



市區更新基金  
Urban Renewal Fund

## **Checklist for Application of Urban Renewal Heritage Preservation and District Revitalisation Funding Scheme**

### **Regarding Applicant's Particulars:**

- 1. Application form duly filled in, accuracy checked and signed.
- 2. Soft copy of application form and relevant materials (in MS word or Excel format) ready to send via email.
- 3. Particulars of Applicant including correct contact info (email address and telephone numbers) provided.
- 4. Certified true copies of registration document of the applicant's organisation to demonstrate their eligibility provided.
- 5. Proved evidence of the applicant's expertise or traced record to demonstrate their ability to execute the project provided.

### **Details of Project:**

- 6. The project proposal fits into the urban renewal contexts, objectives and scope as described in Part 3 to 6 of the Application Guideline.
- 7. The project proposal fits into the themes as described in Part 4 of the Application Guideline.
- 8. The project focuses on specific areas or sites in the neighbourhood and location map of these areas / sites provided.
- 9. The project proposal is formulated basing on community study and/or relevant evident based research, that demonstrates the need for the proposed project.
- 10. The project contains built environment, community and/or public space improvement proposal.
- 11. The proposed design and/or use of space highlights community culture and historical development of the proposed site(s) or location(s) and enhances new-old fusion.
- 12. There are social engagement / community co-creation and/or community participation programmes in the proposal

- 13. The project is for non-profit making purposes.
- 14. The project brings about sustainable impact to urban renewal heritage preservation and/or district revitalisation.
- 15. A list(s) of estimated benefits, positive social impacts to the community, with specific outcome indicators provided
- 16. Estimated number of participants directly involved in the project provided.

### **Project Implementation**

- 17. A schedule of implementation (time schedule) provided.
- 18. An organisation chart (number and level of staff to be involved in this project and their percentage of involvement) is provided to justify the staff cost in the budget and the viability of the implementation plan, provided.
- 19. Track record and past experience of the applicant in related projects provided.
- 20. A list of proposed collaborators to extent connection with the community and relevant stakeholders provided.
- 21. Written or initial agreement has been obtained from the building / premises owner(s) for proposal that involves works / installation / mural and the like or soft programme recurrently held, at privately owned properties (including the common areas and / or external façade of such).
- 22. Initial comments from Relevant Government Departments or Public Organizations (if any) provided.
- 23. Checking on whether there is likely duplication of work in other known community projects in the same location(s) / sites(s) have been carried out.
- 24. A sustainability plan provided (e.g., green practices or sustainable guidelines during implementation and procurement; how the impacts of the project may be maintained beyond the end of project; any exit plan such as re-purposing or recycling physical items produced and taken down at the end of project or to be handed over to other parties etc.)

- 25. The proposal has a contingency plan or risk management plan.

**Budget**

- 26. A full and itemised budget for the proposed project provided. (A Sample list of items is given in Appendix 1 of this checklist for reference.)
- 27. The budget does not create any permanent staff posts
- 28. All staff costs are formulated with time-limited basis according to the schedule of implementation.
- 29. The budget is formulated cost effectively and not double funding other projects managed by the staff concurrently.

**Appendix 1 – Sample Budget Items**  
**Checklist for Application of Urban Renewal Heritage Preservation and**  
**District Revitalisation Funding Scheme**

Office or Soft Programme Venue Expenses (if any)	<ul style="list-style-type: none"> <li>- Rental (Incl. Government Rent &amp; Rates)</li> <li>- Stamp Duty</li> <li>- Agent Commission</li> <li>- Renovation</li> <li>- Office Equipment (List out items)</li> <li>- Electricity, Water, Internet, Telephone, Cleaning</li> </ul>
Staff Cost for Project Management & Administration	<ul style="list-style-type: none"> <li>- Monthly and total Salary (Incl. MPF) for each staff level with the following info provided: <ul style="list-style-type: none"> <li>➤ Job Position</li> <li>➤ Job Description</li> <li>➤ Qualification &amp; Requirement</li> <li>➤ Job Period</li> <li>➤ Percentage of involvement (over a full-time job if the staff is not full time engaged in the project)</li> </ul> </li> </ul>
Administration Cost	<ul style="list-style-type: none"> <li>- Operation Cost, including but not limited to: <ul style="list-style-type: none"> <li>➤ Printing</li> <li>➤ Stationery</li> <li>➤ Postage</li> <li>➤ Transportation</li> <li>➤ Miscellaneous</li> </ul> </li> <li>- Audit Fee</li> <li>- Insurance</li> </ul>
Marketing	<ul style="list-style-type: none"> <li>- Promotional items, including but not limited to: <ul style="list-style-type: none"> <li>➤ Public Relation (PR) Consultancy (If any)</li> <li>➤ Social Media advertisement</li> <li>➤ Web site design &amp; hosting</li> <li>➤ Printed Matters</li> <li>➤ Souvenirs</li> <li>➤ Advertisement</li> </ul> </li> </ul>
Programme (Software)	<ul style="list-style-type: none"> <li>- Subject to the proposed programme, may include: <ul style="list-style-type: none"> <li>➤ Public Engagement programmes</li> <li>➤ Workshop <ul style="list-style-type: none"> <li>❖ Consultancy Company (If any)</li> <li>❖ Volunteer Cost</li> <li>❖ Materials</li> <li>❖ Photo/Video Shooting</li> <li>❖ Tutor Fee</li> <li>❖ Researcher Fee</li> </ul> </li> <li>➤ Publications (if any)</li> <li>➤ Opening / Closing ceremony (if any)</li> </ul> </li> </ul>

<p>Programme (Hardware /Exhibition /Artwork installation etc)</p>	<p>- Subject to the proposed programme, may include:</p> <ul style="list-style-type: none"> <li>➤ Fee for Designer/ Artist/ Professional consultancy (for code compliance, government approval and technical assessment) (if any)</li> <li>➤ License fee (if any)</li> <li>➤ Venue Rental (if any)</li> <li>➤ Production, Installation, Reinstatement Cost</li> <li>➤ Any other cost may occur for hardware programme</li> </ul>
<p>Income</p>	<p>- If any.</p>
<p>Social Impact Assessment</p>	<p>- By quotation – to be separately provided upon signing of Grant Agreement</p>
<p>Contingency</p>	<p>- 5% of total budget (excluding Staff cost) in general, unless otherwise justified</p>

Notes:

1. All items listed here are for reference only, and shall subject to project proponent’s own proposal and final sum mutually agreed by the awarded Applicant and the URF, stipulated in the Grant Agreement.
2. All budget of purchase of goods and services shall be subject to the actual cost obtaining on a competitive basis in accordance to 8.12 of the Application guidelines. Such competitive basis is to be based on the applicant’s organisation’s procurement procedure (if available) or that agreed with URF, prior to entering to the Grant Agreement.
3. Project staff engaged in approved projects should be recruited through an open and fair procedure according to 8.13 of the Application guidelines.