

The following pages contain the various forms relating to the Yau Tsim Mong Community Involvement Fund. Applicant organisations can print them for use or download them from the website of the Home Affairs Department at https://www.had.gov.hk/tc/18_districts/my_map_09.htm#06.

Yau Tsim Mong Community Involvement Fund Application Form	Form 1
Letter of Consent.....	Form 2
Application for Change of Project Implementation Date	Form 3
Application for Reimbursement of Funds.....	Form 4
Personal Disbursement Record	Form 4(i)
Record of Quotations for Project Financed by Yau Tsim Mong Community Involvement Fund	Form 5
Production of Souvenirs	Form 6
Final Report for Project Financed by Yau Tsim Mong Community Involvement Fund	Form 7
Statement of Payment to Volunteers	Form 8

Yau Tsim Mong District Office**Yau Tsim Mong Community Involvement (“YTMCI”) Fund Application**

[Note: Government departments may use their own application forms.]

1. Basic Information

- (A) Name of organisation: (Chinese) _____
(English) _____
- (B) Registered address: (Chinese) _____
(English) _____
- Correspondence address: (Chinese) _____
(if different from the registered address) (English) _____
- (C) Telephone no.: _____ Fax no.: _____
E-mail address: _____
- (D) The organisation is (please choose one of the following and attach supporting documents) :
- ☐ *a government department, the Yau Tsim Mong District Council (“YTMDC”) or a committee/working group related to the YTMDC/Yau Tsim Mong District Office (“YTMDO”).
- ☐ registered under _____ Ordinance on _____ (date).
- ☐ an autonomous body of persons established for the benefit of _____ District on _____ (date).
- ☐ *an owners’ corporation/owners’ committee established on _____ (date).
- ☐ Others (please specify) _____

(E) Responsible Persons

Authorised Person ¹ of the Organisation		Designated Officer-in-charge ² of the Project	
Name: (Chinese) _____ (English) _____		Name: (Chinese) _____ (English) _____	
ID Card No.: _____		ID Card No.: _____	
Post: _____		Post: _____	
Contact Tel. No.: _____		Contact Tel. No.: _____	
Fax No.: _____		Fax No.: _____	
Correspondence Address: _____		Correspondence Address: _____	
E-mail Address: _____		E-mail Address: _____	
Name of contact person on the day of event ³ :		Tel. No.:	

- 1 The Authorised Person refers to the person who applies for the YTMCI Fund on behalf of the organisation and signs the application form.
- 2 The Designated Officer-in-charge serves as the contact officer of the project. The Authorised Person and the Designated Officer-in-charge must not be the same person.
- 3 The YTMDO will appoint representatives to observe or participate in projects funded by YTMCI Fund by sampling. Please provide the information of the contact person on the day of event for contact purpose.

* Delete as appropriate

(F) Operation of the Organisation

No. of members: _____ Joining fee: \$ _____ Annual fee: \$ _____
per person per person

No. of households _____ Monthly management fee: \$ _____
(only applicable to owners' corporations/owners' committees): per household

Sources of running expenses:

- ☐ Subsidy from Social Welfare Department ☐ Proceeds derived from our property/service
- ☐ Household management fee ☐ Community Chest
- ☐ Membership fee ☐ Others (please specify) _____

Objective(s) of the organisation:

Target group(s) of the organisation:

Name of bank account holder (i.e. name of the cheque payee to be granted the funds):
(in English) _____

(If you choose bank transfer, please obtain the form "Authority for Payment to a Bank" from the YTMDO.)

(G) Record of Application for YTMCI Fund

- ☐ This is our first application for YTMCI Fund (Please attach a copy of the certificate of registration and brief notes on the activities held in the previous year. The organisation's constitution and financial information should also be submitted upon request.)
- ☐ We previously applied for District Council funds/YTMCI Fund
- ☐ but our application was not approved.
- ☐ and grants were approved. Details of the last three applications over the past five years, if applicable, are as follows:

	<u>Name of activity</u>	<u>Date of activity</u>	<u>Amount approved (\$)</u>	<u>Project no.</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

2. **Details of Co-organiser(s)/Collaborator(s)** (Applicable to projects to be implemented in collaboration with other organisations/YTMDC. Unless the co-organiser(s)/collaborator(s) is a government department/are government departments, submission of certificate(s) of registration in respect of it/them is required. For a co-organiser, the registered address must be in Yau Tsim Mong (“YTM”) District, but a collaborator is not subject to this restriction. In the case that the applicant organisation wishes to add or substitute any co-organiser(s)/collaborator(s) after granting of funds, it should submit an application to the Community Involvement Programme Secretariat of YTMDO for its approval.

Name of Co-organiser(s)/Collaborator(s), Name of contact person(s), telephone no., fax no., correspondence address	Brief description of the nature and form of collaboration or support
1.	
2.	

3. **Details of Proposed Project**

Activities should be organised in accordance with the details set out below. Should there be any alteration, a written notice has to be submitted at least 12 working days before the scheduled date of activities. The activity can be carried out only if approval is granted.

(A) Name of Programme/Activity: _____

(B) Nature (please choose one):

- | | | |
|---|---|--|
| <input type="checkbox"/> Carnival, tour, camping, visit | <input type="checkbox"/> Campaign (e.g. civic education, fire safety, road safety, summer programme, fight crime, environmental protection) | <input type="checkbox"/> Social service (e.g. new arrivals, single parent families, singleton elderly, etc.) |
| <input type="checkbox"/> Sports and recreational activity, competition, training | <input type="checkbox"/> Study, survey, publicity and souvenirs | <input type="checkbox"/> Others (please specify) _____ |
| <input type="checkbox"/> Entertainment/cultural activity, Cantonese opera performance, dinner, concert, exhibition, seminar | | |

(C) Objectives: _____

(D) Implementation date/period: _____ Time: _____

- (E) Setting-up/preparation period: _____
- (F) Amount of funds applied for: \$ _____
- (G) Venue: _____
- (H) Content: _____
- (I) Target group(s) (*must be people who live, work or study in YTM District*): _____
- (J) Scale of Project: ☐ District-wide project ☐ Constituency-wide project
- (K) Estimated number of participants:
- | | | | |
|---|-------|---------------------------------------|--------------|
| <input type="checkbox"/> Performers | _____ | <input type="checkbox"/> Audience | _____ |
| <input type="checkbox"/> *Speakers/tutors/coaches | _____ | <input type="checkbox"/> Volunteers | _____ |
| <input type="checkbox"/> Participants | _____ | <input type="checkbox"/> Workers | _____ |
| <input type="checkbox"/> Guests | _____ | <input type="checkbox"/> Others _____ | _____ |
| | | | Total: _____ |
- (L) Publicity and promotion method
(*activities must be publicised in YTM District*): _____
- (M) Expected benefits/Achievements
(Please propose performance measurement and milestones in quantifiable terms, where applicable.)
- (1) _____
- (2) _____
- (3) _____

(N) Work Plan/Implementation Timetable

Action	Timetable

* Delete as appropriate

4. Budget and Source of Income

(A) Budget

Please provide a breakdown of expenditure on the entire activity/project according to the classification in Appendix I of the Guidelines, including the expenditure items to be funded by the applicant organisation or subsidised by other organisations. An expenditure item should be regarded as item No. 17 (i.e. other expenditure items) if the maximum subsidy amount for that item is not listed in Appendix I. (Please see example 2)

Item	Unit cost (\$)	Quantity	Estimated expenditure (\$)	Amount of YTMCI Fund applied for ^{note} (\$)	Code No. of expenditure item (please refer to Appendix I of the Guidelines)	To be filled in by YTMDO	
						Maximum subsidy amount of that particular item under the Guidelines, subject to funding approval from YTMDO (\$)	Increased maximum subsidy amount of that particular item, subject to approval from YTMDO (\$)
e.g.(1) tour coaches	1,200	3	3,600	3,000	6.2		
e.g.(2) seedlings for tree planting	2	50	100	100	17		
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
Total:							

(B) Source of Income

Please provide a breakdown of the estimated income of the entire activity/project:

	Item	Amount (\$)	Quantity
1.	YTMCI Fund anticipated to be granted		-
2.	Payment to be met by funds of the organisation		-
3.	Fees collected (\$ x persons)		-

4.	Donation/Sponsorship		-
	(Cash – Source :)		-
	(Objects – Type and Source :)	#	#
	(Services – Type and Source :)	#	#
	(Others – Please specify type and source :)	#	#
5.	Others (please specify:)		
	Total :		-

Please insert amount or quantity

5. Other Information

Please provide any other information relevant to the project proposal which should be taken into account in YTMDO's consideration of the application.

6. Alternative Funding Support

Please indicate how the proposed project will be financed if the application is rejected or the approved project fund is less than the proposed amount under application. ***(If the allocation falls short of the anticipated amount under application, the YTMDO will consider the funding approval in light of the following information.)***

(A) Other sources of income

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

(B) ☐ Cancel the project

(C) ☐ Others (please specify)

7. Declaration of Interest

(A)

- ☐ I hereby declare that I have no pecuniary or other interest, direct or indirect, relating to the project application.
- ☐ I hereby declare that I have pecuniary or other personal interest, direct or indirect, relating to the project application. The particulars of such matter are stated below:

(B) To be used for the applications submitted by YTMDC or committees/working groups related to YTMDC/YTMDO

(Paragraph 7(A) should be deleted or crossed out)

- ☐ I confirm that all relevant members of _____
_____(Name of the organiser)
and any co-organiser(s) have declared interest as per paragraph 7(A) above / with particulars as stated below (if any interests have been declared):

8. The applicant organisation has submitted the following supplementary documents: (together with the application form)

- ☐ Certificate of registration (requirement for all applicant organisations)
- ☐ Certificate of registration as a society/association;
 - ☐ Incorporation document; or
 - ☐ Others (please specify) _____
- ☐ Tax exemption document issued by the Inland Revenue Department
- ☐ Constitution of the organisation
- ☐ Brief notes on the activities held in the previous year
(to be submitted for first-time application)
- ☐ Latest financial information (if the funds granted by the YTMDO exceed \$35,000)
- ☐ Others (please specify) _____

9. Declaration and Consent of the Organisation

- (A) I hereby declare that all the information given in this application is true and accurate. I understand that any inaccurate information will make the application invalid, any grant approved will be withheld and any payment made must be refunded to the Government. I also acknowledge that the government reserves the right to seek recovery of any money

overpaid or fraudulently claimed from the YTMCI Fund, as a civil debt due to the Government.

(B) (i)

☐ I hereby declare that to the best of my knowledge I / my staff / other co-organisier(s) of this application (if applicable) have not been involved in any activities with national security concerns and will ensure the project will not be involved in those activities. I understand that even if the application is approved, the Director of Home Affairs may withdraw funding, request the grantee to refund the amount of payment released or repay any advance payment if it is subsequently found that the project has any national security concerns. I understand I / my staff / other co-organisier(s) of this application (if applicable) will be liable to relevant criminal offences if the project has any national security concerns.

(ii) To be used for the applications submitted by YTMDC or committees/working groups related to YTMDC/YTMDO
(Paragraph 9(B)(i) should be deleted or crossed out)

☐ I confirm that all relevant members of _____

_____(Name of the organiser)
and any co-organisier(s) have made declaration as per paragraph 9(B)(i) above.

(C) I hereby agree and consent that the information provided in this application form may be used by the Government to process the application and conduct evaluative studies and training/sharing sessions. I further agree and consent that should this application be successful, all information contained in the application form and the subsequent reports (including but not limited to that concerning my organisation and project details) may be released for inspection by the public and published by the Government for general information. I agree to publicise the fact that the project is supported by YTMDO and undertake to display the name of the YTMDO in all publicity materials and activities related to the project.

(D) I have read and understood the contents of the Funding Guidelines for Yau Tsim Mong Community Involvement Programme and accept the terms and conditions for receiving YTMCI Fund. I agree to observe the provisions contained in the aforesaid documents (including dissemination of the requirement on declaration of interest to the concerned co-organisier(s), members and staff) should the application for the grant of YTMCI Fund be successful.

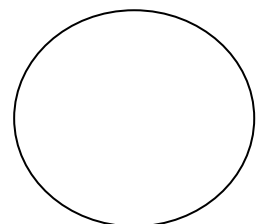
(E) I agree that YTMDO's representatives may attend the activity as observers to monitor its performance.

Signature:

Name of Authorised Person:

Post:

Date:



Purposes of Collection of Personal Data

1. The personal data provided by means of this form will be used by Home Affairs Department for the purposes of handling matters relating to the use of the YTMCI Fund as well as promoting community involvement activities and public participation in community affairs.

Class of Transferees

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

Access to Personal Data

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

Enquiries

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

Executive Officer I (District Council)

Community Involvement Programme Secretariat

Yau Tsim Mong District Office

Tel.: 2399 2587

Notes for Filling Out Acknowledgment of Receipt of Application

The applicant organisation has to fill out the following form (in duplicate) if it wishes to receive an acknowledgement of receipt of application. If the organisation does not provide complete information on the form, we will not issue this form to acknowledge we have received the application. Moreover, if the applicant organisation fails to provide the information required in Form 1, the Yau Tsim Mong District Office may not process the application.

To: _____
(Name of organisation) (compulsory field)

Acknowledgement of Receipt of Application for Yau Tsim Mong Community Involvement Fund

We have received your funding application for _____.
(Name of activity) (compulsory field)

After verifying the information about the activity, we will consider your application. You will be notified in writing of the outcome of your application in due course.

Community Involvement Programme Secretariat
Yau Tsim Mong District Office

To: _____
(Name of organisation) (compulsory field)

Acknowledgement of Receipt of Application for Yau Tsim Mong Community Involvement Fund

We have received your funding application for _____.
(Name of activity) (compulsory field)

After verifying the information about the activity, we will consider your application. You will be notified in writing of the outcome of your application in due course.

Community Involvement Programme Secretariat
Yau Tsim Mong District Office

Letter of Consent

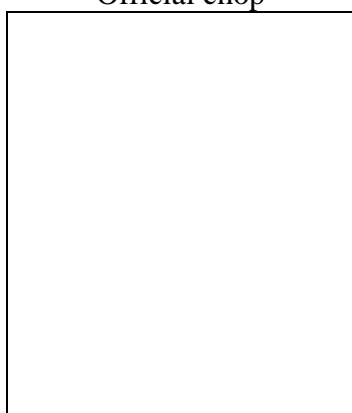
To: The Government of the Hong Kong Special Administrative Region
[Attn: District Officer (Yau Tsim Mong)]

Reference no.: YTMCB _____

We ***will/will not** implement the following project in accordance with the conditions set out in the letter of the Community Involvement Programme Secretariat of Yau Tsim Mong District Office dated _____ :

Project name : _____
Implementation date : _____
Approved grant : \$ _____

Official chop

A large empty rectangular box for an official chop.

Signature : _____
Name of authorised person : _____
Post : _____
For and on behalf of : _____
(Name of Organisation)
Date : _____

* Delete as appropriate

Purposes of Collection of Personal Data

1. The personal data provided by means of this form will be used by Home Affairs Department for the purposes of handling matters relating to the use of the Community Involvement Fund as well as promoting community involvement activities and public participation in community affairs.

Class of Transferees

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

Access to Personal Data

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

Enquiries

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

Executive Officer I (District Council)

Community Involvement Programme Secretariat

Yau Tsim Mong District Office

Tel.: 2399 2587

Application for Change of Project Implementation Date

Reference no. : YTMCB _____
Project name : _____
Advance payment received : \$ _____
Scheduled implementation date : _____
Revised implementation date : _____
(must be within two months from the
scheduled implementation date)

Reason(s) for the delay in project implementation:

Current progress of the project:

We undertake to carry out the above project on _____, otherwise
we will refund the advance payment and the funds allocated by the Yau Tsim Mong District
Office for the project will be withdrawn.

Official chop

Signature : _____
Name of : _____
authorised person : _____
Post : _____
For and on behalf of : _____
(Name of organisation)
Date : _____

Purposes of Collection of Personal Data

1. The personal data provided by means of this form will be used by Home Affairs Department for the purposes of handling matters relating to the use of the Community Involvement Fund as well as promoting community involvement activities and public participation in community affairs.

Class of Transferees

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

Access to Personal Data

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

Enquiries

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

Executive Officer I (District Council)

Community Involvement Programme Secretariat

Yau Tsim Mong District Office

Tel.: 2399 2587

Yau Tsim Mong District Office

Reimbursement of Yau Tsim Mong Community Involvement (“YTMCI”) Fund

Part A : Project Information

1. Reference no. : YTMCB _____
2. Project name : _____
3. Name of organisation : _____
4. Address: _____
5. Telephone no.: _____ Fax no.: _____
6. Project date : _____ Time : _____
7. Project venue : _____
8. Project objectives : _____
9. Brief description of project : _____
10. Actual no. of participants : _____ performers _____ *lecturers/tutors/trainers
 _____ participants _____ guests _____ audience members
 _____ volunteers _____ staff members _____ other persons
 (please specify) _____ Total number of persons
11. Approved project subsidy : \$ _____
12. Revised project subsidy (if any) : \$ _____
13. Advance payment received (if any): \$ _____
14. Amount of reimbursement already granted (if any) : \$ _____
15. Application for *1st partial/2nd partial/final reimbursement : \$ _____
16. Brief report : _____
 (For example, whether the project is well received.) _____

Part B : Statement of Accounts

(I) Sources of Funds

Other Sources of Income	Amount (\$)	Quantity
1. Payment to be met by funds of the organisation		-
2. Fees collected (\$ _____ x _____ persons)		-
3. Donation/Sponsorship		-
(Cash – Source : _____)		-
(Objects – Type and source : _____)	#	#
(Services – Type and source : _____)	#	#
(Others – Please specify type and source : _____)	#	#
4. Others (Please specify : _____)		
Sub-total :	_____ (a)	-
Yau Tsim Mong Community Involvement (“YTMCI”) Fund	Amount (\$)	
1. Advance payment		
2. 1 st partial reimbursement		
3. 2 nd partial reimbursement		
4. Final reimbursement		
Sub-total :	_____ (b)	
Total :	_____ (c)	

* Delete as appropriate.

Please insert amount or quantity.

(II) Expenditure

Item (in the order as shown in the approval letter)	Receipt no.	(1) Payment met by other sources (\$)	(2) Payment met by YTMCI Fund (\$)	(1)+(2) Total actual expenditure (\$)	Expenditure originally approved by YTMDO (\$)	Reason(s) for deviation (must be specified for virement)
Total :		(a)	(b)	(c)		

The following persons have been nominated by our organisation for the procurement of goods and services. All receipts will be examined by them. Their personal particulars are as follows:

Name	:	_____	Name	:	_____
ID Card no.	:	_____	ID Card no.	:	_____
Post	:	_____	Post	:	_____
Correspondence			Correspondence		
address	:	_____	address	:	_____
Contact no.	:	_____	Contact no.	:	_____

The authorised person of the organisation must ensure that the original copies of all invoices bear the organisation's official chop, are properly signed and marked "Certified correct".

- Note: 1. The amount of income stated in (a), (b), (c) of Part B(I) and the amount of expenditure stated in (a), (b), (c) of Part B(II) should be balanced.
2. All receipts must be signed, stamped and numbered by the designated officer-in-charge of the project to facilitate verification.
3. All supporting receipts for reimbursement from YTMCI Fund and the relevant Records of Quotations should be submitted and certified as being correct. Verifiable proof such as photographs and posters should also be attached to the report.

Part C : Certification by organisation

I certify that:

- (1) The information provided above is correct and other sources of income and sponsorship stated in Part B(I) are complete without any omission;
- (2) The goods purchased have been received in good order and all the services detailed are considered reasonable and necessary for the project, and all expenditure complies with the terms approved by the Yau Tsim Mong District Office;
- (3) The prices quoted and accepted for procurement of goods and services for the project are considered reasonable compared with the market prices;
- (4) The expenditure listed in Part B(II) was incurred solely for the above mentioned project;
- (5) No profit was made out of the project by me personally, and the organisation and their staff did not solicit, accept or offer any advantage in relation to the project; and
- (6) The organisation and their staff declare the following interests in relation to the procurement of goods and services (as appropriate):

Official chop

Signature	:	_____
Name of	:	_____
authorised person	:	_____
ID Card no.	:	_____
Post	:	_____
For and on behalf of	:	_____
		(Name of organisation)
Date	:	_____

For Official Use

I have checked the above information which complies with the Funding Guidelines for Yau Tsim Mong Community Involvement Programme and the terms and conditions specified by the Yau Tsim Mong District Office.

Signature : _____
Name : _____
Designation ^ : _____
Date : _____

I am satisfied that the above information complies with the Funding Guidelines for Yau Tsim Mong Community Involvement Programme and the terms and conditions specified by the Yau Tsim Mong District Office.

Signature : _____
Name : _____
(ADO/SEO(DC))
Date : _____

^ Rank of the officer should be EOII or above or equivalent.

Purposes of Collection of Personal Data

1. The personal data provided by means of this form will be used by Home Affairs Department for the purposes of handling matters relating to the use of the Community Involvement Fund as well as promoting community involvement activities and public participation in community affairs.

Class of Transferees

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

Access to Personal Data

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

Enquiries

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

Executive Officer I (District Council)

Community Involvement Programme Secretariat

Yau Tsim Mong District Office

Tel.: 2399 2587

Personal Disbursement Record

Project Name : _____

Name of Organisation : _____

Name and ID Card no.	Address and telephone no.	Service fee or remuneration (\$)	Job nature	Date and time of provision of service	Signature (for acknowledgement of receipt of service fee or remuneration)

Purposes of Collection of Personal Data

1. The personal data provided by means of this form will be used by Home Affairs Department for the purposes of handling matters relating to the use of the Community Involvement Fund as well as promoting community involvement activities and public participation in community affairs.

Class of Transferees

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

Access to Personal Data

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

Enquiries

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

Executive Officer I (District Council)

Community Involvement Programme Secretariat

Yau Tsim Mong District Office

Tel.: 2399 2587

**Record of Quotations for Project Financed by
Community Involvement Fund**

This form is to be completed before a purchasing order is raised. It should be submitted together with the Application for Reimbursement of Funds (Form 4). Late submission or non-submission of this form may hinder the reimbursement process and result in rejection of the reimbursement request.

This form, together with all quotations and documents in relation to the procurement should be kept for five years for inspection by the Government as and when necessary.

The grantee, its co-organiser(s), members and staff are required to declare any interest when making procurement of goods and services for the approved project, and are prohibited from soliciting, accepting or offering advantages in the course of planning and executing the project. If there is a conflict of interest, the grantee should decide whether the co-organiser(s), member(s) or staff concerned should abstain from the procurement exercise and record the reason(s) for its decision.

I. For Completion by Grantee

Project name _____

Name of grantee _____

Name and post of designated
person for procurement _____

Telephone no. _____

Itemised description of goods/services	Name of suppliers/ contractors, Address and Tel. No.	Quotation		Remarks
		Price (\$)	Accepted (✓) as appropriate	

All written quotations for the above-mentioned goods/services are per attached.

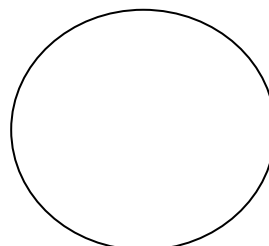
Reasons for non-compliance of the prescribed procurement rules and repeated purchases of the same or similar items/services within a short period not under normal circumstances:

I certify that the quotations obtained above are genuine and all written quotations or suppliers/contractors' confirmation on the bidding prices are attached. The price quoted and accepted for purchase is considered reasonable compared with the market price.

I have read and understood the contents of the Funding Guidelines for Yau Tsim Mong Community Involvement Programme and the terms and conditions of the grant and hereby agree to observe the provisions contained in the aforesaid documents.

Signature : _____
Name of designated person : _____
for procurement : _____
Post : _____
Date : _____

Endorsed by : _____
Signature : _____
(Authorised person of the grantee organisation /
Designated officer-in-charge of the project)*
Name (in block letters) : _____
Date : _____



Official chop

Note: The designated person for procurement and the authorised person of the grantee organisation/designated officer-in-charge of the project must not be the same person.

* Delete as appropriate

* The link to the Funding Guidelines for Yau Tsim Mong Community Involvement Programme:-

https://www.had.gov.hk/tc/18_districts/my_map_09.htm#06

Purposes of Collection of Personal Data

1. The personal data provided by means of this form will be used by Home Affairs Department for the purposes of handling matters relating to the use of the Community Involvement Fund as well as promoting community involvement activities and public participation in community affairs.

Class of Transferees

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

Access to Personal Data

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

Enquiries

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

Executive Officer I (District Council)

Community Involvement Programme Secretariat

Yau Tsim Mong District Office

Tel.: 2399 2587

Production of Souvenirs

To: The Government of the Hong Kong Special Administrative Region
(Attn: District Officer (Yau Tsim Mong))

Reference No.: YTMCB _____

Our organisation has produced a total of _____ souvenirs. Please see the attached photograph(s) as proof. The souvenirs have all been distributed in the following manner:

(If applicable) The souvenirs have not been fully distributed. The remaining souvenirs will be handled in the following manner:

Official chop

Signature of authorised person : _____
Name : _____
Post : _____
For and on behalf of : _____
(Name of organisation)
Date : _____

**Final Report for Project Financed by
Community Involvement Fund**

- (1) Name of organisation : _____
- (2) Project name : _____
- (3) Project no. : _____
- (4) Implementation date/period : _____
- (5) Implementation time : _____
- (6) Project venue : _____
- (7) Financial summary
- (a) Total income¹ : _____
- (b) Total expenditure : _____
- (c) Total amount of Community Involvement Fund obtained : _____
- (b) – (a) _____

(8) Number of programmes/activities already conducted

Dates of programmes/activities conducted		Number of participants	
Proposed date	Actual date	Expected	Actual

(9) Evaluation of project

(i) General response of participants

¹ For projects implemented by government departments or Home Affairs Department staff on behalf of YTMDC or committees/working groups related to YTMDC/YTMDO, the income generated from participants' fees, if any, should not be stated against this item as the income should be regarded as government revenue and should not be ploughed back to finance the project.

(ii) Benefits/achievement of the project

(10) Report completed by-

Official chop

Signature of

authorised person :

Name

:

Post

:

Date

:

For Official Use

The report was –

examined and considered in order.

YTMDO's Comments :

Follow-up Action:

Signature of Responsible Officer:

Name

:

Designation

:

Date

:

Statement of Payment to Volunteers

Name of Project: _____ Project Number: _____
 Date of Implementation: _____

	Name of Volunteer (Same as HKIC)	HKIC No. (First four digits)	Telephone No.	Name of Organisation (if applicable)	Purpose of Expenses ^{Note 1}	Amount claimed ^{Note 2} (\$)	Acknowledged Receipt by Volunteer ^{Note 3}
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
Total:							

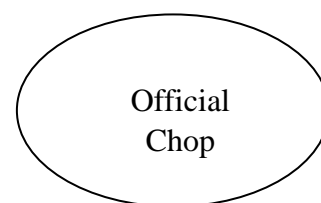
Note 1: When claiming for travelling expenses, please specify the date and means of public transportation (e.g. bus/van).

Note 2: The amount claimed must be expenses entirely and actually incurred by the volunteers for the purposes stated in the "Purpose of Expenses" column for implementation of the above-mentioned project.

Note 3: By signing here, the volunteer acknowledges receipt of the amount claimed and confirms that (i) all the information concerning him/her and the amount and purpose of the expenses claimed by him/her is true and accurate, and (ii) the expenses claimed were entirely and actually incurred by him/her for the purpose stated for implementation of the project. The volunteer also understands that the Government reserves the right to seek recovery of any money overpaid or incorrectly claimed as a civil debt due to the Government, without prejudice to its other rights and remedies.

I hereby declare that all the information given above is true and accurate and the expenses claimed were entirely and actually incurred by the volunteers for the designated purposes for implementation of the above-mentioned project.

Signature of Authorised Person of Grantee* : _____
 Name of Authorised Person of Grantee* : _____
 Name of Grantee* : _____
 Date : _____



* "Grantee" in this form refers to the recipient of Community Involvement Fund.

Purposes of Collection

1. The personal data provided by means of this form will be used by Home Affairs Department for the purposes of handling matters relating to the use of Community Involvement Fund as well as promoting community involvement activities and public participation in community affairs.

Classes of Transferees

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

Access to personal data

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

Enquiries

4. Enquiries concerning the personal data collected by means of this form, including access to and correction of the personal data, should be addressed to the Community Involvement Programme Secretariat of Yau Tsim Mong District Office (Tel. No.: 2399 2558).