

Application no.
(For official use only)

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

Application Form (2023-24)

Points to note:

1. This Application Form includes Section A, B and C. Please read the “Guidelines for Applications” and understand all the related terms and requirements before completing this Application Form. The Guidelines and this Application Form 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>.
2. Application shall be submitted by post or in person to the EOC by **19 September 2023, 5:45pm**. Applicant shall send **1 original** and **2 copies** of the completed Application Form with the registration documents of the applicant and the co-organising organisation (if applicable) as well as other supporting documents to the EOC.
3. Applicant shall endeavour to provide all requested information in this Application Form and attach relevant supporting documents to facilitate assessment of the application.
4. Please attach supplementary sheet(s) if more space is needed.
5. Late or incomplete applications will not be considered.
6. For enquiries about the application, please contact the EOC at 2511 8211.

Personal Information Collection

All the personal data collected in this Application Form, the Progress Reports, Final Project Report, Financial Report and related documents will only be used for the purpose of processing and assessing funding application, the daily operation of the Funding Programme, public announcement and publicity, taking remedial or follow-up action, research, recording and preparing statistics, meeting the requirements to make disclosure under the requirements

of any law and any purpose relating to any of the above. The personal data provided may be transferred or disclosed to any of the following persons for the above purposes related to the Funding Programme, including the agent, the contractor, the third party service provider and any other person under a duty of confidentiality to the EOC. The individuals whose personal data is provided have rights to request access to and correction of their personal data. Such requests should be submitted in writing to the officer-in-charge of the Community Participation Funding Programme on Equal Opportunities.

Section A

1. Applicant Organisation Information

Name in Chinese:		
Name in English:		
Address:		
Objectives/missions:		
Main source of income:		
No. of members:		
Website (if any):		
Previous projects funded by the EOC (if any):	Project Title	Year

2. Person-in-charge of the Applicant Organisation

Name in Chinese: _____

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

Position: _____ Email: _____

Telephone: _____ Fax: _____

On behalf of the organisation, I declare that I understand and agree with all the terms and requirements in Guidelines for Applications and this Application Form, including the Personal Information Collection. All information provided in the application is true and accurate.

I also hereby declare that to the best of my knowledge I / my staff / other co-organiser(s) of this application have not been involved in any act or activity endangering national security and will ensure the project will not be involved in those acts or activities. I understand that even if the application is approved, the EOC may withdraw funding, request the grantee to refund the amount of payment released or repay any advance payment if it is subsequently found that the project involves any act or activity endangering national security. I understand I / my staff / other co-organiser(s) * of this application will be liable to relevant criminal offences if the project involves any act or activity endangering national security.*

I confirm that all relevant members of _____

_____ (i.e. Name of the organiser) and any co-organiser(s) have made declaration as per paragraph above

Signature: _____ Stamp of organisation: _____

Date: _____

*Delete as appropriate.

3. Project Coordinator of the Applicant Organisation

(shall not be the same person as the Person-in-charge)

Name in Chinese: _____

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

Position: _____ Email: _____

Telephone: _____ Fax: _____

On behalf of the organisation, I declare that I understand and agree with all the terms and requirements in Guidelines for Applications and this Application Form, including the Personal Information Collection. All information provided in the application is true and accurate.

I also hereby declare that to the best of my knowledge I / my staff / other co-organiser(s) of this application have not been involved in any act or activity endangering national security and will ensure the project will not be involved in those acts or activities. I understand that even if the application is approved, the EOC may withdraw funding, request the grantee to refund the amount of payment released or repay any advance payment if it is subsequently found that the project involves any act or activity endangering national security. I understand I / my staff / other co-organiser(s) * of this application will be liable to relevant criminal offences if the project involves any act or activity endangering national security.*

I confirm that all relevant members of _____
_____ (i.e. Name of the organiser) and any co-organiser(s) have made declaration as per paragraph above

Signature: _____ Stamp of organisation: _____

Date: _____

*Delete as appropriate.

4. Social Media Information of the Applicant Organisation

Facebook page (if any):	Account name: _____
	No. of followers: _____
	Please indicate the percentage of your followers' age:
	18-24 ____% 25-34 ____% 35-44 ____%
	45-54 ____% 55-64 ____% 65 or above ____%

<p>Instagram page (if any):</p>	<p>Account name: _____</p> <p>No. of followers: _____</p> <p>Please indicate the percentage of your followers' age:</p> <p>18-24 ____% 25-34 ____% 35-44 ____%</p> <p>45-54 ____% 55-64 ____% 65 or above ____%</p>
<p>LinkedIn page (if any):</p>	<p>Account name: _____</p> <p>No. of followers: _____</p>

5. Co-organising Organisation Information (if applicable)

Name in Chinese:	
Name in English:	
Address:	
Objectives/missions:	

Main source of income:	
No. of members:	
Website (if any):	

6. Person-in-charge of the Co-organising Organisation (if applicable)

Name in Chinese: _____

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

Position: _____ Email: _____

Telephone: _____ Fax: _____

On behalf of the organisation, I declare that I understand and agree with all the terms and requirements in Guidelines for Applications and this Application Form, including the Personal Information Collection. All information provided in the application is true and accurate.

I also hereby declare that to the best of my knowledge I / my staff / other co-organiser(s) of this application have not been involved in any act or activity endangering national security and will ensure the project will not be involved in those acts or activities. I understand that even if the application is approved, the EOC may withdraw funding, request the grantee to refund the amount of payment released or repay any advance payment if it is subsequently found that the project involves any act or activity endangering national security. I understand I / my staff / other co-organiser(s) * of this application will be liable to relevant criminal offences if the project involves any act or activity endangering national security.*

I confirm that all relevant members of _____

_____ (i.e. Name of the co-organiser) and any co-organiser(s) have made declaration as per paragraph above

Signature: _____ Stamp of organisation: _____

Date: _____

*Delete as appropriate.

7. Social Media Information of the Co-organising Organisation (if applicable)

Facebook page (if any):	Account name: _____ No. of followers: _____ Please indicate the percentage of your followers' age: 18-24 ____% 25-34 ____% 35-44 ____% 45-54 ____% 55-64 ____% 65 or above ____%
Instagram page (if any):	Account name: _____ No. of followers: _____ Please indicate the percentage of your followers' age: 18-24 ____% 25-34 ____% 35-44 ____% 45-54 ____% 55-64 ____% 65 or above ____%

LinkedIn page (if any):	Account name: _____ No. of followers: _____
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8. Proposed Project Information

Application category*:

Category I: General Project (Maximum amount: HK\$100,000)	Category II: Thematic Project (Maximum amount: HK\$150,000)
<input type="checkbox"/> Raise awareness of any of the four anti-discrimination ordinances in Hong Kong (Sex Discrimination Ordinance; Disability Discrimination Ordinance; Family Status Discrimination Ordinance; Race Discrimination Ordinance) <input type="checkbox"/> Promote gender equality, disability equality and inclusion, family status equality, and/or racial equality and inclusion in general	<input type="checkbox"/> Prevent sexual harassment in the workplace <input type="checkbox"/> Promote accessibility and universal design in products, services and/or environments <input type="checkbox"/> Create family- and breastfeeding-friendly workplaces <input type="checkbox"/> Foster racial inclusion in education, employment, housing and/or access to services

Project title in Chinese:	
Project title in English:	
Duration (DD/MM/YYYY):	Commence Date: Completion Date:
Requested amount of funding:	HK\$
Project nature:	

Target group(s):	
Expected number of users/participants/audience:	

* Please check the appropriate box.

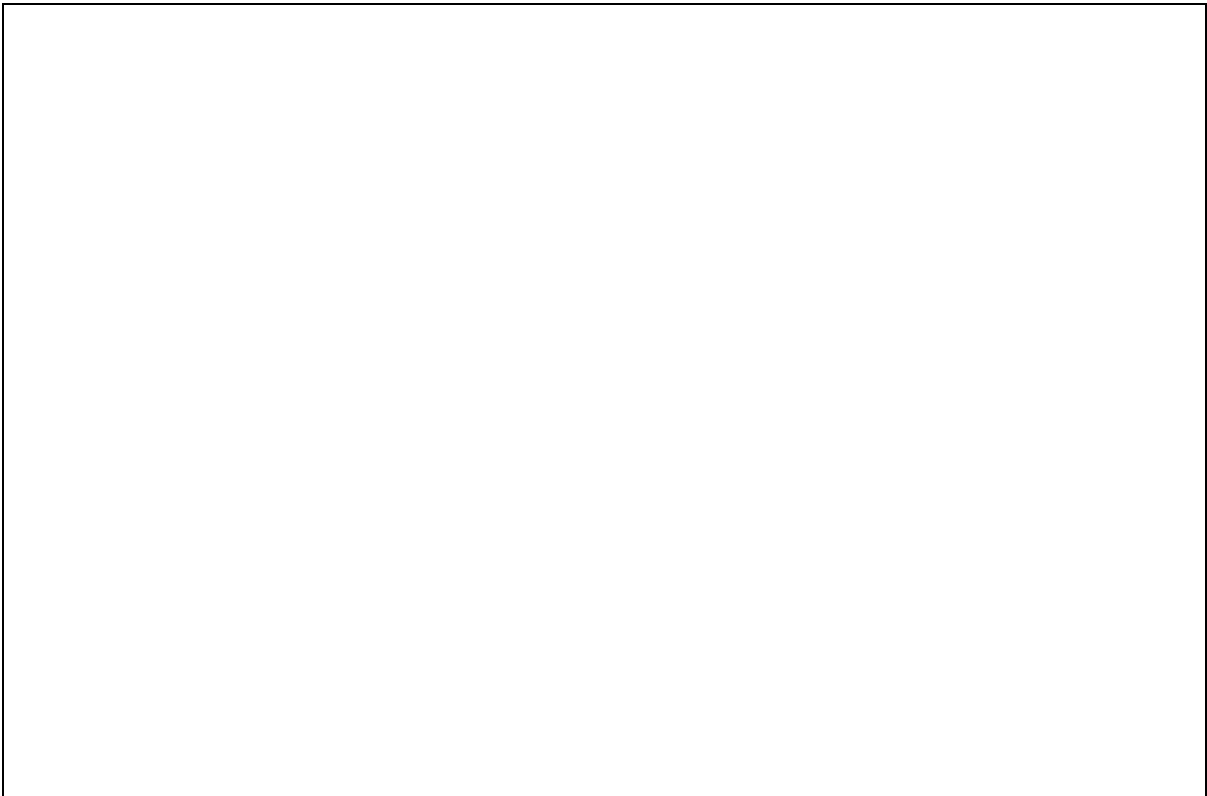
Section B

9. Background of Applicant in Promoting Equal Opportunities

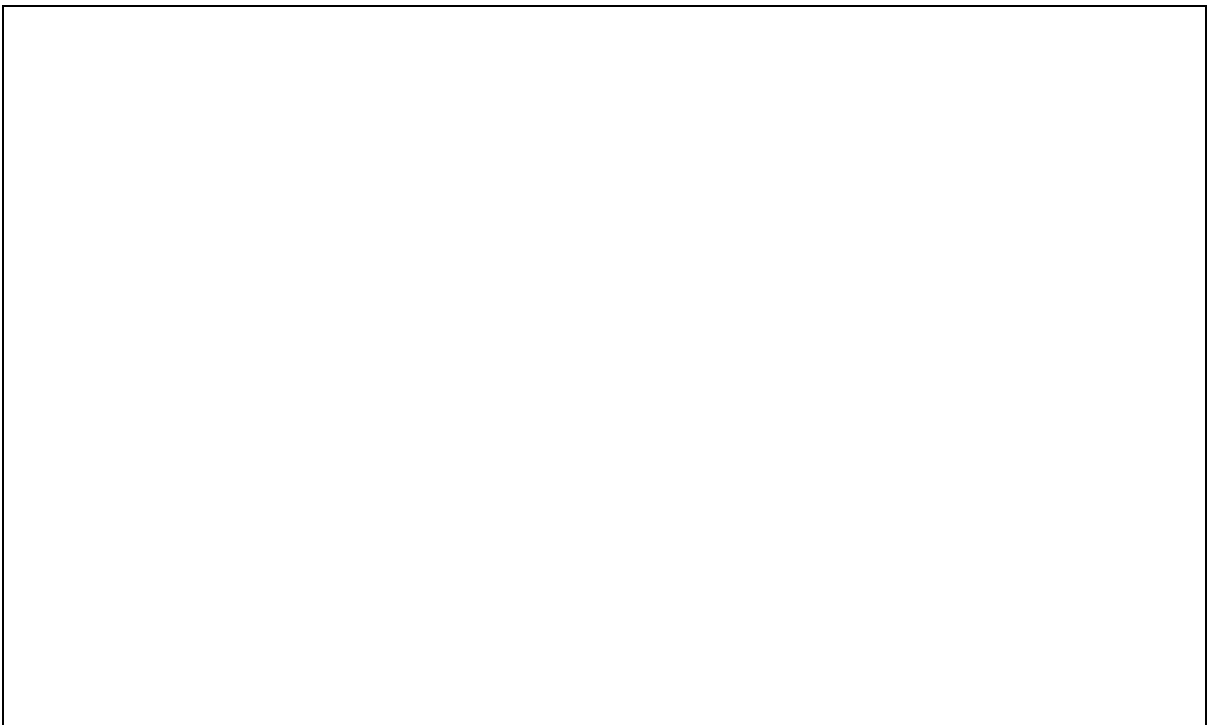
An overview of your organisation's past experience in promoting equal opportunities:

10. Proposed Project Details

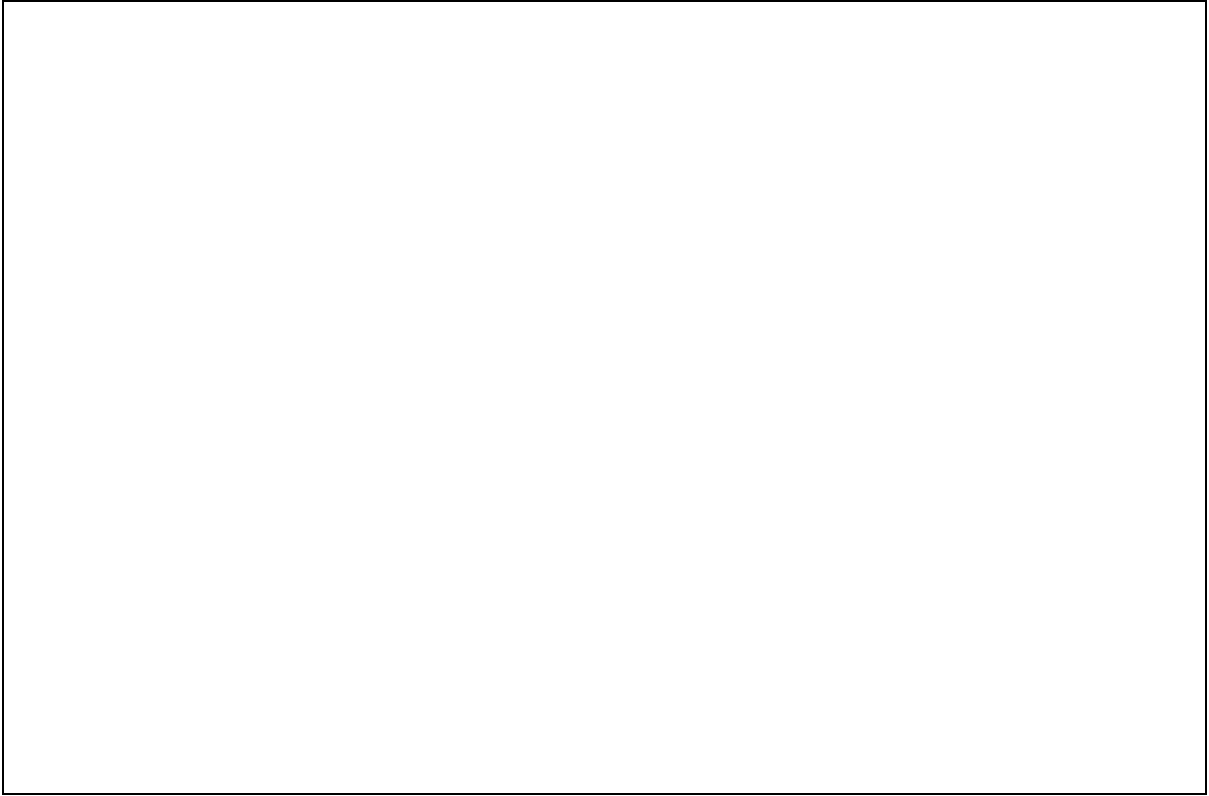
a. Introduction:



b. Objectives:



c. Rationales:

A large, empty rectangular box with a thin black border, intended for the user to write their rationales.

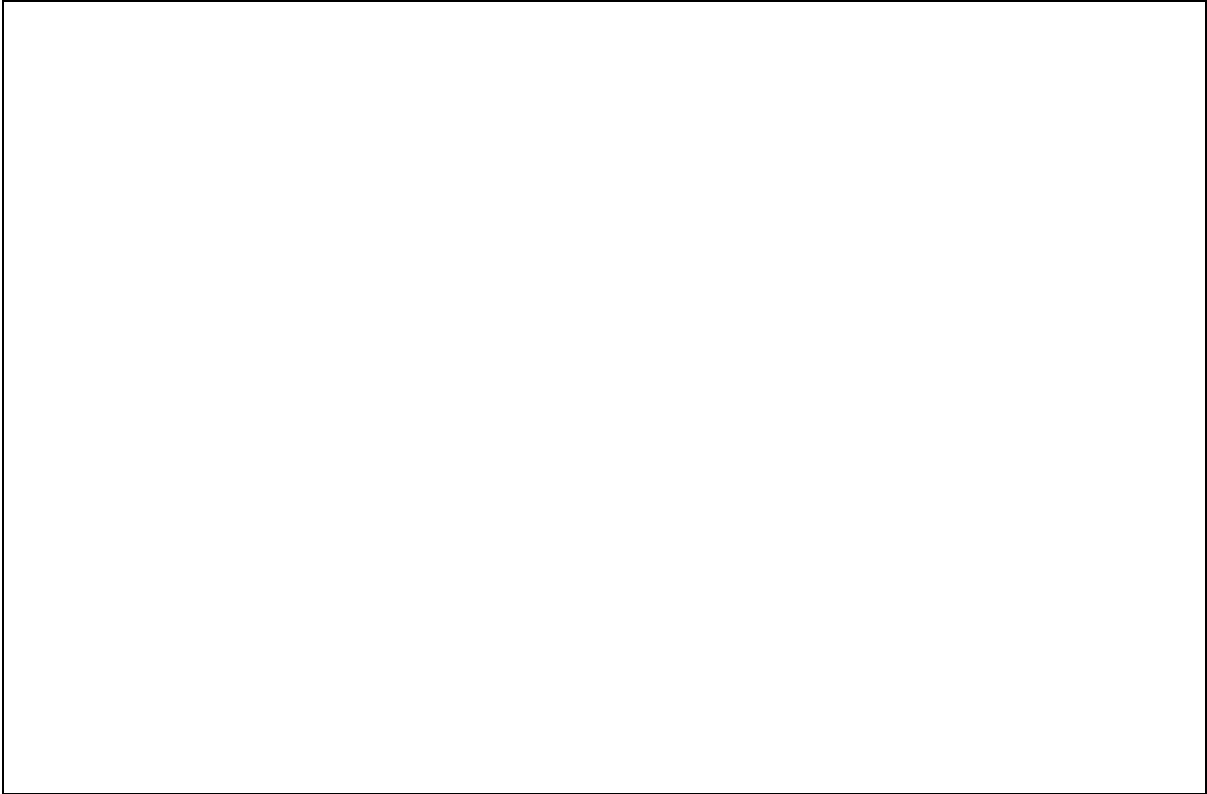
d. Venues:

A large, empty rectangular box with a thin black border, intended for the user to write their venues.

e. Content and format:

(please include outline of activities, script, or other related information, if applicable)

f. Publicity plan:



g. Media relations plan

(e.g. interview / feature story pitches to journalists, press conferences, etc.)



h. Deliverables:

(e.g. publicity materials, articles (refer to the Guidelines for Application on the coverage), events and activities etc.)

i. Key performance indicators and expected outcomes:

Key Performance Indicators	Expected Outcomes
<i>e.g. Views of the Produced Video, Effective reach of target audience</i>	<i>Obtained 5,000 views by the completion date, 200 youth participated in the event and they will share their knowledge with their peers in more than 25 schools</i>

j. Implementation timeline (including the progress of preparation, date of launching and completion):

Preparation Work / Activity	Period

k. Proposed budget:

Income	
Item	Proposed amount (HKD)
<ul style="list-style-type: none"> - Funding to be applied from the EOC - Income from the participants (if any) - Contribution from the organisation itself 	
Total	
Expenditure	
Item	Proposed amount (HKD)
<p><i>(please provide details including quantity and estimated unit price, and justification if applicable)</i></p>	
Total	

Section C

11. Enclosure List (if applicable)

To facilitate the application assessment, below please indicate all the supporting documents enclosed with this Application Form:

Enclosure No.	Enclosure Content	Remarks
Enclosure 1		
Enclosure 2		
Enclosure 3		
Enclosure 4		
Enclosure 5		
Enclosure 6		
Enclosure 7		
Enclosure 8		
Enclosure 9		