

灣仔民政事務處

灣仔軒尼詩道一三〇號
修頓中心二十一樓



Wan Chai District Office

130 Hennessy Road,
21st floor, Southorn Centre,
Wan Chai, Hong Kong.

27 March 2024

Dear Sir/Madam,

**Applications Made to the Wan Chai District Office for
Community Involvement (CI) Fund**

The Government launches the Community Involvement Programme with the aim of providing funds to district organisations to organise a variety of cultural and entertainment, leisure and sports activities with a view to promoting community building as well as enhancing residents' sense of belonging and cohesion within the community. Wan Chai District Office (WCDO) is now inviting organisations wishing to organise CI projects for people living, working or studying in Wan Chai with a view to building a better community together. Important notes and procedures in respect of funding application are attached at the **Annex**. Interested organisations may visit the homepage of WCDO [https://www.had.gov.hk/tc/18_districts/my_map_04.htm], complete the application form after looking through the details and submit its original copy to WCDO by the application deadline.

Should you have any enquiries about funding application, please refer to the online application form (sample) or contact us at 2835 1984.

Yours faithfully,

Daisy LO
for District Officer (Wan Chai)

Annex

Applications Made to the Wan Chai District Office for CI Fund

All projects seeking funding support must be non-profit making in nature, and they should be launched for the direct benefit of Wan Chai and people in the district. Funded projects should cover the following categories:

Project Native	Examples
1. Activity to promote community building, social harmony and public participation in community affairs	Community services, tours, carnivals targetting on disseminating the related messages and strengthening the cohesion of people in the district
2. Activity to promote culture, arts, leisure and sports	Performances such as singing/ dancing/ drama, exhibitions, short interest classes or sports training/ competitions, etc.
3. Activity to promote traditional arts and culture at district level	Mid-Autumn lantern carnival, Spring Festival night carnival, Cantonese Opera performances, calligraphy exhibitions or workshops/ interest classes promoting traditional arts
4. Activity to promote environmental protection, heritage conservation, public hygiene and public health	Subject talks/ workshops, horticulture activities or activities targetting on disseminating the related messages

The funding should only be used to settle necessary expenses of the project concerned, and should not be used for projects that may give undue credit or publicity to an individual, a commercial firm, a political party or association; projects that are more appropriately charged to other government or departmental votes; or projects that are religious in nature. Any expenses which are settled prior to project approval will not be covered.

(1) Sponsorship and Use of Funding

The applicant organisation should uphold the principles of openness, fairness, competitiveness, transparency, pro-innovation, integrity and value

for money in making procurement and strictly observe relevant quotation requirements.

The applicant organisation should provide details of all sources of sponsorship and donations as far as practicable when applying for funding. The commencement of the project is subject to the consent and approval of WCDO. Upon completion of the project, the amount of sponsorship and donations received should also be indicated in the Income and Expenditure Statement.

Irrespective of whether they have so declared in the project proposal, the funded organisation should utilise all income in the first instance before the CI Fund is used to meet project expenses. The same arrangement should also apply to sponsorship, donations and other sources of income. No sponsorship or donations can be accepted under any circumstances from companies selling tobacco and liquor, or from contractors of the same item of service or equipment for a project.

(2) Application Deadline

All applicant organisations should submit their funding applications according to the following schedule.

Deadline for Funding Applications	Commencement Date of Activities
12 April 2024	May to June 2024
3 May 2024	July to August 2024
5 July 2024	September to October 2024
6 September 2024	November to December 2024
1 November 2024	January to February 2025

Funded activities should be organised no later than 20 February 2025, otherwise the application will not be accepted. Generally speaking, upon submission of all required documents, WCDO will inform the organisation concerned of the application result one month before the event to facilitate the publicity of the activity.

(3) Application for Funding Reimbursement

The applicant organisation should submit the “Income and Expenditure

Statement” and “Project Completion Report” and the original copies of relevant invoices, photos of the project, samples of printed materials and publicity items to WCDO within one month after completion of a project or before 7 March 2025 (whichever is earlier). If an applicant organisation fails to submit the required documents for reimbursement before the above deadline, WCDO has the right to deduct the funding amount or reject the application for reimbursement.