

**2022 Children’s Rights Education Funding Scheme**  
**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>• Select at least one activity and submit the document <u>at least 14 days</u> before the commencement of the activity</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Invitation to Project Observation</b></li> </ul>
<p><i>Submitting progress reports</i></p> <p><u>First progress report</u></p> <ul style="list-style-type: none"> <li>• By 17 February 2022, so as to release the first installment</li> </ul> <p><u>Interim progress report</u></p> <ul style="list-style-type: none"> <li>• All the project activities to be completed on or before 29 April 2022: No submission required</li> <li>• Project activities to be completed after 29 April 2022: Submit the report before this date</li> <li>• Only one activity which is to be completed after 29 April 2022: Submit the report before this date</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 project final report and related materials</i></p> <p><u>District-focused Projects</u></p> <ul style="list-style-type: none"> <li>• All approved activities must be carried out and completed on or before 30 November 2022. Various reports and related materials should be submitted within six weeks after the completion of the project or the termination of the project.</li> </ul> <p><u>Territory-wide Projects</u></p> <ul style="list-style-type: none"> <li>• All approved activities must be carried out and completed on or before 31 December 2022. Various reports and related materials should be submitted within six</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Project Final Report</b> – with photographs taken in the activities and <b>Attendance Record</b> for group trainings activities</li> <li>• <b>Financial Report</b> – 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 Report</li> <li>• <b>Quotation Record and Declaration of Interests in Quotation Evaluation</b>(if appropriate)</li> </ul>

<p>weeks after the completion of the project or the termination of the project.</p>	<ul style="list-style-type: none"> <li>● <b>Publicity Report</b> – with all the publicity materials, samples and media coverage summary relating to the project</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 items</i></p> <ul style="list-style-type: none"> <li>● Revising approved budget: Submit the application at <u>least 14 days</u> before the commencement of the activity</li> <li>● Revising approved activities: Submit the application at <u>least 14 days</u> before the commencement of the activity</li> <li>● Changing the Officer-in-charge of the organisation, Project Co-ordinator or Deputy Project Co-ordinator</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 Children’s Rights Unit of the Constitutional and Mainland Affairs Bureau in writing.</li> <li>● No specific form. Please inform the Children’s Rights Unit of the Constitutional and Mainland Affairs Bureau in writing, enclosing the specimen signature of the new personnel.</li> </ul>
<p><i>Intending to accept sponsorship from other organisations</i></p>	<ul style="list-style-type: none"> <li>● No specific form. Please seek prior approval from the Children’s Rights Unit of the Constitutional and Mainland Affairs Bureau in writing.</li> </ul>

Relevant forms and documents can be downloaded at the following Constitutional and Mainland Affairs Bureau’s website:

[https://www.cmab.gov.hk/en/issues/child\\_funding.htm](https://www.cmab.gov.hk/en/issues/child_funding.htm)