

Dos and Don'ts for Sustainable Development Fund Applications

Dos

- Conduct more research on background of sustainable development (SD) including Agenda 21 by visiting our Online Resource Centre and other relevant sources before preparing project proposals.
- Demonstrate integration of at least two of the SD elements (social harmony, economic development, and protection of the environment).
- Achieve wide collaboration with different sectors or organisations; encourage wide community involvement.
- Demonstrate support from relevant stakeholders in the local community to facilitate project implementation.
- Provide sufficient project details to facilitate consideration by the Education and Publicity Sub-committee on feasibility and financial viability etc.
- Provide detailed budget breakdown, and follow the pricing standards as stated in the application guidelines for the Sustainable Development Fund. MPF and other employment-related benefits, if applicable, are inclusive in the staff cost. Overhead costs have to be justified.
- Provide justifications if staff cost amounts to 50% or more of the total budget for the project.
- Include the cost for a public liability insurance policy for the project in the proposed budget.
- Devise plans to proactively sustain the project after the funding period ends.

Don'ts

- Focus on academic research.
- Focus on one-off events with limited potential for long-term impact such as carnivals and exhibitions of a short duration.
- Submit a project outline only.
- Propose projects which duplicate ongoing ones of a similar nature within the same district/community.
- Submit projects which are profit-making in nature*.
- Include costs for office equipment and furniture in the proposed budget for projects with a short duration.
- Include more than 10% of the proposed budget in the first quarterly cash flow.

Important Points to Note

The application guidelines and application form can be downloaded from the website www.susdev.gov.hk.

Submission of application can be by e-mail, fax or post.

The deadline for submission of application is 31 January 2012 (Tuesday) at 5:00 pm.

* Profits not fully injected back into the project.