

Guidance Notes for Submission of Electronic Application for 2026-27 Funding Scheme for Children's Well-being and Development

1. Before using the Government's Central E-Form Services platform ("the platform") for making an application, please read the "General FAQs" (<https://eform.cefs.gov.hk/form/generalFAQs/en/>) and the "Guidelines on Electronic Application Submission" at Annex D to the Funding Guidelines which can be downloaded at <https://www.coc.gov.hk/en/funding.html>.
2. Please fill out the electronic Funding Application Form in the same language as the version chosen (e.g. type in English if an English form is selected).
3. The submission deadline for electronic application is **5:00pm on 7 August 2026**.
4. During the application process, you will be requested to upload the registration document(s) of your organisation and a proposed budget using the Excel form at Appendix II to Annex C of the Funding Guidelines which can be downloaded at <https://www.coc.gov.hk/en/funding.html>. Please have your documents ready before starting the application process.
5. Before submitting the electronic application, please check whether the information entered is correct. Once the electronic application is submitted, all the information can no longer be accessed and amended through the platform. **Please print / save the duly completed electronic Funding Application Form immediately after submission.**
6. If you have the required digital certificates, you will be requested to upload the duly completed [Digital Signature Form\(s\)](#) onto the platform. In the event that applicants / co-organisier(s) could not provide the digital certificates for uploading during electronic submission, applicants should print a hard copy of the submitted electronic Funding Application Form, sign and affix the official chop(s) of the organisation(s) at Section(s) E and / or B9 (if applicable). Applicants should deliver the duly signed and stamped original copy of the Form to the Commission on Children Secretariat (Address: 10/F, West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong) by post or in person **within 5 working days after the application deadline (i.e. on or before 5:00 pm, 14 August 2026)**. Date on the postmark would be treated as the date of submission of the Form.

Please state on the envelope “Application for the 2026-27 Funding Scheme for Children’s Well-being and Development”. Applicants should ensure that sufficient postage is affixed before posting so as to avoid unsuccessful delivery of the Form.

7. 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 Funding Application Form.
8. If more than one electronic application has been received for the same project before the application deadline, only the last version received will be used for assessment.
9. In case of any inconsistency between the electronic application and the duly signed and stamped original copy of the Funding Application Form, the application will be assessed based on the information provided in the former.

Link to the electronic Funding Application Form:

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