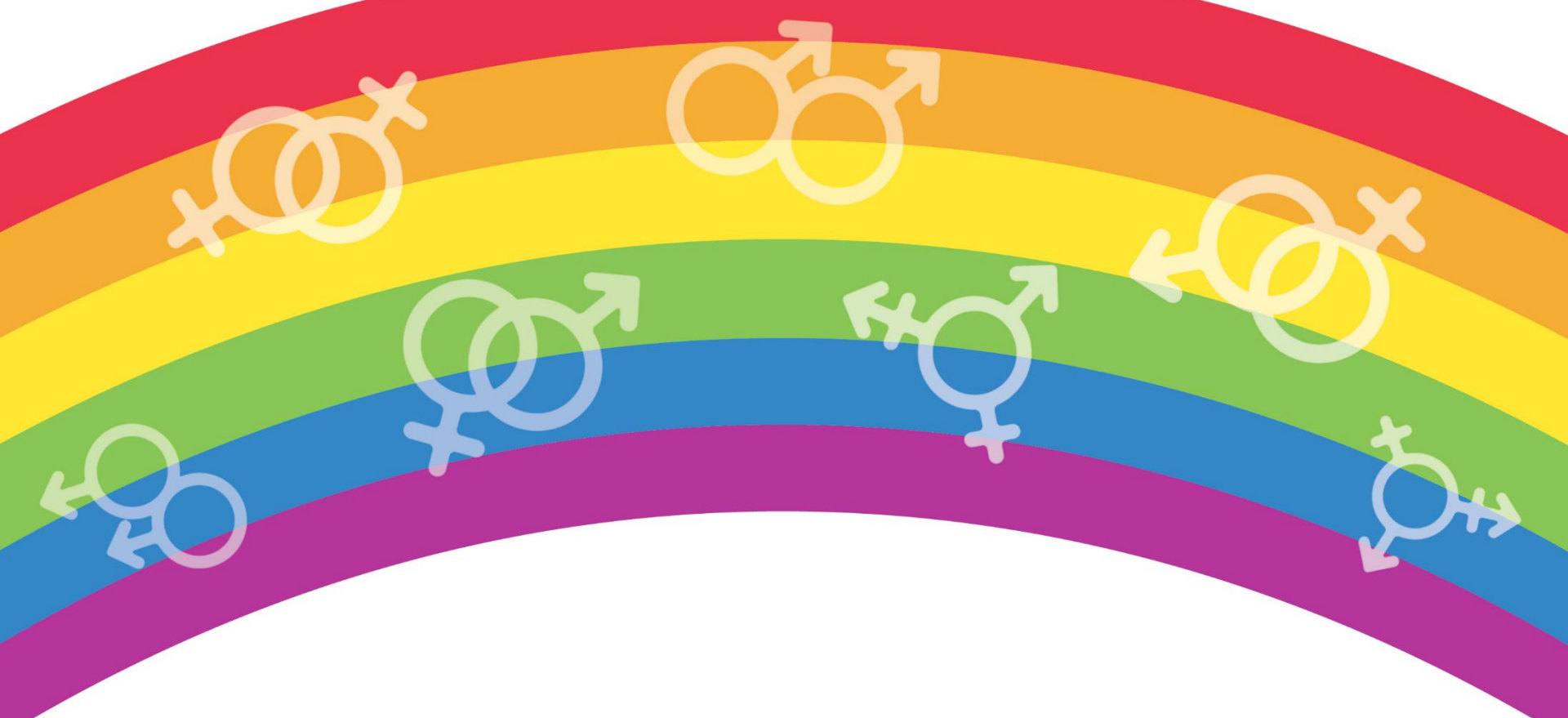




# 平等機會

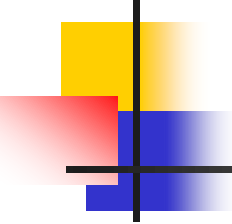
## (性傾向) 資助計劃

**EQUAL OPPORTUNITIES**  
**(SEXUAL ORIENTATION)**  
**FUNDING SCHEME 2023-24**

## 簡介會

## Briefing Session

政制及內地事務局性別認同及性傾向小組  
Gender Identity and Sexual Orientation Unit  
Constitutional and Mainland Affairs Bureau

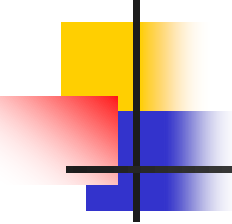


# 計劃宗旨 Objective

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- 資助各項有意義的社區活動項目，藉以促進不同性傾向人士及跨性別人士享有平等機會，或為性小眾提供支援服務

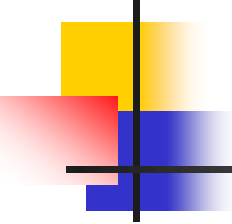
Provide funding support to worthwhile community projects which aim at promoting equal opportunities on grounds of sexual orientation or gender identity, or seek to provide support services for the sexual minorities



# 申請資格 Eligibility

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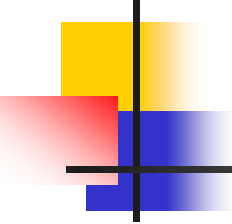
- 按《社團條例》（第151章）在香港註冊的組織  
A society established in Hong Kong under the Societies Ordinance (Cap. 151)
- 按《公司條例》（第622章或根據第622章所定義的舊有公司條例）立案的公司  
A company incorporated under the Companies Ordinance (Cap. 622 or under the former Companies Ordinance as defined in Cap 622)
- 按《稅務條例》（第112章）註冊為認可的慈善機構或公共性質的信託團體  
A charitable institution or trust of a public character exempt from tax under the Inland Revenue Ordinance (Cap. 112)



# 申請資格 Eligibility

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- 按《教育條例》（第279章）成立或註冊的法團校董會、學校管理公司或校董會  
An incorporated management committee, school management company or management committee established or registered under the Education Ordinance (Cap. 279)
- 按香港任何其他條例成立的團體  
A body established under any other ordinances of Hong Kong
- 上述機構屬下小組  
Sub-groups under the above-mentioned organisations



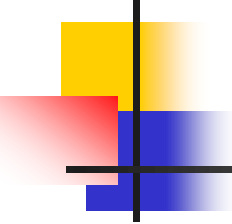
# 申請資格 Eligibility

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- 聯合申請 Joint Application

- 由兩個或以上機構共同提出申請  
Application jointly made by two or more applicants
- 須指定一個主要申請機構（即主辦單位），由該機構負責申請事宜及管理獲核准項目的行政及有關帳務安排，包括款項發放及發還安排

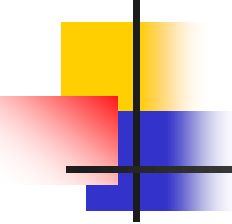
A principal applicant (i.e. the main organiser) shall be designated and be responsible for matters relating to the application and administration and accounting management of the approved proposal, including payment and reimbursement arrangements



# 項目性質 Project Nature

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- 在申請表內須清楚列明提出聯合申請的機構各自應盡的責任  
The respective responsibilities of all the organisations making a joint application must be stated clearly in the application form
- 申請資助的項目須屬非牟利性質。該項目須符合資助計劃的宗旨及不得作籌款、商業、宗教或政治用途  
Projects applying for sponsorship should be non-profit making. Proposed project in the application shall tie in with the objective of the Funding Scheme and not be of a fund-raising, commercial, religious or political nature



# 重要指標日期

## Key Milestone Dates

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- 提交進度報告：2023年6月30日及10月31日  
Submission of Progress Reports:  
30 June and 31 October 2023
- 項目完成日期：2024年1月15日  
Project completion date: 15 January 2024
- 提交項目完成報告、財務報告及相關文件：2024年1月31日  
Submission of Project Final Report, Financial Report and  
relevant documents: 31 January 2024

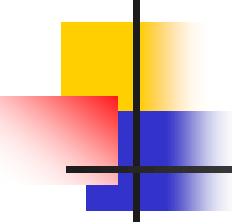
# 特別批准延長活動時限

## Activities with special approval for extension of time limit

- 若個別活動具有特殊理據有必要延長活動進行的時限，則必須在申請表上列明，供評審委員會考慮。獲特別批准延長的活動必須於2024年5月31日或之前進行及完成。

If there are special justifications for extending the time limit for implementation of individual activities, the applicants must state any such justifications in the application form for consideration by the Assessment Committee. Activities with special approval for extension of time limit must be implemented and completed on or before 31 May 2024.



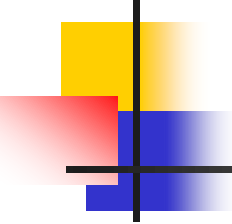


# 獲特別批准延長時限項目的重要指標日期

Key Milestone Dates for Projects with special approval for extension of time limit

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- 提交進度報告：2023年6月30日及12月31日  
Submission of Progress Reports:  
30 June and 31 December 2023
- 項目完成日期：2024年5月31日  
Project completion date: 31 May 2024
- 提交項目完成報告、財務報告及相關文件：2024年6月15日  
Submission of Project Final Report, Financial Report and relevant documents: 15 June 2024

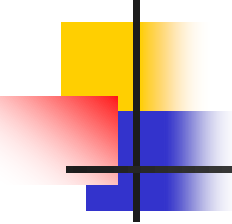


# 填寫申請表

## Filling in the Application Form

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- 注意事項 Points to note
  - 劇本大綱或故事內容  
Outline of script or content of story
  - 機構負責人與項目統籌主任及項目副統籌主任不能為同一人  
The Officer-in-charge shall not be the same person as the Project Co-ordinator or Deputy Project Co-ordinator
  - 講者／導師詳細資料（例如：職責、資歷、履歷、負責節數等）  
Details of speaker / trainer (e.g. duties, qualifications, CV, number of sessions involved, etc.)
  - 預計活動總參加人數及性小眾參加人數  
Estimated total number of participants and sexual minority participants
  - 活動預算收入 Estimated income for the activities
  - 運作計劃 Operational plan
    - 進度報告 Progress reports

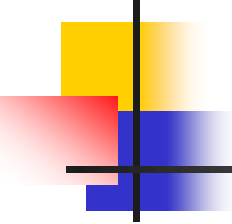


# 審批及撥款程序

## Assessment and Funding Procedures

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- 收集申請書（截止申請日期：**2023年3月31日**）  
Receive applications (Deadline for Application: **31 March 2023**)
- 核對申請資料是否齊全  
Check whether all the information required in the application has been provided
- 由評審委員會評審計劃書內容及批核撥款額  
Assess proposal contents and approve sponsorship amount by the Assessment Committee (AC)
- 通知申請者（截止申請日期後兩個月內）  
Notify the applicants (within two months after application deadline)

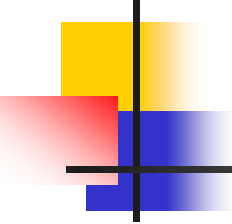


# 審批及撥款程序

## Assessment and Funding Procedures

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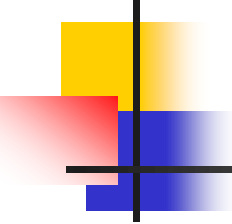
- 提交協議書及承諾書  
Submission of Letter Agreement and Undertaking
- 發放預支撥款 (如適用)  
Disbursement of the Advance payment (if appropriate)
  - 詳見本簡報第16頁  
For details, please refer to slide 16
- 發放餘下撥款 Reimbursement of the outstanding sponsorship
  - 只會在項目完成後，於本局收到並審閱獲資助機構提交的項目完成報告、財務報告及相關文件後一次過發放  
The outstanding funds will be disbursed in a one-off manner upon the completion of the project, CMAB's receipt and assessment of the project final report, financial report and relevant documents from the sponsored organisations



# 審批準則 Assessment Criteria

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- 建議活動的目標 Objective of the proposed activities
- 計劃書的內容（例如：項目範疇、活動內容與資助計劃宗旨的相關程度、對象和預計受惠人數）  
Content of the proposal (e.g., scope of the project, the relevance of the contents with the overall objective of the Funding Scheme, the target and anticipated number of beneficiaries)
- 財政因素（例如：資助計劃的整體財政資源、項目的預算及成本效益）  
Financial consideration (e.g., overall provision of the Funding Scheme, the budget and the cost-effectiveness of the project)



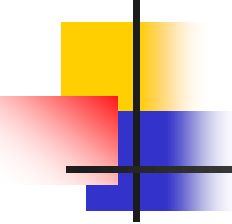
# 審批準則 Assessment Criteria

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- 建議活動的可行性 Feasibility of the proposed activities
- 申請機構的背景（例如：經驗及管理能力、過往參與本資助計劃的表現（如適用））

Background of the applicant (for example, its experience and management capability, and its previous performance in the Funding Scheme (if applicable))
- 宣傳計劃 Publicity plan
- 評審委員會認為有關的其他因素（例如：有關活動是否有收益、會否獲得其他贊助、會否與其他活動一併舉行）

Other factors (for example, whether the activities are expected to generate revenue, involve other donations, held together with other activities) which the AC considers relevant



# 申請資助注意事項

## Points to Note for Funding Applications

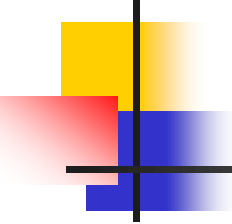
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- 最高資助額：**200,000港元**  
Maximum amount of funding: **HK\$200,000**
- 每個申請機構可提交不超過三份申請，而就同一個項目及相關活動，只可提交一份申請

Each applicant can submit no more than three applications. For each project and related activities, only one application can be submitted

- 獲資助機構一般須先行支付獲核准資助項目的開支，其後以實報實銷形式向本局申請發還款項。

Successful applicants will normally be required to settle expenditure of the approved project first, and apply for disbursement of funds on a reimbursement basis.



# 申請資助注意事項

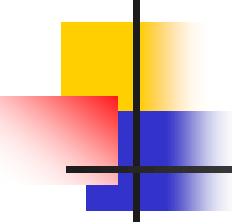
## Points to Note for Funding Applications

### 預支撥款申請 **Application for advance payment**

- 如獲資助機構擬申請預支撥款，可於提交簽妥的協議書及保證人承諾書時，一併提交簽妥的預支撥款申請表。預支撥款將在本局接納有關項目啓動後的簽妥的預支撥款申請表及首份進度報告後向獲資助機構發放。預支撥款不得超過核准資助額（不包括行政支援撥款）的**35%**。

if successful applicants intend to apply for advance payment, they may submit the duly signed Advance Payment Request Form at the same time when the duly signed Letter Agreement and Undertaking are submitted. The advance payment will be disbursed to the successful applicant upon CMAB's acceptance of duly signed Advance Payment Request Form and the first progress report after the start of project. Advance payment to be disbursed will not be more than 35% of the approved sponsorship amount.





# 獲資助機構的注意事項

## Points to note for successful applicants

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### 發放及發還款項安排

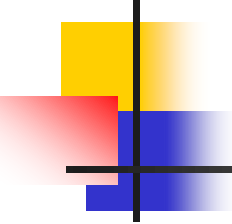
#### **Payment and Reimbursement Arrangements**

- 除預支撥款外，餘下的資助款項及行政支援撥款只會在項目完成後一次過發放。

Except for advance payment, the outstanding funds and administrative overheads will only be disbursed after completion of the project.

- 如獲資助項目的實際開支少於核准資助額，可獲發還的款額不得多於實際開支

If the amount of actual expenditure of approved project is less than the approved funding, the amount of reimbursement will be capped at the amount of actual expenditure.



# 獲資助機構的注意事項

## Points to note for successful applicants

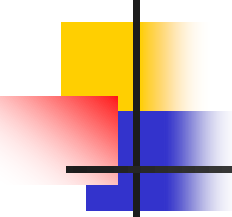
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### 發放及發還款項安排（續）

#### **Payment and Reimbursement Arrangements (cont'd)**

- 個別支出項目的實際開支不得超出該支出項目的已核准資助額。如在特殊情況下要改變已核准的資助額，須事先得到本局批准。本局可酌情考慮批准，把個別支出項目的資助額提高，數額為不多於該支出項目的已核准資助額的20%。

The actual expenditure on any individual expenditure item shall not exceed the approved amount of that expenditure item. Prior approval from CMAB is needed if the approved budget has to be changed under special circumstances. Discretionary approval may be made by CMAB to raise the sponsorship amount of individual item not exceeding 20% of the original approved amount of the item.



# 獲資助機構的注意事項

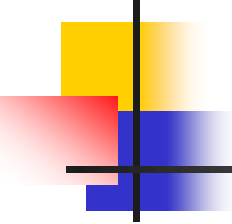
## Points to note for successful applicants

### 發放及發還款項安排（續）

#### **Payment and Reimbursement Arrangements (cont'd)**

- 每項開支均須有收據正本作為付款證明。發票、送貨單或報價單不能作為付款證明。如有關單據為場地租賃收據，收據上應列明場地地址、租賃日期及時間。所有收據均須由獲資助機構的負責人或項目統籌主任簽署核實，並蓋上獲資助機構的印章。核實人的姓名和簽署式樣，須與提交本局的申請表內的姓名和簽署式樣一致。

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. For rent receipt, the venue address and duration of the tenancy should be marked clearly on it. All receipts must be certified by the Officer-in-charge of the successful applicant or Project Coordinator together with the successful applicant's chop. The name and signature of the certifying person shall tally with those specified in the application submitted to CMAB.

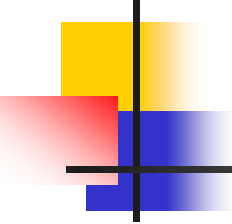


# 申請資助注意事項

## Points to Note for Funding Applications

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- 資助計劃提供一次過的直接財政資助  
Provide direct and one-off financial support
- 一般而言，以下支出項目可能獲得資助  
Generally speaking, the following expenditure items may be funded
  - 因項目而直接招致的額外人手開支  
cost of additional manpower directly incurred for the project
  - 為推行活動而租賃設備的費用  
cost of leasing equipment for implementing the activity
  - 舉行活動直接引致的場地租金  
venue rental cost directly incurred for hosting the activity
  - 擬備核數師報告的費用  
cost of preparing the auditor's report
  - 消耗品開支  
expenses for consumables
  - 項目的推廣及宣傳費用  
marketing and promotion expenses
  - 一次過非經常性直接開支  
other one-off non-recurrent direct expenditure



# 申請資助注意事項

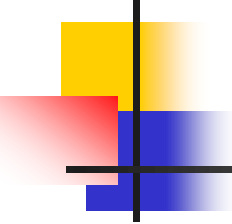
## Points to Note for Funding Applications

- 項目直接招致的額外人手開支、擬備核數師報告<sup>1</sup>的費用、雜費／應急開支合共不得超過項目**預算總開支的15%**，並會以實報實銷的方式發還款項

The sum of additional manpower cost directly incurred for the project, the cost of preparing the auditor's report <sup>1</sup>, miscellaneous/contingency expenditure together shall not exceed **15% of the total budget of the project** and shall be disbursed on a reimbursement basis

<sup>1</sup> 只適用於核准資助額在15萬元以上的獲資助項目

Applicable to approved projects with approved budget exceeding HK\$150,000 only



# 申請資助注意事項

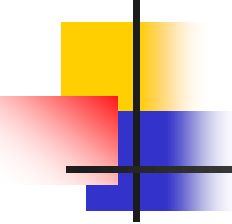
## Points to Note for Funding Applications

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- 行政支援撥款

### **Administrative overheads**

- 由2018至19年度開始，獲資助機構可額外獲發行政支援撥款，以支付推行項目所招致的額外非直接人手開支及其他行政開支  
With effect from 2018-19, successful applicants are provided with additional administrative overheads to defray indirect additional manpower cost and other administrative expenses incurred for the purpose of implementing the project

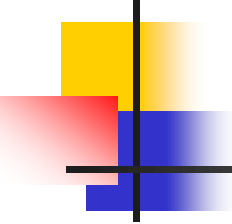


# 申請資助注意事項

## Points to Note for Funding Applications

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- 就核准資助額不多於**11萬元**的獲資助項目而言，行政支援撥款的上限為核准資助額的**5%**。至於核准資助額多於**11萬元**的獲資助項目，有關撥款的上限為核准資助額的**10%**。
- For an approved project with the approved budget of no more than \$110,000, the maximum amount of grant for administrative overheads is 5% of the approved budget. For an approved project with the approved budget of more than \$110,000, the maximum amount of such a grant is 10% of the approved budget.

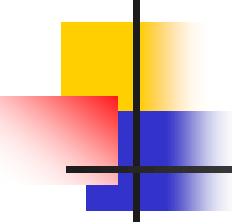


# 申請資助注意事項

## Points to Note for Funding Applications

- 行政支援撥款的金額會按個別獲資助計劃計算，撥款只適用於承擔以下的行政支援開支：
  - a) 服務的籌劃及管理、工作協調或質素保證；
  - b) 人力資源管理；
  - c) 帳目管理及財務監控；
  - d) 風險責任管理、內部審計及管控；
  - e) 公共關係、伙伴協作、企業傳訊及服務推廣；
  - f) 辦公及活動場所與器材設施提供、日用消耗品補給；以及
  - g) 資訊科技設施供應及技術支援。
- 申請機構須在申請表內說明行政支援撥款的用途。有關用途須屬於上述(a)至(g)項的開支範疇，申請機構須於申請表填寫相應項目（見本簡報第29頁），否則獲資助機構將不會獲發行政支援撥款。



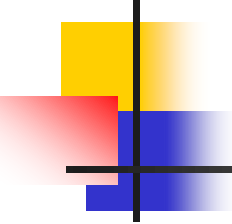


# 申請資助注意事項

## Points to Note for Funding Applications

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- The administrative overhead is calculated based on each individual approved project. The administrative overheads only cover the following spending areas –
  - a) service planning and management, coordination support or quality assurance;
  - b) human resource management;
  - c) accounting management and financial monitoring
  - d) risk management, internal audit and control;
  - e) publicity, public relations, corporate communication and service promotion;
  - f) provision of office, activity venue and equipment, daily consumables; and
  - g) information technology facilities and support.
  
- Applicants shall state the purpose of the administrative overheads in the application form. The purpose should belong to any one of the spending areas listed from items (a) to (g) above. Applicants shall fill clearly the corresponding items in the application form. (please refer to P.31). Otherwise, the successful applicants will not be provided with administrative overheads.



# 申請資助注意事項

## Points to Note for Funding Applications

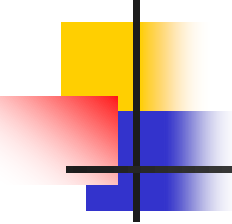
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- 項目獲正式批准（包括簽妥協議書及保證人承諾書）前承付的開支，一概不獲發還

Expenditure incurred before the formal approval of the project (including submission of the duly signed Letter Agreement and Undertaking) will not be reimbursed

- 申請機構如打算就同一項目接受本資助計劃以外的其他機構的資助，必須事先以書面形式徵得本局批准

If the applicant intends to accept sponsorship from any organisation other than the Funding Scheme for the same project, prior approval must be sought from CMAB in writing

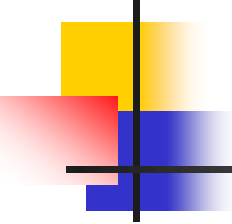


# 申請資助注意事項

## Points to Note for Funding Applications

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- 宣傳開支總額一般不得超過項目預算總開支的15%  
Total expenditure on publicity shall in general not exceed 15% of the budget of the project
- 開幕禮的開支（如有）不得超過項目預算總開支的15%  
Expenditure on opening ceremonies (if any) shall not exceed 15% of the budget of the project
- 支付予嘉賓／講者的酬金不得超過每節 550 港元（以三小時為一節）  
The amount of honorarium given to a guest / speaker shall not exceed HK\$ 550 per session (three hours as one session)



# 申請資助注意事項

## Points to Note for Funding Applications

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- 義工的食物和飲料開支（如有），不得超過每人**50港元**（半日）或**100港元**（全日）

Expenditure on food and drinks for volunteers (if any) shall not exceed HK\$50 (half day) or HK\$100 (whole day) per head

- 只有由項目直接引致的交通費才可獲發還。的士車費只在特殊情況下才可獲發還，而有關機構須書面述明乘坐的士的理由

Travelling expenses may be reimbursed only if they arise directly from the project. Taxi fares will be reimbursed only in exceptional circumstances and must be justified in writing

# 財政預算範例

## Example on Budget Preparation

|                                                                                                                                                         |                                    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
| 活動名稱：性傾向平等機會睇真D<br><b>Name of Activity: All about Equal Opportunities on the Ground of Sexual Orientation</b>                                           |                                    |
| (a) 預計收入 Estimated Income                                                                                                                               |                                    |
| 支出項目 Expenditure Item(s)                                                                                                                                | 數額 Amount<br>(以港元計算 Value in HK\$) |
| (A) 擬向本資助計劃申請的資助款額<br>Sponsorship currently applied from this Funding Scheme                                                                            | <b>\$45,500</b>                    |
| (B) 參加者繳費 Fees to be collected from participants<br>(\$ 20 元x 40 )                                                                                      | <b>\$800</b>                       |
| (C) 申請機構負擔的費用<br>Contribution to be covered by the organisation                                                                                         | <b>\$1,200</b>                     |
| (D) 其他贊助 Other Sponsorship (如適用 if any)<br>請註明 Please specify :                                                                                         | \$0                                |
| (E) 已向或正向政府轄下其他資助計劃申請的資助款額(如適用)<br>Sponsorship applied or being applied from other funding schemes under the Government (if any)<br>請註明 Please specify: | \$0                                |
| 總收入 Total Income (A) + (B) + (C) + (D) + (E)                                                                                                            | <b>\$47,500</b>                    |

# 財政預算範例

## Example on Budget Preparation

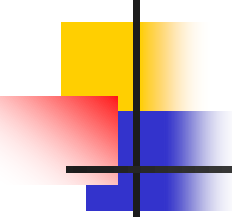
| (b) 支出Expenditure                          |                        |                    |                 |                                           |
|--------------------------------------------|------------------------|--------------------|-----------------|-------------------------------------------|
| 支出項目 Expenditure Item(s)                   | 單價<br>Unit Price       | 數量<br>No. of Units | 數額<br>Amount    | 擬申請的資助款額<br>Amount of sponsorship applied |
| 工作坊 Workshop                               |                        |                    |                 |                                           |
| (A) 宣傳海報Poster                             | \$2                    | 1 000張/Pieces      | \$2,000         | <b>\$2,000</b>                            |
| (B) 導師費 (1人)<br>Tutor Fee (1 person)       | \$550                  | 20節/Sessions       | \$11,000        | <b>\$11,000</b>                           |
| (C) 運輸費<br>Transportation                  | \$100                  | 20節/Sessions       | \$2,000         | <b>\$0</b>                                |
| (D) 義工津貼<br>Allowance for Volunteers       | \$200 (共4人<br>/person) | 20節/Sessions       | \$4,000         | <b>\$4,000</b>                            |
| (E) 工作坊講義<br>Teaching materials            | \$60                   | 50套/Set            | \$3,000         | <b>\$3,000</b>                            |
| (F) 場地租用費用<br>Venue Rental Cost            | \$1,000                | 20節/Sessions       | \$20,000        | <b>\$20,000</b>                           |
| (G) 行政費<br>Administrative Cost             |                        |                    |                 |                                           |
| (G1) 兼職活動助理<br>Part-time Programme Officer | \$50                   | 100小時/Hours        | \$5,000         | <b>\$5,000</b>                            |
| (G2) 雜項<br>Miscellaneous                   | -                      | -                  | \$500           | <b>\$500</b>                              |
|                                            |                        | 總計 Total:          | <b>\$47,500</b> | <b>\$45,500</b>                           |

# 財政預算範例

## Example on Budget Preparation

- 有意申請行政支援撥款的機構須填寫申請有關撥款的用途及預算金額

| 開支範疇<br>Spending area                                                                                  | 用途／項目<br>Purpose/Item                                               | 預算金額<br>Budget |
|--------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|----------------|
| (a) 服務計劃的籌劃及管理、工作協調或質素保證<br>service planning and management, coordination support or quality assurance | 員工津貼：<br>用於補償本機構員工籌辦獲資助活動的雜項開支                                      | \$550          |
| (b) 人力資源管理<br>human resource management                                                                |                                                                     |                |
| (c) 帳目管理及財務監控<br>accounting management and financial monitoring                                        |                                                                     |                |
| (d) 風險責任管理、內部審計及管控<br>risk management, internal audit and control                                      |                                                                     |                |
| (e) 公共關係、伙伴協作、企業傳訊及服務推廣<br>publicity, public relations, corporate communication and service promotion  | 社交媒介宣傳 (Facebook)：<br>宣傳本機構來年各項活動，包括建議的資助活動，其他活動包括平等之星短片放映、不歧視多包容展覽 | \$600          |
| (f) 辦公及活動場所與器材設施提供、日用消耗品補給<br>provision of office, activity venue and equipment, daily consumables     | 活動場地佈置：<br>活動當日利用機構的音響器材、電線拖板及傢俱等                                   | \$500          |
| (g) 資訊科技設施供應及技術支援<br>information technology facilities and support                                     |                                                                     |                |



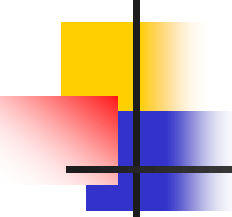
# 獲資助機構的注意事項

## Points to note for successful applicants

### 採購服務

- 每次採購物品或服務，獲資助機構須遵守以下有關邀請報價的規定 —
  - a) 每次採購的總值如多於5,000港元但不超逾50,000港元，須取得至少兩家供應商的書面報價；
  - b) 每次採購的總值如多於50,000港元，須取得至少五家供應商的書面報價；
  - c) 獲資助機構應選用報價最低的供應商；
- 獲資助機構須在接納報價至少7個工作日前向本局提供報價記錄表，披露獲資助機構與獲邀供應商的關係，及聲明在採購程序中不會出現利益衝突的情況；
- 如獲資助機構未能按照第(a)-(c)項規定的採購程序進行採購，獲資助機構須在報價記錄表內適當記錄充分理據；及
- 如預算價值多於50,000港元，獲資助機構內每位參與評審報價的人員均須妥為填寫並簽署報價單評審利益申報表，以聲明在採購程序中不會出現利益衝突的情況，並在接納報價至少7個工作日前提交本局





# 獲資助機構的注意事項

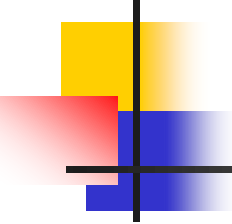
## Points to note for successful applicants

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### Procurement of Goods and Services

For every purchase, the successful applicant shall comply with the following rules of invitation of quotations :

- a) if the value of the purchase is more than HK\$5,000 but not exceeding HK\$50,000, the successful applicant shall obtain at least 2 written quotations;
- b) if the value of the purchase exceeds HK\$50,000, the successful applicant shall obtain at least 5 written quotations;
- c) successful applicants shall accept the lowest conforming offer;
- successful applicants shall provide the quotation record to CMAB at least 7 working days before acceptance of the offer, which shall disclose all relationships between the successful applicant and the suppliers invited for quotation, and declare that there is no conflict of interest in the procurement process;
- if the successful applicants fail to comply with the sub-paragraphs (a) to (c) above in the purchase, full justifications should be provided and entered appropriately in the quotation record; and
- if the value of the purchase exceeds HK\$50,000, a Declaration of Interests in the Evaluation of Quotations duly completed and signed by each staff of the successful applicant who is involved in the evaluation to declare that there is no conflict of interest in the procurement process, shall be submitted to CMAB at least 7 working days before acceptance of the offer

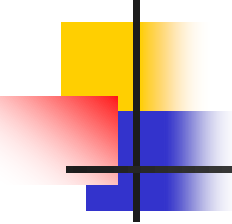


# 獲資助機構的注意事項

## Points to note for successful applicants

### 改動

- 獲資助機構如欲對獲資助的項目作出任何（包括下列）改動或修訂，必須在建議改動或修訂生效前最少14個曆日向本局提出書面申請，並獲得本局的書面批准：
  - 申請機構是否已取得該項目的任何收入，或承諾接受贊助或捐贈；
  - 更改推行時間表、活動範圍或規模、活動內容或性質；
  - 更換負責籌辦和推行項目的任何主要人員；
  - 更改核准預算
- 倘若獲資助機構未經批准便作出任何上述改動或修訂而無合理解釋，在不影響政府的任何權利、索償或補償的原則下，政府可終止對相關活動的資助



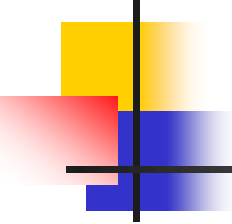
# 獲資助機構的注意事項

## Points to note for successful applicants

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### Variations

- Any variation or modification to the funded project (including those below) shall require prior written approval of CMAB. Successful applicants must apply for CMAB's approval in writing at least 14 calendar days before the proposed variation or modification takes effect:
  - whether the applicant has secured any source of income for the project or committed to any sponsorship or donation;
  - change of implementation timetable, size or, or content or nature of the activities;
  - change of any key personnel for organising and implementing the project;
  - change to the approved budget
- If the successful applicant makes any unauthorised variation or modification mentioned above without reasonable excuse, the Government, without prejudice to any rights, claims or remedies that it may have, may terminate its sponsorship for the relevant activities.



# 獲資助機構的注意事項

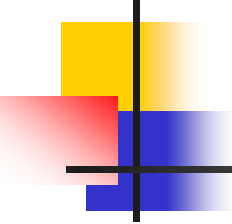
## Points to note for successful applicants

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### 進度檢討 **Progress Review**

- 獲資助機構必須在活動舉行前最少14個曆日，將活動的舉辦日期、時間及地點以書面形式通知本局性別認同及性傾向小組。

Successful applicants shall inform the Gender Identity and Sexual Orientation Unit of CMAB in writing of the date, time and venue of the activities to be undertaken under the approved project at least 14 calendar days before the commencement of the activity.



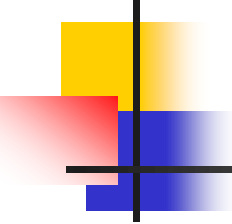
# 進度檢討

## Progress Review

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- 本局及其授權代表可以觀察員身分出席獲資助項目的任何活動環節，以審查項目的進度。他們亦可視察活動的相關場地。本局一般情況下會通知獲資助機構有關安排，但本局及其授權代表亦可在不作事先通知的情況下，出席觀察獲資助的活動。

CMAB and its authorised representatives may participate in any related activities of the project as observers to examine the progress of the project. They may also conduct visits to the relevant venues of the activities. CMAB will normally inform the successful applicants of the arrangement of visit but CMAB and its authorised representatives can also conduct the visit without prior notice.



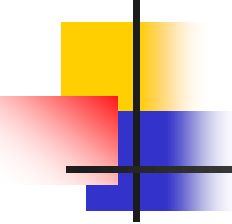
# 進度檢討

## Progress Review

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- 獲資助機構須協助安排本局進行視察或探訪，並遵從本局可不時就項目或任何相關事宜提出的意見或發出的指示，否則本局可能會終止任何進一步的資助，並要求該獲資助機構即時退還所有或任何已向其發放的款項。

Successful applicants will be required to assist in arranging observations or visits by CMAB, and to comply with any advice or instructions that CMAB may issue from time to time in respect of the project or any related matters. Otherwise, CMAB may withdraw sponsorship and require the successful applicants to immediately repay all or any funds already provided to them.

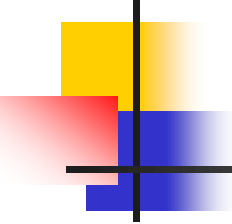


## 其他注意事項

## Other Points to Note

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- 統計參加者人數  
Keep track of the number of participants
- 購買適當的保險計劃，包括公眾責任保險  
Procure appropriate insurance policies, including public liability
- 提醒參加者填妥問卷調查  
Remind participants to complete the questionnaires



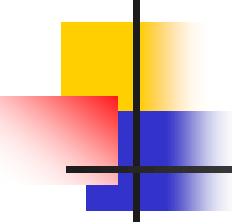
# 申請方法

## Application Procedures

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- 已由申請機構填妥及簽署的申請表正本（一份）及 副本（兩份）  
**Application form (original plus two duplicates)** completed and signed by the applicant(s)
- 證明符合申請資格的文件  
（例如：申請機構的註冊資料的證明文件）  
Documentary proof of eligibility to apply  
(e.g. documentary proof of the registration information of the applicant(s))
- 申請表訂明須提供的其他證明文件（例如：證明獲得其他贊助的文件）  
Other supporting documents as required in the application form  
(e.g. documentary proof on other secured sponsorship)
- 任何其他與申請有關的額外資料  
Any other additional information relevant to the application



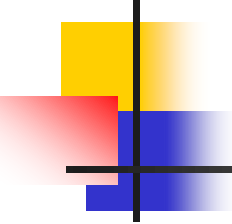


# 申請方法

## Application Procedures

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- 提交申請的方法 Methods for submission of application
  - 截止申請日期：**2023年3月31日下午6時**  
Deadline for application: **6:00 p.m. on 31 March 2023**
  - 以郵遞或專人送達方式把文件交到政制及內地事務局性別認同及性傾向小組  
Deliver the documents to the Gender Identity and Sexual Orientation Unit of CMAB **by post** or **in person**
  - 逾期遞交或資料不全的申請概不受理。以郵遞方式提交的申請，倘其郵戳日期遲於申請截止日期，本局不會受理。  
Late applications or applications with incomplete details will not be processed. Submission by post with a postmark date later than the deadline will not be accepted by CMAB.



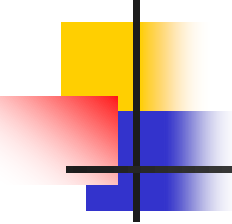
# 申請方法

## Application Procedures

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- 為方便處理申請，申請機構須於申請截止前把填妥的申請表（及補充資料，如有）的電子掃描版本電郵至本局性別認同及性傾向小組（[gisou@cmab.gov.hk](mailto:gisou@cmab.gov.hk)），但申請的遞交時間及其內容均以上述以郵遞或專人送達方式遞交予本局的印本為準。

To facilitate processing of applications, applicants are requested to send the scanned softcopy of the completed application form (and supplementary information, if any) to the Gender Identity and Sexual Orientation Unit of CMAB ([gisou@cmab.gov.hk](mailto:gisou@cmab.gov.hk)), no later than the application deadline. However, the submission time of the hard copy (**by post** or **in person**) and its contents shall prevail

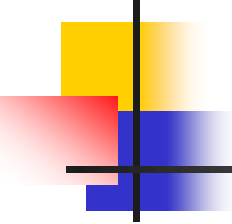


## 可改善之處

## Areas of Improvement

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- 獲資助項目未能於指定限期前進行及完成  
Failing to implement and complete the funded projects on or before the prescribed deadlines
  - 指定限期可參閱本簡報的第7至9頁  
Please refer to pages 7 to 9 for the prescribed deadlines for completion of the funded projects
  - 如有任何違反協議書或申請指引的失責情況，本局可能會撤銷資助，並要求即時退還所有或任何已發放的款項  
CMAB may withdraw sponsorship and require immediate repayment of all or any funds already provided in the event of default which is in violation of the Letter Agreement or Guide to Application

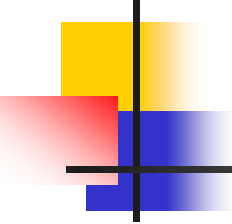


## 可改善之處

## Areas of Improvement

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- 5,000元以上的支出項目未有向至少2家供應商索取報價  
Failing to obtain at least 2 written quotations for value of purchase over HK\$5,000.
  - 請遵從申請指引第5.6.2段對採購的規定  
Please ensure compliance of paragraph 5.6.2 of the Guide to Application regarding procurement
- 未能於活動舉行前14天通知並邀請性別認同及性傾向小組觀察活動  
Failing to inform and invite the Gender Identity and Sexual Orientation Unit to observe the activities at least 14 days before the commencement of the activity
  - 盡早安排下一次觀察活動的日期、時間及地點，以便本局人員檢討計劃的進度及成效  
Plan and prepare the activities in a timely manner to facilitate the examination of the project's progress



# 可改善之處

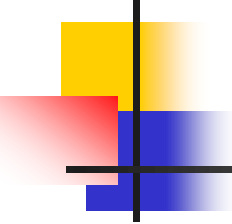
## Areas of Improvement

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- 宣傳、社交媒介及網頁與計劃有關內容未有註明由本計劃資助  
Failing to mention the activity is sponsored by the Equal Opportunities (Sexual Orientation) Funding Scheme in publicity materials, social media and publications

- 宣傳物品、網頁和刊物須註明其活動是由「平等機會（性傾向）資助計劃資助」，並聲明「此刊物／活動內容，並不代表香港特別行政區政府的立場」

Successful applicants shall state that the activity is “**sponsored by the Equal Opportunities (Sexual Orientation) Funding Scheme**” on all publicity materials and publications for the funded project. The disclaimer “**Any contents of this material / any activities organised under this project do not represent the position of the Government of the Hong Kong Special Administrative Region**” must be included in all printed advertisements, programme booklets, websites and any other publicity materials for the project

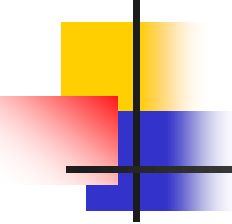


# 可改善之處

## Areas of Improvement

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- 宣傳物品上未獲本局批准便使用本局標誌／載有與計劃宗旨不相符的資訊  
Publicity materials containing CMAB's logo without prior consent / containing content or information unrelated to the project
- 獲資助機構在任何宣傳物品上使用政制及內地事務局的標誌前，必須先取得本局的書面批准。本局保留權利要求獲資助機構即時停止使用任何提及政制及內地事務局（包括使用標誌）的宣傳物品  
Successful applicants shall seek prior written consent from CMAB on presentation of CMAB's logo on any publicity materials. CMAB reserves the right to require the successful applicant to immediately cease using any publicity materials in which reference is made to CMAB (including the use of logo)
- 以資助計劃的資助款項製作的物品須與資助計劃的宗旨相符，並不得載有任何與獲資助項目無關的內容或資訊（例如關於其他活動的內容或資訊）  
Articles produced under funding support from the Funding Scheme shall tie in with the objective of the Funding Scheme, and shall not contain any content or information unrelated to the project (e.g. content or information of other activities)



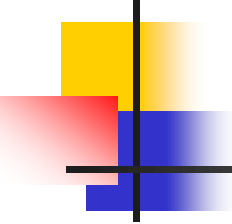
## 可改善之處

## Areas of Improvement

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- 獲資助機構如在製作、發布或派發任何與獲資助項目相關的宣傳物品、網站和刊物時違反上述規定，而獲資助機構無法糾正或未能在本局指定的限期內加以糾正，本局可終止協議書，並即時撤銷資助和要求獲資助機構退還所有或任何已向其發放的資助款項

If the successful applicant fails to comply with any obligation above in the production, publication or distribution of any advertising and promotional materials and publications (including printed and electronic versions) relating to the funded project and such noncompliance is incapable of being remedied or if the successful applicants fail to remedy the noncompliance within the time limits specified by CMAB, CMAB may terminate the Letter Agreement, immediately withdraw sponsorship and require the successful applicants to immediately repay all or any funds already provided to them.



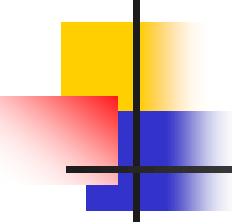
## 常見問題

## Frequently Asked Questions

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- 1) 能否於活動舉行期間在活動場所範圍籌款？
  - 申請資助的項目須屬非牟利性質。該項目須符合資助計劃的宗旨及不得作籌款、商業、宗教或政治用途。
- 2) 核准資助額是否等於可獲發還的資助額？
  - 可獲發還的資助金額上限為核准資助額，並且不多於獲資助項目的實際開支。
- 3) 如資助額不足，可否自行向參加者收取入場費用？
  - 須得本局事先批准，以應付項目的部分實際總支出。



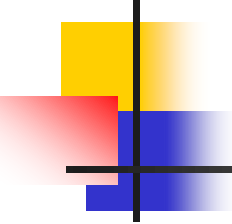


## 常見問題

## Frequently Asked Questions

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- 4) 個別獲資助活動資助額不足,能否從其他獲資助活動節省成本以增加該項獲資助活動的資助額?
- 個別支出項目的實際開支不得超出該支出項目的已核准資助額。如在特殊情況下要改變已核准的資助額，須事先得得到本局批准。本局可酌情考慮批准，把個別支出項目的資助額提高，數額為不多於該支出項目的已核准資助額的**20%**。然而，就申請指引第**4.1.4(a)**、**(b)**及**(f)**分段所規範的支出項目，一般不會考慮提高項目的資助額至高於訂明的上限。本局保留權利，不發還任何超出訂明限額的開支款項。另外，獲資助機構必須在建議改動或修訂生效前最少**14**天向本局提出書面申請。

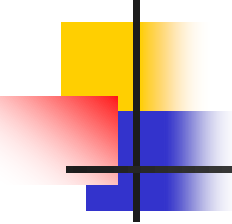


## 常見問題

# Frequently Asked Questions

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- 1) Can funding raising activities be held in the venue of sponsored projects?
  - Projects applying for sponsorship should be non-profit making. Proposed project in the application shall tie in with the objective of the Funding Scheme and not be of a fund-raising, commercial, religious or political nature.



## 常見問題

# Frequently Asked Questions

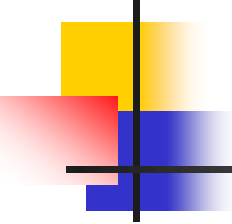
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2) Does Approved Budget equal the final payment?

- If the amount of actual expenditure is less than the approved funding, the amount reimbursement will be capped at the amount of actual expenditure.

3) Can we charge Admission Fees because the expenditure could not be met by Approved Budget?

- Prior approval must be sought before acquiring funding from applicants' own sources and/or from other sources to meet part of the total actual cost of the project.



## 常見問題

# Frequently Asked Questions

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- 4) Can we save cost in other sponsored items to cover overspending in a sponsored item?
- The actual expenditure on any individual expenditure item shall not exceed the approved amount of that expenditure item. Prior approval from CMAB is needed if the approved budget has to be changed under special circumstances. Discretionary approval may be made by CMAB to raise the sponsorship amount of individual item not exceeding 20% of the original approved amount of the item. However, for expenditure items set out at sub-paragraphs 4.1.4 (a), (b) and (f) of the Guide to Application, application to increase the prescribed limit will generally not be considered. CMAB reserves the right not to reimburse any payments that exceed the prescribed limit. Also, successful applicants must apply for CMAB's written approval at least 14 days before the proposed variation or modification takes effect.

# 資助計劃網頁

## Website of the Funding Scheme



中華人民共和國香港特別行政區政府  
政制及內地事務局

香港

GOVHK 香港政府一站通 簡體版 ENGLISH 流動版本 A A A 搜尋 網頁指南

主頁  
關於我們  
最新消息  
專題資料  
刊物及新聞公報  
立法會事宜  
公開資料  
招標公告  
有關部門 / 機構  
資料庫  
其他資訊  
聯絡我們

> 專題資料 > 個人權利

個人權利

平等機會(性傾向)資助計劃

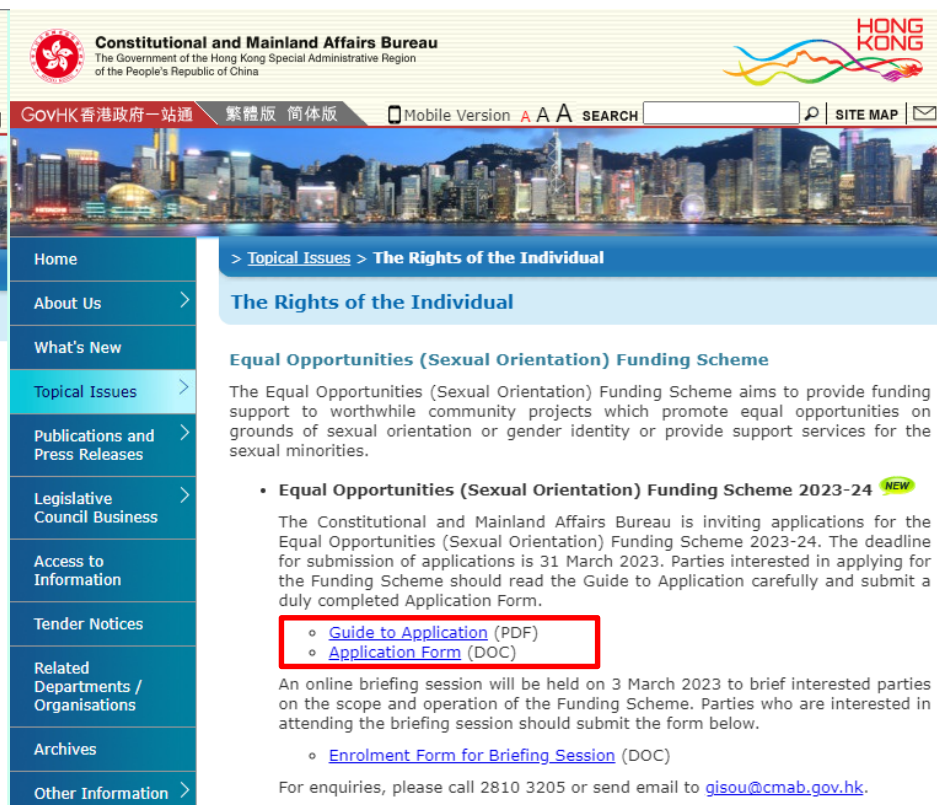
平等機會(性傾向)資助計劃旨在資助各項有意義的社區活動項目,以促進不同性傾向人士及跨性別人士享有平等機會或為性小眾提供支援服務。

- 二零二三至二四年度平等機會(性傾向)資助計劃 **最新**  
政制及內地事務局正接受二零二三至二四年度平等機會(性傾向)資助計劃的申請。截止申請日期為二零二三年三月三十一日。有意申請的團體請細閱申請指引並提交已填妥的申請表。
  - [申請指引](#) (PDF)
  - [申請表](#) (DOC)

我們將於二零二三年三月三日舉行網上簡介會,向有意申請的團體概述資助計劃的範圍和運作。有興趣出席簡介會的人士請填妥並提交以下表格。

- [簡介會報名表格](#) (DOC)

如有查詢,請致電2810 3205或電郵至[gjsou@cmab.gov.hk](mailto:gjsou@cmab.gov.hk)。



Constitutional and Mainland Affairs Bureau  
The Government of the Hong Kong Special Administrative Region  
of the People's Republic of China

HONG KONG

GOVHK 香港政府一站通 繁體版 簡體版 Mobile Version A A A SEARCH SITE MAP

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> Topical Issues > The Rights of the Individual

The Rights of the Individual

Equal Opportunities (Sexual Orientation) Funding Scheme

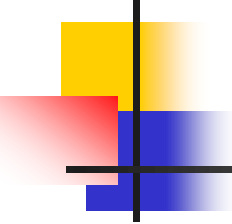
The Equal Opportunities (Sexual Orientation) Funding Scheme aims to provide funding support to worthwhile community projects which promote equal opportunities on grounds of sexual orientation or gender identity or provide support services for the sexual minorities.

- Equal Opportunities (Sexual Orientation) Funding Scheme 2023-24 **NEW**  
The Constitutional and Mainland Affairs Bureau is inviting applications for the Equal Opportunities (Sexual Orientation) Funding Scheme 2023-24. The deadline for submission of applications is 31 March 2023. Parties interested in applying for the Funding Scheme should read the Guide to Application carefully and submit a duly completed Application Form.
  - [Guide to Application](#) (PDF)
  - [Application Form](#) (DOC)

An online briefing session will be held on 3 March 2023 to brief interested parties on the scope and operation of the Funding Scheme. Parties who are interested in attending the briefing session should submit the form below.

- [Enrolment Form for Briefing Session](#) (DOC)

For enquiries, please call 2810 3205 or send email to [gjsou@cmab.gov.hk](mailto:gjsou@cmab.gov.hk).



# 查詢 Enquiries

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- 電話 Tel : **2810 3205**
- 傳真 Fax : **2523 0565**
- 電郵 Email : **gisou@cmab.gov.hk**
- 網址 Website :  
[www.cmab.gov.hk/tc/issues/equalsdofs\\_sex.htm](http://www.cmab.gov.hk/tc/issues/equalsdofs_sex.htm)  
(中文)  
[www.cmab.gov.hk/en/issues/equalsdofs\\_sex.htm](http://www.cmab.gov.hk/en/issues/equalsdofs_sex.htm)  
(English)

**Briefing Session**

簡介會

**THE END**

完