

Points to Note for Partnership Fund for the Disadvantaged (PFD)
(Eighteenth Round Regular Portion Application)

1. The PFD (Eighteenth Round Regular Portion Application) is open for application on **19 December 2024**. Applicant welfare NGOs can submit proposals from 19 December 2024 to 31 October 2025. The PFD Secretariat will process and grant approval to the applications in two periods in accordance with the chronological order that the applications are received. The periods for applications are as follows:

- a. Period 1: **19 December 2024 to 30 May 2025**
- b. Period 2: **19 December 2024 to 31 October 2025**

(Application Guide para. 4.2.5)

2. Bona-fide charitable **welfare** NGOs having tax-exempted status under Section 88 of the Inland Revenue Ordinance (Cap. 112) may apply for matching grants from the PFD.

(Application Guide para. 2.1.1)

3. All applicant welfare NGOs are required to complete the prescribed application form for the Eighteenth Round Regular Portion Application. **Submission of applications using the incorrect form will not be considered.** All applicant welfare NGOs can submit the application in person, or by post or through online application. Below are the links for online submission:

(a) in the GovHK (www.gov.hk/en/residents/) → Top Government Forms → More → Enter keywords “Partnership Fund for the Disadvantaged” in the search box under Government Form Catalogue; or

(b) via the “E-Forms” in the SWD’s website (www.swd.gov.hk/en/eservice/eform/index.html) → Partnership Fund for the Disadvantaged.

(Application Guide para. 4.2.1)

4. Allocation of grant for each approved Proposal will continue to be capped at the maximum of **HKS3 million**.

(Application Guide para. 3.1.1)

5. Each applicant welfare NGO is allowed to submit and may be approved of a **maximum of five applications** in the Eighteenth Round Regular Portion Application (i.e. during the period of 19 December 2024 to 31 October 2025), provided that they can demonstrate the ability to deliver all the projects within the specific period of time.

(Application Guide para. 3.1.3)

6. The project proposal is required to target a social problem, preferably with elements of early intervention and preventive measures, with strategic plan to reach and provide support and services for a reasonable number of disadvantaged persons. It is also required to illustrate output and outcome evaluation with measurable indicators.

(Application Guide para. 2.3.1(a))

7. The project proposal shall be delivered in **Hong Kong** to provide services, programmes and activities which will benefit directly the welfare of the underprivileged groups.

(Application Guide para. 2.2.1(b))

8. The project proposal or any part of the programme seeking a matching grant from the PFD **shall not start before approval of the matching grant is given.**

(Application Guide para. 2.2.1(f))

9. Applicant welfare NGOs are required to provide the information and documents about the partnering business corporation(s) and the donation including written confirmation of the amount and nature of the contributions issued by partnering business corporation(s), basic information introducing the partnering business corporation(s) and copy of the business registration certificate(s), translation and quotations, if applicable, of contribution in kind into monetary terms, background information of the trusts/foundations including registration document of the trust/foundations, and proof of the set-up and management of the charitable trusts/foundations by the business corporation(s), etc. if applicable.

(Application Guide para. 4.1.1(c))

10. The applicant welfare NGO has to obtain and confirm the committed business donation(s) for the project proposal in the application. Donation(s) received by the applicant welfare NGO should not be earlier than one year before the launching of the Eighteenth Round Regular Portion Application, which means only donation(s) received **on or after 19 December 2023** will be counted for the purpose of matching to the PFD in the Eighteenth Round Application.

(Application Guide para. 2.2.1(e))

11. Business contributions in kind and used in the project proposal will be translated into monetary value for the purpose of allocation of matching grants. Only **new and saleable items currently available in the market which are of use or benefit to the target beneficiaries under the project proposal** would be counted for allocation of matching grants.

(Application Guide para. 2.3.1(g))

12. **Low priority** will be given to the project proposal seeking funding to upgrade facilities and/or purchase equipment, or the related proportions of the funding sought be heavily cut so that the PFD may benefit the disadvantaged more directly.

(Application Guide para. 2.3.1(b))

13. Applications with the same substance as other previously approved projects **may not be considered** unless a new service component, which may include new service elements, new service scope, new target clientele, or new geographical coverage, has been added. Application with proven outcome and/or output effectiveness may be allowed to repeat only once.

(Application Guide para. 2.3.1(e))

14. The applicant welfare NGO shall critically examine and fully declare any actual, potential or perceived conflict of interest in the proposed partnership between the applicant welfare NGO, its Board members or key personnel involved in the project and its business partner(s), including specifying whether the applicant welfare NGO, its Board members or key personnel involved in the project has any previous or ongoing business dealings with the business donor(s). If any actual, potential or perceived conflict of interest is declared in the application form, the applicant welfare NGO is also required to provide details and set out actions taken or to be taken to remove/mitigate the conflict of interest in the application form by submitting a completed standard form for declaration of conflict of interest.

(Application Guide para. 4.1.1(d) and 4.1.2(d))

15. The approved project should be commenced within one year after approval of the project.

(Application Guide para. 5.2.1)

16. The applicant welfare NGOs received matching grant of the PFD should have a standing guideline on handling complaints. All complaints will be referred to the applicant welfare NGOs for follow up and handling except those relating to the misuse of approved matching grant or the abuse of service users in respect of which the PFD Secretariat may conduct direct investigation.

(Application Guide para. 5.5)

17. The Government may immediately terminate the engagement with the applicant welfare NGOs upon the occurrence of the following events:

- (a) the applicant welfare NGOs have engaged or are engaging in acts or activities that are 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

(b) the continued engagement of the applicant welfare NGOs or the continued performance of the applicant is contrary to the interest of national security; or

(c) the Government reasonably believes that any of the events mentioned above is about to occur.

(Application Guide para. 5.6)

18. **Any project staff hired is required to devote a considerable number of hours of direct services to service beneficiaries.** Staff training and train-the-trainer programmes will be accorded low priority. Transfer of unspent staffing cost and administration overheads to programme expenses is allowed, but not vice versa (i.e. transfer of unspent programme expenses to staffing cost or administration overheads is not allowed).

(Application Guide para. 2.3.1(i)&(k))

19. For all project proposals providing tutorial classes, learning skill training, language training, etc. on non-school premises, and welfare NGO applicants providing tutorial classes, learning skill training, language training, etc., irrespective of the venue of such classes/training, the applicant welfare NGOs shall consult and provide corresponding document(s) /certificate(s) (if any) to the relevant government department or authority;

(Application Guide para. 4.1.1(b)(vi))

20. Successful applicant welfare NGOs are required to use the Government logo and PFD logo or full name of PFD in all publications, publicity materials, programmes and activities, decorations/backdrops, facilities/equipment etc. financed by the PFD.

(Application Guide para. 6.8.1)

21. Successful applicant welfare NGOs shall provide at least ten photos of the activities, including at least two photos with the Government logo, PFD logo or full name of PFD and project name, and a video with at least 30 seconds for the promotion of the PFD through different media and record purpose.

(Application Guide para. 6.4)

22. The Application Form should be duly signed by the **Board Chairperson** of the applicant welfare NGO.

Secretariat of the Partnership Fund for the Disadvantaged
19 December 2024