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# 回收基金 Recycling Fund

查詢 Inquiry



回收基金秘書處 The Secretariat, Recycling Fund

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企業資助計劃  
Enterprise Support Programme

行業支援計劃  
Industry Support Programme

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執行夥伴及秘書處  
Implementation Partner and Secretariat



政府於2015年推出回收基金，至今已撥款共20億元致力協助回收業提高作業能力和效率，從而推動回收業的可持續發展，促進廢物回收再造，轉化為有用資源及產品。回收基金下設「企業資助計劃」及「行業支援計劃」，分別向合資格的企業及非分配利潤組織提供資助。香港生產力促進局為基金的執行夥伴及秘書處。

### 宗旨

- 提高回收物及其再造產品的數量和品質，從而減少本港堆填區的棄置量；
- 開拓再造產品市場，增加對本地回收物的需求；及
- 提高回收業的整體作業能力、處理量、效率和技術，並且增加市場資訊。

	企業資助計劃				行業支援計劃		
	企業資助計劃	標準項目	重置租金資助計劃	新成立及初創企業開展項目（特邀項目）	行業支援計劃	支援住宅樓宇採用智能回收箱技術以收集及回收廚餘（特邀項目）	
申請資格	<ul style="list-style-type: none"> <li>• 任何持有有效商業登記證及在香港法例下設立、註冊及登記，並在香港有實際業務運作的企業；及</li> <li>• 至少擁有1年回收相關運作的經驗。</li> </ul>	或 <ul style="list-style-type: none"> <li>• 與回收業有密切相關的團體及組織，包括物業管理公司及業主立案法團。</li> </ul>	或 <ul style="list-style-type: none"> <li>• 以本地回收物料為原材料製作塑膠或紙製產品的本地廠商。</li> <li>或</li> <li>• 學校膳食供應商。</li> </ul>	及 <ul style="list-style-type: none"> <li>• 必須在現有回收作業地點營運1年或以上。</li> </ul>	<ul style="list-style-type: none"> <li>• 任何持有有效商業登記證及在香港法例下設立、註冊及登記的企業；及</li> <li>• 新成立或在香港開業不多於5年的公司。</li> </ul>	<ul style="list-style-type: none"> <li>• 在本港註冊的非分配利潤組織，如專業團體、工商組織、研究機構或其他行業支援組織。非分配利潤組織是指不派發紅利予其董事、股東、僱員或任何人士的組織。申請機構須為法定機構或在香港特別行政區法例下註冊的機構。</li> </ul>	<ul style="list-style-type: none"> <li>• 業主立案法團*。</li> <li>• 住宅樓宇的業主委員會*、業主組織*或居民組織*須授權物業管理公司代表他們擔任申請者。</li> <li>• 代表居民組織的物業管理公司如在提出申請之前已獲得居民組織的書面授權，也可申請。</li> </ul>
資助限額	<ul style="list-style-type: none"> <li>• 每間企業累積資助上限為港幣1,500萬元。</li> <li>• 資助最高可達核准開支項目的50%。</li> <li>• 每間企業最多10個核准項目。</li> </ul>				<ul style="list-style-type: none"> <li>• 資助最高可達核准開支項目的100%。</li> </ul>		
	<ul style="list-style-type: none"> <li>• 每項申請最高資助金額可達港幣1,500萬元。</li> </ul>	<ul style="list-style-type: none"> <li>• 每項申請最高資助金額可達港幣100萬元。</li> </ul>	<ul style="list-style-type: none"> <li>• 每項申請最高資助金額可達港幣1,500萬元。</li> </ul>	<ul style="list-style-type: none"> <li>• 每項申請最高資助金額可達港幣200萬元。</li> </ul>	<ul style="list-style-type: none"> <li>• 每項申請最高金額可達港幣1,500萬元。</li> </ul>	<ul style="list-style-type: none"> <li>• 每項申請最高金額可達港幣250萬元。</li> </ul>	
項目年期	<ul style="list-style-type: none"> <li>• 不少於1年及不超過4年。</li> </ul>	<ul style="list-style-type: none"> <li>• 不超過1年<sup>1</sup>。</li> </ul>	<ul style="list-style-type: none"> <li>• 不超過4年。</li> </ul>	<ul style="list-style-type: none"> <li>• 不少於半年及不超過2年。</li> </ul>	<ul style="list-style-type: none"> <li>• 不設限。</li> </ul>	<ul style="list-style-type: none"> <li>• 不少於2年及不超過4年。（包括籌備工作）</li> </ul>	

<sup>1</sup> 安排員工參加培訓課程的標準項目可延長至2年。  
\* 須證明其非分配利潤性質。





<b>申請資格</b>	<ul style="list-style-type: none"> <li>非分配利潤組織<sup>2</sup>如專業團體、工商組織、研究機構或其他行業支援組織，應是法定機構或根據香港特別行政區法例下設立、註冊及登記的機構方有資格申請。</li> </ul>
<b>項目年期</b>	<ul style="list-style-type: none"> <li>不設限。</li> </ul>
<b>資助限額</b>	<ul style="list-style-type: none"> <li>每個項目最高資助金額港幣1,500萬元。</li> <li>資助最高可達核准開支項目的100%。</li> </ul>
<b>資助範圍及例子<sup>3</sup></b>	<p>資助非牟利項目以提高行業的運作水平及生產力、處理量、效率，以及增加市場資訊的潛力，以達致回收行業可持續發展。受資助項目須使整個行業而非個別企業受惠，而項目的成果亦須與業界人士分享，例如：</p> <ul style="list-style-type: none"> <li>提升行業運作水平及生產力。</li> <li>回收行業技術推廣。</li> <li>制訂回收業資格認證計劃。</li> <li>提高行業職業安全水平。</li> <li>提供人力資源培訓。</li> </ul>

<sup>2</sup> 非分配利潤組織是指不派發紅利予其董事、股東、僱員或任何其他人士的組織。申請機構須在申請表格上聲明過去沒有將所賺取的任何利潤分配予其董事、股東、僱員或任何其他人士。申請機構須提供補充資料，如組織章程細則，以證明該組織屬非分配利潤性質。

<sup>3</sup> 詳情請參考「行業支援計劃」申請指引。

## 支援住宅樓宇採用智能回收箱技術以收集及回收廚餘（特邀項目）

<b>申請資格</b>	<p>相關居民組織或代表他們的物業管理公司均可申請。申請資格遵循行業支援計劃的要求，包括：</p> <ol style="list-style-type: none"> <li>根據《建築物管理條例》（第344章）註冊的業主立案法團可以作為申請者，並須證明其非分配利潤性質。如果缺少具有相關條款的註冊文件以證明該組織是非分配利潤組織，則其他聲明記錄（如：會議記錄）將可作為其非分配利潤性質的證明。業主立案法團可以授權物業管理公司代表他們擔任申請者。</li> <li>住宅樓宇的業主委員會、業主組織或居民組織須授權物業管理公司代表他們擔任申請者。業主委員會、業主組織和居民組織也應證明其非分配利潤性質。（同上）</li> <li>代表居民組織的物業管理公司如在提出申請之前已獲得居民組織的書面授權，也可申請。申請若由物業管理公司提出，則相關居民組織（業主立案法團、業主委員會、業主組織或居民組）須簽署保證書，以承諾在物業管理公司無法完成項目的情況下，居民組織會繼續進行該項目直至完成。</li> </ol> <p>香港房屋委員會（房委會）和香港房屋協會（房協）旗下的公共出租房屋將不包括在此計劃內。</p>
<b>項目年期</b>	<ul style="list-style-type: none"> <li>不少於2年及不超過4年。（包括籌備工作）</li> </ul>
<b>資助限額</b>	<ul style="list-style-type: none"> <li>每項申請最高金額可達港幣250萬元。</li> <li>資助最高可達核准開支項目的100%。</li> </ul>
<b>資助範圍及例子</b>	<p>申請者必須為每一個智能回收箱提供至少200伙參與住戶的支持證明，資助包括租用智能回收箱和相關系統、額外員工的薪金、行政費用、推廣及教育支出和審計費用。</p>



<b>申請資格</b>	<ul style="list-style-type: none"> <li>任何持有有效商業登記證及在香港法例下設立、註冊及登記，並在香港有實際業務運作的企業。在提交回收基金的申請前，申請者必須擁有至少1年參與回收相關運作的經驗；或</li> <li>與回收業有密切相關的團體及組織，包括根據《建築物管理條例》（第344章）註冊的物業管理公司及業主立案法團。</li> </ul>
<b>項目年期</b>	<ul style="list-style-type: none"> <li>不少於1年及不超過4年。</li> </ul>
<b>資助限額★</b>	<ul style="list-style-type: none"> <li>每個項目最高資助金額港幣1,500萬元。</li> <li>資助最高可達核准開支項目的50%。</li> </ul>
<b>資助範圍及例子<sup>4</sup></b>	<p>提供配對基金予加強回收再造增值鏈的項目，涵蓋源頭分類、收集、運輸、處理、由回收物製成的再造產品進行改良、商品化、市場推廣及銷售，例如：</p> <ul style="list-style-type: none"> <li>推動源頭分類。</li> <li>加強收集及處理。</li> <li>引進增值程序，提升處理質及量。</li> <li>推廣宣傳，促進再造產品市場。</li> <li>再造產品商品化。</li> </ul> <p>以下為項目的直接支出可獲得資助：</p> <ul style="list-style-type: none"> <li>增聘額外員工；</li> <li>購買或租賃額外設備；</li> <li>其他直接費用（例如回收業務所產生的租金、消耗品開支、外聘審計費用等）。</li> </ul>

★ 需要證明額外增加回收物處理量。

<sup>4</sup> 詳情請參考「企業資助計劃」申請指引。



<b>申請資格</b>	<ul style="list-style-type: none"> <li>任何持有有效商業登記證及在香港法例下設立、註冊及登記；在香港有實際業務運作的企業。在提交回收基金的申請前，申請者必須擁有至少1年參與回收相關運作的經驗；或</li> <li>使用本地回收物料為原材料製作塑膠或紙製產品的本地廠商；或</li> <li>學校膳食供應商符合以下條件： <ul style="list-style-type: none"> <li>* 持有商業登記證條例（香港法例第310章）下發出的有效商業登記證及有一年持續商業運作；及</li> <li>* 被列入於食物環境及衛生署的「獲准供應午餐飯盒的持牌食物製造廠名單」；及</li> <li>* 正在或預備供應午餐予學校；及</li> <li>* 正在或預備進行廚餘回收活動，而收集的廚餘需送到合適的回收設施（例如有機資源回收中心）處理（申請人需提供支持文件如合約、意向書等等以證明落實廚餘回收活動）。</li> </ul> </li> </ul>
<b>項目年期</b>	<ul style="list-style-type: none"> <li>不超過1年<sup>5</sup>。</li> </ul>
<b>資助限額★</b>	<ul style="list-style-type: none"> <li>每個項目最高資助金額港幣100萬元。</li> <li>資助最高可達核准開支項目的50%。</li> <li>資助金額亦會計算於企業資助計劃的總累積資助限額及最多可獲資助項目的數目內。</li> </ul>
<b>資助範圍及例子<sup>6</sup></b>	<ul style="list-style-type: none"> <li>參加培訓課程及/或加強企業職安健標準及生產力。</li> <li>參加認證及註冊計劃。</li> <li>實施職業安全及健康審核或推行安全及健康審核內指明的措施。</li> <li>舉行指定的宣傳及提升形象活動（例如製作宣傳物品、開發公司網頁及手機應用程式等）。</li> <li>購買/安裝良好回收作業及減低滋擾的設備或器械（例如隔音屏障、防塵屏障、除臭設備、貨車車身改善工程等）。</li> <li>購買/安裝提高運作能力和效率的小型設備/硬件/器械（例如打包機、金屬籠、磅、破碎機、叉車、唧車等）。</li> <li>採用資訊科技方案（例如電腦化磅秤系統、車隊管理系統等）。</li> <li>處理或使用本地回收物料製作再造產品（例如造膠粒機、破碎機、缸車、壓縮車、模具等）。</li> <li>協助學校膳食供應商採用可重用餐具及實施廚餘回收。</li> </ul>

★ 申請人可於遞交申請表後翌日展開購置有關設備（申請人需承擔申請被否決或核准資助金額減少的風險）。

<sup>5</sup> 安排員工參加培訓課程的標準項目可延長至2年。

<sup>6</sup> 完整指定設備清單及詳情請參考「標準項目」申請指引及「企業資助計劃」申請指引。



<b>申請資格</b>	<ul style="list-style-type: none"> <li>任何持有有效商業登記證及在香港法例下設立、註冊及登記，並在香港有實際業務運作的企業。在提交回收基金的申請前，申請者必須擁有至少1年參與回收相關運作的經驗；及</li> <li>申請者必須在現有回收作業地點營運1年或以上。</li> </ul>
<b>項目年期</b>	<ul style="list-style-type: none"> <li>不超過4年。</li> </ul>
<b>資助限額</b>	<ul style="list-style-type: none"> <li>每個項目最高資助金額港幣1,500萬元。</li> <li>資助最高可達核准開支項目的50%。</li> <li>為每間成功獲批的企業提供一次性的重置租金資助。</li> <li>資助金額會參考差餉物業估價署評估的應課差餉租值。</li> <li>資助金額亦會計算於企業資助計劃的總累積資助限額及最多可獲資助項目的數目內。</li> </ul>
<b>資助範圍及例子<sup>7</sup></b>	<ul style="list-style-type: none"> <li>在企業願意從現有回收作業地點，包括街道商舖及其他不適合用於回收作業的用地，重置遷往更合適用於回收作業的地點，如工業大廈或已劃作工業用途的土地進行回收作業的前提下，為企業提供作業地點及相關作業停車位（如適用）的重置租金資助，以提升回收業界的作業能力。核准資助金額並不包括水電費、按金及作業地點內其他物品的租賃費，如家具及設備等。</li> </ul>

<sup>7</sup> 詳情請參考「重置租金資助計劃」申請指引及「企業資助計劃」申請指引。

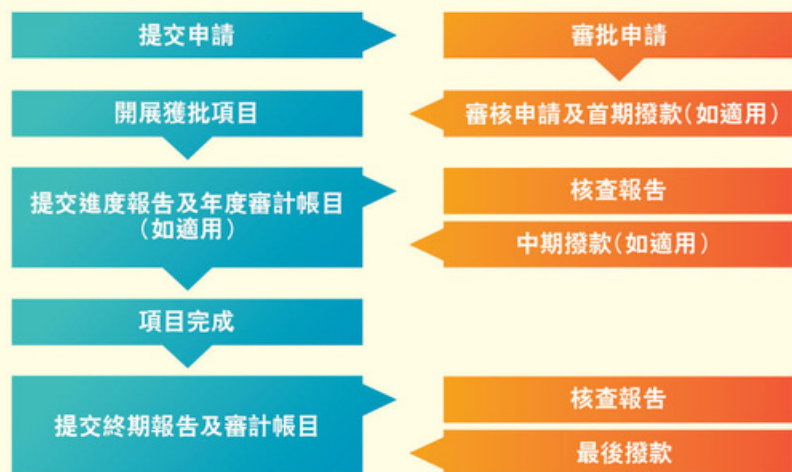
<b>申請資格</b>	<ul style="list-style-type: none"> <li>任何持有有效商業登記證及在香港法例下設立、註冊及登記的企業；及</li> <li>新成立或在香港開業不多於5年的公司。</li> </ul>
<b>項目年期</b>	<ul style="list-style-type: none"> <li>不少於半年及不超過2年。</li> </ul>
<b>資助限額</b>	<ul style="list-style-type: none"> <li>每個項目最高資助金額港幣200萬元。</li> <li>資助最高可達核准開支項目的50%。</li> <li>資助金額亦會計算於企業資助計劃的總累積資助限額及最多可獲資助項目的數目內。</li> </ul>
<b>資助範圍及例子<sup>8</sup></b>	<ul style="list-style-type: none"> <li>支援和推動初創企業在回收業務上實踐理念。</li> <li>鼓勵採用創新技術、方法、設備等提升回收作業的效率。</li> <li>建立具商業規模的營運模式，把可循環物料回收或升級再造成為新商品或創新產品。</li> </ul> <p>以下為項目的直接支出可獲得資助：</p> <ul style="list-style-type: none"> <li>增聘額外員工、創辦人/主要股東及現有員工薪金；</li> <li>購買或租賃額外設備；</li> <li>其他直接費用（例如回收業務所產生的租金、消耗品開支、外聘審計費用等）。</li> </ul>

<sup>8</sup> 詳情請參考「特邀項目 - 新成立及初創企業開展項目」申請指引及「企業資助計劃」申請指引。



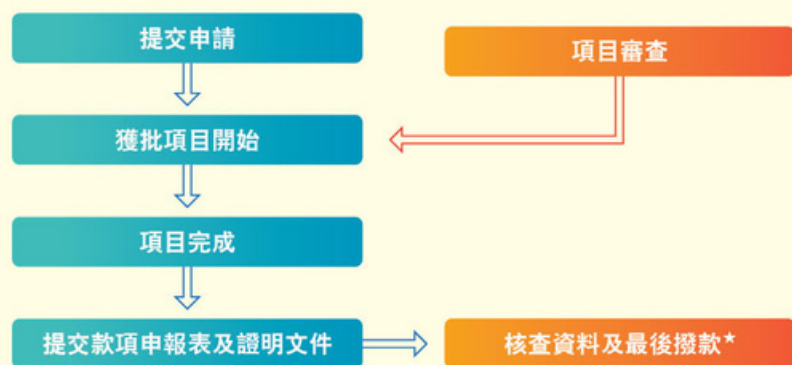
# 申請及撥款流程

(適用於行業支援計劃、企業資助計劃及特邀項目 - 新成立及初創企業開展項目)



# 申請及撥款流程

(適用於標準項目及重置租金資助計劃)



★ 如有需要，企業可選擇申請中期撥款：

- 「標準項目」的中期撥款在有條件下，於項目期間以回撥形式發放一次予成功的申請者，詳情請參考「標準項目」申請指引。
- 「重置租金資助計劃」可於項目開展後每6或12個月以回撥形式發放，詳情請參考「重置租金資助計劃」申請指引。

# 行政安排

	行業支援計劃	企業資助計劃	標準項目	重置租金資助計劃	新成立及初創企業開展項目	支援住宅樓宇採用智能回收箱技術以收集及回收廚餘
<b>審批階段：</b>						
諮詢規劃署及地政總署	不適用	需要(流動回收作業除外)	只適用於固定設備	需要	需要(如適用)	不需要
項目評審實地審查	不適用	需要	需要	需要	需要	需要
<b>項目開展前期：</b>						
合約文件	協議書	協議書	承諾書	承諾書	協議書	協議書
回收物數量基線審計	不適用	需要	不需要	不需要	不需要	不需要
項目專用銀行帳戶	需要	需要	不需要	不需要	需要	需要
<b>項目開展後：</b>						
項目監察實地審查	需要	需要	需要	需要	需要	需要
報告形式	進度報告 <sup>9</sup> 年度經審核帳目 <sup>9</sup> 終期經審核帳目 終期報告	進度報告 <sup>9</sup> 年度經審核帳目 <sup>9</sup> 終期經審核帳目 基線數量審計報告 終期數量審計報告 終期報告	款項申報表	款項申報表	進度報告 <sup>9</sup> 年度經審核帳目 <sup>9</sup> 終期經審核帳目 終期報告	進度報告 年度經審核帳目 終期報告 終期經審核帳目
<b>發放撥款(核准最高總資助金額的百分比)：</b>						
首期撥款	30%	30%	不適用	不適用	30%	30%
中期撥款	65%	45% <sup>10</sup>	項目完成後以回撥方式全數發放或發放一次上限75%的中期撥款	每6或12個月以回撥方式發放	45%	65%
最後撥款	5%	25% <sup>10</sup>			25%	5%

<sup>9</sup> 如項目推行時間18個月或以下；毋須提交進度報告及年度經審核帳目。

<sup>10</sup> 實際撥款將取決於各階段完成項目交付成果及績效目標的情況。

## 申請手續

申請人須填妥申請表格，連同所需文件，親身、郵寄或以電子方式遞交到回收基金秘書處。申請手續的詳情，請參閱回收基金申請指引。有關指引已上載於回收基金網站www.recyclingfund.hk。

## 申請期

回收基金全年接受申請，每批申請的截止日期將會在回收基金網站上公布。秘書處於截止日期後所收到的申請表格，將與下一次申請截止日期前所收到的申請一同處理。



The Government launched the **Recycling Fund** in 2015 and allocated a total of HK\$ 2 billion so far to promote recovery and recycling of waste into useful resources and products by facilitating the upgrading of operational capabilities and efficiency in the recycling industry to support its sustainable development.

The Recycling Fund comprises two programmes, namely **Enterprise Support Programme** and **Industry Support Programme**, providing funding support to eligible enterprises and non-profit distributing organisations respectively. The Hong Kong Productivity Council serves as the implementation partner as well as the secretariat of the Fund.

### Objectives

- Raise the quantity and quality of recyclables as well as those of recycled products, thus reducing disposal at local landfills;
- Promote markets for recycled products, thus raising the demand for local recyclables; and
- Enhance the overall capability, capacity, efficiency and skills as well as market information of the recycling industry.

## Programme Summary

	Enterprise Support Programme (ESP)				Industry Support Programme (ISP)		
	Enterprise Support Programme (ESP)	Standard Project (SP)	Relocation Rental Support Project (RRSP)	Solicitation Theme on Projects from New and Start-up Enterprises (SUP)	Industry Support Programme (ISP)	A Theme-based Scheme on Supporting Residential Buildings in Adopting Smart Bins Technology in Food Waste Collection and Recycling (RSB)	
<b>Eligibility</b>	<ul style="list-style-type: none"> <li>• Any Enterprise which has been duly established, incorporated and registered under the laws of Hong Kong and has substantive business operation in Hong Kong; and</li> <li>• At least 1 year of experience in recycling related operation.</li> </ul>	<ul style="list-style-type: none"> <li>• Local manufacturers who have been using local recyclables as raw materials to make plastic or paper products.</li> </ul>	<ul style="list-style-type: none"> <li>• School lunch suppliers.</li> </ul>	<ul style="list-style-type: none"> <li>• Enterprises should be already occupying the existing operation sites for at least 1 year.</li> </ul>	<ul style="list-style-type: none"> <li>• Any Enterprise which has been duly established, incorporated and registered under the laws of Hong Kong; and</li> <li>• Companies that are newly set up or have been established for not more than 5 years.</li> </ul>	<ul style="list-style-type: none"> <li>• Local registered non-profit-distributing organisations, such as professional bodies, trade and industry organisations, research institutes or other industrial support organisations. Non-profit-distributing organisations refer to organisations which do not distribute profits to their directors, shareholders, employees or any other persons. The applicant organisations shall either be statutory organisations or organisations duly established, incorporated and registered under the laws of the Hong Kong Special Administrative Region.</li> </ul>	<ul style="list-style-type: none"> <li>• Incorporated Owners (IO) or Owners' Corporation*</li> <li>• Owners' Committee* (OC), Owners' organisations* (OO) or residents' organisations* (RO) of residential buildings. OC, OO or RO should authorize the property management company to act as the applicant on their behalf.</li> <li>• Property management companies (PMC) acting on behalf of the residents' organisations of residential buildings are also eligible if written agreement from the residents' organisation is obtained before making the application.</li> </ul>
<b>Funding Limits</b>	<ul style="list-style-type: none"> <li>• Cumulative funding cap of HK\$15 million per enterprise.</li> <li>• Funding up to 50% of approved expenditure items.</li> <li>• Maximum 10 approved projects per enterprise.</li> </ul>				<ul style="list-style-type: none"> <li>• Funding up to 100% of approved expenditure items.</li> </ul>		
	<ul style="list-style-type: none"> <li>• Funding up to <b>HK\$15 million</b> per application.</li> </ul>	<ul style="list-style-type: none"> <li>• Funding up to <b>HK\$1 million</b> per application.</li> </ul>	<ul style="list-style-type: none"> <li>• Funding up to <b>HK\$15 million</b> per application.</li> </ul>	<ul style="list-style-type: none"> <li>• Funding up to <b>HK\$2 million</b> per application.</li> </ul>	<ul style="list-style-type: none"> <li>• Funding up to <b>HK\$15 million</b> per application.</li> </ul>	<ul style="list-style-type: none"> <li>• Funding up to <b>HK\$2.5 million</b> per application.</li> </ul>	
<b>Project Duration</b>	<ul style="list-style-type: none"> <li>• Should last for at least 1 year and within 4 years.</li> </ul>	<ul style="list-style-type: none"> <li>• Maximum project period is 1 year<sup>1</sup>.</li> </ul>	<ul style="list-style-type: none"> <li>• Maximum project period is 4 years.</li> </ul>	<ul style="list-style-type: none"> <li>• Should last for at least half year and within 2 years.</li> </ul>	<ul style="list-style-type: none"> <li>• No limitation.</li> </ul>	<ul style="list-style-type: none"> <li>• Should last for at least 2 years and within 4 years (including preparation works).</li> </ul>	

<sup>1</sup> Project duration could be extended to 2 years for projects arranging staff to attend training courses.

\* Should demonstrate it is non-profit distributing in nature.



## Industry Support Programme (ISP)

<b>Eligibility</b>	<ul style="list-style-type: none"> <li>Non-profit-distributing organisations<sup>2</sup> such as professional bodies, trade and industry organisations, research institutes or other industrial support organisations, which shall either be statutory organisations or organisations duly established, incorporated and registered under the laws of the Hong Kong Special Administrative Region, are eligible to apply.</li> </ul>
<b>Project Duration</b>	<ul style="list-style-type: none"> <li>No limitation.</li> </ul>
<b>Funding Limits</b>	<ul style="list-style-type: none"> <li>Funding up to HK\$15 million per application.</li> <li>Funding up to 100% of approved expenditure items.</li> </ul>
<b>Scope of Funding and Examples<sup>3</sup></b>	<p>The ISP subsidises non-profit making projects for enhancing the operational standards and productivity of the industry, capacity, efficiency, as well as market information of the recycling industry. Funded projects should be for the benefit of the industry as a whole rather than for individual enterprises, and the project outcome should be open for sharing with members of the industry. For example:</p> <ul style="list-style-type: none"> <li>Enhance operational safety and health standard.</li> <li>Promote recycling technology.</li> <li>Formulate certification schemes for recycling operations.</li> <li>Upgrade occupational safety and health standard.</li> <li>Provide employee training.</li> </ul>

<sup>2</sup> Non-profit-distributing organisations refer to organisations which do not distribute profits to their directors, shareholders, employees or any other persons. An applicant has to declare in the Application Form that it has not distributed any profit generated by the applicant in the past to any of its directors, shareholders, employees, or any other persons. The applicant shall provide supplementary information, such as the Articles of Associations, to prove that the organisation is non-profit-distributing in nature.

<sup>3</sup> Please refer to the Guide to Application for the Recycling Fund (Industry Support Programme) for details.



## Industry Support Programme (ISP)

### A Theme-based Scheme on Supporting Residential Buildings in Adopting Smart Bins Technology in Food Waste Collection and Recycling (RSB)

<b>Eligibility</b>	<p>Relevant residents' organisations or property management companies acting on their behalf can apply. Eligibility of the applicant follows the requirements of ISP in general and includes:</p> <ol style="list-style-type: none"> <li>Incorporated Owners (IO) or Owners' Corporation registered under the Building Management Ordinance (Cap. 344) can act as applicant and should demonstrate it is non-profit distributing in nature. In the absence of the registration document with relevant clauses to show that the organisation is non-profit distributing, other records of declaration such as meeting minutes will be considered as proof of its non-profit distributing nature. IO / Owners' Corporation may authorize the property management company to act as the applicant on their behalf.</li> <li>Owners' Committee (OC), Owners' organisations (OO) or residents' organisations (RO) of residential buildings. OC, OO or RO should authorize the property management company to act as the applicant on their behalf. The OC, OO and RO should also demonstrate it is non-profit distributing in nature. (same as item 1)</li> <li>Property management companies (PMC) acting on behalf of the residents' organisations of residential buildings are also eligible if written agreement from the residents' organisation is obtained before making the application. If an application is made by a PMC, the respective IO, Owners' Corporation, OC, OO or RO of the residential building(s) needs to sign an undertaking to continue the project to completion if the PMC is unable to complete the project.</li> </ol> <p>Public rental housing estates owned by the Hong Kong Housing Authority (HA) and the Hong Kong Housing Society (HKHS) will not be included.</p>
<b>Project Duration</b>	<ul style="list-style-type: none"> <li>Should last for at least 2 years and within 4 years (including preparation works).</li> </ul>
<b>Funding Limits</b>	<ul style="list-style-type: none"> <li>Funding up to HK\$2.5 million per application.</li> <li>Funding up to 100% of approved expenditure items.</li> </ul>
<b>Scope of Funding and Examples</b>	<p>The applicant has to provide evidence of support by at least 200 participating households per smart bin. Funding support includes rental of smart bins and related system, recruitment of additional workers, administrative overheads, promotion and education as well as audit fee.</p>



<b>Eligibility</b>	<ul style="list-style-type: none"> <li>Any enterprise duly established, incorporated and registered under the laws of Hong Kong and has substantive business operation in Hong Kong. The applicant should have been involved in recycling related operation with a proven track record for at least 1 year before submitting an application to the Recycling Fund; or</li> <li>Bodies and organisations with close connection to the recycling industry including property management companies and owners' corporations registered under the Building Management Ordinance (Cap. 344).</li> </ul>
<b>Project Duration</b>	<ul style="list-style-type: none"> <li>At least 1 year and within 4 years.</li> </ul>
<b>Funding Limits*</b>	<ul style="list-style-type: none"> <li>Funding up to HK\$15 million per application.</li> <li>Funding up to 50% of approved expenditure items.</li> </ul>

\* Additional recycling throughput in the project is required.

## Scope of Funding and Examples<sup>4</sup>

ESP provides matching funds for the projects to enhance the recycling value added chain covering source separation, collection, transportation, processing, product improvement, commercialisation, marketing and sales of recycled products made from recyclables. For example:

- Promote source separation.
- Enhance recyclable collection and treatment.
- Upgrade operations to raise quantity and quality of recyclables.
- Market and promote recycled products.
- Commercialise recycled products.

The following items directly incurred for the project may be funded:

- Salary of the additional manpower;
- Cost of procuring or leasing of additional equipment;
- Other direct costs (e.g. rental expenses arising from recycling business, expenses for consumables, external audit fees, etc.).

<sup>4</sup> Please refer to the Guide to Application for the Recycling Fund (Enterprise Support Programme) for details.



<b>Eligibility</b>	<ul style="list-style-type: none"> <li>Any enterprise duly established, incorporated and registered under the laws of Hong Kong and has substantive business operation in Hong Kong. The applicant should have been involved in recycling related operation with a proven track record for at least 1 year before submitting an application to the Recycling Fund; or</li> <li>Local manufacturers who have been using local recyclables as raw materials to make plastic or paper products; or</li> <li>School lunch suppliers who can fulfil the following criteria:                     <ul style="list-style-type: none"> <li>* Registered in Hong Kong under the Business Registration Ordinance (Chapter 310) with at least 1 year substantive business operation; and</li> <li>* Listed in the “List of Licensed Food Factories Approved to Supply Lunch Boxes” administered by FEHD; and</li> <li>* Supplying or planning to supply lunch to schools; and</li> <li>* Implementing or planning to implement food waste collection practice and all the food waste collected will be delivered to proper recycling facilities (such as Organic Resources Recovery Centre) for treatment (applicants should provide relevant supporting documents such as contracts, letter of intent, etc., for deployment of food waste collection service).</li> </ul> </li> </ul>
<b>Project Duration</b>	<ul style="list-style-type: none"> <li>Within 1 year<sup>5</sup>.</li> </ul>
<b>Funding Limits<sup>★</sup></b>	<ul style="list-style-type: none"> <li>Funding up to HK\$1 million per application</li> <li>Funding up to 50% of approved expenditure items</li> <li>The cumulative funding ceiling and the number of approved projects per applicant should make reference to that of ESP.</li> </ul>

<b>Scope of Funding and Examples<sup>6</sup></b>	<ul style="list-style-type: none"> <li>Attending training courses and / or enhance the safety and health standards and productivity.</li> <li>Joining accreditation / registration schemes.</li> <li>Conducting occupational safety and health audits or carrying out measure(s) as specified in the safety and health audit.</li> <li>Carrying out prescribed promotional and image-building activities (e.g. production of promotional materials, development of company website and mobile apps, etc.).</li> <li>Procurement / installation of prescribed equipment or machineries for fostering good practices and reducing nuisances (e.g. acoustic screens, dust screens, truck body works, etc.).</li> <li>Procurement / installation of prescribed small-scale equipment / hardware / machineries for enhancement of capability, capacity, efficiency and skills (e.g. balers, metal cages, weight scales, crushers or shredders, Forklift trucks, pallet trucks, etc.).</li> <li>Adoption of IT solutions (e.g. computerised weighing system, fleet management system, etc.).</li> <li>Processing local recyclables or manufacturing recycled products from local recyclables (e.g. pelletizers, crushers or shredders, side loaders or tankers, compactor trucks, molds, etc.).</li> <li>Adopting reusable school lunch boxes and utensils and implementing food waste collection and recycling by school lunch suppliers.</li> </ul>
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★ Applicant may commence the project on the next day after submitting the application in order to facilitate applicant to procure equipment. (However, the applicant shall bear the risk that the application may be rejected or the approved funding amount may be deducted.)

<sup>5</sup> Project duration could be extended to 2 years for project arranging staff to attend training courses.

<sup>6</sup> Please refer to the Guidance Notes for Applications on Standard Project and the Guide to Application for the Recycling Fund (Enterprise Support Programme) for details.





## Enterprise Support Programme

### - Relocation Rental Support Project (RRSP)

<b>Eligibility</b>	<ul style="list-style-type: none"> <li>Any enterprise duly established, incorporated and registered under the laws of Hong Kong and has substantive business operation in Hong Kong. The applicant should have been involved in recycling related operation with a proven track record for at least 1 year before submitting an application to the Recycling Fund; and</li> <li>Enterprises should be already occupying the existing operation sites for at least 1 year.</li> </ul>
<b>Project Duration</b>	<ul style="list-style-type: none"> <li>Within 4 years.</li> </ul>
<b>Funding Limits</b>	<ul style="list-style-type: none"> <li>Funding up to HK\$15 million per application.</li> <li>Funding up to 50% of approved expenditure items.</li> <li>A one-off rental relocation support for each successful applicant.</li> <li>The amount of funding support would make reference to the market rent as assessed by Rating and Valuation Department.</li> <li>The cumulative funding ceiling and the number of approved projects per applicant should make reference to that of ESP.</li> </ul>
<b>Scope of Funding and Examples<sup>7</sup></b>	<ul style="list-style-type: none"> <li>To provide rental support on operation site and associated car parking spaces (if applicable) to the applicants, given that the applicants will relocate from existing operation sites including street-corner shops and other improper sites to appropriate operation sites such as industrial buildings or lands zoned for industrial purpose which will enhance the operation of the recyclers. The approved funding amount should exclude utilities, rental deposit and rental expenses of assets provided in the premises, such as furniture and equipment.</li> </ul>

<sup>7</sup> Please refer to the Guidance Notes for Applications on Relocation Rental Support Project and the Guide to Application for the Recycling Fund (Enterprise Support Programme) for details.

## Enterprise Support Programme

### - Solicitation Theme on Projects from New and Start-up Enterprises (SUP)

<b>Eligibility</b>	<ul style="list-style-type: none"> <li>Any enterprise duly established, incorporated and registered under the laws of Hong Kong and has substantive business operation in Hong Kong; and</li> <li>Companies that are newly set up or have been established for not more than 5 years.</li> </ul>
<b>Project Duration</b>	<ul style="list-style-type: none"> <li>At least half year and within 2 years.</li> </ul>
<b>Funding Limits</b>	<ul style="list-style-type: none"> <li>Funding up to HK\$2 million per application.</li> <li>Funding up to 50% of approved expenditure items.</li> <li>The cumulative funding ceiling and the number of approved projects per applicant should make reference to that of ESP.</li> </ul>
<b>Scope of Funding and Examples<sup>8</sup></b>	<ul style="list-style-type: none"> <li>To support and accelerate new and startup enterprises on executing ideas in recycling businesses.</li> <li>To encourage adoption of innovative technologies, ideas, equipment, etc. to facilitate or enhance efficiency of recycling related operations.</li> <li>To establish operations in upcycling or recycling of recyclables to new or innovative products in commercial scale.</li> </ul> <p>The following items directly incurred for the project may be funded:</p> <ul style="list-style-type: none"> <li>Salary of the additional manpower, founders / major shareholders and existing staff;</li> <li>Cost of procuring or leasing of additional equipment;</li> <li>Other direct costs (e.g. rental expenses arising from recycling business, expenses for consumables, external audit fees, etc.).</li> </ul>

<sup>8</sup> Please refer to the Guidance Notes for Solicitation Theme on Projects from New and Start-up Enterprises and the Guide to Application for the Recycling Fund (Enterprise Support Programme) for details.



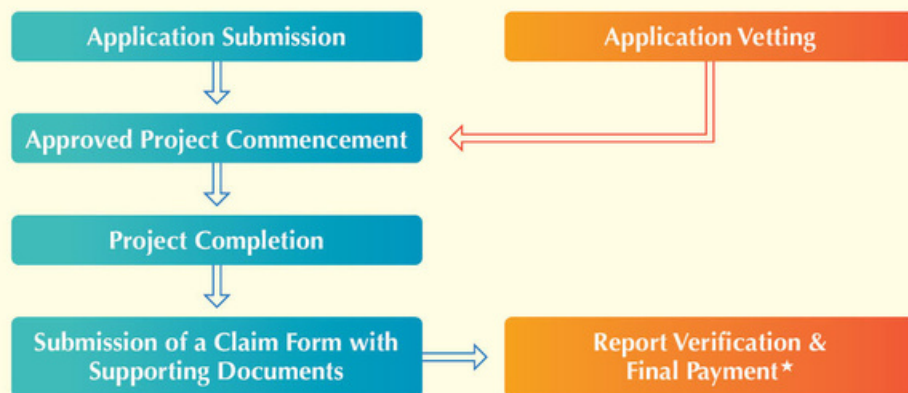
## Application and fund disbursement process

(Applicable to ISP, ESP & SUP)



## Application and fund disbursement process

(Applicable to SP & RRSP)



★ The enterprises have the option to apply for interim payment(s) (if necessary)

- One interim fund disbursement for SP could be made to the applicants on a reimbursement basis during the project period under certain conditions. Please refer to “Guidance Notes for Applications on Standard Project” for details.
- For RRSP, The applicants have the option to apply for funding disbursement every 6 months or 12 months. Please refer to “Guidance Notes for Applications on Relocation Rental Support Project” for details.

## Administrative Arrangements

	ISP	ESP	SP	RRSP	SUP	RSB
<b>Vetting stage:</b>						
Consult Lands Department and Planning Department	NA	Yes (except mobile recycling operation)	For fixed equipment only	Yes	Yes (if applicable)	NA
Pre-Vetting visit	NA	Yes	Yes	Yes	Yes	NA
<b>Before project commencement:</b>						
Funding Documents	Agreement	Agreement	Undertaking	Undertaking	Agreement	Agreement
Baseline quantity audit	NA	Yes	No	No	No	NA
Designated bank account	Yes	Yes	No	No	Yes	Yes
<b>After project commencement:</b>						
Monitoring visits	Yes	Yes	Yes	Yes	Yes	Yes
Reports	Progress report <sup>9</sup> Annual audited account <sup>9</sup> Final audited account Final report	Progress report <sup>9</sup> Annual audited account <sup>9</sup> Final audited account Baseline quantity audit Final quantity audit Final report	Claim form	Claim form	Progress report <sup>9</sup> Annual audited account <sup>9</sup> Final audited account Final report	Progress report Annual audited account Final report Final audited account
<b>Fund disbursement (Maximum percentage of total approved funding):</b>						
Initial payment	30%	30%	NA	NA	30%	30%
Interim payment	65%	45% <sup>10</sup>	Full disbursement of funds on a reimbursement basis after the completion of the projects or one interim fund with maximum of 75% of approved funding support	Funding disbursement every 6 months or 12 months on a reimbursement basis	45%	65%
Final payment	5%	25% <sup>10</sup>			25%	5%

<sup>9</sup> For project with duration of 18 months or less, it is not required to submit progress report and annual audited account.  
<sup>10</sup> Actual fund disbursement would depend on the completion of project deliverables and achievement of performance targets.

### • Application Procedure

Applicants shall submit the completed application form together with the required supporting documents to the Secretariat of the Recycling Fund in person, by post or by electronic means. Please refer to the relevant guides to application available on the website of the Recycling Fund ([www.recyclingfund.hk](http://www.recyclingfund.hk)) for application details.

### • Application Period

Applications are accepted all year round. Applications will be processed by batches and the cut-off dates for different batches of applications will be announced on the Recycling Fund website. Any applications received by the Programme Secretariat after a particular cut-off date will be processed together with the next batch of applications to be received by the next cut-off date.