Application no.

(to be filled in by the EOC)

Application Form for

 Community Participation Funding Programme

on Equal Opportunities

Please read the “Guidelines for Applications” and “Guidelines for the Use of Funding” before completing the application form on white A4 paper. The template of the form can be downloaded from the EOC website at [www.eoc.org.hk](http://www.eoc.org.hk)

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. **Theme of the project:**

**Project for which funding less than HK$50,000 is sought**

The project is related to the following anti-discrimination ordinance(s):

* Sex Discrimination Ordinance
* Disability Discrimination Ordinance
* Family Status Discrimination Ordinance
* Race Discrimination Ordinance
* All ordinances
* Others (please specify):

**Project on specific theme for which funding over HK$50,000 and less than HK$150,000 is sought**

The project is related to the following theme:

* Universal design
* Protection for breastfeeding discrimination and harassment
* Prevention of sexual/disability/racial harassment
* Family status
1. **A brief description of the project including the objectives, expected number and target of participants, targeted districts, outline of activities and expected results (List main points only and provide details in Part B.):**
2. **Project duration:** from \_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_

1. **Please provide the year and name of the projects, if any, which received funding from the Funding Programme.**
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:**

**16. 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 with incomplete information requested above may not be considered.**

1. Other information

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 sent to the office of the Equal Opportunities Commission either by mail or in person to 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.