

Funding Programme of Research Projects on Equal Opportunities 2013/14

Guide to Application

Introduction

The Equal Opportunities Commission (EOC) is a statutory body set up to implement the Sex Discrimination Ordinance (SDO), the Disability Discrimination Ordinance (DDO) and the Family Status Discrimination Ordinance (FSDO), and the Race Discrimination Ordinance (RDO). The Commission works towards the elimination of discrimination on the grounds of sex, marital status, pregnancy, disability, family status and race. We promote equality of opportunities between men and women, between persons with and without a disability and irrespective of family status and race. Please refer to the EOC website for a brief introduction on the four ordinances: www.eoc.org.hk.

Objectives

“The Funding Programme of Research Projects on Equal Opportunities (the Funding Programme)” is a new EOC scheme which aims at encouraging eligible academia and organizations (please see application details) with inspiring ideas to undertake innovative research projects. It is hoped that the funded research projects would promote the principles and applications of Hong Kong anti-discrimination ordinances. As the EOC is responsible for the promotion of equal opportunities in general and for the implementation of relevant anti-discrimination ordinances in Hong Kong in particular, we welcome applicants to submit proposals in these areas. In the first batch of the Funding Programme 2013/14, preference will be given to two thematic topics and some examples are illustrated below for reference.

Sexual Harassment

- Prevalence of sexual harassment in the workplace/ schools/ tertiary institutions, underpinning causes for the occurrence and the reasons for under-reporting, with respect to: (1) general public and/or (2) minority groups (e.g., ethnic minorities, sexual minorities including lesbian, gay, bisexual and transgender (LGBT) groups)
- Existing practices and their effectiveness in the prevention of sexual harassment in the workplace/ schools/ tertiary institutions

Ethnic Minorities

- Chinese education for ethnic minority students at public schools: current situation, students’ attainment and further opportunities
- Effectiveness of the supportive measures provided by the Education Bureau for ethnic minority students in promoting equal learning opportunities for all races

- School choice and equal opportunities: Factors affecting ethnic minority students' choices of schools, education attainment and life opportunities
- The extent of school drop-out among ethnic minority students and reasons accounting for the data
- The social mobility of ethnic minorities compared with that of the Hong Kong population
- The barriers/ discriminatory experiences faced by ethnic minorities in various areas including employment, housing, provision of facilities and services, etc.

Application Details

I. Eligibility

1. Applicants should be restricted to established not-for-profit educational bodies, registered not-for-profit organizations with track record on equal opportunities related work, and academia attached to local universities.
2. Joint application is allowed, but a principal organization must be identified and be responsible for matters relating to the application.
3. Proposed research project in the application should tie in with the objectives of the Funding Programme and not be of a fund-raising, profit-making, commercial, religious or political nature.
4. Activities which have been completed or in progress at the time of making the application will not be considered.
5. All activities of the proposed research projects should be carried out in Hong Kong.
6. Proposed research projects must have no recurrent cost implication for the EOC.
7. All approved research projects must be carried out and completed within one year after commencement. The final report, financial report and all receipts must be submitted to the EOC not later than mid January 2015. The EOC may request a refund if the sponsored organization fails to complete the planned research project.
8. For each project, the applicant must appoint a Person-in-charge who will be responsible for overseeing the organization of the research project, monitoring the proper used of funds, liaising with the EOC and providing progress and completion reports.

II. Application Procedures

1. Two batches of application are available for the Funding Programme 2013/14. Only one application can be submitted by each applicant in each batch of application, and for each research project, only one application can be submitted.
2. The deadline for application: Batch 1 – 1 November 2013 (Friday) 5:00 p.m.; and Batch 2 – 6 January 2014 (Monday) 5:00 p.m. Applicants should deliver the following documents to the EOC Office at 19/F, CityPlaza Three, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong by post or in person during office hours on or before the application deadline:
 - original completed application form plus three copies of the completed form;
 - documentary proof of eligibility to apply; and
 - other relevant supporting document, if any.
3. Date on the postmark should not be later than the deadline. Late application or application with incomplete details will not be considered.
4. All submitted applications, whether accepted or not, will not be returned.

III. Notification of Results

1. Under normal circumstances, applicants will be notified of the results of the application in writing no more than two months after the application deadline.
2. The EOC's decision on the result of the application shall be final.
3. The EOC reserves the right to announce the application results and to disclose the list of the sponsored organizations, the project sponsored and the amount of sponsorship.

Assessment of Application

Applications will be evaluated by an assessment panel comprising EOC Members, EOC staff and experts of the thematic topics, whose conflict of interests (if any) is required to be declared prior to the assessment. Approval for applications is based on the following criteria:

- the application should clearly explain how the planned activities will help eliminate discrimination and promote equal opportunities;
- the planned activities should meet the EOC's objectives of promoting equal opportunities and address the needs of the society;
- the expenditure and cost-effectiveness of the project are reasonable;

- the effectiveness of the planned activities can be clearly measured;
- the deliverables in the forms of research report, press release, forum/ seminar/ conference, and/or publication in newsletters, newspapers, journals and even blogs are clearly stated; and
- Funds will be granted according to the size, format, and content of the research project. The maximum funding limit will be HK\$50,000.

Funding Procedures

1. Written notice will be sent out no more than two months after the application deadline to inform applicants of the results of their applications.
2. Funding will be administered by providing an advance of 50% of the approved fund for launching the research project and residual 50% or balance of fund for completion. If there is unused funding after the research project is completed, it should be returned to the EOC with the final report.
3. Successful applicants should be required to submit self-evaluation progress/final reports in accordance with a set format, plus a financial report upon project completion. For project duration exceeding 6 months, a quarterly written update of progress to the EOC monitoring staff should be undertaken. The copyright for these funded research project reports should be shared between the grantee and the EOC. When publication is made, the Commission as the sponsoring organization should be acknowledged.

Points to Note

1. Successful applicants should be responsible for compliance with the provisions of the intellectual property laws of Hong Kong. On collecting personal data for the research projects, the grantees are also liable for complying with the provisions of the Personal Data (Privacy) Ordinance. The approved research project shall be performed in compliance with all applicable laws, enactments, orders, regulations, codes of practice and other similar instruments.
2. Successful applicants should indemnify the EOC in full against all claims, demands, actions, costs, expenses, losses and damages arising from or incurred or paid by the EOC as a result of or in connection with breach of any warranty in relation to the activities of the research projects.
3. If there are significant changes to the details of the approved research project, the organization concerned should advise the EOC of the changes in writing. If the EOC is not satisfied with the explanation, it has the authority to rescind the approval and request the organization concerned to provide a refund to the EOC.

**Funding Programme of Research Projects on
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Application Form

**Part A : Please type on this form which can be downloaded from the EOC website at
www.eoc.org.hk**

1. Name of organization/group *

(in Chinese) : _____

(in English)[†] : _____

Website (if any) : _____

2. Description of the organization/group * : _____

Mission / Objectives : _____

Main source of income : _____

No. of staff or club members : _____

3. Name of project :

(in Chinese): _____

(in English): _____

4. Objectives and themes : _____

5. Ordinance(s) or EO topic(s) related to the project :

Sex Discrimination Ordinance

Disability Discrimination Ordinance

Family Status Discrimination Ordinance

Race Discrimination Ordinance

EO topic(s) _____

* Please delete where appropriate.

[†] The name used in bank accounts.

6. Expected results and effectiveness of the project (List main points only and provide details in Part B.) :

7. Undertaking of the project (List main points only and provide details in Part B) :

8. Total estimated expenditure : _____

9. Amount requested from the Funding Programme of Research Projects on Equal Opportunities : _____

10. Person-in-charge of the project :

Name (in Chinese) : _____ *先生/女士/博士

(in English) : _____ *Mr./Ms./Dr.

Position : _____

Name of organization : _____ (in Chinese)

_____ (in English)

Address of organization : _____

Telephone no. : _____ Fax no. : _____

E-mail address : _____

Signature : _____ Date : _____

Part B : Please use A4 (21cm x 29.7 cm) paper to provide details for the following items and send it together with Part A and a copy of the organization's registration document to the Equal Opportunities Commission. Please provide 3 copies of all the application documents.

1. An overview of your organization's activities in topics of equal opportunities in the past two years.
2. Details of the project requiring EOC funding: name, objectives, rationale in undertaking, detailed content, timeline, expected outcomes/deliverables.
3. Estimated budget includes: (i) estimated sources of funds; and (ii) estimated expenditure of individual items (please list the unit price and quantity of each expenditure item).
4. Expected impact(s) of the project and the evaluation method(s).
5. Any information relevant to the application (e.g., track record of publications).
6. Please limit the writing to ten A4 pages.

The completed application documents should be sent to Equal Opportunities Commission, 19/F., Cityplaza Three, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong (Attention: Ms Tso) (Enquiries : 2106-2255).

Personal Information Collection

All the personal data collected in this application form will only be used for the purpose of assessing funding application and matters related to this purpose. The concerned parties have rights to request access to and correction of their personal data. Such requests should be submitted in writing to the Commission's Policy and Research Unit at the EOC address.

Guidelines for the Use of Funding

(1) Fixed Assets

Funds allocated to the project should not be used for purchasing fixed assets, for example, computers or furniture.

(2) Publicity

The subsidy provided by the EOC for publicity generally would not exceed 15% of the total approved budget.

(3) Purchase of materials and services

The following procedures when purchasing materials and services should be adhered to:

- obtain more than one quotation for an individual item which costs more than \$1,000 or service which costs more than \$6,000;
- contact at least 3 vendors/contractors if an individual item costs more than \$10,000;
- generally the lowest quotation should be chosen.

(4) Insurance

The EOC encourages the organization to purchase third party insurance for the project.

(5) Souvenirs

For better use of resources, souvenirs should not be included as expenses in the proposed budget. When it is deemed a justifiable necessity, the EOC will provide standardized souvenirs for funded organizations to give away at public events.

(6) Allowance for voluntary workers

There should be an appropriate proportion of voluntary workers for all activities. Voluntary workers should not receive emolument except for travel and meal allowances.

Proposed allowance for voluntary workers:

Half day: \$20-\$30 (travel allowance)

Full day: \$40 -\$60 (including travel and meal allowances)

(7) **Allowance for staff responsible for organizing the activities**

The EOC generally will not subsidize the salary expenditure of the funded organization. However, special consideration may be given to short-term or temporary workers employed on a one-off basis. If a worker is already employed by the organization and not a special recruit for the funded project, the EOC will not provide funding for any extra allowances.

(8) **Others**

The organization should acknowledge the EOC's sponsorship where appropriate, for example, on the promotional materials or publications.

When taking the specific community needs into consideration, organizations are encouraged to adopt an environmentally-friendly approach in deciding the volume of printed materials and amount of souvenirs.

The actual amount of funding provided by the EOC will depend on individual circumstances, nature of the research project and the total amount of all applications.

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Format of Project Report

Please provide the following information at the end of the Progress / Final Report:

Name of the Person-in-charge : *(Mr./Ms/Dr.) _____

Name of Organization / Group* : _____

Position : _____ Contact Number : _____

Signature : _____ Date : _____

*Please delete where appropriate

Progress Report

1. Please submit at least a Progress Report in undertaking the project. For project duration exceeding 6 months, a quarterly written update of progress to the EOC monitoring staff should be submitted with reference number, name and objectives of the project attached.
2. Please provide an account of advancement achieved and/or any deliverables for consideration. Please limit the writing to 3-5 A4 pages, excluding the deliverables (if any).

Final Report

3. Please submit a Final Report upon completion of the project. The document should be prepared with reference number, name and objectives of the project attached.
4. Please provide all deliverables of the funded project including one or more of the following: research report, press release, forum/ seminar/ conference, and/or publication in newsletters, newspapers, journals and even blogs.

5. Please provide an overall evaluation on the project (writing should be limited to 10-15 A4 pages, excluding the deliverables), which includes the following:

- Experience and achievements in carrying out the project,
- Limitations and difficulties encountered,
- Solutions for overcoming the difficulties,
- Points to note in carrying out future projects on equal opportunities, and
- Key recommendations for EOC

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Financial Report for the Project

(To be filled in and signed by the person-in-charge of the organization / group, that is, the person-in-charge to handle all income and expenditure.)

1. Reference number of the project: _____

2. Name of the project : _____

3. Balance Sheet

Income	
Item	Amount (HKD)
<ul style="list-style-type: none"> - Advance payment from the EOC - Income from the participants (if applicable) - Contribution from the organization itself (if applicable) - Amount to be reimbursed (if applicable) 	
Total	
Expenditure	
Item	Amount (HKD)
Total	

Notes:

- The amount to be reimbursed should be equal to the total funding amount minus the advance payment, income from the participants and contribution from the organization itself. (If the amount is negative, then it will be the amount to be returned to the EOC)
- The sum of advance payment and reimbursement should not exceed the total funding amount.
- The total amount of income should be equal to the total amount of expenditure.

4. Financial Arrangement

Total amount of funding	HKD _____
Advance payment from the EOC	HKD _____
Total amount of expenditure (Relevant receipts are enclosed)	HKD _____
Amount to be reimbursed	HKD _____
(or the net amount to be returned to the EOC	HKD _____)

5. This is to certify that :

- (1) the above information is correct;
- (2) the funded project has been completed;
- (3) the relevant activities are reasonable and necessary for carrying out the project;
- (4) all expenditures are spent on the approved project; and
- (5) no monetary interest is obtained from the above project.

6. Please issue a crossed cheque for reimbursement made payable to (if applicable)

(Please write the name of the account holder in English)

Signature : _____ Name : *(Mr./Ms./Dr.)_____

Date : _____ Contact Number : _____

Name of the Organization / Group* : _____

Address of the Organization / Group* : _____

* Please delete where appropriate