

Guidance Notes for Submission of Electronic Application for Funding Scheme for Children's Well-being and Development

1. Before using the electronic application system for making an application, please read the "General FAQs" (<https://eform.one.gov.hk/form/generalFAQs/en/>).
2. Please fill out the electronic application form in the same language as the version chosen (e.g. type in English if an English form is selected).
3. Before submitting the electronic application, please check whether the information entered is correct. Once the funding application is submitted, all the information can no longer be accessed and amended through the system. **Please print/save the duly completed funding application form immediately after submission.**
4. The submission deadline for electronic application is **5:00pm on 19 August 2022**. If you choose to submit an application with digital signatures supported by e-Cert certificates, you will be requested to upload the duly completed [Digital Signature Form\(s\)](#) onto the electronic application system.
5. In the event that the electronic application is submitted without digital signatures, please deliver the **original of a duly signed printout** of the application form (i.e. with **Section E and Section B9 (if applicable)** signed and official chop(s) affixed) to the Commission on Children Secretariat at 10/F, West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong **by post or in person within 5 working days from the date of submission of the electronic application**. Please state on the envelope "Application for the 2022-23 Funding Scheme for Children's Well-being and Development". Under this circumstance, the application will only be processed after the signed form has been received by the Commission on Children Secretariat.
6. The system will issue an electronic confirmation notice to acknowledge receipt of the application if an email address has been provided. To receive the notice, please ensure a correct email address is entered in the electronic application form.
7. If more than one electronic application has been received for the same project, the final version submitted before the application deadline will be used for assessment.

8. In case of any inconsistency between the electronic application and the original of the duly signed application form, the funding application will be assessed based on the information provided in the former.

Link to the electronic application form:

<https://eform.one.gov.hk/form/lwb004/en/>