

(Translation)

13 April 2021

Mr LO Kin-hei  
Chairman of Southern District Council

Dear Chairman,

**Submission of Proposed Agenda Item for the 9<sup>th</sup> Meeting  
of the Southern District Council**

To promote sex equality is a major task of the Southern District Council (SDC), while action and policy also form an indispensable part of the advocacy for equality. As observed from the funding applications of the SDC, an applicant has to choose either “Mr” or “Ms/Miss” under the columns of “Authorised Person of the Organisation” and “Designated Officer-in-charge of the Project” respectively. In my opinion, the choice in these fields has failed to give full consideration to those third gender persons and applicants of other gender identity.

In fact, for certain sectors and industries in Hong Kong, there is an increased awareness on the rights of the sexual minorities as generally reflected in their application forms, say either by cancellation of sex or providing an additional choice of the third gender. Based on my limited source of information, it is also found that the Constitutional and Mainland Affairs Bureau has been providing training to the medical personnel and uniformed groups in recent years with a view to enhancing their knowledge on this aspect, which is a great step forward indeed.

As one of the District Councils in support of sex equality, SDC should take the opportunity of this motion to promote more about the third gender or gender fluid, in order to disseminate a message of social harmony to the public in achieving an equal, accommodating and inclusive social fabric.

In this connection, I would like to propose the following motion and seek Chairman's approval for its discussion at the coming meeting.

The Motion: SDC Agrees and Endorses that an "Others" Option, to be Filled in by the Sexual Minority, Should be Added to the Gender Columns in addition to the "Male (Mr)" and "Female (Ms/Miss)" Options in the Application Forms for SDC Funds or Other Forms Issued by SDC.

Proposed by: YUEN Ka-wai, Tiffany (Miss) (signed)  
District Councillor (Tin Wan)

Seconded by: WONG Yui-hei, Angus (signed)  
District Councillor (Aberdeen)

**Application for a Grant under Southern District Council Funds**

To : Secretariat of Southern District Council, 1/F., Ocean Court, 3 Aberdeen Praya Road, Aberdeen, Hong Kong

**Application for a Grant under Southern District Council Funds****Name of Project:****1. Basic Information**

(A) Name of Organisation: (Chinese) \_\_\_\_\_

(English) \_\_\_\_\_

(B) Registered Address: \_\_\_\_\_

Correspondence Address: \_\_\_\_\_

*(if different from the  
registered address)* \_\_\_\_\_

(C) Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

(D) The Organisation is –

 registered under \_\_\_\_\_ Ordinance  
(please attach related documentary proof<sup>1</sup>) an autonomous body of persons established for the benefit of Southern District.

(E) Payment Method

The grant and advance payment (if applicable) shall be payable to

“ \_\_\_\_\_ ”.

(Please provide the bank account name in English)

(F) Responsible Persons

Authorised Person <sup>2</sup> of the Organisation			Designated Officer-in-charge <sup>3</sup> of the Project		
Name:	(Chinese)		Name:	(Chinese)	
	(English)	*Mr/Ms/Miss		(English)	*Mr/Ms/Miss
Post:			Post:		
Contact Tel No.:			Contact Tel No. (internal):		
			Contact Tel No. (external) <sup>4</sup> :		

<sup>1</sup> This is applicable only to organisations applying for DC funds for the first time in this year or amending their information.

<sup>2</sup> Authorised Person refers to the person who applies for DC funds on behalf of the organisation and signs the application form.

<sup>3</sup> Designated Officer-in-charge serves as the contact person of the project who may also certify the receipts and supporting documents for the purpose of reimbursement of DC funds. Authorised Person and Designated Officer-in-charge can be the same person.

<sup>4</sup> The contact telephone no. (external) of the Designated Officer-in-charge of the Project will be listed in the website of Southern District Council for public information.

Fax No.:		Fax No.:	
Email Address:		Email Address:	
		Signature:	

\*Delete as appropriate

(G) Record of Application for District Council (DC) Funds

- This is our first application for DC Funds
- We have previously applied for DC Funds
  - but our application was not approved.
  - and grants were approved. Details of the last 3 applications over the past 5 years, if applicable, are as follows:

	<u>Name of Activity</u>	<u>Date of Activity</u>	<u>Amount Approved (\$)</u>	<u>Project No.</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

**2. Details of Co-organiser(s) / Assisting Organiser(s) (For project to be implemented in collaboration with other organisation(s)/District Councils)**

<b>Name and Contact Information of Co-organiser(s) / Assisting Organiser(s)</b>	<b>Brief description of the nature and form of collaboration or support</b>
Co-organiser(s) (Please attach the Consent Letter)	1.
	2.
	3.
Assisting Organiser(s)	1.
	2.
	3.

**3. Details of the Proposed Project**

- (A) Name of Programme/Activity: \_\_\_\_\_
- (B) Nature: \_\_\_\_\_
- (C) Objectives: \_\_\_\_\_
- (D) Date and time/  
Period of Implementation: \_\_\_\_\_
- (E) Setting-up/Preparation Period: \_\_\_\_\_
- (F) Amount of Grant Applied for: \$ \_\_\_\_\_
- (G) Venue: \_\_\_\_\_
- (H) Content: \_\_\_\_\_
- (I) Target Group(s):  
(may choose more than 1)  all residents in the district  the disabled  
 senior citizens  non-ethnic Chinese  
 youth/students  others (please specify): \_\_\_\_\_
- (J) Estimated No. of Participants/Audience:  
Participant/Recipient: \_\_\_\_\_ Staff: Salaried: \_\_\_\_\_ Volunteer: \_\_\_\_\_  
Performer/Speaker: \_\_\_\_\_ Guest: \_\_\_\_\_ Others: \_\_\_\_\_
- (K) Publicity and Promotion Method: \_\_\_\_\_  
(use separate sheet if necessary)
- (L) Expected Benefits/Achievements  
(Please propose performance measurement and milestones in quantifiable terms if applicable):  
  
(1) \_\_\_\_\_  
(2) \_\_\_\_\_  
(3) \_\_\_\_\_
- (M) Work Plan/Implementation Timetable (use separate sheet if necessary)

Action	Timetable

(N) Ticket Allocation Arrangement (if applicable)(use separate sheet if necessary)

**4. Budget and Cash Flow Projection**

**(A) Estimated Income and Expenditure Statement**

<b>Estimated Income (if applicable)</b>	<b>Number (i)</b>	<b>Unit Rate \$ (ii)</b>	<b>Total Amount \$ (iii)=(i)x(ii)</b>
Participants' fees <sup>5</sup>			
Internal resources			
Sponsorship & donation			
Others			
<b>Total Estimated Income (A)</b>			

	<b>Estimated Expenditure Item<sup>6</sup></b>	<b>Quantity</b>	<b>Unit Cost (\$)</b>	<b>Estimated Expenses (\$)</b>	<b>DC Funds Applied (\$)</b>	<b>Total Amount of DC Funds Approved (\$) (for official use )</b>
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
Fee for preparing Certified Public Accountant Report (if applicable)						

<sup>5</sup> For projects implemented by government departments or HAD staff on behalf of DC or the Committees/Working groups under DCs/District Offices, the income generated from participants' fees, if any, should be separately listed in Section 5 and not to be stated in this item as the income will be regarded as Government revenue and will not be ploughed back to finance the project.

<sup>6</sup> If funds are to be expended for procurement of capitalised items, the applicant is required to state in Part 5 whether capitalised item have been procured with DC funds. If affirmative, a copy of the equipment register/inventory record should be submitted together with the application form.

	<b>Estimated Expenditure Item<sup>6</sup></b>	<b>Quantity</b>	<b>Unit Cost (\$)</b>	<b>Estimated Expenses (\$)</b>	<b>DC Funds Applied (\$)</b>	<b>Total Amount of DC Funds Approved (\$) (for official use )</b>
11	Certified Public Accountant Report (Apply to submit CPA report instead of original receipts for claiming reimbursement)				(The amount applied for CPA report cannot exceed 2% of the approved project fund)	(The amount applied for CPA report cannot exceed 2% of the approved project fund)
<b>Estimated initial expenses incurred before the funding is approved (If grantees wish to apply for SDC funds to pay for the initial expenses, they should provide justifications for SDC's consideration.)</b>						
12.						
	Reasons:					
13.						
	Reason:					
Total:						
				(B)	(C)	

Amount of DC Funds under Application (C)\$_____ = (B)\$_____ - (A)\$_____
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**(B) Contingency**

Subject to the “Guidelines on Application for Southern District Council Funds” (the Funding Guidelines) , in endorsing a project, SDC may support an additional amount of not more than **5%** of the project fund as contingency to meet any unforeseen commitment arising from the items of expenditure. Please specify -

- our organisation requires an additional amount of not more than **5%** of the project fund as contingency.
- our organisation does not require an additional amount of not more than **5%** of the project fund as contingency.

**(C) Requirement of Advance Payment (for non-government organisations only)**

Date of Advance Payment to be Required	Amount Required (\$) and Intended Purpose

- \* According to the Funding Guidelines, SDC may release a one-off advance payment not exceeding **50%** of the approved project fund to the grantee before the implementation of the programme or activity to meet the initial expenses incurred and the need for cash flow. Please note that if in the course of organising the project, the organiser has applied for amendment to the approved project fund in writing, which has been approved by SDC, the amount of advance payment should still be not more than **50%** of the approved project fund.
- \* The advance payment for the first year will be released after the project is approved. The grantee will need to submit a new application if further advance payment is required in subsequent years.

**5. Other Information**

Please provide any other information relevant to the proposed project which should be taken into account when considering the application.

**6. Alternative Funding Support**

Please indicate how the proposed project will be financed if the application is rejected or the approved project fund is less than the proposed amount under application.

- (A) Other sources of income
- Internal resources
  - Sponsorship and donation
  - Increase participants' fees
  - Others (please specify)

(B)  Cancel the project

(C)  Others (please specify)

**7. Declaration of Interest**

When making procurement of goods and services for the approved project, the grantee, its co-organiser(s), assisting co-organiser(s), members and staff should declare any interest and complete the "Declaration of Interest for Project Financed by District Council Funds", and are prohibited from soliciting, accepting or offering any advantages in the course of planning and executing the project. Please specify:

- our organisation, co-organiser(s), assisting co-organiser(s), members and staff have no need to declare interest in making procurement of goods and services for the approved project.
- our organisation, co-organiser(s), assisting co-organiser(s), members and staff need to declare interest in making procurement of goods and services for the approved project and have completed and submitted the “Declaration of Interest for Project Financed by District Council Funds”.

**8. Declaration and Consent of the Organisation**

- (A) I hereby declare that all the information given in this application is true and accurate. I understand that any inaccurate information will make the application invalid, any grant approved will be withheld and any payment made must be refunded to the Government. I also acknowledge that the Government reserves the right to seek recovery of any money overpaid or fraudulently claimed from the DC funds, as a civil debt due to the Government.
- (B) I hereby agree and consent that the information provided in this application form may be used by the Government to process the application and conduct evaluative studies and training/sharing sessions. I further agree and consent that should this application be successful, all information contained in the application form and the subsequent reports (including but not limited to that concerning my organisation and project details) may be released for inspection by the public and published by the Government for general information. I agree to publicise the fact that the project is supported by the District Council and undertake to display the name and, as far as practicable, the logo of the District Council in all publicity materials and activities related to the project.
- (C) I have read and understood the contents of the “Guidelines on Application for Southern District Council Funds” and the terms and conditions of the grant\* and hereby agree to observe the provisions contained in the aforesaid documents (including dissemination of the requirement on declaration of interest to the concerned co-organiser(s), assisting organiser(s), members and staff) should the application for the grant of DC funds be successful.

\* Delete as appropriate

Signature:	Official Chop
Name of Authorised Person:	
Post:	
Date:	

**Purposes of Collection**

1. The personal data provided by means of this form will be used by Home Affairs Department for the purposes of handling matters relating to the use of the District Council Funds as well as promoting community involvement activities and public participation in community affairs.

**Classes of Transferees**

2. The personal data provided by means of this form may be disclosed to other Government departments, bureaux and relevant persons and bodies for the purposes mentioned in paragraph 1 above.

**Access to Personal Data**

3. The responsible officer(s) of the organisation has/have a right of access and correction with respect to personal data as provided for under the Personal Data (Privacy) Ordinance (Cap. 486). The right of access includes the right to obtain a copy of the data subjects' personal data provided by this form.

**Enquiries**

4. Enquiries concerning the personal data collected by means of this form, including access to and correction of the personal data, should be addressed to -

**Executive Officer (District Council )1  
(Designation of subject officer)**

**Southern District Office**

**2814 5803  
(Telephone No.)**