

Funding Scheme for Children’s Well-being and Development Funding Guidelines

(I) Introduction

The Commission on Children (“the Commission”) was established on 1 June 2018 with cross-bureau and departmental representation, and has engaged child concern groups to address in a focused manner the issues that children face while growing up. The Commission has a vision of ensuring that Hong Kong is a place where the rights, interests and well-being of all children are respected and safeguarded and their voices are heard, and where all children enjoy healthy and happy growth and optimal development so as to achieve their fullest potentials.

2. The Commission launches the Funding Scheme for Children’s Well-being and Development (“the Scheme”) with the objective to encourage and enable non-governmental organisations (“NGOs”), schools and child concern groups, etc. to undertake promotional and public educational projects on children-related issues to promote the rights, interests, well-being and development of children. These projects should have the participation of children and stakeholders. All the activities shall tie in with one or more of the themes as set by the Commission (see **Annex A**).

3. The Commission Secretariat under Labour and Welfare Bureau (“LWB”) shall provide overall administrative support and manage the Scheme. The Commission mentioned in the following paragraphs refers to the Commission, its Working Group and/or its Secretariat.

4. The funded organisation is required to comply with all the requirements as set out in this document.

(II) Application for Funding

Eligibility for Application

5. NGOs, schools or child concern groups fulfilling the following criteria are considered eligible for submitting applications –

- (i) a statutory body or body set up under legislation; or
- (ii) a non-profit-making company, incorporated under the Companies Ordinance (Cap. 622 or Cap. 32 before 3 March 2014); or
- (iii) an organisation established under the Societies Ordinance (Cap. 151); or
- (iv) an organisation registered on the list of charitable institutions or trusts of a public character exempt from tax under Section 88 of the Inland Revenue Ordinance (Cap. 112); or
- (v) an incorporated management committee, school management company or management committee established or registered under the Education Ordinance (Cap. 279); or
- (vi) other public bodies.

Types of Application and Funding Cap

6. The Scheme will provide one-off funding to eligible applicants to support worthwhile promotional and public educational projects. Application for the Scheme is invited once a year, approximately in the second quarter of each year.

7. There are **two types** of projects under the Scheme. Applicants can either choose to submit funding applications for (1) large-scale territory-wide projects involving project teams across districts with the aim to achieve significant and sustained impact; or (2) smaller-scale projects mainly focusing on local districts / schools.

8. For large-scale territory-wide projects, the funding cap for each project is \$1,000,000, and should be completed within two years.

9. For smaller-scale projects, the funding cap is \$300,000 or \$600,000 per project with a duration of one year or two years respectively.

General Funding Restriction

10. Projects must be non-profit making and carried out in Hong Kong Special Administrative Region (“HKSAR”) and meet the objective and theme(s) of the Scheme; and must not be used for political, religious, fund-raising or commercial publicity purposes for any individuals or organisations.

11. Applicants must be organisations, not individuals, and each organisation should submit **no more than one project application per round of application**. An organisation and its sub-unit(s) shall be regarded as a single organisation. If more than one application is made by an organisation and its sub-unit(s), the organisation concerned shall decide on the application to be processed by the Commission.

12. The following types of projects will **not** be funded:

- (a) Projects that involve one-off activities purely for entertainment (e.g. banquets, picnics and trips);
- (b) Projects or publishing (e.g. publications and videos, etc.) that may give undue credit or publicity to an individual, a commercial firm, a political party or association;
- (c) Projects that are intended for the exclusive or personal benefit of an individual;
- (d) Projects that involve disbursement of cash allowance and/or cash relief;
- (e) Projects that are organised, co-organised or co-hosted by Offices of Legislative Council Members or District Council Members or political parties; and
- (f) Projects that receive sponsorship or donations in cash or in kind from companies selling tobacco or hard liquor, or from organisations which are the service contractors of the projects.

13. When submitting an application and implementing the approved project, the funded organisation should refer to the list of permissible items of expenditure and the relevant expenditure limits set by the Commission at **Annex B**. In addition, the applicant should also pay attention to the following:

- (a) Expenditure incurred before the formal approval of the project issued by the Commission in writing will not be reimbursed under the Scheme.
- (b) All expenditure incurred should be prudent, realistic and cost-effective.
- (c) The funding allocated to the project shall not be used for recurrent expenditure (i.e. ongoing cost for running an office), purchasing durable assets (e.g. equipment and furniture, etc.), improving facilities or services of the organisation, producing items for sale or disbursing travelling allowance to participants. There will be no reimbursement for expenditure incurred for these mentioned purposes.
- (d) In general, venues whose hire charges could be fully waived or are more affordable (e.g. community halls or community centres) shall be given priority in the choice of venue of the project. For an event organised in the funded organisation's own venue, the hire cost will not be funded.

Submission of Application

14. Eligible applicants are required to submit a duly completed funding application form (at **Annex C**) by post or in person to the **Commission on Children Secretariat, 10/F, West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong**. The funding application form can be provided upon request to the Commission in writing or downloaded from the Commission's website (www.coc.gov.hk).

15. If a project is co-organised by two or more NGOs, schools or child concern groups, all authorised persons of the relevant organisations should duly sign on the funding application form, together with the official chop(s).

A principal or lead organisation must be identified and be responsible for matters related to the application. Entities that purely provide support through provision of venue or assistance in promotion will not be considered as co-organiser(s). However, details of these entities should be provided on the funding application form.

16. If applicants intend to apply for funding from sources other than the Scheme in order to support all or part of the activities under application, they must state clearly the source of funding being applied, amount being sought and status of approval of the application when submitting applications to the Scheme. To avoid duplication of resources, the Commission will not approve funding to activity which has secured funding from sources other than the Scheme. If the application result of other funding sources has yet been announced at the time of submitting applications to the Scheme, applicants shall inform the Commission of the result of the application to funding sources other than the Scheme in a timely manner. If applicants have obtained funding from sources other than the Scheme, the Commission may revoke or reduce the approved funding amount to ensure no duplication of resources.

17. If applicants need additional funding to cope with expenditure items which are not permitted under the Scheme or exceed the relevant funding cap, they may apply for funding from sources other than the Scheme. However, they must state clearly the sources of such funding, amount being sought and whether such application has been approved when submitting applications to the Scheme.

18. If applicants would like to apply for funding from sources other than the Scheme after obtaining the Commission's funding approval or when implementing the projects, they must obtain the Commission's approval before making the application to funding sources other than the Scheme. Failure to comply with this requirement may result in the cancellation of funding from the Commission.

19. The applicants will be asked to provide supplementary documents and information from time to time for processing the applications upon the Commission's request. If the applicants fail to provide such information within a reasonable time frame, the applications will not be further processed and no notification will be given.

20. Under normal circumstances, the applications should be submitted to the Commission on or before the deadline of the round of application as designated by the Commission. **Late application will not be considered and will not be carried forward to the next round of application.** If a black rainstorm warning or typhoon signal number eight or above is in force at or after 12:00 noon on the day of the deadline, the deadline will be extended to 5:00 p.m. on the next working day (excluding Saturdays) after the black rainstorm warning signal or typhoon signal number eight or above is cancelled.

Assessment Process and Criteria

21. Upon receipt of an application, the Commission will examine the project proposal to confirm whether it is in line with the theme(s) and fulfils the requirements (see paragraphs 5 to 20 above) of the Scheme, and whether the proposed items of expenditure fall within the list of permissible items of expenditure and the relevant expenditure limits at **Annex B**.

22. Taking into account the financial provision of the Scheme, the Commission will consider the priority of applications in each round according to the factors as stipulated in paragraphs 24 and 25 below. In other words, not every eligible project proposal in each round will be approved and not every activity under the approved project will be granted full funding. As a general rule, the approved funding shall be determined in accordance with the relevant expenditure limits at **Annex B** or as deemed reasonable by the Commission, regardless of the amount applied.

23. If an eligible project proposal is not granted funding, that project proposal will not be carried forward to the next round of application automatically.

24. In assessing each individual application of one-year project, the Commission will take into account the following factors:

- (a) whether the objectives of the project are in line with the objectives and theme(s) of the Scheme;

- (b) the target audience/participants and the anticipated number of participants of the project;
- (c) contents of the project (including the formats, number of sessions, publicity, etc.), feasibility, and implementation;
- (d) whether the proposed budget is prudent and cost-effective;
- (e) other financial support (including other funding sources, sponsorship and donations in cash or in kind);
- (f) whether the project is more appropriate to be implemented with other government funding or departmental provision;
- (g) expected outcome of the project, for example, whether the project has a sustainable impact on the community or the target audience/participants; and
- (h) whether the applicant has experience in conducting projects of similar scale and nature.

25. In assessing individual application of two-year projects, in addition to the eight factors listed in paragraph 24 above, the Commission will also consider and assess whether the project can achieve longer-term development of children and its scalability, i.e. whether it can be scaled up or expand by replicating the successful strategies to cover more target participants.

26. The Commission may review the assessment process from time to time and make adjustments based on necessity and in the light of operational experience.

Notification of Results

27. Under normal circumstances, applicants will be notified of the results of the application in writing within four months after the application deadline. Under no circumstances shall an application be deemed to be successful unless and until the applicant had been notified in writing by the Commission that the application is successful.

28. The decisions on the approval of application and level of funding rest with the Commission. The Commission's decision is final and absolute.

29. The Commission reserves the right to announce the application results and to disclose the list of successful applicants, the names of the approved projects and the funding amounts and other information thereof without the prior consent of any applicant.

Withdrawal of Application

30. A successful applicant may write to the Commission to withdraw the application within 14 calendar days from receipt of the notification of result in writing referred to in paragraph 27 above. Such withdrawal is irrevocable.

31. On receipt by the Commission of the notice of withdrawal given in accordance with paragraph 30, any approval, conditional approval or approval-in-principle issued by the Commission shall cease to be valid.

(III) Financial Arrangements

Adjustment of Project

32. The funding allocated to the project must be used in accordance with the budget approved by the Commission. To facilitate the funded organisation in using the approved funding effectively and flexibly, the funded organisation is allowed to adjust the approved unit cost, quantity or amount without seeking the Commission's approval, provided that the expenses after adjustment fulfill all of the following three conditions:

- (a) The aggregate amount of expenses to be funded by the Scheme does not exceed the total funding approved by the Commission;
- (b) The adjustment of each item does not exceed 25% of the relevant approved budget or \$3,000 (whichever is higher); and

- (c) The expenses of each item after adjustment do not exceed the relevant expenditure limits set out in **Annex B**.

33. If adjustment on the approved unit cost, quantity or amount exceeds 25% or \$3,000 (whichever is higher), or there is any major amendment or variation (e.g. changes in project nature and cash flow requirement; the addition of expenditure item(s) not covered in the original approval), the funded organisation shall seek written approval from the Commission by submitting the form at **Annex D** before the commencement of activities/programmes. Failure to do so may result in withdrawal of funding. The Commission may also demand return of any advance payment to the funded organisation. The funded organisation should note that no adjustment will be approved by the Commission if the conditions stated in paragraphs 32(a) and 32(c) above cannot be met.

Payment Arrangements

34. Reimbursement of funding is normally made to the funded organisation on completion of a project. To facilitate the implementation of project, however, a single advance payment of not exceeding 50% of the total approved funding amount can be made to the funded organisation upon written application. The remaining funds will only be disbursed after completion of the project. Details of the payment arrangements, the supporting documents required and other relevant requirements are at **Annex E**. If the funded organisation has applied/is applying for funding from sources other than the Scheme, advance payment will only be arranged as appropriate after the funded organisation has notified the Commission in writing the result of the relevant application and has made a request to the Commission for advance payment in writing.

35. Expenditure incurred shall be settled on or before the date(s) of activities as far as possible, except for expenditure items which by nature can only be incurred after the event (including but not limited to expenditure on processing photographs taken in respect of a funded activity).

36. All expenditure incurred shall be fully settled before the submission of the final report with details stipulated in paragraph 63 below.

37. Each expenditure item must be supported by the **original** receipt as proof of payment, except under the circumstances as set out in **Annex F**. **Invoices, delivery notes or quotations are not regarded as proof of payment.** All receipts must be issued in HKSAR. Every receipt and supporting document must be certified by either the officer-in-charge of the project or the authorised person¹ of the funded organisation, by affixing his/her signature and the funded organisation's chop thereon. The name and signature of the certifying person shall tally with those provided to the Commission in the funding application form. Any correction made shall be initialled. Receipts submitted to the Commission will not be returned to the funded organisation.

38. Expenditure incurred outside HKSAR will not be reimbursed.

Project Income and Residual Funds

39. The funded organisation may charge nominal fees from participants to ensure the participation rate of those already enrolled for the activities. Irrespective of whether it has so declared in the project proposal, the funded organisation shall utilise all income in the first instance before the funding under the Scheme is used to meet project expenses. The same arrangement shall apply to sponsorship, cash donations and other funding sources of income. Any surplus funding identified from the project upon its completion shall be returned to the Commission. All records pertaining to the receipts of income shall be kept for seven years for the Commission's inspection as and when necessary.

40. If the actual expenditure is less than the approved funding amount, reimbursement will be made up to the actual expenditure only. Any unspent advance payment must be returned to the Commission at the time of submission of the financial report (please see paragraph 63(d) below). The funded organisation shall issue a crossed cheque or a bank cashier order payable to "The Government of the Hong Kong Special Administrative Region".

¹ Authorised person refers to the person who applies for the fund on behalf of the organisation and signs the funding application form. Authorised person and officer-in-charge shall not be the same person.

41. The funded organisation must complete the seeking of final reimbursement on or before the date designated by the Commission (“**the designated date**”) which will normally be within one month after the completion of the project. Otherwise, all funding will lapse after the designated date.

42. The funded organisation shall accept liabilities for all deficits arising from the project. If there is a substantial change in work schedule from the original approved plan which may affect the cash flow requirement or subsequent payments (including advance payment) to be made to the funded organisation, the funded organisation shall inform the Commission immediately. In any event, the funded organisation shall be responsible for the shortfall in order to complete the project.

(IV) Administrative Arrangements

Procurement of Goods and Services and Employment of Staff for the Project

43. The funded organisation shall exercise the utmost prudence and uphold the principles of openness, fairness, competitiveness and value for money in making procurement with the funding. In particular, they shall strictly observe the following quotation requirements in making procurement of goods and services with the funding in respect of the respective specified value and accept the lowest conforming offer –

Estimated Value	No. of written quotations required
\$5,000 or below ²	Preferably 2
Above \$5,000 – \$10,000	2
Above \$10,000	5

44. The funded organisation shall nominate its employee(s) or member(s) as designated person(s) for the procurement and provide their particulars (e.g. HKID card number, address and contact telephone number) to the Commission as and when necessary. The designated person(s) for the procurement shall not be the same person as the officer-in-charge of the project or the authorised person of the funded organisation.

² Minor purchases of goods and services can also be made in cash to meet immediate needs. No quotations will be required if the total value of the purchase does not exceed \$1,500.

45. Prior to the procurement, the designated person(s) shall obtain the required number of quotations and complete a record of quotations at **Annex G**. All written quotations from suppliers shall be attached. If a written quotation cannot be obtained for purchases of \$10,000 or less, the supplier shall be asked to confirm the quoted price in writing (e.g. fax message). The confirmation shall be attached to the record of quotations. Subsequent to the procurement, the designated person shall be responsible for the receipt and use of goods and services for the project and ensure that such goods/services are ordered, received and appropriately used for the project concerned.

46. In case where the procurement procedures as set out in paragraphs 43 to 45 above are not followed (e.g. the funded organisation has made specific requests to hire a particular supplier/contractor), full justifications must be given and properly recorded in **Annex G** for auditing purposes.

47. The funded organisation is not required to submit the record of quotations at **Annex G** to the Commission unless being requested. If requested, the funded organisation shall submit the form together with the quotations according to the deadline set by the Commission. All quotations and documents in relation to the procurement of a project shall be kept for seven years after the completion of the project for the Commission's inspection as and when necessary.

48. The funded organisation, its co-organiser(s), members and staff shall declare any interest when making procurement of goods and services for the approved project, and are prohibited from soliciting, accepting or offering any advantages in the course of planning and executing the project. If there is a conflict of interest, the funded organisation shall decide whether the co-organiser(s), members or staff concerned shall abstain from the procurement exercise and record the reasons for its decision.

49. The principles of openness, fairness, competitiveness and value for money shall be observed when making purchases. The funded organisation is advised to make reference to the Corruption Prevention Best Practice Checklist on Procurement issued by the Independent Commission Against Corruption ("ICAC") where appropriate. The checklist is available from ICAC's website at www.cpas.icac.hk.

50. The officer-in-charge of the project, the authorised person of the funded organisation and the person(s) designated for procurement of goods or services are personally accountable if they submit falsified claims or documents (such as receipts) for the grant of funding.

51. The funded organisation which recruits staff directly for the project shall, and shall procure that its agents shall, observe the principles of openness, fairness and competitiveness during the recruitment process. The funded organisation shall, and shall procure that its agents shall, comply with the employment, equal opportunities and data protection requirements under the laws of HKSAR. Upon the request of the Government, the funded organisation shall approach the ICAC for advice and assistance to draw up a Code of Conduct for compliance by its directors and employees, and to ensure proper corruption prevention safeguards are incorporated into its procurement and staff recruitment procedures. The funded organisation shall permit ICAC to examine its management and control procedures with a view to providing corruption prevention advice.

Publicity and Production of Articles

52. Articles (including audio-visual materials, sound recordings, pictures, written materials and promotional materials) funded by the Scheme shall not be reproduced for sale or any other purposes without prior written approval of the Commission. To create a greater synergy, the funded organisation is requested to submit to the Commission the audio-visual materials and sound recordings for purposes as the Commission sees fit (e.g. placing them on the Commission's website for wider public access, making them as reference for other children's programmes, etc.)

53. Projects (including activities and publications such as audio-visual materials, sound recordings, pictures, written materials and promotional materials) funded by the Scheme must not contain content that:

- (a) would incite hatred against, and/or denigrate or insult any person, organisation or community of persons; or
- (b) would be in breach of any law, rule or regulation currently in force in the HKSAR.

54. Articles (including audio-visual materials, sound recordings, pictures, written materials and promotional materials) funded by the Scheme must not contain anything that would infringe any intellectual property rights or any rights of portrait, privacy, secrecy or publicity. The funded organisation is fully responsible for ensuring that there is no such infringement. If the funded organisation intends to use materials created by others, prior approval from the copyright owner must be sought. The Commission or LWB will not be held responsible for any claims or liabilities incurred by the funded organisation in connection with any claim that the content of the funded organisation's production infringes the copyright or intellectual property right of others.

55. Any activities or articles funded by the Scheme shall not bring either the HKSAR Government, other government(s) or the Commission into disrepute, or affect the relations between the HKSAR Government and other government(s), or embarrass the HKSAR Government or other government(s).

56. The funded organisation shall make the following acknowledgement on articles (including audio-visual materials, sound records, pictures, written materials and promotional materials) funded by the Scheme – **“Funding Scheme for Children’s Well-being and Development funded by the Commission on Children”**. The funded organisation shall obtain prior written approval from the Commission of all articles (including audio-visual materials, sound records, pictures, written materials and promotional materials) funded by the Scheme where the name of the Commission will appear.

Sponsorship and Donations

57. Sponsorship and donations in cash or in kind are generally acceptable except for sponsorship/donations from companies selling tobacco and hard liquor, or from those individuals or organisations who are the contractors for the same item of service for a project.

58. The name and logo of the sponsor/donor shall not be larger or placed in a more prominent position than those of the Commission when acknowledging sponsorship/donations in any articles (including audio-

visual materials, sound recordings, pictures, written materials and promotional materials) relating to the project.

59. Applicants shall be required to provide details of all sources of sponsorship and donations as far as practicable when they apply for the funding and, where necessary, during the implementation of the project. On completion of the project, they shall indicate in the financial report the amount of sponsorship and donations received.

60. The names of the sponsors/donors, the type, amount and ultimate usage of sponsorship/donations received, as well as copies of the acknowledgement letters to sponsors/donors in relation to the project shall be kept for seven years after the completion of the project for the Commission's inspection as and when necessary.

Others

61. The funded organisation is required to comply with any other additional conditions as may be prescribed by the Commission in writing.

62. Written notice must be given to the Commission as soon as practicable when the authorised person of the funded organisation or officer-in-charge of the project is changed during project implementation.

(V) Monitoring Mechanism

Progress Report and Final Report

63. To ensure that the funding is used in accordance with the approved budget and purposes, the funded organisation shall submit to the Commission by the designated date (which will normally be within one month after the completion of the project) the following reports and documents:

- (a) a final report completed as per **Annex H**;
- (b) samples of promotional materials and a copy of audio-visual materials/sound recordings (if any) produced for the funded project;

- (c) photographs of each activity conducted under the funded project and its softcopy (in JPEG format of not less than 5 mega pixels);
- (d) a financial report on the income and expenditure completed as per **Annex F** (with all original receipts duly certified by the officer-in-charge of the project or the authorised person of the organisation). For projects with total approved funding amount exceeding \$100,000, the funded organisation shall submit, in conjunction with the project final report, a financial report with the accounts audited by an independent Certified Public Accountant (“CPA”), including –
 - (i) Statement of Income and Expenditure, a Balance Sheet, Cash-flow Statement and Notes to the Accounts as applicable; and
 - (ii) Auditor’s Report, which shall include the auditor’s findings on whether the funded organisation has complied with the terms and conditions of the Approval-in-principle issued by the Commission, and include an assurance that the funding from the Scheme was spent in accordance with these Funding Guidelines and the Approval-in-principle. A specimen of the Auditor’s Report is at **Annex I** (the specific procedures mentioned in items (1) to (3) of the first paragraph and the relevant report findings in items (a) to (c) of the second paragraph of **Annex I** must be included in the Auditor’s Report and should not be amended); and
- (e) a summary report together with the participants’ original responses to questionnaires.

64. The funded organisations are required to submit a progress report every six months, except for one-year smaller-scale projects where no advance payment has been made. All progress reports should be submitted within one month after each six-month period. The format of

the progress report is at **Annex J**.

65. The Commission will not reimburse funding if the funded organisation fails to fulfill the requirements set out in paragraphs 63 and 64 above.

Visit by the Commission

66. The Commission and its authorised representatives may participate in any related activities of the funded project as observers to examine the progress of the project. They may also conduct visits to the relevant venues of the activities. The Commission will normally inform the funded organisation of the arrangement(s) of visit(s) but the Commission and its authorised representatives can also conduct the visit(s) without prior notice.

67. The funded organisation will be required to assist in arranging such observation(s) or visit(s) by the Commission, and to comply with any advice or instructions that the Commission may issue from time to time in respect of the project or any related matters. Otherwise, the Commission may withdraw funding and require the funded organisation to immediately repay all or any funds already provided to them.

Termination of Project

68. The funded organisation shall inform the Commission in writing in the event of termination of a project during the preparation or implementation stage.

69. Depending on the circumstances and the reasons provided by the funded organisation, the Commission may, where applicable, endorse reimbursement of expenses already incurred in the preparation/implementation of the project. If the Commission considers that the termination of the project is due to negligence of the funded organisation, no subsequent reimbursement shall be made and the funded organisation shall be required to return immediately to the Commission the full/partial amount of the advance payment.

(VI) Disclaimer

70. The Commission or LWB will not be held responsible for any claims, demands or liabilities arising from the funded project. It is therefore in the interest of the funded organisation to take out public liability insurance for the project concerned from registered insurance companies in the HKSAR.

(VII) Important Notes

71. Failure to comply with any of the terms and conditions of funding as set out in the Funding Guidelines (including any other additional conditions as may be prescribed by the Commission in writing) may result in the withdrawal of funding and repayment of any advance payment/reimbursement already made to the funded organisation.

72. The funded organisation shall comply with all applicable laws of HKSAR in carrying out the funded project. It is the responsibility of the funded organisation to obtain all approvals and licenses that are necessary for carrying out the funded project and to ensure that activities undertaken in the funded project (including articles produced) comply with the laws of HKSAR. The funded organisation may be liable to legal action if it fails to abide by the laws of HKSAR. For the avoidance of doubt, the funded organisation will not be exonerated from any legal liability by virtue of the Commission's funding of the project.

73. Nothing in the Approval-in-principle issued by the Commission will confer or purport to confer on any third party any benefit or any right to enforce any term of the Approval-in-principle pursuant to the Contracts (Rights of Third Parties) Ordinance (Cap. 623).

Commission on Children

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List of Annexes

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Annex C	Funding Application Form
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Annex H	Final Report
Annex I	Specimen – Report of an Agreed-Upon Procedures Engagement Conducted by a Certified Public Accountant (Practising) or a Corporate Practice within the Meaning of the Professional Accountants Ordinance (Chapter 50)
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