

16 May 2022

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. Having regard to the latest position of the 6<sup>th</sup> term of District Council, the Government has decided to suspend DC's role of vetting and approving funding applications of the CI Programme. However, the nature of activities funded by the CI Programme remains unchanged. For organisations wishing to organise CI projects for people living, working or studying in Wan Chai, they can now make applications to the Wan Chai District Office (WCDO) for funding support.

WCDO is now inviting organisations to organise district programmes with the objective of 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](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 feel free to contact us at 2835 1984.

Yours faithfully,

Daisy LO  
for District Officer (Wan Chai)

### **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. The project should also achieve one of the following objectives:

1. programmes and activities held at district facilities;
2. programmes to be organised in partnership with different sectors and non-government organisations (NGOs), including programmes that may require cross-year commitments;
3. district leisure and sports programmes;
4. district cultural and entertainment programmes;
5. programmes and activities to enhance public library services at district level;
6. district greening activities;
7. programmes to strengthen public hygiene and disease prevention efforts;
8. programmes to foster cultural integration, mutual respect and volunteerism;
9. activities to support heritage initiatives at district level;
10. activities to build social capital and help enhance self-reliance;
11. projects to enhance public understanding of the District Administration Scheme; and
12. activities to promote community building, social harmony and encourage public participation in community affairs.

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.

## Important Notes on Application for CI Fund

### (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

The applicant organisation must submit to Wan Chai District Office (WCDO) all required documents at least four weeks before the commencement of the project. Any projects seeking funding support should be held and completed no later than 20 February in the following year, or else the application concerned may not be approved.

### (3) Application for Funding Reimbursement

The applicant organisation should submit an income and expenditure statement within one month after completion of a project or before 10 March of that financial year (whichever is earlier). The funded organisation should submit “Income and Expenditure Statement” and “Project Completion Report” (both forms are available at the homepage of the Wan Chai District Office:

[[https://www.had.gov.hk/tc/18\\_districts/my\\_map\\_04.htm](https://www.had.gov.hk/tc/18_districts/my_map_04.htm)], and submit the original copies of relevant invoices, photos of the project, samples of printed materials and publicity items to WCDO.

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