

**Home and Youth Affairs Bureau and Family Council  
2024-25 Funding Scheme on the Promotion of  
Family Education**

**Guide to Application**

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## **I. INTRODUCTION**

- 1.1 The Government of the Hong Kong Special Administrative Region of the People's Republic of China (the Government) is committed to promoting a pro-family culture as well as family harmony so as to build a harmonious society. As announced in the Chief Executive's 2023 Policy Address, the Government will launch a new five-year Funding Scheme on the Promotion of Family Education (the Scheme) in the second half of 2024, with annual funding of HK\$8 million, to subsidise non-profit-making community projects in promoting family education. Launched by the Home and Youth Affairs Bureau (HYAB) and the Family Council (the Council), the Scheme will cover various family-related topics to meet the needs of different families. The Scheme will also strive to promote family values and focus on family building, family education and family virtues, with a view to enhancing family well-being and social harmony.

## **II. THEMES**

- 2.1 The Scheme covers various family-related themes to meet the needs of different families, including –
- (a) education for new parents;
  - (b) parent-child education;
  - (c) maintenance of family relationship;
  - (d) strengthening family cohesion and solidarity;
  - (e) inheritance of good family values and traditional virtues; and
  - (f) marriage-related subjects, etc.

Apart from the above-mentioned themes, applicant organisations may apply for funding to organise suitable projects with other family-related themes having regard to the concern or needs of the community. Besides, a project may feature more than one theme provided that the themes are family-related. Applicant organisations are encouraged to include the elements of nurturing love and enhancing sense of attachment to the country in their projects where appropriate.

### **III. ELIGIBILITY FOR APPLICATION**

3.1 Any bodies or non-governmental organisations fulfilling the following criteria are eligible for submitting applications:

- (a) (i) a company incorporated under the Companies Ordinance (Cap. 622) or under the former Companies Ordinance (Cap. 32); or
- (ii) a society established in Hong Kong under the Societies Ordinance (Cap. 151); or
- (iii) a statutory body or a body incorporated in Hong Kong by statute; and
- (b) the respective company / society / body must be of non-profit-making or charitable in nature.

3.2 If the applicant organisation is a non-profit making body or non-governmental organisation registered in accordance with the law, it must provide a certificate of incorporation / registration issued under the law and a Constitution or a Memorandum and Articles of Association. The Constitution or the Memorandum and Articles of Association submitted must include, as proof, a clause specifying that the applicant organisation is non-profit-making, and / or its members shall not take any shares of its income or assets. Moreover, upon dissolution of the organisation, its members shall not take any shares of its income or assets. The applicant organisation shall also declare in the application form that it has not shared in the past, will not share during the term of the project or after the completion of the project, its income or assets with its members.

3.3 If the applicant organisation is a charitable body registered in accordance with the law, it must provide a certificate of incorporation / registration issued under the law and a copy of documentary proof of tax exemption under section 88 of the Inland Revenue Ordinance (Cap. 112).

3.4 For projects co-organised with other organisations, that co-organiser must also comply with the eligibility requirements specified in paragraph 3.1 above. The applicant organisation

must provide in the application form information about the co-organiser and clearly specify their respective responsibilities. In accordance with paragraphs 3.2 and 3.3 above, the certificate of incorporation, Constitution or Memorandum and Articles of Association and relevant declaration of the co-organiser, or the certificate of incorporation and copy of documentary proof of tax exemption of the co-organiser should be provided in the application. The applicant organisation shall act as the lead organisation and be responsible for all matters relating to the application. If the application is approved, the relevant funding will be disbursed to the applicant organisation. Entities that purely provide support through provision of venue or assistance in promotion will not be considered as co-organisers.

- 3.5 The Government / Council reserves the right to disqualify an applicant organisation and / or co-organiser on the grounds that the applicant organisation and / or co-organiser has engaged, is engaging, or is reasonably believed to have engaged or be engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or otherwise the exclusion of the eligibility of the related organisation is necessary in the interest of national security, or is necessary to protect the public interest of Hong Kong, public morals, public order or public safety.

#### **IV. REQUIREMENTS FOR THE PROPOSED PROJECT**

- 4.1 The proposed project must satisfy the following requirements:
- (a) the project must comply with the themes set out in paragraph 2.1 above;
  - (b) the project must be non-profit-making in nature;
  - (c) all activities under the project must be carried out in Hong Kong and the target beneficiaries must be Hong Kong residents;
  - (d) performance indicators, including the methods / mechanisms for measuring the effectiveness of the activities, should be set out in details in each application; and
  - (e) the project must not incur any additional expenditure to the Government.

- 4.2 The applicant organisation may organise different activities and/or support services according to the theme(s) of the project. The content of the project should be as flexible and diverse as possible, and the applicant organisation should cover different modes and nature of activities and/or support services to meet the needs of different families.
- 4.3 The activities concerned should be as diversified, interactive, interesting and innovative as possible, for example, talks, workshops, mutual support groups, counselling services, support and consultation hotlines, online information platform, production of educational videos, publications, etc.
- 4.4 To boost the effectiveness of the project, the activities would better be sustainable. Priority will be given to the project if it is scalable to benefit more different families.
- 4.5 The project period is either 12 months or 18 months. Funded organisations must commence their respective projects according to the project period set out in the Approval Letter issued by the Council and complete the projects within 12 months or 18 months.
- 4.6 If the applicant organisation collaborates with tertiary institution / research organisation to conduct evaluation research for its project, it should include in its proposal the framework of the evaluation research, including the research objectives, scope, methodology, evaluation plan of the project effectiveness, matters relating to the collaboration with tertiary institution / research organisation and ways to disseminate the research findings. Regarding the research-related expenses, the applicant organisation is required to include all the research-related expenses in the budget of the project. The funding ceiling for research-related expenses is 25% of the total approved funding of the project concerned. Any research-related expenses exceeding the funding ceiling will be borne by the applicant organisation.

## **V. APPLICATION FOR FUNDING**

### **5.1 Application Procedures and Deadline**

- 5.1.1 Applicant organisations must submit their applications to the Council Secretariat by the following methods by 5:00 p.m. on **22 November 2024 (Friday) (application deadline)**. **Late submission will not be considered.**

#### **Submitted by post or in person**

- (a) the following documents should be submitted to the Council Secretariat at 13/F, West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong by post or in person:
  - (i) the original application form which is completed, signed and stamped (digitally signed and stamped application form is not accepted) and budget summary;
  - (ii) documentary proof that the applicant organisation and co-organiser (if any) meet(s) the eligibility requirements; and
  - (iii) other required supporting documents (if any);
- (b) the soft copy of (a)(i) to (iii) above (in PDF and Word / Excel formats) should be sent by email to [secretariat\\_family\\_council@hyab.gov.hk](mailto:secretariat_family_council@hyab.gov.hk) by the application deadline, or saved in USB and submitted together with the documents (Note: content of the soft copy of (a)(i) to (iii) above must be the same as that of the hard copy submitted by post or in person. In case of any inconsistency, content in the hard copy shall prevail.);
- (c) please mark “Application for Funding Scheme on the Promotion of Family Education” on the envelope / subject field of email (if applicable); and

### **Submitted by email**

- (a) the scanned copies of the following documents should be submitted to [secretariat\\_family\\_council@hyab.gov.hk](mailto:secretariat_family_council@hyab.gov.hk) by email:
  - (i) the application form which is completed, signed and stamped (digitally signed and stamped application form is not accepted) and budget summary (in PDF and Word / Excel formats);
  - (ii) documentary proof that the applicant organisation and co-organiser (if any) meet(s) the eligibility requirements (in PDF format); and
  - (iii) other required supporting documents (in PDF format) (if any);
- (b) the originally signed and stamped Section E “Declaration” of the application form (digitally signed and stamped application form is not accepted) should be submitted to the Council Secretariat at 13/F, West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong by post or in person within 7 days after submission of the application by email. If the applicant organisation does not submit the originally signed “Declaration” or the required supporting documents which can be clearly read by the specified deadline, the application will not be considered without further notice to the applicant organisation concerned.
- (c) please mark “Application for Funding Scheme on the Promotion of Family Education” in the subject field of the email.

5.1.2 For applications submitted by post, the postmark date on the envelope shall be the date of application. Applicant organisation should ensure that sufficient postage is affixed before posting so as to avoid unsuccessful delivery of application. Any underpaid / unpaid mail items will be returned or disposed of by the Hongkong Post. Late submission will not be considered.

- 5.1.3 If a Black Rainstorm Warning Signal, Typhoon Signal No.8 or above, or “extreme conditions” is issued by the Hong Kong Observatory between 9:00 a.m. and 5:00 p.m. on the application deadline, the application deadline will be postponed to 5:00 p.m. on the next working day.
- 5.1.4 The application form can be downloaded from the website of the Scheme (<https://www.pfe.gov.hk>). Applications will not be processed if the applicant organisations fail to provide the required information in the prescribed format of the application form. All submitted application documents, whether the application is successful or not, will not be returned. Applicant organisations should make copy of the application documents for record.
- 5.1.5 It is the responsibility of the applicant organisation to ensure that the application form and relevant documents submitted are complete and accurate. Application will not be considered if the application form concerned is not duly completed, or the applicant organisation fails to submit all the required documents and information set out in this Guide and the application form.
- 5.1.6 The Council Secretariat may request the applicant organisation to provide supplementary documents and information and / or seek clarification from the applicant organisation in relation to the application submitted. The applicant organisation shall reply to the Council Secretariat in writing within the specified period. Failure to do so will result in the application concerned being considered as withdrawn by the applicant organisation and no notification will be made to the applicant organisation. Please note that if the Council Secretariat makes the above request, it does not imply that the related application has met the eligibility criteria of the Scheme.
- 5.1.7 Applicant organisations may be required to attend an interview arranged by the Council Secretariat (where necessary).

## **5.2 Notification of Application Results**

- 5.2.1 The Council will inform the applicant organisations of the application results in writing in around April 2025.

- 5.2.2 The Council reserves the right to announce the application results and to disclose the list of funded organisations, the names of the funded projects, the funding amounts and other related information without the prior consent of any applicant organisation.

### **5.3 Acceptance of Funding by Organisations**

- 5.3.1 If the proposed project is approved, the Council will issue an Approval Letter and an Undertaking to the funded organisation. The funded organisation must organise the funded project and use the funds in accordance with the project details stated in the application form, the Approval Letter, Guidelines on Project Implementation and Use of Funds (Funding Guidelines), and all instructions, terms and conditions issued by the Government / the Council from time to time in relation to the Scheme. Otherwise, the Government / the Council has the right to revoke the funding and the funded organisation must refund the whole amount involved.
- 5.3.2 If the applicant organisation accepts the funding and agrees to abide by all the terms and conditions set by the Council in respect of the Scheme, it should return the duly signed Undertaking and other documents specified by the Council (if any) within the specified period set out in the Approval Letter, and commence the project during the period set out in the Approval Letter.
- 5.3.3 The Government / the Council may withdraw the funding approval at any time before it receives the duly signed Undertaking from the funded organisation. If the Council has not received the signed Undertaking and other related documents (if any) from the funded organisation by the end of the specified period stated in the Approval Letter, the Council will consider that the funding is not accepted by the funded organisation without further notice to the organisation.

## **VI. FUNDING CRITERIA**

- 6.1 **The funding cap for each 12-month and 18-month project is HK\$800,000 and HK\$1,200,000 respectively.** The amount of funding approved for individual projects is determined on a case-by-case basis. The final funding amount shall be as deemed

reasonable by the Council, regardless of the amount sought.

- 6.2 When drawing up the budget, applicant organisations must list out each expenditure item and its breakdown in details. The proposed expenditure items must meet the actual needs, be detailed, reasonable and properly justified. The amount sought must be supported by evidence, prudent and pragmatic. The currency must be denominated in Hong Kong dollars.
- 6.3 The staff costs of full-time / part-time staff who serve the participants of the funded project for their direct benefit, costs for renting equipment and venue (except for renting the applicant organisation's own venue), as well as other one-off non-recurrent direct expenditure (such as costs of the auditor's report, expenses on consumables, and publicity expenses for the funded project, etc.) may be included in the budget of the proposed project.
- 6.4 If the administrative expenses, staff costs of staff who serve the participants of the funded project for their direct benefit (including the expenses for overtime allowance for existing staff and Mandatory Provident Fund contributions for hiring staff arising from the implementation of the project), and publicity expenses of the proposed project take up 70% or above of the total approved funding, the project will not be considered. Among the aforesaid expenses, administrative expenses and publicity expenses shall not exceed 10% of the total approved funding. In general, administrative expenses include administrative costs incurred in the implementation of the project, such as photocopying costs, transportation costs for delivery of materials (which must be incurred directly from the project and must be calculated on the basis of using the least expensive means of transportation in each case), etc. The actual funding amount will be adjusted according to the total approved funding amount of the project and shall not exceed the above-mentioned ceilings.
- 6.5 Expenditure incurred before the formal approval of the project in writing by the Council (i.e. before the effective date as stated in the Approval Letter) will not be funded. Unless the Council approves otherwise, expenditure incurred after the completion of the funded project will not be funded, except for expenditure items which by its nature must be incurred after such completion (such as expenses for hiring services from an independent Certified Public Accountant or auditor).

- 6.6 The funding provided by the Scheme shall not be used for the following expenditure items: costs for maintaining the applicant organisation's (including the co-organiser's, if any) own operation or administration (including but not limited to costs for setting up or refurbishing the organisation's office; costs involved in the decoration, repair and maintenance of its building and office facilities; rent and rates; telephone, fax and broadband charges; utility charges for water, electricity and town gas; general administrative and office expenses; and entertainment and travelling expenses incurred by the applicant organisation's administrative staff), purchase of durable assets (e.g. equipment, devices, furniture, etc.), purchase of non-expendable items (e.g. different types of memory cards), improvement of the applicant organisation's own equipment or services, prizes and guest souvenirs in the form of cash or cashable items (e.g. gift cheque), production of goods to be sold, disbursement of any form of remuneration or allowance to participants (including transportation allowance paid to participants for attending the activities), purchase of uniforms for participants and staff (including volunteers), and other expenditure items which will not bring direct benefit to participants.
- 6.7 The applicant organisation shall not seek other Government funding for the same project. After acceptance of the funding from the Scheme, the funded organisation shall not accept any other forms of sponsorship, including funding or in-kind sponsorship from the Government for the same funded project throughout its whole term (except for rental of Government premises with fee waiver in accordance with the established rental guidelines).
- 6.8 In general, the project can accept sponsorships and donations in cash or in kind. Under no circumstances is the applicant organisation allowed to seek and / or accept donations that may, in the opinion of the Government / the Council, be in direct conflict with the policies and interests of any Government bureau or department, and may tarnish the image or reputation of the Government and the Council (including but not limited to donations and / or sponsorships from businesses involving tobacco, liquor, advocacy of gambling and obscenity, etc.). If the Government / the Council considers the acceptance of donations by an applicant organisation inappropriate, it will not

consider the application concerned.

- 6.9 If the applicant organisation needs additional funding to meet the costs of activities / support services which exceeds the funding cap or to cope with expenditure items which are not approved, it may commit internal resources and / or apply for financial assistance from outside the Government and / or charge a reasonable fee from the participants, provided that the details are included in the budget in the application form. To avoid duplication of resources, the Council will not approve an activity /support service which has already secured funding from other sources of the Government. If the application result of other funding sources has yet to be known at the time of submission of application to the Council, the applicant organisation must inform the Council of the concerned result within 7 days upon receipt of the result. If the applicant organisation wishes to apply for funding from parties other than the Government after the application is approved or during the implementation of the funded project, written approval from the Council must be obtained. If the applicant organisation fails to comply with the requirements, the Government / the Council may revoke the funding. If the applicant organisation has secured funding from other sources, the Government / the Council may revoke or reduce the approved funding amount.
- 6.10 If the funded organisation charges a fee from the participants, irrespective of whether it has so declared in the application, the funded organisation shall utilise all income in the first instance before the funding under the Scheme is used to meet project expenses. The same arrangement shall apply to sponsorship, cash donations and other funding sources of income. All records pertaining to the receipt of income shall be kept for seven years after the completion of the project for the inspection of the Government / the Council as and when necessary.
- 6.11 In general, the following types of projects will not be funded:
- (a) activities which are not cost-effective, benefiting only a small number of people while spending a lot of money;
  - (b) activities of a purely recreational / entertainment / sightseeing nature, such as parades or carnivals;
  - (c) activities solely to distribute daily necessitates, food or gifts to target beneficiaries and alike;

- (d) physical exchange activities outside Hong Kong;
- (e) dining and travel activities;
- (f) projects that may give undue credit or publicity to an individual, organisation, political party or association;
- (g) projects intended for the exclusive benefit of an individual / organisation / group, such as performances in the annual event of an organisation
- (h) projects that disburse a fixed amount of cash allowance and / or cash relief;
- (i) projects with profit-making, fund-raising, commercial, religious or political purposes;
- (j) projects that are organised, co-organised or co-hosted by offices of Legislative Council Members or District Council Members, political parties or related groups;
- (k) projects that receive sponsorship or donations in cash or in kind from tobacco or liquor companies, or organisations which are also the service or equipment contractors of the projects;
- (l) projects which are, in the opinion of the Government / the Council, likely to constitute or cause the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security; or
- (m) projects that conflict with the policies and interests of any Government bureau or department.

## **VII. ASSESSMENT OF APPLICATIONS**

- 7.1 The Council is responsible for assessing eligible applications and making recommendations on funding support.
- 7.2 Only applications that meet all the requirements set out in this Guide and the application form will be considered.
- 7.3 The Council will assess applications based on the following criteria:
  - (a) background of the applicant organisation (including co-organisers, if any) (e.g. whether the applicant organisation has organised activities or support services of a similar scale and nature before and whether its track record and performance are satisfactory);

- (b) contents of project and implementation arrangements –
  - (i) whether the concepts, objectives and contents of all the activities or support services of the proposed project are in line with the purpose and themes of the project;
  - (ii) whether the content is substantive, in-depth and innovative (including the objectives, details, frequency, format, etc. of individual activities / support services);
  - (iii) the design, organisation and arrangement (including whether the activities or support services are well organised and take into account the different needs of the target beneficiaries; how the organisation matches its resources to achieve synergy, whether the activities or support services are sustainable and extendable, etc.);
  - (iv) the feasibility and overall arrangement (including publicity plan and administrative support, etc.);
- (c) financial arrangements
  - (i) whether the budget is well thought out and prudent, whether the proposed income and expenditure items are reasonable with justifications, whether the project is cost effective, etc.;
  - (ii) other sources of funding (including internal funding from the organisation, other funding sources, sponsorships and donations in cash or in kind);
  - (iii) the level of participation fee charged (if any);
- (d) target beneficiaries and promotion (including the profile of target beneficiaries, promotion and implementation strategies, recruitment procedures and mechanisms, assessment criteria and estimated number of beneficiaries);
- (e) the expected outcomes, key performance indicators, methods / mechanisms for measuring performance and evaluating effectiveness of the project, etc.;
- (f) the risk assessment and contingency plan (a risk assessment shall be conducted and a comprehensive contingency plan in response to unexpected situations shall be formulated for the implementation of the project); and
- (g) other factors which the Council may consider relevant.

- 7.4 Not every eligible project in each application year will be approved and not every activity / support service under the approved project will be granted funding. If a project is not granted funding, the application will not be carried forward to the next application year automatically.
- 7.5 In assessing applications, the Council may, where necessary, take into account comments on the proposed projects made by relevant Government bureaux / departments and professionals in relevant fields from their perspectives, as well as the track record of the applicant organisations in implementing projects under other funding schemes administered by the Government. The Government / the Council reserves the right to disclose the information provided by the applicant organisation to third parties for the purpose of assessing the applications.
- 7.6 The Government / the Council may prescribe additional terms and conditions based on actual needs and may stipulate specific terms and conditions on the use of approved funds on a case-by-case basis.
- 7.7 The Government / the Council has no obligation to accept or support any submitted application. The decisions on the approval of application and level of funding shall rest with the Government / the Council and cannot be disputed by the applicant organisation.

## **VIII. DISBURSEMENT OF FUNDS**

- 8.1 The approved fund will be disbursed by phases to the funded organisation in accordance with the following milestones in general –
- (a) 40% of the approved funding upon signing of the Undertaking by the funded organisation and acceptance of the inception report by the Council;
  - (b) 30% of the approved funding upon the acceptance of the mid-term progress report by the Council; and
  - (c) the remaining balance of the actual expenses incurred by the

funded organisation upon acceptance of the financial report, auditor's report and final project report by the Council.

- 8.2 The Government / the Council will arrange disbursements of the approved funding to the funded organisation by phases, subject to the funded organisation's compliance with the terms and conditions prescribed by the Government / the Council (including but not limited to those in this Guide, the Approval Letter and the Funding Guidelines), the implementation of the funded project to the Council's satisfaction, the Council's acceptance of documents on the funded project's deliverables provided by the organisation, such as final report, financial report, mid-term progress report, auditor's report and any other additional reports and / or documents regarding the funded project as requested by the Government / the Council, as well as the Council's confirmation of the organisation's observance of all requirements concerning the project implementation and the use of funding.
- 8.3 The funding for the funded project will be disbursed on an accountable basis. The amount of funding for an approved expenditure item shall not exceed the funding cap of the item concerned. If the actual expenditure is less than the approved funding amount, only the actual amount of expenditure will be disbursed by the Government / the Council. The actual amount supported by the Government / the Council will also depend on the actual activities / support services organised. If some of the activities / support services cannot be conducted as planned, the funding amount concerned will be reduced proportionally regardless of the actual expenditure. Besides, if it is found in the final accounts that the total expenditure of the project does not reach 70% of the approved funding and / or the funded organisation cannot achieve 70% of the performance targets set in the application, the Government / the Council reserves the right not to disburse the remaining funding.
- 8.4 Funded organisations must return to the Government any residual funds and operating surplus.
- 8.5 Under no circumstances will the Government and the Council accept any liability for deficits arising from or in relation to an approved project. Funded organisations will be solely responsible for any deficits arising from implementing the approved projects. In addition, the funded organisations will be

solely responsible for any shortfall in implementing the proposals.

- 8.6 The Government / the Council reserves the right to cancel or reduce the approved funding for the funded project if the Government / the Council considers that the funded organisation has used the approved funding or any part thereof for any purpose other than the specified purposes.
- 8.7 The Government / the Council may require the funded organisation to return all or any part of the funding to the Government and refer the case to law enforcement agencies (if applicable) should any irregularities or criminal elements are discovered after the disbursement of funds to the funded organisation.
- 8.8 If the funded organisations are found to be in breach of the terms in this Guide or any other Hong Kong laws and statutes [including but not limited to The Law of People's Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region (the Hong Kong National Security Law)] after the Government / the Council's disbursement of approved funding, the Government / the Council may exercise the right to require the funded organisations to return the disbursed funding to the Government and/or cancel the disbursement of the remaining funding.

## **IX. PROJECT IMPLEMENTATION**

### **9.1 Overall Arrangements on Project Implementation**

- 9.1.1 The person-in-charge must be a person authorised by the funded organisation or authorised to represent the organisation in accordance with the relevant regulations. Such person shall take the full responsibility for the funded project and is required to sign the Undertaking. The funded organisation may designate a staff of the organisation as the authorised person to provide support to the implementation of the project.
- 9.1.2 The applicant organisation must appoint an officer-in-charge of the project to oversee the implementation of the project, monitor the proper use of the funding in accordance with the approved budget, adhere to the principle of economy in the use of funds,

liaise with the Council Secretariat and report on the progress and performance of the project, etc.

- 9.1.3 The officer-in-charge of the project should not be the same person as the person-in-charge of the organisation or the authorised person.
- 9.1.4 With regard to the recruitment of participants and publicity of the funded project, the funded organisation should endeavour to recruit participating families through various open channels.
- 9.1.5 Photographs or video clips submitted by the funded organisation may be posted on the website(s) of the Government, the Council and / or the Scheme and / or used in other activities organised by the Government and/or the Council. The funded organisation should ensure that all stakeholders agree to and are aware of the arrangements.
- 9.1.6 During the project period and / or after the completion or close of the funded projects, funded organisations may be invited to attend meetings / sharing sessions of the Government / the Council to present the progress and / or outcome of their respective projects, as well as to gain experience for future reference. Besides, the Government and/or the Council may from time to time invite and / or request funded organisations to activities which they deem appropriate (including but not limited to development training, seminars, etc.). If invited, funded organisations shall arrange their representative(s) to attend or participate in the meeting / sharing sessions / activities.
- 9.1.7 Participants of activities may be invited to share their views on their participation in the funded project with the mass media; participate in activities mentioned in paragraph 9.1.6 above and / or participate in other activities organised by the Government / the Council. The funded organisation shall assist in making the relevant arrangements.
- 9.1.8 In recruiting staff for the project, the funded organisations shall abide by the principles of openness, fairness and competitiveness. Any director or staff member of the funded organisations taking part in a recruitment exercise (e.g. as a recruitment panel member) shall be required to declare any conflict of interest and refrain from participating in the selection process if a candidate under

consideration is his family member, relative or close personal friend or any otherwise party that may give rise to any (actual, potential or perceived) conflict of interest. Please note that failure to avoid or properly handle conflict of interest situations may give rise to criticism of favouritism, abuse of authority and even allegations of corruption. The Government / the Council may require the funded organisation to repay the Government all or part of approved funds provided should any irregularities or criminal elements are discovered after the disbursement of the approved funds to the funded organisation.

9.1.9 The funded organisations shall exercise the utmost prudence in procuring goods or services for the approved project. Funded organisations shall adhere to the following procedures when procuring goods or services unless the Council agrees otherwise in writing –

- (a) for every procurement of goods the aggregate value of which is more than HK\$5,000 but less than or equal to HK\$50,000, or services the aggregate value of which is more than HK\$9,000 but less than or equal to HK\$50,000, quotations from at least two (2) suppliers shall be obtained;
- (b) for every procurement of goods or services the aggregate value of which is more than HK\$50,000, quotations from at least five (5) suppliers shall be obtained; and
- (c) funded organisations shall normally select the supplier that has submitted the lowest conforming bid. If the lowest conforming bid is not selected, full justifications must be given and properly recorded.

9.1.10 Unless prior written approval from the Council is obtained, the funded organisations or any person involved in any way in the approved project or any of its or his associated persons or companies shall not participate in submitting a bid to the quotation or tendering exercise of the approved project.

## **9.2 Monitoring of Project**

9.2.1 The Council's Sub-committee on Family Support will monitor the implementation of the funded projects.

- 9.2.2 Funded organisations should inform the Council Secretariat of the date, time and venue, etc. of the activity / support service under the funded projects by submitting the “Notification of Activity of Funded Project Form” at least 21 days prior to the activities / support services. The Government / the Council has the right to request funded organisations to postpone the activity / support service or revoke the funding if the funded organisations fail to comply with this requirement. The funded organisation shall bear any additional expenses arising from the postponement of activity / support service due to the aforesaid circumstance. If the funded organisations organise the activity / support service without providing the information as required, the Government / the Council has the right to revoke the funding and the funded organisation must refund all the funding received.
- 9.2.3 The amount of funding to be granted and guidelines on the use of funding will be provided in the Approval Letter issued to the funded organisations. The approved project should be organised according to the details as specified in the approved proposal. The Council’s prior approval must be obtained before any changes are made to the funded projects. If any changes are made without the consent of the Council, the Government / the Council reserves the right to withdraw the funding. In case the Government / the Council has decided to withdraw the funding, the funded organisation is required to refund the advance payment and any other payments made by the Government / the Council within one month of written notice. Such records can be regarded as reference for the Council in processing future applications.

- 9.2.4 Funded organisations should follow all the requirements as laid down in the terms and conditions issued together with the Approval Letter and are required to submit reports according to the timetable below:

<b>Report</b>	<b>Submission Deadline</b>
Inception report	As stated in the Approval Letter
Mid-term progress report	<u>For 12-month projects</u> : Within one month after the project has commenced for six months <u>For 18-month projects</u> : Within one month after the project has commenced for nine months
Final project report, Financial report and Auditor's report (Note: The expenses of Auditor's report can be included as an item of expenditure)	Within two months after completion of the project

If funded organisations fail to submit the relevant reports within the specified time or the financial report is not compiled in accordance with the requirements as laid down in the Approval Letter, the Government / the Council reserves the right to withdraw the funding. In that case, funded organisations concerned are required to refund the advance payment and any other payments made by the Government / the Council within one month of written notice.

- 9.2.5 The funded organisation shall submit a financial report with the accounts audited and an Auditor's Report issued by an independent Certified Public Accountant or Auditor. The aim of such a requirement is for the Government and the Council to be ensured that all expenditure items under the funded project fall within the scope of the approved expenditure items (including sub-items) stipulated in the approved budget attached to the Approval Letter issued by the Council; and the administration and management of the project (including the use of the funds) are in compliance with the requirements set out in the Approval Letter,

the Funding Guidelines and other guidelines specified by the Council (if applicable). The funded organisation is not required to submit the original receipts for payments under the project but such receipts should be kept for seven years for checking by the Council as needed. The expenses of Auditor's report can be included as an item of expenditure under the approved project.

- 9.2.6 All publicity materials (including project leaflets, pamphlets, webpages, stage backdrops, etc.) shall show the logos of HYAB, the Council and Government-funded programme, and indicate that the project concerned is funded by HYAB and the Council.
- 9.2.7 Funded organisations shall submit the design of all publicity materials and articles bearing the name of the Council (if any) for the activities / support services to the Council Secretariat for approval at least 21 days prior to the activities / support services before production and use of the materials / articles. The Council has the right to request the funded organisation to postpone the activity, reduce or revoke the funding if the funded organisation fails to comply with this requirement. The funded organisation shall bear any additional expenses relating to administration, reproduction of the publicity materials and articles, etc. arising from its failure to submit the design of publicity materials and articles on time. If the funded organisation prints or produces the publicity materials and articles without the approval of the Council, the Council has the right to revoke the funding and the funded organisation must refund all the funding received.

### **9.3 Council Visit**

- 9.3.1 The Council may appoint representatives to inspect or participate in as observers any activities / suitable sessions of support services of the funded project. The Council will normally inform the funded organisation of the relevant arrangement, but it can also make inspection or observation without prior notice.
- 9.3.2 Funded organisations are required to brief the Council and / or its Sub-committees on the progress of their projects as arranged by the Council Secretariat. If the Government / the Council appoints a third party organisation to assess the funded projects, funded organisations shall assist and facilitate relevant assessment work.

## **X. OTHER CLAUSES**

### **Prevention of Bribery**

- 10.1 The applicant organisations shall observe the Prevention of Bribery Ordinance (Cap. 201) (PBO) and shall advise its employees, subcontractors, agents and other personnel who are in any way involved in the proposed project that they are not allowed to offer, solicit or accept from any person any money, gifts or advantage as defined in the PBO in the conduct of or in relation to the proposal.
- 10.2 The offer of an advantage to the Council Secretariat or any Council members with a view to influencing the approval of an application is an offence under the PBO. Any such offer by the applicant organisation or any person associated with the applicant organisation, its employee(s) or agent(s) will render the application null and void. The Government / the Council may also withdraw any approval that may have been issued to the application in question, if any, and hold the funded organisation concerned liable for any loss or damages, which the Government or the Council may sustain.

### **Intellectual Property**

- 10.3 The Government shall be the exclusive owner of the materials created or developed by the funded organisation for the approved project ("Project Materials"). All the Intellectual Property Rights in the Project Materials shall vest in the Government at the time they are created.
- 10.4 In respect of any materials used by the funded organisation in launching the approved project, where any of the materials involves Intellectual Property Rights that are vested in a third party, the funded organisation shall have obtained the grant of all necessary authorisation for itself and its authorised users for the use of such materials for any of the purposes contemplated by the Approval Letter.

## **Insurance and Legal Obligations**

- 10.5 The funded organisations or their agents shall procure appropriate insurance policies, including without limitation employee compensation and an all-risk insurance in respect of public liability including coverage of occupier's liability, to meet any claim arising out of or in connection with the approved projects.
- 10.6 Under no circumstances shall the Government and the Council be held liable for any third-party claims for any loss or damages arising from or relating to the project.
- 10.7 The funded organisations must comply with all relevant legal obligations. The Government reserves the right to hold the organisations accountable for all losses and liabilities arising from breaches of this Guide and any other laws on the part of the organisations.

## **Personal Data**

- 10.8 The funded organisation shall ensure that the various requirements of the Personal Data (Privacy) Ordinance (Cap. 486) are complied with when collecting the personal data of the participants in the course of implementation of the funded project.
- 10.9 The personal data provided as part of the application process will be used by the Government /the Council to process the application, and to conduct research and surveys, and to enforce its rights and powers under the Approval Letter. The provision of personal data in the application is voluntary. However, if the applicant organisation does not provide sufficient information, the Government / the Council may not be able to process its application.
- 10.10 The personal data provided in the application may from time to time be disclosed to any Government bureaux and departments for the purposes mentioned above. However, in the interests of transparency of the operation of the project, by signing and submitting an application, the applicant organisation and data subjects consent to the disclosure of details of the proposal to the public. Even if an application is not successful, by submitting an application, the applicant organisation and data subjects shall be deemed to have consented to the disclosure of the name of the

representative(s) of the applicant organisation contained in the application form, name of the proposal and funding sought to the public for general information.

- 10.11 The data subject will have the right of access and correction with respect to personal data as provided for in Sections 18 and 22 of and Principle 6 in Schedule 1 to the Personal Data (Privacy) Ordinance (Cap. 486). The data subject's right of access includes the right to obtain a copy of the personal data provided in the application at a reasonable charge.

## **XI. IMPORTANT NOTES**

- 11.1 Before submission of the application, the applicant organisation shall confirm all the information provided is true, complete and accurate. The Government / the Council reserves the right to pursue legal action if it is found that the applicant organisation has submitted wrong or false information or withheld any material information.
- 11.2 The Government shall not in any circumstances be liable for making any compensation to an applicant organisation.
- 11.3 The funded organisation must abide by the terms set out in this Guide, the Approval Letter and the Funding Guidelines, and all conditions issued by the Government / the Council in writing from time to time in relation to the Scheme. Otherwise, the Government / the Council has the right to revoke the funding and the funded organisation must refund the advance payment or disbursed amounts received.
- 11.4 Under any circumstances, the Government shall not be liable for any claims, demands or liabilities arising from a funded project. The funded organisation must bear any legal liability arising from the funded project at its own.
- 11.5 The funded organisation shall comply with all applicable laws and statutes of Hong Kong (including but not limited to the Hong Kong National Security Law) in carrying out the funded project. It is the responsibility of the funded organisation to obtain all approvals and licenses that are necessary for carrying out the funded project and to ensure that, during the implementation of

the funded project, all activity / support service contents and formats, information produced, shown and / or distributed in relation to the activity / support service (e.g. publicity materials, audio/visual productions, questionnaires, messages, etc.) are in compliance with the Basic Law and all laws and statutes applicable to Hong Kong, including the Hong Kong National Security Law. For the avoidance of doubt, the funded organisation will not be exonerated from any legal liability by virtue of the Council's funding of the project. The Government reserves the right to hold the organisation accountable for all losses and liabilities arising from breaches of this Guide, the Funding Guidelines and any other laws and statutes on the part of the organisation.

- 11.6 If the funded organisation is found to be in breach of the terms in this Guide or any other Hong Kong laws and statutes (including but not limited to the Hong Kong National Security Law) after the disbursement of approved funds by the Government / the Council, the Government / the Council may exercise the right to require the funded organisation to return the disbursed funds and cancel the disbursement of the remaining funds.
- 11.7 If the funded organisation is found to have failed to use the funds in good faith, to have failed to enforce the terms of the grant or to have committed any default, including failure to comply with the project arrangements set out in the application (except for changes agreed in advance by the Council) and the terms and conditions of this Guide, the Approval Letter and the Funding Guidelines without providing a reasonable explanation, the Government / the Council shall have the right not to disburse the funds and the organisation has to refund the full amount of the funds received. In addition, the Council will keep a record of the organisation's conduct and the organisation's future funding applications will be affected.

## **XII. NOT A BINDING AGREEMENT**

- 12.1 Nothing in this Guide shall constitute a contract. Notwithstanding anything provided in other paragraphs of this Guide, no binding agreement will be made between the Government and a funded organisation unless and until an agreement is duly executed by all parties thereto.

- 12.2 This Guide sets out the details and arrangements of the projects under the Scheme. If there is any inconsistency or ambiguity between the Chinese and the English versions, the Chinese version shall prevail.
- 12.3 The Government and the Council shall have the right to prescribe and revise from time to time the details of funding as they see fit in the light of individual funding applications. No objection can be made by the funded organisation.
- 12.4 The content of this Guide may be reviewed and updated based on actual operational experience. Subsequent amendments will be promulgated via the website of the Scheme (<https://www.pfe.gov.hk>) and / or by the Council Secretariat.

### **XIII. ENQUIRIES**

- 13.1 For enquiries about this Guide and matters related to the application of the Scheme, please contact the Council Secretariat:

Address: 13/F, West Wing, Central Government Offices, 2 Tim  
Mei Avenue, Tamar, Hong Kong

Telephone: 3509 7045 / 3655 5752

Fax: 2591 6002

Email: [secretariat\\_family\\_council@hyab.gov.hk](mailto:secretariat_family_council@hyab.gov.hk)

**Home and Youth Affairs Bureau  
Family Council Secretariat  
October 2024**