



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

Persons in Charge of District Organisations/Non-governmental Organisations in Kowloon City District

Dear Sir/Madam:

Kowloon City District Office
2024-25 Community Involvement Programme
Funding Application for Small-scale Activities

To promote community building, social harmony and public participation in district activities, the Kowloon City District Office (KCDO) will allocate funding to district organisations and non-governmental organisations (NGOs) in Kowloon City District for organising Community Involvement (CI) projects 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 the 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>).

Each organisation can only submit **one application** in response to the invitation for funding application for small-scale activities. Higher funding priorities will be accorded to organisations whose registered address/accommodation is in Kowloon City District. The KCDO will review the application in accordance with the Manual on the Use of Community Involvement Fund of the KCDO (the Manual) upon receipt of the funding application. The KCDO may revise the Manual and the application form as and when necessary without giving individual notice. Please refer to the latest version of the Manual and the application form on the KCDO's website before filling in the application form. In case of disputes, the final decision rests with the KCDO.

Due to funding constraints, the KCDO may not necessarily approve an application even if it has met the eligibility criteria for funding. The KCDO has the right to approve or reject the whole funding application of the organisation or certain items in the application. **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 total funding amount for each application shall not exceed **\$100,000**. If the funding application includes various activities to be held on different dates, **the organisation shall explain in full that the projects are in close connection with the project themes and essential for achieving the overall objectives, or else the application will be regarded as multiple applications.** Generally,

the KCDO will subsidise **no more than three projects** under the same application. The actual amount of subsidy received by the funded organisation for organising small-scale activities is subject to the project revenue and expenditure as well as the funds available for allocation by the KCDO.

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) Funded projects shall be activities featuring local characteristics and popular festival celebrations as well as cultural, artistic and recreational activities to promote district harmony and integration of ethnic minorities (see paragraph 2 and 3 of the Manual).
- (3) 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).
- (4) 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.
- (5) 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).
- (6) 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).
- (7) 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

KCDO's website (https://www.had.gov.hk/tc/18_districts/my_map_05.htm#06).

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 3033 or 2621 3421.



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

30 January 2024