



香港建築師學會
The Hong Kong Institute of Architects



ANNIVERSARY



市區重建局
URBAN RENEWAL
AUTHORITY



廿五同心 共建同行
YEARS OF UNITY
BUILDING TOGETHER

THE HONG KONG INSTITUTE OF ARCHITECTS AND THE URBAN RENEWAL AUTHORITY

CALL FOR COMMUNITY INSTALLATIONS

Table of Contents

- 1. Introduction & Objectives**
- 2. Design Intent and Scope**
- 3. Site and Context**
- 4. Community Engagement**
- 5. Support to Participants**
- 6. Submission & Requirements**
 - 6.1 Eligibility**
 - 6.2 Submission**
- 7. Organising Committee, Jury Panel and Assessment Criteria**
 - 7.1 Organising Committee**
 - 7.2 Jury Panel**
 - 7.3 Assessment Criteria**
- 8. Schedule**
- 9. Sponsorship**
- 10. Installation Display and Publication of Entries**
- 11. Others**
 - 11.1 Confidentiality**
 - 11.2 Intellectual Property Rights**
 - 11.3 Compliance**
 - 11.4 Verification**

Attachment Pack

Annex A – Entry Form

Annex B – Form of Official Declaration of Sponsorship and In-Kind Contribution

Definitions

“Team Leader” – being named in the Registration Form contained in **Annex A** submitted by a Team Participant.

“Team Member” – being HKIA members under the categories of fellows, associates, graduate members or student members.

“Entry” – Stage 1 and Stage 2 Submissions

“the Call” – The Hong Kong Institute of Architects and the Urban Renewal Authority - Call for Community Installations

“Organisers” – the Hong Kong Institute of Architects and the Urban Renewal Authority

“Organising Committee” – the Organising Committee formed for the purpose of the Call pursuant to this Document.

“HKIA” - The Hong Kong Institute of Architects

“URA” - the Urban Renewal Authority

1. Introduction & Objectives

The Hong Kong Institute of Architects (**HKIA**) and the Urban Renewal Authority (**URA**) are pleased to jointly present the **Call for Community Installations in Central and Western District**. This initiative marks a meaningful milestone for both institutions, celebrating HKIA's 70th anniversary and URA's 25th anniversary through a shared commitment to shaping a more vibrant, inclusive, and people-centred urban environment.

Under the theme "**Weave the Community**", the Call invites HKIA members and emerging practitioners to explore how carefully considered, site-specific interventions can strengthen the relationship between people and place. By rethinking overlooked or underutilised urban spaces, participants are encouraged to propose installations that foster interaction, spark curiosity, and cultivate a stronger sense of belonging within the city fabric.

This initiative aligns HKIA's anniversary theme of "**Into the Community (走進社區)**" with URA's "**3B**" **System** under its community making initiative, which seeks to enhance the **B**uilt Environment, strengthen Local **B**onding, and activate the **B**usiness Environment. Together, these frameworks emphasise the role of design as a catalyst for social connection, urban vitality, and community resilience.

2. Design Intent and Scope

Participants are invited to propose temporary or semi-permanent installations at locations within Central and Western District. The proposed installations should go beyond visual expression, functioning as platform for participation, interaction, and shared experience. The proposed installations can take the form of a standalone object or, alternatively, a series of spatial interventions that respond to their surroundings and the everyday lives of the people who inhabit them.

Proposal should demonstrate a strong sensitivity to site conditions, including scale, pedestrian movement, cultural context and social dynamics. Participants are encouraged to observe and interpret how spaces are currently used or avoided, and to identify opportunities where design can introduce new patterns of activity and engagement.

The installations may take diverse forms, ranging from immersive spatial construct and community-driven installations to adaptable or modular system. Regardless of typology, each proposal should aim to create a memorable and meaningful experience that resonates with a broad spectrum of users. Considerations can be given on the following aspects to foster a more coherent approach:

- **Visual Impact:** The aesthetic effect on the surrounding environment.
- **Social Harmony:** The installation's contribution to the community and social fabric.
- **Impact Duration:** The anticipated duration of the impact bringing to the selected sites by the installation.
- **Practicality & Simplicity:** Both administrative & technical aspects for the installation.

3. Site and Context

Participants are given the flexibility to propose locations within the suggested area in the site map for the community installations, thereby reinventing the walking streets and urban spaces in Central and Western District, an area rich in history, diversity, and urban intensity. Locations are not limited to public spaces yet the installations must be accessible by the public, e.g. common or open areas within a privately owned space. Please refer the site map in page 5 of the **Attachment Pack**.

In addition to self-selected location, URA has identified several potential locations that may be considered by the participants. These include spaces within and around Central Market, H6 CONET, the Peel Street and Graham Street precincts, and the Staunton Street and Shing Wong Street area. The availability and feasibility of these locations will depend on the specific proposal and subsequent coordination with relevant stakeholders.

The choice of location should be supported by thoughtful analysis and, where possible, community observation or engagement. Participants are encouraged to demonstrate, in their **Idea Proposal**, how their proposal responds to and is informed by the unique spatial, social, and cultural characteristics of the chosen location.

4. Community Engagement

The Call aims at fostering “into the Community” and “Social Bonding” - the belief that design should foster connection and participation. Participants are therefore expected to articulate how their proposed installations engage with the public, both as users and contributors to the space.

Engagement strategies may take various forms, such as interactive elements, participatory processes, or installations that evolve over time through public input. Consideration should be given to inclusivity, ensuring that the installations appeal to a diverse range of users, including but not limited to different age groups, cultural backgrounds, and levels of mobility.

5. Support to Participants

Mentorship: To provide support especially to young architects, HKIA will arrange mentorship support from experienced HKIA members for professional advice on the design process and implementation of the selected community installations.

Data Sharing & AI Support: Upon registration to the Call, URA will provide participants with background data as reference. Teams could on request to use AI analysis and generative design application provided by URA to enrich the public engagement process.

The purpose of the above-mentioned support is to facilitate participants in preparing the proposals and implementation of the selected installations. HKIA & URA reserve the right not to disclose the above information when appropriate.

6. Submission & Requirements

6.1 Eligibility

The Call is intended for collective participation by members of HKIA, with a particular emphasis on encouraging participation from young architects and architectural students.

Participants may join the Call either as individuals or as part of a team submitting a collaborative entry.

Each successfully registered team (including the Team Leader and Member(s)) is permitted to submit one entry only. Each individual may participate in one submission only and must not be included in more than one team. Each team must appoint ONE Team Leader.

The Team Leader shall sign an undertaking on behalf of the team confirming compliance with the submission requirements, including the Terms and Conditions (such as submission guidelines, eligibility criteria, intellectual property rights, and the National Security Law). This undertaking will be administered by HKIA.

Team Leader:

The Team Leader must be a Member or Fellow of HKIA.

Team members:

HKIA Members or Fellows, Associates, Graduate and Student Members.

Remark:

By registering for the Call, Participants are deemed to have obtained the necessary consent from their officers or employers for participating in the Call.

6.2 Submission

The Call is structured into three distinct stages. The Organiser (comprising the Organising Committee and Jury Panel) will conduct screening at Stage 1 and Stage 2 to select the final awarded participants who will advance to Stage 3.

As a gesture of appreciation for participating in the Call, a complimentary gift will be distributed to the Team Leader of each successful Stage 1 entry.

Stage	Stage Name	Target Participants	Description
Stage 1	Idea Proposal	Open to all eligible applicants	Submission of initial design concept, preliminary community engagement, site selection and initial budget.
Stage 2	Implementation Proposal	Shortlisted Entries only (<i>approx. 10 - 15 teams</i>)	Detailed design development, in-depth community engagement, technical feasibility proof, and verified cost estimates with mentorship support.
Stage 3	Production & Public Launch	Awarded Entries only (<i>approx. 5 - 8 teams</i>)	Execution, fabrication and official public launch of the awarded proposals.

All submissions shall be in English and/or Traditional Chinese, and must include the following components:

Stage 1 – Idea Proposal Submission Requirement

A. Required Documents

- The Entry Form (Annex A): the *Idea Proposal Summary* (refer to Annex A, pages 3 & 4) must be included.
- The Idea Proposal: Outlining the design concept, proposed site location(s), commissioned community engagement, expected impact, and a brief implementation plan with cost estimate.
- Form of Official Declaration of Sponsorship and In-Kind Contribution (Annex B): Including signed sponsorship declaration letter(s), if applicable.

B. Key Proposal Content

The proposal must cover:

- Site & Category: Proposed site(s) and selected category.
- Community & Rights: Preliminary commissioned community engagement and initial consultation on the rights of use for the selected sites.
- Design Sketches: Conceptual drawings responding directly to the project objectives (diagrams, design sketches, and installation methods should be contained in separate files).
- Technical & Statutory: Initial installation methodology and statutory procedures (if any).
- Budget: Initial cost estimation, budget narrative, and declarations of sponsorship and in-kind contributions.

C. Formatting & Submission Guidelines

Requirement	Details
Format	Maximum 2 pages of A3 in PDF format + Annex A and Annex B.
File Size Limit	Under 10MB total.
Anonymity Rule	To ensure fairness, no participant names or identifying marks should appear on the submission files.
File Naming	HKIA70A_URA25A_[Team Leader's HKIA Membership Number].pdf (e.g., HKIA70A_URA25A_M12345.pdf)
Submission Email	hkia70ura25@hkia.org.hk
Deadline	2 August 2026, 11:59 PM (Hong Kong Time). <i>Late entries will not be accepted.</i>

Stage 2 – Implementation Proposal (Applied to Shortlisted Entries Only)

A shortlist of approximately ten – fifteen (10 - 15) entries will be selected from Stage 1 to advance to Stage 2. Shortlisted teams will receive expert mentorship support to refine their designs and demonstrate technical and financial feasibility. Exact submission dates and the jury review schedule will be announced to the successful teams separately. Please note that face-to-face or online interviews may be required during the Jury Panel review process.

A. Key Proposal Content

The Stage 2 proposal must cover:

- Detailed Design: Refined drawings based on the Stage 1 proposal. Additional materials (e.g., video fly-throughs or physical prototype photos) are optional but welcome.
- In-Depth Community Engagement: A response to community observations and expected impacts. *Note: Participants are encouraged to utilize AI analysis and generative design applications provided by the Urban Renewal Authority (URA) to enrich the public engagement process.*
- Verified Cost Estimate: A precise budget for production and installation. *Tip: Participants are strongly advised to partner with a contractor to secure realistic cost estimates.*
- Statutory & Installation Details: Detailed installation methods on-site, including proof of initial statutory endorsements (e.g., written consent from building owners or property management companies, if applicable).

B. Formatting Guidelines

Requirement	Details
Format	Maximum 2 pages of A2 in PDF format.
File Size Limit	Under 10MB.

Stage 3 – Production and Public Launch (Apply for Awarded Entries Only)

Awarded entries of approximately five - eight (5 - 8) teams selected by the Jury Panel at the end of Stage 2 will receive funding as subsidies for the implementation cost of the proposed installations and official clearance to move into Stage 3: Production and Public Launch. Detailed execution schedules and installation guidelines will be distributed directly to the awarded teams.

Disclaimers

The Organising Committee reserves the right to amend any of the above terms, including submission formats, technical details, appreciation gifts, and/or final rewards.

Participants are strongly advised to retain duplicate copies of all submitted materials for their own records. The Organisers will not be held responsible for any data loss, corruption, or technical failures that may occur during the submission process.

7. Organising Committee, Jury Panel and Assessment Criteria

The Stage 1 Idea Proposal entries will be screened by the Organising Committee and the shortlisted entries will be invited for the Stage 2 submission with an Implementation Proposal, follow up with an interview with Jury Panel (if necessary).

7.1 Organising Committee

HKIA Representatives:

Ar. Hon. Julia Lau JP President

Ar. Jacky Cheung Council Member, Chair of Board of Local Affairs

URA Representatives:

Ar. Wilfred Au Executive Director (Commercial)

Ar. Lawrence Mak Director, Planning & Design

The Stage 2 shortlisted entries shall be adjudicated by a distinguished Jury Panel as stated in paragraph 7.2.

7.2 Jury Panel

Ar. Hon. Julia Lau Man Kwan, JP

President, Hong Kong Institute of Architects

Ar. Donald Choi Wun Hing, BBS, JP

Managing Director, Urban Renewal Authority

Mr. Freeman Lau Siu Hong, BBS

Renowned Designer and Artist

Mr. Yip Wing Shing, GBS, MH, JP

Chairman of District Facilities and Works Committee
of Central and Western District Council

The Organising Committee may change the composition of the Jury Panel and/or increase or decrease the number of members of the Jury Panel without prior notice to the participants, and such changes would be updated via the HKIA website.

7.3 Assessment Criteria

The assessment focus on design quality as well as impact to the community and the practicality, listed as follows:

a) Relevance to objectives

Submissions must align with the core objective to “Weave the Community”, showcasing architectural excellence and contribute to a better built environment.

b) Design originality, creativity and innovation

This criterion emphasizes the need for original and inventive design ideas for the community installations.

c) Demonstrate the response to “Into the Community” and “3B” System

The installations should actively encourage interaction and connection with the community, making it publicly accessible and engaging; demonstrate the 3B system by creating new interventions in the Built Environment to enhance Local Bonding and Business.

d) Engagement method

Participants should identify the site location and include an engagement plan with the community.

e) Implementation feasibility and practicality

Participants are encouraged to propose designs that maximize impact with a reasonable cost to increase the potential for implementation. Technical feasibility including potential regulatory requirements, ease of fabrication and durability of the community installations should be considered.

8. Schedule

	Event	Date
Stage 1 Call for Idea Proposals	Registration Opens	2 Jul 2026
	Registration Closes	2 Aug 2026
	Enquiry Period	2 Jul – 19 Jul 2026
	Briefing Session	16 Jul 2026
	Stage 1 Submission Entry Closes	2 Aug 2026
	Stage 1 Adjudication	Mid Aug 2026 (Tentative)
	Stage 1 Announcement of Shortlisted Entries	Mid Aug 2026 (Tentative)
Stage 2 Implementation Proposal & Jury Assessment	Stage 2 Submission Entry Closes	Mid Sep 2026 (Tentative)
	Stage 2 Adjudication	Sep 2026 (Tentative)
	Stage 2 Announcement of Awarded Entries	End Sep 2026 (Tentative)
Stage 3 Production and Public Launch	Design Refinement and Production for Awarded Entries	End Sep – Nov 2026 (Tentative)
	Installation & Testing Period	Nov 2026 (Tentative)
	Project Launch and Prize Award Ceremony	Nov 2026 (Tentative)
	Exhibition of awarded Entries	Nov 2026 – Apr 2027 (Tentative)

Remark:

The Organising Committee reserves the right to alter the above Schedule, including those for submissions, enquiries, result notifications or public announcements

All dates above including those for submissions, enquiries, result notifications or public announcements are subject to change by the Organising Committee.

Representative(s) of Participants are encouraged to attend the Briefing Session to better understand the requirements of the Call.

Please send your Enquiries to hkia70ura25@hkia.org.hk during the enquiry period, all answers will be consolidated and shared with all registered participants to ensure fairness.

9. Sponsorship

9.1 Sponsorship

The Institute will provide funding to successful applicants primarily as subsidies for the implementation cost of their installations. Eligible costs include materials, production, and administrative fees, including insurance and necessary permit applications, if applicable.

At Stage 1, Submissions will be categorized into two funding tiers, participants must indicate their choice of **Category A** or **B** on the entry form, submitting it alongside their Idea Proposal for shortlisting consideration. The actual budget allocated to each shortlisted participant will be determined based on the Stage 2 Implementation Proposal and its detailed budget breakdown.

Category A: Proposals with production costs below **HK\$80,000**, intended for quick, relatively low-cost, and agile community interventions.

Category B: Proposals with production costs from **HK\$80,000** to **HK\$150,000**, intended for more substantial installations with longer-term impact.

9.2 Other Sponsorships

Participants are allowed to seek for other sponsorships for their installations with name(s) of the sponsor(s) fill in the Stage 1 Idea Proposal submission. Acknowledgement of the other sponsors are limited to be displayed in the captions for the community installations only. Please refer to Annex B - **Form for Official Declaration of Sponsorship and In-Kind Contributions** for details.

10. Installation Display and Publication of Entries

10.1 The Organising Committee is entitled to launch the display on any date, and promote, issue, copy or publish in any media and publicity.

10.2 The Organisers may request for modifications on the design and installation method of the selected entries for further adaptation in full or in parts.

11. Others

11.1 Confidentiality

All participants shall keep the submission entries confidential and take such necessary steps to ensure the same is not disclosed to any third parties until the official announcement of the Call results.

11.2 Intellectual Property Rights

Intellectual Property (IP) Rights mean patents, trademarks, service marks, trade names, design rights, copyright, domain names, database rights, rights in know-how, new inventions, designs or processes, and any other intellectual property rights whether now known or created in the future (of whatever nature and wherever arising), whether registered or unregistered, including applications for the grant of any such rights.

Upon submitting an Entry for the Call, the participant, as the IP owner, agrees to grant the Organisers the right to use the Entry (including all plans, drawings, sketches, and any other submitted materials in whatever form), to display, exhibit, show, play, broadcast, reproduce, publish, and/or publicize the Entry or any part(s) of the Entry in any medium. The participant shall not assign the IP rights subsisting in the Entry, nor allow any party other than the Organisers to use the Entry at any time during the project period.

11.3 Compliance

The users shall at all times comply with all applicable laws (including the Law of the People's Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region), regulations and by-laws of Hong Kong. The users shall not engage in any act or activity which are not in compliance with the aforesaid Safeguarding National Security legislation. Any Participant who does not abide by the rules, requirements or conditions as set out in this Document may result in disqualification. Any disqualification shall be at the absolute discretion of the Organising Committee. The decision of the Organising Committee shall be final and binding on all parties concerned and the relevant Participant shall have no right of appeal to any such decision.

11.4 Verification

It is the responsibility of all Participants to verify the information provided in this Call document and to obtain for themselves additional information as deemed necessary (including site information and URA's AI tools/data) . The Organisers shall not be held responsible for the accuracy of the information provided.



香港建築師學會
The Hong Kong Institute of Architects



THE HONG KONG INSTITUTE OF ARCHITECTS AND THE URBAN RENEWAL AUTHORITY

CALL FOR COMMUNITY INSTALLATIONS ATTACHMENT PACK

1. OBJECTIVE

< Weave the Community >

A HKIA x URA Initiative Bridging Built Environment, Local Bonding & Business Environment with Community Designs & Architectural Excellence in Central and Western District

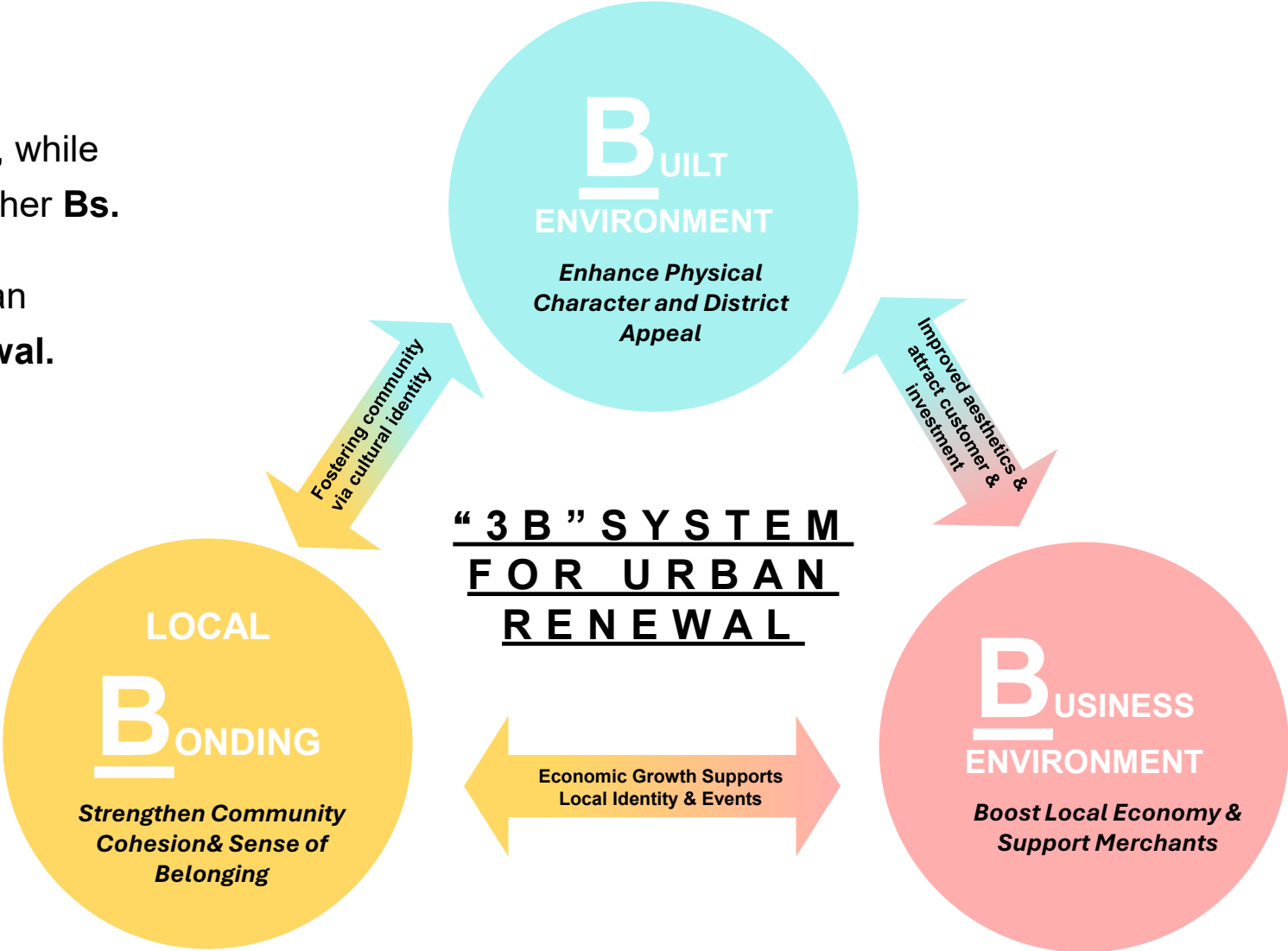
As a collaborative celebration initiative, this campaign invites HKIA members to step “**Into the Community**”, echoing HKIA’s 70th Anniversary spirit and URA’s “**3B**” System — **B**uilt environment, **B**usiness environment, and local **B**onding. Together, we aim to transform overlooked corners into meaningful community spaces that connect people, and spark local vitality. Join us in weaving a more inclusive, vibrant, and sustainable urban fabric for Central and Western District.

THE “3B” SYSTEM

The “3B” system creates a Virtuous Cycle:

Improved Built Environment drives Business, while Connected Community supports both of the other Bs.

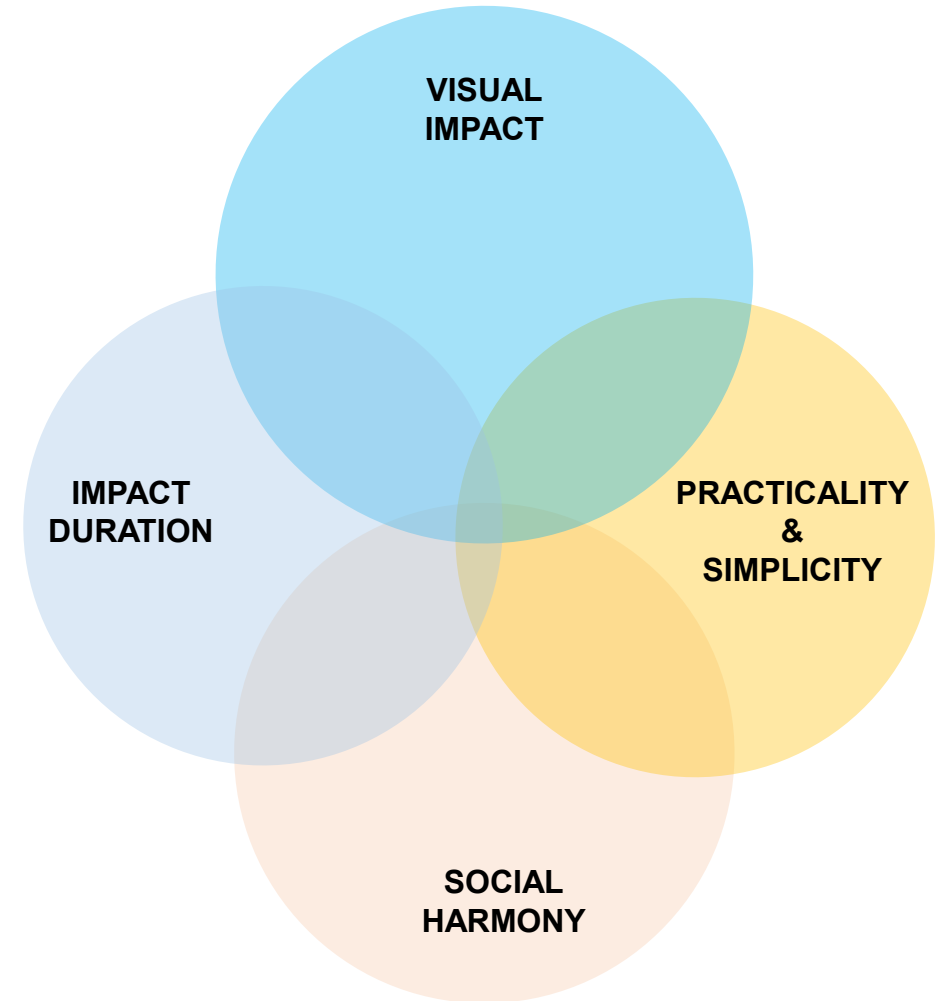
This Call for Communication Installations that can contribute to the “3B” system for Urban Renewal.



DESIGN REQUIREMENTS

The proposed installations are expected to have a **Mid-to Long-term impact** on the chosen location, as indicated in the provided boundary (P.5). While participants have a certain degree of freedom in proposing the form, location, and intended users of the installations, we invite you to consider the following aspects to foster a more coherent approach:

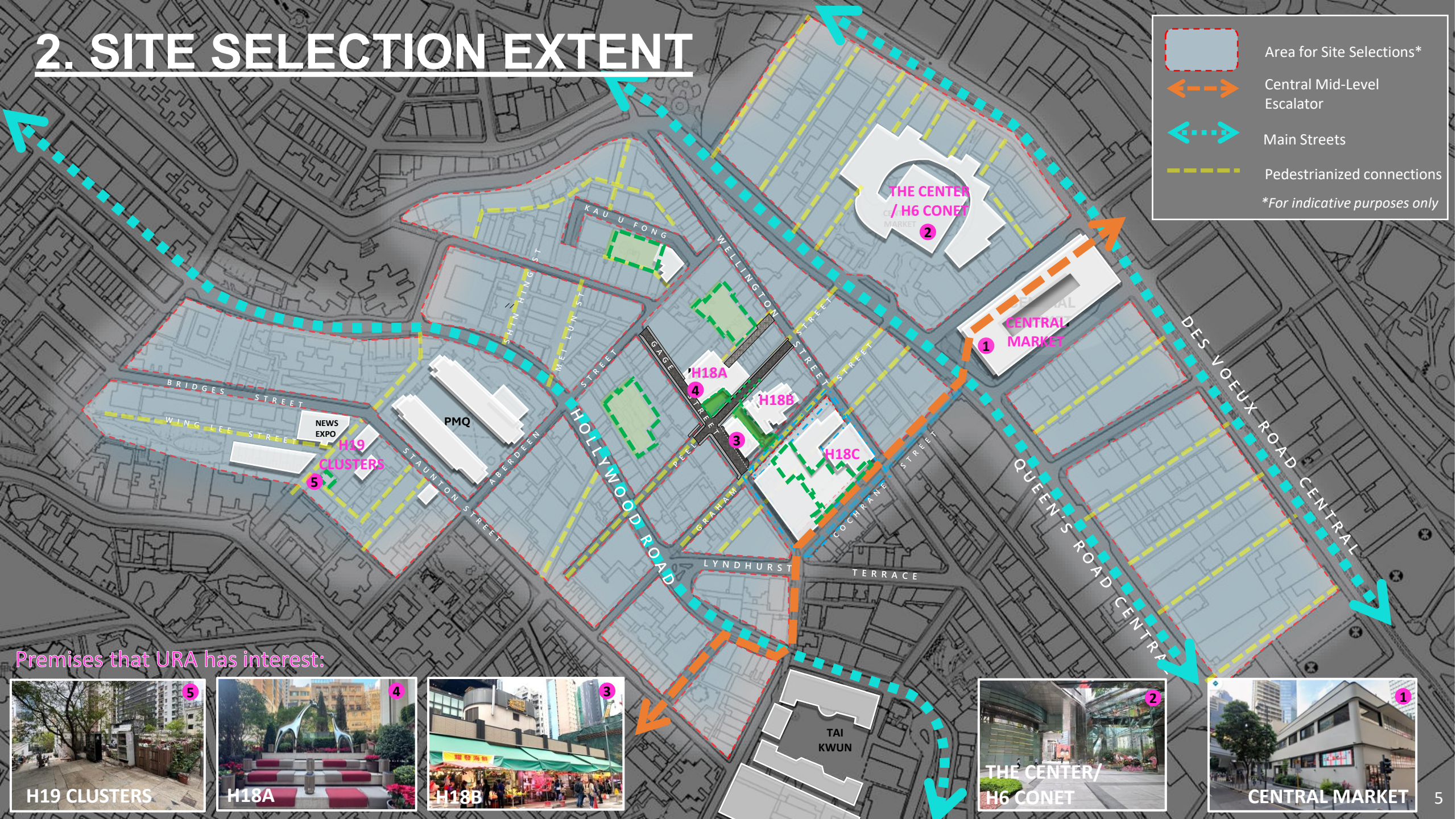
1. **Visual Impact:** The aesthetic effect on the surrounding environment.
2. **Social Harmony:** The installation's contribution to the community and social fabric.
3. **Impact Duration:** The anticipated duration of the impact bringing to the selected sites by the installation
4. **Practicality & Simplicity:** Both administrative & technical aspect for the installation.



2. SITE SELECTION EXTENT

-  Area for Site Selections*
-  Central Mid-Level Escalator
-  Main Streets
-  Pedestrianized connections

**For indicative purposes only*



Premises that URA has interest:



3. EXAMPLES OF COMMUNITY INSTALLATIONS

Community Engagement is the main driver of this Call. Participants may propose community installations in various shapes and forms in order to **reflect the unique demands of the community**, not limited to the following examples



VISUAL ART PRINTS

Reference from UABBHK, HKIA



COMMUNITY GREENING

Reference from OneBite



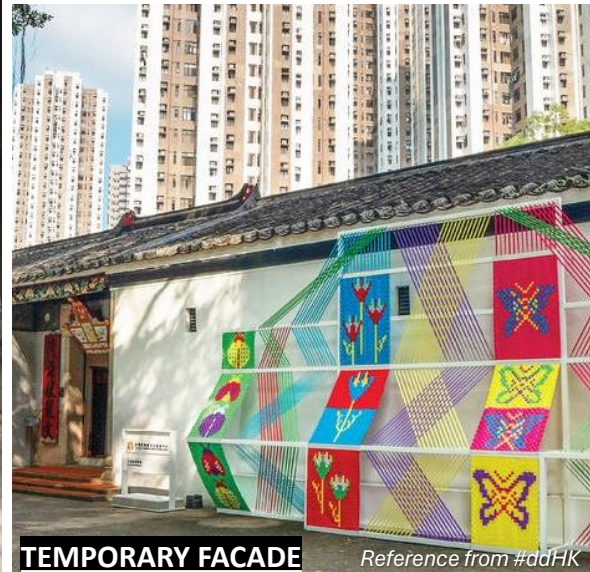
MURAL WALL

Reference from HKWalls



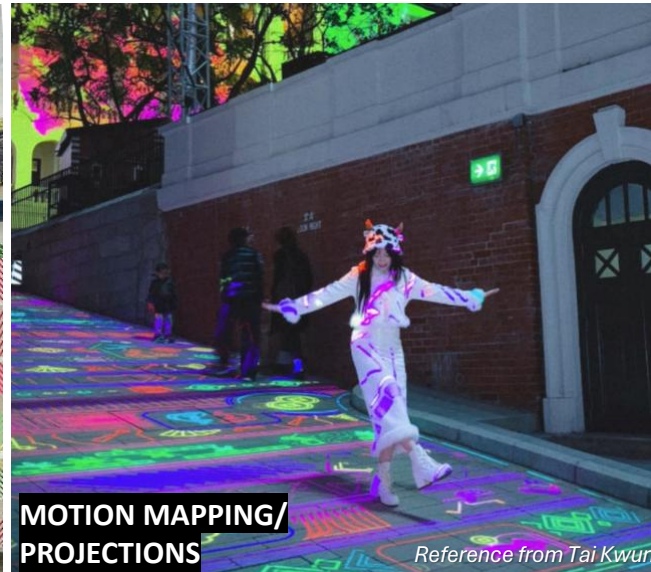
PUBLIC FURNITURE

Reference from HKPSI



TEMPORARY FACADE

Reference from #daHK



**MOTION MAPPING/
PROJECTIONS**

Reference from Tai Kwun

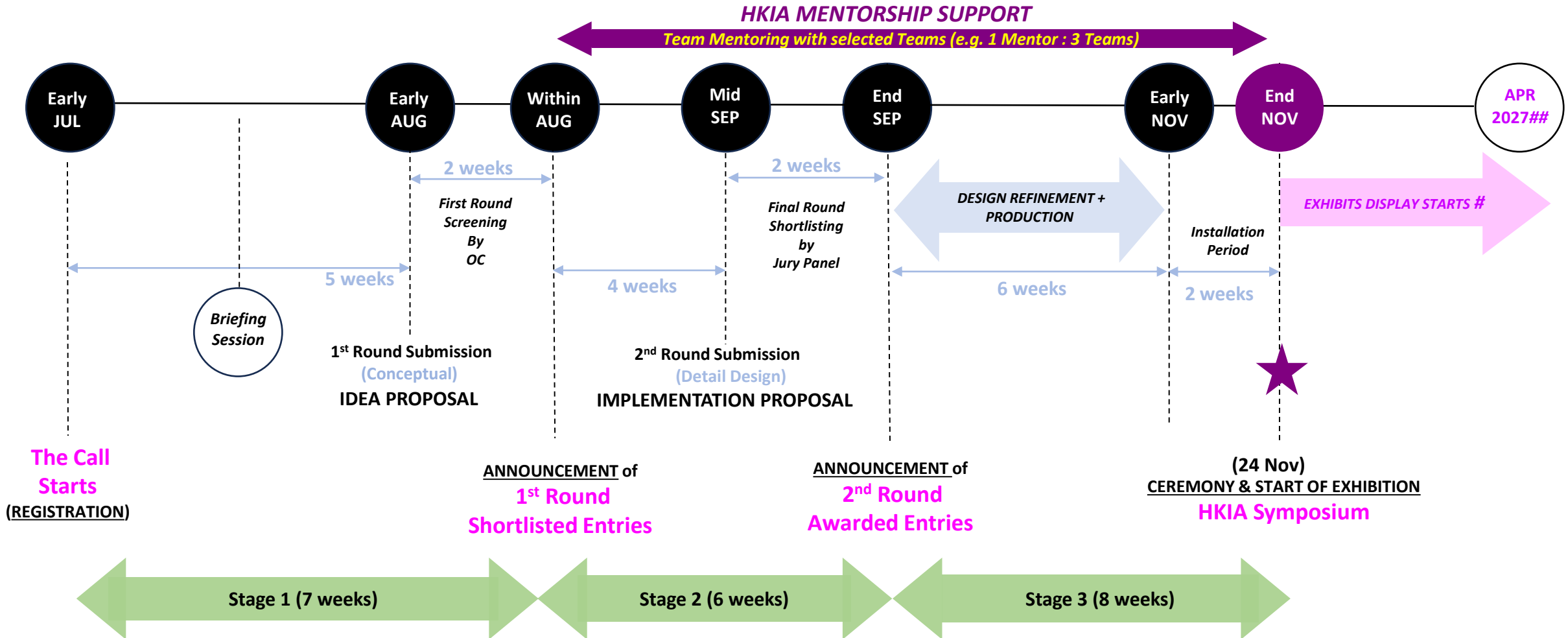


**COMMUNITY
PROTRAITS**

Reference from Current Plans

4. TIMELINE

The Call is scheduled to be a **THREE-stage** process. Target to have **5 - 8 installations** realized over the span of around **6 months**.



Display duration and period may vary per installation
Special Awards - to the most impactful entries

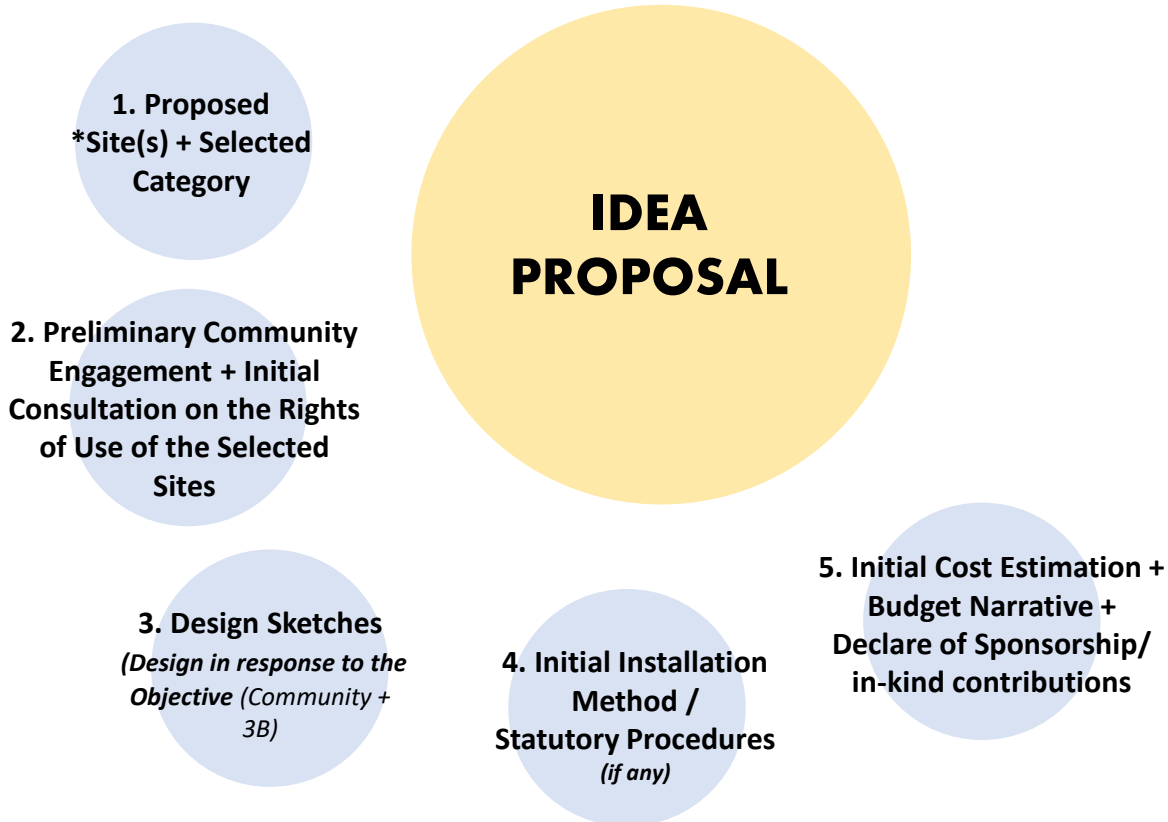
5. TWO ROUNDS OF SUBMISSION (For OC and Jury Review)

Stage 1

To be shortlisted by OC / Selected Members from HKIA

Target Shortlisted Entry : 10-15

- Design Panels (2 pages of single sided X A3)
- Annex A – Entry Form For Idea Proposal
- Annex B – Form of Official Declaration of Sponsorship and in-kind Contributions

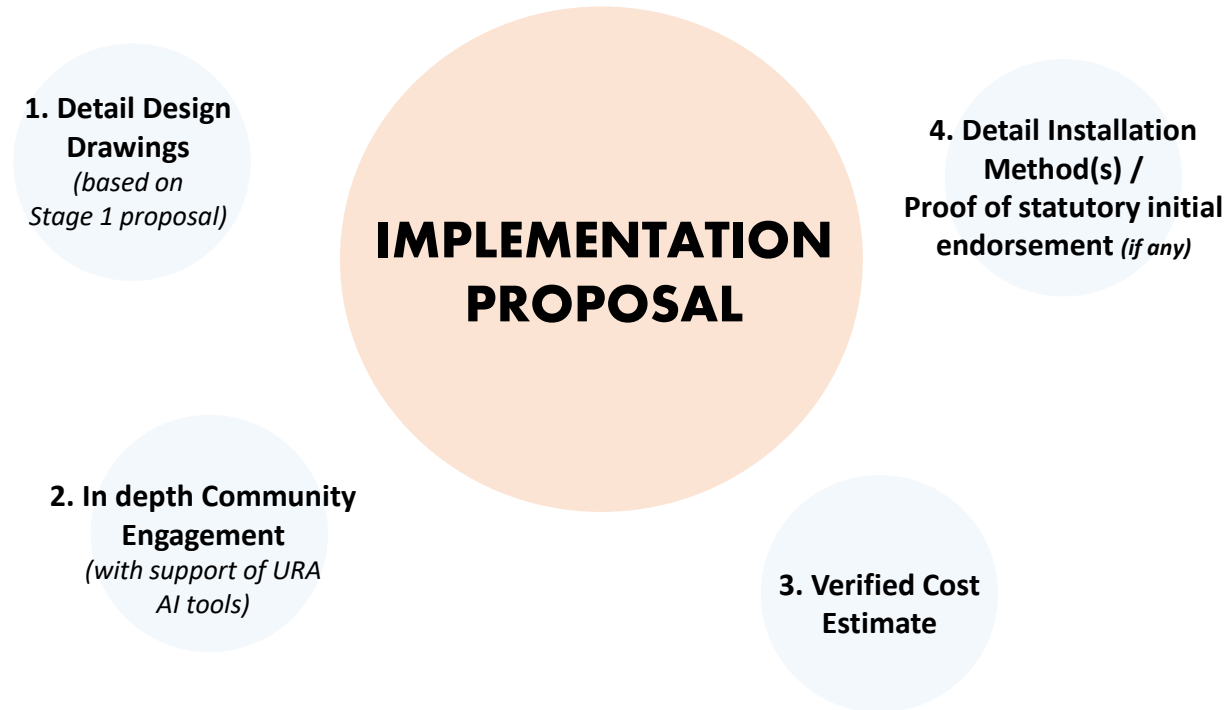


Stage 2 [Shortlisted]

To be selected by Jury Panel

Target Awarded Entry to Final Production : 5-8

- Design Panels (2 pages of single sided X A2)
- Models (as appropriate, if applicable)
- Video in Mp4 format (if applicable)



**Participant is suggested to partner up with a contractor at this point to provide for items 3 + 4.*

ENTRY FORM FOR IDEA PROPOSAL

Date of Submission: _____

(For Official Use Only)

Application No.:

Date of Receipt:

SUBMISSION CHECKLIST

Please ensure the following are completed before submission:

- Completed Annex A, Entry Form & Idea Proposal (Sections 1, 2, 3, signature and date included)
- Completed Annex B, Form for the Declaration of Sponsorship and In-kind Contributions
- Copy of HKIA Membership Certificate Card (for Team Leader only)
- Idea Proposal (2 pages in A3)

Please read the Call Document and below instructions carefully and fill in each section. This form must accompany your Stage 1 Idea Proposal submission.

SECTION 1: PERSONAL PARTICULARS

- This Call is strictly open to individuals. Registered Practices (RPs) are not eligible to participate.
- Each team must appoint ONE Team Leader. The Team Leader must be a current HKIA Member or Fellow.
- All other participating Team Members must be current HKIA Members, Fellows, Student Members, Graduate Members, or Associates.
- Assume Corporate Members, Retired Members, Non-Resident Members, and Affiliates are not eligible to participate in this Call.
- Each individual may only register and participate in ONE team.
- A copy of the current membership certificate card issued by the HKIA for the Team Leader of a Team Participant shall be submitted together with the Entry Form.

**The Hong Kong Institute of Architects and the Urban Renewal Authority
Call for Community Installations**

Annex A

A. Team Leader *(Must be a Member or Fellow of HKIA)*

Full Name	
HKIA Membership No.	
Organisation / Company	
Title	
Email Address	
Phone Number	

Note: All communications for this Call will be directed to the Team Leader only.

B. List of All Team Member(s)

Full Name	HKIA Membership No.	Membership Type	Organisation / Company / Institute	Email Address
1.				
2.				
3.				
4.				
5.				

C. Team Leader or Team Member(s) joined the Call briefing session: Yes No

SECTION 2: IDEA PROPOSAL

A. Title of Idea Proposal: _____

B. Select Sponsorship Tier

- Category A: Production cost below HK\$80,000
- Category B: Production cost from HK\$80,000 to HK\$150,000

C. Other Sponsorships or In-Kind Contributions

*Please fill in the Official Declaration of Sponsorship and In-Kind Contributions in **Annex B**.*

D. Idea Proposal Summary

Please elaborate the proposed site(s), community observations and design ideas with brief implementation plan and budget estimate. Diagrams, design sketches and installation method to present in separate A3 (2 pages).

<p>Proposed Site Location(s): Please indicate the status for the right to use the site location: <input type="checkbox"/> secured / <input type="checkbox"/> under liaison / <input type="checkbox"/> not yet liaison</p>
<p>Community Engagement and Observations:</p>
<p>Expected Impact:</p>

Design Idea:

Brief Implementation Plan:

Cost Estimate:

SECTION 3: DECLARATION & UNDERTAKING

A. [I / We]* declare, warrant and undertake as follows:

1. [I / We] * fully agree and accept the terms and conditions in the Call Document, including but not limited to submission requirements, confidentiality, intellectual property rights, compliance, and will accept and abide by the decisions made by the Organising Committee and the Jury Panel regarding all aspects of this Call.
2. [I / We] * declare that there is no actual, potential or perceived conflict between [my/our]* personal or financial interests and this Call.

OR

[I / We]* declare that there is actual, potential or perceived conflict between [my/our]* personal or financial interests and this Call as set out below:

Attach separate sheets if necessary

3. [I / We] * declare that [I / we]* do not have any interest or association with any member involved in this Call;

OR

[I / We]* declare that [I / we]* have the following interest or association with the following person named in this Call;

Attach separate sheets if necessary

4. [I / We] * undertake that should any conflict of interest contemplated in this Call, [I / we] will inform the Organising Committee immediately.
5. [I / We] * consent and hereby authorize the Organising Committee and any of its authorized officer to investigate and verify any information of [my/our]* declaration provided herein with any third parties.
6. [I / We] * declare that all information stated on this Entry Form together with any subsequent information provided to the Organising Committee are correct, true and complete.

Declaration signed by Team Leader:

Full Name: _____

Signature: _____

Date: _____

SECTION 4: PERSONAL INFORMATION COLLECTION STATEMENT

A. Purpose of Collection

The personal data provided by means of this Entry Form will be used for the following purposes:

- (i) Registration of entries and verification of the eligibility of the participants;
- (ii) Correspondence with the participants;
- (iii) Announcement of the results of the project and award of any prizes;
- (iv) Identification of the participants in publishing, printing, display and exhibition;
- (v) Enforcement of provisions of the project documents;
- (vi) Other purposes related to the project.

B. Obligation to Provide Personal Data

It is obligatory for the participants to provide the personal data required by this form. If they fail to provide the required data, the Organising Committee will not register the entry or verify the eligibility of the participant.

C. Disclosure of Personal Data

The personal data provided in this form may be disclosed to relevant parties for the purposes mentioned above.

D. Access to Personal Data

You have a right to request access to and correction of your personal data provided in your entry in accordance with the Personal Data (Privacy) Ordinance (Cap. 486). Requests should be made in writing to the Organising Committee.

Please sign and complete the appropriate section below.

Team Leader

Full Name: _____

Signature: _____

Date: _____

Team Members

Team Member 1

Full Name: _____

Signature: _____

Date: _____

Team Member 3

Full Name: _____

Signature: _____

Date: _____

Team Member 2

Full Name: _____

Signature: _____

Date: _____

Team Member 4

Full Name: _____

Signature: _____

Date: _____

FORM FOR OFFICIAL DECLARATION OF SPONSORSHIP
AND IN-KIND CONTRIBUTIONS

Date of Submission: _____

INSTRUCTIONS:

- This form (Sections 1-4) must be completed by the Team Leader.
- All external funding, cash sponsorships, and in-kind contributions (materials, services, labor) must be declared to ensure transparency and prevent conflicts of interest.
- Please note that all declared sponsors are required to complete and sign the Sponsorship Declaration Form.
- If you have no sponsorships to declare, please check the "Nil Declaration" box in Sections 2 and 3.

SECTION 1: TEAM PARTICULARS

Team Leader Full Name	
HKIA Membership No.	
Email Address	
Phone Number	
Title of Idea Proposal	

SECTION 2: SUMMARY OF CASH SPONSORSHIP

- NIL DECLARATION:** I declare that my team has NOT received and is not expecting to receive any cash sponsorship for this installation. *(If checked, proceed to Section 3). (Please list all confirmed and pending cash sponsorships below. If more space is needed, please attach a separate sheet.)*

SPONSOR 1

- Name of Sponsoring Organisation / Individual:

- Contact Person & Title: _____
- Relationship to Applicant: _____
- Sponsorship Amount (HKD):
\$ _____
- Status: Confirmed Pending / In Negotiation
- Purpose / Description of Funds:

SPONSOR 2

- Name of Sponsoring Organisation / Individual:

- Contact Person & Title: _____
- Relationship to Applicant: _____
- Sponsorship Amount (HKD):
\$ _____
- Status: Confirmed Pending / In Negotiation
- Purpose / Description of Funds:

TOTAL DECLARED CASH SPONSORSHIP (HKD): \$ _____

SECTION 3: SUMMARY OF IN-KIND CONTRIBUTIONS

NIL DECLARATION: I declare that my team has NOT received and is not expecting to receive any in-kind contributions for this installation. *(If checked, proceed to Section 4).*

(In-kind contributions include building materials, fabrication services, professional consulting, venue usage, and equipment rental.)

CONTRIBUTOR 1

- Name of Contributing Organisation / Individual:

- Nature of Contribution (Items/Services):

- Valuation Method:
 Materials Services Labor Other (Please specify) : _____
- Estimated Commercial Value (HKD): \$ _____
- Status: Confirmed Pending / In Negotiation

CONTRIBUTOR 2

- Name of Contributing Organisation / Individual:

- Nature of Contribution (Items/Services):

- Valuation Method:
 Materials Services Labor Other (Please specify) : _____
- Estimated Commercial Value (HKD): \$ _____
- Status: Confirmed Pending / In Negotiation

TOTAL ESTIMATED IN-KIND VALUE (HKD): \$ _____

SECTION 4: APPLICANT'S DECLARATION & AGREEMENT

By signing below, I, as the Team Leader acting on behalf of the registered team, hereby declare and agree to the following:

1. Accuracy: All information provided in this form regarding cash and in-kind contributions is true, accurate, and complete to the best of my knowledge.
2. Integrity: The accepted sponsorships do not violate any anti-bribery laws, do not create a severe conflict of interest with the Hong Kong Institute of Architects (HKIA) or the Urban Renewal Authority (URA).
3. Notification of Change: I commit to notifying the Organising Committee in writing within seven (7) days if there are any material changes to the sponsorship details provided above prior to the exhibition period.
4. Right to Audit: I understand that the HKIA and the URA reserve the right to request further documentary proof of sponsorships and may disqualify our entry if any inappropriate funding is discovered.

Team Leader Signature:

(Please sign above)

Full Name: _____

Date (DD/MM/YYYY): _____

Sponsorship Declaration Letter Template

To: Organising Committee for The Hong Kong Institute of Architects and the Urban Renewal Authority - Call for Community Installations

Subject: Letter of Sponsorship Declaration for "[Insert Project Title]"

Dear Sir/Madam,

I am writing on behalf of _____ (*Sponsor Company Name or Individual Name*) to formally confirm our sponsorship for the project titled " _____ *Project Title* _____", submitted by the team led by _____ *Team Leader* _____ for the "The Hong Kong Institute of Architects and the Urban Renewal Authority - Call for Community Installations" Project.

We are pleased to support this team with the following sponsorship:

- Cash Sponsorship in the amount of HKD \$ _____
- In-Kind Sponsorship consisting of _____
briefly describe materials/services, e.g., printing services, construction materials _____
with an estimated value of HKD\$ _____

By signing this letter, we declare that the sponsorship details provided above are true and accurate. We confirm that this support is given transparently and creates no conflict of interest with the HKIA and/or the URA.

Furthermore, we understand and agree that as a sponsor, we will not influence the team's final design, the competition outcome, and the judging process.

Yours sincerely,

(Sponsor Name)

(Sponsor Title/Position, Company) (*with Company Chop, if applicable*)

Date: _____