

To: Officer-in-charge, Community Participation Funding Programme on Equal Opportunities
Equal Opportunities Commission
16/F, 41 Heung Yip Road, Wong Chuk Hang, Hong Kong

Acceptance and Undertaking Form

Project title: _____ (“the Project”)

Reference number: _____

(To be signed by Person-in-charge of the organisation)

On behalf of _____ (Name of organisation) I accept a conditional grant of HK\$_____ (“Project Funds”) from the Equal Opportunities Commission (“EOC”) under the Community Participation Funding Programme on Equal Opportunities 2023-24 to carry out the Project. We understand that the grant of Project Funds is conditional upon our fulfilment of all the requirements as set out in this Form, the Guidelines for Applications and the Annexes to the EOC’s letter dated _____.

We accept and agree to be bound by all the terms and conditions as set out in this Form, the Guidelines for Applications and the Annexes to your letter dated _____, and undertakes to use the Project Funds in strict accordance with the budget as follows:

Items (To be filled in by EOC upon CPPC’s approval of the project and budget)	Amount (HKD)
Total:	

Name of Person-in-charge of the organisation: _____ (Mr / Ms / Miss / Mx*)

Position: _____

Name of organisation: _____

Telephone: _____ Email: _____

Address of organisation: _____

Signature: _____ Stamp of organisation: _____

Date: _____

*Delete as appropriate

Community Participation Funding Programme on Equal Opportunities
Conditions for Funding (2023-24)

1. The grant of funds by the Equal Opportunities Commission (“EOC”) for the implementation of the Project is subject to the terms and conditions set out in the Guidelines for Applications and the Annexes attached to the EOC’s letter dated _____ (“Result Notification”). This Annex is not an exhaustive list of the terms and conditions applicable to the EOC’s funding support.
2. The Guidelines for Applications can be downloaded from the EOC website:
<https://www.eoc.org.hk/en/news-and-events/events-and-programmes/eoc-events/community-participation-funding-programme>

Project Completion Date

3. The Project must be completed by _____. Prior and written approval must be sought from the EOC for any change to the project completion date (see paragraph 6).

Budget and Project Variations

4. In no circumstances will the EOC increase the total amount of funding for the Project as set out in the Result Notification.
5. Prior and written approval must be sought from the EOC using the **Budget Variation Request Form (Annex 5)** for any change to the approved budget, unless the change involves solely a variation of a budgeted expenditure item within 10% of the originally approved amount.
6. Prior and written approval must be sought from the EOC using the **Project Amendment Request Form (Annex 7)** for any change to the approved project, including but not limited to: (a) changes in the implementation timeline; (b) changes in the publicity plan; and (c) changes in the nature, content, size or scope of any activity under the Project.
7. Requests for approval falling within paragraphs 5 and 6 shall be made in writing to the EOC at least 14 working days before the proposed variation is intended to take effect.

Personnel Change

8. Prior and written notice must be given to the EOC using the **Personnel Change Form (Annex 8)** for any change of the Project Coordinator or Person-in-charge of the organisation. The Form must be submitted to the EOC at least 14 working days before the proposed change takes effect.

Publicity Materials

9. All publicity materials and articles related to the Project must include: (a) the statement, “This project is funded by the Equal Opportunities Commission”; and (b) the disclaimer, “The content herein does not necessarily reflect the views of the Equal Opportunities Commission.”
10. The EOC’s logo should be featured alongside the statement under paragraph 9(a) as far as practicable.
11. To ensure compliance with the requirements under paragraphs 9 and 10, a copy of all publicity materials and articles related to the Project must be submitted to the EOC for review and approval at least 14 working days before they are made public or available to the participants of relevant activities.

Activity Observation

12. Written notice must be given to the EOC of the date, time and venue of all the activities under the Project at least 14 working days before each activity is held. The **Event Invitation Form (Annex 6)** must be used.
13. The EOC and its authorised representatives may participate in any activities under the Project as observers, and may also conduct visits to the venues of the activities. The EOC may, but is not obliged to, give prior notice of such participation and visits.

Reporting Requirements

14. The **First Progress Report (Annex 9)** must be submitted to the EOC within one (1) month of the date indicated on the duly signed Acceptance and Undertaking Form.
15. The **Interim Progress Report (Annex 10)** must be submitted within three (3) months of the date of submission of the First Progress Report (as indicated on the First Progress Report), unless the project has been completed before the Interim Progress Report is due.

16. The **Final Project Report (Annex 11)** and **Financial Report (Annex 12)** must be submitted within two (2) months of the project completion date. The **Guidelines for Preparing the Financial Report (Annex 13)** must be strictly observed.

Termination of Funding

17. In the event of non-compliance with any of the requirements, terms and conditions set out in the Guidelines for Applications and the Annexes attached to the Result Notification, the EOC reserves the right to terminate its funding support and demand the immediate return of any funds already advanced for the implementation of the Project.

Others

18. Successful applicants under the Community Participation Funding Programme on Equal Opportunities shall comply with all the applicable laws, rules and regulations of the Hong Kong Special Administrative Region in carrying out the approved project.
19. Notwithstanding any funding approved by the EOC and without prejudice to other rights, claims or remedies of EOC under the Guidelines for Applications, the EOC may at its absolute discretion immediately terminate its funding support as stipulated in the Result Notification or any reduced funding support as decided by the EOC at any stage of the Project, upon the occurrence of any of the following events:-
 - a) the successful Applicant (whether as sole applicant or one of the joint applicants) has engaged or is engaging in acts or activities that are likely to constitute or cause the occurrence of offences endangering national security or would otherwise be contrary to the interest of national security;
 - b) the continued granting of funding support to the successful Applicant or the continued performance of the approved project is contrary to the interest of national security;
 - c) the termination is in the interest of national security;
 - d) the EOC reasonably believes that any of the events mentioned above is about to occur.

Upon EOC's termination of its funding support, the successful Applicant shall immediately return to the EOC the full amount of any funds already advanced or disbursed to the successful Applicant.

20. Under no circumstances shall the EOC or any of its employees or agents be liable for any injury (including death) or any loss, deficit, damage or liability incurred out of or arising from the Project.

To: Officer-in-charge, Community Participation Funding Programme on Equal Opportunities
Equal Opportunities Commission
16/F, 41 Heung Yip Road, Wong Chuk Hang, Hong Kong

Advance Payment Request Form

Project Reference No: _____

Our organisation would like to apply for an advance payment of HK\$_____ for organising the project titled _____.

We understand and agree to the following:

- (a) The advance payment is capped at 35% of the total amount of funds stipulated in your Result Notification Letter dated _____.
- (b) The Equal Opportunities Commission (EOC) will not consider issuing any advance payment unless and until we have completed and submitted the First Progress Report (Annex 9) to the EOC's satisfaction;
- (c) The EOC will not consider issuing any advance payment unless and until we have completed all our project(s) and complied with all reporting requirements under previous editions of the Funding Programme (if applicable);
- (d) This Form shall be completed by the Person-in-charge of the Organisation as specified in our application (or the Personnel Change Form, if applicable); and
- (e) The Project Coordinator as specified in our application (or the Personnel Change Form, if applicable) shall be responsible for monitoring the use of funds and handling matters related to the income and expenditure of this project.

Please issue the payment by mailing a crossed cheque to the address of our organisation. The cheque should be payable to:

(Please write the payee's name in English block letters, which should be the same as the name of the organisation as shown in the registration document included in your project application.)

Name: _____ (Mr / Ms / Miss / Mx*) Position: _____

Name of organisation: _____

Telephone: _____ Email: _____

Address of organisation: _____

Signature: _____ Stamp of organisation: _____

Date: _____

*Delete as appropriate

To: Officer-in-charge, Community Participation Funding Programme on Equal Opportunities
Equal Opportunities Commission
16/F, 41 Heung Yip Road, Wong Chuk Hang, Hong Kong

Community Participation Funding Programme on Equal Opportunities

Acknowledgement Receipt for Advance Payment

Project Reference No: _____

(To be completed by the Person-in-charge of the Organisation)

On behalf of _____ (Name of organisation), I hereby acknowledge that we have received a cheque of HK\$ _____ (cheque number: _____) issued by the Equal Opportunities Commission (EOC) as the advance payment for us to implement the project titled _____.

The project completion date will be no later than: _____ (DD/MM/YYYY). In expending the funds, we understand and agree to comply with all the requirements, terms and conditions set out in the Guidelines for Applications and the Annexes to your letter dated _____ (“Terms and Conditions”). We undertake to return the advance payment immediately to the EOC upon any failure to comply with the Terms and Conditions as and when required by the EOC.

Name: _____ (Mr / Ms / Miss / Mx*) Position: _____

Name of organisation: _____

Telephone: _____ Email: _____

Address of organisation: _____

Signature: _____ Stamp of organisation: _____

Date: _____

*Delete as appropriate

To: Officer-in-charge, Community Participation Funding Programme on Equal Opportunities
Equal Opportunities Commission (EOC)
16/F, 41 Heung Yip Road, Wong Chuk Hang, Hong Kong

Community Participation Funding Programme on Equal Opportunities
Budget Variation Request Form

Project Reference No: _____

Project Title: _____

Project Completion Date will be no later than: _____ (DD/MM/YYYY)

Income		
Item	Amount (HKD)	
	Budget approved by EOC	Revised Budget
- Advance payment from the EOC (if any) - Income from the participants (if any) - Contribution from the organisation itself - Amount to be reimbursed		
Total		
Expenditure		
Item	Amount (HKD)	
	Budget approved by EOC	Revised Budget
Total		

Justifications for the proposed variation(s): (Use separate sheets if needed)

Points to note:

1. Prior approval from the EOC must be sought with this Form for any change to the approved budget, unless the change involves solely a variation of a budgeted expenditure item within 10% of the originally approved amount. In no circumstances will the EOC increase the total amount of funding for the project as set out in its letter dated _____.
2. This Form must be submitted to the EOC at least 14 working days before the proposed variation is intended to take effect.
3. If any variation is made to the approved budget without the EOC's prior approval, the EOC may, without any prejudice to the rights, claims or remedies it may have, terminate its funding support or reduce the amount of funding for the project.

Name: _____ (Mr / Ms / Miss / Mx*) Position: _____

Name of organisation: _____

Telephone: _____ Email: _____

Address of organisation: _____

Signature: _____ Stamp of organisation: _____

Date: _____

*Delete as appropriate

For official use by EOC only:

Checked by: _____ Approved by: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Remarks:

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To: Officer-in-charge, Community Participation Funding Programme on Equal Opportunities
Equal Opportunities Commission (EOC)
16/F, 41 Heung Yip Road, Wong Chuk Hang, Hong Kong

Community Participation Funding Programme on Equal Opportunities
Activity Invitation Form

(This Form should be submitted to the EOC at least 14 working days before the date the activity commences.)

Project Reference No: _____

Project Title: _____

Our organisation would like to invite representatives of the EOC to attend an activity under the project, with details as follows: (Use separate sheets if needed)

Date: _____ Time: _____

Venue: (English) _____

(Chinese) _____

Name of the activity: _____

Objective of the activity: _____

Rundown of the activity: _____

Target number of participants: _____

Number of volunteers (if applicable): _____

Role of EOC representative: Observation Others: _____

Suggested arrival and departure time for EOC representative: _____

Name of contact person on the day of the activity: _____

Mobile number of contact person on the day of the activity: _____

Contact number / email for public enquiries (if applicable): _____

Is the event open to the public? Yes No

Will any media be invited to the event? Yes No

I hereby agree that the attending EOC representative(s) may take photographs and videos during the activity (“Materials”) and publish any part thereof on social media platforms, including but not limited to Instagram, Facebook and LinkedIn. I understand that the participants and personnel members involved in the activity may be visible or recognisable in the Materials. Our organisation undertakes to indemnify the EOC against all loss, claims, demands, damages, costs, expenses and liabilities arising from or in connection with the use of any such Materials for publicity or any other purpose.

Name: _____ (Mr / Ms / Miss / Mx*) Position: _____

Name of organisation: _____

Telephone: _____ Email: _____

Address of organisation: _____

Signature: _____ Stamp of organisation: _____

Date: _____

Please check the appropriate box

* Delete as appropriate

To: Officer-in-charge, Community Participation Funding Programme on Equal Opportunities
Equal Opportunities Commission (EOC)
16/F, 41 Heung Yip Road, Wong Chuk Hang, Hong Kong

Community Participation Funding Programme on Equal Opportunities
Project Amendment Request Form

Project Reference No: _____

Project Title: _____

Proposed amendments: (Use separate sheets if needed)

Points to note:

1. Prior approval from the EOC must be sought with this Form for any change to any part or aspect of the project as originally proposed in the application, including but not limited to: (a) changes in the implementation timeline; (b) changes in the publicity plan; and (c) changes in the nature, content, size or scope of any activity under the project.
2. This Form must be submitted to the EOC at least 14 working days before the proposed amendment is intended to take effect.
3. If any amendment is made to the project without the EOC's prior approval, the EOC may, without any prejudice to the rights, claims or remedies it may have, terminate its funding support or reduce the amount of funding for the project.

Name: _____ (Mr / Ms / Miss / Mx*) Position: _____

Name of organisation: _____

Telephone: _____ Email: _____

Address of organisation: _____

Signature: _____ Stamp of organisation: _____

Date: _____

*Delete as appropriate

For official use by EOC only:

Checked by: _____ Approved by: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Remarks:

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To: Officer-in-charge, Community Participation Funding Programme on Equal Opportunities
Equal Opportunities Commission (EOC)
16/F, 41 Heung Yip Road, Wong Chuk Hang, Hong Kong

Community Participation Funding Programme on Equal Opportunities

Personnel Change Form

(This Form must be submitted to the EOC at least 14 working days before the proposed change takes effect.)

Project Reference No: _____

Project Title: _____

Personnel member to be replaced: Project Coordinator / Person-in-charge of the organisation*

Name: _____

The personnel member above would be replaced with the following person:

Name: _____ (Mr / Ms / Miss / Mx*)

Position: _____

Tel No.: _____

Email: _____

Address: _____

With effect from: _____ (DD/MM/YYYY)

Signature of new personnel: _____

Reason(s) for the change:

To be completed by current Person-in-charge of the organisation:

Our organisation undertakes to ensure that the new personnel member will be informed of all the details of the project, as well as the requirements, terms and conditions set out in the Guidelines for Applications and the Annexes to your letter dated _____, before the proposed change takes effect.

Name: _____ (Mr / Ms / Miss / Mx*) Position: _____

Name of organisation: _____

Tel No.: _____ Email: _____

Address of organisation: _____

Signature: _____ Stamp of organisation: _____

Date: _____

*Delete as appropriate

To: Officer-in-charge, Community Participation Funding Programme on Equal Opportunities
Equal Opportunities Commission (EOC)
16/F, 41 Heung Yip Road, Wong Chuk Hang, Hong Kong

Community Participation Funding Programme on Equal Opportunities
First Progress Report (2023-24)

(The First Progress Report should be submitted to the EOC within one (1) month of the date provided by your organisation on the duly signed Acceptance and Undertaking Form.)

Project Reference No: _____

Project Title: _____

Details of preparation work already completed¹: (Use separate sheets if needed)

	Preparation Work	Date and time	Venue
1.			
2.			
3.			

¹ Preparation work may include but is not limited to: designing and/or publishing publicity materials; recruiting temporary workers, instructors, speakers, volunteers, etc. for the approved project; contacting relevant organisations to secure support or collaboration opportunities; contacting schools to arrange visits; booking venues for activities; drafting content for training workshops; drafting rules and other details for competitions; obtaining quotations for goods and services covered in the budget, etc.

Details of activities / work to be conducted: (Use separate sheets if needed)

	Activity / Work	Date and time	Venue
1.			
2.			
3.			

Name: _____ (Mr / Ms / Miss / Mx*) Position: _____

Name of organisation: _____

Telephone: _____ Email: _____

Address of organisation: _____

Signature: _____ Stamp of organisation: _____

Date: _____

*Delete as appropriate

For official use by EOC only:

Checked by: _____ Endorsed by: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Remarks:

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To: Officer-in-charge, Community Participation Funding Programme on Equal Opportunities
Equal Opportunities Commission (EOC)
16/F, 41 Heung Yip Road, Wong Chuk Hang, Hong Kong

Community Participation Funding Programme on Equal Opportunities
Interim Progress Report (2023-24)

(The Interim Progress Report should be submitted to the EOC within three (3) months of the date provided by your organisation on the First Progress Report, unless the project has been completed before the Interim Progress Report is otherwise due.)

Project Reference No: _____

Project Title: _____

Details of activities / preparation work completed: (Use separate sheets if needed)

	Activity / work (please give a clear description)	Date and time	Venue	Number of Participants (excluding staff, speakers and volunteers)
1.				
2.				
3.				

Details of activities / work to be conducted: (Use separate sheets if needed)

	Activity / Work	Date and time	Venue
1.			
2.			
3.			

Name: _____ (Mr / Ms / Miss / Mx*) Position: _____

Name of organisation: _____

Telephone: _____ Email: _____

Address of organisation: _____

Signature: _____ Stamp of organisation: _____

Date: _____

*Delete as appropriate

For official use by EOC only:

Checked by: _____ Endorsed by: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Remarks:

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Community Participation Funding Programme on Equal Opportunities
Final Project Report (2023-24)

1. The original copy of the Final Project Report should be submitted by post to the Equal Opportunities Commission (EOC) office **within two (2) months of the project completion date.**
2. The Final Project Report consists of: Part A (Overall Evaluation); Part B (Publicity); Part C (Activity Attendance Record); and Part D (Participant Survey). Please ensure that your submission includes all four Parts and relevant supporting documents required thereunder, e.g. photographs of each activity held under the project, samples of publicity materials, original copies of questionnaires completed by participants, etc.
3. Failure to submit the Final Project Report by the deadline may result in the EOC's decision to terminate its funding support and demand the immediate return of any funds already advanced to your organisation.
4. In reviewing the Final Project Report submitted by your organisation, the EOC may require your organisation to provide supplementary information, materials or documents by post or by email before a specified deadline. Failure to comply may result in the EOC's decision to terminate its funding support and demand the immediate return of any funds already advanced to your organisation.
5. Once submitted to the EOC, the Final Project Report will not be returned to your organisation. Please make copies in advance for your own retention.

Community Participation Funding Programme on Equal Opportunities

Final Project Report (2023-24)

Part A: Overall Evaluation

1.	Project ref. no.:	
2.	Project title:	(Chinese) (English)
3.	Name of organisation:	(Chinese) (English)
4.	Project objectives:	
5.	Details of the project: (use separate sheets if needed) Please list in chronological order all the deliverables / activities completed under the project, providing details on <u>each</u> deliverable / activity which should include, but are not limited to, the name of the activity, objective, date, time, venue, rundown, content, speaker / instructor profiles (if applicable), etc. For <u>each</u> activity, please attach photographs and indicate clearly when and where they were taken. For print publications <u>not</u> related to publicity materials (e.g. booklets, guidelines, toolkits, etc.), please attach <u>two</u> hard copies and provide a list of all the locations / activities at which the publication has been distributed, the date(s) of distribution, and the quantity distributed at each location / activity.	

<p>6.</p>	<p>Key Performance Indicators and Outcomes:</p> <p>Please state below the Key Performance Indicators and Expected Outcomes as specified in your application, and explain how they have been achieved / exceeded.</p> <p>For <u>each</u> Expected Outcome that has <u>not</u> been met, please provide an explanation.</p>
<p>7.</p>	<p>Issues / difficulties encountered and how you have addressed them:</p>
<p>8.</p>	<p>Improvements your organisation can make for similar projects in the future:</p>
<p>9.</p>	<p>Any other reflections and recommendations:</p>

Community Participation Funding Programme on Equal Opportunities

Final Project Report (2023-24)

Part B: Publicity

Project ref. no.: _____ Name of organisation: _____

Project title: _____

Please attach the following materials if applicable:

Items	Applicable?*
Sample of poster	<input type="checkbox"/>
Sample of promotional flyer / leaflet	<input type="checkbox"/>
Photographs of promotional banners / standees	<input type="checkbox"/>
Photographs of exhibits / exhibition panels	<input type="checkbox"/>
Photographs of backdrops	<input type="checkbox"/>
Sample of admission ticket or game stall ticket	<input type="checkbox"/>
Printout of webpages	<input type="checkbox"/>
Printout of social media pages / posts / ads	<input type="checkbox"/>
News clippings and summary of media coverage	<input type="checkbox"/>
Others (Please specify) :	<input type="checkbox"/>
.....	
.....	

*Please put a “✓” in the appropriate box(es).

Community Participation Funding Programme on Equal Opportunities

Final Project Report (2023-24)

Part C: Activity Attendance Record

Project ref. no.: _____ Name of organisation: _____

Project title: _____

(Use separate sheets if needed)

Name of activity	Date and time	Target no. of participants (T)^{*^}	Actual no. of participants (A)[^]	No. of volunteers	No. of staff members	Participation rate (A/T x 100%)[#]

* As stated in the application

[^] Excluding the number of volunteers and staff members

[#] Please explain the reasons in a separate sheet if the rate is lower than 70%

Community Participation Funding Programme on Equal Opportunities

Final Project Report (2023-24)

Part D: Participant Survey

1. For each activity held under the project, copies of the Questionnaire (as shown on the next page) should be distributed to the participants and collected after completion.
2. The section “Summary and Analysis of Participants’ Responses” must be completed as part of the Final Project Report based on data collected from the questionnaires.
3. Original copies of the completed questionnaires must also be submitted to the EOC as part of the Final Project Report.

If copies of the Questionnaire were not distributed to the participants of any activity held under the project, justification must be provided below. The EOC is not obliged to accept the justification, and reserves the right to terminate its funding support and demand an immediate return of any funds advanced to your organisation under the Funding Programme if it is not satisfied with the justification. (Use separate sheets if needed.)

Name of activity: _____

Date and time: _____

Venue: _____

Justification(s) for not distributing the Questionnaire:

*(To be completed by the **Project Coordinator** in advance)*

Project title: _____ Project ref. no.: _____
 Name of activity: _____ Date of activity: _____
 Objective of activity: _____

Questionnaire

*(To be completed by the **Participant**)*

Your age is: Below 13 13–17 18–24
 25–34 35–54 55–64
 65 or above

Please put a "✓" in the appropriate boxes

		Strongly agree		Strongly disagree	Not applicable
1.	I find the funded activity satisfactory.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	The activity was educational.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	The activity was fun.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	The activity was interactive.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	I learned something new about the anti-discrimination laws.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	I learned something new about a different community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	I learned something useful.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	The activity was relevant to the objective stated above.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	The activity was relevant to the theme of equal opportunity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	The staff / volunteers were friendly and helpful.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	The speakers / instructors made their points clearly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12. Do you think this activity needs to be improved?
 No
 Yes (If yes, please specify: _____)

13. Will you consider participating in a similar activity in the future?
 Yes
 No (If no, please explain: _____)

14. Other comments:

Summary and Analysis of Participants' Responses

	Activity 1	Activity 2	Activity 3	Activity 4	Activity 5
Name and objective of activity					
No. of participants					
No. of returned questionnaires (%)	(%)	(%)	(%)	(%)	(%)

		Activity 1	Activity 2	Activity 3	Activity 4	Activity 5
Age	below 13:	(%)	(%)	(%)	(%)	(%)
	13-17:	(%)	(%)	(%)	(%)	(%)
	18-24:	(%)	(%)	(%)	(%)	(%)
	25-34:	(%)	(%)	(%)	(%)	(%)
	35-54:	(%)	(%)	(%)	(%)	(%)
	55-64:	(%)	(%)	(%)	(%)	(%)
	65 or above:	(%)	(%)	(%)	(%)	(%)

		Activity 1	Activity 2	Activity 3	Activity 4	Activity 5
1. I find the funded activity satisfactory.	Not applicable	(%)	(%)	(%)	(%)	(%)
	Strongly agree	(%)	(%)	(%)	(%)	(%)
	Agree	(%)	(%)	(%)	(%)	(%)
	Disagree	(%)	(%)	(%)	(%)	(%)
	Strongly disagree	(%)	(%)	(%)	(%)	(%)
2. The activity was educational.	Not applicable	(%)	(%)	(%)	(%)	(%)
	Strongly agree	(%)	(%)	(%)	(%)	(%)
	Agree	(%)	(%)	(%)	(%)	(%)
	Disagree	(%)	(%)	(%)	(%)	(%)
	Strongly disagree	(%)	(%)	(%)	(%)	(%)
3. The activity was fun.	Not applicable	(%)	(%)	(%)	(%)	(%)
	Strongly agree	(%)	(%)	(%)	(%)	(%)
	Agree	(%)	(%)	(%)	(%)	(%)
	Disagree	(%)	(%)	(%)	(%)	(%)
	Strongly disagree	(%)	(%)	(%)	(%)	(%)
4. The activity was interactive.	Not applicable	(%)	(%)	(%)	(%)	(%)
	Strongly agree	(%)	(%)	(%)	(%)	(%)
	Agree	(%)	(%)	(%)	(%)	(%)
	Disagree	(%)	(%)	(%)	(%)	(%)
	Strongly disagree	(%)	(%)	(%)	(%)	(%)
5. I learned something new about the anti-discrimination laws.	Not applicable	(%)	(%)	(%)	(%)	(%)
	Strongly agree	(%)	(%)	(%)	(%)	(%)
	Agree	(%)	(%)	(%)	(%)	(%)
	Disagree	(%)	(%)	(%)	(%)	(%)
	Strongly disagree	(%)	(%)	(%)	(%)	(%)

Annex 11

		Activity 1	Activity 2	Activity 3	Activity 4	Activity 5
6. I learned something new about a different community.	Not applicable Strongly agree Agree Disagree Strongly disagree	(%) (%) (%) (%) (%)	(%) (%) (%) (%) (%)	(%) (%) (%) (%) (%)	(%) (%) (%) (%) (%)	(%) (%) (%) (%) (%)
7. I learned something useful.	Not applicable Strongly agree Agree Disagree Strongly disagree	(%) (%) (%) (%) (%)	(%) (%) (%) (%) (%)	(%) (%) (%) (%) (%)	(%) (%) (%) (%) (%)	(%) (%) (%) (%) (%)
8. The activity was relevant to the objective stated above.	Not applicable Strongly agree Agree Disagree Strongly disagree	(%) (%) (%) (%) (%)	(%) (%) (%) (%) (%)	(%) (%) (%) (%) (%)	(%) (%) (%) (%) (%)	(%) (%) (%) (%) (%)
9. The activity was relevant to the theme of equal opportunity.	Not applicable Strongly agree Agree Disagree Strongly disagree	(%) (%) (%) (%) (%)	(%) (%) (%) (%) (%)	(%) (%) (%) (%) (%)	(%) (%) (%) (%) (%)	(%) (%) (%) (%) (%)
10. The staff / volunteers were friendly and helpful.	Not applicable Strongly agree Agree Disagree Strongly disagree	(%) (%) (%) (%) (%)	(%) (%) (%) (%) (%)	(%) (%) (%) (%) (%)	(%) (%) (%) (%) (%)	(%) (%) (%) (%) (%)
11. The speakers / instructors made their points clearly.	Not applicable Strongly agree Agree Disagree Strongly disagree	(%) (%) (%) (%) (%)	(%) (%) (%) (%) (%)	(%) (%) (%) (%) (%)	(%) (%) (%) (%) (%)	(%) (%) (%) (%) (%)
12. Do you think this activity needs to be improved?	No: Yes: If yes, please specify: (use separate sheets needed)	(%) (%)	(%) (%)	(%) (%)	(%) (%)	(%) (%)
13. Will you consider participating in a similar activity in the future?	No: Yes: If no, please specify: (use separate sheets needed)	(%) (%)	(%) (%)	(%) (%)	(%) (%)	(%) (%)

		Activity 1	Activity 2	Activity 3	Activity 4	Activity 5
14. Other comments from participants	(use separate sheets needed)					

(Ends)

On behalf of _____ (Name of organisation), I confirm that all the information provided in this report is true and accurate.

Name: _____ (Mr / Ms / Miss / Mx*) Position: _____

Name of organisation: _____

Telephone: _____ Email: _____

Address of organisation: _____

Signature: _____ Stamp of organisation: _____

Date: _____

*Delete as appropriate

Community Participation Funding Programme on Equal Opportunities
Financial Report (2023-24)

1. The original copy of the Financial Report should be submitted by post to the Equal Opportunities Commission (EOC) office **within two (2) months of the project completion date.**
2. Failure to submit the Financial Report by the deadline may result in the EOC's decision to terminate its funding support and demand the immediate return of any funds already advanced to your organisation.
3. The Financial Report must be prepared in strict accordance with the Guidelines for Applications and the Guidelines for Preparing the Financial Report. In particular, **all original receipts must be duly certified with signature and organisation stamp by the Person-in-charge of the organisation or the Project Coordinator.**
4. In reviewing the Financial Report submitted by your organisation, the EOC may require your organisation to provide supplementary information, materials or documents by post or by email before a specified deadline. Failure to comply may result in the EOC's decision to terminate its funding support and demand the immediate return of any funds already advanced to your organisation.
5. Once submitted to the EOC, the Financial Report will not be returned to your organisation. Please make copies in advance for your own retention.

Community Participation Funding Programme on Equal Opportunities**Financial Report (2023-24)**

Project ref. no.: _____ Name of organisation: _____

Project title: _____

Balance Sheet

Income				
Item		Amount (HKD)		
		Original budget approved by EOC	Revised budget approved by EOC (if applicable)	Actual Income
- Advance payment from EOC (if any)				
- Income from the participants (if any)				
- Contribution from the organisation itself				
- Amount to be reimbursed				
Total				
Expenditure				
Item	Receipt Serial No. (please assign one to each receipt, e.g. A1.1, B1.2, etc.)	Amount (HKD)		
		Original budget approved by EOC	Revised budget approved by EOC (if applicable)	Actual Expenditure
Total				

Note:

1. The amount of total income should be equal to the amount of total expenditure.
2. The sum of the advance payment from the EOC and the amount to be reimbursed should not exceed the amount of total funding stipulated in the Result Notification letter.

Financial Arrangement

(a) Total amount of funding stipulated in the
Result Notification letter: HKD _____

(b) Total actual expenditure: HKD _____

(c) Advance payment from EOC: HKD _____

(d) Amount to be reimbursed by EOC: HKD _____

Amount to be returned to EOC: HKD _____

Please issue the reimbursement by mailing a crossed cheque payable to:

(Please write the payee's name in English block letters, which should be the same as the name of the organisation as shown in the registration document included in your project application.)

I herein attach a cheque of HKD _____ payable to "**Equal Opportunities Commission**".

(Check the appropriate box)

Declaration (To be signed by Person-in-charge of the organisation)

I have attached all supporting documents as required under the Guidelines for Applications and the Guidelines for Preparing the Financial Report, including but not limited to written quotations and duly certified original receipts. All the information provided above and in the supporting documents is true and correct.

The entirety of the expenditure was expended on implementing the project. In relation to the procurement of goods and/or services for the project, the relevant personnel of our organisation (including the Project Coordinator and the personnel member responsible for the procurement of the relevant goods and/or services) and I (Person-in-charge of the organisation) have no personal connection with the suppliers and/or contractors invited to provide quotations. Neither am I aware that my or the relevant personnel's spouse (if any) or any close relative thereof has any personal dealing with any of the said suppliers and/or contractors. I confirm that there is no conflict of interest for me and the relevant personnel in evaluating the quotations received, and that the offers of the selected suppliers and/or contractors were reasonable when compared to the prevailing market price.

Name of Person-in-charge of the organisation: _____ (Mr / Ms / Miss / Mx*)

Position: _____

Name of organisation: _____

Telephone: _____ Email: _____

Address of organisation: _____

Signature: _____ Stamp of organisation: _____

Date: _____

*Delete as appropriate

Community Participation Funding Programme on Equal Opportunities
Guidelines for Preparing the Financial Report (2023-24)

1. Both the Guidelines for Applications and these Guidelines for Preparing the Financial Report should be strictly observed.
2. The original receipt must be provided for each expenditure item, affixed to a piece of A4 paper (if the size of the receipt is smaller than A4) and assigned a written number. For a project with more than one activity (e.g. Activity A and Activity B), the receipts should be numbered as A1.1, A1.2, A2.1, A2.2, etc.; B1.1, B1.2... and so on.
3. Invoices, delivery notes and quotations will not be regarded as a valid proof of payment.
4. Each original receipt (or the page where it is affixed) must be signed by the Person-in-charge of the organisation or the Project Coordinator, and stamped with the organisation chop.
5. Each original receipt must specify details of the purchase, including but not limited to: the name and address of the supplier; the items purchased; the amount of expenditure; the unit price; the date of the purchase; the purpose of the purchase; and the quantity purchased. If the receipt does not include such details, they must be provided on the page where it is affixed, signed by the Person-in-charge of the organisation or the Project Coordinator, and stamped with the organisation chop.
6. If a receipt refers to an invoice number, the original invoice must be submitted together with the receipt, and affixed to a piece of A4 paper (if its size is smaller than A4). The invoice (or the page where it is affixed) must specify details of the purchase, including but not limited to: the name and address of the supplier; the items purchased; the amount of expenditure; the unit price; the date of the purchase; the purpose of the purchase; and the quantity purchased. The invoice (or the page where it is affixed) must be signed by the Person-in-charge of the organisation or the Project Coordinator, and stamped with the organisation chop.
7. A photocopy should be made of and submitted together with the original receipt / invoice if it has faded in colour.
8. A purchase of goods and/or services from a supplier may include one or more items. For each purchase, written quotations must be obtained prior to the purchase and submitted together with the

original receipt in accordance with the following requirements:

- (a) At least 2 written quotations should be obtained where the value of the purchase exceeds HK\$1,000 but not HK\$10,000;
- (b) At least 3 written quotations should be obtained where the value of the purchase exceeds HK\$10,000 but not HK\$50,000;
- (c) At least 5 written quotations should be obtained where the value of the purchase exceeds HK\$50,000; and
- (d) The lowest conforming offer should be accepted.

In the event of failure to comply with the requirements above, justifications must be provided in writing, signed by the Person-in-charge of the organisation or the Project Coordinator, and stamped with the organisation chop. The Equal Opportunities Commission (EOC) reserves the right not to reimburse the costs of the purchase concerned.

9. On the rare occasion where no receipt is available, such as in a purchase from a wet market, details of the purchase must be provided on a separate sheet, including but not limited to: the reason(s) why no receipt is available; the name and address of the supplier; the items purchased; the amount of expenditure; the unit price; the date of the purchase; the purpose of the purchase; and the quantity purchased. In addition, the information must be certified by the Person-in-charge of the organisation or the Project Coordinator with signature and the organisation chop, and include the following statement:

“I have checked, and hereby certify, that a payment of HK\$ _____ was made for the purchase of the above/ following items used for the project titled: _____ (ref. no.: _____). No receipt is available for these items because _____. No request has been made to other funding bodies for reimbursement.”

Name: _____

Signature: _____

Stamp of organisation: _____

Date: _____

10. For reimbursement of venue hiring costs, a venue hire price list (showing the hourly rate, daily rate, etc.) issued by the venue provider in advance of the activity concerned must be submitted together with the original receipt. The receipt should include details on the date and time of the rental. Information should also be given on the number of people present at the venue on the day of the activity concerned. Venue hiring costs will not be reimbursed if the venue is owned, occupied or operated by your organisation or an affiliated organisation.
11. For reimbursement of allowances given to volunteers, proof of acknowledgement of receipt must be submitted using a table as shown below. The information must be certified by the Person-in-charge of the organisation or the Project Coordinator with signature and the organisation chop.

Name of Activity: _____				
Acknowledgement of Receipt of Volunteer Allowance				
Name of volunteer	First four digits of HKID card no. (e.g. A123)	Amount (\$)	Date and time of volunteering service	Signature

12. For reimbursement of fees paid to speakers or instructors, an acknowledgement of receipt must be obtained from the speaker or instructor. As shown in the example below, the acknowledgment should include: their full name; the first four digits of their HKID card number; the date, time and theme / content of the talk / workshop / activity concerned, the hourly rate and the total amount received. The acknowledgement must then be certified by the Person-in-charge of the organisation or the Project Coordinator with signature and the organisation chop.

“I, CHAN Tai-man (first four digits of HKID card no: A123), hereby confirm that I have received HK\$600 from [Name of the organisation] as payment for giving a talk titled [Name of the talk] from 1pm-3pm, 1 July 2023 during [Name of the event], at a rate of HK\$300/hour. The talk was about [Brief description].”

Name: _____

Signature: _____

13. Travel expenses may be reimbursed only if they arise directly from the project and only if the form

of transport used is the most inexpensive option available on each occasion. The following details must be provided for reimbursement of travel expenses. The information must be certified by the Person-in-charge of the organisation or the Project Coordinator with signature and the organisation chop.

Name	First four digits of HKID card no. (e.g. A123)	Date	From (Location)	To (Location)	Mode of Transport	Fare (HKD)	Purpose	Signature

14. Taxi fares may be reimbursed only in exceptional circumstances. Justification must be given in writing. The original receipt must be submitted, together with information on the pick-up and drop-off points (with a detailed address) and the number of passengers. The information must be certified by the Person-in-charge of the organisation or the Project Coordinator with signature and the organisation chop.

15. In addition to the requirements above, the following requirements relating to specific types of items must be observed where applicable. The required information should be certified by the Person-in-charge of the organisation or the Project Coordinator with signature and the organisation chop.

Item	Specific Information / Documents Required
Stationery	<ul style="list-style-type: none"> The exact type / name of the stationery item (a generic description, e.g. "Stationery" would not be accepted)
Refreshments	<ul style="list-style-type: none"> The exact type / name of the refreshments The number of participants of the activity concerned / the number of people who consumed the goods
Souvenirs	<ul style="list-style-type: none"> The exact type of the souvenir The number of people who received the souvenir
Photocopying / printing	<ul style="list-style-type: none"> The size of the photocopied / printed material Whether the material was photocopied / printed in colour or black-and-white A sample of the photocopied / printed material

Salary for temporary workers	<ul style="list-style-type: none"> • A copy of the employment contract stating the full name of the employee, position and duties, period of service, working hours, and the hourly / daily / monthly rate • Proof of payment, e.g. bank statement(s) showing the transfer (with irrelevant information redacted) / copy of a cheque and acknowledgement of receipt by the employee (showing their full name, first four digits of their HKID card number, and signature)
Delivery vans	<ul style="list-style-type: none"> • The date of the delivery • The exact pick-up and drop-off points / address • The full list of materials that required delivery • The purpose of the delivery
Postage	<ul style="list-style-type: none"> • The purpose of the mail • The weight and size of each piece of mail • The full list of recipients, indicating their names and total number
Prizes and awards	<ul style="list-style-type: none"> • The full list of winners, indicating their names and the prize / award each received • For prizes and awards other than trophies and certificates: acknowledgements of receipt signed by the winners, indicating their full name and the first four digits of their HKID card no.
Insurance	<ul style="list-style-type: none"> • A copy of the insurance policy
Online purchase	<ul style="list-style-type: none"> • A screenshot of the order, indicating the name of the goods, the unit price, the quantity ordered, the total price and the payment method • For credit card payments: a copy of the credit card statement (with irrelevant information redacted) showing the relevant transaction and the name of the cardholder, which should be the same as the Project Coordinator or the Person-in-charge of the organisation (otherwise justifications must be given in writing, and certified by the Person-in-charge of the organisation or the Project Coordinator with signature and the organisation chop)

16. If your organisation has any doubt as to the supporting documents required for the reimbursement of an expenditure item, advice should be sought from the EOC in writing before the expense is made.
17. In reviewing the Financial Report, the EOC may require your organisation to provide information and documents in addition to those mentioned herein, as may be appropriate for the expenditure item concerned.

To: Officer-in-charge, Community Participation Funding Programme on Equal Opportunities
Equal Opportunities Commission
16/F, 41 Heung Yip Road, Wong Chuk Hang, Hong Kong

Community Participation Funding Programme on Equal Opportunities

Acknowledgement Receipt for Reimbursement

Project Reference No: _____

On behalf of _____ (Name of Organisation), I hereby
acknowledge that we have received a cheque of HK\$_____ (cheque number:
_____) issued by the Equal Opportunities Commission to disburse the
remainder of the approved funding for the project titled
_____ and organised by us.

Name: _____ (Mr / Ms / Miss / Mx*) Position: _____

Name of Organisation: _____

Telephone: _____ Email: _____

Address of Organisation: _____

Signature: _____ Stamp of Organisation: _____

Date: _____

*Delete as appropriate