

# Application to the Sustainable Development Fund (by an Organisation)

## Part 1 Information about the Applicant

Please enter the details of the **lead** organisation even if the project may involve collaboration with other person(s).

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|--|--|
| <p>Name of Organisation:</p> <p>Telephone Number:</p> <p>Fax Number:</p> <p>Address:</p> <p>Email Address:</p> <p>Chairperson or Head of the Organisation:</p>                     |  |
| <p>Name of Contact person:</p> <p>Post Title:</p> <p>Telephone Number:</p> <p>Fax Number:</p> <p>Email Address:</p>  |  |
| <p>The organisation is (please insert ✓ where appropriate, in some cases, more than one box will apply):<br/>Please attach all relevant documents evidencing its legal status.</p> | <p><input type="checkbox"/> a company incorporated under the Companies Ordinance</p> <p><input type="checkbox"/> a society registered under the Societies Ordinance<sup>1</sup></p> <p><input type="checkbox"/> a school registered under the Education Ordinance<sup>2</sup></p> <p><input type="checkbox"/> exempt from tax as an approved charitable institution or trust of a public character under section 88 of the Inland Revenue Ordinance</p> <p><input type="checkbox"/> registered or incorporated under another Ordinance<br/>(Please specify: _____)</p> <p><input type="checkbox"/> a partnership</p> <p><input type="checkbox"/> an organisation (which is not a school or a society) not being a legal person and each of the following individual(s) will be applying in his or her own capacity: (Please specify name and title: _____)</p> |

<sup>1</sup> In the case the organisation is a society registered under the Societies Ordinance, the applicant shall be deemed to be each office-bearer of the society (as defined in the Societies Ordinance) because such a society is not a legal person.

<sup>2</sup> In the case the organisation is a school registered under the Education Ordinance, and that its management committee has not been incorporated under the Companies Ordinance, the principal of that school shall be deemed to be the applicant. Where the school's management committee has been incorporated, the management committee should be the applicant.

|  |   |
|--|---|
| <p>Please briefly describe the background of your organisation, such as aims, history, membership profile and core activities.</p> |   |
| <p>Please submit for reference either</p>  | <ol style="list-style-type: none"> <li>1. The latest audited accounts of your organisation in respect of a financial year ending no earlier than 3 months prior to the date of this application, or</li> <li>2. If your organisation is not incorporated or otherwise not subject to mandatory accounting requirements, management accounts or unaudited accounts covering a period of at least 12 months ending no earlier than 3 months prior to the date of this application. The accounts must be certified by the chairperson or head of the organisation or by certified public accountants.</li> </ol> |

|  |  |
|--|--|
| <p><b>For applications involving collaboration with other person(s) (who are not project staff, paid or voluntary)</b></p>   |  |
| <p>Name of collaborating person(s):<br/> Role and responsibility of collaboration person(s):<br/> Telephone Numbers:<br/> Fax Numbers:<br/> Email Addresses:<br/> Contact persons:</p> |  |

|  |  |
|--|--|
| <p><b>Experience of Implementing Projects</b></p>  |  |
| <p>Please describe briefly any relevant projects implemented in the past two years (if the project involves more than one group, relevant projects implemented by groups other than the lead organisation should also be included).</p>  |  |
| <p>Please indicate whether your organisation has previously applied for a grant from the SDF.<br/><br/> If yes, please quote the SDF reference number(s) of any application(s) previously submitted.<br/><br/> If you have submitted any other applications in the current round of SDF applications, please give the title of the other projects and the relative priority of this application.</p> | <p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p> |

## Part 2 Project Proposal

### Project Details

Name of the Project (in both English and Chinese) :

Proposed project commencement and completion dates:

Proposed number of participants in the project:

Proposed number of project staff (paid and voluntary):

Project nature and target groups:

Details of specific activities or programmes:

Deliverables of the project:

### Objectives of the Project

Objective(s) of the project:

Please clarify how the project can achieve these objectives and how you would measure the effectiveness of the project (for example, you may wish to outline targets that your proposed project is intended to achieve).

Please explain how these objectives relate to the purpose of the SDF and clarify which of the three aspects of sustainable development the project would integrate and how.

Please clarify whether, and if so, how the project will be sustained after support from the Fund ends.

## Part 3 Budget

The amount of grant sought from the SDF:

Please provide a budget summary and projected cash flow for the project in accordance with the format on page 7 of this form.

Please indicate whether the project is currently receiving a grant from any Government fund or private sponsorship (in kind or in cash).

Yes  No

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

Please indicate whether the project is the subject of a separate application for Government or any other form of private funding.

Yes  No

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

## Part 4 Other Information

Please provide any other information relevant to the project proposal that you consider should be taken into account in processing the application.

### Declaration by the Organisation (where it is a legal person)

We certify that all the information given in this application is true, accurate and complete. We understand that if we 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 with interest must be refunded by us to the Government. In the event that our application is successful, and without prejudice to other rights and powers of the Government, we consent to the disclosure from time to time by the Government of details of the project.

Signed by an authorised person for and on behalf of the applicant:

Name and title of the authorised person acting duly authorised by the board of directors (or equivalent organ) of the organisation:

Hong Kong Identity Card number:

Date:

## **Declaration by the Deemed Applicant (where the organisation is not a legal person)**

I/Each of us acknowledge that I/each of us submit this application in my/our own personal capacity. I /Each of us certify that all the information given in this application is true, accurate and complete. I/Each of us understand that if I/any of us 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 with interest must be refunded by me/each of us to the Government. In the event that my/our application is successful, and without prejudice to other rights and powers of the Government, I/each of us consent to the disclosure from time to time by the Government of details of the project.

Signed by the deemed applicant:

Name of the deemed applicant:

Hong Kong Identity Card number:

Date:

Signed by the deemed applicant:

Name of the deemed applicant:

Hong Kong Identity Card number:

Date:

Please copy the above declaration and sign on a separate sheet if the above space is not sufficient.

A deemed applicant is: in the case of a registered society, each office bearer of that society; in the case of a school registered under the Education Ordinance, the principal of that school; and in other cases (which is not a school or society) where an organisation is not a legal person, the persons named in Part 1.

## **Declaration by the Organisation (which is a partnership)**

We certify that all the information given in this application is true, accurate and complete. We understand that if we 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 with interest must be refunded by us to the Government. In the event that our application is successful, and without prejudice to other rights and powers of the Government, we consent to the disclosure from time to time by the Government of details of the project.

Signed by a partner in the name of the partnership:

Name of the partner:

Hong Kong Identity Card number:

Date:

## **Disclosure of Information**

In the event that your application is not successful, and without prejudice to other rights and powers of the Government, please indicate whether you consent to the disclosure from time to time by the Government of your name, title of the project, and the amount of the grant applied for:

Yes     No

## Checklist for Applicant

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

1. Completed all sections of the application form;
2. Had the declaration signed by a duly authorised person of your organisation or by the deemed applicant in the case the organisation is not a legal person;
3. Attached the following documents:
  - i) a disk copy of the completed application form, if available;
  - ii) copies of relevant registration documents;
  - iii) a set of the latest audited accounts or certified management accounts; and
  - iv) any relevant supplementary information on the Project (if any).

You are reminded that failure to supply the required documents or information may result in the application being rejected.

## Submission of Application

**By email:** Submission of application forms by e-mail is preferred. Completed application forms can be e-mailed to [sdf@enb.gov.hk](mailto:sdf@enb.gov.hk) . Please download application forms from <http://www.susdev.gov.hk> .

**By post:** Please forward the completed application form, plus a disk copy (if available), with supporting documents, directly to:

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

Applications received by mail will be dated by the postmark. Late applications will not be accepted.

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

| Expenses Category   | Projected Project Expenditure |          |           |                                 | Projected Income (please specify each source of income) |                 |                   |                  | Amount requested from SDF (c)=(a)-(b) |  |  |      |  |  |  |      |  |  |  |
|---|-------------------------------|----------|-----------|---------------------------------|---|-----------------|-------------------|------------------|---------------------------------------|--|--|------|--|--|--|------|--|--|--|
|   | Item Description              | Quantity | Unit Cost | Total (a)                       | Fees & Charges  | Internal Source | Other Sponsorship | Total Income (b) |                                       |  |  |      |  |  |  |      |  |  |  |
| Programme Cost  |                               |          |           |                                 |   |                 |                   |                  |                                       |  |  |      |  |  |  |      |  |  |  |
| Sub-total   |                               |          |           |                                 |   |                 |                   |                  |                                       |  |  |      |  |  |  |      |  |  |  |
| Staff Cost  |                               |          |           |                                 |   |                 |                   |                  |                                       |  |  |      |  |  |  |      |  |  |  |
| Sub-total   |                               |          |           |                                 |   |                 |                   |                  |                                       |  |  |      |  |  |  |      |  |  |  |
| Furniture and Equipment Costs   |                               |          |           |                                 |   |                 |                   |                  |                                       |  |  |      |  |  |  |      |  |  |  |
| Sub-total   |                               |          |           |                                 |   |                 |                   |                  |                                       |  |  |      |  |  |  |      |  |  |  |
| Administration Cost   |                               |          |           |                                 |   |                 |                   |                  |                                       |  |  |      |  |  |  |      |  |  |  |
| Sub-total   |                               |          |           |                                 |   |                 |                   |                  |                                       |  |  |      |  |  |  |      |  |  |  |
| Total   |                               |          |           |                                 |   |                 |                   |                  |                                       |  |  |      |  |  |  |      |  |  |  |
| Note: 1. If staff cost amounts to 50% or more of the total budget for the project, please provide justifications :<br><br>2. 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: |                               |          |           | 2005                            |   |                 |                   | 2006             |                                       |  |  | 2007 |  |  |  | 2008 |  |  |  |
|   |                               |          |           | Amount Requested from the Fund: |   |                 |                   |                  |                                       |  |  |      |  |  |  |      |  |  |  |
|   |                               |          |           | Quarter 1                       |   |                 |                   |                  |                                       |  |  |      |  |  |  |      |  |  |  |
|   |                               |          |           | Quarter 2                       |   |                 |                   |                  |                                       |  |  |      |  |  |  |      |  |  |  |
|   |                               |          |           | Quarter 3                       |   |                 |                   |                  |                                       |  |  |      |  |  |  |      |  |  |  |
|   |                               |          |           | Quarter 4                       |   |                 |                   |                  |                                       |  |  |      |  |  |  |      |  |  |  |
| Total   |                               |          |           |                                 |   |                 |                   |                  |                                       |  |  |      |  |  |  |      |  |  |  |