

**Equal Opportunities (Sexual Orientation) Funding Scheme 2023-24**  
**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"> <li>• Submit the document <u>at least 14 days</u> before the commencement of the activity</li> </ul>	<p><b>Invitation to Project Observation</b></p>
<p><i>Submitting progress reports</i></p> <p><u>First progress report</u></p> <ul style="list-style-type: none"> <li>• By 30 June 2023 (Release of the first installment upon satisfaction of the CMAB)</li> </ul> <p><u>Interim progress report</u></p> <ul style="list-style-type: none"> <li>• By 31 October 2023, except where special prior approval has been given for the time limit to be extended for the completion of the project activities concerned</li> <li>• By 31 December 2023 for projects for which special approval has been given for an extension of the time limit</li> <li>• No interim progress report is required for projects completed before the submission deadline of the interim progress report</li> </ul>	<ul style="list-style-type: none"> <li>• <b>First Progress Report</b></li> <li>• <b>Interim Progress Report</b></li> </ul>
<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 an extension of the time limit:</u></p> <ul style="list-style-type: none"> <li>• All approved activities must be carried out and completed on or before 15 January 2024</li> <li>• The deadline for the submission of the various reports and related materials shall</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Project Final Report</b> – with <b>Attendance Record</b> and at least one (1) photograph for each type of activity</li> <li>• <b>Financial Report</b> – with all original receipts duly certified or the audited accounts – including a Statement of Income and Expenditure, Balance Sheet, Cash-flow Statement, Notes to the Accounts and an Auditor’s Report<sup>1</sup></li> </ul>

<sup>1</sup> Only for projects with approved sponsorship exceeding \$150,000

<u>Scenarios / Deadline</u>	<u>Forms required/ Documents to be submitted</u>
<p>be 31 January 2024 or within six weeks 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"> <li>• All approved activities must be carried out and completed on or before 31 May 2024</li> <li>• The deadline for the submission of various reports and related materials shall be 15 June 2024 or within six weeks after the completion of the project or termination of the Letter Agreement, whichever is earlier</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Quotation Record and Declaration of Interests in Quotation Evaluation</b> (if appropriate)</li> <li>• <b>Publicity Report</b> – with all the publicity materials, samples and media coverage summary</li> <li>• <b>Summary Report of Participants’ Responses to Questionnaire</b> – with original copies of <b>Participants’ Questionnaire</b></li> <li>• Other relevant materials</li> </ul>
<p><i>Revising approved projects</i></p> <ul style="list-style-type: none"> <li>• Approved budget: Submit the application <u>at least 14 days</u> before the proposed changes or amendments take effect</li> <li>• Approved activities: Submit the application <u>at least 14 days</u> before the proposed changes or amendments take effect</li> <li>• Change of Project Co-ordinator or Deputy Project Co-ordinator</li> <li>• Change of Officer-in-charge of the organisation</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Application for Change of Approved Budget</b></li> <li>• 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</li> <li>• <b>Application for Change of Key Personnel for Organising and Implementing the Project</b></li> <li>• No specific form, please inform the GISOU of the CMAB in writing, and enclose relevant proof and specimen signature of the new personnel</li> </ul>
<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>