



Our Ref.: KC CIF 11/1/1/3

Chairpersons of Owners' Corporations, Chairpersons of Owners' Committees, Persons in Charge of District Organisations and Non-governmental Organisations in Kowloon City District

Dear Sir/Madam:

Kowloon City District Office
2024-25 Community Involvement Programme
Second Round of Funding Application for Outings/Day Camps/Tea Gatherings/Dinners

To enhance social cohesion, the Kowloon City District Office (KCDO) will, in the year of 2024-25 allocate funding to owners' corporations, owners' committees, district organisations and non-governmental organisations (NGOs) in Kowloon City District for organising Community Involvement (CI) projects (outings/day camps/tea gatherings/dinners) which shall be of benefit to the local community and the people who live, work or study in the district.

Your organisation is invited to submit an application for funding for CI projects to be held between **1 April 2024 and 31 October 2024**. To apply for funding, please submit a completed application form together with the documentary proof of the organisation (such as the certificate of registration, etc.) to the KCDO (Address: 7/F, Kowloon City Government Offices, 42 Bailey Street, Hung Hom, Kowloon) by post or delivery **by 5 p.m. on 28 February 2024 (Wednesday)**. If the application is submitted by fax (2621 5943) /email (kcdcadm@kcdc.had.gov.hk) before the deadline, the original copy of the application form shall be provided within three working days after the date of submission. Late applications will not be considered.

For application by post, the postmark date on the envelope will be regarded as the date of submission. Please make sure that sufficient postage is affixed since underpaid mail items will not be accepted by the KCDO. In order to avoid any impact on the application due to postal delay, please consider sending a staff member to submit the application in person. For details and calculation of postage rates, please visit Hongkong Post's website (<https://www.hongkongpost.hk/tc/home/index.html>).

Only one application for funding for outings/day camps/tea gatherings/dinners will be approved for each organisation. Upon the receipt of the application, the KCDO will review the details in the form in accordance with the Manual on the Use of Community Involvement Fund of the KCDO (the Manual). The KCDO will revise the Manual and the funding application form as and when necessary without giving individual notice. So organisations shall refer to the latest version of the Manual and the funding application form on the website before filling in the form. In case of disputes, the final decision rests with the KCDO. **The result of application will be released in April.** Please note that no advance payment will be made for activities scheduled in April 2024.

The organisation, when implementing CI projects, shall abide by the terms and conditions of the Manual stated below:

1. Funded projects shall not be launched for profit-making purposes (see Appendix I(p) of the Manual).

2. The fund approved by the KCDO shall not be used for projects that give publicity to an individual, a company, a commercial firm, a political party or association (see paragraph 24(a) of the Manual).
3. For owners' corporations/owners' committees, the number of participants to be subsidised is capped at three times the number of units in the participating building or 300, whichever is lower. For district organisations/NGOs, the maximum number of participants to be subsidised is 300 (see Appendix III of the Manual). [This condition does not apply to applicants from care teams.]
4. For outings/day camps, only the fares/tour fees/day camp charges and the publicity expenses of the projects will be subsidised. As for tea gatherings/dinners, the KCDO will only subsidise the meal and publicity expenses of the projects. The funding ceiling for each item is as follows (see Appendix III of the Manual):

(1) Fares / Tour Fees / Day Camp Charges / Meal Expenses

A maximum subsidy of \$80 is set for each participant. For each tour / day camp, only up to two non-paying guests and one non-paying staff per tour bus will be subsidised for fares / tour fees / day camp charges. For each tea gathering / dinner, only up to two non-paying guests and four non-paying staff will be subsidised for meal expenses. If such expenses have been fully funded or waived by other parties (e.g. travel agencies and restaurants), no funding for such expenses will be allocated from the KCDO; and

(2) Publicity Expenses

A maximum subsidy of \$500 is set. The subsidy can be used to cover costs of producing various publicity items, including banners, posters, leaflets and admission tickets (see **Appendix III** of the Manual for funding ceilings on various publicity items). If the number of units in a building your organisation represents is less than 60, the funding ceiling on publicity expenses will be reduced to \$300 accordingly. The grantee is required to display the logo of the Home Affairs Department (HAD) in all publicity items of the approved project including the name of the KCDO including back drops, posters, banners, invitation letters / invitation cards, admission tickets, vouchers, leaflets) and state that the activities are financed by the KCDO. Otherwise, no reimbursement will be made.

The actual amount of subsidy received by your organisation is subject to the project revenue and expenditure as well as the funds available for allocation by the KCDO.

5. The funded organisation must comply with the requirements stated in paragraph 31 of the Manual when procuring goods or services. For NGOs, the designated persons shall obtain the required number of quotations and fill in a record of quotations before making any procurement.
6. The KCDO allocates funding in the form of reimbursement. All funds from the KCDO will only be credited to a bank account opened in the name of your organisation (see paragraph 6(a) of Appendix II and paragraph 38 of the Manual).
7. For activities involving ticket allocation, grantees shall ensure that the tickets are distributed,

allocated or sold in an open and fair manner. Generally speaking, the Community Involvement (CI) Fund shall not be used to subsidise any discounts offered in favour of particular persons (e.g. members of a particular organisation). Applicants for CI Fund shall state in their applications the ticket allocation arrangement and refer to the guidelines on the sale of tickets for CI projects of the KCDO (see paragraph 71 and Appendix XXI of the Manual).

8. The grantee is required, wherever possible, to use other sources of income (including charges, the grantee's own funds, cash donations and sponsorship) prior to using CI Fund to meet project expenses. The grantee shall consider applying for CI Fund only after exploring the feasibility of utilising the aforementioned sources of income. The organiser or participants shall, wherever possible, pay part of the project expenses. Organisations sponsored by CI Fund shall use other sources of income prior to using CI Fund to meet project expenses. Any unspent amount of CI Fund shall be returned to the Government immediately in accordance with established procedures and requirements (see Appendix I(c) of the Manual).

The application form, the Manual and other relevant documents can be downloaded from the HAD's website (https://www.had.gov.hk/tc/18_districts/my_map_05.htm).

The Manual and the application form are currently under revision by the KCDO. Organisations who wish to make an application for funding should pay close attention to the KCDO website to ensure that activities scheduled for April 2024 and beyond meet the requirements in the updated Manual. Upon the revision of the Manual, our staff will contact the applicants in a timely manner to allow changes be made to the details in their application form and the submission of additional information.

Should you have any enquiries, please contact us at 2621 3407 or 2621 3421.



(Miss Karrie KWOK)
for District Officer (Kowloon City)

30 January 2024