

Ref. No.-

Date/Time of Receipt-

(For Official Use)

**Application for
Professional Continuing Education Scheme
of the Design Support Programme**

**Project Title:
Submitted by:**

Sample

Section A – Basic Information

1. Project Title

1.1 English (not more than 15 words):

1.2 Chinese (not more than 15 words):

2. Abstract

(A brief summary of the purpose, content, end products and benefits of the project.)

2.1 English (not more than 200 words):

2.2 Chinese (not more than 200 words):

Section B – Implementation Schedule

1. Overall Schedule

Commencement date (dd/mm/yyyy) :

Completion date (dd/mm/yyyy) :

Project duration (month) :

2. Project Milestones

(Please set out the major tasks to be completed in each stage.)

Period		Milestones
From (dd/mm/yyyy)	To (dd/mm/yyyy)	

Section C – Project Details

1. Purposes and Beneficiaries

(Please set out the aims of the project, the demand for the proposed education/training programme by the industry, and the type and size of beneficiaries.)

2. Content and Development of the Proposed Programme

(Please outline the content of the proposed education/training programme, including the scope, duration, entry requirement, class size, award of certification (if any), and also how the works required to develop the programme, including research work required, input from outside bodies, collaboration with industry.)

3. Organization and Expertise of the Project Team

(Please describe the structure, composition and expertise of the project team, including the manpower resources to be put in by the Applicant. If there is a need to engage external consultant or outsourcing, please set out the reasons and the proposed recruitment/tender method.)

4. Implementation Plan

(Please describe the implementation plan and works in various stages including preparation, promotion and dissemination of project results in order to achieve the targeted aims.)

5. Special Features of the Proposed Programme

(Please elaborate any special features that would differentiate the proposed programme from similar courses run in the past or other organizations, e.g. new course collaborating with overseas reputable institutions.)

6. Follow-up Action

(Please set out how the proposed programme would be run in future, including the estimated demand for such programme, frequency of the programme to be run, and financial resources.)

7. Brief descriptions of your organization.

(Please describe briefly the status, history, mission, business nature and staffing structure of your organization.)

8. Experience in organizing similar programmes in the past five years

(Please describe briefly the timing, location, nature, funding sources and results of such programmes, if any.)

9. IP rights

(Please indicate whether this Project would generate or involve any IP rights. If so, please provide details, including the nature and handling method.)

10. Supplementary Information (if any)

(Please provide any information that would help support this application but is not covered above.)

11. Has this project been engaged in seeking financial support from other public funding sources?

No

Yes

Name of Funding : _____
 Amount of Funding : _____
 (if applicable)

Approved Disapproved Pending application outcome

Section D – Applicant Organization and Collaborating Parties

1. Applicant Information

(The applicant has to be an organization or a company established under the Hong Kong laws and has to provide copies of the following documents:

- Latest Business Registration Certificate (BRC);
- Full set of the latest annual financial statement; and
- Certificate of Incorporation (if applicable).)

Name in English	:	
Name in Chinese	:	
Year of Establishment	:	
Nature of Business	:	
Registered Address	:	
Telephone Number	:	
Fax Number	:	
Email Address	:	
Webpage	:	

2. Collaborating Parties (Including Sponsors)

No	English Name	Chinese Name	Role in the Project	Address / Webpage (if any)	Contact Person	Tel No/Fax/ Email
1						

Section E – Project Coordinator

Name in English	:	
Name in Chinese	:	
Position/Relation with Applicant	:	
Department (if any)	:	
Organization Name	:	
Telephone Number	:	
Fax Number	:	
Email Address	:	

Section F – Budget for the Project

(Please study the "Guide for Professional Continuing Education Scheme" on the relevant requirements.)

1. Expenditure

1.1 Manpower Cost

<u>Post/Rank</u>	<u>No. of staff</u>	<u>Pay Mode</u>	<u>Duration</u>	<u>Rate</u> (\$'000)	<u>Total</u> (\$'000)	<u>Justifications</u> (including relation with Applicant, and type of employment)
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Sub-total (I):

1.2 Equipment Cost

<u>Item</u>	<u>Quantity</u>	<u>Unit cost</u> (\$'000)	<u>Total</u> (\$'000)	<u>Justifications</u> (New purchase /Rental/Share)
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Sub-total (II):

1.3 Other Direct Costs

<u>Item</u>	<u>Quantity</u>	<u>Unit cost</u> (\$'000)	<u>Total</u> (\$'000)	<u>Justifications</u>
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Sub-total (III):

2. Amount of Sponsorship

(Proof of the sponsorship should be submitted together with this application.)

<u>Sponsoring Organization</u>	<u>Cash</u> (\$'000)	<u>Equipment</u> (in cash-equivalent) (\$'000)	<u>Consumables</u> (\$'000)	<u>Total</u> (\$'000)
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Total:

3. Income

(All income, other than sponsorship, should be set out in this sub-section. If the project is not expected to generate any income, please explain why.)

<u>Item</u>	<u>Total</u> (\$'000)	<u>Justifications</u> Assumption in estimation (e.g. No. of participants and fee per head)
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Total:

4. Net Amount Requested from the DSP

<u>Total Expenditure</u> (\$'000)	<u>Total Sponsorship</u> (\$'000)	<u>Total Income</u> (\$'000)	<u>Net Requested Amount</u> (\$'000)
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Section G – Classification of the Project

1. Course Nature

(e.g. design application in the industry, design management, brand building, etc.)

2. Target Users

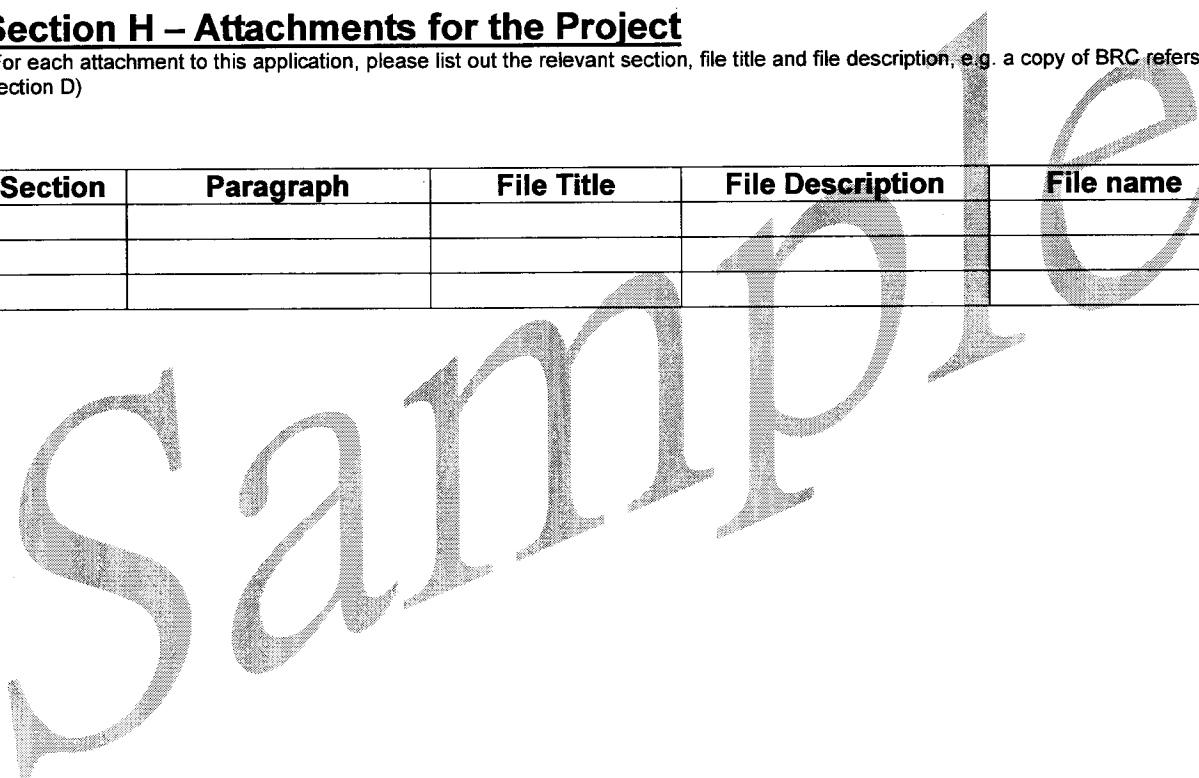
(Please specify with "x" in the appropriate box provided.)

- General public**
- Industry sector in general**
- Specific industry sector: (Please specify)**
- Design industry in general**
- Specific design sector: (Please specify)**

Section H – Attachments for the Project

(For each attachment to this application, please list out the relevant section, file title and file description, e.g. a copy of BRC refers to Section D)

Section	Paragraph	File Title	File Description	File name



I hereby declare that:

- (a) all factual information provided in this application as well as the accompanying information reflects the status of affairs as at the date of submission. I shall inform the DesignSmart Secretariat immediately if there are any subsequent changes to the above information; and
- (b) the proposed project of the application is original without any constituted or potential act of infringement of the intellectual property rights of other individuals and/or organizations.

Authorized Signature
with Organization/Company Chop: _____

Name of Signatory: _____

Position: _____

Name of Applicant
(Organization/Company): _____

Date (dd/mm/yyyy): _____