

Community Participation Funding Programme on Equal Opportunities

Guidelines for the Use of Funding

(1) Fixed Assets

Funds allocated to the project should not be used for purchasing fixed assets, for example, computers or furniture.

(2) Publicity

The subsidy provided by the EOC for publicity generally would not exceed 15% of the total funding allocated to the project.

(3) Purchase of materials, equipment and services

Funded organisations should adhere to the following procedures when purchasing materials and services:

- obtain at least two verbal/written quotations for an individual item which costs more than \$1,000 or service which costs more than \$6,000;
- obtain at least three written quotations for an individual item/service which costs more than \$10,000;
- generally the organisation should choose the lowest quotation.

(4) Hiring of Venue

Funded organisations should give priority to hiring venues of which charges could be waived or more affordable, such as community halls for the funded activities. For events organised in the funded organisation's own venue, or the venue of its related organisations, the hiring cost would not be funded.

(5) Insurance

The EOC strongly encourages the organisation to purchase third-party insurance for the funded project. The EOC shall not be responsible in any circumstances for any third-party claims for the loss or damages arising out of or relating to the activities organised by the organisation or its representatives or agents under the funded projects.

(6) Souvenirs

For better use of resources, the EOC will provide standardized souvenirs for funded organisations to give away at public events. Only under special circumstances will organisations be funded to make special souvenirs. If the organisation plans to print its name, logo or other wordings on the special souvenirs, an acknowledgement of the EOC's sponsorship should also be printed on the souvenirs.

(7) Sponsorship and Acknowledgement

The organisation should acknowledge the EOC's sponsorship where appropriate, for example, on the promotional leaflets, posters, banners, social media messages and exhibition boards. Such acknowledgment of sponsorship does not create any agency relationship, or any other relationship beyond the purpose and scope of the sponsorship/funded project, between the organisation and the EOC. As stated in (5) above, the EOC strongly encourages the organisation to purchase third-party insurance for the funded project, and the EOC shall not be responsible for any third-party claims in any circumstances.

(8) Others

- i. EOC's provision of funding to the organisation for engaging voluntary workers ("voluntary workers") and employing short-

term or temporary workers and instructors (“temporary workers and instructors”) to conduct the approved project does not create any employment nor agency relationship between the EOC and the voluntary workers, temporary workers and instructors.

- ii. Funded organisations should ensure that they comply with the applicable laws, rules and regulations of the Hong Kong Special Administrative Region in the conduct of the approved project and when engaging voluntary workers and employing temporary workers and instructors to conduct the approved project including but not limited to the anti-discrimination ordinances, Personal Data (Privacy) Ordinance, Employment Ordinance, Minimum Wage Ordinance, Employee Compensation Ordinance, and Prevention of Bribery Ordinance, and should not infringe any intellectual property rights. Neither the EOC nor any of its employees or agents shall be under any liability whatsoever for or in connection with any claims (whether or not successful, compromised, settled, withdrawn or discontinued, in whole or in part), actions, investigations, demands, proceedings or judgments arising out of or in connection with the breach of the said laws, rules and regulations by the funded organisation or its agents or the persons it or its agents engage(s).
- iii. The EOC reserves the right to rescind the approval if a funded organisation has violated any of the above conditions and demand for a refund of the amount which has been advanced or reimbursed to the organisation for the project in question.
- iv. When taking the specific community needs into consideration, organisations are encouraged to also adopt an environmentally-friendly approach in the production of publicity, printed materials and souvenirs. E-version of publications and publicity through internet are strongly recommended and the quantity of posters, leaflets, booklets should be reduced as far as practicable.

Expenditure Limit for Individual Items

1. Prizes and Souvenirs

For each competition, prizes could be provided to the champion, the first runner-up, the second runner-up as well as for meritorious performance.

The funding for the prizes for each competition (including the champion, the first and second runners-up) should not exceed 10% of the total funding. Prizes should not be in the form of cash or something that could be converted into money (e.g. gift vouchers issued by banks).

The maximum spending on souvenirs for guests should not exceed \$100 each.

2. Allowance for voluntary workers

There should be an appropriate proportion of voluntary workers for all activities. Voluntary workers should not receive emolument except for travel and meal allowances. Organisers could consider increasing the proportion of voluntary workers if the participants have special needs (e.g. persons with disabilities).

Proposed allowance for voluntary workers:

half day: [(*up to 4 hours*)]: \$50 (travel allowance)

full day: \$100 (including travel and meal allowances)

3. Allowance for staff responsible for organising the activities

The EOC generally will not subsidize the salary expenditure of the

funded organisation. However, special consideration may be given to short-term or temporary workers employed on a one-off basis. In that case, the salary expenditure should generally not exceed 18% of the total funding. The pay rate of the worker and the duration of employment should be provided in the application. If a worker is already employed by the organisation and not a special recruit for the funded project, the EOC will not provide funding for any extra allowances.

4. Allowance for instructor fee

Funded organisations may recruit instructors for conducting classes and workshops for participants of funded projects. The maximum allowance for instructor fee is \$400 per hour. The total expenditure on instructor fees should generally not exceed 20% of the total funding.

5. Production of exhibition boards

Organisations are encouraged to borrow exhibition boards on anti-discrimination ordinances, free of charge, from the EOC. Where there is a special need, organisations could apply for funding to produce new exhibition boards. The maximum amount of funding for each of the custom-made exhibition board is \$600, and the maximum amount of funding for exhibition boards is \$6,000 (for 10 boards).

Note: The actual amount of funding provided by the EOC will depend on individual circumstances, nature of the project and the total amount of all applications.

July 2022

Equal Opportunities Commission