



**2020**

**Specialized Subsidy Scheme for  
the Tourism Education and  
Training for the Guangdong-Hong  
Kong-Macao Greater Bay Area**

*Higher Education Fund (FES)*



# Objectives

To establish Macao as a tourism education and training base for the Guangdong-Hong Kong-Macao Greater Bay Area, the Specialized Subsidy Scheme aims to encourage Macao higher education institutions to leverage their academic advantages in tourism education and training, continuously facilitate the training of tourism education professionals, and foster cooperation in higher education between Macao and the Greater Bay Area.

# Target beneficiaries

- **Macao Higher Education Institutions,** the nature of which shall meet the requirements for a funded entity as set out in Dispatch no. 48/2019, *Regulations for the Funding for Higher Education Fund and the Grant of Financial Support.*

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- Obligations of the beneficiaries and the points to note


2022

An approved cross-year research project (to be concluded by 31 Aug 2022) is exempt from renewal procedures in the following year, and the maximum term approvable is **two years**. *Item 5, Subsidy Instructions*

You may apply for **advance payment** for part of the funding. *Item 14, Application Guidelines*

In case of necessity, you may apply to **transfer** funding across different years. *Item 17.2, Application Guidelines*



Changes to the project may be made  time per year. *Item 12, Application Guidelines*

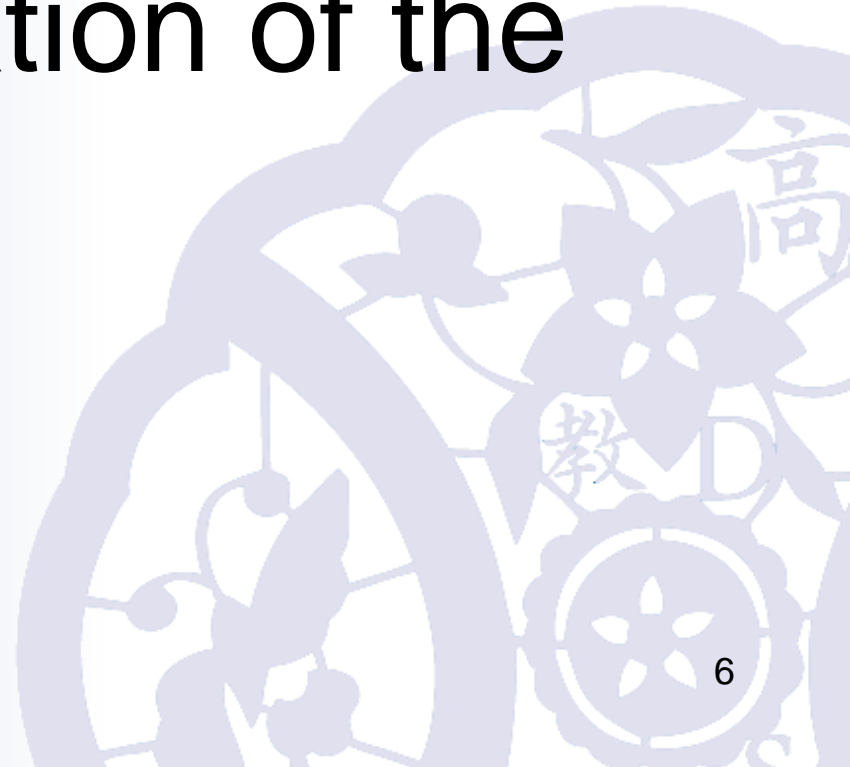
Only receipts paid by FES funding are required to be submitted. The **copies** of receipts with the **seal** of the applying entities are also acceptable.

*Item 8, Application Guidelines*



**Cross-year research projects are now required to submit summary reports periodically**, to keep both parties posted on the research progress and to facilitate interim financial settlement. *Item 7, Application Guidelines*

# Scope and duration of the subsidy



# Cooperation between higher learning institutions or organizations in Macao and the Greater Bay Area:

Enhancing tourism education and related areas

- Academic and scientific research

Enhancing professional quality and abilities of staff

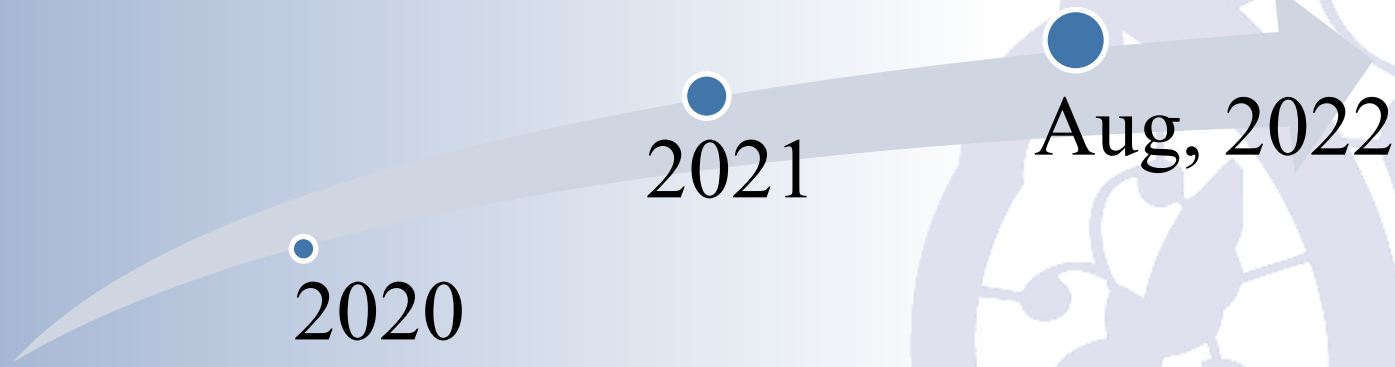
- Training programs
- Exchange

Leveraging the academic advantages in tourism education and training

- Forums
- Seminars

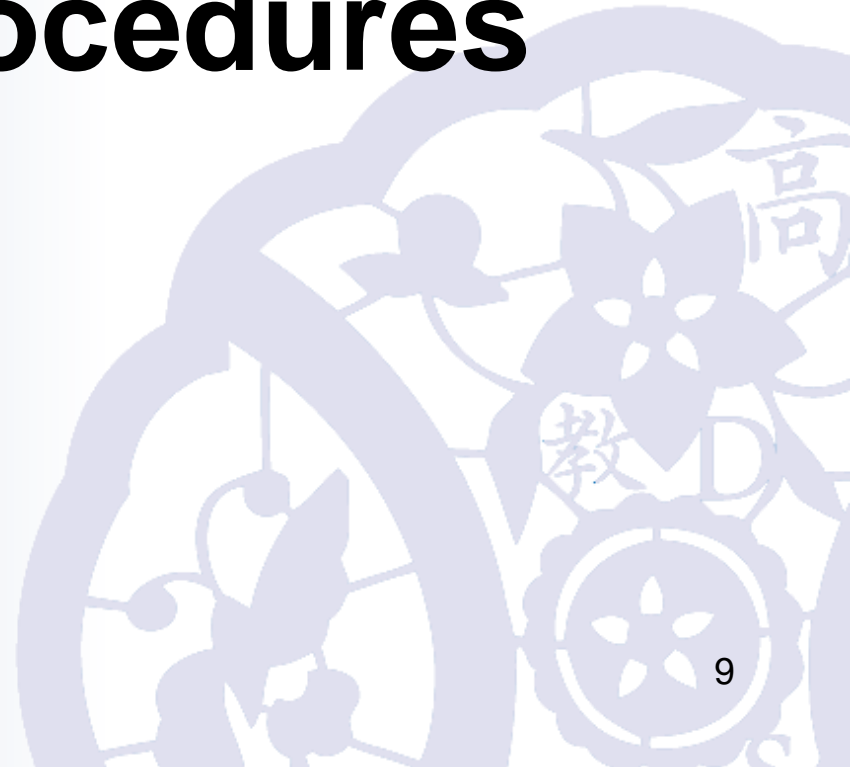
# Duration of the subsidy

- The subsidy for each project may not last for more than two years.
- The rationale of the project timeline will be scrutinized and be weighted in the vetting of funding application.
- Projects shall be concluded by 31 Aug 2022.





# Application procedures



# Application period for 2020

Day of  
announcement

4 Sep

- Application deadline for research projects

6 Nov

- Application deadline for all projects

# Application documents

Application  
form

Project budget  
details

Project Priority  
List

Cooperation  
agreement

Other references  
E.g. Quotation\*,  
exchange rate

\*All the expenses in the subsidy application may not be an estimate. Quotation documents must be attached and the amounts be filled in accordingly.

# Application process

- Recommended by the **Alliance of facilitating the development of Macao to be the Tourism Education and Training Base for the Guangdong-Hong Kong-Macao Greater Bay Area** (hereinafter referred to as 'Alliance') and then passed on to the Higher Education Bureau (DSES) for the approval of the Higher Education Fund (FES).

# Application workflow

## Person in charge

- Application form
- Project budget details
- Other references
- Cooperation agreement (with other entity, if any)
- Application list



## Applying institution

- Seal on the application form
- Project Priority List



Recommended by the  
Alliance



Higher Education  
Bureau (DSES)



Higher Education  
Fund (FES)

# How to submit an application



Completed application documents



Electronic version



\*Supplementary, explanatory and missing documentation shall be re-submitted **within 15 days** after the notification day.

# Advance payment application

Submit  
together with  
the application

or


Submit 30  
days prior to  
the launch of  
the project

Max. amount  
of advance  
payment:  
50% of the  
subsidy\*


\*With the provision of sufficient justifications, you may apply for an advance payment of no more than 70% of the subsidy amount each year.

# Advance payment application

- Complete part **(5) Advance Payment Application** of the application form

(5) Advance Payment Application	
Applying for Advance Payment	<input type="checkbox"/> Yes <input type="checkbox"/> No
Amount Applied for Advance Payment	<div><div>_____ % of the amount of subsidy (Year _____)</div><div>_____ % of the amount of subsidy (Year _____)</div><div>(Please refer to the relevant part of the <i>Application Guidelines</i> for the requirements of applying for advance payment)</div></div> 
Reason	<ul style="list-style-type: none"><li><b>For cross-year research project, please specify if you apply for advance payment for both years.</b></li></ul>





During project execution -  
amendment to a project

# Amendment to a project

Application is to be made 30 days prior to the actual change;

Only with approval will an amended project continue to be subsidized;

Change may only be made once every calendar year.

# Cancelling a project

- (*Item 13, Application Guidelines*)

If a subsidized project is cancelled or the subsidy is no longer needed, the applying institution should fill in the “Application for Amendment” of the application form, and submit to FES through DSES.

# Amending or cancelling a project

- Complete part **(4) Application for Amendment** of the application form

(4) Application for Amendment			
<input type="checkbox"/> Activity Amendment		<input type="checkbox"/> Activity Cancellation	
Original Arrangement		Reason	
Reason			
Amended Arrangement			

# Should you apply for amendment in the below scenarios?

Case 1: Change to the members of the projects.

Reply 1: Yes to any changes made to confirmed members.

Case 2: Change to the number of the members.

Reply 2: Reducing the number of researchers will result in a proportionate decrease in funding. Contrarily, an increase in the number may be **organized by the person in charge themselves** if no addition funding is claimed.

Case 3: Change to the number of publications.

Reply 3: Yes

Case 4: Cancel one of the two planned field trips, and wish to reallocate its funding for transport and accommodation to the other one.

Reply 4: Yes, the subsidy will only continue after obtaining an approval.

Case 5: Change to the **location of a field trip**

Case 6: Reallocate the ratio among the expenses, allowances and subsidies that have been approved.

Case 7: Due to emergency, the expected outcomes differ from what was planned.

If your situation is different, give us a call to find out if it is an amendment to the project or not!

Reply 5: Yes

Reply 6: You may refer to the restrictions in the official letter which notifies you of the application results. Please contact us for a better understanding as the reallocation might vary from case to case.

Reply 7: Yes, the subsidy will only continue after obtaining an approval.





Yearly summary and  
conclusion of the project -  
submit summary reports

# Submit summary reports

**Every year before  
the conclusion**

**Year of project conclusion**

**Research  
project**

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- Submit within 30 days upon conclusion
- (No later than 15 Dec 2020)

**Research  
project  
(cross-year)**

- Submit by 15 Dec each year

- Submit within 30 days upon conclusion
- (No later than 30 Sep 2022)

**Other  
project**

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- Submit within 30 days upon conclusion

**Documents  
to be  
submitted**

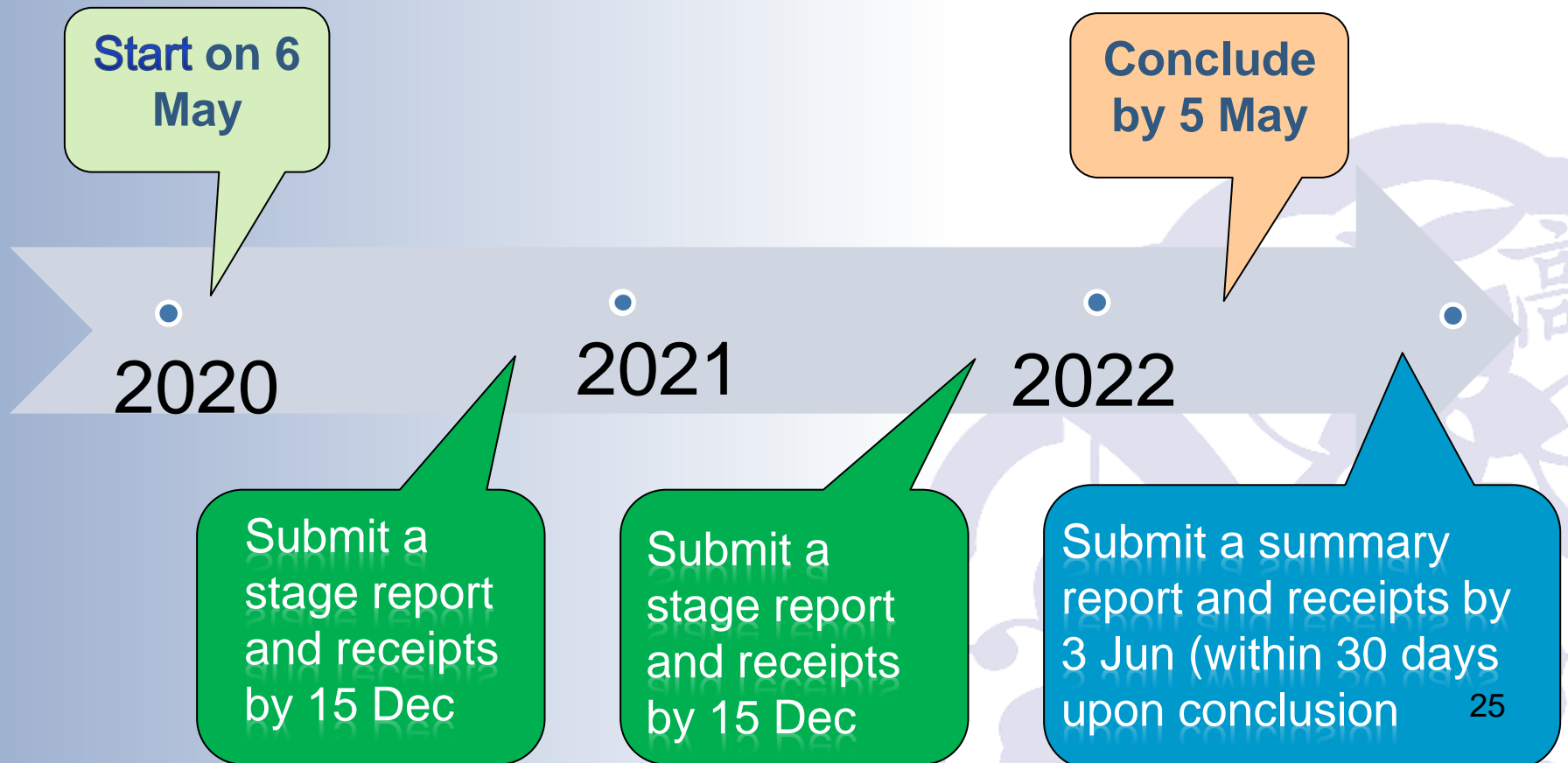
- ✓ Subsidy Use Summary Report
- ✓ Receipts
- ✓ Research stage / achievement report

- ✓ Subsidy Use Summary Report
- ✓ Receipts
- ✓ Achievement report
- ✓ Publication (within 30 days upon publishing)



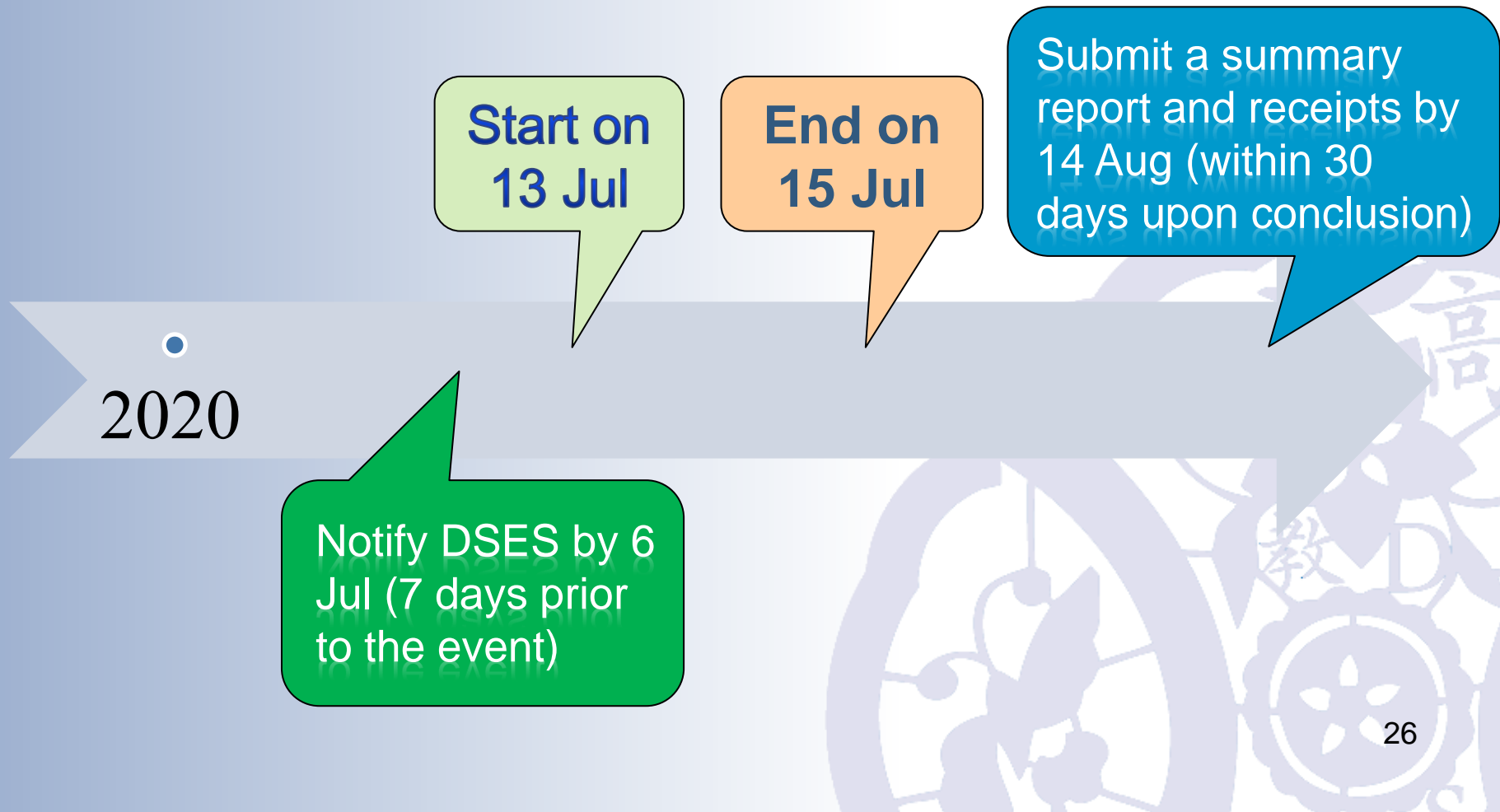
# Important timeline - Case 1

A research project to be launched on 6 May 2020, for a period of 2 years.



# Important timeline - Case 2

A seminar to be held from 13-15 Jul 2020.



# Tips on completing the Subsidy Use Summary Report – income section

- Fill in the actual amount of the project
- Case 1: MOP30,000 was approved for a project but only MOP25,000 has been used.

Breakdown of Actual Income <i>(Reference Format)</i>		
No.	Content	Amount (MOP)
1	Amount subsidized by the Higher Education Fund	25,000
2	Amount borne by the above institution	
3	Other sources of income; name of other subsidized units and the amount concerned	
Total Amount (MOP)		25,000

# Tips on completing the Subsidy Use Summary Report - income section

- Case 2: MOP50,000 was approved for a project but MOP60,000 has been used.

Breakdown of Actual Income <i>(Reference Format)</i>		
No.	Content	Amount (MOP)
1	Amount subsidized by the Higher Education Fund	50,000
2	Amount borne by the above institution	10,000
3	Other sources of income; name of other subsidized units and the amount concerned	
Total Amount (MOP)		60,000

# Tips on completing the Subsidy Use Summary Report – expenses section

- Income and expenses have to match.
- Case: MOP30,000 was approved for a project but only MOP25,000 has been used.

Breakdown of Actual Expenses <i>(Reference Format)</i>					
No	Content	Amount			
		MOP	Foreign Currency (1)	Foreign Currency (2)	Foreign Currency (3)
1	Allowances for researchers	5,000			
2	Publication fees	20,000			
3					
Subtotal (Based on Foreign Currency)		25,000			
Currency Exchange Rate		---	Exchange Rate (1)	Exchange Rate (2)	Exchange Rate (3)
Subtotal Equivalent in MOP					
Total (MOP)		25,000			

# Submit a summary report - requirements on receipts and documents

## Receipt

original / copy with the  
seal of the institution

## Receipt of personal allowances

original / copy with the  
seal of the institution

## Ticket or proof of transport


E.g. Boarding pass,  
ferry ticket

## Proof of exchange rate

## Photo of the activity

## Programme of the activity

E.g. Agenda, rundown



# Obligations of the beneficiaries and the points to note

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## Punctuality

- Submit documents on time according to the timelines specified in the *Application Guidelines* and *Subsidy Instructions*.

## Notification

Items 12, 13, 14 and 17.6, *Application Guidelines*

- Notify of the launch, amendment and cancelation of a project in accordance with the *Application Guidelines* and *Subsidy Instructions*.

## Integrity

Item 16, *Application Guidelines*

- In any event, the information submitted and provided by the subsidized entity must be true. The entity shall bear full responsibility for providing false information. If it is proved that there is any false statement or omission of important facts, FES may revoke the relevant subsidy. The subsidized entity shall return all the collected subsidies in accordance with the law, without prejudice to the right of FES to pursue legal liabilities in accordance with the law.

## Legality and morality

Item 17.4, *Application Guidelines*

- It is strictly prohibited to publish academic achievements in violation of relevant Macao laws, personal attacks, slander and abuse, plagiarism, malice and untruthfulness, violation of social morality, etc. The subsidized publication or academic achievements can only represent the stance of the applicant institution / author / editor / publisher.<sup>32</sup> The responsibility shall be borne by the applicant institution / author / editor / publisher.



# Obligations of the beneficiaries and the points to note (cont'd)

## **Funding acknowledge ment**

(Item 17.3, *Application  
Guidelines*)

- The promotional materials for subsidized publications or activities should be indicated with the words “supported by Higher Education Fund of Macao SAR Government”.

## **Other points to note on publishing**

(Item 17.3, *Application  
Guidelines*)

- The person in charge of the project shall be the author of the publication. If the copyright belongs to more than one person, the application can only be made with the written consent of the co-author(s) of the same book. The first author of the thesis published by the research project must be a research member of the applicant entity.

## **Submit a publication**

(Item 17.5, *Application  
Guidelines*)

- Within 30 days upon completion of the publication, a copy of publication shall be submitted to FES.

# Template of funding acknowledgement

- Indicate the Higher Education Fund as the supporting unit with its logo at any one of the below positions on the publication.

Front  
cover



Spine



Back  
cover



# Contact

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