Application no.

(to be filled in by the EOC)

Application Form for

Community Participation Funding Programme

on Equal Opportunities 2022-23 (Universal Design)

Please read the “Guidelines for Applications” and “Guidelines for the Use of Funding” before completing the application form on white A4 paper. The form can be downloaded from the EOC website.

Part A

1. **The applicant organisation:**

Name in Chinese:

* Name in English:

Address:

Website/Facebook/IG (if any):

* The name should be the same as the name used in bank account

1. **The co-organising organisation (if any):**

Name in Chinese:

Name in English:

Address:

Website/Facebook/IG (if any):

1. **Description of the organisations (both the applicant and co-organising organisations):**
2. **Mission / Objectives:**
3. **Main source of income:**
4. **No. of members:**
5. **Name of project:**(in Chinese):   
   (in English):
6. **Amount sought from the Community Participation Funding Programme on Equal Opportunities (“the Funding Programme:**

**HK$:**

1. **Objectives of the project:**
2. **A brief description of the project including the target audience, expected number of participants, targeted districts, outline of activities and expected results (please list main points only and provide details in Part B):**
3. **Expected project period:** from \_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_ (The project must commence within the fiscal year 2022-23)

1. **Please provide the year and name of the projects, if any, previously organised by your organisation and funded under the Community Participation Funding Programme on Equal Opportunities.**
2. **Person-in-charge of the project:**

**Name:**

(in Chinese): \*先生／女士／小姐／其他 (\_\_\_\_\_)

(in English): \*Mr. / Ms. / Miss / Others (\_\_\_\_\_)

**Position:**

**Name of organisation:**

**Organisation address:**

(in Chinese):

(in English):

**Telephone no.: Fax no.:**

**E-mail:**

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:**

**11. Person-in-charge of the applicant organisation** (Authorised by the organisation to be responsible for monitoring this project and, if applicable, return of unused funds to the EOC. The person-in-charge of the organisation should be different from the person-in-charge of the project):

**Name:**

(in Chinese): \*先生／女士／小姐／其他 (\_\_\_\_\_)

(in English): \*Mr. / Ms. / Miss / Others (\_\_\_\_\_)

**Position:**

**Name of organisation:**

**Address (if not the same as the organisation address):**

**Telephone no.: Fax no.:**

**E-mail:**

On behalf of the organisation, I declare the information provided in this application and the accompanying information is true and accurate.

**Signature and Official Chop:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:**

1. **Person-in-charge of the co-organising organisation (if any):**

**Name:**

(in Chinese): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \*先生／女士／小姐／其他 (\_\_\_\_\_)

(in English): Mr. / Ms. / Miss / Others (\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Position:**

**Name of organisation:**

**Address (if not the same as the organisation address):is sought unding over HK$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ults**

**Telephone no.: Fax no.:**

**E-mail:**

On behalf of the organisation, I declare the information provided in this application and the accompanying information is true and accurate.

**Signature and Official Chop:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:**

Part B

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

The name, objectives, rationale, detailed content and format of activities, project schedule, 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, if any
4. funds from the organisation itself
5. amount requested from the funding programme
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 provide in detail the evaluation method and its rationale.

**Note: Applications without any of the information as requested above may not be considered.**

1. Other information you consider relevant

Please send **two copies** of the completed application including supporting information and the registration document of the applicant and the co-organising organisation(s) to the Equal Opportunities Commission. The completed application documents should be delivered by mail or in person to the office of the Equal Opportunities Commission at 16/F, 41 Heung Yip Road, Wong Chuk Hang, Hong Kong. The envelope should be marked with the reference “Community Participation Funding Programme on Equal Opportunities 2022-23 (Universal Design)”.

The deadline for application is 12 August 2022.

(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.