



Ref.: HAD YLDC 13/45/3/5

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25 April 2022

Dear Persons-in-charge of NGOs in Yuen Long,

Community Involvement Programme 2022-23
Yuen Long District Funding Scheme to
Implement Major Arts and Cultural Promotion Activities

The Yuen Long District Office (“YLDO”) is inviting applications for the captioned funding scheme from NGOs for organising major arts and cultural promotion activities in Yuen Long District, in an effort to promote arts and cultural development in the district and encourage greater involvement of the community.

Basic Eligibility Criteria

2. Applicant organisations must meet the eligibility criteria for application set out in the Manual on the Use of Community Involvement Fund (“Manual”) and comply with all relevant terms therein. For applicant organisations who do not have an office in Yuen Long District, they must cater for the needs of residents in Yuen Long by reasonably providing an appropriate means of contact, publicity and/or application for them. In each financial year, each applicant organisation may only submit one application under the scheme and should meet any other requirements specified in the details of application.

Funding Coverage and Permissible Items of Expenditure

3. The funding scheme forms part of the Community Involvement Fund (“CI Fund”). Applicant organisations are required to organise activities with an arts and cultural theme in Yuen Long District. The objective and nature of these activities should be conducive to the development or promotion of arts and culture in Yuen Long District. Eligible area and form of activity include any one or a combination of the following:

- (a) Area of activity:
 - (i) music;
 - (ii) drama;
 - (iii) dance;
 - (iv) visual arts;
 - (v) traditional culture and customs;
 - (vi) literature; and
 - (vii) others* (please specify in the application for YLDO's consideration)

- (b) Form of activity:
 - (i) indoor/outdoor performance;
 - (ii) competition;
 - (iii) demonstration/appreciation;
 - (iv) indoor/outdoor exhibition;
 - (v) forum/seminar/workshop;
 - (vi) training programme/course; and
 - (vii) others* (please specify in the application for YLDO's consideration)

(*Save for business-related activities of the applicant organisation, such as inauguration ceremony and celebration events of the organisation, as well as those which have been financed by the CI Fund in the same year.)

- (c) Permissible items of expenditure
 - (i) Details of permissible items of expenditure are at Annex A of the Manual. **Activities featuring a banquet will not be funded.**
 - (ii) All publicity materials of the activity (including but not limited to backdrops, notices, posters, banners, invitation letters/cards, admission slips, coupons, flyers, game tickets, brochures, advertisements, flags and websites created by the organiser for promotion and publicity of the activity) should display the name of the Home Affairs Department (“HAD”) and, as far as practicable, the logo of the HAD, and state that the activity is financed by the CI Fund.

Funding Amount Applied

4. The funding amount applied for each activity should be at least **\$100,000**. Any application seeking a funding amount less than this will not be considered. Where necessary, the YLDO may determine the funding amount based on its internal criteria. If the funding amount applied is not granted in full, applicant organisations will have to bridge the funding gap.

5. To finance partly the total actual expenditure of an activity, applicant organisations may accept sponsorship in cash or in kind and donations, but should indicate the amount of sponsorship/donations in the application form. All sponsorship/donations in cash and in kind such as prizes, food, beverages and provision of printing services must be acknowledged in writing and disbursed according to the wishes of the sponsors/donors. The name and logo of the sponsor/donor should not be bigger or placed in a more prominent position than that of HAD when acknowledging sponsorship/donations in any publicity material relating to the activity.

6. In vetting each application and deciding on the actual amount of funding, the YLDO will follow the vetting criteria in the Manual and give special consideration to the following:

- (a) experience and track record of the applicant organisations in organising arts and cultural activities which have previously been financed by Yuen Long District Council funds/CI Fund;
- (b) creativity of the proposed activity;
- (c) projected effectiveness or contribution in the development/promotion of arts, culture and traditional customs in Yuen Long District (including but not limited to whether the activity is able to attract participation of people of different ages and strata); and
- (d) suitability of budget for the proposed activity.

Date of Activity

7. The approved activity should be concluded on or before 31 January 2023.

Payment Arrangements

8. To apply for final reimbursement of grant (i.e. the balance of grant where advance payment and partial reimbursements have been made)/one-off reimbursement of grant, the grantee must submit a Project Final Report (see Annex F1 of the Manual) and an itemised Income and Expenditure Statement (see Appendix II to Annex E of the

Manual), together with original copies of the supporting receipts, to the YLDO within 1.5 calendar months upon completion of the activity.

9. Applicant organisations may engage a certified public accountant (practising) (“CPA”) or a corporate practice within the meaning the Professional Accountants Ordinance (Chapter 50) of their choice for audit and submit a CPA report to the YLDO as an alternative to providing supporting receipts. Such report should include a statement that all expenses incurred are within the ambit of CI Fund and in compliance with the Manual. Where a CPA or a corporate practice is engaged, the amount to be spent on audit fee should normally not exceed 2% of the approved project fund. The amount of audit fee should be clearly stated in the proposed budget for YLDO’s consideration.

Application Procedures

10. The deadlines for application under the funding scheme are set out below:

Estimated date of activity	Deadline for application	Estimated date of issue of approval letter
June to August 2022	3 May 2022	May 2022
September 2022 to January 2023	6 June 2022	August 2022

11. Organisations who wish to apply for a grant should complete the form at Annex B of the Manual and state in the form an estimated budget and a breakdown of expenditure of the activity. A duly completed form (only the original will be accepted) with “**Yuen Long District Funding Scheme to Implement Major Arts and Cultural Promotion Activities**” marked on the cover page should be returned to **13/F, Yuen Long Government Offices, 2 Kiu Lok Square, Yuen Long** before the respective deadlines listed above. For any application form submitted by mail, the date on which it arrives at the YLDO will be considered as the date of application and applicant organisations should bear all risks. Applications which are delivered belatedly, returned to the applicants, incomplete or late in submission will not be processed.

12. For enquiries, please contact Mr TANG at 3426 2732 or Ms CHEUNG at 2475 3802.

Yours faithfully,
(signed)
(WONG Cheuk-ying, Cherry)
for District Officer (Yuen Long)