

Equal Opportunities (Sexual Orientation) Funding Scheme 2017-18
List of Documents for Submission

<u>Scenarios / Deadline</u>	<u>Forms required/ Documents to be submitted</u>
<p><i>Inviting project observation</i></p> <ul style="list-style-type: none"> • Submit the document <u>at least 14 days</u> before the commencement of the activity 	<p>Invitation to Project Observation</p>
<p><i>Submitting progress reports</i></p> <p><u>First progress report</u></p> <ul style="list-style-type: none"> • By 30 June 2017, before the first installment is to be released <p><u>Interim progress report</u></p> <ul style="list-style-type: none"> • By 31 October 2017, except where special prior approval has been given for the time limit to be extended for the completion of the project activities concerned • By 31 December 2017 for the purpose of projects for which special approval has been given for an extension of the time limit • No interim progress report is required for a project which is completed before its interim progress report is due 	<ul style="list-style-type: none"> • First Progress Report • Interim Progress Report
<p><i>Submitting various reports and related materials after the completion of project</i></p> <p><u>All projects except those with special approval for extension of the time limit:</u></p> <ul style="list-style-type: none"> • All approved activities must be carried out and completed on or before 15 January 2018 • The deadline for the submission of the various reports and related materials shall be 31 January 2018 or within six weeks 	<ul style="list-style-type: none"> • Project Final Report – with photographs taken in the activities and Attendance Record • Financial Report – with all original receipts duly certified or the audited accounts – including a Statement of Income and Expenditure, a Balance Sheet, Cash-flow Statement, Notes to the Accounts and an Auditor’s Report¹ • Quotation Record and Declaration of Interests in Quotation Evaluation (if

¹ Only for projects above \$150,000

<u>Scenarios / Deadline</u>	<u>Forms required/ Documents to be submitted</u>
<p>after the completion of the project or termination of the Letter Agreement, whichever is earlier</p> <p><u>Projects for which special approval has been given for an extension of the time limit:</u></p> <ul style="list-style-type: none"> • All approved activities must be carried out and completed on or before 31 May 2018 • The deadline for the submission of various reports and related materials shall be 15 June 2018 or within six weeks after the completion of the project or termination of the Letter Agreement, whichever is earlier 	<p>appropriate)</p> <ul style="list-style-type: none"> • Publicity Report – with all the publicity materials, samples and media coverage summary • Summary Report of Participants’ Responses to Questionnaire – with original copies of Participants’ Questionnaire • Other relevant materials
<p><i>Revising approved items</i></p> <ul style="list-style-type: none"> • Approved budget: Submit the application <u>at least 14 days</u> before the changes take effect • Approved activities: Submit the application <u>at least 14 days</u> before the changes take effect • Change of Officer-in-charge of the organisation, Project Co-ordinator or Deputy Project Co-ordinator 	<ul style="list-style-type: none"> • Application for Change of Approved Budget • No specific form. Please seek prior approval from the Gender Identity and Sexual Orientation Unit (GISOU) of the Constitutional and Mainland Affairs Bureau (CMAB) in writing • No specific form. Please inform the GISOU of the CMAB in writing, and enclose the specimen signature of the new personnel
<p><i>Intending to accept sponsorship from other organisations</i></p>	<p>No specific form. Please seek prior approval from the GISOU of the CMAB in writing</p>