

# Partnership Fund For The Disadvantaged

Tenth Round Dedicated Portion Application  
*(December 2023)*

## Application Guide

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*This application guide (this Guide) is for use by non-governmental welfare organisations (welfare NGOs)/schools in making applications for matching grants from the Partnership Fund for the Disadvantaged (the PFD) Dedicated Portion for implementing social welfare projects for primary and secondary students from grassroots families.*

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### 1.1 Background

1.1.1 The Chief Executive of the Hong Kong Special Administrative Region (HKSAR), in the 2005 Policy Address, announced the setting up of the Partnership Fund for the Disadvantaged (the PFD) to promote tripartite partnership among the welfare sector, the business community and the Government to help the disadvantaged. Since 2005, the Government has injected a total of \$1.2 billion. Apart from a commitment of \$800 million for the “Regular Portion (RP)” of the PFD to help the disadvantaged, a total of \$400 million has been earmarked as “Dedicated Portion (DP)” under the PFD. Since its launching in 2015, the DP has encouraged the business sector to work with non-governmental welfare organisations (welfare NGOs) and schools to implement more after-school learning and support programmes for primary and secondary students from grassroots families to facilitate their whole-person development. Out of the total commitment of \$1.2 billion, \$1.19 billion is for the matching grant portion, and \$10 million is for the support measure portion<sup>Note 1</sup>.

1.1.2 Under the PFD, the Government provides matching grants having regard to the donations made by business organisations to support applicant organisations in running social welfare projects. The Advisory Committee of the PFD (the Advisory Committee), comprising non-official members from the welfare, business and academic sectors, was set up in 2005 to give advice on the approval of applications and matters relating to the operation of the PFD.

### 1.2 Objectives of the dedicated portion under the PFD

1.2.1 The dedicated portion aims to:

- (a) incentivise welfare NGOs and schools to expand their network in seeking and securing corporate participation to provide more after-school learning and support programmes for primary and secondary students from grassroots families

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Note 1 Upon establishment of the PFD in 2005, an amount of \$10 million from the fund has been set aside for various support measures, such as publicity and evaluation, with a view to promoting tripartite partnership.

to facilitate their whole-person development; and

- (b) encourage the business sector to take up more corporate social responsibility for creating a cohesive, inclusive and caring society.

1.2.2 In meeting these objectives, applicant welfare NGOs/schools are required to obtain donations from business corporations, and ensure that the donations are used in programmes serving the target beneficiaries.

### **1.3 Provision of the dedicated portion under the PFD**

1.3.1 The dedicated portion provides matching grants for applicant welfare NGOs/schools in accordance with the contributions from business corporations, in cash and/or in kind, on a dollar-to-dollar matching basis. The matching grants are one-off in nature and applicant welfare NGOs/schools will have to absorb the financial consequences, if any, after using up the grants from the dedicated portion.

### **1.4 Launching of the dedicated portion under the PFD**

1.4.1 The funding is allocated in different rounds until depletion of the dedicated portion under the PFD. The Tenth Round Dedicated Portion is now open for application. Applicant welfare NGOs/schools can submit proposals from 20 December 2023 to 31 October 2024. 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. Period 1 is from 20 December 2023 to 30 April 2024 while Period 2 is from 20 December 2023 to 31 October 2024. Applicant welfare NGOs/schools are required to submit the applications by the deadline of period 1 for the projects commenced in new school year in September 2024.

## **Chapter 2      Application Criteria**

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### **2.1      Eligible applicants**

2.1.1      Bona-fide charitable **welfare** NGOs having tax-exempted status under Section 88 of the Inland Revenue Ordinance (Cap. 112)<sup>Note 2</sup>, public sector primary and secondary schools including government schools, aided schools and caput schools, and schools under the Direct Subsidy Scheme<sup>Note 3</sup> may apply for matching grants from the dedicated portion.

2.1.2      The applicant must prove it is financially sound and capable to deliver the proposed project by submitting documents and information in the application and upon request of the Secretariat.

### **2.2      Project proposals to be accepted for consideration**

2.2.1      Project proposals meeting the following basic requirements may be considered for matching grants from the dedicated portion:

- (a)      the project proposal shall be an initiative in support of the objectives of the dedicated portion to provide after-school learning and support programmes for strengthening the target students' whole-person development including but not limited to tutorial classes or programmes that develop the learning capability and study skills of the students concerned; strengthen their life-planning skills; support their parents to relieve the stress in parenting and improve parenting skills; or facilitate parents to stay in employment or join the workforce;
- (b)      the target students shall be Primary One to Secondary Six students coming from grassroots families or disadvantaged circumstances such as single-parent, new arrival or ethnic minority families;
- (c)      the design of the programmes shall meet the needs, abilities

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<sup>Note 2</sup> For the list of charitable institutions and trusts of a public character which are exempt from tax under Section 88 of the Inland Revenue Ordinance (Cap. 112), please refer to the Homepage of the Inland Revenue Department at the following link: [http://www.ird.gov.hk/eng/tax/ach\\_index.htm](http://www.ird.gov.hk/eng/tax/ach_index.htm). Of these Section 88 organisations, only those providing welfare services are eligible to apply.

<sup>Note 3</sup> For private schools, they are welcome to partner with welfare NGOs which may submit applications for the dedicated portion.

and characteristics of the target students with effective strategies and measures to recruit a reasonable number of suitable target students and their parents;

- (d) the output and outcome targets with measurable indicators shall be set out in the project proposal;
- (e) the project proposal shall not receive duplicate funding support from the Government in any form before, during and after project implementation (e.g. being supported under a “Funding and Service Agreement” with the Social Welfare Department (SWD), being a service contract awarded by SWD, being an after-school learning and support programme managed by the Education Bureau, or being supported by any other public funds such as Lotteries Fund, Community Investment and Inclusion Fund, Enhancing Self-Reliance Through District Partnership Programme, School-based After-school Learning and Support Programmes, Life-wide Learning Grant, etc.);
- (f) the project proposal shall be delivered in Hong Kong to provide services, programmes and activities which will benefit directly the welfare of the target students;
- (g) the donations shall be made by registered business corporations operating business in Hong Kong or charitable trusts/foundations which are established and managed by such business corporations. Donations from professional associations and religious bodies, contributions from charitable trusts/foundations not established and managed by the business corporations (or without the source of funding from business corporations) and funds under the management of government departments/public bodies will not be accepted;
- (h) the project proposal shall include a donation by business corporations in cash, in kind or a combination of the two. Contribution to service is encouraged but will not be counted for allocation of matching grant from the dedicated portion because this may affect the development of corporate volunteering work;
- (i) the applicant welfare NGO/school 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/school should not be earlier than one year before the launching of the Tenth Round Dedicated Portion Application on 20 December 2023, which means only donation(s) received on or after 20 December 2022 will be counted for the purpose of matching from the dedicated portion;

- (j) the project proposal or any part of the programme seeking a matching grant from the dedicated portion shall not start before approval of the matching grant is given;
- (k) the project proposal shall not include self-financing projects as they are already operating in a cost recovery mode through fee charging; and
- (l) any requirement from the business corporations in relation to their donations must not be in conflict with the objectives and guidelines of the dedicated portion of the PFD. Donations shall not come from corporations running business in connection with smoking.

## **2.3 Guidelines for assessing applications**

2.3.1 The following guidelines will be adopted in assessing applications:

- (a) priority consideration will be given to applications which are:
  - (i) with promising sustainability and strategic partnerships with the business corporations as wider participation and support from the business sector, e.g. involvement of business partners and active participation of corporate volunteers, is essential to the successful implementation and continuity of the project initiative; and
  - (ii) demonstrative of the initiatives of the applicant welfare NGO/school in rendering appropriate services to meet the changing needs of the target students and expand their social partnership;
- (b) 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 will be heavily cut so that the PFD may benefit the target students more directly;

- (c) a project proposal that does not address the welfare needs of the target students of Hong Kong such as medical service, environmental protection programme, education service, etc. may not be considered;
- (d) the proposed expenditure should contribute to the direct benefit of the target students as far as possible, unless with acceptable justifications;
- (e) applications with the same substance as other previously approved projects may be considered having regard to the benefits of the programmes demonstrated for their target students;
- (f) business corporations are encouraged to contribute as much as possible rather than being constrained by the ceiling of the matching grant from the dedicated portion for each application;
- (g) business contributions in kind and used in the project proposal will be translated into monetary value for the purpose of allocation of matching grants. Applicant welfare NGOs/schools are required to provide quotations as stated in paragraphs 3.2.2 to 3.2.3 of this Guide if the donated items are not on the designated list<sup>Note 4</sup>. Only new and saleable items which are of use or benefit to the target beneficiaries under the project proposal would be counted for allocation of matching grants;
- (h) joint applications with more than one applicant welfare NGO/school or joint contributions with more than one business corporation in respect of the same application may be accepted. In such cases, a principal applicant welfare NGO/school shall be responsible for the application and comply with all the conditions of the grant;
- (i) funding resource for staffing may be considered for the

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<sup>Note 4</sup> The designated list refers to the “Government’s Price List of Common Furniture and Equipment” (the List) as stated in paragraph 3.2.1 of this Guide.

purpose of direct service provision while staff training and train-the-trainer programmes will be accorded low priority. Staff costs, upon taking into account the nature of the project, the nature and number of sessions/hours of tasks involved, the required qualification and experience of the staff, the market rate of similar jobs, and any other duties, knowledge and skills required of the staff, may be considered up to 50% of the total budget of the project proposal, and up to 70% of the total budget of the project proposal for a manpower intensive programme/activity; and

- (j) the administration overheads (including audit fee) may be considered up to 10% of the total budget of the project proposal in accordance with the operational needs of the project. Administration overheads will cover items for service planning and management, coordination and quality assurance; human resource management; accounting management and financial monitoring; risk management, internal audit and compliance; public relations, partnership, corporate communication and publicity; office/project venue, equipment and facilities, and consumables; and information technology facilities and support.
- (k) 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).

### **3.1      Allocation of the matching grant**

3.1.1    Subject to availability of funds and approval of the budget of the project proposals, the Government will provide grants for the applicant welfare NGOs/schools in accordance with the donations made by business corporations on a matching basis. Taking into consideration the local economic downturn and its impact on grassroots families, the allocation of grant for each approved project proposal under the Tenth Round Dedicated Portion will continue to be capped at a maximum of **HK\$4.5 million** with a view to facilitating welfare NGOs and schools to implement projects of a larger scale and for a longer term. There is no limit to the amount of contribution from the business corporations.

3.1.2    Contributions in cash will be matched on a dollar-to-dollar basis. For contribution in cash, only cash, cheque, cashier's order and bank transfer are accepted. For contributions in kind, items may include but are not limited to equipment, tools, supplies, products<sup>Note 5</sup> and vehicles, etc. They should be translated into monetary value as stated in paragraphs 3.2.1 to 3.2.3 of this Guide for matching purpose and items should be of use or benefit to the target beneficiaries and used in the project proposed.

3.1.3    For the Tenth Round Dedicated Portion Application, each applicant school is allowed to submit one consolidated application which may include a series of programmes and activities serving its students and/or students from other schools. As individual welfare NGO may be serving different districts, each welfare NGO may submit a maximum of five applications provided that each application serves the target students in a different district and that the welfare NGO concerned demonstrates the ability to deliver all the projects within the specified period of time.

### **3.2      Translation of contribution in kind to monetary value**

3.2.1    Reference should be made to the Government's Price List of Common Furniture and Equipment (the List) for the monetary value of the contributions in kind. The link to the List is available on the SWD Homepage (<http://www.swd.gov.hk/en/index/>) → NGO Corner → Lotteries Fund:

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Note 5    Except "not for sale" product samples which cannot be translated into monetary value for the purpose of allocation of matching grants.

3.2.2 If the contribution in kind is not on the List, applicant welfare NGOs/schools are required to provide written quotations in the applications for valuation of the contribution in kind as follows:

<b>Total value of single item</b>	<b>Quotation requirements</b>
(a) Not exceeding \$50,000	Applicant welfare NGO/school should obtain at least two written quotations
(b) Exceeding \$50,000	Applicant welfare NGO/school should obtain at least five written quotations

3.2.3 All the written quotations provided should be certified by the Head of applicant welfare NGO/School Principal as i) being genuinely obtained from market and ii) not being provided by the supplier or associated company of the business corporation offering contribution in kind to avoid any conflict of interest. Written quotation with the lowest value will be referred to. If any contribution in kind claims to have some unique value, justifications for the value will be required.

### **3.3 Procurement of furniture and equipment, works and other services**

3.3.1 If the approved projects involve furniture and equipment (F&E), works and other services, applicant welfare NGOs/schools are required to follow quotation and tender procedures by making reference to the Lotteries Fund Manual on the SWD Homepage at the following link (<http://www.swd.gov.hk/en/index/>) → NGO Corner → Lotteries Fund:

<https://www.swd.gov.hk/en/ngo/lotteriesf/index.html>

### **3.4 Disposal of equipment and materials**

3.4.1 For any equipment and materials purchased with the support of the PFD in the approved projects, the applicant welfare NGOs/schools are required to follow the inventory and respective control procedures by making reference to the Lotteries Fund Manual. SWD reserves the right in their disposal upon completion of the projects or discontinuation of the projects<sup>Note</sup>

<sup>6</sup>. Prior approval from SWD is required for any redistribution plan proposed by the applicant welfare NGOs/schools.

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Note <sup>6</sup> Reference will be made to the Lotteries Fund Manual (Chapter 6).

### 4.1      Application requirements

4.1.1 Applicant welfare NGOs/schools are required to provide the following information in each application:

- (a) *details of the project proposal* - including operational plan, detailed budget, time frame, etc.;
- (b) *for applicant welfare NGOs currently not receiving subventions from the SWD* - documents showing the eligibility of the organisation as a welfare NGO, which include :
  - (i) the registration of the organisation under Section 88 of the Inland Revenue Ordinance (Cap. 112);
  - (ii) detailed information on the constitution of the organisation or Articles of Association of the organisation;
  - (iii) the structure and the names of members of the management of the organisation;
  - (iv) the full year audited accounts of the organisation not earlier than 18 months before the date of the application; and
  - (v) the evidences to show that the organisation has run welfare services;
- (c) *for all non-government applicant schools including all partnering schools* – valid certificate(s) of registration under Section 13 of the Education Ordinance (EO) (Cap. 279) in Hong Kong;
- (d) *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 relevant government department or authority and provide corresponding document(s)*

*/certificate(s) (if any);*

- (e) *concerning partnering business corporation(s) and the donations:*
  - (i) written confirmation of the amount and nature of the contributions issued by partnering business corporation(s) (a template of the written confirmation is enclosed in Annex III);
  - (ii) basic information introducing the partnering business corporation(s) and copy of the business registration certificate(s);
  - (iii) translation and quotations, if applicable, of contributions in kind into monetary terms (paragraphs 3.2.1 to 3.2.3 of this Guide refer); and
  - (iv) background information of the trusts/foundations including registration document of the trusts/foundations, and proof of the set-up and management of the trusts/foundations by the business corporation(s) (a template of the proof is enclosed in Annex IV) to ascertain the eligibility as stated in paragraph 2.2.1(g) of this Guide if the contributions are made from charitable trusts/foundations established and managed by business corporation(s);
- (f) declaration of any actual, potential or perceived conflict of interest in the proposed partnership between the applicant welfare NGO/school, its Board members or key personnel involved in the project and its business partner(s), including specifying whether the applicant welfare NGO/school, its Board members or key personnel involved in the project has any previous or ongoing business dealings with the business donor(s) (a standard form for declaration of conflict of interest is enclosed in Annex V); and
- (g) any other factors meriting special consideration.

4.1.2 Applicant welfare NGOs/schools should take note of the following points:

- (a) applicant welfare NGOs/schools should exercise their

governance and be prudent in choosing business partners such that they should be clear about the background of the business corporations before partnering with them;

- (b) applicant welfare NGOs/schools should be vigilant against any unreasonable conditions in exchange for donations such as requirements for purchase, advertising and promotion of the business partners' products, services, etc.;
- (c) SWD reserves the right not to accept business partners which fail to meet the basic requirements of the dedicated portion under the PFD or in respect of which the business may impose negative impact on the society;
- (d) if any actual, potential or perceived conflict of interest is declared, the applicant welfare NGOs/schools are also required to provide details and set out actions taken or to be taken to remove/mitigate the conflict of interest;
- (e) SWD reserves the right not to accept any proposed business partnership which poses a conflict of interest which, to the SWD's opinion, cannot be satisfactorily mitigated by the proposed actions;
- (f) applicant welfare NGOs/schools, their Board members, staff, and agents are prohibited from offering any advantage to any members of the Advisory Committee or staff of SWD in relation to the application;
- (g) successful applicant welfare NGOs/schools (the grantee) should prohibit their Board members, staff, and agents from soliciting or accepting advantages from any person in carrying out the approved project, other than any donations, fees, recovery of expenses, etc. paid to the grantee allowable under the PFD; and
- (h) SWD may impose stringent restrictions or reject the application of the applicant welfare NGOs/schools with unsatisfactory performance in execution of approved PFD projects.



## 4.2 Application form and submission

4.2.1 All applicant welfare NGOs/schools can submit the application in person, or by post or through online application.

- (a) For submission in person or by post, the applicant welfare NGOs/schools are required to complete the prescribed application form for the Tenth Round Dedicated Portion Application (Application forms and samples are enclosed in Annexes I for welfare NGOs and II for schools). **Submission of applications using the incorrect form will not be considered.** The application form can be downloaded from SWD Homepage at the following link (<http://www.swd.gov.hk/en/index/>) → Service Desk → Different Types of Funds → Partnership Fund for the Disadvantaged – Dedicated Portion :

<https://www.swd.gov.hk/en/svcdesk/funds/dedicatedportion/>

- (b) For submission online, the applicant welfare NGOs/schools are required to complete suitable application form in accordance with the selected signature format (Digital Version/Sign on Paper Version). If applicant welfare NGOs/schools opt for a submission signed with Digital Signature, they should prepare the **e-Cert (Organisational) certificate and e-Cert (Personal) certificate / iAM Smart digital signature of the Board Chairperson or e-Cert (Organisational) certificate of the applicant school and e-Cert (Personal) certificate / iAM Smart digital signature of the School Principal.** The online application can be submitted in the GovHK or SWD Homepage at the following links:

- (i) in the GovHK (<https://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
- (ii) SWD’s website → Home → E-Services → E-Forms (<https://www.swd.gov.hk/en/eservice/eform/index.html>) → Partnership Fund for the Disadvantaged.

4.2.2 Applicant welfare NGOs/schools should timely and appropriately submit all supporting documents wherever required.

4.2.3 The application form must be typed and printed. Additional pages may be attached to the form if necessary.

4.2.4 One soft copy (stored in a compact disc in MS Word format, preferably in MS Word 2010 or above) and one hard copy of the completed application form, with one copy of each documentary proof as required in paragraph 4.1.1(b), (c), (d) and (e) of this Guide as appropriate, are to be submitted to the following address -

The Secretariat of Partnership Fund for the Disadvantaged  
Social Welfare Department  
Room 311, 3/F Lady Trench Training Centre  
44 Oi Kwan Road  
Wan Chai, Hong Kong

4.2.5 Applicant welfare NGOs/schools can submit proposals from 20 December 2023 to 31 October 2024. 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 are as follows:

- (a) Period 1 : **20 December 2023 to 30 April 2024**
- (b) Period 2 : **20 December 2023 to 31 October 2024**

The date of delivery or the date of postal stamp will be regarded as the date of submission. **Late applications shall NOT be considered.**

## **Chapter 5      Processing of Application**

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### **5.1      Receipt of applications**

5.1.1      Applicant welfare NGOs/schools and their business partners should enter into an agreement before sending an application to SWD.

5.1.2      Acknowledgement will be sent by SWD to the applicant welfare NGO/school in receipt of an application.

### **5.2      Notification of results**

5.2.1      Subject to the number of applications received and adequate information provided by the applicant, vetting will be processed upon receipt of the application. In normal circumstances, the processing of an application will require about three to four months after the Secretariat has received the completed application form with all required information and documents, as well as the information as requested by the Secretariat. Applicant welfare NGOs/schools will be notified in writing through email of the assessment results when the proposed project and the matching grant are approved. The approved project should be commenced within one year after approval of the project.

### **5.3      Ineligible applications**

5.3.1      Late applications shall not be entertained. Applications will not be considered if they are submitted by ineligible applicants, with inadequate information provided or a conflict of interest situation giving rise to suspected risk of abuse. Applicant welfare NGOs/schools must provide complete reply on the Secretariat's enquiries/requests on or before the deadline (normally two weeks from the date of request from the Secretariat).

### **5.4      Liability of applicant welfare NGOs/schools**

5.4.1      Neither the HKSAR Government, the Advisory Committee, nor SWD will have any liability for the project proposals submitted by applicant welfare NGOs/schools or the agreement to be entered between the applicant welfare NGOs/schools and the business corporations concerned. Applicant welfare NGOs/schools should be wholly responsible for the costs, partnership and liability arising from planning, implementing, administering

and sustaining the project as well as compliance with legal requirements applicable to the project.

5.4.2 Applicant welfare NGOs/schools shall ensure that all information given in the application is true and accurate, including declaration and disclosure of conflict of interest. In case of giving any false information or withholding any material information, the application will become invalid such that any grant approved will be withheld and any payment made must be refunded in full to the HKSAR Government. Making false declarations or withholding material information may result in referral to law enforcement authorities.

## **5.5 Handling complaints against applicant welfare NGOs/Schools**

5.5.1 The applicant welfare NGOs/schools received matching grant of the PFD should have a standing guideline on handling complaints.

5.5.2 All complaints will be referred to the applicant welfare NGOs/schools 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.

## **5.6 Safeguard of national security**

5.6.1 The Government may immediately terminate the engagement with the applicant welfare NGOs/schools upon the occurrence of the following events:

- (a) the applicant welfare NGOs/schools 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/schools 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.

## **5.7 Debriefing**

5.7.1 Debriefing sessions may be arranged, if required, for unsuccessful applicant welfare NGOs/schools to share areas for future improvement.

### **6.1      Payment arrangement**

6.1.1      Matching grants from the dedicated portion will be disbursed to the successful applicant welfare NGOs/schools either in one go or by instalments upon confirmation of the commencement of the approved projects and receipt of contribution from the business corporations concerned. SWD reserves the right to withhold any payment if the applicant welfare NGOs/schools fail to provide adequate information as required or fail to deliver the project proposals as approved and on schedule.

### **6.2      Financial arrangement**

6.2.1      Successful applicant welfare NGOs/schools should demonstrate in their final financial reports that they have used up all of the donations from the business corporations in the approved projects and the other income generated from the approved projects (including but not limited to service fees charged, funds raised, etc.), if any, before using the approved matching grants. Unless otherwise approved by SWD, any unspent sum of the matching grants at the end of the projects should be returned to the HKSAR Government.

### **6.3      Financial reports and books of accounts**

6.3.1      Successful applicant welfare NGOs/schools are required to have separate financial report for each funded project. As the dedicated portion of the PFD is a public fund, the welfare NGOs/schools are required to submit to SWD final financial reports to account for the usage of the matching grants from the dedicated portion, and to certify that all incomes have been received and expenditures been fully settled; the matching grants from the dedicated portion and the donations from partnering business corporations have been used for the purposes as specified in the applications and the project has not received duplicate funding support from the Government in any form during the project period. For project proposals in receipt of grants above \$250,000 from the dedicated portion, the welfare NGOs/schools are required to submit annual financial reports as well if the project proposals spread beyond one year. The final financial reports and annual financial reports, if any, should comply with all requirements and formats to be specified by SWD in the notification letters to the welfare NGOs/schools.

6.3.2 Successful applicant welfare NGOs/schools are required to commission an independent audit of the financial reports to be carried out by an external auditor. The auditor shall be a certified public accountant (practising) or a corporate practice registered under the Professional Accountants Ordinance (Cap. 50). The welfare NGOs/schools should agree with the auditor on the terms of the audit engagement and the agreed terms shall be recorded in an engagement letter. The engagement shall be an audit engagement and the auditor shall, among other things, express and opine, on (a) whether the financial reports have been properly prepared from the books of accounts and in accordance with the requirements of the SWD in all material respects; (b) whether all incomes of the project have been received and expenditures of the project been fully settled; and (c) whether the matching grants from the dedicated portion and all business donations have been used for the purposes as specified in the applications.

6.3.3 Successful applicant welfare NGOs/schools are required to operate an effective and sound financial management system including budgeting, accounting and auditing. The welfare NGOs/schools should maintain proper books of accounts, other accounting records for all transactions and all relevant records and information in relation to the projects (including but not limited to the cash and bank books, the sales and purchases journals, payment records for all transactions with supporting invoices and receipts). The welfare NGOs/schools shall keep such books and records for a minimum of seven years after the end of the reporting period containing the last entry. SWD or persons authorised by the HKSAR Government shall be allowed access to such books and records for verification and copying from time to time, and the welfare NGOs/schools shall make them available for inspection upon request.

## **6.4 Report on the project**

6.4.1 Successful applicant welfare NGOs/schools will be required to furnish to SWD a final evaluation report at the end of each project, or progress reports at specified intervals using the prescribed report form (the template can be downloaded from the PFD webpage in SWD Homepage). Successful applicant welfare NGOs/schools are also required to provide reasonably adequate information to support the claim that the pledged project targets are achieved in the final evaluation report. In addition, the successful applicant welfare NGOs/schools 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/or a video with at least 30 seconds for the promotion of the PFD and record purpose.

## **6.5 Modification of project content, duration and budget**

6.5.1 Prior approval from SWD should be obtained for any modification of the approved project content, duration and/or budget. SWD reserves the right not to approve the project modification request.

## **6.6 Suspension and termination of the matching grant**

6.6.1 SWD reserves the right to withhold any payment or request refund of the matching grant, or portion of the grant on pro-rata basis under any one of the following conditions –

- (i) the projects are terminated pre-maturely;
- (ii) the applicant welfare NGOs/schools fail to deliver the project proposals as approved (including failure to submit any required reports before the stipulated date);
- (iii) the applicant welfare NGOs/schools fail to obtain prior approval from SWD for any virement of the approved budget items; and
- (iv) the applicant welfare NGOs/schools (the grantees) are in breach of the requirements of this Guide, including those set out in paragraph 4.1.2 (f) and (g), or the terms and conditions of the grant.

## **6.7 Visit and sharing**

6.7.1 Visits to approved projects may be arranged for Members of the Advisory Committee and the staff of SWD. Successful applicant welfare NGOs/schools will be required to assist in arranging such visits and/or sharing their experience in forming partnership with business corporations and in implementing the projects. Applicant welfare NGOs/schools are also encouraged to invite Members of the Advisory Committee to attend programmes of their projects for promoting the tripartite partnership. Business donors are encouraged to be involved in implementation and keep track of the progress of the projects.

## **6.8 Publicity**



6.8.1 Successful applicant welfare NGOs/schools 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, and facilities/equipment etc. financed by the dedicated portion.

6.8.2 Successful applicant welfare NGOs/schools are required to seek the Secretariat's approval of their publicity plans and materials. SWD has the right to make use of such publicity materials for the purpose of promotion of the PFD.

**7.1      Purpose of collection**

7.1.1 The personal data<sup>Note 7</sup> supplied by the applicant welfare NGOs/schools (including but not limited to the personal data of their staff and the staff of their business partners) will be used by SWD to process their funding applications made to the PFD, including but not limited to the monitoring and reviewing of the handling of aforementioned applications, handling complaints related to the aforementioned applications lodged by the applicant welfare NGOs/schools and/or their business partners, conducting research or surveys, preparing statistics, conducting training and sharing sessions, posting to the web-based platform for public scrutiny and discharging statutory duties.

7.1.2 The provision of personal data by means of this application is voluntary. If the applicant welfare NGOs/schools do not provide sufficient information, we may not be able to process the applications. Before submitting applications to SWD, the applicant welfare NGOs/schools shall obtain prescribed consent<sup>Note 8</sup> of the staff/representatives of their organisations/schools and business partners for providing their personal data to SWD for the purposes mentioned above and for the disclosure of their personal data to specific organisations/individuals under the circumstances set out in paragraph 7.2.1 below.

**7.2      Classes of transferees**

7.2.1 The personal data that the applicant welfare NGOs/schools provide will be made available to persons working in SWD on a need-to-know basis. Apart from this, they may be disclosed to the parties or in the circumstances listed below for the purposes mentioned in paragraph 7.1.1 above –

- (a) Other parties such as government bureaux/departments, **if** they are involved in:

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Note 7 Under the Personal Data (Privacy) Ordinance, Cap. 486, personal data means any data –  
(a) relating directly or indirectly to a living individual;  
(b) from which it is practicable for the identity of the individual to be directly or indirectly ascertained; and  
(c) in a form in which access to or processing of the data is practicable.

Note 8 Under the Personal Data (Privacy) Ordinance, Cap. 486, prescribed consent means the express consent of a person given voluntarily and it does not include any consent which has been withdrawn by notice in writing served on the person to whom the consent has been given (but without prejudice to so much of that act that has been done pursuant to the consent at any time before the notice is so served).

- (i) processing and/or assessing the aforementioned applications; or
  - (ii) the monitoring and reviewing of the handling of the aforementioned applications or preparing statistics;
- (b) Complaint handling authorities such as the Office of the Ombudsman, the Office of the Privacy Commissioner for Personal Data, the Social Workers Registration Board, the Legislative Council, etc. if they are handling complaints related to the aforementioned applications lodged by the applicant welfare NGOs/schools and/or their business partners;
  - (c) Where such disclosure is authorised or required by law; or
  - (d) Where the data subject(s) concerned has/have given prescribed consent to such disclosure.

### **7.3 Access to personal data**

7.3.1 Data subjects have the right to request access to and correction of their personal data held by SWD in accordance with the Personal Data (Privacy) Ordinance, Cap. 486. A fee is charged for supplying copies of personal data. Requests for access to and correction of personal data collected by SWD should be addressed to –

Post title : Project Manager (Partnership Fund for the Disadvantaged)

Address : Room 311, 3/F, Lady Trench Training Centre, 44 Oi Kwan Road, Wan Chai, Hong Kong.

## **Enquiries**

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For enquiries, please contact the Secretariat of the Partnership Fund for the Disadvantaged of SWD through the following means of contacts:

Tel. No. : 3468 2710 / 3468 2718

Fax No. : 3468 2720

E-mail address : [pfdenq@swd.gov.hk](mailto:pfdenq@swd.gov.hk)

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