

Application Guidelines

for the District Services and Community Care Teams

I. Introduction

The Guidelines set out the application procedures, eligibility, administrative and financial arrangements, and monitoring mechanism for organisations interested in forming and operating the District Services and Community Care Teams (hereinafter referred to as “**Care Teams**”).

II. Overview

2. The Government will set up Care Teams in the 18 districts to support the Government’s district work. Care Teams may organise regular caring activities to help the needy and to promote solidarity and mutual support, with a view to increasing social capital and fostering community cohesion. They will also assist in handling incidents and emergencies. Besides, Care Teams can help disseminate government information to the public and convey the views of the public to the Government.

3. Care Teams are district based to meet the needs of local communities. As stated in the Chief Executive’s 2022 Policy Address, the 18 districts in Hong Kong will be delineated into sub-districts, based on which we will widely engage local organisations and groups to form Care Teams to pull together all sectors, including young people, women and ethnic minorities, to take part in community building. The Government will devise the governance structures and operational arrangements, provide some of the resources required and set key performance indicators (KPIs) for Care Teams.

4. **Care Teams are organisation-based.** An organisation selected through the selection process outlined in paragraphs 6 to 21 below will form a Care Team in a given sub-district and be responsible for the work of the team. Depending on the actual situation, each Care Team will have about 8 to 12 members, including **a captain and a vice-captain.** An organisation may undertake the work of not more than three sub-districts in each district. **District Officers will be the commander of all Care Teams in their districts.** All Care Teams in a particular district **must follow the instructions and deployment of the District Officer concerned,** and participate in all operations and carry out all duties of the Teams.

5. Depending on the nature and scale of activities, a Care Team may **mobilise non-team members** (such as other members of the organisation, local residents and volunteers) to take part in those activities in order to foster community

cohesion.

III. Selection Process

6. The recruitment and selection of Care Teams involve **two stages**:

- (I) organisation selection;** and
- (II) proposal assessment.**

Each stage will be handled by a **two-tier structure** comprising the Territory-wide Assessment and Steering Group on Care Teams (hereinafter referred to as “**Steering Group**”) chaired by the Secretary for Home and Youth Affairs, and the District Assessment and Coordinating Panels on Care Teams (hereinafter referred to as “**District Assessment Panels**”) chaired by District Officers of the 18 districts.

(I) Stage 1 – Organisation Selection

Fundamental Principles

7. To ensure that the work of sub-district Care Teams is in support of and in line with the Government’s leadership, policies and district work, applicant organisations are required to have a certain level of district network and service experience, cross-district mobilisation capability, and the ability to seek and consolidate community resources. Suitable organisations selected in Stage 1 will proceed to Stage 2 – proposal assessment, during which their service proposals for setting up individual Care Teams will be considered.

8. The **assessment criteria for organisations** operating Care Teams are set by the Steering Group. The District Assessment Panels will consider organisations’ applications in accordance with those criteria and submit their assessment results to the Steering Group for approval.

Assessment Criteria for Organisations

9. An applicant organisation is required to:

- (a) uphold the Basic Law of the Hong Kong Special Administrative Region (HKSAR) of the People’s Republic of China, bear allegiance to the HKSAR of the People’s Republic of China¹, and sign a declaration undertaking to ensure that it, its employees and members have not engaged/are not engaging in acts or activities which may cause the

¹ Please refer to section 3AA of the Interpretation and General Clauses Ordinance (Cap. 1) for provisions in relation to references to upholding the Basic Law and bearing allegiance to the HKSAR.

occurrence of or constitute any offences endangering national security under the Hong Kong National Security Law and other applicable laws, or are contrary to the interests of national security, and to ensure that its services/activities will not be involved in such acts or activities. The applicant organisation is obliged to ensure that its employees and members, the staff employed for or entrusted with the implementation of the service project, agents, co-organisers, sponsors, donors, other companies or persons it entrusted or employed, volunteers and participants (if applicable) will not be involved in such acts or activities during implementation of the services/activities under the service project, and to make its best effort to support the Government's policies and perform the duties of Care Teams;

[Note: The applicant organisation should sign the declaration and declare whether it, its parent organisation or any responsible persons have a connection with any foreign political organisation or any political organisation of Taiwan, whether it has accepted financial contributions from any such organisations, and its source of income for the past three years. Information submitted by the applicant organisation may be passed to other agencies or organisations for inspection and investigation.]

(b) be an organisation registered under the laws of the HKSAR (e.g. the Companies Ordinance (Cap. 622), the Societies Ordinance (Cap. 151), and the Inland Revenue Ordinance (Cap. 112)) and established wholly or mainly for serving the public or local residents;

(c) have been established for five years or more;

[Note: The applicant organisation should submit its constitution along with the application form.]

(d) have not less than 30 registered/enrolled members;

[Note: The applicant organisation should submit its register of members/volunteers along with the application form.]

(e) have organised or participated in the organisation of not less than 15 district services/activities in the district concerned in the past five years, which include two of the following types of services/activities in support of/in line with government policies:

(i) participating in the anti-epidemic activities organised by the Home Affairs Department (including District Offices (hereinafter referred to as "DOs")) by the organisation itself/its principal responsible person(s) amid the COVID-19 epidemic;

(ii) organising or participating in the organisation of celebratory activities for the anniversaries of the establishment of the HKSAR;

- (iii) organising or participating in the organisation of celebratory activities for the anniversaries of the founding of the People's Republic of China; or
- (iv) organising or participating in the organisation of large-scale activities on national development (such as sessions on "Spirit of the President's Important Speech on 1 July", sharing sessions on "Spirit of the 20th National Congress of the Communist Party of China", Constitution Day, National Security Education Day and other related activities);

[Note: The applicant organisation should submit information on its district services/activities as at 2 December 2022 along with the application form.]

- (f) have opened a separate bank account in its name;
- (g) possess cross-district mobilisation capability and undertake to mobilise other local organisations to assist in handling incidents and emergencies or to provide assistance as necessary; and
- (h) possess the capability to leverage social resources and undertake to seek sponsorship and donations or deploy its internal resources to actively support and promote caring services for the benefit of more people.

Application Method

10. Applicant organisations shall submit the completed **Application Form for Organisation Selection** (see sample at Annex 1), together with the relevant documents, to the DO concerned by the specified deadline. Late applications will not be accepted.

Assessment of Applications

11. The District Assessment Panels will examine the applications to ensure that the applicant organisations comply with all the assessment criteria set out in paragraph 9(a) to (h) above. Only organisations complying with all the assessment criteria may be selected and recommended as **recognised organisations** of individual districts, and the assessment results will be submitted to the Steering Group for approval. Recognised organisations are eligible for applying to serve as Care Teams of the district. Where a Care Team in a sub-district becomes unavailable and the DO considers replacement necessary, recognised organisations may apply for undertaking the work of the sub-district concerned.

(II) Stage 2 – Proposal Assessment

Sub-district Service Outlines Prepared by DOs and the Funding Ceiling on Service Expenditure

12. The scope of work of Care Teams includes organising community caring activities and assisting in handling incidents and emergencies, etc. Care Teams are required to work under the instruction of the Government. DOs will prepare **service outlines** for individual sub-districts based on local circumstances, **specifying the mandatory service requirements** and **KPIs** (e.g. the total number of service targets/number of service times, the number of caring activities and the types of buildings to be visited). Depending on the situation of individual sub-districts, DOs will set a **funding ceiling for each Care Team for the two-year period of the funding agreement, generally ranging from HK\$0.8 million to HK\$1.2 million**. The funding granted by the Government to Care Teams can only be used to provide caring services and organise related activities.

Service Proposals submitted by Recognised Organisations

Types and Details of Services

13. **Recognised organisations endorsed by the Steering Group may submit Sub-district Service Proposals** based on the **service outlines and the specified funding ceiling on service expenditure** prepared by DOs for the sub-districts. Applicant organisations must specify in their service proposals the service level and the estimated expenditure for each service item (including the **mandatory services** stated in the service outlines and the **add-on services** proposed by the applicant organisations with regard to their experience) to be implemented within the two-year period of the funding agreement. A **Detailed Proposal** should be submitted for each project in a specified format, setting out the implementation plan and estimated expenditure. **Applications with add-on services relating to policy promotion and education or large-scale district celebratory activities will be given priority**. Samples of Sub-district Service Proposal, Service Outlines and Detailed Proposal are at [Annex 2](#).

Estimated Expenditure

14. Apart from using the Government's funding to cover the direct expenditure of individual service items (including the costs of taking out public liability and accident insurance for the activities of Care Teams (if necessary)), the applicant organisations may reserve **not more than 15%** of the funding to cover its **administrative overheads** (such as headquarters expenses in relation to Care Teams and the costs of auditing the annual and final accounts). The aforesaid

estimated expenditures should be set out in the Sub-district Service Proposals. The Government has no responsibility or obligation to provide any additional funding even if Care Teams record deficits.

15. In addition to the funding granted by the Government to Care Teams, we **encourage applicant organisations to make use of sponsorship, donations and/or internal resources to actively support the caring projects** and provide services for the benefit of more people. Details of sponsorship, donations and/or internal resources of the applicant organisations should be set out in the Sub-district Service Proposals. We also encourage applicant organisations to apply for other funding schemes as appropriate (such as the Community Involvement Programme) to organise other Care Team activities. For the avoidance of doubt, even if the additional resources provided by applicant organisations for Care Teams exceed the funding granted by the Government, Care Teams will still have to carry out the work under the direction of the Government. All Care Teams are required to follow the instructions and deployment of the Government in carrying out all the operations and duties of the Care Teams.

Eligibility Criteria for Care Team Members

16. Applicant organisations shall provide **a list of proposed members of their Care Team** in Part III of the Sub-district Service Proposal. Each team will have about 8 to 12 members, including a captain and a vice-captain. Members of a team may only serve in that team and may not serve as members of any other teams concurrently. All Care Team members shall:

- (a) uphold the Basic Law of the HKSAR of the People's Republic of China and bear allegiance to the HKSAR of the People's Republic of China, and sign a declaration undertaking to confirm that they have not engaged/are not engaging in acts or activities which may cause the occurrence of or constitute any offences endangering national security, or are contrary to the interests of national security or in contravention of the Hong Kong National Security Law and other applicable laws, and to ensure that its services/activities will not be involved in such acts or activities, and to make its best effort to support the Government's policies and perform the duties of Care Teams;
- (b) be a Hong Kong permanent resident aged 18 years or above;
- (c) have not less than three years' experience in community service; and
[Note: The applicant organisation shall provide the qualification and experience of each of the proposed members in the application form.]
- (d) have no criminal convictions.

[Note: The nominated members shall sign an Authorisation Letter, authorising the Hong Kong Police to conduct criminal record check.]

17. The composition of sub-district Care Teams proposed by the applicant organisations should be diverse and inclusive, fully consolidating the strengths of different sectors with the participation of young people, women and people of different races, etc. and people with the relevant service experience or professional knowledge to cater for the service needs of the sub-districts.

18. Each proposed member shall **sign a declaration that he will uphold the Basic Law of the HKSAR of the People's Republic of China and bear allegiance to the HKSAR of the People's Republic of China (Annex 3)**, submit a completed **Curriculum Vitae Form (Annex 4)** and a **signed Authorisation for Criminal Record Check (Annex 5)**. The information submitted by applicant organisations may be provided to other agencies or organisations for vetting and investigation.

Application Procedures

19. A recognised organisation may apply to undertake the work of not more than three sub-districts in each district by submitting for each target sub-district a service proposal and a detailed proposal for each of the proposed service items. An applicant organisation should submit the completed Sub-district Service Proposal and the detailed proposals, together with the relevant documents (including the signed declarations, Curriculum Vitae Forms and authorisation forms of proposed members), to the DO concerned by the specified deadline. Late applications will not be accepted.

Assessment Criteria for Service Proposals

20. The District Assessment Panels will assess all the service proposals and invite applicant organisations to explain their service proposals when necessary, and will evaluate the service proposals in accordance with the following assessment criteria:

- (a) the proposed service can fully respond to the needs of the sub-district and meet the KPIs specified by the DO concerned in the Sub-district Service Outlines, showcase depth and creativity, fully consolidate the resources and strengths of the community to build a district service network of solidarity and mutual support, and cover the areas of policy promotion and education or large-scale district celebratory activities [50%];
- (b) the proposed composition of Care Teams (such as whether there are members of different sectors, e.g. young people, women and people of

different races, and whether there are individuals with the relevant service experience or professional knowledge to cater for the service needs of sub-districts), qualifications and networks [20%]; and

- (c) proper use of the budget, cost-effectiveness and the capability to provide additional resources [30%].

21. The full score for the assessment is 100. Service proposals with a score below 50 will not be considered further. Generally speaking, the applicant organisation with the highest score for the service proposal will be recommended as the Care Team of the sub-district concerned, and the recommendation for appointment will be submitted to the Steering Group for approval.

IV. Administrative and Financial Arrangements

Arrangements for Funding Agreement

22. The DO concerned will enter into a two-year **funding agreement**, setting out the membership and work of the sub-district Care Team, with the organisation appointed based on the approved service proposal. The DO will provide funding to the operating organisations to cover the service expenditure in accordance with the funding agreements, and the operating organisations should perform the duties specified in the funding agreements.

23. The service proposals should be implemented in accordance with the approved plans. An operating organisation wishing to amend the approved plans has to submit to the DO concerned an application for amendments for the Government's approval. Application for amendments should generally be submitted to the DO at least four weeks before the implementation date of the service items. If the application for amendments is not approved, the service should be provided in accordance with the original approved plan. Changes in the membership of Care Teams require a separate application and are also subject to the Government's approval.

24. If the Government has reason to believe that an operating organisation and its employees, members and staff employed for or entrusted with the implementation of the service project, agents, co-organisers, sponsors, donors, other companies or persons it entrusted or employed, volunteers and participants (if applicable) have engaged, are engaging or will engage in acts or activities which may cause the occurrence of or constitute any offences endangering national security or are contrary to the interests of national security or in contravention of the Hong Kong National Security Law and other applicable laws, or that continuing to entrust the operating organisation or allowing it to continue to implement the service project and/or execute the funding agreement is contrary to

the interests of national security, the Government may immediately terminate the funding agreement, withdraw the eligibility of the organisation to operate Care Teams and the approved funding, and may request the operating organisation to refund the amount of payment released or repay any advance payment. The operating organisation will also be liable to any relevant criminal offences.

Payment Arrangements

25. The operating organisation shall open a separate bank account for each service project of their sub-district Care Teams. Even if an operating organisation is approved to undertake the work of two or three sub-districts in a district concurrently, a separate bank account shall be opened for each service project of each sub-district and **no** single bank account shall be used to handle payments and expenses of service projects of two or three sub-district Care Teams. The service expenditures will be disbursed by installments according to the timetable specified in the funding agreement. Upon signing of the agreement, the organisation will receive **an advance payment of 20% of the approved funding as seed money**, whereas the remaining 80% will be paid **half-yearly by four installments**, and **yearly subject to the achievement of the KPIs**. The operating organisation is required to report its work progress in a half-yearly work report to be submitted not later than a month after the end of every six months, and its progress in achieving the KPIs in an annual work and financial report to be submitted not later than a month after the end of the first year. A final work and financial report has to be submitted not later than two months after the completion of the service project. The specific arrangements for payment of funding are as follows:

Time of Payment	Approved Funding (%)	Remarks
14 days after signing the funding agreement	20%	Advance payment as seed money. The receiver of the payment is required to sign an Undertaking of Receipt of Advance Payment for the purpose of ensuring that any unused funding shall be returned to the Government in accordance with the specified procedures after the end of the funding agreement or on a deadline specified by the DO concerned.

Time of Payment	Approved Funding (%)	Remarks
6 months after commencement of the funding agreement, and within 14 days of DO's acknowledgement of acceptance of the half-yearly work report	15%	Payment will be made within 14 days of DO's acknowledgement of acceptance of the half-yearly work report.
12 months after commencement of the funding agreement, and within 14 days of DO's acknowledgement of acceptance of the annual work and financial report and the annual audited account prepared by an independent certified public accountant	15%	Payment will be made within 14 days of DO's acknowledgement of acceptance of the annual work and financial report and the annual audited account prepared by an independent certified public accountant.
	10% (Subject to the progress of achievement of the KPIs in the first year – see Remarks for details)	Payment will be subject to achievement of the KPIs in the first year. 10% of the approved funding will be disbursed for achievement of 50% or above of the agreed KPIs. Organisations who fail to achieve 50% of the KPIs in the first year but wish to apply for 10% of the funding shall, after achieving the required percentage of KPIs, submit their work report to the DO concerned. Payment of 10% of the approved funding will be paid by the DO if the report submitted is found to be in order.
18 months after commencement of the funding agreement, and within 14 days of DO's acknowledgement of acceptance of the half-yearly work report	15%	Payment will be made within 14 days of DO's acknowledgement of acceptance of the half-yearly work report.

Time of Payment	Approved Funding (%)	Remarks
24 months after commencement of the funding agreement, and within 14 days of DO's acknowledgement of acceptance of the final work and financial report and the audited final account prepared by an independent certified public accountant	15% ^	Payment will be made within 14 days of DO's acknowledgement of acceptance of the final work and financial report and the audited final account* prepared by an independent certified public accountant.
	10% ^	Subject to the actual achievement of the KPIs, 10% of the approved funding will be disbursed for achievement of 100% or above of the KPIs.
<p>^ The actual balance of the funding to be disbursed will be determined by the DO concerned after examining the final work and financial report and the audited final account prepared by an independent certified public accountant.</p> <p>* On completion or termination of the service project, if any residual fund is identified in the audited final account prepared by an independent certified public accountant, the operating organisation shall return the residual fund to the Government within the period specified by the DO concerned.</p>		

26. The Government reserves the right to withhold payment of funding and/or demand return of the disbursed funding in the event that:

- (a) the performance of the Care Team is considered not satisfactory or have substantially deviated from the approved plan, or is in breach of the terms and conditions of the funding agreement (including the Guidelines) even after receiving advice;
- (b) part of the payment is disputed by the Government on reasonable grounds²;
- (c) the Government has reasonable grounds to believe that the operating organisation is or will be liable to the Government under the indemnity clause for the loss or damage suffered by the Government;
- (d) a large amount of the funding remains unspent in the separate bank account of the Care Team opened by the operating organisation for the service project; or

² The DO's interpretation and decision on "reasonable grounds" shall be final.

- (e) the withholding is required by any applicable law and/or the funding agreement (including the Guidelines).

Depending on the actual situation of Care Teams, DOs will decide whether the payment of funding should be resumed and/or the payment withheld should be released after confirming that the issues concerned have been resolved and there are actual operational needs.

27. Payment made by the Government to an operating organisation shall not preclude the Government from exercising its rights to request it to remedy any defect or breach which may be discovered subsequent to the payment.

28. Where an operating organisation performs unsatisfactorily and fails to make acceptable progress to improve its performance within a period specified by the Government, or is suspected of contravening the laws of the HKSAR, or whose services are no longer required, or in case of any unforeseen circumstances, the Government reserves the right to terminate the funding agreement and demand return of the payment released without providing the operating organisation with any explanation or indemnity. A District Officer may, under the recommendation of the District Assessment Panel, consider terminating the funding agreement and demand the operating organisation to return the payment released or the unspent balance within a specified period any time prior to the expiry of the two-year funding agreement by giving the operating organisation four weeks' written notice of such termination.

Project Income and Residual Funds

29. All income generated from the services provided by Care Teams should be used exclusively for the provision of services irrespective of whether the operating organisations have so declared in the service proposals.

30. All income generated from the service projects of Care Teams (including the funding provided by DOs under the funding agreements, funding provided by operating organisations (if any), cash donations (if any), project income and bank interest) and all expenditures in relation to the projects must be reported in the annual financial statements and the final financial statements audited by an independent certified public accountant. Care Teams should first use the income **other than** the funding provided by DOs to meet their approved expenditures and return the unspent balances to the Government on completion or termination of their projects. Under the above principle, the total amount to be returned should be the total income minus the audited amount of approved expenditures in the audited account, which should not exceed the total funding provided by the DO

under the funding agreement. Operating organisations are required to return the amounts within a specified period.

Bank Accounts for Payment of Funding

31. All funding for the service project of a Care Team should be credited to the separate bank account opened for the project in the name of the operating organisation. The operating organisation should note the following in managing the bank account:

- (a) unspent balance of the funding (save for petty cash) should be kept in that separate bank account at all times;
- (b) bank interest generated from the funding, if any, should be regarded as income of the service project and should not be used for purposes other than the project;
- (c) no bank surcharges or negative interest should be charged to the funding; and
- (d) operating organisations should keep the bank statements and other financial and accounting documents in relation to the service projects for seven years.

Points to Note on the Use of Funding

32. Operating organisations are required to adopt fair and open recruitment procedures in recruiting staff to implement the service projects (for example, by publicising the vacancies through the Labour Department). They should ensure that the employment of staff meets all statutory requirements, including but not limited to the prevailing Statutory Minimum Wage.

33. Operating organisations are required to ensure that the funded services/activities (including any items produced) comply with all provisions of the relevant laws and regulations of the HKSAR (e.g. the Places of Public Entertainment Ordinance (Cap. 172), the Copyright Ordinance (Cap. 528), the Trade Descriptions Ordinance (Cap. 362) and the Personal Data (Privacy) Ordinance (Cap. 486)). Operating organisations, members of the Care Teams, and the staff and volunteers of the organisations who fail to comply with any of the relevant laws or regulations should be responsible for all the liabilities or legal actions arising therefrom.

34. **Personal data should only be collected** by operating organisations,

members of Care Teams and non-team members mobilised for individual activities, such as other staff of the organisations, local residents and volunteers (hereinafter collectively referred to as “those persons”) in accordance with Principle 1 of the Personal Data (Privacy) Ordinance (Cap. 486) **for a lawful purpose (hereinafter referred to as “the purpose”) directly related to the functions or activities of Care Teams.** The data collected should be necessary and adequate but not excessive for the purpose. The means of collection should be lawful and fair. Operating organisations and those persons must not collect personal data for other purposes in the name of the Government or Care Teams during implementation of any work related to Care Teams. The use of personal data collected by the operation organisations and those persons during implementation of Care Team-related work should be limited to or related to the purpose, and **the handling of personal data should strictly comply with the provisions of the Personal Data (Privacy) Ordinance (Cap. 486).** The personal data collected should not be kept longer than is necessary for the fulfilment of the purpose. Operating organisations and those persons must take all practicable steps to protect the personal data against unauthorised or accidental access, processing, erasure, loss or use; and to ensure that a person can ascertain their policies and practices in relation to personal data, and be informed of the kind of personal data held by them and the main purposes for which it is used. The data subject shall also be explicitly informed of his/her rights and channel to request access to and the correction of his/her personal data. Without the written consent of the DOs concerned or fulfilling the exceptional circumstances specified in the funding agreements, the personal data obtained during implementation of Care Team-related work must not be disclosed to third parties (including members of the organisations who are not responsible for the work of Care Teams). Operating organisations are required to **sign a Declaration on Personal Data Protection** undertaking to ensure that all those persons strictly abide by the above requirements.

Code of Procurement

35. Operating organisations are required to exercise utmost prudence and uphold the principles of openness, fairness, competitiveness, transparency, pro-innovation, integrity and value for money in making procurement. They are advised to refer to the Corruption Prevention Best Practice Checklist on procurement issued by the Independent Commission Against Corruption (ICAC) where appropriate. The checklist is available on the ICAC’s website at www.icac.org.hk.

36. Operating organisations should appoint their members as designated persons for procurement. In making procurement, the designated persons shall comply with the relevant procurement guidelines when obtaining quotations.

Subsequent to the procurement, the designated persons shall be responsible for the receipt and use of goods and services and ensure that such goods/services are ordered, received and appropriately used for the projects concerned. All relevant quotations, receipts and documents shall be kept for seven years for inspection by the Government as and when necessary. Operating organisations are required to submit all the necessary documents by the deadline set by the Government.

37. Operating organisations, members of the Care Teams, and the staff and volunteers of the organisations (including persons designated by operating organisations for procurement) should avoid engaging in activities which may result in actual or perceived conflict of interest (e.g. a staff member responsible for an activity procuring goods/services or inviting quotations for the activity from a company of his own or his immediate family (such as parents, spouse and children)) arising from their involvement in the projects. They shall declare any interest during procurement of goods and services, recruitment of staff and other processes in managing the projects which might involve financial or personal interests (e.g. ticket allocation and adjudicating at competitions), and are prohibited from soliciting, accepting or offering any advantages in the course of planning and executing the projects. If there is a conflict of interest, an operating organisation has to decide whether the co-organiser(s), member(s) of the Care Team, and/or the staff/volunteer(s) of the organisation should abstain from the procedures concerned and record the reasons for its decision.

38. If capitalised items³ are procured for implementing a project, an operating organisation is required to maintain an equipment register to account for all capitalised equipment and furniture procured with the funding.

Sponsorship and Donations

39. Sponsorship in cash or in kind and donations are generally acceptable except for sponsorship and/or donations from companies selling tobacco and hard liquor, or from those individuals or organisations who are the contractors for the same item of service or equipment for a project. The sponsorship and donations accepted should not incur any additional recurrent expenditure and/or any expenditure not related to the activities of Care Teams.

40. All sponsorship/donations in cash and in kind such as prizes, food, beverages and provision of printing services should be used according to the

³ A capitalised item refers to any piece of equipment or furniture with a unit cost of more than HK\$1,000 (but not exceeding HK\$200,000) and an expected life-span of one year or more. Computer software and fixtures such as built-in cabinets are not classified as capitalised items regardless of their value. Procurement shall only be made if the item is considered absolutely essential for implementing the project and where it is more cost-effective to acquire the item by procurement than renting it. On expiry or termination of the funding agreement of a Care Team, all serviceable capitalised items should be returned to the DO concerned.

wishes of the sponsors/donors provided that they are in line with the plans contained in service proposals. Contributions unspent or unused should be returned to the sponsors/donors unless they agree to contribute them to other activities.

41. Details of all sources of sponsorship and donations should be provided as far as practicable in the service proposals and during the provision of services (if applicable). On completion of the relevant service/activity, such details should be indicated in the annual financial statements and final financial statements.

42. Information such as the names of the sponsors/donors, the type, amount and ultimate usage of sponsorship/donations received, and copies of the acknowledgement letters to sponsors/donors should be properly documented and kept for seven years for inspection by the Government as and when necessary.

43. Unless otherwise stated in the Guidelines, operating organisations and their co-organisers (if applicable) must comply with the relevant government regulations and circulars, and departmental guidelines on the acceptance of sponsorship and donations when implementing the service items.

Public Liability and Accident Insurance

44. Operating organisations are required to take out public liability and accident insurance for their services/activities. The premium and levy for public liability insurance and accident insurance are permissible items of expenditure.

V. Monitoring Mechanism

45. The operating organisations are required to submit reports on their work progress to the DOs concerned on a half-yearly basis (see paragraph 25 above). Their **annual work and financial reports** and **final work and financial reports** will be submitted to the District Assessment Panels and the Steering Group.

46. DOs will **regularly monitor** the work of Care Teams, including **arranging staff to conduct visits or attend their activities/services**, to evaluate the effectiveness of their services and review their progress of achieving the KPIs. DOs may terminate the funding agreements with those operating organisations whose Care Teams consistently fail to achieve the KPIs.

47. To enhance transparency and accountability, summaries of services to be provided by operating organisations will be uploaded onto the Internet for the information of the public, while other information and documents submitted, such as application forms, service proposals, half-yearly/annual/final work reports and

the relevant supporting documents, may be made available to the Director of Audit or his representatives for inspection when necessary without any further reference to or consent from the operating organisations. Nevertheless, the disclosure of any personal data must be subject to the requirements and/or exemptions stipulated in the Personal Data (Privacy) Ordinance (Cap. 486).

VI. Public Accountability

48. Operating organisations and their sub-district Care Teams shall be accountable for their acts, including the performance of their staff, members and/or volunteers, in the course of implementing the activities/services, and shall bear all debts and liabilities arising from the implementation of the activities/services, particularly the purchasing and spending decisions which involve the use of funding. They are also required to strictly observe the principles of openness, fairness, competitiveness, transparency, pro-innovation, integrity and value for money in staff recruitment and procurement.

49. To ensure that the funding is well spent for the benefit of the community, operating organisations and their sub-district Care Teams are expected to perform their roles in a responsible and accountable manner.

50. Amendments to the Guidelines and the relevant forms will be made from time to time with regard to actual operational needs. The latest versions of the Guidelines and the forms are available for download at the HAD's website (<http://www.had.gov.hk>).

Home Affairs Department

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