

Community Participation Funding Programme on Equal Opportunities

Guidelines for Applications

I. Basic Requirements

1. Applicants should be non-profit-making organisations legally registered under the laws of Hong Kong Special Administrative Region as follows:
 - a. a company incorporated under the Companies Ordinance as defined in Cap. 622 or the former Companies Ordinance as defined in Cap. 622
 - b. a society established in Hong Kong under the Societies Ordinance (Cap. 151)
 - c. a charitable institution or trust of a public character exempt from tax under the Inland Revenue Ordinance (Cap. 112)
 - d. an incorporated management committee, school management company or management committee established or registered under the Education Ordinance (Cap. 279)
 - e. a body established under any other ordinances of Hong Kong

For the avoidance of doubt, an application may be submitted by a sub-group of an organisation, provided that the sub-group falls within any of sub-paragraphs (a) to (d) above.

2. Fundraising and profit-making activities are not eligible for funding.
3. Projects must be carried out in Hong Kong.
4. Projects that have already received funding from other sources will not be funded.
5. Applications can be made jointly by two or more organisations, but there must be a principal applicant undertaking all matters relating to the application and responsible for the conduct of the projects under the application. The application form must be signed by all the co-applicants with their organisational chops affixed.

II. Criteria for Funding

1. Approval for applications is based on the following criteria:
 - a. the application should clearly explain how the planned activities will eliminate discrimination and promote equal opportunities;
 - b. the planned activities should meet the EOC's objectives of promoting equal opportunities and address the needs of the society;
 - c. the target and number of participants that would be reached;
 - d. the expenditure and cost-effectiveness of the project;
 - e. the effectiveness of the planned activities can be clearly measured;
 - f. the impact of the activities and the extent of the general public's participation in the activities; and
 - g. the feasibility of the project.

2. In general, organisations' routine activities 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. Furthermore, activities which are of a social, recreational or cultural nature, such as dinner parties, picnics, colouring competitions and carnivals, may not have sustaining effects on promoting the message of equal opportunities. Generally, such projects will not be funded.

3. Research projects would not be funded under this funding programme.

4. Funds will be granted according to the size, format, and content of the project. Submissions to the present call for applications should focus on the theme of Universal Design. The maximum funding support for each approved project is HK\$150,000.

III. Points to Note

1. If the project consists of a number of activities, the applicant could apply for funding for selected activities. (For example, an organisation plans to organise a programme for the promotion of equal opportunities comprising three activities: a seminar, an exhibition and a drama performance. If the seminar will be sponsored by another organisation, the applicant can apply for EOC funding only for the exhibition and drama performance.) For activities funded by other organisations, the EOC will not provide additional funding.
2. Successful applicants should keep close contacts with the EOC to enable the EOC to keep abreast of the progress of the projects, and invite representatives of the EOC to attend the funded events as far as practicable.
3. If there are significant changes to the details of the approved project, the organisation concerned should advise the EOC of the changes in writing. If the EOC is not satisfied with the explanation, it has the authority to rescind the approval and request the organisation concerned to provide a refund to the EOC.
4. The organisation concerned should submit photographs or videos of activities related to the project to the EOC in the final report. In addition, the EOC should be provided with one copy of all video productions and two copies of all publications. If the project involves exhibitions, photographs or videos of all exhibits should also be provided to the EOC.
5. Resources funded by the EOC, including videos or publications and their duplications, should not be sold to the public without the authorisation of the EOC. If any organisation violates this requirement, the EOC reserves the right to take appropriate actions.
6. If the organisation concerned is not able to carry out the planned project, the EOC has the right to request a refund from the

organisation of the advance payment or reimbursement, partial or full as determined by the EOC, that have been made.

7. Organisations receiving funding from the EOC should publicly acknowledge that they have received financial assistance from the EOC for the project funded, including but not limited to the promotional materials, publications, souvenirs, exhibition materials etc. produced under the funded projects.
8. The funded organisation shall grant, allow and undertake to assign to the EOC the unrestricted right to inspect, use, reproduce or adapt any material, matter or product made in the course of or consequent upon the sponsorship herein in any form or manner for any lawful purpose or business of the EOC. The funded organisation shall warrant that it has full and proper right, and authority to do so.

IV. Funding Procedures

1. Applicants will be notified in writing of the results of their applications in November 2022 tentatively.
2. Projects that stretch over a one-year period would not be funded.
3. Funds should be expended according to the approved itemized budget. If any of the itemized expenses exceed 10% of the original estimate, the organisation concerned should submit an explanation to the EOC in writing, and request for advance approval from the EOC.
4. Organisations could request for the provision of not exceeding half of the funding in advance. If there is unused funding after the project is completed, it should be returned to the EOC with the final report.
5. Organisations should present materials produced for the project with

the final report (including evaluation by the participants and organisers), financial report and all invoices and receipts to the EOC within two months after the completion of the project, and the EOC will release the balance of funds, as supported by invoices and receipts, after reviewing the reports.

6. Please note that the EOC may disclose on request project information in the final evaluation reports provided by the funded organisations to other organisations or individuals, for them to learn from the experience of the funded organisations.

Equal Opportunities Commission
July 2022