

## **Equal Opportunities (Sexual Orientation) Funding Scheme 2011-12 : Sponsorship Guidelines**

### **(A) Introduction**

- (1) The Equal Opportunities (Sexual Orientation) Funding Scheme (the Scheme) provides funding support to worthwhile community projects which aim at promoting equal opportunities on grounds of sexual orientation or gender identity, or seek to provide support services for the sexual minorities.
- (2) Sponsored organisations are required to comply with all the requirements set out in this document.

### **(B) Conditions of Sponsorship**

- (3) The project should not be of a fund-raising, profit-making, commercial, or political nature.
- (4) All activities under a sponsored project must be carried out in Hong Kong.
- (5) Articles (including audio-visual materials, sound recordings, pictures and written materials) produced under the sponsorship of the Scheme should not be reproduced for sale or any other purposes without the prior written approval of the Constitutional and Mainland Affairs Bureau (CMAB).
- (6) Articles (including audio-visual materials, sound recordings, pictures and written materials) funded by the Scheme must not contain anything that:
  - (i) would incite hatred against, and/or denigrate or insult any person, organisation or community of persons; or
  - (ii) would be in breach of any law, rule or regulation currently in force in Hong Kong.
- (7) Articles (including audio-visual materials, sound recordings, pictures and written materials) funded by the Scheme must not contain content that may be classified as indecent or obscene under the Control of Obscene and Indecent Articles Ordinance (Cap. 390) (see **Annex**). **Failure to comply with this requirement will result in withdrawal of sponsorship.** It is therefore in the interest of the sponsored organisation to submit the articles to the Obscene Articles Tribunal for classification before publication/public display if the sponsored organisation has doubt that the content may be indecent or obscene.

- (8) Articles (including audio-visual materials, sound recordings, pictures and written materials) funded by the Scheme must not contain anything that would infringe any intellectual property rights or any rights of portrait, privacy, secrecy or publicity. The sponsored organisation is responsible for ensuring that there is no such infringement. If the sponsored organisation intends to use materials created by others, prior approval from the copyright owner must be sought. CMAB is not responsible for any claims or liabilities incurred by the sponsored organisation in connection with any claim that the content of the sponsored organisation's production infringes the copyright or intellectual property rights of others.
- (9) If an applicant intends to accept sponsorship for the project funded by the Scheme from any organisation other than CMAB, prior approval in writing must be obtained from CMAB. If CMAB considers it inappropriate for the Government to co-sponsor an event with that organisation, it may withdraw its own sponsorship and demand repayment of any advances already made.
- (10) If the sponsored organisation intends to conduct the project approved under the Scheme together with any other projects funded by other means, prior approval must be obtained from CMAB in writing.
- (11) Any sponsored activities or articles under a project approved under the Scheme shall not bring either the Hong Kong Special Administrative Region Government (HKSAR Government) or other government(s) into disrepute, or affect the relations between the HKSAR Government and other government(s), or embarrass the HKSAR Government or other government(s).
- (12) The sponsored organisation should make the following acknowledgement on articles (including audio-visual materials, sound recordings, pictures and written materials) sponsored by the Scheme :

**“Project sponsored by the Equal Opportunities (Sexual Orientation) Funding Scheme”**

All promotional materials should likewise carry the aforesaid acknowledgement.

- (13) The sponsored organisation should make the following statement on articles (including audio-visual materials, sound recordings, pictures and written materials) sponsored by the Scheme :

**“The content of this article represents the opinion of our organisation only. It does not represent the position of the HKSAR Government”**

This statement should be prominently and legibly displayed adjacent to the acknowledgement of the Scheme referred to in clause (12) above.

- (14) The sponsored organisation should comply with any other additional conditions as may be imposed by CMAB in writing.

### **(C) Changes to Projects**

- (15) The sponsored organisation should seek CMAB’s agreement to any proposed change(s) to the approved project. It must provide CMAB in writing with the reasons for the proposed change(s). **Failure to do so may result in withdrawal of sponsorship by CMAB.** CMAB may also demand repayment of any advance already made to the sponsored organisation.
- (16) Prior notice must be given to CMAB in writing if there is a change in the responsible person of the sponsored organisation or the organisation wishes to change the person-in-charge of the project in the course of implementing the project. In the case of change of the responsible person of the organisation, the new responsible person is required to sign a new “Deed of Undertaking and Guarantee” to replace the old “Deed” signed at the time of accepting the sponsorship.

### **(D) Budget**

- (17) The sponsorship for the project must be used in accordance with the budget approved by CMAB. If the sponsored organisation needs to revise the agreed budget for any reason, the sponsored organisation must seek CMAB’s agreement, providing detailed justification for the proposed changes.
- (18) Unless otherwise specified/approved by CMAB, total expenditure on publicity should in general not exceed 15% of the budget of the project.
- (19) Expenditure on opening ceremonies should not exceed 15% of the budget of the project.

- (20) Expenditure on souvenirs for each guest/speaker should normally not exceed \$500. If honorarium would be given to a guest/speaker, the amount should not exceed \$500 and there should not be further expenditure on souvenir for the same person.
- (21) Expenditure on food and drinks for volunteers should not exceed \$35 (half day) or \$55 (whole day) per head.
- (22) Miscellaneous/contingency expenditure on each activity under the sponsored project should normally not exceed \$500.

**(E) Arrangements to Observe the Sponsored Activities**

- (23) The sponsored organisation should provide to CMAB in writing the date, time and venue of the activities to be undertaken under the approved project at least two weeks prior to the launching of the activities. CMAB will identify at least two of the activities under a sponsored project for attendance as an observer, and the sponsored organisation will be informed accordingly. CMAB may also conduct surprise visits to the sponsored activities.

**(F) Disbursement of Funds**

- (24) Expenditure incurred before the formal approval of the project will not be funded by the Scheme.
- (25) All expenditure should be incurred on or before the event date, except for expenditure items which by nature must be incurred after the event, such as expenditure on developing photographs taken in respect of a sponsored activity.
- (26) **Expenditure incurred outside Hong Kong will not be reimbursed.**
- (27) Sponsorship provided under the Scheme should not be used for meeting recurrent expenditure (ongoing cost for running an office), purchasing durable assets (e.g. equipment and furniture, etc), producing items for sale and payment to members of the sponsored organisation for services rendered in connection with the project. There will be no reimbursement for expenditure thus incurred.

- (28) To ensure openness, transparency and non-discrimination in the procurement process, the sponsored organisation is advised to seek quotations before purchasing goods, equipment or services using funds provided under the Scheme. Please note that all expenditures are subject to audit review.
- (29) The actual expenditure on any individual item should not exceed the approved amount by more than 20% unless with justifications. CMAB reserves the right not to reimburse any payments that exceed the prescribed limit.
- (30) Travelling expenses may be reimbursed only if they arise directly from the project and the form of transport used is the cheapest available on each occasion. Taxi fares will only be reimbursed in exceptional circumstances, if supported by valid justifications.
- (31) Each item of expenditure must be supported by the original receipt as proof of payment. In this connection, invoices, delivery notes or quotations are not regarded as proof of payment. **All receipts must be issued in Hong Kong.** Every receipt must be certified by either the person-in-charge of the project or the responsible person of the organisation, together with the organisation's chop. The name and signature of the certifying person should tally with those provided to CMAB in the project proposal. Please note that receipts submitted to CMAB will not be returned to the sponsored organisations.

**(G) Return of Unspent Advance Payment**

- (32) If the actual expenditure is less than the approved sponsorship amount, reimbursement will be made up to the amount of actual expenditure only. Any surplus against unspent advance payment must be returned to CMAB at the time of submission of the financial report. The sponsored organisation should issue a crossed cheque or a bank cashier order payable to "The Government of the Hong Kong Special Administrative Region".

**(H) Report Submission**

- (33) The sponsored organisation should submit the following reports and documents to CMAB **one month after the completion of the project or by 15 February 2012, whichever is earlier** :
- (i) a project final report completed as per *Proforma A*;
  - (ii) samples of publicity materials produced for the sponsored project;

- (iii) photographs of the activities conducted for the sponsored project;
- (iv) a financial report on income and expenditure completed as per *Proforma B* (with all original receipts duly certified by the person-in-charge of the project or the responsible person of the organisation);
- (v) a summary report on participants' responses to questionnaire completed as per *Proforma C*, together with the completed participants' questionnaires (sample at *Proforma D*); and
- (vi) for projects with activities conducted in schools, a summary report of teachers' responses to questionnaire completed as per *Proforma E*, together with the completed questionnaires for teachers (sample at *Proforma F*).

**(I) Disclaimer**

- (34) CMAB does not accept any responsibilities for any claims, demands or liabilities arising from the sponsored project. It is therefore in the interest of the sponsored organisation to take out public liability insurance for the project concerned.

**(J) Important Notes**

- (35) **All approved projects must be carried out and completed on or before 31 January 2012.** Full repayment of the sponsorship amount to CMAB may be required if the sponsored organisation fails to complete the project by **31 January 2012**.
- (36) Failure to comply with any of the conditions of sponsorship (including any other additional conditions as may be imposed by CMAB under clause (14)) may result in the withdrawal of sponsorship and repayment of any advance already made to the sponsored organisation.
- (37) If the project involves distribution of publications in schools, the sponsored organisation must obtain prior approval from the relevant school authorities.

- (38) If the sponsored organisation plans to conduct certain activities of the sponsored project in schools, the organisation should brief the relevant school authorities on the content of the proposed programme and seek their agreement to conduct such activities.
- (39) The sponsored organisation has the responsibility to ensure that activities undertaken in the sponsored project (including articles and promotional materials produced) comply with the laws of Hong Kong. It may be liable to legal action for failure to abide by the laws of Hong Kong. For the avoidance of doubt, the sponsored organisation will not be exonerated from legal liability by virtue of CMAB's sponsorship of the project.

Constitutional and Mainland Affairs Bureau  
April 2011

1. Pursuant to Section 2 of the Control of Obscene and Indecent Articles Ordinance (COIAO),

(a) a thing is obscene if by reason of obscenity it is not suitable to be published to any person; and

(b) a thing is indecent if by reason of indecency it is not suitable to be published to a juvenile.

"Obscenity" and "Indecency" include violence, depravity and repulsiveness.

2. Please note that an article which depicts/portrays sex behaviour, sex organs, nudity, may be classified by the Obscene Articles Tribunal (OAT)\* as indecent or obscene.

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\* The OAT has exclusive jurisdiction to determine for the purposes of the COIAO whether an article is obscene or indecent, having regard to the following-

- (a) the standards of morality, decency and propriety that are generally accepted by reasonable members of the community;
- (b) the dominant overall effect of an article or matter;
- (c) the persons, class of persons, or age groups of persons to whom the article is intended or likely to be published;
- (d) in the case of matter publicly displayed, the location of such display and the persons, class of persons, or age groups of persons likely to view it; and
- (e) whether the article or matter has an honest purpose or whether instead it seeks to disguise unacceptable material.

**Equal Opportunities (Sexual Orientation) Funding Scheme 2011-12  
Project Final Report**

1.	<b>Project No. :</b>	
2.	<b>Project Name:</b>	
3.	<b>Project Objectives:</b>	
4.	<b>Details of Project: (Please use separate sheets if space provided is insufficient)</b>  (Please provide in chronological order all information about each of the activities conducted, including the name of the activity, date held, venue, description of the activity, number of participants, etc. Any articles (including audio-visual materials, sound recordings, pictures and written materials) and publicity materials produced under the project should also be submitted for reference.)	

<b>5.</b>	<p><b>Comments from Participants:</b>  (Please attach the Summary Report on Participants' Responses to Questionnaire and all original copies of the Participants' Questionnaire.)</p>
<b>6.</b>	<p><b>Assessment/ Evaluation of the Project:</b>  (Please give a brief account of the experience gained through launching the project, the difficulties encountered, and how such difficulties were resolved. Please state how far the objectives of the project have been met.)</p>

Name : \_\_\_\_\_\*(Mr/Ms/Miss) Position: \_\_\_\_\_

Contact No : \_\_\_\_\_ Fax No : \_\_\_\_\_

Date : \_\_\_\_\_ Signature : \_\_\_\_\_

Name of Organisation : \_\_\_\_\_

\_\_\_\_\_  
(Official Chop)

\*Delete as appropriate.

## Equal Opportunities (Sexual Orientation) Funding Scheme 2011-12 Financial Report

Project No. : \_\_\_\_\_

Project Name : \_\_\_\_\_

<i>Income</i>	
Sources	Amount (\$)
1. Advance payment by Constitutional and Mainland Affairs Bureau	
2. Fees collected from participants	
3. Contribution from the organisation	
4. Other sponsorship (Please provide the name and contact information of sponsor(s))	
5. *Remainder of the approved sponsorship to be reimbursed/Balance to be returned to Constitutional and Mainland Affairs Bureau	
<b>^Total:</b>	

*\* Delete as appropriate.*

<i>Expenditure</i>				
Description	Agreed Estimated Expenditure (\$)	Actual Expenditure (\$)	Receipt Serial No.	Remarks <sup>#</sup>

Description	Agreed Estimated Expenditure (\$)	Actual Expenditure (\$)	Receipt Serial No.	Remarks <sup>#</sup>
<b><i>^Total:</i></b>				

<sup>^</sup> Total income and total actual expenditure should be the same.

<sup>#</sup> Reasons must be given in the “Remarks” column should the actual expenditure of an individual item exceed the agreed budget by more than 20%.

### **Reimbursement**

I hereby certify that the above income and expenditure items are correct and wish to \*apply for reimbursement of the remainder of the approved sponsorship / return the balance of the advance payment as follows:-

Total approved sponsorship by Constitutional and Mainland Affairs Bureau	\$
Advance payment received	\$
Remainder of the approved sponsorship to be reimbursed	\$
Balance of the advance payment to be returned to Constitutional and Mainland Affairs Bureau	\$
Total actual sponsorship from Constitutional and Mainland Affairs Bureau	\$

\*Please arrange payment of the remainder of the approved sponsorship to the following organisation by a crossed cheque payable to:

\_\_\_\_\_

\* I attach a cheque in an amount of HK\$ \_\_\_\_\_ payable to ***“The Government of the Hong Kong Special Administrative Region”***.

Name : \_\_\_\_\_ \*(Mr./Ms./Miss) Position : \_\_\_\_\_

Contact No : \_\_\_\_\_ Fax No : \_\_\_\_\_

Date : \_\_\_\_\_ Signature : \_\_\_\_\_

Name of Organisation : \_\_\_\_\_

Address :

\_\_\_\_\_  
(Official Chop)

\*Delete as appropriate.

**Equal Opportunities (Sexual Orientation) Funding Scheme 2011-12  
Summary Report on Participants' Responses to Questionnaire**

Project no.: \_\_\_\_\_ Name of organisation: \_\_\_\_\_

Project Name: \_\_\_\_\_

	Activity 1	Activity 2	Activity 3	Activity 4	Activity 5
Name of activity					
No. of participants					
No. of returned questionnaire (%)	( %)	( %)	( %)	( %)	( %)

		Activity 1	Activity 2	Activity 3	Activity 4	Activity 5
Age	below 12:	( %)	( %)	( %)	( %)	( %)
	12-18:	( %)	( %)	( %)	( %)	( %)
	19-25:	( %)	( %)	( %)	( %)	( %)
	26-35:	( %)	( %)	( %)	( %)	( %)
	36-55:	( %)	( %)	( %)	( %)	( %)
	above 55:	( %)	( %)	( %)	( %)	( %)

		Activity 1	Activity 2	Activity 3	Activity 4	Activity 5
1. The content of the programme is what I have expected.	Not applicable	( %)	( %)	( %)	( %)	( %)
	Strongly agree	( %)	( %)	( %)	( %)	( %)
	Agree	( %)	( %)	( %)	( %)	( %)
	Disagree	( %)	( %)	( %)	( %)	( %)
	Strongly disagree	( %)	( %)	( %)	( %)	( %)
2. I can easily understand the content of the programme.	Not applicable	( %)	( %)	( %)	( %)	( %)
	Strongly agree	( %)	( %)	( %)	( %)	( %)
	Agree	( %)	( %)	( %)	( %)	( %)
	Disagree	( %)	( %)	( %)	( %)	( %)
	Strongly disagree	( %)	( %)	( %)	( %)	( %)
3. The performance was of high standard.	Not applicable	( %)	( %)	( %)	( %)	( %)
	Strongly agree	( %)	( %)	( %)	( %)	( %)
	Agree	( %)	( %)	( %)	( %)	( %)
	Disagree	( %)	( %)	( %)	( %)	( %)
	Strongly disagree	( %)	( %)	( %)	( %)	( %)
4. The speakers clearly delivered the messages.	Not applicable	( %)	( %)	( %)	( %)	( %)
	Strongly agree	( %)	( %)	( %)	( %)	( %)
	Agree	( %)	( %)	( %)	( %)	( %)
	Disagree	( %)	( %)	( %)	( %)	( %)
	Strongly disagree	( %)	( %)	( %)	( %)	( %)
5. The programme facilitators gave clear instructions.	Not applicable	( %)	( %)	( %)	( %)	( %)
	Strongly agree	( %)	( %)	( %)	( %)	( %)
	Agree	( %)	( %)	( %)	( %)	( %)
	Disagree	( %)	( %)	( %)	( %)	( %)
	Strongly disagree	( %)	( %)	( %)	( %)	( %)

		Activity 1	Activity 2	Activity 3	Activity 4	Activity 5
6. The organiser had good understanding of the project theme.	Not applicable	( %)	( %)	( %)	( %)	( %)
	Strongly agree	( %)	( %)	( %)	( %)	( %)
	Agree	( %)	( %)	( %)	( %)	( %)
	Disagree	( %)	( %)	( %)	( %)	( %)
	Strongly disagree	( %)	( %)	( %)	( %)	( %)
7. Handouts were relevant.	Not applicable	( %)	( %)	( %)	( %)	( %)
	Strongly agree	( %)	( %)	( %)	( %)	( %)
	Agree	( %)	( %)	( %)	( %)	( %)
	Disagree	( %)	( %)	( %)	( %)	( %)
	Strongly disagree	( %)	( %)	( %)	( %)	( %)
8. The programme was useful to me.	Not applicable	( %)	( %)	( %)	( %)	( %)
	Strongly agree	( %)	( %)	( %)	( %)	( %)
	Agree	( %)	( %)	( %)	( %)	( %)
	Disagree	( %)	( %)	( %)	( %)	( %)
	Strongly disagree	( %)	( %)	( %)	( %)	( %)
9. The organiser was successful in encouraging participants to take an active part in the programme.	Not applicable	( %)	( %)	( %)	( %)	( %)
	Strongly agree	( %)	( %)	( %)	( %)	( %)
	Agree	( %)	( %)	( %)	( %)	( %)
	Disagree	( %)	( %)	( %)	( %)	( %)
	Strongly disagree	( %)	( %)	( %)	( %)	( %)
10. I learnt from this programme that we should respect people of different sexual orientation.	Not applicable	( %)	( %)	( %)	( %)	( %)
	Strongly agree	( %)	( %)	( %)	( %)	( %)
	Agree	( %)	( %)	( %)	( %)	( %)
	Disagree	( %)	( %)	( %)	( %)	( %)
	Strongly disagree	( %)	( %)	( %)	( %)	( %)

		Activity 1	Activity 2	Activity 3	Activity 4	Activity 5
11. Do you think this programme needs to be improved?	No:	( %)	( %)	( %)	( %)	( %)
	Yes:	( %)	( %)	( %)	( %)	( %)
	If yes, please specify in separate sheet					
12. Will you join again if there is any similar activity in the future?	Yes:	( %)	( %)	( %)	( %)	( %)
	No:	( %)	( %)	( %)	( %)	( %)
	If no, please specify in separate sheet					
13. Other comments	(Please use separate sheet if necessary)					

**- The End -**

**Part A To be completed by the project organiser**

Project Name : \_\_\_\_\_ Project No : \_\_\_\_\_

Name of Activity : \_\_\_\_\_ Date of Activity : \_\_\_\_\_

**Part B To be completed by the participants**

**Equal Opportunities (Sexual Orientation) Funding Scheme 2011-12  
Participants' Questionnaire**

Your age is:             below 12             12-18             19-25  
                                   26-35             36-55             above 55

*Please tick "✓" the appropriate box.*

		Strongly agree	Agree	Strongly disagree	Disagree	Not Applicable
1.	The content of the programme is what I have expected.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	I can easily understand the content of the programme.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	The performance was of high standard.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	The speakers clearly delivered the messages.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	The programme facilitators gave clear instructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	The organiser had good understanding of the project theme.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Handouts were relevant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	The programme was useful to me.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	The organiser was successful in encouraging participants to take an active part in the programme.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	I learnt from this programme that we should respect people of different sexual orientation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

11. Do you think this programme needs to be improved?  
 No  
 Yes (If yes, please specify: \_\_\_\_\_)

12. Will you join again if there is any similar activity in the future?  
 Yes  
 No (If no, please explain: \_\_\_\_\_)

13. Other comments:

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- Thank you. -

**Equal Opportunities (Sexual Orientation) Funding Scheme 2011-12**  
**Summary Report of Teachers' Responses to Questionnaire**

*Proforma E*

*(Applicable to projects with activities conducted in schools)*

Project no.: \_\_\_\_\_ Name of organisation: \_\_\_\_\_

Project Name: \_\_\_\_\_

	Activity 1	Activity 2	Activity 3	Activity 4	Activity 5
Name of activity					
No. of teachers					
No. of returned questionnaire (%)	( %)	( %)	( %)	( %)	( %)

		Activity 1	Activity 2	Activity 3	Activity 4	Activity 5
1. The content of the programme was appropriate to the age of the students.	Not applicable	( %)	( %)	( %)	( %)	( %)
	Strongly agree	( %)	( %)	( %)	( %)	( %)
	Agree	( %)	( %)	( %)	( %)	( %)
	Disagree	( %)	( %)	( %)	( %)	( %)
	Strongly disagree	( %)	( %)	( %)	( %)	( %)
2. Students could easily understand the content of the programme.	Not applicable	( %)	( %)	( %)	( %)	( %)
	Strongly agree	( %)	( %)	( %)	( %)	( %)
	Agree	( %)	( %)	( %)	( %)	( %)
	Disagree	( %)	( %)	( %)	( %)	( %)
	Strongly disagree	( %)	( %)	( %)	( %)	( %)
3. The performance was of high standard.	Not applicable	( %)	( %)	( %)	( %)	( %)
	Strongly agree	( %)	( %)	( %)	( %)	( %)
	Agree	( %)	( %)	( %)	( %)	( %)
	Disagree	( %)	( %)	( %)	( %)	( %)
	Strongly disagree	( %)	( %)	( %)	( %)	( %)
4. The speakers clearly delivered the messages.	Not applicable	( %)	( %)	( %)	( %)	( %)
	Strongly agree	( %)	( %)	( %)	( %)	( %)
	Agree	( %)	( %)	( %)	( %)	( %)
	Disagree	( %)	( %)	( %)	( %)	( %)
	Strongly disagree	( %)	( %)	( %)	( %)	( %)
5. The programme facilitators gave clear instructions.	Not applicable	( %)	( %)	( %)	( %)	( %)
	Strongly agree	( %)	( %)	( %)	( %)	( %)
	Agree	( %)	( %)	( %)	( %)	( %)
	Disagree	( %)	( %)	( %)	( %)	( %)
	Strongly disagree	( %)	( %)	( %)	( %)	( %)

		Activity 1	Activity 2	Activity 3	Activity 4	Activity 5
6. The organiser had good understanding of the theme.	Not applicable	( %)	( %)	( %)	( %)	( %)
	Strongly agree	( %)	( %)	( %)	( %)	( %)
	Agree	( %)	( %)	( %)	( %)	( %)
	Disagree	( %)	( %)	( %)	( %)	( %)
	Strongly disagree	( %)	( %)	( %)	( %)	( %)
7. Handouts were relevant and appropriate to the age of the students.	Not applicable	( %)	( %)	( %)	( %)	( %)
	Strongly agree	( %)	( %)	( %)	( %)	( %)
	Agree	( %)	( %)	( %)	( %)	( %)
	Disagree	( %)	( %)	( %)	( %)	( %)
	Strongly disagree	( %)	( %)	( %)	( %)	( %)
8. The organiser successfully encouraged students to take an active part in the programme.	Not applicable	( %)	( %)	( %)	( %)	( %)
	Strongly agree	( %)	( %)	( %)	( %)	( %)
	Agree	( %)	( %)	( %)	( %)	( %)
	Disagree	( %)	( %)	( %)	( %)	( %)
	Strongly disagree	( %)	( %)	( %)	( %)	( %)
9. The programme helped students respect people of different sexual orientation.	Not applicable	( %)	( %)	( %)	( %)	( %)
	Strongly agree	( %)	( %)	( %)	( %)	( %)
	Agree	( %)	( %)	( %)	( %)	( %)
	Disagree	( %)	( %)	( %)	( %)	( %)
	Strongly disagree	( %)	( %)	( %)	( %)	( %)

		Activity 1	Activity 2	Activity 3	Activity 4	Activity 5
10. Do you think this programme needs to be improved?	No:	( %)	( %)	( %)	( %)	( %)
	Yes:	( %)	( %)	( %)	( %)	( %)
	If yes, please specify in separate sheet if necessary					
11. Will you recommend your students to participate in similar activities in future?	Yes:	( %)	( %)	( %)	( %)	( %)
	No:	( %)	( %)	( %)	( %)	( %)
	If no, please specify in separate sheet if necessary					
12. Other comments	(Please use separate sheet if necessary)					

**Part A To be completed by the project organiser**

Project Name : \_\_\_\_\_ Project No : \_\_\_\_\_  
 Name of Activity : \_\_\_\_\_ Date of Activity : \_\_\_\_\_

**Part B To be completed by teachers who supervised the project**

**Equal Opportunities (Sexual Orientation) Funding Scheme 2011-12**  
**Questionnaire for Teachers**  
**(Applicable to projects with activities conducted in schools)**

Please tick "✓" the appropriate box.

		Strongly Agree	Disagree	Strongly disagree	Not applicable
1.	The content of the programme is appropriate for students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Students could easily understand the content of the programme.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	The performance was of high standard.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	The speakers clearly delivered the messages.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	The programme facilitators gave clear instructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	The organiser had good understanding of the theme.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Handouts were relevant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	The organiser was successful in encouraging students to take an active part in the programme.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	The programme helped students learn to respect people of different sexual orientation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10. Do you think this programme needs to be improved?  
 No  
 Yes (If yes, please specify: \_\_\_\_\_)

11. Will you recommend your students to participate in similar activities in future?  
 Yes  
 No (If no, please explain: \_\_\_\_\_)

12. Other comments:

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- Thank you. -