

## **Dos and Don'ts for Sustainable Development Fund Applications**

### **Dos**

- Conduct more research on background of 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 organizations; encourage wide community involvement.
- Demonstrate support from relevant stakeholders in the local community to facilitate project implementation.
- Sufficient project details are required to facilitate consideration by the Education and Publicity Sub-committee on feasibility and financial viability etc.
- Include 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.
- Include the cost for a public liability insurance policy for the project in the proposed budget.

## **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.

\* Profits not fully injected back into the project.