Application no.

 (to be filled in by the EOC)

Application Form for Community Participation Funding Programme

on Equal Opportunities

Part A : Please type on this form which can be downloaded from the EOC website at [www.eoc.org.hk](http://www.eoc.org.hk)

1. Name of \*organisation/group

(in Chinese) :

Δ (in English) :

Website (if any) :

1. Description of the \*organisation/group :

Mission / Objectives :

Main source of income :

No. of members :

1. Name of project :
(in Chinese):
(in English):

\* Delete where appropriate.

Δ The name should be the same as the name used in bank accounts.

1. Objectives and themes :

1. Target audience and district :

1. Ordinance/s related to the project :
* Sex Discrimination Ordinance
* Disability Discrimination Ordinance
* Family Status Discrimination Ordinance
* Race Discrimination Ordinance
1. Expected results and effectiveness of the project (List main points only and provide details in Part B.) :

1. Scope of participation:

 🞏 For members only 🞏 Open to the public

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

10. \* Expected no. of participants :

🞏 performers / speakers person(s)

🞏 audience person(s)

🞏 participants person(s)

🞏 volunteers / workers person(s)

🞏 guests person(s)

🞏 others person(s)

11. Proposed dates of activities :

1. Total estimated expenditure :
2. Amount requested from the Community Participation Funding Programme on Equal Opportunities:
3. Sponsorship \*has/has not been granted under Community Participation Funding Programme on Equal Opportunities. If sponsorship has been granted, please specify the year and name of the project :

1. Person-in-charge of the project :

Name (in Chinese) : \*先生／女士／小姐

Name (in English) : \*Mr./ Mrs./ Ms. / Miss

Position :

Organisation address (in Chinese):

(in English):

Telephone no. :

Facsimile no. :

E-mail address (if any) :

Date : Signature :

16. Person-in-charge of the organisation (who is responsible for monitoring this project and, if applicable, return of unused funds to the EOC) :

Name (in Chinese) : \*先生／女士／小姐

Name (in English) : \*Mr./ Mrs./ Ms. / Miss

Position :

Name of organisation :

Organisation address (in Chinese):

(in English):

Telephone no. :

Facsimile no. :

E-mail address (if any) :

Date : Signature :

Part B : Please use A4 (21 cm 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 2 copies of all the application documents.

1. An overview of your organization’s activities in promoting equal opportunities in the past two years.
2. Details of the project requiring EOC funding:

The name, objectives, rationale, detailed content, date and time, target audience, number of participants, and venues of the activities.

1. Estimated budget including :
2. Sources of funds :
3. fees to be collected from participants
4. funds from the organisation itself
5. amount requested from the EOC
6. Estimated expenditure of individual items of the whole project, and the items to be funded by the EOC. (Please list the unit price and quantity of each expenditure item.)
7. Publicity strategies for the project.
8. Expected impact of the project and the evaluation method(s).

List the expected results and effects of the project, and explain in detail the evaluation method and its rationale.

Note: Applications with incomplete information may not be considered.

1. Other remarks.

The completed application documents should be sent to the office of the Equal Opportunities Commission at 16/F, 41 Heung Yip Road,Wong Chuk Hang, Hong Kong (Enquiries : 2511-8211).

**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 Corporate Communications Manager 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 and the Opening Ceremony**

The subsidy provided by the EOC for publicity generally would not exceed 15% of the total approved budget. Moreover, the subsidy for the opening ceremony of the project would not exceed 10% of the total approved budget.

**(3) Purchase of materials, equipment and services**

Organisers should adhere to the following procedures when purchasing materials and services:

* 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 organisation should choose the lowest quotation.
1. **Insurance**

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

**(5) Souvenirs**

For better use of resources, the EOC will provide standardized souvenirs for funded organisations to give away at public events. Only under special circumstances will organisations be funded to make special souvenirs. If the organisation plans to print its name, logo or other wordings on the special souvenirs, an acknowledgement of the Equal Opportunities Commission’s sponsorship should also be printed on the souvenirs.

**(6) Sponsorship and Acknowledgement**

The organisation should acknowledge the EOC’s sponsorship where appropriate, for example, on the promotional leaflets, posters, banners and exhibition boards.

**(7) Others**

1. In general, organizations’ routine activities, carnivals and open days would not be funded unless they are a part of a series of activities creating a synergy effect for the whole project.
2. When taking the specific community needs into consideration, organizations are encouraged to also adopt an environmentally-friendly approach in deciding the volume of printed materials and amount of souvenirs.

**Expenditure Limit for Individual Items**

**1. Prizes and Souvenirs**

For each competition, prizes could be provided to the champion, the first runner-up, the second runner-up as well as for meritorious performance.

The funding for the prizes for each competition (including the champion, the first and second runners-up) should not exceed 10% of the total funding. Prizes should not be in the form of cash or something that could be converted into money (e.g. gift vouchers issued by banks).

The maximum spending on souvenirs for guests should not exceed $100 each.

**2. 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. Organisers could consider increasing the proportion of voluntary workers if the participants have special needs (e.g. persons with disabilities).

Proposed allowance for voluntary workers:

half day: $50 (travel allowance)

full day: $100 (including travel and meal allowances)

**3. Allowance for staff responsible for organising the activities**

The EOC generally will not subsidize the salary expenditure of the funded organisation. 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 organisation and not a special recruit for the funded project, the EOC will not provide funding for any extra allowances.

**4. Training camps including leadership and skills training camp, working camp, volunteer training camp etc.**

The maximum meal allowance for each person is $48, irrespective of the number of days (regardless of whether it is two days and one night or three days and two nights, the allowance is $48);

The maximum spending on other items for each person is $39 per day.

Maximum amount = (Meal allowance $48 x Number of people) + (Other allowance $39 x Number of people x Number of days)

**5. Allowance for instructor fee**

Funded organisations may recruit instructors for conducting classes and workshops for participants of funded projects. The maximum allowance for instructor fee is $400 per hour.

**6. Production of exhibition boards**

Organisations are encouraged to borrow exhibition boards on anti-discrimination ordinances, free of charge, from the EOC. Where there is a special need, organisations could apply for funding to produce new exhibition boards. The maximum amount of funding for each of the custom-made exhibition board is $600, and the maximum amount of funding for exhibition boards is $6,000 (for 10 boards).

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

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