

Hong Kong Design Centre Design Incubation Programme

Eligibility

1. Are you a designer?
2. Do you have a registered start-up company in Hong Kong or plan to form one soon?
3. Do you have at least another partner/full-time staff to work with you in your start-up?
4. Do you have sufficient funds, or have plans to sustain your business in the coming 2 years and beyond?
5. Do you have the passion and ambition to develop a new project/product in design sectors?

If your answers to these questions are “Yes”, congratulations! You are probably eligible for the Design Incubation Programme.

Mandatory Admission Requirements

1. The applicant must have his/her application-company as a start-up Hong Kong-registered company (i.e. incorporated in Hong Kong for not more than three years as at the date of application), and still in its early stage of development in which financial and professional support is much needed.
2. For local application, the applicant must be a Hong Kong permanent resident. For overseas applications, the applicant must have an overseas registered company that has registered for not more than three years as at the date of application. The applicant must set up a Hong Kong registered company immediately to qualify for programme commencement after the application approval is granted.
3. The applicant is expected to require less than 350 square foot net of office space at the time of admission in general.
4. A shareholder or partner of the applicant must not be a shareholder or partner of a current Incubatee or graduated company in the DIP or Fashion Incubation Programme (FIP), or other incubation programmes funded by the Government.
5. The applicant-company must have as at the date of application at least two full-time staff (the applicant included) based in Hong Kong, and
 - i. at least one of them must be the major shareholder and must be a designer in a recognised design discipline;
 - ii. the aggregate shareholding percentage or interest of the full-time designer(s)

must be in majority; and
iii. all staff must be able to work in Hong Kong legally.

Qualitative Admission Requirements

1. Innovation and creativity;
2. Business model and commercial viability;
3. Revenue model and financial viability;
4. Background of the applicant and relevant strength;
5. Management team;
6. Presentation at Design Admission Panel;
7. Social / community impact;
8. Commitment of the applicant and the team to become resourceful design-preneurs running successful design business; and
9. Need of financial and professional support.

Application Procedure

1. Submit the completed application document by email, or submit on-line.
2. Assessment and interview by Design Incubation Programme Secretariat
3. Due Diligence meeting with Design Incubation Programme Secretariat in which all relevant ORIGINAL documents on company registration, education background and work experience of the shareholders and full-time staff will be checked.
4. Presentation at Admission Panel Meeting
5. Admission Result
 - All applications will be processed in strict confidence.
 - An application must meet the mandatory criteria stipulated by HKDC from time to time before further assessments.

How to Apply

Please apply on-line or submit your completed forms and information to dip@hkdesigncentre.org for further processing.

For online application: For best display, please fill out the online application form on a screen with at least 1024X768ppi.

Frequently Asked Questions

1. What is the current time schedule for DIP admission?

Schedule in 2019

- Application Submission: Open now
- Admission Panel Meetings: To be confirm

- Result Announcement: To be confirm

Please stay tuned with the announcement on future rounds of recruitment schedule from DIP website and facebook.

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2. What offers will DIP be provided?

- Max HK\$240K Assistance in Office Usage: Free Rental for office premises for the 1st year; and Discount Rental for the 2nd year
- Max HK\$260K Assistance in Financial Support: Operation, Marketing and Development
- Business Centre Assistance
- Business Knowledge Enrichment Programmes
- Mentorship Programmes
- Business Outreaching Programmes

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3. How many incubatees will be admitted in DIP III? In what disciplines?

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90 incubatees (including Fashion Design, Branding/ Packaging, Product Design, Visual/ Spatial Arts, Interior/ Architecture, Jewelry Design/ Media & Communication, Other Design Disciplines)

4. What will be the current locations of DIP?

DIP CITA Centre
6/F Clothing Industry Training Authority
63 Tai Yip Street, Kowloon Bay
Tel: 37938418

DIP Wong Chuk Hang Centre
10/F, 41 Heung Yip Road
Wong Chuk Hang
Tel: 37938420

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5. How is the application and selection process?

Submit application > Vetting > Due-diligence meeting with DIP Secretariat > Presentation > Results announcement > Sign DIP licence > Get started and Move-In

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6. Who are the judging panel members?

The Panel shall be chaired by a representative from HKDC ("Panel Chairman") and members drawn from the following categories of bodies

- (a) Executive Committee Members of professional design associations;
- (b) The Hong Kong Polytechnic University (e.g. School of Design or Institute of Textiles and Clothing, etc);
- (c) Hong Kong Design Institute;
- (d) Other design institutes/ designers of good reputation;
- (e) Entrepreneurs/investors from business/industry community;
- (f) Business education sector / lay persons; and
- (g) Small and medium enterprise organisations/associations.

• 7. What kinds of materials will an application company have to prepare?

A. Emailing completed documents to DIP Secretariat

1. DIP Application Form
2. DIP Application Form – CV Form (One form for one team member only)
3. Nomination Form from a nominator to the application

Forms can be downloaded here. All completed forms have to be emailed to dip@hkdesigncentre.org for verification

B. Attend Due Diligence Meeting with Full Team Members

After verification of Part (A) by Dip Secretariat, all team members will have to attend to due-diligence meeting with DIP Secretariat at an agreed time, and present to DIP Secretariat with the following documents:

4. ORIGINAL COPY of Hong Kong Identity Cards of Each Team Member
5. ORIGINAL COPY of Hong Kong Business Registration Certificate
6. For Limited Company: ORIGINAL COPY of Certificate of Incorporation, Memorandum & Articles of Association, NC1 or AR1 form; or

For Unlimited Company: ORIGINAL COPY of Form 1(c) (for Partnership)*, or Form 1(a) (for Sole Proprietorship)*

7. ORIGINAL COPY of Education Certificates and Employment Records

*Can be obtained from the Inland Revenue Department

C. Submit the Following Documents Two Weeks before Design Admission Panel Meeting

8. Eight copies of the design portfolio, such as pictures, photos, sketches, art works...etc., of the Applicant and /or other designers (in A4 size). The design portfolio should be the works of the designers as a student/freelancer, from his/her previous and/or current jobs, with clear captions.

9. A presentation (preferably in PPT or PDF file format) which will be shown for 15 minutes in the Admission Panel Meeting to illustrate the Applicant's business strategy, background, design portfolio of its key designers and reasons to join the Design Incubation Programme, etc

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8. What is the language of the presentation to the judging panel?

No Limitation (Cantonese, English or Mandarin)

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9. Who can be my nominator?

There is no limitation for whom can be your nominator, but your close family members are not preferred. Preferably a nominator shall be with experience in design, investment, running and/or managing businesses.

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10. Is there any application fee involved for DIP application?

No.

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11. Can foreign designers apply DIP?

Yes. Please refer to the "Mandatory Admission Requirements"

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12. Can an incubatee apply funding from other government department (e.g. SME Fund, Polyu Micro Fund?)

Yes. After DIP admission, incubatees are free to seek their own funding sources as long as the DIP rules and regulations are complied.

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13. What product / project information is needed in my portfolio?

Personal portfolios/ previous works portfolios/ portfolios worked for other companies can be included in the portfolios for submission to the panel members, but all works have to be clearly stated to avoid intellectual property issues in over-claiming or infringing other people's works.

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14. What should I include in the revenue / marketing plan?

Reasonable projection in the 2-year incubation period.

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15. How can I submit my application?

You can submit online or email the completed forms to DIP. DIP Secretariat will follow up with each eligible application after the completed information is received.

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16. What is the difference between co-working spaces and incubation rooms? Can my company apply for co-working first and switch to incubation room later?

Co-working incubatees will work at a fixed desk in an open working space rather than in an incubation room. The changing of space and location will be further subject to the incubatees' performance, space/ room availability and the final approval of panel members.

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17. Where can I get more information?

Email: dip@hkdesigncentre.org

Tel: +852 3793 8418