

Application for a Grant under Community Involvement Fund (“CI Fund”)
Wan Chai District Office

1 Basic Information

(A) Name of Applicant: (Chinese) _____
(English) _____

(B) Registered Address: _____

Correspondence Address: _____
(If different from the
registered address) _____

(C) Telephone No.: _____ Fax No.: _____

(D) The Applicant is –
☐ registered under _____
Ordinance (please attach related documentary proof)
☐ a body of persons established for the benefit of _____
District.

(E) Responsible Persons

Authorised Person ¹ of the Applicant	Designated Officer-in-charge ² of the Project
Name: (Chinese) _____ (English) *Mr/Ms/Miss _____ _____	Name: (Chinese) _____ (English) *Mr/Ms/Miss _____ _____
Post: _____	Post: _____
Contact Tel No.: _____	Contact Tel No.: _____
Fax No.: _____	Fax No.: _____
Email Address: _____	Email Address: _____

* Please delete as appropriate

¹ Authorised Person refers to the person who signs the application form for and on behalf of the Applicant. He/she has been duly authorised by the Applicant to sign this application form, the contents of which are valid and binding on the Applicant.

² Designated Officer-in-charge serves as the contact officer of the project who may also certify the receipts and supporting documents for the purpose of reimbursement of CI Fund. Authorised Person and Designated Officer-in-charge can be the same person.

(F) Record of Application for CI Fund

- ☐ This is our first application for CI Fund
- ☐ We previously applied for CI Fund
- ☐ but our application was not approved.
- ☐ and grants were approved. Details of the last three applications over the past five years, if applicable, are as follows:

Name of Activity Date of Activity Amount Approved (\$) Project No.

1. _____
2. _____
3. _____

2 Details of Co-organisier(s) (For project to be implemented in collaboration with other organisations/ District Councils (DCs)/ District Offices (DOs)/ Committees and Working groups (C/WGs) under DCs/DOs)

Name of Co-organising Organisation(s)/ Name of Contact Person(s)/ Telephone No./ Fax No./ Email Address	Brief Description of the Nature and Form of Collaboration or Support
1.	
2.	

3 Details of the Proposed Project

- (A) Name of Project: _____
- (B) Nature: _____
- (C) Objectives: _____
- (D) Date/ Period of Implementation: _____
- (E) Setting-up/ Preparation Period: _____
- (F) Amount of Grant Applied for: \$ _____
- (G) Venue: _____
- (H) Content: _____
- (I) Target Group(s): _____
- (J) Estimated Number of Participants/ Audience: _____
- (K) Publicity and Promotion Method: _____
- (L) Expected Benefits/ Achievements
(Please propose performance measurement and milestones in quantifiable terms if applicable):
- (1) _____
- (2) _____
- (3) _____

(M) Work Plan/ Implementation Timetable

Action	Timetable

(N) Ticket Allocation Proposal (If applicable):

4 Budget and Cash Flow Projection**(A) Estimated Income and Expenditure Statement**

Estimated Income (If applicable)	Number (i)	Unit Rate \$ (ii)	Total Amount \$ (iii) = (i) x (ii)
Participants' fees			
Internal resources			
Sponsorship & donation			
Others			
Total Estimated Income (a)			

Estimated Expenditure³	Quantity (i)	Unit Cost \$ (ii)	Total Amount \$ (iii) = (i) x (ii)
Total Estimated Expenditure (b)			

Amount of CI Fund under Application (c) = (b) – (a)	
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³ If funds are to be expended for procurement of capitalised items, the applicant is required to state in Section 5 (i.e. part on "Other information") of this Annex whether capitalised items have been procured with CI Fund. If affirmative, a copy of the register/inventory record should be submitted together with the application form.

(B) Cash Flow Projection (If applicable)

	Projected Cash Flow								
	1st Year (\$)		2nd Year (\$)		3rd Year (\$)		4th Year (\$)		Total Amount (\$)
	Months 1-6	Months 7-12	Months 1-6	Months 7-12	Months 1-6	Months 7-12	Months 1-6	Months 7-12	
(a) Income									
(b) Expenditure									
Net Cash Flow Requirement ((b) – (a))									

(C) Requirement of Advance Payment⁴

Year	Date of Advance Payment to be Required	Amount Required (\$) and Intended Purpose
Year 1		
Year 2		
Year 3		
Year 4		

5 Other Information

Please provide any other information relevant to the project proposal which should be taken into account in considering the application.

⁴ The advance payment for the first year will be released upon approval of the project. A fresh application should be submitted if advance payment is required for the subsequent years of project implementation.

6 Alternative Funding Support

Please indicate how the proposed project will be financed if the application is rejected or the approved project fund is less than the proposed amount under application.

(A) Other sources of income

- ☐ Internal resources
- ☐ Sponsorship and donation
- ☐ Increase participants' fees
- ☐ Others (Please specify)

(B) ☐ Cancel the project

(C) ☐ Others (Please specify)

7 Declaration of Interest

- ☐ The Applicant hereby declares that itself, all the relevant member(s), employee(s), agent(s), contractor(s), and co-organiser(s) involved in the project have no pecuniary or other interest, direct or indirect, relating to the project application.
- ☐ The Applicant hereby declares that itself, or one or more of the relevant member(s), employee(s), agent(s), contractor(s), and co-organiser(s) involved in the project have pecuniary or other interest, direct or indirect, relating to the project application. The particulars of such matter are stated below –

8 Undertaking and Declaration of the Applicant

8.1 In consideration of the Government of the Hong Kong Special Administrative Region (“Government”) contemplating this application for a grant under the CI Fund –

- (A) The Applicant hereby declares that all the information given in this application is true, accurate and complete. The Applicant understands and agrees that any inaccurate or false information will render the application invalid, any grant approved will be withheld and any payment made must be refunded to the Government. The Applicant also acknowledges that the Government reserves the right to seek recovery of any money overpaid or fraudulently claimed from the CI Fund, as a civil debt due to the Government.
- (B) The Applicant hereby declares and undertakes that neither itself nor any of its relevant member(s), employee(s), agent(s), contractor(s) and co-organisier(s) (collectively “Relevant Personnel”) has engaged in (i) any act or activity that constitutes, or is likely to constitute, an offence endangering national security under the law of the HKSAR (including the Law of the People’s Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region (HKNSL)); or (ii) any act or activity that is or may be contrary to the interest of national security. The act and activity referred to in (i) and (ii) are collectively referred to as “Prohibited Act”. The Applicant shall not, and shall ensure that none of the Relevant Personnel will, engage in any Prohibited Act.
- (C) The Applicant further declares and undertakes that any money provided to us pursuant to this application will not be used to finance any project that involves, or may in the reasonable opinion of the HAD, involve commission of any Prohibited Act.
- (D) The Applicant understands and agrees that even if the application is approved, the Director of Home Affairs may terminate funding, request the grantee to refund the amount of payment released or repay any advance payment if it is subsequently found that the project has any national security concerns. The Applicant understands that the Applicant, or the relevant member(s), employee(s), agent(s), contractor(s) and/or co-organisier(s) of this application will be liable to relevant criminal offences if the project has any national security concerns.

(E) We hereby further undertake that:

- (a) we and each Relevant Personnel shall at all times comply with the laws of the HKSAR (including the HKNSL);
- (b) neither we nor any of the Relevant Personnel shall commit any Prohibited Act;
- (c) no Prohibited Act will be committed in delivering or carrying out the project to which an application for CI fund or a grant of CI fund relates; and
- (d) we shall forthwith upon its becoming aware of commission of a Prohibited Act by any person, report the Prohibited Act to the Police and other relevant law enforcement agencies.

8.2 On behalf of the Applicant, I hereby agree and consent that the information provided in this application form may be used by the Government to process the application, conduct evaluative studies and training/sharing sessions and for the purposes stated in the personal data collection statement. I further agree and consent that should this application be approved, all information contained in the application form and the subsequent reports (including but not limited to that concerning the Applicant and project details) may be released for inspection by the public and published by the Government for general information. I agree to publicise the fact that the project is supported by the District Office and undertake to display the name of the District Office and HAD and, as far as practicable, the logos of “Government-funded Programme” and HAD in all publicity materials and activities related to the project.

8.3 I have read and fully understood the contents of the Funding Guide on Community Involvement Programme (copy attached / at the following link: https://www.had.gov.hk/surl?ci_funding_guide_e), including its Annex C (Terms and Conditions For Receiving Community Involvement Fund) and such other requirements, directives, terms and conditions as may from time to time be issued by the Government concerning the CI fund, as well as this Undertaking and Declaration (collectively the “Terms of the Grant”); and the submission of this application shall constitute an offer from the Applicant to comply with and be bound by the Terms of the Grant should this application be accepted by the Government.

8.4 I hereby agree and undertake on behalf of the Applicant to observe, comply with and be bound by the Terms of the Grant (including dissemination of the undertakings, requirement of declaration of interest and national security requirements therein to the concerned member(s), employee(s), agent(s), contractor(s) and co-organiser(s)) should this application be accepted by the Government.

Annex B

8.5 The Applicant confirms that the signatory below has been duly authorised by the Applicant to sign this application form, the contents of which are valid and binding on the Applicant.

Name of Applicant:

Signature of
Authorised Person:

Name of
Authorised Person:

Post:

Date:

A circular stamp with the text "Official Chop of the Applicant" inside.

Official Chop
of the
Applicant

Purposes of Collection

1. The personal data provided by means of this form will be used by the Home Affairs Department for the purposes of handling matters relating to the use of the Community Involvement Fund as well as promoting community involvement activities and public participation in community affairs. The collection of the required data is obligatory and Applications with incomplete personal data as required above will not be considered.

Classes of Transferees

2. The personal data provided by means of this form may be disclosed to other Government departments, bureaux and relevant persons and bodies for the purposes mentioned in paragraph 1 above.

Access to personal data

3. The responsible officer(s) of the Applicant has/have a right of access and correction with respect to personal data as provided for under the Personal Data (Privacy) Ordinance (Cap. 486). The right of access includes the right to obtain a copy of the data subjects' personal data provided by this form.

Enquiries

4. Enquiries concerning the personal data collected by means of this form, including access to and correction of the personal data, should be addressed to -

District Secretary
Wan Chai District Office
2835 2005

**Points to Note for
Applications Made to Wan Chai District Office for
Community Involvement Fund**

Submission of Funding Application

1. Before submitting an application for Community Involvement (CI) Fund, the applicant organisation should read carefully the “Manual on the Use of Community Involvement Fund” (the Manual) which is available on the homepage of the Home Affairs Department (HAD) to ensure that the respective project is in compliance with the requirements set out in the Manual.
2. Please note the application deadline of 2024/25 and submit to Wan Chai District Office (WCDO) all required documents, including the **original copy** of the completed application form and copies of relevant supporting documents **before the specified deadline** for consideration. A soft copy of the application form (in Microsoft Word/ text-based PDF format) should also be submitted. The application form must be signed by an authorised person with the official chop of the applicant organisation. The applicant organisation is required to provide a public contact telephone number in the application form which is available for members of the public to make applications and enquiries.
3. Any activities seeking funding support should be organised **no later than 20 February 2025**, or else the application concerned may not be approved.
4. An applicant organisation applying for the first time must provide details of the bank account opened **in the name of the organisation** when submitting an application.
5. 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.

Sponsorship and Use of Funding

6. 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.
7. 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.

Application for Funding Reimbursement

8. The applicant organisation should submit “Income and Expenditure Statement” and “Project Completion Report” within one month after completion of a project or before 7 March 2025 (whichever is earlier), together with the original copies of relevant invoices, photos of the project, samples of printed materials and publicity items to WCDO in order to apply for funding reimbursement.