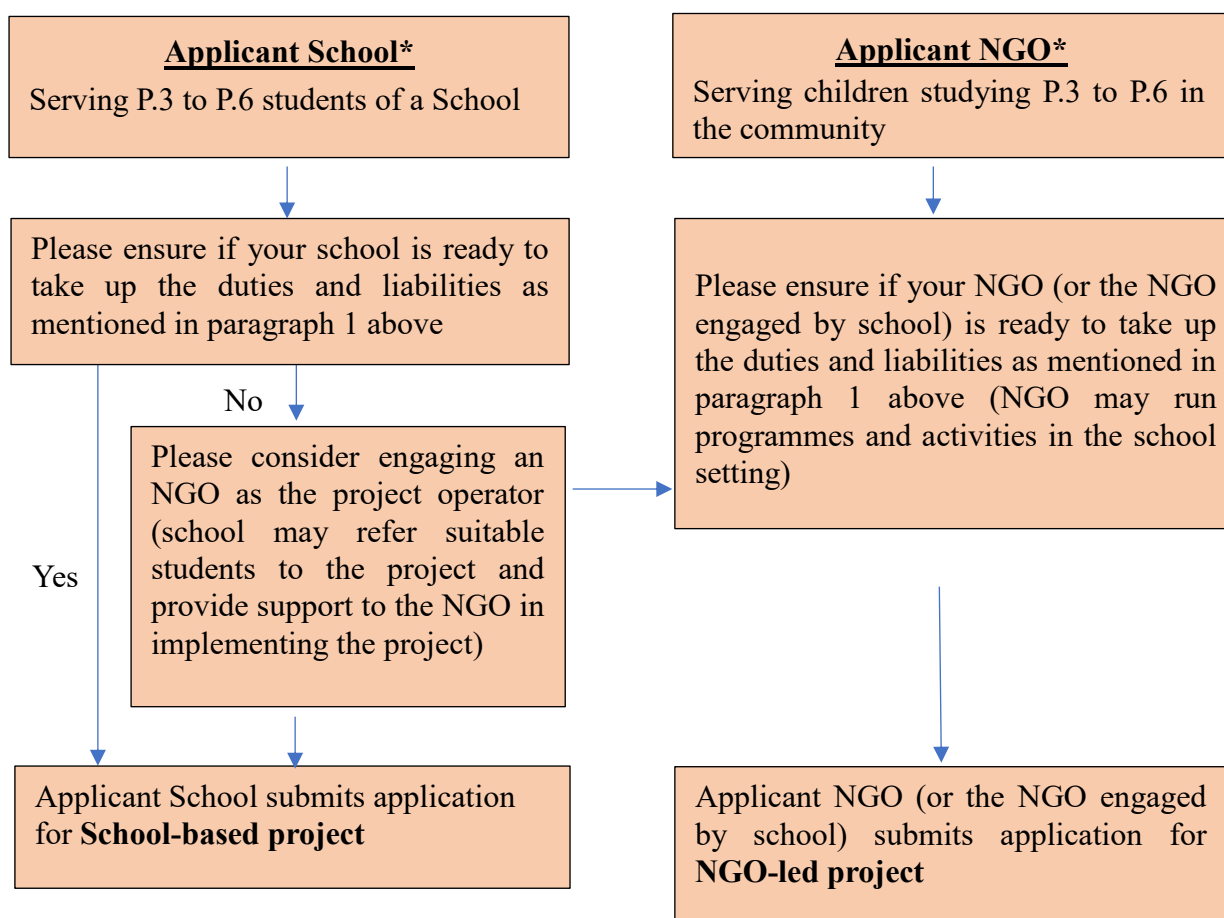


Administrative Duties and Liabilities of Project Operator under the Child Development Fund

1. Being accountable for the overall project administration and implementation, including financial management and performance monitoring, the core administrative duties and liabilities of a project operator are summarised below –
 - Identification and recruitment of participating children and mentors;
 - Provision of training and guidance to the participating children, parents/guardians and mentors;
 - Solicitation of donations;
 - Monitoring the implementation of the savings programmes and personal development plans of the participating children;
 - Handling complaints;
 - Providing overall project evaluation and monitoring;
 - Maintaining a designated bank account for the sole purpose of keeping and operating all monies of the grant and the special financial incentives;
 - Maintaining proper books of accounts, other accounting records for all transactions and all relevant records and information; and
 - Submitting financial reports and auditor’s report as required.

2. Having regard to the above duties and liabilities of a project operator, please refer to the flowchart below in selecting a suitable application mode (i.e. NGO-led or School-based).



* New applicant School/NGO can only apply for a single three-year project. Relevant track record/performance of the applicants in the previous batch(es) of CDF projects will be taken into account during vetting of the application proposals.