



Ref.: HAD YLDC 13/45/3/5
Tel.: 2475 3808
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5 March 2024

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

Yuen Long District Office
Application for a Grant under Community Involvement Fund (2024-25)

The Yuen Long District Office (“YLDO”) is inviting applications for the Community Involvement Fund (“CI Fund”) from NGOs for organising leisure and sports programmes, arts and cultural programmes, social service programmes or other programmes and activities undertaken at district facilities in Yuen Long District in 2024-25. The deadlines for application are set out below:

Estimated date of activity	Deadline for application	Estimated date of issue of approval letter
May to June 2024	18 March 2024	April 2024
July to August 2024	19 April 2024	June 2024
September to October 2024	24 May 2024	August 2024
November to December 2024	12 July 2024	September 2024
January to February 2025	13 September 2024	November 2024

2. In parallel, the YLDO has launched the “Yuen Long District Funding Scheme to Implement Major Sports Promotion Activities” and “Yuen Long District Funding Scheme to Implement Major Arts and Cultural Promotion Activities” to subsidise major sports, arts and cultural promotion activities which are seeking a funding amount of **\$100,000 or more**. For details, please refer to the relevant documents on the homepage of the Home Affairs Department (“HAD”).

Eligibility Criteria

3. Applicant organisations must meet the existing 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 them with an appropriate means for contact, publicity and/or application purposes. Applicant organisations should also meet any other requirements specified in the Manual. **Should there be any change in the Manual and/or details of the application, the YLDO will timely update the information on the HAD homepage and notify the applicant organisations accordingly. In case of any dispute, the decision of the YLDO shall be final.**

4. Any organisation applying for the CI Fund from the YLDO for the first time should submit a copy of the registration document(s) (e.g. certificate of registration of a society, tax exemption certificate issued by the Inland Revenue Department), a copy of its constitution and a copy of proof of address, all of which should be signed by its person-in-charge and stamped with the official chop.

Funding Coverage

5. Applicant organisations are required to organise leisure and sports programmes, arts and cultural programmes, social service programmes or other programmes and activities undertaken at district facilities in Yuen Long District. Details of the ambit of CI Fund are set out in Part II of the Manual.

Funding Amount Applied

6. For permissible items of expenditure for community involvement projects, please refer to Annex A of the Manual. 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. Applicant organisations should also note the following:

- (a) For existing terms and conditions for receiving the CI Fund imposed on applicant organisations, please refer to Annex C of the Manual for details;
- (b) 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 and logo of the HAD and the logo for “Government-funded programme”, and state that the activity is financed by the CI Fund;
- (c) Applicant organisations must complete “Part 1: Basic Information” of the application form with correct and the most updated information. The YLDO may require applicant organisations to provide relevant supporting documents where necessary; and
- (d) All signatures on the documents should not be replaced by official chop/stamp.

Date of Activity

7. The activity should be held on such date(s) as approved. Applicant organisations should inform the YLDO of any changes in advance. Under no circumstances should an activity be concluded after 28 February 2025.

Payment Arrangements

8. Reimbursement of CI Fund is normally made to an NGO on completion of an activity. However, applicant organisations may apply to the YLDO for payment to be made in the form of advance payment and partial reimbursements so as to facilitate implementation of the activity. Details of the payment arrangements are at Annex E of the Manual.

Application Method

9. Applicant organisations should complete the application form at Annex B of the Manual and state in the application form an estimated budget and a breakdown of expenditure of the activity. A duly completed application form (only the original will be accepted) 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.

10. If an applicant organisation submits more than one application, the YLDO will process the applications according to the estimated dates of activities.

11. For enquiries, please contact Miss MOK on 2475 3837 or Ms CHEUNG on 2475 3802.

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