

Arrangement of Posting NGOs/Schools' Proposals for Business Sponsorship on PFD Web-page

What is the Objective?

- The posting of NGOs/Schools' proposals for business sponsorship on the PFD web-page aims at facilitating NGOs/Schools to promote their proposal for business sponsorship from the business sector.

How to enter?

- An eligible NGO/School may enter the proposal for posting on PFD web-page ***at any time*** by submitting a completed **Annex 1**. As the PFD web-page will be updated monthly (last working day of a month), the proposal will be uploaded at the nearest update if it is received one week before. Otherwise, it will be uploaded at the next update.
- Each NGO/School may post one piece of proposal at any one time.
- Each proposal, in the format of Annex 1, is limited to a ***maximum length of 4 pages*** while the "Details of Proposed Project" is limited to **2 pages**.
- NGOs/Schools should post only those proposals which are open for business sponsorship.
- The Secretariat of PFD reserves the right to withhold/reject the request of posting if the proposal fails to meet the basic requirements of the PFD.

How to delete the posting?

- When the proposal is engaged and no longer open for sponsorship, the NGO/School is required to inform the Secretariat of PFD by mail (The Secretariat, Partnership Fund for the Disadvantaged, Social Welfare Department, Room 311, 3/F, Lady Trench Training Centre, 44 Oi Kwan Road, Wan Chai, Hong Kong.) or by fax (3468 2720) a completed **Annex 2** to delete the post.
- NGOs/Schools may also request to delete the post for other reasons by using Annex 2.
- Upon receipt of Annex 2, the proposal will be deleted from the web-page at the nearest update if they are received one week before. Otherwise, it will be deleted at the next update. Meanwhile, the NGO/School may submit a fresh proposal for posting.
- Proposals will be posted for 6 months generally and those NGOs/Schools concerned may submit fresh proposals for posting. The Secretariat of PFD reserves the right of final decision of deleting the post.