

2020 Children’s Rights Education Funding Scheme Guide to Application

Table of Contents

	<u>Page</u>
I. Introduction	2
II. Application	
2.1 Eligibility	2
2.2 Application Procedures and Deadline for Submission	3
2.3 Notification of Results	4
2.4 Letter Agreement and Savings	5
2.5 Withdrawal of Application	5
2.6 Briefing Session and Enquiries	6
III. Assessment of Application	
3.1 Assessment Committee	6
3.2 Assessment Criteria and Process	7
IV. Funding Support	
4.1 Funding Application	8
4.2 Funding Support for Projects	10
4.3 Surplus or Deficits	10
V. Variations, Accounting and Financial Requirements	
5.1 Variations	11
5.2 Payment Arrangements and Reimbursement	11
5.3 Books of Accounts and Records	13
5.4 Bank Account and Interest	13
5.5 Use of Information	13
5.6 Procurement of Services and Staff Employment	14
5.7 Publicity Materials and Production of Articles	16
5.8 Insurance	17
VI. Monitoring and Evaluation	
6.1 Progress Reports and Project Final Report	17
6.2 Progress Review	18
VII. Intellectual Property Rights and Personal Data	19
VIII. Cessation of Provision of Funding	21
IX. Others	23
Annex A Personal Information Collection Statement	24
Annex B Permissible Items of Expenditure for Projects and Limits of Sponsorship	26

I. Introduction

1.1 Objective

- 1.1.1 The objective of the Children’s Rights Education Funding Scheme (“Funding Scheme”) is to encourage and enable community organisations to take up educational projects for raising public awareness and understanding of children’s rights enshrined in the United Nations Convention on the Rights of the Child.

II. Application

2.1 Eligibility

- 2.1.1 The applicant shall be:

- (a) a society established in Hong Kong under the Societies Ordinance (Cap. 151);
- (b) a company incorporated under the Companies Ordinance (Cap. 622 or Cap. 32 before 3 March 2014);
- (c) a charitable institution or trust of a public character exempt from tax under the Inland Revenue Ordinance (Cap. 112);
- (d) an incorporated management committee, school management company or management committee established or registered under the Education Ordinance (Cap. 279); or
- (e) a body established under any other ordinances of Hong Kong.

For the avoidance of doubt, an application may be submitted by a sub-group of an organisation, provided that the sub-group falls within any sub-paragraph of (a) to (e) above.

- 2.1.2 The applicant must be the organiser of the project.

- 2.1.3 Joint application (i.e. application jointly made by two or more applicants) is allowed, but a principal applicant must be identified and be responsible for matters relating to the application. All applicants making joint applications shall state clearly their respective responsibilities in the application form.

- 2.1.4 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.

- 2.1.5 The proposed project shall not be held together with any other activities. The applicant shall seek the prior consent from the Constitutional and Mainland Affairs Bureau (“CMAB”) in writing should it intend to hold the proposed project together with other activities.
- 2.1.6 Proposed projects for which public funding will normally be earmarked under other funding sources/schemes of the Government of Hong Kong Special Administrative Region (“Government”) will not be considered.
- 2.1.7 Existing projects which are financially “self-sufficient” will not be considered.
- 2.1.8 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. If CMAB considers it inappropriate for the Funding Scheme to co-sponsor an activity with that organisation, it may withdraw the sponsorship and terminate the Letter Agreement (as defined in paragraph 2.4.1) if the applicant decides to accept sponsorship from the other organisation.
- 2.1.9 Successful applicants may use the sponsorship under the Funding Scheme to implement activities outside Hong Kong, but CMAB does not encourage this practice.
- 2.1.10 Proposed projects must create no additional consequential recurrent expenditure for the Government.
- 2.1.11 All approved projects must be carried out and completed on or before the relevant due dates specified in paragraph 6.1.2. Prior approval must be sought from CMAB in writing and discretionary extension of the due date may be granted to the sponsored organisation. CMAB may withdraw the sponsorship and terminate the Letter Agreement if it fails to complete the project by the relevant due dates.
- 2.1.12 For each project, the applicant must appoint a Project Co-ordinator and a Deputy Project Co-ordinator, who will be responsible for overseeing the project, monitoring the proper use of funds, liaising with CMAB and reporting progress or results of the project.

2.2 Application Procedures and Deadline for Submission

- 2.2.1 Applications shall be made on the Funding Scheme’s application form

- and conform to all conditions set out in this Guide. The application form and the Guide can be downloaded from CMAB's website (www.cmab.gov.hk/en/issues/child_funding.htm) or provided upon request to the Children's Rights Unit of CMAB.
- 2.2.2 Each applicant can submit no more than six applications and for each project and related activities, only one application can be submitted. Please refer to paragraph 4.1 regarding the details of funding application.
- 2.2.3 The application shall be submitted to CMAB no later than **6:00 p.m. on 31 October 2019**. Applicants shall deliver the following documents to Children's Rights Unit, Constitutional and Mainland Affairs Bureau, 12/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong by post or in person during business hours (8:45 a.m. to 6:00 p.m.) from Monday to Friday on or before the application deadline:
- (a) original completed application form plus three copies of the completed form;
 - (b) documentary proof of eligibility to apply (please refer to paragraph 2.1.1 above);
 - (c) other supporting documents as required in the application form (including without limitation, documentary proof on the secured sponsorship); and
 - (d) any other additional information relevant to the application.
- 2.2.4 Late application or application with incomplete details will not be considered. Date of the postmark shall not be later than the deadline.
- 2.2.5 For the purpose of considering the applications, CMAB may request applicants to submit additional or supplementary information.
- 2.2.6 All submitted applications, whether accepted or not, will not be returned.
- 2.2.7 In case the Tropical Cyclone Warning Signal No.8 or above or a Black Rainstorm Warning Signal is in force for any duration between 3:00 p.m. and 6:00 p.m. on the day of submission deadline, the deadline for submission and the closing time will be extended to 6:00 p.m. on the next working day (excluding Saturdays).
- 2.3 Notification of Results**
- 2.3.1 Under normal circumstances, applicants will be notified of the result of

the application in writing within two months after the application deadline. Under no circumstances shall an application be deemed to be successful unless and until the applicant has been notified in writing by CMAB that the applicant's application is successful.

2.3.2 CMAB's decision on the result of the application shall be final.

2.3.3 CMAB reserves the right to announce the application results and to disclose to the public the list of successful applicants, the project sponsored and the amount of sponsorship and other information of the sponsored projects.

2.4 Letter Agreement and Savings

2.4.1 If an application is successful, a letter of agreement ("Letter Agreement") and a Undertaking ("Undertaking") will be sent to the successful applicant. The Letter Agreement will set out the amount of the funds to be offered and the general terms and conditions of the proposed grant of the funds.

2.4.2 The successful applicant will be required to sign and return the Letter Agreement and the Undertaking to the Government within the period specified therein ("Offer Period") if it accepts the proposed grant of the funds on the general terms and conditions set out in the Letter Agreement. The Government may at any time before the Government's receipt of the Letter Agreement duly signed by the successful applicant withdraw the proposed grant of the funds. The Government shall be deemed to have withdrawn the offer to make the proposed grant of the funds to a successful applicant if it does not receive the Letter Agreement and Undertaking duly signed by the successful applicant on the expiry of the Offer Period.

2.4.3 After an application has been approved, any application for increase in the amount of the funds will not be considered.

2.5 Withdrawal of Application

2.5.1 Applicants may write to CMAB to withdraw their applications within 14 calendar days from receipt of the notice in writing referred to in paragraph 2.3.1 above. Such withdrawal is irrevocable.

2.5.2 On receipt of the notice of withdrawal, any approval, conditional approval or approval-in-principle issued by CMAB shall cease to be valid.

2.6 Briefing Session and Enquiries

2.6.1 CMAB will hold a briefing session on **11 September 2019** (Wednesday) or such other date as specified by CMAB to enable applicants to have a better understanding of the Funding Scheme. Interested parties shall complete the enrolment form, which can be downloaded from CMAB's website, and return it by post, by fax or by email to CMAB by 6 September 2019.

2.6.2 Enquiries about the application and other matters shall be addressed to the Children's Rights Unit of CMAB as follows:

Address: 12/F, East Wing, Central Government Offices,
2 Tim Mei Avenue, Tamar, Hong Kong

Telephone: 3655 4179

Fax: 2840 0657

Email: cru@cmab.gov.hk

2.6.3 Information provided in response to enquiries received by CMAB may be shared by CMAB with other organisations.

III. Assessment of Application

3.1 Assessment Committee

3.1.1 An Assessment Committee ("AC") will assist the Government in considering applications and provide opinions on related matters. The AC comprises of official and non-official members with experience in relevant fields.

3.1.2 To avoid conflict of interest, all members of the AC need to comply with the Guidelines on declaration of interests and related conduct drawn up by the CMAB.

3.1.3 For the purpose of considering and assessing applications, applicants may be invited to present their proposals to the AC, arrange necessary site visits and/or meetings for members of the AC.

3.1.4 The offer of an advantage to any government officers or members of the AC with a view to influencing the outcome of the applications is an offence under the Prevention of Bribery Ordinance (Cap. 201). Any such offer by the applicants or his employee(s) or agent(s) will also render the application null and void.

3.1.5 Applicants shall agree to grant and procure the relevant third party Intellectual Property Rights owners to grant the licence to the Government, its authorised users, assigns and successors-in-title to copy, access and circulate any information and materials in the applications and the accompanying documents for the purpose of vetting and assessment of applications.

3.2 Assessment Criteria and Process

3.2.1 In considering each application, the AC will consider:

- (a) Objectives of the proposed activities;
- (b) Content of the proposal (for example, scope of the project, the relevance of the contents with the overall promotion of children's rights, the target and anticipated number of beneficiaries, in particular, the number of participants under the age of 18);
- (c) Financial consideration (for example, overall budget of the sponsored projects, the budget of the project and the cost-effectiveness);
- (d) Feasibility of the activities;
- (e) Background of the applicant (for example, its experience and management capability, and its previous performance in the Funding Scheme (if applicable));
- (f) Publicity plan;
- (g) Other factors (for example, whether the activities are expected to generate revenue, involve other donations, held together with other projects, etc.) which the AC considers relevant.

3.2.2 In assessing applications, where necessary, the AC may take into account comments obtained from relevant government bureau /departments and from professionals in the relevant fields on the proposal from the relevant perspectives.

3.2.3 Applicants may be requested to provide clarification or supplementary information on the application.

3.2.4 The AC may review the assessment process from time to time and decide on recommendations for improvement based on necessity and in the light of experience.

IV. Funding Support

4.1 Funding Application

- 4.1.1 There are two funding categories, viz “District-focused Projects” and “Territory-wide Projects”. “District-focused Projects” are smaller scale projects that aim to organise activities within a single district, or to organise school-based activities. “Territory-wide Projects” are large scale projects which must fulfill the following conditions: (i) involving participants from across districts; and (ii) organising activities in multiple districts. The maximum amount of funding to be granted to each District-focused Projects is HK\$110,000. For Territory-wide Projects, the sponsorship ceiling is HK\$300,000. Applicants of Territory-wide Projects must provide detailed plans on how to achieve the above-mentioned conditions in their proposals. .
- 4.1.2 The Funding Scheme will only provide direct and one-off financial support to meet the cost of specified expenditure items essential for the organisation of the selected activities by the successful applicants. In drawing up the budget, applicants shall ensure that it is cost-effective. Generally speaking, cost of additional manpower directly incurred for the project, leasing equipment for implementing the activity, venue rental cost directly incurred for hosting the activity, as well as other one-off non-recurrent direct expenditure, such as costs of preparing the auditor’s report, expenses for consumables, marketing and promotion for the purpose of the project may be funded. Other than expenditure directly related to the organisation of the project, successful applicants may, pursuant to paragraph 4.1.7, be provided with administrative overheads to defray the administrative expenses of the spending areas in items 4.1.7 (a) to (g).
- 4.1.3 The amount of funding support must be justified by a prudent and realistic operational plan and budget provided by the applicant with justifications for the proposed expenditure items.
- 4.1.4 Applicants shall observe the following requirements and the limits of expenditure set out in **Annex B** in preparing the budget:
- (a) Total expenditure on publicity shall in general not exceed 15% of the budget of the project;
 - (b) Expenditure on opening ceremonies (if any) shall not exceed 15% of the budget of the project;
 - (c) The amount of honorarium given to a guest/speaker shall not exceed

HK\$550 per session (three hours as one session);

- (d) Expenditure on food and drinks for volunteers (if any) shall not exceed HK\$50 (half day) or HK\$100 (whole day) per head;
- (e) Travelling expenses may be reimbursed only if they arise directly from the project and only if the form of transport used is the cheapest available on each occasion. Taxi fares will be reimbursed only in exceptional circumstances and must be justified in writing; and
- (f) The sum of additional manpower cost directly incurred for the project, the cost of preparing the auditor's report and miscellaneous/contingency expenditure together shall not exceed 15% of the total budget of the project and shall be disbursed on a reimbursement basis. Administrative overheads not directly related to the project shall not be counted in the said 15%.

4.1.5 Applicants may provide funding from their own sources and/or from other sources (such as contributions or sponsorships from third-parties subject to prior approval of CMAB as stated in clause 2.1.8 above) to meet part of the total actual cost of the project. Applicants shall explain whether and how they will raise income (such as charging admission fees or soliciting sponsorships). Applicants shall set out clearly in the application form the amount of funds to be provided by them (if any) and their sources (including secured sponsorship from the commercial sector). Applicants shall submit documentary proof on the secured sponsorship.

4.1.6 To facilitate evaluation of the project, applicants shall state the project's deliverables, key milestones, targets, and methods for measuring its performance when they submit applications.

4.1.7 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. For approved projects 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 approved projects with the approved budget of more than \$110,000, the maximum amount of such grant is 10% of the approved budget. The administrative overhead is calculated based on each individual approved project. The administrative overheads will only cover the following spending areas:

- (a) service planning and management, coordinating 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.
- 4.1.8 Applicants shall state the purpose of the administrative overheads. The purpose shall be any one of the purposes listed in paragraph 4.1.7 (a) to (g). Otherwise, the successful applicants will not be provided with administrative overheads.

4.2 Funding Support for Projects

- 4.2.1 The funds provided shall be used according to the approved budget of the successful applicants and for the sole and exclusive purpose of carrying out the project directly. Administrative overheads mentioned in paragraph 4.1.7 shall also be used to support the funded project.
- 4.2.2 CMAB reserves the right to cancel or reduce the funding support for the project if CMAB opines that the successful applicant has used the approved funds or any part thereof for any purposes other than that specified in paragraph 4.2.1.

4.3 Surplus or Deficits

- 4.3.1 Successful applicants shall undertake to return any residual funds and operating surplus generated from the project to the Government (as CMAB may determine in its sole discretion) (including all interest) (“surplus funds”), up to the amount of the approved funds for the project plus the interest generated or which should have been accrued to the project account (as explained in paragraph 5.4.1 below), within one month after submission of the final audited accounts or financial report of the project. The successful applicants shall return the surplus funds by way of issue of a crossed cheque or bank cashier order payable to “The Government of the HKSAR”. The Government may seek legal remedy in case of unreasonable delay in the return of any surplus funds

by the successful applicants.

- 4.3.2 Successful applicants shall accept liabilities for all deficits arising from the project. If the successful applicants reasonably foresee that the total expenditure will exceed the original budgeted expenditure by whatever amount, they shall inform CMAB immediately. In addition, they shall be responsible for the shortfall in order to complete the project.

V. Variations, Accounting and Financial Requirements

5.1 Variations

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

5.2 Payment Arrangements and Reimbursement

- 5.2.1 Successful applicants will normally be required to settle the approved budget expenditure on a reimbursement basis.
- 5.2.2 Notwithstanding paragraph 5.2.1, 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 the first progress report and duly signed Advance Payment Request Form after the start of project. Advance payment to be disbursed will not be more than 35% of the approved sponsorship amount (excluding administrative overheads mentioned in paragraph 4.1.7).
- 5.2.3 Except for advance payment, the remaining funds (including the administrative overheads) will only be disbursed after completion of the project in accordance with paragraph 5.2.4.

- 5.2.4 Successful applicants shall submit the project final report and financial report/final audited financial statements (refer to paragraphs 6.1.1 and 6.1.2 for details) to CMAB within six weeks after the project completion date specified in the application or the termination of the project. If CMAB is satisfied with the reports and that the project concerned has been carried out in accordance with the approved proposal, this Guide to Application and the Letter Agreement, the Government will disburse the outstanding funds and administrative overheads to the successful applicants. The amount of the outstanding funds will depend on the result of the final adjustment.
- 5.2.5 Expenditure incurred before submission of the duly signed Letter Agreement and Undertaking will not be sponsored by the Government.
- 5.2.6 Notwithstanding anything provided in paragraph 5.2.4, if the amount of approved actual expenditure is less than the approved funding, the amount of reimbursement will be capped at the amount of approved actual expenditure. If the amount of approved actual expenditure is less than the advance payment having been disbursed, successful applicants must repay to the Government the difference between the approved actual expenditure and the disbursed advance payment.
- 5.2.7 The actual expenditure on any individual item shall not exceed the approved amount. Prior approval from CMAB is needed if the approved budget has to be changed under special circumstances. Discretionary approval may be granted by CMAB and to raise the sponsorship amount of individual item by not more than 20%. However, for items set out at 4.1.5 (a), (b) and (f), request to raise the sponsorship amount will generally not be considered. CMAB reserves the right not to reimburse any payments that exceed the prescribed limit.
- 5.2.8 Unless the Government approves otherwise, expenditure incurred after the activity date, except for expenditure items which by nature must be incurred after the activity (e.g. expenditure on developing photographs taken in respect of a funded activity), will not be reimbursed.
- 5.2.9 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 certified by the Officer-in-charge of the successful applicant or Project Co-ordinator together with the successful applicant's chop.

5.2.10 The name and signature of the certifying person shall tally with those specified in the application submitted to CMAB. The original receipts submitted to CMAB will not be returned to the successful applicants.

5.3 Books of Accounts and Records

5.3.1 Successful applicants shall maintain proper and separate books of accounts in accordance with prevailing accounting standards and practice in Hong Kong, as well as all relevant records of the project (including electronic records).

5.3.2 The books of accounts and records of the project shall be kept for inspection by Government or its authorised representatives during the term of the Letter Agreement and for a period of at least 7 years after the completion of the project or the termination of the Letter Agreement. The applicant shall also maintain all the original invoices and bills (including quotations and relevant documents on procurement, and electronic records) in respect of the funded project and shall produce them for inspection by Government or its authorised representatives during the aforesaid period.

5.4 Bank Account and Interest

5.4.1 Successful applicants shall open under its name and maintain an interest-bearing Hong Kong Dollar account with a licensed bank in Hong Kong within the meaning of the Banking Ordinance (Cap. 155) for the purpose of processing and transacting all receipts and payments relating to the project (the "Project Account"). Payments from that bank account shall be made by the authorised representative(s) of the successful applicants.

5.4.2 The successful applicants shall deposit all receipts relating to the project, including without limitation, contributions from the successful applicants, contributions from the sponsor(s), all income, into the Project Account. All interest shall be kept in the Project Account and shall not be taken out or used for any purpose.

5.4.3 The Government reserves the right to claim against the applicants for any loss or damages incurred in connection with or as a result of the successful applicant's failure to comply with paragraph 5.4.1 or 5.4.2.

5.5 Use of Information

5.5.1 Without prejudice to paragraph 7.7, the Government and the AC has the

right to make use of information, disclose or transfer information provided in the applications for the purposes of assessment of the applications, conducting research, arranging publicity of the Funding Scheme or successful projects, monitoring and evaluation of the projects, etc.

5.6 Procurement of Services and Staff Employment

5.6.1 Procurement of services includes engagement of or awarding a contract to an agent of the successful applicants to implement the project with a view to making any profit or generating any revenue.

5.6.2 Successful applicants shall exercise utmost prudence in procuring goods or services in relation to the funded project. In order to ensure openness, fairness and value for money, successful applicants shall, and shall procure that the Project Co-ordinator, Deputy Project Co-ordinator, their directors, employees, agents, contractors, sub-contractors and other personnel who are in any way involved in the project shall, exercise the utmost prudence in procurement of goods or services, ensure that purchases of all goods and services of any value in relation to or for the purposes of the project are made on an open, fair and competitive basis, and only from suppliers who are not associates or associated persons of the successful applicants. For every purchase, the successful applicant shall comply with the following rules of invitation of quotations:

- (a) If the value of the purchase is between HK\$5,000 to HK\$50,000, the successful applicant shall obtain at least 2 written quotations;
- (b) If the value of purchase exceeds HK\$50,000, the successful applicant shall obtain at least 5 written quotations;
- (c) Successful applicants shall accept the lowest confirming offer;
- (d) If the successful applicants fail to comply with the sub paragraph of (a) to (c) above in the purchase, a sufficient reason should be provided and entered appropriately in the quotation record for the purpose of auditing; and
- (e) If the value of the purchase exceeds HK\$50,000, a Declaration of Interests in the Evaluation of Quotations shall be 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.

5.6.3 Successful applicants are responsible for the setting up and operation of a proper procurement/tendering and stores management system for the

project with sufficient checks and control and in accordance with the following principles -

- (a) Public accountability and value for money – the funds provided under the Children’s Rights Education Funding Scheme are public money. Successful applicants are accountable to the public for the use of the funding support under the Funding Scheme and should be prepared to account for any of their procurement decisions publicly. They are obliged to achieve the best value for money for their procurement.
- (b) Transparency, openness and fair competition – all requirements and specifications of intended procurement should be clearly made known to potential suppliers and contractors. It is essential to uphold the principles of fairness and competitiveness and maintain a level playing field in all procurement/tendering process. All tenderers and suppliers should be treated, and must be seen to be treated, on equal footing. Successful applicants should ensure that proper safeguards are put in place to avoid any actual, potential or perceived conflict of interest situations arising in the procurement/tendering process, for example, their staff or agents should be required to declare any conflict of interest in relation to procurement/tendering and staff recruitment, and set up a mechanism to mitigate any such declared conflicts.

5.6.4 The successful applicants who recruit staff directly for the project shall, and shall procure that their agents shall, observe the principles of openness, fairness and competitiveness during the recruitment process. The successful applicants shall, and shall procure that their agents shall, comply with the employment and equal opportunities and data protection requirements under the laws of Hong Kong. Upon the request of the Government, successful applicants shall approach the ICAC for advice and assistance to draw up a Code of Conduct for compliance by its directors and employees, and to ensure proper corruption prevention safeguards are incorporated into its procurement and staff recruitment procedures. The successful applicants shall permit ICAC to examine its management and control procedures with a view to providing corruption prevention advice.

5.6.5 The successful applicants shall ensure that they shall, and shall procure and their staff shall, conform to the requirements of the Prevention of Bribery Ordinance (Cap. 201). The successful applicants shall notify personnel who are in any way involved in the project in writing that they

shall not offer to or solicit or accept from any person any money, gifts or advantages in relation to the performance of the Letter Agreement or the project.

- 5.6.6 In the event that the successful applicants, the Project Co-ordinator, Deputy Project Co-ordinator, any of their directors, employees, agents, contractors, sub-contractors or other personnel who are in any way involved in the project commit an offence under the Prevention of Bribery Ordinance (Cap. 201) (including the offering of any advantages to any members of the AC or the Government), the Government may suspend or terminate funding support for the project.

5.7 Publicity Materials and Production of Articles

- 5.7.1 Successful applicants shall state that the activity is “**Sponsored by the Children’s Rights Education Funding Scheme**” on all publicity materials for the funded project.

- 5.7.2 The successful applicant shall seek prior written consent from CMAB on presentation of CMAB’s logo on all publicity materials.

- 5.7.3 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.

- 5.7.4 Articles (including audio-visual materials, sound recordings, pictures and written materials and their duplications) produced under funding support from the Funding Scheme shall not be reproduced for sale or any other purposes without the prior written approval from CMAB.

- 5.7.5 Articles produced under funding support from the Funding Scheme must not contain anything that:

- (a) is likely to incite hatred against, or denigrate or insult any person, organisation or body of persons;
- (b) is in breach of any law, rule or regulation currently in force in Hong Kong;
- (c) is classified as indecent or obscene under the Control of Obscene and Indecent Articles Ordinance (Cap. 390); or
- (d) infringes any Intellectual Property Rights or any other rights of any

persons. The successful applicant is responsible for ensuring that there is no such infringement. If the successful applicant intends to use materials created by others, prior approval from the Intellectual Property Rights owners or right holders must be sought.

5.7.6 If the project involves distribution of publications in schools, the successful applicant must obtain prior approval from the relevant school authorities.

5.7.7 If the successful applicant plans to conduct certain activities of the sponsored project in schools, it shall brief the relevant school authorities on the content of the proposed programme and seek their agreement to conduct such activities.

5.8 Insurance

5.8.1 Successful applicants or their agents shall procure appropriate insurance policies, including employee compensation, an all-risks insurance in respect of public liability including coverage of occupier's liability, to meet any claim arising out of or in connection with the project.

5.8.2 Under no circumstances shall the Government be held liable for any third-party claims for any loss or damages arising from or relating to the project.

VI. Monitoring and Evaluation

6.1 Progress Reports and Project Final Report

6.1.1 Successful applicants shall submit the following reports on the implementation of the project:

(a) Progress reports – to report on the details of the project activities or preparation work completed and the content of the activities to be organised;

(b) Project final report – to report on all the information of the project activities organised, attach photographs taken in the activities and the attendance record(s), and evaluate the project according to the key milestone(s), expected outcome, performance indicator(s), objective(s) and evaluation method(s) as stated in the application;

(c) Financial report – covering all expenses and receivables under the project, whereas receivables shall include contributions (whether in cash or any other forms of contribution) from the applicant, the

sponsor(s) and/or other sources and all other income. For projects with approved budget below HK\$150,000, the successful applicants shall submit, in conjunction with the project final report, an auditor's report or a financial report with all original receipts duly certified by the Officer-in-charge of the organisation or Project Co-ordinator. For projects with approved budget exceeding HK\$150,000, the successful applicants shall submit, in conjunction with the project final report, a financial report audited by an independent Certified Public Accountant, including–

- (i) Statement of Income and Expenditure, a Balance Sheet, Cash-flow Statement, Notes to the Accounts and an Auditor's Report;
 - (ii) Auditor's Reports, which shall include the auditor's opinion on whether the successful applicant and the Project Account has complied with the terms and conditions of the Letter Agreement, and includes an assurance that the sponsorship from the Funding Scheme was spent in accordance with this guide to Application and the Letter Agreement; and
 - (iii) Original receipts of all expenses.
- (d) Publicity report – to keep all the publicity materials, samples and media coverage summary relating to the project; and
- (e) Summary report on participants' responses to questionnaire including the original questionnaires.

6.1.2 For District-focused Projects, all approved activities must be carried out and completed on or before **11 September 2020**. For Territory-wide Projects, all approved activities must be carried out and completed on or before **11 December 2020**. The successful applicant of District-focused Projects and Territory-wide Projects shall submit the items referred to in paragraph 6.1.1(a) respectively by **16 January 2020** and **10 April 2020** unless the project is completed before such dates. The successful applicant shall submit the items referred to in paragraph 6.1.1 (b) to (e) within six weeks after the completion of the project or the termination of the project.

6.2 Progress Review

6.2.1 Successful applicants shall send out the invitation to the Children's Rights Unit of CMAB at least 14 days before the commencement of the activity.

- 6.2.2 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 authorized representatives can also conduct the visit without prior notice.
- 6.2.3 Successful applicants will be required to assist in arranging such 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 terminate the Letter Agreement.

VII. Intellectual Property Rights¹ and Personal Data

- 7.1 It is the responsibility of the successful applicants to ensure that they comply with the provisions of the intellectual property laws of Hong Kong. Under no circumstances should the Government be held liable for any breaches of Intellectual Property Rights caused by the successful applicants.
- 7.2 All Intellectual Property Rights in the materials relating to the approved projects created or developed by successful applicants (“Project Materials”) shall be and remain vested in the successful applicants upon creation.
- 7.3 Successful applicants grant for the benefits of the Government, its authorised users, assigns and successors-in-title a non-exclusive, perpetual, irrevocable, royalty-free, worldwide, sub-licensable and transferable licence to do the acts restricted by copyright that are stipulated in sections 23 to 29 of the Copyright Ordinance (Cap. 528) in relation to the Project Materials for any purposes. In relation to any parts of the Project Materials to which the successful applicants are not empowered to grant the licence aforesaid, the successful applicants undertake to procure at their sole costs and expenses the grant of such rights for the benefits of the Government, its authorised users, assigns and successors-in-title by the relevant third party Intellectual Property Rights Owners.

¹ Intellectual Property Rights means “patents, trademarks, service marks, trade names, design rights, copyright, domain names, database rights, rights in know-how, new inventions, designs or processes and other intellectual property rights (whether now known or created in future (of whatever nature and wherever arising) and in each case whether registered or unregistered and including applications for the grant of any such rights.”

- 7.4 Successful applicants grant for the benefit of the Government, its authorised users, assigns and successors-in-title a non-exclusive, perpetual, irrevocable, royalty-free, worldwide, sub-licensable and transferable licence to do the acts restricted by copyright that are stipulated in sections 23 to 29 of the Copyright Ordinance (Cap. 528) in relation to all reports and related materials referred to in clause 6.1. In relation to any parts of the reports and materials to which successful applicants are not empowered to grant the licence aforesaid, the successful applicants undertake to procure at their sole costs and expenses the grant of such rights for the benefits of the Government, its authorised users, assigns and successors-in-title by the relevant third party Intellectual Property Rights owners.
- 7.5 Successful applicants shall, at their own costs and expenses and before the fixation and/or recording of any performance(s) in relation to the Project Materials, obtain all the consent and clearance from the performer(s) as may be necessary for such fixation and/or recording of the performance(s) and for any use and exploitation of such fixation or recording, or copies thereof, by successful applicants and the Governments, its authorised users, assigns and successors-in-title as contemplated by this Guide. For the purpose of this Clause, the terms “performance”, “performer” and “fixation” shall have the same meanings as those assigned to them in section 200 of the Copyright Ordinance (Cap. 528).
- 7.6 Successful applicants shall:
- (a) waive and undertake to procure all relevant authors of all items referred to in clauses 7.3 and 7.4 to waive all moral rights (whether past, present or future) in the said items; and
 - (b) undertakes to procure all relevant performers to waive their moral rights over their performances in relation to the Project Materials. Such waiver shall operate in favour of the Government, its authorised users, assigns and successors-in-title and shall take effect upon the grant of licence to the Government, its authorised users, assigns and successors-in-title, or upon each of the relevant performance is given.
- 7.7 The personal data provided in the applications may be used and disclosed in accordance with the “Personal Information Collection Statement” enclosed hereto.

- 7.8 The individuals whose personal data are provided in an application have the right of access and correction with respect to the personal data as set out in the “Personal Information Collection Statement” enclosed hereto.
- 7.9 Successful applicants warrant to the Government that:
- (a) the implementation of the approved projects, the provision of any work or material by the successful applicants in performing this Guide, the use or possession by the Government, its authorised users, assigns and successors-in-title of any such work or material or any part thereof for any of the purposes contemplated by this Guide does not and will not infringe any Intellectual Property Rights and any other rights of any persons”.
 - (b) in respect of any materials used by the successful applicants in the performance of this Guide and in respect of which any Intellectual Property Rights are vested in a third party, the successful applicants shall have obtained the grant of all necessary clearances for itself and its authorised users, and the Government, its authorised users, assigns and successors-in-title authorising the use of such materials for any of the purposes contemplated by this Guide.

VIII. Cessation of Provision of Funds

- 8.1 The Government may terminate the Letter Agreement and immediately withdraw sponsorship if any Event of Default has occurred and is incapable of being remedied or if the successful applicant fails to remedy the Event of Default within the time limits specified in the Letter Agreement or by the Government.
- 8.2 The “Events of Default” will be set out in the Letter Agreement. These include without limitation breach of the terms and conditions of the Letter Agreement by, and insolvency of, the successful applicants, failure to satisfy the conditions precedent to provision of the funds, failure to complete the approved project by the specified date.
- 8.3 Upon termination of the sponsorship and the Letter Agreement by the Government pursuant to any provisions of this Guide or the Letter Agreement, if the Government abandons the approved project, the successful applicant shall return to the Government the full amount of the funds disbursed to the successful applicant. To the extent required by the Government, the successful applicant shall assign to the Government all its rights, title and interest (including Intellectual

Property Rights) in and to the approved project and all its underlying rights materials and all marketing materials relating to the approved project. The successful applicant shall also deliver to the Government all other records, documents and materials required under the Letter Agreement.

IX. Others

- 9.1 The successful applicants shall comply with all applicable laws of Hong Kong in carrying out the approved project. It is the responsibility of the relevant applicants to obtain all approvals and licenses that are necessary for carrying out the approved project.
- 9.2 Under no circumstances will the Government accept any liabilities for any injury (including death) or any loss, deficit, damage or liability incurred out of or arising from the project.
- 9.3 The successful applicants shall indemnify the Government, its authorised users, assigns and successors-in-title against all loss, claims, demands, damages, costs, expenses and liabilities suffered or incurred by the Government, its authorised users, assigns and successors-in-title or which may be brought or established against the Government arising out of or relating to (i) the breach of the Letter Agreement or the laws of Hong Kong by the successful applicants; (ii) the wilful misconduct, default, unauthorised act or wilful omission of the successful applicants or its employees or agents; or (iii) any allegation or claim that the use, operation or possession of the Project Materials or the exercise of any rights granted under the Letter Agreement infringes any Intellectual Property Rights or any other rights of any persons.
- 9.4 Applicants, whether successful in their applications or otherwise, or any employees, agents, servants or associates of the applicants shall not seek or claim any compensation, reimbursement, damages, indemnity or waiver from Government in relation to the preparation or submission of the applications.
- 9.5 The Government and the applicant hereby declare that nothing in the Letter Agreement confers or purports to confer on any third party any benefit or any right to enforce any term of the Letter Agreement pursuant to the Contracts (Rights or Third Parties) Ordinance (Cap. 623).

9.6 The Chinese translation of this Guide is for reference only. In the event of any conflict or inconsistency between the English text and the Chinese translation of this Guide, the English text shall prevail.

- End -

**Application for the Children’s Rights Education Funding Scheme
 (“Funding Scheme”)
 - Personal Information Collection Statement**

Purpose of Collection

The personal data provided in an application for the Funding Scheme will be used by the Government of Hong Kong Special Administrative Region (“Government”) and the Assessment Committee of the Funding Scheme (“AC”) for the following purposes:

- (a) processing and assessing the applications;
- (b) the daily operation of the Funding Scheme;
- (c) arranging public announcement and publicity;
- (d) monitoring and evaluating the funded projects;
- (e) taking any remedial or follow-up action on the funded projects;
- (f) meeting the requirements to make disclosure under the requirements of any law; and
- (g) conducting research;
- (h) recording and preparing statistics; and
- (i) any purposes relating to any of the above.

2. Your provision of all the personal data requested in the applications is obligatory. Your applications may not be considered if you fail to provide all information as requested.

Classes of Transferees

3. The personal data provided in the applications may be transferred or disclosed by the Government or AC to any of the following persons for the purposes set out in paragraph 1 above to:

- (a) any person (including the agent, the contractor or the third party service provider of the Government) who is involved in the Funding Scheme;
- (b) any other person under a duty of confidentiality to the Government or the AC; and
- (c) any person to whom the Government or AC is under an obligation to make disclosure under the requirements of any law.

Access to Personal Data

4. The individuals whose personal data is provided in an application have the right of access and correction with respect to the personal data as provided for in Sections 18 and 22 as well as Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Cap. 486) (“PDPO”). A fee may be charged in accordance with the PDPO for providing access to or correcting any data and for providing the information.

Enquiries

5. For correction of or access to personal data after submission of the applications, please contact Children’s Rights Unit of the Constitutional and Mainland Affairs Bureau:

Address: 12/F, East Wing, Central Government Offices,
2 Tim Mei Avenue, Tamar, Hong Kong
Telephone: 3655 4179
Fax: 2840 0657
Email: cru@cmab.gov.hk

Annex B**2020 Children's Rights Education Funding Scheme
Permissible Items of Expenditure for Projects and Limits of Sponsorship**

Permissible Items of Expenditure	Limits of Sponsorship	Remarks
1. Publicity		
Posters (Printing and design)	HK\$2 for each	For the sake of environmental conservation, organisations should consider the utilisation of online channels for publicity.
Banner (Printing and design)	HK\$200 for each	
Pull-up Banner (Printing and design)	HK\$300 for each	
Total expenditure on publicity	Not exceeding 15% of the budget of the project	
2. Venue, Equipment and Activity Expenditure		
The sum of rent of: (i) Venue; (ii) Performance stage; (iii) Backdrop & Venue decoration; and (iv) Equipment (Sound system, Marquees, etc.)	<u>District-focused Projects</u> HK\$8,000 per project <u>Territory-wide Projects</u> To be considered on a case-by-case basis	
Display board (Production cost included)	HK\$200 for each	
Game booth	HK\$200 for each	
Giveaways for game booths	HK\$4,000 per project	
Total expenditure on opening ceremony	Not exceeding 15% of the budget of the project	

Prizes, certificates and gifts for competitions	NOT SPONSORING	
Submissions and forms for competitions	HK\$3,500 per project	
Camping fee (Catering fee included)	<u>Day Camp</u> HK\$120 per participant <u>Overnight Camp</u> HK\$240 per participant	
Refreshment for participants	HK\$20 per participant	No additional sponsorship on refreshment for camping.
Travelling expenses for participants (Cheapest form of transport shall be used)	<u>Coach Hiring</u> HK\$1,600 per trip <u>Other forms of transport</u> HK\$20 per trip for each participant	If travelling by taxi is necessary and requests reimbursement for the fares, organisations must give justifications in writing. Reimbursement will be considered on a case-by-case basis for substantiated requests.
Logistics Expenses (Cheapest form of transport shall be used)	HK\$200 per trip	
Public liability / Accident insurance	(i) To be considered on a case-by-case basis; and (ii) One insurance plan will be sponsored per project.	

Item of expenditure without specifying the details of goods / services (Such as “Activity Materials”, “Procedural Materials”, “Miscellaneous” etc.)	<u>Activity which last for one to five sessions</u> Not exceeding HK\$550 <u>Activity which last for six to ten sessions</u> Not exceeding HK\$1,100	
3. Manpower		
Honorarium given to instructors/adjudicators/speakers/guests	HK\$550 per session for each person (One Session = Three hours)	(i) No additional sponsorship for souvenirs; and (ii) If a session of activity lasts for less than three hours, pro-rata sponsorship may be considered.
Subsidies given to volunteers	<u>Half-day activity</u> HK\$50 for each <u>Full-day activity</u> HK\$100 for each	Not exceeding 30 volunteers per project.
The sum of: (i) Additional manpower cost directly incurred for the project; (ii) Cost of preparing auditor’s report; and (iii) Miscellaneous/Contingency expenditure	Not exceeding 15% of the budget of the project	Cost of preparing auditor’s report only applicable to projects with a total approved sponsorship of more than HK\$150,000.

4. Others		
Stationery	HK\$300 per project	
Printing materials / CDs (Such as pamphlets, brochures, booklets, reports, collection of works etc.)	(i) HK\$15 for each; and (ii) HK\$6,000 per project.	Please observe the principles of environmental conservation and economy prior to bulk production of printing materials to avoid wastage (For example, to consider distributing PDF files / e-books by email).
Postage	HK\$1,500 per project	
Expenses related to photography (Such as printing, purchasing photographic papers etc.)	HK\$300 per project	Please consider distributing photos / videos to participants via online platforms.
Video-shooting/Production	HK\$1,000 per project	

Note:

Items of expenditure which are not set out in the above table will be considered on a case-by-case basis.