

# **Yau Tsim Mong District Office**

## **Guidance Notes for Yau Tsim Mong Community Involvement Programme**

### **1. Ambit of the Funds**

- 1.1 Ambit of the Funds for Yau Tsim Mong Community Involvement Programme (“YTMCIIP”) is as follows:
- (a) Specified celebratory events (i.e. Anniversary of Establishment of Hong Kong Special Administrative Region, the National Day and the Chinese New Year reception);
  - (b) Other district signature events (such as temple gatherings);
  - (c) Activities of district organisations (i.e. Area Committees, District Fight Crime Committees and District Fire Safety Committees); and
  - (d) Special activities that need to be organised.
- 1.2 Specific examples of projects and activities are: district recreational and sports activities, district greening activities, projects which strengthen public hygiene and disease prevention efforts, activities which foster inter-cultural understanding, activities which promote community building, etc.
- 1.3 The proposed project must comply with the following general requirements in order to be considered for funding:
- (a) The project should be non-profit making;
  - (b) The project should be open to the public and widely publicised in YTM District;
  - (c) The project must be held in the Hong Kong Special Administrative Region (“HKSAR”); and
  - (d) The project has not yet been held. No reimbursement will be made for expenses already incurred except the expenditure for renting venues under the Leisure and Cultural Services Department (“LCSD”).
- 1.4 The funds shall not be used for any project/item:
- (a) that is more appropriately charged to other government or departmental votes;
  - (b) that may give undue credit or publicity to an individual or any commercial firm or political party/organisation;
  - (c) where the organiser/co-organiser/collaborator is a Legislative Councillor, a District Council member, a political party or a political organisation/group and the full name or abbreviated name of the political party is included;
  - (d) that is intended for the exclusive or personal benefit of an individual;
  - (e) that involves the disbursement of cash relief;
  - (f) of a recurrent nature and not directly related to the project, such as basic equipment of the organisation, its office rent, maintenance fees, etc.; or

(g) that is launched primarily for profit making or fund raising purposes.

- 1.5 Projects involving special circumstances will be considered by the Yau Tsim Mong District Office (“YTMDO”) on a discretionary basis.

## **2. Eligibility for Application**

- 2.1 When applying for the Community Involvement (“CI”) Fund for the first time, the organisation should submit the registration document. The memorandum and articles of association and financial information of the organisation should also be provided upon request.
- 2.2 Government departments, the District Council and committees/working groups related to the District Council/District Office are eligible for applying for YTMCI Funds.
- 2.3 Applications may also be submitted by non-government organisations (“NGOs”) fulfilling the following criteria:
- (a) a statutory organisation or an organisation registered under the laws of the HKSAR (e.g. the Companies Ordinance (Cap. 622) and the Societies Ordinance (Cap. 151) or an exempted institution or trust under section 88 of the Inland Revenue Ordinance (Cap. 112)) and established wholly or mainly for the benefit of the district in which it is set up. For territory-wide organisations established to serve the public as a whole, their application shall involve a project that will benefit the local community and the people who live, work or study in the district ; or
  - (b) a body of persons (whether incorporated or not) established wholly or mainly for the benefit of the district in which it is set up or an organisation established to serve the general public which organises activities for the benefit of the local community and the people who live, work or study in the district.

The offices of Legislative Councillors Members, District Council members, political parties and associations, however, are not regarded as NGOs for the purpose of applying for CI fund.

- 2.4 Projects involving special circumstances will be considered by the YTMDO on a discretionary basis.
- 2.5 The organisation should be capable of undertaking the proposed project, e.g. it has previous experience in organising similar projects.
- 2.6 The applicant organisation, its staff and other co-organisier(s) must not be involved in any activities with national security concerns and must ensure the projects implemented with YTMCI Funds will not be involved in such activities.

## **3. Classification of Applicant Organisations**

Applicant organisations are generally classified into the following two categories:

- 3.1 Designated organisations: They include Mong Kok Yin Ngai Societies, Yau Tsim District Yin Ngai Society, Yau Tsim Mong District School Liaison Committee, Yau Ma Tei and Tsim Sha Tsui Culture and Arts Association, Yau Ma Tei and Tsim Sha Tsui Recreation and Sports Association, Mong Kok District Cultural, Recreational and Sports Association and Kowloon Federation of Associations Yau Tsim Mong District Committee; and
- 3.2 NGOs: Organisations other than those listed in para.3.1 above, owners' corporations, owners' committees, etc.

## 4. Application and Vetting Procedures

- 4.1 All YTMCI Fund applications should be submitted to the YTMDO for approval.
- 4.2 The applicant organisation *must, in accordance with the timetable for the suitable category of organisations set out below*, submit the original copy of an application form for the fund (Form 1) *by mail<sup>Note 1</sup> or in person* to the YTMCI Secretariat at Room 408, 4/F., Mongkok Government Offices, 30 Luen Wan Street, Mong Kok, Kowloon. The closing time for submission in person is 6 pm. In the event that the Secretariat is closed before 6 pm on the last day of application due to an emergency, inclement weather or any other reason, the deadline for submission will be extended to the next working day. Committees/working groups related to the District Council/District Office are also advised to submit applications in accordance with the relevant timetable as far as possible.

Date of Project Held by Designated Organisations and NGOs	Deadline for Submission <sup>Note 1</sup>	Expected Date of Announcement of Results <sup>Note 2</sup>
<b><u>For Financial Year 2026-27</u></b> 1 April to 31 August 2026 (1 <sup>st</sup> Phase)	<b>11 February 2026</b>	Mid-March 2026
1 September to 30 November 2026 (2 <sup>nd</sup> Phase)	<b>18 June 2026</b>	Early August 2026
1 December 2026 to 28 February 2027 (3 <sup>rd</sup> Phase)	<b>17 September 2026</b>	Early November 2026

Note 1: In the case of mail delivery, the postmark date shall be deemed the date of submission.

Note 2: Applicant organisations will be notified separately by mail.

## 5. Factors to be Considered in Granting of Funds

- 5.1 The YTMCI Funds are not without a limit. Therefore, not all projects meeting the application requirements will be approved for funding, and those approved for funding may not necessarily be fully reimbursed. In determining whether to subsidise a project and the level of grant, the YTMDO generally takes the following factors into consideration:
- (a) the nature and purpose of the project;
  - (b) the target group;
  - (c) the creativity displayed by the project and its benefits;

- (d) whether the applicant has good past records in organising projects, having regard to the reports it submitted upon the completion of these projects and the evaluation reports completed by the YTMDO;
- (e) whether similar projects have been conducted, or are currently being organised, by other groups, leading to or possibly resulting in a duplication of efforts;
- (f) whether the implementation schedule is well planned and practicable;
- (g) whether the proposed budget is prudent and realistic; whether the proposed project is cost effective and whether the proposed expenditure items are reasonable in terms of nature and quantity;
- (h) whether there are other sources of funding support for the proposed project, or whether it will be more appropriate for other organisations to provide funding for the project; and
- (i) whether the applicant organisation is still willing to carry out the project if the grant approved is lower than its expectation.

5.2 Generally, projects featuring the following characteristics are accorded higher priorities:

- (a) programmes and activities at district level with district characteristics;
- (b) joint activities with different sectors and NGOs for the purpose of achieving specific social objectives, e.g. to support heritage initiatives at district level, strengthen public hygiene and disease prevention efforts, foster inter-cultural understanding, target the underprivileged, etc.; or programmes that can bring long-lasting and sustainable benefits to the community.

5.3 **The approved amount should be commensurate with the standard level set by the YTMDO or a level deemed reasonable by the YTMDO, irrespective of the amount requested by the applicant organisation. As for the maximum subsidy amounts for various expenditure items, please refer to Appendix I for details.**

## Appendix I

5.4 The YTMDO will appoint representatives to participate in the funded projects conducted by first-time applicant organisations. Therefore, it is necessary for these applicant organisations to reserve two places for this purpose and pay the expenses involved. Apart from first-year applicant organisations, the YTMDO will also appoint representatives to observe or participate in other CI-funded projects by sampling. These organisations have to reserve places for this purpose and pay the expenses involved. When the YTMDO evaluates the effectiveness of a project, the applicant organisation should provide administrative assistance.

**(The criteria set out from para. 5.5 to para. 5.8 below are only applicable to NGOs)**

5.5 To ensure effective utilisation of resources, except for the YTMDO's specific-theme projects, the YTMDO has set a maximum amount of subsidy for each application from NGOs, as well as a ceiling on the annual accumulated funds for individual organisations. The ceiling on annual accumulated funds means the maximum amount that may be granted to an organisation in the same financial year. For NGOs applying for the funds for the first time, the YTMDO will impose a tighter ceiling and observe their performance in organising the

proposed projects. The related stipulations are as follows:

	<b>Maximum amount of subsidy for each application (\$)</b>	<b>Ceiling on annual accumulated funds for individual organisations (\$)</b>
First-year applicant organisations	25,000	50,000
Non-first year applicant organisations	50,000	80,000

- 5.6 For *first-year applicant organisations*, the YTMDO may approve only one application from each organisation in each phase within the first year of application.
- 5.7 For non-first year applicant organisations, the YTMDO may approve no more than two applications from each organisation in each phase of the financial year.
- 5.8 As applicant organisations may organise meaningful projects with themes endorsed by the YTMDO but the subsidies required will exceed the ceiling stated above, they may, under special circumstances, apply to the YTMDO in writing for exemption from the ceiling restrictions by providing detailed justifications and related information.

## 6. Points to Note in Organising Projects

### Applicable Form

- 6.1 **Acceptance of Funding**: Successful organisations are required to give a written reply to the YTMCI Secretariat of the YTMDO within one week after receipt of the approval letter to indicate whether they accept the funding. Organisations that have decided to relinquish the funds should also inform the Secretariat soonest to facilitate the YTMDO's funding rearrangements. The grantee must comply with the terms and conditions set out in Appendix II when carrying out the project.

**Letter of Consent (Form 2)**

Appendix II

- 6.2 **Bank Accounts for Payment of CI Fund**: All CI Fund payments (including advance payment and reimbursement) should be credited to the bank account opened in the name of the grantee. In managing the bank account, the grantee should note the following:

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- (i) A ledger recording receipts/payments and balance (sample ledger at Appendix III) should be maintained for each project;
- (ii) The unspent balance of the grant funds (save for petty cash) should be deposited in the bank account at all times;
- (iii) Bank interest generated from the grant, if any, should be regarded as an income arising from the project. It should

Appendix III

not be used for any purpose different from the project;

- (iv) No bank surcharges or negative interest should be charged to the grant; and
- (v) The grantee should keep the project ledgers, bank statements and other documents related to the project for seven years for inspection by the Government as and when necessary.

6.3 **Details of Project:** The project should be conducted according to the approved plan and budget. If any major amendments or variations are made to the details of project or participants' fees of the project (i.e. if the approved funding is \$100,000 or less, the adjustment in the total amount of participants' fees of each project shall not exceed \$1,000; If the approved funding is above \$100,000, the adjustment in the total amount of participants' fees of each project shall not exceed \$5,000, except for the situation where the fee for each participant is unchanged), the grantee must submit a written application at least 12 working days before the scheduled date of the project. The project should only be conducted after such application is approved. If the project is conducted on the scheduled date but there is a change of time, the grantee is still required to submit a written application at least five working days before the scheduled date of the project. If the project is not conducted as scheduled, the authority concerned has the right to cancel the funding and any advance payment for the project must be returned.

**Application  
for Change  
of Details of  
Project  
[Form 3]**

6.4 **Suspension or Termination of Project:** If the approved project has a substantial deviation from the original plan; or there is a lack of material progress of the implementation of the approved project in a satisfactory and/or material way without a reasonable explanation; or the project is observed by YTMDO to be no longer viable or unable to be completed in accordance with the time line in the approved plan, the YTMDO may, at any time, suspend or terminate the funding support to grantee of an approved project.

6.5 **Procurement of Goods and Services:** Prior to the commencement of the project, the organisation should nominate designated persons responsible for the procurement of goods or services. All payments must be made by these designated persons. Should the procurement of goods or services be delegated to a co-organisier/collaborator/outside party, these parties or their representatives must be an adviser, an office bearer or a co-opted member of the host organisation who is nominated by that organisation to be responsible for the procurement. Should the situation above arise, the applicant organisation should notify the Secretariat before the procurement. After the procurement of goods or services, the designated persons should ensure that the goods or services have been provided. All receipts should be certified by the authorised person of the organisation/the designated officer-in-charge of the project to the effect that such goods/services are ordered, received and used appropriately for the project. The particulars of the designated

**Income and  
Expenditure  
Statement  
(Form 4)**

persons should be provided in the Application for Reimbursement of Funds.

## 6.6 **Procurement Arrangements:**

- (a) The applicant organisation should exercise utmost prudence and uphold the principles of openness, fairness, competitiveness, transparency, pro-innovation, integrity and value for money in making procurement with the CI Fund. The quotations obtained for all goods and/or services, as well as the purchase prices to be accepted, must be compared against prevailing market prices. All such prices shall be deemed reasonable and fall within an acceptable market range. In particular, in making procurement with the CI Fund, regardless of the procurement value, the organisation should strictly observe the following quotation requirements and accept the lowest conforming offer or the conforming offer with the highest overall score (if a marking scheme is used):

Item of Procurement	Estimated value	No. of written quotations required
Goods	\$5,000 or below	Preferably 2 <sup>1</sup>
	\$5,001 – \$50,000	2
	\$50,001 – \$1,360,000	5
Services	\$9,000 or below	Preferably 2 <sup>1</sup>
	\$9,001 – \$50,000	2
	\$50,001 – \$1,360,000	5

For procurement of goods and services exceeding \$1,360,000, open tendering procedures shall be used.

- (b) The applicant organisation should nominate its employee(s) or member(s) as designated person(s) for the procurement of goods or services and provide their particulars (e.g. identity card (ID card) number and address) to the Government as and when necessary.
- (c) Prior to procurement, the designated person should obtain the required number of quotations and complete a Record of Quotations (Form 5), attached with all written quotations from suppliers. Subsequent to procurement, the designated person(s) should acknowledge the delivery of the goods/services procured, be responsible for the use of such goods/services, and ensure that such goods/services are ordered, received and used appropriately for the project.

### **Record of Quotations (Form 5)**

<sup>1</sup> To meet immediate needs, cash payment is allowed for purchase of low-value goods and services. No quotations will be required if the total value of goods or services does not exceed \$1,500.

- (d) If the applicant organisation does not follow the procurement procedures stated in para. 6.5(a)-(c) above (e.g. in the case of a sole supplier), full justifications must be given and properly recorded in Form 5 for auditing.
- (e) The applicant organisation, its co-organiser(s), members and staff should avoid engaging in activities which may result in actual or perceived conflict of interest (e.g. a project staff member procuring goods/services or inviting quotations for the project from company of his own or his immediate family) arising from their involvement in the approved project. They should declare any interest during procurement of goods and services, recruitment and other processes in managing projects (e.g. ticket allocation, adjudicating at competitions) which may involve financial or personal interests. They are prohibited from soliciting, accepting or offering any advantages in the course of planning and conducting the project. If there is a conflict of interest, the organisation should decide whether the co-organiser(s), member(s) or staff concerned should abstain from the process(es) concerned and record the reason(s) for its decision.
- (f) The applicant organisation should observe the principles of openness, fairness, competitiveness, transparency, pro-innovation, integrity and value for money in making procurement. The quotations obtained for all goods and/or services, as well as the purchase prices to be accepted, must be compared against prevailing market prices. All such prices shall be deemed reasonable and fall within an acceptable market range. It should refer to the Corruption Prevention Best Practice Checklist on procurement issued by the Independent Commission Against Corruption (“ICAC”) where appropriate. The information is available on the ICAC website at [www.icac.org.hk](http://www.icac.org.hk).
- (g) The organiser, sponsor/donor, the person authorised by the grantee to prepare and sign the application form for the CI Fund, and the designated person for procurement should, as far as practicable, not be a paid supplier/contractor/service provider.

6.7 **Public Liability and Accident Insurance:** NGOs are responsible for taking out appropriate insurance for their activities.

6.8 **Production of Souvenirs:** If souvenirs are produced, the grantee should complete Form 6 and submit photos of the souvenirs when handing in the Application for Reimbursement of Funds.

**Production of Souvenirs (Form 6)**

6.9 **Distribution of Publicity Items:** Promotional items for commercial activities should not be delivered together with the publicity materials for the project.

6.10 **Virement Between Expenditure Items:** The applicant organisation should carry out the project according to the estimates approved by the YTMDO. Upon completion of the project, any discrepancy between the “payment met by the CI Fund” and the



“expenditure originally approved by the YTMDO” must be justified by a **written** explanation from the applicant organisation and approved by the YTMDO before reimbursement of funds is made. Virement between expenditure items must meet the following **three** conditions:

- (1) The total expenditure originally approved should not be exceeded;
- (2) If the approved funding is \$100,000 or less, virements shall not exceed \$1,000 per item. If the approved funding is above \$100,000, the virement per item shall not exceed \$5,000; and
- (3) The expenditure for individual items after virement should not exceed the respective maximum subsidy amount as set out in Appendix I.

6.11 **Project Income and Surplus Funds:** Fees may be charged for the programmes and activities financed by the YTMCI Fund. In formulating charges for projects, the grantee should follow the Government’s fee-charging policy and arrangements where appropriate. An organisation granted with the funds should utilise all sources of income from the project prior to using the CI Fund to meet the necessary expenses arising from the project itself, irrespective of whether this is stated in the project proposal. The same arrangement should apply to sponsorship, cash donations and other sources of income. Any unspent amount of the funds shall be returned to the Government after the completion of the project. The income records of the project should be kept for seven years and be available for inspection by the Government where necessary.

6.12 **Sponsorship and Donation:**

- (a) Sponsorship and donations in cash, in kind, in the form of services or otherwise, are generally acceptable, except for sponsorship/donations from companies selling tobacco and hard liquor, or from contractors providing services or equipment for the project.
- (b) Sponsorship/donations in cash and in kind, such as prizes, food, beverages and printing services, must be acknowledged in writing and disbursed according to the wishes of the sponsors/donors. Contributions unspent or donated items unused should be returned to the sponsors/donors unless they wish them to be used in other activities.
- (c) To acknowledge sponsorship/donations on publicity materials of the project, the name(s) and the logo(s) of sponsor(s)/donor(s) must not be larger and more prominent than the name(s) and the logo(s) of the Home Affairs Department or the YTMDO or any other government departments.
- (d) All publicity materials of the project (backdrops, posters, banners, invitation letters/cards, admission tickets, coupons, flyers, etc.) should bear the words “Sponsored by the Home

Affairs Department” or “Sponsored by the Yau Tsim Mong District Office” and state that the activities are financed by CI Fund, and display the logos of “Government-funded Programme” and the Home Affairs Department as far as possible.

- (e) The names of sponsors/donors, the type, the amount and the ultimate use of the sponsorship/donations, as well as copies of acknowledgement letters to the sponsors/donors should be kept for seven years and be available for inspection by the Government where necessary.

6.13 **Deviation of Actual Expenditure from Estimated Expenditure:** If the actual expenditure incurred is less than 85% of the amount of funds considered eligible by the YTMDO (“Eligible Amount”) (as shown in the application form), the subsidy amount will be reduced by the YTMDO. The YTMDO will calculate the amount to be reimbursed on a pro rata basis by comparing the amount of funds approved by the YTMDO (“Approved Amount”) and the Eligible Amount. An example is given below:

<b>Eligible Amount</b>	<b>Approved Amount</b>	<b>85% of Eligible Amount</b>
\$8,000	\$4,000	\$6,800

- If the actual expenditure incurred is \$7,000, which **exceeds** 85% of the Eligible Amount (\$6,800), full reimbursement of the Approved Amount (\$4,000) will be granted.
- If the actual expenditure incurred is \$6,000, which is **below** 85% of the Eligible Amount (\$6,800), the amount reimbursed will be calculated according to the following formula:

$$\frac{\text{Approved Amount}}{\text{Eligible Amount}} \times \text{actual expenditure}$$

$$\frac{\$4,000}{\$8,000} \times \$6,000$$

$$= \$3,000$$

6.14 **Submission of Verifiable Evidence:** The applicant organisation should submit photographs and posters to prove that the project has been carried out and that all items funded have been used in accordance with the approved purpose. Publicity materials such as admission tickets and publicity leaflets (if available) should also be submitted.

6.15 **Breach of Terms and Conditions of Grant:**

To ensure that the terms and conditions for receiving CI fund imposed on grantees are fully observed, YTMDO will conduct audit

checks of the records kept by the grantees on a random basis. Apart from suspending or terminating the funding support, YTMDO may also impose the following penalty to NGO which fails to observe the terms and conditions imposed on it in implementing the CI project without a reasonable explanation -

- (i) low priority would be accorded when the NGO next submits an application for CI fund; and
- (ii) if the NGO is subsequently granted CI fund for implementing CI projects and fails again to observe the terms and conditions, further applications for funds will be rejected.

YTMDO will inform the NGO of the irregularities found and the penalty imposed for the breach.

#### 6.16 **Handling of Suspected Cases of Obtaining CI Fund by Fraud:**

- (a) If the YTMDO reasonably believes that the person in charge of the applicant organisation or grantee has submitted falsified claims or documents (e.g. receipts), the matter will be dealt with in the following manner:
  - (i) Processing of any application for reimbursement of funds in relation to the project will be suspended immediately, and the case will be referred to law enforcement agencies for investigation;
  - (ii) Funding applications of the organisation and of the group to which the person belongs, if they have been submitted but not yet been accepted, will not be processed until investigation by law enforcement agencies is completed;
  - (iii) Other CI projects of the organisation and of the group to which the person belongs, where funds have been granted, may be implemented but no advance payment will be provided. The Secretariat will process the application for reimbursement of funds in accordance with the prescribed procedures after the completion of projects.
- (b) Upon conviction of a person for obtaining the CI Fund by fraud, the organisation concerned shall be held fully responsible for any expenditure incurred for the project in question and return all grants to the CI Fund. No application for reimbursement of funds for the project will be entertained. Moreover, no funding applications from the organisation and from the group to which the person belongs will be entertained in the next financial year.

#### 6.17 **Others:**

- (a) The organiser and its staff are required to declare any interest when making procurement of goods and services for the project,

and are prohibited from making profit, soliciting, accepting or offering any advantage related to the project.

- (b) The organiser is accountable for its acts, including the performance of its employees and/or members and shall bear all liabilities and legal responsibilities arising from the implementation of the project. In particular, it should be responsible for its purchasing and spending decisions with the use of the CI Fund.
- (c) The grantee should adopt fair and open recruitment procedures in recruiting staff to conduct the project, such as publicising vacancies through the Labour Department. For hiring of casual/non-skilled workers, the hourly rate should be pegged at the prevailing market rate for the relevant industry/occupation as published in the latest Quarterly Report of Wage and Payroll Statistics issued by the Census and Statistics Department.
- (d) Grantees are suggested to make reference to the “Waste Reduction Guidebook for Large Scale Event Organisers” which assists event organisers and other relevant stakeholders in formulating waste management strategies to minimise waste generation and to save useful resources as much as possible for reuse, recycling or upcycling. The Guidebook is available at [https://www.wastereduction.gov.hk/en/green\\_event\\_guide.htm](https://www.wastereduction.gov.hk/en/green_event_guide.htm).

## 7. Applying for Reimbursement

- 7.1 Applicant organisations must submit the Application for Reimbursement of Funds (Form 4) and the Final Report (Form 7) *by mail or in person within **two months** after the completion of the project or before 1 March of the relevant financial year (whichever is the earlier).* Late submissions will be deemed to have disclaimed the allocation. If 1 March falls on a Saturday, Sunday or general holiday, or the Secretariat is closed that day due to certain circumstances, the deadline will be extended to the next working day. The closing time for submission in person is 6 pm. In the case of mail delivery, the postmark date shall be deemed the date of submission.
- 7.2 If the organiser, in the absence of a satisfactory explanation to the YTMDO, fails to provide a statement of accounts together with all supporting documents and receipts within two months after the completion of the project or before 1 March of the relevant financial year (whichever is the earlier), the YTMDO may take the following penalty actions:
- (a) Low priority will be accorded for its future funding applications for CI projects;
  - (b) If the local organisation is subsequently granted the funds for implementing CI projects, but once again fails to submit a statement of accounts together with all supporting documents

and receipts within two months after the completion of the project or before 1 March of the relevant financial year (whichever is the earlier), no funding applications from the organisation will be accepted in future.

7.3 The following points should be noted when applicant organisations are completing the Application for Reimbursement of Funds:

(a) **Receipt and Invoice:**

- The applicant organisation shall submit original copies of receipts clearly marked with the purchased items and quantities. If the receipts do not list out such information clearly, the organisation shall provide invoices or write the information on the receipts.
- The YTMDO only accepts receipts as official proof of expenditure. If the organisation can only provide invoices, the invoices should be marked as paid. The Secretariat will decide whether to accept the invoices as proof of expenditure, depending on the payment method and the amount involved.
- For expenditure items not subsidised by the YTMDO, the organisation can submit a duplicate copy of receipt marked as “certified true copy”.
- The original and duplicate copies of all receipts must bear the chop of the organisation and the signature of its authorised person/the designated officer-in-charge of the project, and marked as “certified correct”.
- The addressee on all receipts and invoices should be the name of the organisation. (See sample receipts in Appendix IV).
- Any correction made should be initialed against.
- Any receipt for goods or services paid by the CI Fund must be issued after the date of approval of funding. The funds granted to the applicant organisation should only be used to pay the necessary expenses incurred in conducting the project during the project period. Except the booking charges payable to the LCSD, the YTMDO will not subsidise any expenditure items paid prior to approval of funding.

Appendix IV

- (b) **Cash Disbursement Slip:** Cash disbursement slip can be used if no official receipt is issued for a small payment. However, the slip should list out the name of receiver/person responsible in block letters, his/her signature, ID card number, address, telephone number, the date of payment and the breakdowns of expenditure.

- (c) **Payments to Workers:** Whenever payments to workers are incurred in the project, the organisation must provide full details of the workers engaged (i.e. names, ID card numbers, telephone numbers and addresses) and state the job nature, the duration of service and the service fee/remuneration (the claim form is attached as Form 4(i)). The organisation should also send the employers' returns to the Inland Revenue Department, listing out the wages/allowances paid to the workers.
- 7.4 Individuals **will be held personally accountable** if they provide false information to obtain the CI Fund or submit falsified documents (e.g. false receipts).
- 7.5 The Secretariat has the right to raise enquiries and give directions for correction as regards the documents and receipts for applications for reimbursement submitted by organisations. Organisations must reply to the Secretariat within 14 days after the instructions are issued to acknowledge the receipt of instructions, otherwise the Secretariat will consider terminating the processing of the relevant applications for reimbursement.

## 8. Enquiries

For enquiries about the guidelines, please contact the YTMCI Secretariat, whose contact information is available at [https://www.had.gov.hk/en/18\\_districts/my\\_map\\_09.htm#06](https://www.had.gov.hk/en/18_districts/my_map_09.htm#06).

**Maximum Subsidy Amount for Expenditure Items**

<b>Code No.</b>	<b>Expenditure Item</b>	<b>Maximum Subsidy Amount for NGOs</b>	<b>Maximum Subsidy Amount for Designated Organisations/Activities Endorsed by District Council</b>	<b>Maximum Subsidy Amount for Special Activities/YTMDO's Specific-theme Activities</b>
<b>1</b>	<b>Publicity and Printing</b>			
	<b>Publicity</b>			
1.1	Posters (not more than \$6 per piece)	\$500	\$500	\$1,000
1.2	Publicity leaflets (not more than \$0.5 per piece)	\$800	\$800	\$1,600
1.3	Banners (not more than \$265 per piece)	\$1,200	\$1,200	\$2,400
1.4	Postage	Double the No. of expected participants or 1 000 sets (whichever is the lower) x postage per set determined by the Hongkong Post	1 000 sets x postage per set determined by the Hongkong Post	2 000 sets x postage per set determined by the Hongkong Post
1.5	Online publicity	\$500	\$500	\$1,000
1.6	Design and layout	\$3,000	\$3,000	\$6,000
	<b>Printing</b>			
1.7	Booklets (not more than \$3 per copy)	\$1,500	\$1,500	\$3,000
1.8	Admission tickets (not more than \$0.8 per copy)	\$400	\$400	\$800
1.9	Banners (non-publicity) (not more than \$265 per piece)	\$950	\$950	\$1,900

<b>Code No.</b>	<b>Expenditure Item</b>	<b>Maximum Subsidy Amount for NGOs</b>	<b>Maximum Subsidy Amount for Designated Organisations/Activities Endorsed by District Council</b>	<b>Maximum Subsidy Amount for Special Activities/YTMDO's Specific-theme Activities</b>
1.10	Invitation cards (not more than \$4.6 per set)	\$460	\$460	\$920
1.11	Application forms/regulations	\$1,000	\$1,000	\$2,000
1.12	Participant cards/badges (not more than \$2 per item)	\$600	\$600	\$1,200
1.13	Photocopying fee	\$200	\$200	\$400
1.14	Production of display boards (not more than \$500 per piece)	\$7,200	\$10,000	\$20,000
1.15	Printing of questionnaires (not more than \$2 per set)	\$2,000	\$2,000	\$4,000
1.16	Survey reports (not more than \$10 per copy)	\$5,000	\$5,000	\$10,000
1.17	House programmes (not more than \$4 per copy)	\$3,000	\$3,000	\$6,000
1.18	Camp programmes (not more than \$2 per copy)	\$400	\$400	\$800
1.19	Postage (non-publicity)	Double the No. of expected participants or 1 000 sets (whichever is the lower) x postage per set determined by the Hongkong Post	1 000 sets x postage per set determined by the Hongkong Post	2 000 sets x postage per set determined by the Hongkong Post
1.20	Design and layout (non-publicity)	\$1,000	\$1,000	\$2,000



<b>Code No.</b>	<b>Expenditure Item</b>	<b>Maximum Subsidy Amount for NGOs</b>	<b>Maximum Subsidy Amount for Designated Organisations/Activities Endorsed by District Council</b>	<b>Maximum Subsidy Amount for Special Activities/YTMDO's Specific-theme Activities</b>
<b>2</b>	<b>Venue [Henry G. Leong Yaumatei Community Centre (“HGLCC”), Mong Kok Community Hall (“MKCH”), Chan Hing Social Service Centre of Mong Kok Kaifong Welfare Association (“CHSSC”) or Yau Tsim Mong Multicultural Activity Centre (“YTMMAC”)]</b>			
2.1	Hall	According to the charges of local day schools and universities registered with the Education Bureau, HGLCC, MKCH, CHSSC or YTMMAC		
2.2	Air-conditioning in the Hall			
2.3	Lighting panel			
2.4	Piano			
2.5	Male and female dressing rooms			
2.6	Conference room			
2.7	Each basketball court with air-conditioning	\$236 per hour	\$236 per hour	\$236 per hour
2.8	Each badminton court with air-conditioning	\$59 per hour	\$59 per hour	\$59 per hour
2.9	Indoor recreation room with air-conditioning	\$47 per hour (below 100 m <sup>2</sup> ) \$75 per hour (above 100 m <sup>2</sup> )	\$47 per hour (below 100 m <sup>2</sup> ) \$75 per hour (above 100 m <sup>2</sup> )	\$47 per hour (below 100 m <sup>2</sup> ) \$75 per hour (above 100 m <sup>2</sup> )
2.10	Other venues that can accommodate 200 persons and provide air-conditioning	\$4,000 for every 4 hours	\$4,000 for every 4 hours	\$4,000 for every 4 hours
2.11	Venues provided by the Leisure and Cultural Services Department (“LCSD”)	According to the LCSD charges		

<b>Code No.</b>	<b>Expenditure Item</b>	<b>Maximum Subsidy Amount for NGOs</b>	<b>Maximum Subsidy Amount for Designated Organisations/Activities Endorsed by District Council</b>	<b>Maximum Subsidy Amount for Special Activities/YTMDO's Specific-theme Activities</b>
<b>3</b>	<b>Ceremony</b>			
3.1	Guests' book/signature board	\$300	\$300	\$600
3.2	Rosettes for the ribbon-cutting ceremony (not more than \$32 each)	\$320	\$320	\$640
3.3	Souvenirs for officiating guests or speakers <sup>Notes 1 &amp; 2</sup> (not more than \$150 per item)	\$750	\$1,000	\$2,000
3.4	Souvenirs for others <sup>Notes 1 &amp; 2</sup> (not more than \$100 per item)	\$1,000	\$1,000	\$2,000
3.5	Buttonholes/name badges for guests (not more than \$3 per item)	\$50	\$200	\$400
3.6	Ceremony items (fa pao, ceremony table, red table cloth, flowers for the table, name card tray, sign pen etc.)	\$1,500	\$1,500	\$3,000

<b>4</b>	<b>Programmes</b>			
4.1	Rental of a vessel (accommodating not less than 200 persons)	\$2,000 per hour	\$2,000 per hour	\$2,000 per hour
4.2	Performance fee (including rental of clothes, make-up, MC service, etc.)	(Applicant organisation cannot apply for subsidy under 4.15 at the same time) \$10,000 and not more than 50% of the total expenditure (whichever is the lower)	\$50,000	\$50,000

<b>Code No.</b>	<b>Expenditure Item</b>	<b>Maximum Subsidy Amount for NGOs</b>	<b>Maximum Subsidy Amount for Designated Organisations/Activities Endorsed by District Council</b>	<b>Maximum Subsidy Amount for Special Activities/YTMDO's Specific-theme Activities</b>
4.3	Games stalls at a carnival (maximum number of stalls)	15	No specified limit	No specified limit
	(a) stall erection (each stall)	\$1,000	\$1,000	\$2,000
	(b) stall prizes (each stall)	\$1,000	\$1,000	\$2,000
4.4	Variety show at a carnival			
	(a) backdrop setup	\$5,000	\$8,000	\$16,000
	(b) rental of a stage	\$6,000	\$6,000	\$12,000
	(c) lighting	\$3,000	\$10,000	\$20,000
	(d) venue decoration	\$3,000	\$3,000	\$6,000
	(e) tables and chairs	\$3,000	\$3,000	\$6,000
4.5	Public address system/rental of karaoke equipment	\$4,000	\$5,000	\$10,000
4.6	Materials and facilities for the activity	\$5,000	\$5,000	\$10,000
4.7	Marching band	\$3,000	\$5,000	\$10,000
4.8	Rental of a parade bus (including bus rental, public address system and decoration)	\$4,000	\$4,000	\$8,000
4.9	Souvenirs for participants <sup>Notes 1 &amp; 2</sup> (not more than \$10 per item)	\$1,800	\$1,800	\$3,600
4.10	Prizes for lucky draws <sup>Note 2</sup> (not more than \$50 per item)	\$1,000	\$1,000	\$2,000
4.11	Gifts to be distributed during visits to organisations (e.g. elderly homes and orphanages) and vulnerable groups	\$5,000 (not exceeding \$30 per item)	\$10,000 (not exceeding \$50 per item)	\$20,000 (not exceeding \$50 per item)

<b>Code No.</b>	<b>Expenditure Item</b>	<b>Maximum Subsidy Amount for NGOs</b>	<b>Maximum Subsidy Amount for Designated Organisations/Activities Endorsed by District Council</b>	<b>Maximum Subsidy Amount for Special Activities/YTMDO's Specific-theme Activities</b>
4.12	Prizes for games (not more than \$30 per item)	\$2,000	\$2,000	\$4,000
4.13	Prizes for competitions <sup>Notes 2 &amp; 3</sup> <b>(Each trophy/cup not more than \$800, each medal not more than \$25)</b>	\$2,000	\$3,000 per competition	\$3,000 per competition
4.14	Umpires/referees	According to the standard charges of the sports associations concerned (for categories other than sports, the ceiling is \$1,500)	According to the standard charges of the sports associations concerned (for categories other than sports, the ceiling is \$2,000)	According to the standard charges of the sports associations concerned (for categories other than sports, the ceiling is \$2,000)
4.15	Cantonese music performance/Cantonese opera			
	(a) Cantonese music musicians/bands	(Applicant organisation cannot apply for subsidy under 4.2 at the same time) \$10,000 and not more than 50% of the total expenditure (whichever is the lower)	\$6,000	\$12,000
	(b) Performance fees for professional groups		\$60,000	\$80,000
4.16	Copyright royalties	\$5,000	\$9,000	\$18,000

Code No.	Expenditure Item	Maximum Subsidy Amount for NGOs	Maximum Subsidy Amount for Designated Organisations/Activities Endorsed by District Council	Maximum Subsidy Amount for Special Activities/YTMDO's Specific-theme Activities
<b>5</b>	<b>Meals (maximum number of persons to be subsidised)</b>	420 persons	600 persons (increase of the subsidy amount for individual large-scale projects may be considered on a case-by-case basis)	
5.1	Lunch/dinner with drinks <sup>Note 4</sup> (if an activity lasts for 3 hours or more and includes a lunch or dinner break)	\$97 per person	\$97 per person	\$97 per person
5.2	Refreshments/snacks with drinks <sup>Note 5</sup> (if an activity lasts for not more than 3 hours)	\$71 per person	\$71 per person	\$71 per person
5.3	Drinks	\$6 per person	\$6 per person	\$6 per person

<b>6</b>	<b>Transport</b>			
6.1	Trucks (including labourers)	\$1,000	\$2,000	\$4,000
6.2	Coaches (per coach)	\$1,600	\$1,600	\$1,600
6.3	Ferry fare (the maximum subsidy amount is \$5,160)	\$43 per person	\$43 per person	\$43 per person
6.4	Taxi	\$40	\$80	\$160

<b>7</b>	<b>Voluntary Workers</b>			
7.1	Lunch/dinner with drinks <sup>Note 4</sup> (if an activity lasts for 3 hours or more and includes a lunch or dinner break)	\$97 per person	\$97 per person	\$97 per person
7.2	Refreshments/snacks with drinks <sup>Note 5</sup> (if an activity lasts for not more than 3 hours)	\$71 per person	\$71 per person	\$71 per person
7.3	Drinks	\$6 per person	\$6 per person	\$6 per person
7.4	Travelling allowance (not more than \$50 per person)	\$25 per person for every 4 hours	\$25 per person for every 4 hours	\$25 per person for every 4 hours

<b>Code No.</b>	<b>Expenditure Item</b>	<b>Maximum Subsidy Amount for NGOs</b>	<b>Maximum Subsidy Amount for Designated Organisations/Activities Endorsed by District Council</b>	<b>Maximum Subsidy Amount for Special Activities/YTMDO's Specific-theme Activities</b>
<b>8</b>	<b>Photography/Video recording</b>			
8.1	Photography	\$500	\$2,000	\$4,000
8.2	Production of slides /transparencies	\$500	\$500	\$1,000
8.3	Video recording (YTMDO will assess and approve this item base on the nature of the activity)	\$2,000	\$2,000	\$4,000
<b>9</b>	<b>Admission fee</b>	\$30 per person	\$30 per person	\$30 per person
<b>10</b>	<b>Miscellaneous</b> <sup>Note 6</sup>	Not exceeding 10% of the approved amount	Not exceeding 10% of the approved amount	Not exceeding 10% of the approved amount
<b>11</b>	<b>Insurance</b>			
11.1	Premium and premium levy for public liability insurance/accident insurance	\$5,000	\$5,000	\$10,000
11.2	Security guard fee (a maximum of 2 persons and not more than 8 hours per person)	\$60 per hour per person	\$60 per hour per person	\$60 per hour per person

<b>Code No.</b>	<b>Expenditure Item</b>	<b>Maximum Subsidy Amount for NGOs</b>	<b>Maximum Subsidy Amount for Designated Organisations/Activities Endorsed by District Council</b>	<b>Maximum Subsidy Amount for Special Activities/YTMDO's Specific-theme Activities</b>
<b>12</b>	<b>Courses</b>			
12.1	Course notes	\$5 per person <b>for each session</b>	\$5 per person for each session	\$5 per person for each session
12.2	Tutor/coach <sup>Note 7</sup> (according to the LCSD charges)			
	(a) elementary level (beginner)	\$224 per hour	\$224 per hour	\$224 per hour
	(b) intermediate level (skill improvement)	\$263 per hour	\$263 per hour	\$263 per hour
	(c) advanced level (techniques and skill enhancement)	\$341 per hour	\$341 per hour	\$341 per hour
	(d) tutor with a professional qualification	An organisation should specify in the Application Form the professional qualification requirements, including certificates or experience required, market information, etc., for consideration and assessment by the YTMDO.		
12.3	Special training (such as rock-climbing, horse-riding, etc.)	\$120 per person for a one-day training (including coach and equipment expenses)	\$120 per person for a one-day training (including coach and equipment expenses)	\$120 per person for a one-day training (including coach and equipment expenses)
12.4	Tutor without a professional certificate (e.g. handicraft, life skills, etc.)	\$214 per hour	\$214 per hour	\$214 per hour
<b>13</b>	<b>Standard unit cost of an individual activity (including expenditure on publicity, meals, transport, lucky draws, games, photography, etc.)</b>			
13.1	Picnic	\$100 per person	\$120 per person	\$120 per person
13.2	Residential camp (the YTMDO will subsidise residential camps of 2 days and 1 night only)	\$150 per person	\$200 per person	\$200 per person

13.3	Launch ride	\$140 per person	\$160 per person	\$160 per person
<b>Code No.</b>	<b>Expenditure Item</b>	<b>Maximum Subsidy Amount for NGOs</b>	<b>Maximum Subsidy Amount for Designated Organisations/Activities Endorsed by District Council</b>	<b>Maximum Subsidy Amount for Special Activities/YTMDO's Specific-theme Activities</b>
<b>14</b>	<b>One-off licence fee</b>	According to the charges of the Government		

<b>15</b>	<b>Central administrative overheads</b> <sup>Note 8</sup>	For a project with an approved project fund of \$0.2 million or below, the central administrative overheads shall not exceed 10% of the approved project fund. For a project with an approved project fund exceeding \$0.2 million, the central administrative overheads shall not exceed 10% of the actual project cost.
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<b>16</b>	<b>Other expenditure items</b>	Other expenditure items shall not exceed the approved amount by 25% or \$45,000, whichever is lower. The YTMDO shall consider each case on its individual merits.
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Note 1: The value of a souvenir should not exceed \$440, irrespective of whether the Yau Tsim Mong District Office ("YTMDO") grants full subsidy for the activity.

Note 2: The grantee should use environmentally friendly items as souvenirs or gifts of a token nature. No more than one souvenir should be provided for each person.

Note 3: The value of a prize should not exceed \$1,590, irrespective of whether the YTMDO grants full subsidy for the activity. Cash and items that can be cashed (e.g. bank coupons) should not be used as prizes.

Note 4: The maximum expenditure per person/per day for performers, voluntary workers, guests and participants who participate in an activity continuously for 3 hours or more (including lunch or dinner breaks) is determined by the Home Affairs Department ("HAD"). Reimbursement claims must be supported by original receipts issued by the catering supplier(s).

Note 5: The maximum expenditure per person/per day for performers, voluntary workers, guests and participants who participate in an activity continuously for 3 hours or less is determined by the HAD.

Note 6: The grantee may use the subsidy for miscellaneous expenses to reimburse expenses not included in the application form, subject to the respective ceilings for refund of expenses specified above.

Note 7: The subsidy ceiling for tutors/coaches is determined according to the charges of the LCSD.



Note 8: For a project with an approved project fund of \$0.3 million or above, the YTMDO strongly recommends that the grantee should reserve central administrative overheads in the budget for the preparation of a report by a Certified Public Accountant (“CPA”) in lieu of the submission of supporting receipts. The report should contain a declaration to the effect that all expenses are within the ambit of the funds for the YTMCI and comply with the provisions contained in the Funding Guide on Community Involvement Programme and the Guidance Notes for Yau Tsim Mong Community Involvement Programme. In general, the audit expense should not exceed 2% of the approved project fund. The YTMDO will examine each case in accordance with the specific requirements of activities, and determine if the CPA report can be accepted as a valid supporting document for the application for reimbursement. In the case that supporting receipts, instead of a CPA report, are submitted, the grantee should provide justifiable explanations for YTMDO’s consideration.

**Terms and Conditions for Receiving Community Involvement (CI) Fund**

**The terms and conditions set out below apply to Non-governmental Organisations (NGOs) either implementing the CI projects on their own or in collaboration with District Offices (DOs), District Councils (DCs) or Committees/Working Groups (C/WGs) under DCs/DOs. All of them will be referred to as “grantee” in the following paragraphs.**

**1. Agreement**

**1.1** By accepting the Community Involvement (CI) Fund from the Hong Kong Special Administrative Region (HKSAR) Government (“Government”), the grantee agrees, warrants and undertakes, among other things, that –

- (a) the grantee will carry out the CI project in accordance with the provisions in the Funding Guide on Community Involvement Programme (the Funding Guide) and additionally prescribed by the Director of Home Affairs (DHA) or his/her authorised officers (if any) as well as the approved plan and budget;
- (b) all information supplied, and statements and representations made in the application and in the course of conducting the CI project, or otherwise in the progress, final and audited account reports, financial statements or project materials are true, accurate and complete;
- (c) activities undertaken, every person/organisation employed or engaged, and any work or material produced or involved in the CI project shall comply with the laws of the HKSAR (including Places of Public Entertainment Ordinance Cap. 172, Copyright Ordinance Cap. 528, Trade Descriptions Ordinance Cap. 362 and Personal Data (Privacy) Ordinance Cap. 486 etc.); and
- (d) the grantee, its member(s), employee(s), agent(s), contractor(s) and co-organisier(s) involved in the CI project will avoid engaging in activities which may result in actual, potential or perceived conflict of interest (e.g. a project staff member procuring goods/services or inviting quotations for the project from company of his own or his immediate family) arising from their involvement in the approved project, will

declare any interest during procurement of goods and services, recruitment and other processes in managing/implementing projects (e.g. ticket allocation, adjudicating at competitions) which might involve financial or personal interests, will avoid accepting lavish or frequent entertainment from persons with whom it has business dealings (e.g. service recipients, suppliers or contractors) to avoid placing themselves in a position of obligation, and be prohibited from soliciting, accepting or offering advantages in the course of planning and executing the project.<sup>1</sup>

1.2 The grantee is further subject to the acknowledgement and undertakings under “Safeguarding National Security” in paragraph 6 below.

1.3 DHA or his/her authorised officers may suspend or terminate the funding support to grantee for an approved project at any time for reasons including but not limited to –

- (a) the grantee fails to observe any provisions of the Funding Guide (including Annexes) and/or any conditions imposed by DHA or his/her authorised officers;
- (b) the approved project has a substantial deviation from the original plan;
- (c) there is a lack of material progress of the implementation of the approved project in a satisfactory and/or material way without a reasonable explanation;
- (d) the project is observed to be no longer viable or unable to be completed in accordance with the time-line in the approved plan;
- (e) the information submitted by grantees (e.g. application form and project reports) is incorrect, incomplete or false;
- (f) HAD has had reasonable grounds to believe that the approved project, any matter proposed to be performed or conducted under the project plan, or the person employed or engaged by the approved project

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<sup>1</sup> If there is a conflict of interest, the grantee shall decide whether the persons or organisations concerned shall abstain from the process(es) concerned and record the reasons for its decision.

breaches or is likely to breach the laws of the HKSAR; and

- (g) HAD reasonably considers that it is contrary to the interest of national security or the interest of the public to provide the CI fund to the grantee.

- 1.4 In case of suspension of fund, the grantee shall demonstrate that measures have been taken to improve the unsatisfactory situation and rectify the problems before DHA or his/her authorised officers considers lifting the suspension.
- 1.5 In case of termination of fund, DHA or his/her authorised officers may withhold any further payment and/or demand from the grantee an immediate return of all or part of the grant, in which event the grantee shall be liable for any loss or damages the Government may sustain as a result of or in relation to any breach or default by the grantee.
- 1.6 The grantee, including its Authorised Persons, Designated Officer-in-charge and/or any other responsible persons will be held accountable for all the liabilities or legal actions arising from its/their negligence, recklessness, or willful misconduct including any breaches of laws (e.g. falsified claims, infringement of copyrights and etc.).

## 2. Use of Grant

- 2.1 The grantee is required to use the CI fund provided to meet the expenses wholly and necessarily incurred for the approved project during the project period as per the approved plan and not used to cover expenditure already incurred prior to funding approval, save for very exceptional and unavoidable circumstances in which DHA's or his/her authorised officers' prior written endorsement must be obtained.
- 2.2 The grantee is required to utilise all other sources of income (including cash donations and sponsorship) in the first instance prior to the use of CI fund to meet project expenses. Any unspent amount of CI fund shall be returned to the Government immediately.

### 3. Procurement and Recruitment Requirements

- 3.1 The grantee is required to strictly follow the prescribed procurement procedures in the Funding Guide for procurement using CI fund. In addition, if more than 50% of the total estimated cost of a project is financed by CI fund, the grantee shall follow the relevant procurement procedures for the entire project, including the use of funds from other sources of finance. Failure to observe the procurement guidelines may result in rejection of application for reimbursement, or refund of CI fund to the Government immediately.
- 3.2 The grantee shall exercise utmost prudence and uphold the principles of openness, fairness, competitiveness, transparency, pro-innovation, integrity and value for money in dealing with procurement, recruitment, and any other processes in managing/implementing projects as appropriate.
- 3.3 For procurement of capitalised items, the grantee is required to –
- (a) maintain a register to account for all capitalised items procured with CI fund. The capitalised items and the register shall be made available for inspection by the Government as and when necessary;
  - (b) obtain prior written approval from DHA or his/her authorised officers in case of selling, transferring or disposing of an item; and
  - (c) report immediately in writing all cases of loss or deficiency to the respective DO and make a report to the police if the losses or deficiencies involve a criminal act or suspected criminal act. The grantee shall also investigate the loss or deficiency and forward their report, to be supported by the police report if appropriate, to the respective DO.

The Government reserves the right to take back the capitalised items procured with CI fund if necessary and any costs so incurred, e.g. transportation expenses, are to be borne by the grantee. For cases of loss or deficiency, the Government may recover from the grantee concerned any financial losses where appropriate.

#### 4. Reporting Requirements

- 4.1 When the project duration lasts for more than one year, the grantee is required to submit six-monthly progress reports on the project to the DO within two months of the end of each six-month period. Failure to submit a progress report on time may result in cessation of advance payment and/or reimbursement.
- 4.2 The grantee is required to submit a final report and an itemised income and expenditure statement together with supporting receipts<sup>2</sup> or a report from a certified public accountant (Practising) within two months upon completion of the project. Relevant documents may be published by the Government as and when necessary.
- 4.3 Subsequent to the receipt of advance payment for the first year in implementing a cross-year project, the grantee must at least submit one claim for reimbursement of expenses incurred during the year together with an up-to-date income & expenditure statement and supporting receipts<sup>2</sup> before they can apply for the advance payment for the subsequent year(s) of project implementation.
- 4.4 The grantee is required to provide written explanations to the DO in the event that the project is delayed beyond the scheduled implementation date or prematurely terminated during the preparation or implementation stage. Failure to provide acceptable explanations may result in having to refund the amount of CI fund to the Government immediately.
- 4.5 The grantee is required to submit verifiable proof, such as photographs or posters, to show that the activities of the approved project have been held.

#### 5. Publication and Publicity Requirements

- 5.1 Unless negotiated otherwise between the Government and the grantee, all the intellectual property rights in the deliverables relating to and/or arising from the CI projects (“Deliverables”) shall be the sole and exclusive property of

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<sup>2</sup> A receipt submitted for reimbursement purposes must bear the date of purchase and full description of the individual expenditure items. Otherwise, supporting documents such as invoices and billing statements showing the aforesaid details are to be submitted to supplement the receipt.

the Government and shall be and remain vested in the Government immediately upon creation;

- 5.2 The Government hereby grants for the benefits of the grantee and its authorised users a revocable, non-exclusive, royalty-free and non-sub-licensable licence in the course of the CI projects to use (including to reproduce, display, published and circulate) the Deliverables for the sole purpose of performing the grantee's obligations under the Funding Guide. For the avoidance of doubt, all intellectual property rights of whatever nature in any altered or modified Deliverables shall belong to and shall be and remain vested in the Government absolutely as soon as it is created.
- 5.3 If any materials of which the intellectual property rights are owned by third parties and incorporated into the Deliverables or supplied or used by the grantee in the performance of its obligations under the Funding Guide ("Third Party Materials"), the grantee shall identify the Third Party Materials to the Government and keep the Government informed in writing of such Third Party Materials. The grantee hereby grants for the benefits of the Government, or in case it is not empowered to do so, shall at its own costs and expenses procure that there will be granted, in favour of the Government, its authorised users, assigns and successors-in-title, an irrevocable, non-exclusive, royalty-free, worldwide, perpetual and sub-licensable licence to use the Third Party Materials (including the doing of any acts restricted by copyright set out in sections 22 to 29 of the Copyright Ordinance (Cap. 528 of the Laws of Hong Kong)), on or before the use and incorporation of the Third Party Materials in the Deliverables in accordance with the terms hereof.
- 5.4 The grantees undertakes to ensure that the use, design, creation, development, production or provision of any of the Deliverables and the use, operation, custody or possession by the Government, its authorised users, assigns and successors-in-title of the Deliverables for any of the purposes contemplated by the Funding Guide do not and will not infringe any intellectual property rights or any other rights of any persons, terms and conditions set out in the Funding Guide or other applicable laws of the HKSAR and that the deliverables will not involve any act or activity that constitutes or, in the reasonable opinion of HAD is likely to constitute, an offence under the Law of the People's Republic of China on Safeguarding National Security in the

Hong Kong Special Administrative Region (“HKNSL”) and relevant laws of HKSAR concerning national security; or may otherwise, in the reasonable opinion of HAD, be contrary to the interest of national security (collectively “Prohibited Act”).

- 5.5 The grantee shall indemnify and keep the Government fully and effectively indemnified against all actions, costs, claims, demands, damages, expenses (including without limitation the fees and disbursements of lawyers agents and expert witnesses) and any awards and costs which may be agreed to be paid in settlement of any proceedings and liabilities of whatsoever nature arising out of or in connection with any allegation and/or claim that the use, design, creation, development, production or provision of any of the Deliverables and the use, operation, custody or possession by the Government, its authorised users, assigns and successors-in-title of the Deliverables for any of the purposes contemplated by the Funding Guide infringes any intellectual property rights or any other rights of any person.
- 5.6 The grantee shall, at its own cost and expense and before the fixation and/or recording of any performances in relation to the Deliverables, obtain all the consent and clearance from the performers as may be necessary for such fixation and/or recording of the performances and for any use and exploitation of such fixation or recording, or copies thereof, by the grantee and the Government, its authorised users, assigns and successors-in-title as contemplated by the Funding Guide. For the purpose of this paragraph, the terms “performance”, “performer” and “fixation” shall have the same meanings as those assigned to them in section 200 of the Copyright Ordinance (Cap. 528 of the Laws of Hong Kong).
- 5.7 The grantee shall irrevocably waives and undertakes to procure at its own cost and expense all relevant authors, directors of the Deliverables or any part thereof (including any Third Party Materials) and performers as referred to in paragraph 5.6 to irrevocably waive all moral rights (whether past present or future) in the respective items or performances (as the case may be). Such waiver shall operate in favour of the Government, its authorised users, assigns and successors-in-title and shall take effect upon creation of such items or delivery of such items to the Government or upon the grant of the licences to the Government, its authorised users, assigns and successors-in-title, or upon each of the relevant performance is given (as the



case may be).

- 5.8 “Intellectual property rights” in this Appendix II means patents, trade marks, service marks, trade names, design rights, copyright, domain names, database rights, rights in know-how, new inventions, designs or processes and other intellectual property rights whether now known or created in future (of whatever nature and wherever arising) and in each case whether registered or unregistered and including applications for the grant of any such rights.
- 5.9 The production, publication and circulation of the Deliverables can only be made for non-profitable purpose. In addition, all Deliverables must –
- (a) neither be used for purposes of personal, political, commercial publicity of any individuals or organisations, nor be implemented, presented or distributed in a way as to induce public perception of any personal, political or commercial publicity of any kind, misrepresent any associations of any individuals or organisations with HAD;
  - (b) comply with the laws of the HKSAR; and
  - (c) not adversely affect the image of and cause any liabilities to the Central Authorities, the Government or HAD.
- 5.10 The grantee acknowledges that the DO reserves the rights to review and amend the content and design of all Deliverables, to stop the distribution of them, and to demand the grantee to immediately recall the Deliverables already displayed, published and/or circulated in public at any time.
- 5.11 Further, all grantees are required to ensure that the name of HAD and, as far as practicable, the logos of “Government-funded Programme” and HAD are displayed in all publicity materials of the CI projects. However, in no circumstances shall the name and logos of the Government be used or misrepresented for any personal, political or commercial publicity or other purposes which may adversely affect the image of and/or cause any liabilities to the Central Authorities, the Government or HAD.

6. Safeguarding National Security

6.1 Every applicant and grantee is regarded to have warranted and undertaken to the Government that –

- (a) it, and all its members, employees, agents, contractors and co-organisers (collectively, “Relevant Personnel”) shall comply with the laws of the HKSAR (including the HKNSL);
- (b) neither it 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) it 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.

6.2 Notwithstanding anything to the contrary in the Funding Guide and/or the agreement made between the Government and a grantee in relation to the grant of the CI fund, the Government may at any time terminate the funding support to the grantee if –

- (a) the grantee or any of the Relevant Personnel commits any Prohibited Act;
- (b) HAD is of the reasonable opinion that any Prohibited Act has been or may be committed in the delivery or carrying out of the project funded by the CI fund;
- (c) HAD is of the reasonable opinion that it is contrary to the interest of national security to continue to provide the CI fund or to continue to implement the project funded by the CI fund; or
- (d) HAD reasonably considers the termination to be necessary in order to protect the public interest (including public morals, public order or

public safety) of the HKSAR.

- 6.3 The Government may report any matter referred to in paragraph 6.2 to the law enforcement agency/agencies at any time. The grantee and/or the Relevant Personnel concerned will be held accountable for all the liabilities or legal actions arisen therefrom.

7. Others

- 7.1 The grantee shall indemnify and keep the Government fully and effectively indemnified in relation to the approved project from and against –

- (a) all actions, costs claims, demands, damages, expenses (including without limitation the fees and disbursements of lawyers agents and expert witnesses) and any awards and costs which may be agreed to be paid in settlement of any proceedings and liabilities of whatsoever nature arising out of or in connection with any allegation and/or claim that the use, design, creation, development, production or provision of any of the Deliverables and the use, operation, custody or possession by the Government, its authorised users, assigns and successors-in-title of the Deliverables for any of the purposes contemplated by the Funding Guide infringes any intellectual property rights or any other rights of any person; and
- (b) all liabilities (including liability to pay compensation and damages), damages, losses, costs, charges and expenses which the Government may sustain or incur (including all legal and other costs, charges, and expenses, on a full indemnity basis, which the Government may pay or incur in relation to any demand, claim, action, proceeding or investigation instituted by or against the Government), which in any case arise directly or indirectly from, or as a result of, or in connection with, or which relate in any way to –
  - (i) any damage to property or personal injury or death suffered by any person in connection with or in the course of or as a result of any activity organised or carried out by the grantee in relation to the approved project;

- (ii) the breach by the grantee of any provision in the Funding Guide and/or any laws of the HKSAR;
- (iii) the negligence, recklessness, or willful misconduct of the grantee, its member(s), employee(s), agent(s), contractor(s) and co-organisier(s) in relation to the conduct of the approved project; and
- (iv) any Deliverables or materials developed or produced under the approved project which infringe or are alleged to infringe any laws of the HKSAR.

7.2 DHA or his/her authorised officers reserve the right, without prior consultation with or notice to the grantee, to amend or add to the terms and conditions set out in the Funding Guide at any time. The grantee is required to observe and comply with any additional terms and conditions as may be prescribed by DHA or his/her authorised officers from time to time in relation to the CI Programme as the circumstances may require and ensure that its member(s), employee(s), agent(s), contractor(s) and co-organisier(s) involved in the project shall also do so.

**SAMPLE**

**Ledger for Project Financed by Yau Tsim Mong**  
**Community Involvement ("YTMCI") Fund**

Name of grantee: ABC Committee  
Project no.: 000001  
Project title: Study Tour to Historic Sites in Hong Kong  
Approved amount of subsidy: \$40,000.00

**Bank Account**

**Name of Bank :** \_\_\_\_\_

**Name of Bank Account Holder :** \_\_\_\_\_

**Bank Account Number :** \_\_\_\_\_

Date	Particulars	Cheque No.	Credit Amount (\$)	Debit Amount (\$)	Balance (\$)
2.4.2011	YTMCI Fund (advance payment)	245678	20,000.00		20,000.00
3.4.2011	Participation fee	234111	1,000.00		21,000.00
7.4.2011	Sponsorship from Mr. LEE Man	411111	4,000.00		25,000.00
8.4.2011	Petty cash	123455		1,000.00	24,000.00
8.4.2011	ABC Printing Company	123456		2,000.00	22,000.00
13.4.2011	Overtime payment to Mr. CHAN Tai-man	123457		300.00	21,700.00
14.4.2011	E.F.D. Stationery	123458		200.00	21,500.00
29.4.2011	YTMCI Fund (partial reimbursement)	245690	2,500.00		<b>24,000.00</b>
			<u>27,500.00</u>	<u>3,500.00</u>	

I certify that the above is correct.

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Prepared by: \_\_\_\_\_

Certified correct by: \_\_\_\_\_

(Name in block letters)

(Name in block letters)

Post: \_\_\_\_\_

Post: \_\_\_\_\_

(Bank account holder)

Date: \_\_\_\_\_

Date: \_\_\_\_\_

- (1) The receipt does not contain the name of the applicant organisation. It should be pasted onto a sheet of A4 paper and marked "To the order of xxxxxx" on the blank space.
- (2) The receipt does not contain quantity and unit price. The information should be filled in on the blank space of the A4 paper.

<b>ABC Stationery</b> G/F., 999 Shanghai Street, Mong Kok, Kowloon Tel : 4312 3456      Fax : 4345 6789			
<b>Official Receipt</b>			
			Date : 15-12-2011
Quantity	Items	Unit Price	Amount (\$)
	Binder clip		11.20
	Ballpens		48.00
	Adhesive tape		12.00
	A4 paper		43.00
	<div style="border: 1px solid black; padding: 5px; display: inline-block;">           Certified correct (Authorised signature)         </div>	<div style="border: 1px solid black; border-radius: 50%; padding: 10px; display: inline-block; text-align: center;">             Organisation's chop           </div>	
<b>Total (HK\$)</b>			114.20

## A Correct Sample Receipt

**SAMPLE**

**文偉旅遊公司**  
**MAN WAI TOURING BUS COMPANY**  
 元朗大棠路 1111 號地下 電話: 81234567

No 0527

收 RECEIPT 據 Date 22-7-2007

茲收到 美美木器店 賬目

RECEIVED from 交來港幣 陸仟元正

the sum of H.K. Dollars

Certified Correct  
 (CHAN Tai-man)

該款係付 2007 年 7 月 22 日租用旅遊巴士 5 車兩

in Payment of 來回大山郊及尖沙咀大空

H.K. \$ 6000

文偉旅遊公司

交來 銀行支票 No. 號收妥作實 Received by 收銀人

Organisation's chop