

Sustainable Development Fund Guidelines and Application Form

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1. What is the Sustainable Development Fund?

Background

1.1 As part of the vision of ‘Making Hong Kong an Ideal Home’ enshrined in the 1999 Policy Address, the Chief Executive emphasized the importance of the community, the business sector and the Government working in partnership to embrace the principles of sustainable development. To encourage the community to develop an understanding of this concept and to put the principles of sustainability into practice, the Chief Executive identified the need for a dedicated source of funding for this work.

Fund Objectives

1.2 The Sustainable Development Fund (SDF) provides a central source of financial support for initiatives aimed at developing a strong public awareness of the concept of sustainable development, as well as providing grants for projects that would promote sustainable practices in Hong Kong. Specifically, the Fund is a source of support for initiatives that promote:

- (a) public understanding of the importance of advancing the economic, social and environmental interests of the community in a balanced and integrated manner;
- (b) everyday practices that are consistent with the principles of sustainability; and
- (c) public participation in the discussion of Hong Kong’s long term sustainable development.

2. *What is “Sustainable Development” ?*

- 2.1 The internationally accepted definition of sustainable development is found in the report of the United Nations World Commission of the Environment and Development (‘Our Common Future’ (1987)), namely: *“Development that meets the needs of the present without compromising the ability of future generations to meet their own needs.”* The Plan of Implementation of the 2002 United Nations World Summit of Sustainable Development specifically states the need to “Enhance partnerships between governmental and non-governmental sectors, including all major groups, as well as volunteer groups, on programmes and activities for the achievement of sustainable development at all levels.”
- 2.2 In Hong Kong, the “Sustainable Development for the 21st Century” study concluded in 2000 defined sustainable development in the Hong Kong context as a balance of: “social, economic, environmental and resource needs, both for present and future generations, simultaneously achieving a vibrant economy, social progress and a high quality environment, locally, nationally and internationally, through the efforts of the community and the Government”.
- 2.3 In his 1999 Policy Address, the Chief Executive articulated the need for the community to work in partnership to achieve sustainable development, in particular –
- to find ways to increase prosperity and improve the quality of life while reducing overall pollution and waste;

- to meet our own needs and aspirations without doing damage to the prospects of future generations; and
- to reduce the environmental burden we put on our neighbours and helping to preserve common resources.

2.4 Further explanation and information on sustainable practices can be found in the publication “Sustainable development” issued by the Sustainable Development unit (SDU) in April 2002.

3. Who is eligible to apply for funding?

3.1 Applications may be submitted by groups such as: non-government and community organizations, academic and research institutes, schools, chambers of commerce and individuals. Joint applications involving different organisations will be acceptable. Organisations should normally -

- be registered under, for example, the Companies Ordinance or the Societies Ordinance; and/or
- be approved charitable institutions and trusts of a public character under section 88 of the Inland Revenue Ordinance.

3.2 Government departments may only apply for grants in partnership with non-government organisations, and in such cases the latter should be the lead partner in the proposed project.

4. What type of projects will the Fund support? Which projects will be accorded priority?

Nature of Projects to be Supported

- 4.1. Projects selected for funding support will be expected to enhance Hong Kong people's understanding of sustainable development, or to encourage people to put the concept of sustainable development into practice.
- 4.2. The concept of sustainable development involves integrating the economic, social and environmental aspects of development. Projects failing to demonstrate clearly full integration of at least two of these aspects would not normally be supported.
- 4.3. The benefits of projects supported must accrue to the local community as a whole, and not just a single organisation, a consortium of companies or a narrow sector.
- 4.4. Projects should be non-profit making in nature. Any income derived from a project should be used to further the project's objectives.
- 4.5. Applications for scholarships to undertake study or research in relevant fields would not be precluded subject to the applicant being able to show how this would contribute to promoting sustainable development in Hong Kong.

- 4.6 In considering a project proposal, due consideration will be given to -
- (a) whether there is a demonstrable need for the proposed project;
 - (b) the technical and project management capability of the applicant;
 - (c) whether the proposed project's schedule of implementation is well-planned and the duration is reasonable;
 - (d) whether the proposed budget is reasonable and cost effective in general terms;
 - (e) whether the proposed project has one or more alternative sources of funding support or would be more appropriately funded by other sources;
 - (f) whether there is likely to be duplication of work between the proposed project and other community projects; and
 - (g) whether the proposed project has the potential to become a self-sufficient ongoing initiative.

Nature of Projects to be Accorded a Higher Priority

- 4.7 Given that the main aim of establishing the Fund is to promote understanding of sustainable development in the wider community, priority will be given to projects that are likely to make a noticeable impact on the general public's awareness of sustainability.

4.8 On the other hand, applications for one-off events with limited potential for long-term impact, such as carnivals and exhibitions of short duration would be accorded lower priority.

5. *Financial arrangements*

Upper and Lower Limit of Grant

5.1 Except in the case of applications from schools and individuals, the minimum amount to be applied for should be not less than HK\$50,000. There is no pre-set level of maximum funding for individual projects.

Full Itemized Budget

5.2 Applicants will be required to provide a full, itemized budget for their proposed projects.

Profit from Project

5.3 Should any profit arise from the project, it should be re-invested back in the project. Profit is defined as total income of the project (i.e., SDF grant plus other income or donation), less the cost of the project.

Payment to grant recipients

5.4 Grant recipients should keep a separate interest-bearing Hong Kong Dollar account with a bank licensed in Hong Kong, for the SDF grant. Payments from that account should be made by the authorized representative(s) of the organisation that receives the approved funding. Any unspent balance of the grant should be kept at all times in that account.

5.5 A one-off lump sum payment will be made to grant recipients in respect of projects with a time-span of less than six months. For

projects lasting more than six months, payment would be made to recipients every three months.

- 5.6 Expenses incurred before the date of approving the grant will not be reimbursable from the SDF. Applications for supplementary grants will not normally be considered. The CSD, EPSC and the SDF Secretariat accept no liability for deficits arising from projects funded by SDF grants.
- 5.7 Any unspent amount of the grant over the recognized total expenditure of the project will be returned to the SDF.
- 5.8 The grant recipients should maintain proper books, accounts and all relevant records and information related to the approved programmes in receipt of SDF grants. These records should be kept for two years after the completion of the project, and be available for inspection by authorized staff of the SDF Secretariat and the Audit Commission at all reasonable times.
- 5.9 Where circumstances justify, the SDF Secretariat may withhold or reclaim any payment from the grant recipients.

Quotations

- 5.10 Grant recipients should ensure that the purchase of goods and services in relation to their projects be made on a competitive basis by obtaining quotations from a number of suppliers to ensure openness and value for money. A minimum of three quotations should be obtained for the purchase of goods or services costing over \$10,000.

Progress and Financial Reports

- 5.11 Grant recipients will be required to submit progress and financial

reports half-yearly and at the conclusion of the project. Projects in receipt of funds in excess of \$250,000 will be required to submit an annual audited statement.

6. *How will the applications be processed?*

- 6.1 Initially, a maximum of \$10 million annually would be made available for disbursement from the Fund. There will be two calls for applications to the Fund per year.
- 6.2 The SDF Secretariat will issue an acknowledgement letter to the applicant within 2 weeks of receipt of the application. The Secretariat aims to ensure that the project proposals are assessed and processed efficiently and appropriately within a realistic timeframe. Provided all relevant information is provided, it is estimated that assessment of applications would be completed within 3 to 4 months.
- 6.3 Approval of applications exceeding \$500,000 would be subject to the advice of the CSD. Approval of applications for sums of less than \$500,000 will be subject to the advice of the Education and Publicity Sub-committee (EPSC). The authority for approving grants from the SDF rests with the Director of Administration..
- 6.4 Detailed information on the membership and terms of reference of both the CSD and the EPSC is available on the website of the SDU at www.susdev.gov.hk.

7. *What are the obligations of the grant recipients?*

Monitoring Mechanism

7.1 While striving to allow grant recipients flexibility in the management of resources, the SDF Secretariat must properly monitor project performance and achievement of objectives. It will be the responsibility of grant recipients to take care to ensure that project objectives are achieved and that the grant is applied according to the terms of the funding approval.

7.2 The applicant should set out the criteria for evaluating the effectiveness of the project in the application form and should also specify how the project will be evaluated so as to assess its effectiveness. The focus should be on the outcomes and impact of the project, and these should be measured quantifiably as far as possible.

7.3 Funds approved cannot be used to create any permanent staff posts or recurrent financial commitments.

Regular and Final Reports

7.4 Grant recipients will be required to submit the following reports -

- (a) half-yearly report (to be submitted within one month following the end of the six-month period); and
- (b) final evaluation report (to be submitted within four months

following the agreed project completion date). application as far as

- 7.5 These reports should be made up of progress and financial reports (including an Income and Expenditure Statement with actual expenditure against budget plan and the annual Balance Sheet if appropriate). Failure to submit a report containing sufficient, complete information may result in deferral or termination of project funding.

Audited Statement of Accounts

- 7.6 For grants of more than \$250,000, grant recipients will be required to submit annual audited accounts. The accounts must contain the Auditors' Report (including an assurance that the funding was spent in accordance with the conditions of grant), Balance Sheet, Income and Expenditure Statement, Cash Flow Statement and Notes to Accounts. Such accounts should be audited by a certified public accountant.
- 7.7 Annual audited statements should be submitted no later than four months following the end of the financial year of the organisation, and the last audited statement of the project should be submitted no later than four months following the completion of the project.
- 7.8 Should the project be audited not separately, but as part of the annual auditing exercise of the grantee, the SDF grant should be entered as a separate item in the audited financial statement.
- 7.9 Grantees should identify their own auditors. Should the auditing of an SDF grant incur extra cost (in terms of auditors' remuneration), the extra cost can be claimed on a reimbursement

basis from the SDF (not as part of the grant for the project), according to the following scale:

Size of the Grant	Maximum Auditors' Remuneration Payable (Per Year)
Less than \$1 million	\$5,000
\$1 million to \$5 million	\$10,000

Annual Forum

- 7.10 An annual public forum will be held to review progress of the Fund, to discuss successful projects and to share best practices. Grantees may be invited to share their experiences in organizing community projects.

8. ***Who should the applicants approach for assistance during the application process?***

8.1 You may contact the following parties for general enquiries regarding the Fund and for assistance in completing the application form.

Sustainable Development Fund Secretariat

Contact Persons:	Senior Executive Officer Mr/Ms (3150 8176)
Fax No.:	3150 8194
Address:	The SDF Secretariat Sustainable Development Unit M/F, Murray Building Garden Road Central Hong Kong
Email Address:	sdf@sdu.gov.hk
Web-site:	http://www.susdev.gov.hk

9. Notes About Personal Data of the Applicants

Purposes of Collection

9.1 The personal data provided as part of the application process will be used by the Sustainable Development Unit to process the application, and to conduct research and surveys. The provision of personal data by means of this application is voluntary. If you do not provide sufficient information, we may not be able to process your application.

Classes of Transferees

9.2 The personal data provided by means of application to the Fund may be disclosed to other Government bureaux, commissions and departments for the purposes mentioned above.

Access to Personal Data

9.3 Applicants will have the right of access and correction with respect to personal data as provided for in Section 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance, Cap. 486. The applicant's right of access includes the right to obtain a copy of the personal data provided in the application.

Enquiries

9.4 Enquiries concerning the personal data collected by means of application to the Fund, including the making of access and corrections, should be addressed to:

The SDF Secretariat
Sustainable Development Unit

M/F, Murray Building
Garden Road
Central
Hong Kong
Tel: 3150 8176
Fax: 3150 8194
Email Address: sdf@sdu.gov.hk

申請表格 Application Form

Submission of application form by e-mail is preferable. 以電郵遞交申請表更可取，既省時又環保。

Please download application form from <http://www.susdev.gov.hk> 請從左方網址下載申請表格。

A 申請者的背景 Background of the Applicant*

申請人/機構名稱：
Name of Applicant or Organisation:

地址：
Address:

電話號碼：
Telephone No.:

傳真號碼：
Fax No.:

電郵地址：
Email Address:

機構主席或總幹事：
Chairperson or Head of the Organisation (where applicable):

計劃負責人 (如與機構主席或主管不同，請填寫此部份)
Person responsible for the Project (please complete only if different from the Chairperson or Head of the Organisation)

計劃負責人：
Name of the Responsible Person:

計劃負責人的職銜：
Post Title of the Responsible Person:

計劃負責人的聯絡方法
(如與機構主席或主管的聯絡方法不同)：
Contact details of the Responsible Person, if different from those of the Chairperson or Head of the Organisation:

電話號碼 Tel. No. :

傳真號碼 Fax No. :

電郵地址 Email Address:

* 若申請由超過一個機構聯合提出，則其中一個機構須作為主要申請者。
* In case of joint application, a key organiser has to be identified among the co-organisers as the applicant.

貴機構已 (請於適當位置填上✓號，另請夾附有關的文件)：

根據《公司條例》註冊

根據《社團條例》註冊

根據《稅務條例》第 88 條獲認可為
慈善機構及信託團體

根據其他條例註冊 (請註明：_____)

The organisation is (please insert✓where appropriate. Please also attach relevant documents):

registered under the Companies Ordinance

registered under the Societies Ordinance

recognized as approved charitable institutions and trusts of a public character under section 88 of the Inland Revenue Ordinance

registered under other Ordinances

(Please specify: _____)

請簡述貴機構的背景，例如宗旨、歷史、成員、經費來源、主要從事的業務或服務、過去舉辦社區計劃的經驗、其他特別或專業背景等：

Please briefly describe the background of your organisation, such as aims, history, members, source of income, core activities, past record in organising community projects, any unique features or expertise:

機構財務狀況

請簡述貴機構的財務狀況

請提供以下文件作參考

1. 貴機構最近完成並經審計的帳目結算表；或

Financial Status

Please comment briefly on your agency's financial status.

Please submit for reference either:

1. The latest audited accounts of your organisation, or

2. (若貴機構因並未註冊為法團而毋須編制經審計的帳目結算表)由獨立執業會計師或由機構主席核証的最近期管理帳目或未經審計的帳目。
2. (If your organisation is unincorporated where audit accounts are not mandatorily required) The latest management accounts or unaudited accounts. The accounts must be certified by the Chairperson of the organisation or certified public accountants.

B 與其他機構的合作關係 Joint Efforts from Other Groups

如你與其他機構合辦這個計劃，或有其他機構提供重要的贊助或協助，請提供以下資料：

If your proposal is a joint effort with or has significant support from other groups, please provide details:

合作機構名稱：
Name of the Collaborating Group(s):

合作或支援的性質
(例如：合辦機構／贊助機構等)：
Nature of Collaboration/Support
(e.g. Co-organizer/sponsor etc.):

電話號碼：
Telephone Number(s):

傳真號碼：
Fax Number(s):

電郵地址：
Email Address(es):

聯絡人：
Contact Person(s):

請簡述以上機構所提供的支援：
Please briefly itemize the support provided by the above organisation(s):

C 申請計劃的目標 Objectives of the Project Proposal

計劃名稱：
Name of the Project:

請詳述貴機構建議推行這個計劃的原因

- ◆ 你希望通過這個計劃達致甚麼目的？
- ◆ 這個計劃如何紓解以上提及的目的？（請提供目標及理據，以支持你所建議的計劃）

Why suggest this project?

- ◆ What are the objective(s) of the project?
- ◆ How can the project achieve these objectives? (Please consider outlining targets that your proposed project would be intended to achieve)

D 申請計劃將如何運作 Operational Plan of the Project

計劃開始及結束日期
Project commencement and completion dates

計劃運作的詳細資料

- Project Details**
- ◆ Project nature;
 - ◆ Target group(s);

- ◆ 參與人數 [請分別列明以下的人數：(1) 服務或聯繫對象，(2) 工作人員]；
- ◆ 將舉辦的活動或項目詳情；
- ◆ 活動的次數及頻率；
- ◆ 地區；及
- ◆ 其他。

- ◆ Number of participants (please specify the number of : (1) participants from target groups and (2) staff);
- ◆ Details of activities or programme to be organized;
- ◆ Frequency of activities;
- ◆ Locations; and
- ◆ Others

請列明推行計劃的地區： Please specify the location(s) of the project:

- 中西區 Central & Western 東區 Eastern 離島 Islands 九龍城 Kowloon City 葵青 Kwai Tsing 觀塘 Kwun Tong
- 北區 North 西貢 Sai Kung 沙田 Sha Tin 深水埗 Sham Shui Po 南區 Southern 大埔 Tai Po 荃灣 Tsuen Wan 屯門 Tuen Mun 灣仔 Wan Chai 黃大仙 Wong Tai Sin 油尖旺 Yau Tsim Mong 元朗 Yuen Long 全港各區 All Districts

請說明貴機構以往曾否申請本基金 Please indicate whether your organization has previously applied for a grant from the SDF :

是 Yes 否 No

如有，請列明檔案編號 Please quote the SDF reference number(s) of any application(s) previously submitted: _____

主要表現指標及預期目標

請說明此計劃預期達致的結果、影響及成效。有甚麼可量度的指標以期達致計劃的目的及目標？如何去收集這些指標的數據？

例如：

- ◆ 指標：曾參與活動的人數、社區組織的數目及人數
- ◆ 目標：四分一的參加者 諾身體力行已明白的可持續生活模式

Key Performance Targets and Indicators

Please state the intended outcomes, impact and effectiveness of the project. What are the indicators for achieving the objectives and targets of the project and the means by which relevant data will be collected? For example -

- ◆ Indicator: number and scale of community groups and individuals participated.
- ◆ Target: 75% of the participants improve their understanding of sustainable life styles and practices

E 計劃的其成效 Other Outcomes of the Project

除了促進公眾明白及參與可持續發展外，你是否預期計劃會達致其他成效？就這些成效，有沒有設立目標？
Apart from promoting understanding and practice of sustainable development, are there any other planned outcomes that the project could achieve? Any targets for achieving such outcomes?

F 財政預算 Budget

請說明計劃現時是否會接受政府的其他撥款：

Please indicate whether the project is currently receiving a grant from any other Government fund:

- 是 Yes
否 No

如是，請提供詳情（如：撥款金額、撥款部門、該撥款所支持的項目等）

If yes, please provide details (e.g., amount of grant, name of fund, items supported by the fund)

請說明計劃曾否申請政府其他的撥款：

Please indicate whether the project is the subject of a separate application to any other Government:

- 是 Yes
否 No

如有，請提供詳情（如：向那個部門或基金提出申請、申請數額、結果為何等）

If yes, please provide details (e.g., name of the fund, amount sought, progress of application)

計劃的收入支出預算表 (如有需要, 請附詳細的收支表)

Budget Summary and Projected Cash Flow (Please attach detailed budget where necessary)

計劃預期支出 Projected Project Expenditure					計劃預期收入 (請註明每項收入來源) Projected Income (please specify each source of income)				向基金申請的 總金額 Amount requested from SDF (c)=(a)-(b)
支出類別 Expenses Category	項目 Item Description	數量 Quantity	每個單位的價 錢 Unit Cost	總額 Total (a)	收取的費用 Fees & Charges	內部提供的資源 Internal Source	其他贊助 Other Sponsorship	總收入 Total Income (b)	
非經常開支 Non-recurrent									
分類總額 Sub-total									
經常開支 Recurrent									
分類總額 Sub-total									
總金額 Total									
Note: If the project is to be supported by volunteers, please advise on the expected numbers of volunteers and the nature of support and assistance to be given: 備註: 若有義工參與計劃, 請列出義工的來源 (例如: 來自某機構、個人身份參與或其他)。另外, 請列出義工的人數及所提出的支援性質:		向基金申請的金額: Amount Requested from the Fund:			2003/04	2004/05	2005/06	2006/07	
					第一季 Quarter 1	第二季 Quarter 2	第三季 Quarter 3		

資助金會以定期提前發放的方式發放。提前發放撥款, 所涉及的金額不會超過計劃三個月的開支。
 Payment of grants will be made in advance and would cover no more than 3 months expenditure.

G 計劃的未來路向 Future of the Project

請說明計劃在基金終止撥款後如何能夠繼續運作：

Please indicate whether, and if so, how the project will continue to operate after support from the Fund ends:

H 其他資料 Other Information

請提供與擬議計劃有關並且在處理申請過程中應考慮的其他資料：

Please provide any other information relevant to the project proposal that should be taken into account in processing applications:

I 申請人聲明 Declaration by the Applicant

本人保證在本申請表格填報的資料均屬真確無訛。本人明白如蓄意虛報資料或隱瞞任何重要資料，申請即告無效，同時，所有獲批的資助將停止發放，已支付的款項亦須全數退還社區投資共享基金。

I certify that all the information given in this application is true and accurate. I understand that if I willfully give any false information or withhold any material information, the application will become void and any grant approved will be withheld and any payment made must be refunded to the Sustainable Development Fund.

簽署及蓋章 (如適用):
Signature and Chop (if any):

機構主席或總幹事姓名:
Name of the Chairperson or
Head of the Organisation:

職銜:
Position(s):

日期:
Date:

J 回郵地址 Return Address Labels

請填妥以下的回郵地址 Please fill in the following return address labels:

地址 Address :

機構 Organisation :

經辦人 Attn. :

地址 Address :

機構 Organisation

經辦人 Attn. :

K 申請備忘錄 Checklist for Applicants

多謝你遞交申請計劃書。

為確保我們能盡快處理閣下的申請，請你在遞交表格時注意以下事項：

1. 填妥申請表格每一欄內所需要的資料
2. 機構的主席或總幹事於 I 「申請人聲明」欄內簽署
3. 夾附下列文件：
 - i) 填妥的申請表格；
 - ii) 已儲存申請計劃書檔案的電腦磁碟一隻（如適用）；
 - iii) 有關註冊文件的影印本；
 - iv) 貴機構最近完成並經審計的帳目或最近經核証的管理帳目；以及
 - v) 有關申請計劃書的其他附加資料（如適用）。

Thank you for submitting your proposal.

To help us process your application as quickly as possible, please kindly check if you have done the following:

1. Completed all sections of the application form;
2. Had the declaration in section I is signed by the Chair or Head of your organisation;
3. Attached the following documents:
 - i) the completed application form;
 - ii) a disk copy of the completed application form, if available;
 - iii) copies of relevant registration documents;
 - iv) a set of the latest audited accounts or certified management accounts; and
 - v) attachments or supplementary information on the Project (if any).

L 提交建議書 Submission

Submission of application form by e-mail is preferable.

以電郵遞交申請表更可取，既省時又環保。

Please download application form from <http://www.susdev.gov.hk>

請從以上網址下載申請表格。

Completed application form could be sent to sdf@sdu.gov.hk

填妥的申請表格電郵 至 sdf@sdu.gov.hk

郵遞：

請把填妥的申請表格，
載有申請書的電腦磁碟一隻（如適用的話），
以及證明文件，直接寄往
可持續發展基金秘書處：

香港中環花園道
美利大廈閣樓
持續發展組
可持續發展基金秘書處

By Post：

Please forward the
completed application form, plus a disk copy
(if available), with supporting documents, directly to the
SDF Secretariat at the following address:

The SDF Secretariat
Sustainable Development Unit
M/F, Murray Building
Garden Road
Central, Hong Kong

Annex B

Publicity Plan for the Launch of the Sustainable Development Fund

Activity	Timing/Duration	Details of activity/Remarks
Press release	Week starting 1 September	Press release on SDF to Information Services Department for release.
Distribute posters and leaflets to District Offices, Universities and Schools	Throughout September	Poster and leaflets on SDF to schools, issued through Education Department.
Upload guidelines and application forms on to the susdev website	Week starting 1 September	Website address: www.susdev.gov.hk
Send e-mail 'fliers' to community groups, etc.	Throughout September	Ask groups/organisations to pass on e-mail 'fliers' to members.
Formally launch SDF with introductory seminar on the Fund	6 September	Panel presentation by EPSC Members and SDU on Fund objectives and application procedures to interested parties and the media.