Dream Builder 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, while the U*STAR Award is valid for six months.
- 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.
- 6.7 For YWYEF recipients, at most 30% of the approved fund may be allocated to any justifiable development work conducted outside of Hong Kong, with prior approval obtained from the Secretariat and Panel of the Fund at the time of application or during the course of development; any deviations from this requirement must be justified.

Ownership of Intellectual Properties/ Equipment

- 6.8 HKUST reserves the right to retain the ownership of any equipment, purchased and supported with pre-approval by EC, after use if appropriate.
- 6.9 Recipients of the AEF, EAF and YWYEF schemes retain the ownership of any intellectual properties generated as a result of the funding granted.
- 6.10 For U*STAR projects, HKUST shall have the right to use, copy, reproduce and/or publish the works resulted from the U*STAR projects, or parts thereof, including, without limitation, for commercial purposes and/or for the purposes of HKUST's publication, research and education activities, knowledge transfer activities and business exploitation.
- 6.11 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 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.
U*STAR Award	Award	<p>1. The first 50% of the award will be disbursed after completion of the following:</p> <p>1.1 accept the award offer in writing and meet with the Fund Secretariat; and</p> <p>1.2 enroll as a mentee in the MentorHUB@HKUST.</p> <p>2. The remaining 50% of the award will be disbursed after satisfactory completion of the following:</p> <p>2.1 meet with the Fund Secretariat to update the progress of the project in the <u>third month</u> of project execution; and</p> <p>2.2 meet with the Fund Secretariat to submit a Project Execution Report and full Business Plan and present the outcomes of the project execution via a PowerPoint and/or visuals at the end of the <u>sixth-month</u> project period.</p>
Entrepreneurship Acceleration Fund (EAF)	Reimbursement	<p>The fund will be disbursed as a reimbursement after <u>satisfactory completion</u> of the following:</p> <p>1. Before commencing the project execution plan,</p> <p>1.1 accept the fund offer in writing and meet with the Fund Secretariat; and</p> <p>1.2 enroll as a mentee in the MentorHUB@HKUST.</p> <p>2. By the end of the project and/or within the one-year validity of the approved fund, meet with the Fund Secretariat to submit the following:</p> <ul style="list-style-type: none"> • Completion Report; • Financial Report; • Original receipts and valid payment proof/ supporting documents for expenditure items to be reimbursed under EAF; • 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 EAF, if applicable; • Quotations and/or relevant documents for any single purchases HK \$5,000 or above, if applicable; • 10 photos related to the project execution; and • Public News Form for reporting any external achievements, if applicable.

Yeung Wing Yee Entrepreneurs Fund (YWYEF)	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"> 1. Before commencing the project execution plan, <ol style="list-style-type: none"> 1.1 accept the fund offer in writing and meet with the Fund Secretariat; and 1.2 enroll as a mentee in the MentorHUB@HKUST; 2. Upon commencing the project execution plan, <ol style="list-style-type: none"> 2.1 set up a company bank account, in which the account name must be the same as the approved startup or name on the Business Registration Certificate; and 2.2 deposit a matching amount equivalent to 20% of the approved fund to the company bank account. 3. By the end of the project and/or within the one-year validity of the approved fund, meet with the Fund Secretariat to submit the following: <ul style="list-style-type: none"> • Completion Report; • Financial Report; • Proof of company bank account (e.g. bank statement) • Proof (e.g. bank-in slip) of the matching deposit stated in 2.2 • Original receipts and valid payment proof/ supporting documents for expenditure items to be reimbursed under YWYEF; • 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 YWYEF, if applicable; • Quotations and/or relevant documents for any single purchases HK \$5,000 or above, if applicable; • 10 photos related to the project execution; and • Public News Form for reporting any external achievements, if applicable.
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8. Contact of the Fund Secretariat

The Secretariat of HKUST Dream Builder Funds

HKUST Entrepreneurship Center

Tel: (852) 2358 6021

Email: ecfund@ust.hk

Website: <http://www.ec.ust.hk>