

2012 至 2015 年度油尖旺區議會
民族事務工作小組
第四次會議記錄

日期：2012 年 12 月 17 日(星期一)

時間：下午 4 時

地點：九龍旺角聯運街 30 號
旺角政府合署 4 樓
油尖旺區議會會議室

出席者：

主席

孔昭華議員

區議員

陳少棠議員, MH
高寶齡議員, BBS, MH, JP

黃舒明議員
關秀玲議員

成員

張漪薇女士
Mr Dewan Saiful ALAM
Mr Nandkumar LACHMANDAS
Mr THAPA Main Bahadur

Mr MOHAMMAD Liaqat
Ms Neena PUSHKARNA
Mr QAMAR Zaman Minhas
Mr Mohamed Ibrama Sikkander BATCHA

政府部門代表

林浩鵬先生	油尖旺民政事務處 聯絡主任主管(南)	民政事務總署
何張明珠女士	油尖旺民政事務處 聯絡主任(南)2	民政事務總署
葉嘉敏女士	油尖旺民政事務處 活動統籌員(南)	民政事務總署

秘書

文淑欣女士	油尖旺民政事務處 行政主任(區議會)1	民政事務總署
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列席者：

王秀容女士	總幹事	關注婦女性暴力協會
陳江秀女士	風雨蘭服務主任	關注婦女性暴力協會
廖錦綉女士	社區組織幹事	關注婦女性暴力協會
陳義飛先生	服務總監(香港)	新家園協會
傅艷婷女士	服務中心主管	新家園協會
關敏生女士	助理服務中心主管	新家園協會
朱達俊先生	嘉年華工作小組召集人	油尖旺南分區委員會

缺席者：

陳偉強議員	區議員
葉傲冬議員	區議員
黃頌議員	區議員
黃萬成議員, MH	區議員
楊子熙議員	區議員
趙德財先生	成員
Mr Deep THAPA	成員

開會詞

孔昭華主席歡迎各人出席 2012-2015 年度民族事務工作小組(“工作小組”)第四次會議。他報告趙德財先生和 Mr Deep THAPA 因事缺席。

議項一：通過上次會議記錄

2. 上次會議記錄無須修訂，獲得通過。

議項二：介紹關注婦女性暴力協會的服務

3. 孔昭華主席歡迎關注婦女性暴力協會(“協會”)總幹事王秀容女士，以及該會轄下性暴力危機支援中心「風雨蘭」的服務主任陳江秀女士和社區組織幹事廖錦綉女士。

---- 4. 王秀容女士以電腦簡報表(附件一)，介紹「風雨蘭」為受性暴力傷害的女性提供的一站式支援服務，包括醫療支援、陪同支援和心理輔導。

5. 有成員欲知現時有否少數族裔婦女向協會求助，以反映個別個案。王秀容女士回應說，協會現正處理約 20 宗少數族裔婦女性暴力受害個案。她另表示，委員可將個案轉介協會跟進。

6. 孔昭華主席表示，性暴力不分種族，他呼籲工作小組成員向區內少數族裔婦女推廣協會的服務，讓受害人知悉求助門徑，如有需要可將個案轉介協會跟進。

7. 成員沒有其他意見，孔昭華主席宣布結束討論此議項。

議項三：匯報各項活動進展

8. 孔昭華主席歡迎油尖旺民政事務處聯絡主任主管(南)林浩鵬先生、聯絡主任(南)2 何張明珠女士及活動統籌員(南)葉嘉敏女士。

9. 何張明珠女士以電腦簡報表(附件二)報告工作小組本年度各項活動的進展：

活動	安排/進展
一) 油尖旺區少數族裔中文書法班 (召集人：Mr Mohamed Ibramsa Sikkander BATCHA、Mr Deep THAPA)	1. 其中兩所參與學校已分別於2012年12月10日和13日完成書法課程。 2. 另外兩所參與學校已與書法班導師訂出授課時間表，書法班將於2013年1月開始。 3. 中華總商會惠允贊助書券，獎勵表現優秀的學員。
二) 油尖旺區少數族裔海上暢遊 (召集人：Mr MOHAMMAD Liaqat、Ms Neena PUSHKARNA)	1. 活動已於2012年10月14日(星期日)舉行。 2. 活動內容包括海上暢遊、聚餐、歌舞表演及抽獎，參與人數約300人。 3. 部分抽獎禮物由工作小組成員送出。
三) 油尖旺區少數族裔學習廣東話分享會 (召集人：張漪薇女士、Mr ALAM Dewan Saiful)	1. 活動已於2012年11月10日(星期六)假尖沙咀「海員之家」舉行。 2. 區內三所學校的少數族裔學生、家長和老師，與政府部門代表出席當日活動，一起分享學習廣東話的心得，參與人數約200人。 3. 區內少數族裔學生上台表演，包括以廣東話朗讀新詩和唱歌。 4. 分享會後安排自助午餐，款待一眾出席者。
四) 油尖旺區少數族裔足球比賽 (召集人：Mr ALAM Dewan Saiful、Mr Main Bahadur THAPA及 Mr LACHMANDAS Nandkumar)	1. 活動已於2012年12月16日(星期日)於九龍公園足球場舉行，共有八支由少數族裔人士及地區人士組成的隊伍參賽。 2. 同日舉行頒獎禮，向冠、亞、季軍致贈獎盃和獎牌。

10. 孔昭華主席建議，如明年再舉辦書法班，可考慮提早舉行，以免因學校長假期及考試令書法班改期。有成員認為如有足夠財政預算，可考慮增加書法班堂數。

11. 有成員希望如明年續辦學習廣東話分享會，可安排簡單的英語翻譯，以便場內不諳廣東話的少數族裔人士知悉分享會的內容。

12. 孔昭華主席認為在足球比賽的膳食安排上，可考慮向參賽者派發餐券，讓他們有所選擇。此外，有成員提議來年為區內少數族裔人士舉辦其他比賽。

議項四：匯報「油尖旺區民族文化表演」準備工作的進展

13. 孔昭華主席歡迎油尖旺南分區委員會嘉年華工作小組召集人朱達俊先生、油尖旺民政事務處聯絡主任主管(南)林浩鵬先生、聯絡主任(南)2 何張明珠女士及活動統籌員(南)葉嘉敏女士。

14. 何張明珠女士報告，民政事務處(“民政處”)已就「油尖旺區民族文化表演」的服務合約招標，共接獲兩間公司的標書。

15. 孔昭華主席表示，他早前已與油尖旺南分區委員會主席、活動召集人和民政處代表審閱標書內容，而有關標書亦已置於桌上供各委員審閱。由於兩份標書均符合服務要求，與會者一致同意以價低者得的原則選出阿波羅製作有限公司作為是次活動合約的承辦商。

16. 林浩鵬先生表示，民政處收到承辦商提交的邀請卡、海報和門票設計草圖，已置於桌上，歡迎工作小組成員提出意見。

17. 成員一致同意，文化表演的宣傳物品和紀念品設計及活動流程，由工作小組主席和活動召集人作最後決定。

18. 孔昭華主席表示，工作小組已邀請民政事務局局長、政制及內地事務局局長、西九文化區管理局表演藝術委員會主席、油尖旺區議會主席、油尖旺民政事務專員、旺角警區指揮官、油尖警區指揮官作主禮嘉賓，現正等候回覆，工作小組並會致函邀請多國駐港領事出席文化表演。

19. 有小組成員提出，主席應在活動中致歡迎辭，孔昭華主席答允考慮。

20. 成員沒有其他意見，孔昭華主席宣布結束討論此議項。

(會後補註：秘書處於 2013 年 1 月 4 日去信邀請九龍城及油尖旺區福利專員作「油尖旺區民族文化表演」的主禮嘉賓；並於同日去信孟加拉、印度、印尼、馬來西亞、尼泊爾、巴基斯坦、菲律賓和斯里蘭卡領事，邀請他們出席活動。)

議項五：簡介油尖旺區議會撥款

21. 孔昭華主席歡迎民政處行政主任(區議會)1 文淑欣女士。

22. 文淑欣女士簡介文件內容(附件三)，成員備悉油尖旺區議會撥款的申請程序和截止申請日期。

23. 成員沒有提問，孔昭華主席宣布結束討論此議項。

議項六：其他事項

(一) 介紹新家園協會為少數族裔人士提供的支援服務

24. 孔昭華主席歡迎新家園協會服務總監(香港)陳義飛先生、該協會服務中心主管傅艷婷女士及助理主管關敏生女士。

25. 陳義飛先生、傅艷婷女士和關敏生女士以電腦簡報表(附件四)介紹新家園協會為少數族裔人士提供的支援服務。

26. 有成員指出，區內少數族裔人數不斷增加，欲知新家園協會會否在本區加強人手和服務。

27. 陳義飛先生回應說，新家園協會一向根據不同少數族裔的生活習慣、宗教和習俗安排人手，以融入、就業和就學三大方向為少數族裔人士提供支援服務。他並邀請工作小組成員探訪新家園協會在油麻地新設立的服務中心。

28. 成員沒有其他提問，孔昭華主席宣布結束討論此議項。

(會後補註：秘書處已安排工作小組成員於 2013 年 1 月 18 日探訪新家園協會的油麻地服務中心。)

(二) 資料文件

— 為少數族裔人士提供更多場地設施

(三) 資料文件

— 公立醫院為少數族裔病人提供更多支援服務

29. 孔昭華主席表示，2012 年 12 月 6 日社區建設委員會第六次會議其中兩份討論文件(附件五、六)與政府為少數族裔人士提供的支援服務有關，已置於桌上，供各成員閱覽。

30. 餘無別事，會議於傍晚 6 時 10 分結束。

油尖旺區議會秘書處
2013 年 3 月

Association Concerning Sexual Violence Against Women

**關注
婦女性暴力
協會**

Association Concerning
Sexual Violence Against Women

Organization introduction

Association Concerning Sexual Violence Against Women was set up on 8th March, 1997. We advocate for women's rights and support gender equality. The goals of our work are:

- To protect victims' dignity, and help them re-establish their self-esteem and self-confidence
- To raise social concern on sexual violence – a hitherto hidden but serious social problem

Service Content

RainLily –

One-stop sexual violence
crisis support centre

Hotline: 2375 5322



Division of Association
Concerning Sexual
Violence Against Women

Anti-
480

反性暴力資源中心

To raise public awareness on
understanding and preventing
sexual violence through campus
and community education

WE Stand—Female Migrant Workers and Ethnic Minority Women Program

凝·動 — 外籍傭工及
少數族裔婦女計劃

Service Targets

Female migrant workers

Ethnic Minority Women

Teenage girls

Program introduction

WE Stand Program was set up in February, 2012. We hope to achieve the following goals for the female ethnic minorities:

- To provide practical and emotional support to sexual violence victims**
- To enhance the awareness of anti-sexual violence**

Service Content

**Crisis
intervention**

Education

**Women's
health**

**Hotline
volunteer
training**

**Professional
training**

Education Programmes



Talks



Education Programmes (cont'd)



Teenage girls' groups:
Self-assertiveness
training



Education Programmes (cont'd)



Self-defence skills

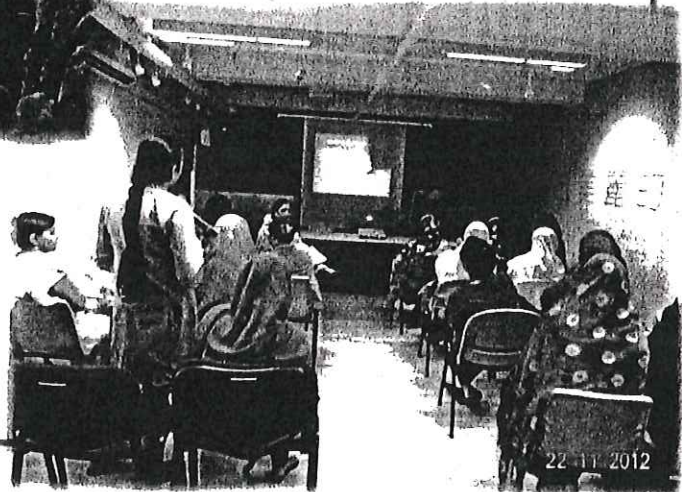


Women's Health Programmes



Cervical cancer talk & Pap-smear test

Breast self-examination talk and body checks



Crisis intervention by RainLily

- RainLily Hotline: **2375-5322**
Mon-Fri 9am-10pm, Sat 9am-1pm
- 24-hour sexual violence supporting network: 24-hour referral by police, hospital and social service professionals to provide crisis intervention for victims with immediate needs
- 24-hour escorting services
- One-stop police reporting procedures
- Medical consultation and follow-up services with hospitals in cooperation

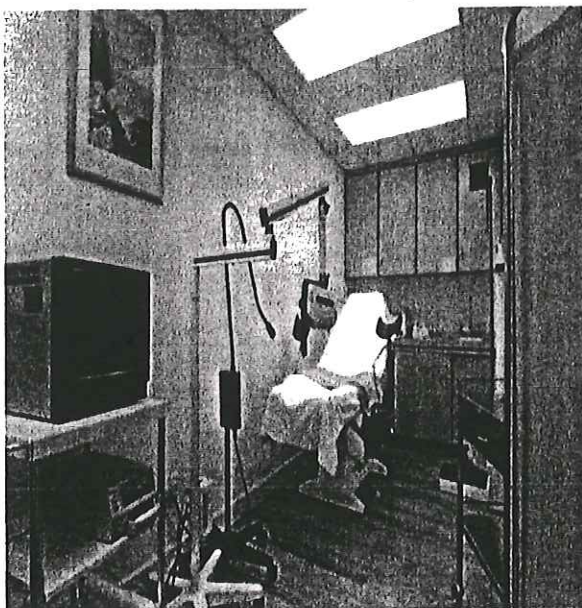
Crisis centre services



Crisis centre as service base:
to provide immediate
emotional counselling, and
coordinate services by
related professionals:

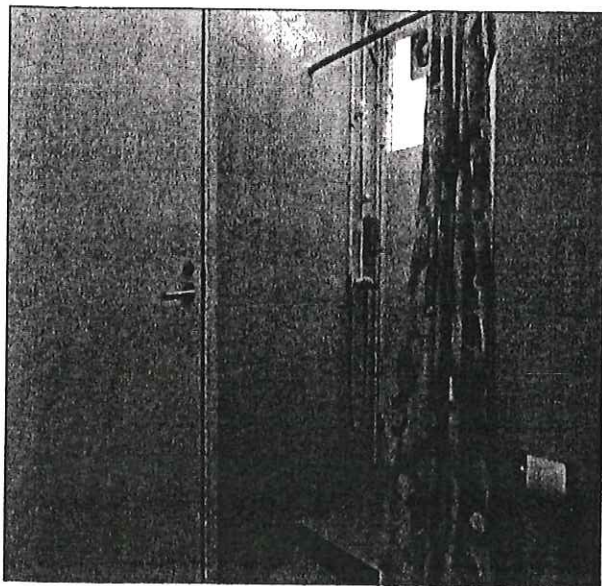
- police reporting arrangement
- forensic examination
- Counselling for victims and supporters
- Immediate medical consultations

Crisis centre services



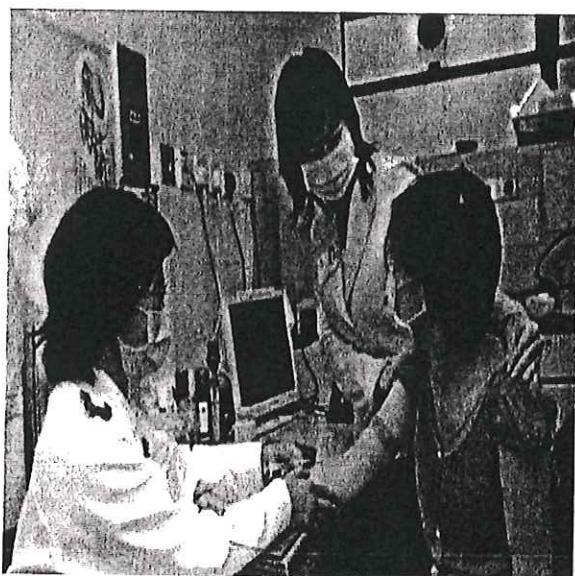
RainLily centres
provide forensic
examination room
with medical
check-up facilities
ready.

Crisis centre services



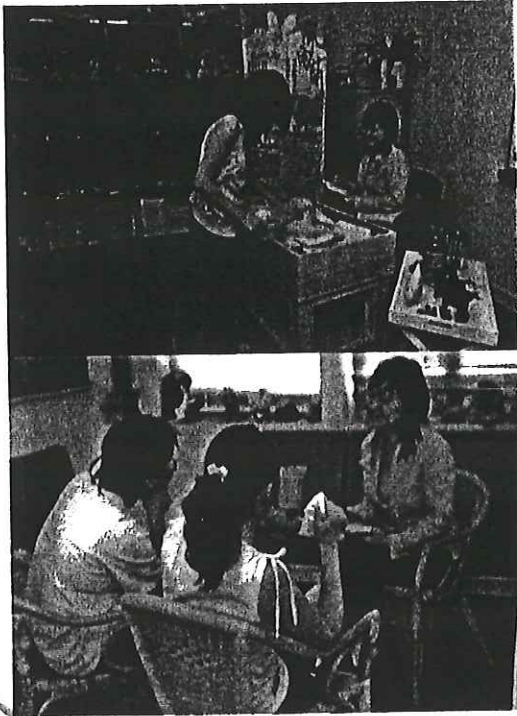
Shower room and backup clothing are offered to victims after completing the forensic examination procedures.

Crisis centre services



To arrange immediate medical examinations and follow-ups, including post-incident contraception, preventive treatment for sexually transmitted diseases, and gynecological follow-ups.

● Counselling services for victims and supporters



Escorting services

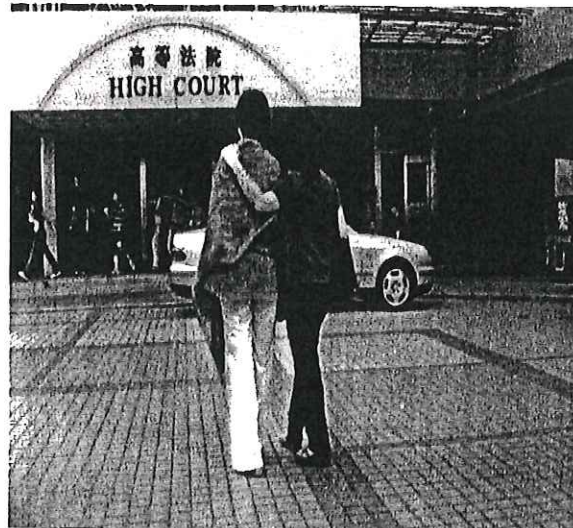
To accompany the victim to face related procedures

- Company during statement taking
- Assist in police reporting
- Arrange for forensic examination



Escorting services

- Company for court hearings



Professional training



Ethnic minority
services community
workers workshop
on handling sexual
harassment

Staff trainings on
handling sexual
and domestic
violence cases



Progress Report on Activities in 2012 - 2013

Working Groups on
Ethnic Affairs of YTMDC

17th December 2012

Content

- Chinese Calligraphy Course
- Harbour Cruise
- Experience Sharing by Ethnic Minorities on Learning Cantonese
- Soccer Tournament
- YTM District Ethnic Cultural Show

Chinese Calligraphy Course

油尖旺區少數族裔中文書法班
Chinese Calligraphy Course
for Ethnic Minorities in Yau Tsim Mong District

- Conveners:
 - Mr. Deep THAPA
 - Mr. M.I.S. BATCHA
- Date: December 2012 to January 2013
- Teacher: Mr. LEUNG Kai-ming, Frank
- Content:
 - 4 schools in YTM District
 - Jordan Road Government Primary School and Yaumati Kaifong Association School – has already finished all the sessions with the last lesson on 10 Dec and 13 Dec respectively
 - Sir Ellis Kadoorie Secondary School (West Kowloon) and HKMA David Li Kwok Po College – are scheduled in late January 2013

Harbour Cruise



- Conveners:
 - Mr. Liaqat MOHAMMAD
 - Ms. Neena PUSHKARNA
- Date: 14 October 2012
- Venue: Bauhinia
- Event Time: 12:00 to 15:00
- No. of Participants: 300
- Content:
 - Sight seeing at Victoria Harbor
 - Lunch Buffet
 - Performance, Games and Lucky Draw
 - Prizes will be donated by the group members

Experience Sharing by Ethnic Minorities on Learning Cantonese

- Conveners:
 - Ms. Mimi CHEUNG
 - Mr. D.S. ALAM
- Date: 10 November 2012
- Time: 11:00 to 15:00
- Venue: Mariners' Club
- No. of Participants: 200
- Content:
 - To invite students and adults from different ethnic groups for experience sharing on learning Cantonese

Experience Sharing by
Ethnic Minorities
on Learning Cantonese



Soccer Tournament

- Conveners:
 - Mr. D.S. ALAM
 - Mr. M.B. THAPA
 - Mr. Nandkumar LACHMADAS
- Date: 16 December 2012
- Time: 09:00 to 18:00
- Venue: Outdoor Soccer Pitch of Kowloon Park
- Content:
 - Different ethnic groups are forming into 8 teams to have soccer competitions
 - Trophies and medals will be presented to the Champion, 1st runner-up and 2nd runner-up.
 - Certificates will be presented to those who have participated.

Yau Tsim Mong District Ethnic Soccer Tournament



YTM District Ethnic Cultural Show

- Conveners:
 - Mr. Nandkumar LACHMADAS
 - Mr. M.B. THAPA
- Date: 24 February 2013 (Sunday)
- Time: 11:00 to 18:00
- Venue: Kowloon Park Piazza
- Co-organize with: YTM South Area Committee
- Content:
 - Splendid performance from different ethnic groups including Chinese traditional performances e.g. Mask Changing and Lion Dances
 - 15 performances in total
 - Booth games and lucky draws

Progress Report on Activities in 2012 - 2013

Thank You!!

~The End~

Guidelines on Yau Tsim Mong District Council Funds

1. Ambit of the Funds

- 1.1 District Council (DC) funds are provided for the purpose of implementing the following community involvement (CI) schemes/projects:
 - (a) activities for celebration of traditional festivals, district-wide arts festivals, sports festivals, district festivals, etc.;
 - (b) activities for promotion of culture and arts at district level, e.g. cultural and arts performances and art project training courses; and
 - (c) other community activities such as recreational and sports activities, exhibitions and surveys, social services and activities which help enhance public understanding of the District Administration Scheme.
- 1.2 Only projects meeting the following general criteria would be eligible for funding:
 - (a) The project must be non-profit-making;
 - (b) The target groups should be people who live, work or study in the Yau Tsim Mong (YTM) District;
 - (c) The project should be open to the public and publicised in YTM District;
 - (d) The project must be held within the Hong Kong Special Administrative Region (HKSAR); and
 - (e) The project must be considered in advance. In case the project is already in progress, funds must not be allocated to cover expenditure already incurred. In very exceptional and unavoidable cases, funds may be provided to the relevant organisations at discretion to cover the rental of the venues of the Leisure and Cultural Services Department (LCSD) already incurred prior to the endorsement of DC funds.
- 1.3 Funds shall not be spent on projects/items:
 - (a) that are more appropriately charged to other government or departmental votes;
 - (b) that may give undue credit or publicity to an individual, a commercial firm, political party or association;
 - (c) where the organiser/co-organiser/collaborator is a Legislative Councillor, a district councillor, a political party or a political organisation/group and the full name or abbreviated name of the political party is embedded;
 - (d) that are intended for the exclusive or personal benefit of an individual;
 - (e) that involve disbursement of cash relief;
 - (f) of a recurrent nature and not directly related to the project, such as basic equipment, office rent and maintenance fees of an organisation; or
 - (g) that are launched primarily for profit making or fund raising purposes.

2. Eligibility for Fund Application

- 2.1 The organisation must be non-profit-making. When making a funding application for the first time, the organisation should submit the certificate of registration. The memorandum and articles of association and financial information of the organisation should also be submitted upon request.
- 2.2 Government departments, DC and committees/working groups under DC/the District Office (DO) are eligible to apply for DC funds.
- 2.3 Non-government organisations (NGOs) fulfilling the following criteria are also eligible for application:
 - (a) a statutory organisation or an organisation registered under the laws of HKSAR [e.g. the Companies Ordinance (Cap.32), the Societies Ordinance (Cap.151) and the Inland Revenue Ordinance (Cap.112)] and established wholly or mainly for the benefit of the district in which it is set up. For territory-wide organisations established to serve the public as a whole, their application should involve projects that will benefit the local community and the people who live, work or study in the district; or
 - (b) an autonomous body of persons (whether incorporated or not) established wholly or mainly for the benefit of the district in which it is set up; or an organisation established to serve the general public which organises activities for the benefit of the local community and the people who live, work or study in the district.

The offices of Legislative Council Members, DC Members, political parties and organisations, however, are not regarded as NGOs for the purpose of applications for DC funds.

- 2.4 The registered address of the organisation should be in YTM District.
- 2.5 The primary target groups of the organisation should be people who live, work or study in YTM District.
- 2.6 The organisation should be capable of undertaking the proposed project, e.g. it has organised similar activities in the past.

3. Classification of Organisations

Apart from the working groups or organising committees of DC, the applicant organisations can generally be classified into the following three categories:

- 3.1 Specified organisations: i.e. organisations for which funds have been earmarked. They include area committees, Yin Ngai Societies, Yau Tsim Mong District School Liaison Committee, Yau Ma Tei and Tsim Sha Tsui Culture and Arts Association, Yau Ma Tei and Tsim Sha Tsui Recreation and Sports Association, Mong Kok District Cultural Recreational and Sports Association, Yau Tsim Mong District Fight Crime Committee and Yau Tsim Mong District Fire Safety Committee (Where DC endorses a non-specified organisation to organise a specified activity, the application submitted by the non-specified organisation in

respect of the activity shall be handled in the same manner as other applications submitted by specified organisations.);

3.2 Non-specified organisations: local organisations other than those listed in para. 3.1;

3.3 Mutual aid committees/owners' corporations/owners' committees.

4. Application Procedures

4.1 All applications for DC funds should be submitted to the Community Building Committee (CBC) for endorsement after being vetted by the Working Group on Community Funds. Applications for an amount exceeding \$100,000 should be submitted to DC for approval.

Applicable Form

4.2 Applicant organisations are required to submit an application for Yau Tsim Mong District Council (YTMDC) Funds (Form 1) by mail or in person to the Yau Tsim Mong District Council Secretariat at Room 408, 4/F., Mong Kok Government Offices, 30 Luen Wan Street, Mong Kok, Kowloon according to the following timetables for their respective categories of organisations (not applicable to DC or committees/working groups under DC/DO).

**YTMDC
Funds
Application
(Form 1)**

(a) Specified organisations

Date of Activities	Deadline for Submission ^{Note 1}	Date of Announcement of Results ^{Note 2}
For Financial Year 2012-13		
On or after 1 June 2012 (2 nd Phase)	10 April 2012	Mid May 2012
On or after 1 July 2012 (3 rd Phase)	4 May 2012	Mid June 2012
On or after 1 September 2012 (4 th Phase)	5 July 2012	Mid August 2012
On or after 1 November 2012 (5 th Phase)	28 August 2012	Mid October 2012
1 January 2013 to 28 February 2013 (6 th Phase)	6 November 2012	Mid December 2012
For Financial Year 2013-14		
On or after 1 April 2013 (1 st Phase)	28 December 2012	Early March 2013

- (b) Non-specified organisations and mutual aid committees/owners' corporations/owners' committees

Date of Activities	Deadline for Submission ^{Note 1}	Date of Announcement of Results ^{Note 2}
<u>For Financial Year 2012-13</u>		
1 July – 31 October 2012 (2 nd Phase)	4 May 2012	Mid June 2012
1 November 2012 – 28 February 2013 (3 rd Phase)	28 August 2012	Mid October 2012
<u>For Financial Year 2013-14</u>		
1 April – 30 June 2013 (1 st Phase)	28 December 2012	Early March 2013

Note 1: In case of mail delivery, the postmark date shall be the date of submission.

Note 2: Applicant organisations will be notified in writing.

5. Factors to be Considered in Granting of Funds

5.1 Since DC funds are limited, funds may not be granted to every project eligible for application. Even if an application is approved, the project concerned may not be wholly financed. When DC decides on the approval of a project and the level of grant, the following factors will be considered as a general rule:

- (a) the nature and purpose of the project;
- (b) the target groups;
- (c) the creativity and benefits of the project;
- (d) whether the applicant has a satisfactory performance record in delivering past projects, having regard to the project completion reports it submitted and the project evaluation reports completed by DC previously;
- (e) whether there is or likely to be a duplication of efforts as the project is already or currently carried out by other groups;
- (f) whether the project's implementation schedule is well planned and practicable;
- (g) whether the proposed budget is prudent and realistic; whether the proposed project is cost effective and whether the proposed expenditure items are reasonable in terms of nature and quantity;
- (h) whether the proposed project has alternative sources of funding support, or should more appropriately be funded by other sources; and
- (i) when the approved level of grant is lower than expected, whether the applicant organisation is still willing to undertake the project concerned.

- 5.2 Generally, projects featuring the following characteristics would be accorded higher priorities:
- (a) programmes and activities with district characteristics and undertaken at district level;
 - (b) joint projects in collaboration with different sectors and NGOs aiming to achieve a particular social objective; or
 - (c) programmes which can produce long lasting and sustainable benefits to the community.

5.3 The approved level of grant should be the standard level set by DC or the level deemed reasonable by the committee members, irrespective of the amount requested by the applicant organisation. CBC has set the maximum amounts of subsidy provided for specified organisations (except Yau Tsim Mong District Fight Crime Committee and Yau Tsim Mong District Fire Safety Committee) and non-specified organisations to cover various expenditure items, which are set out in Appendix I.

Appendix I

5.4 Where DC endorses a non-specified organisation to organise a specified activity, the maximum subsidy amounts for specified organisations detailed in Appendix I shall apply.

(Guidelines 5.5 and 5.6 stated below are only applicable to non-specified organisations and mutual aid committees/owners' incorporations/owners' committees.)

- 5.5 As a general rule, DC will determine the appropriate levels of grant for non-specified organisations and mutual aid committees/owners' incorporations/owners' committees according to the following three criteria for the respective categories of activities:

Category A: Activities with a maximum grant of 100% of amount under application

Activities which promote in an innovative and cost effective manner the themes on community building recognised by DC, such as environmental protection, environmental cleanliness, building management, traffic safety, fighting against crime and fire prevention, etc. A large proportion of the expenditure for such activities should cover the actual expenditure on publicity, education and practice of the themes.

Category B: Activities with a maximum grant of 80% of amount under application

- (a) Activities which promote in a cost effective manner the themes on community building as recognised by DC. A large proportion of the expenditure for such activities should cover the actual expenditure on publicity, education and practice of the themes; or
- (b) Activities which target groups are of particular concern to DC, including the singleton elderly, ethnic minorities, street sleepers, the chronically ill, the

disabled, youths at risk, neglected children, low-income families, new arrivals, etc. A large proportion of the expenditure for such activities should cover the actual expenditure on publicity, education and practice of the themes.

Category C: Activities with a maximum grant of 60% of amount under application

Activities which are not completely in line with the guidelines set out under Category A or Category B. A large proportion of the expenditure for such activities should cover the actual expenditure on publicity, education and practice of the themes.

- 5.6 To ensure effective utilisation of resources, DC *has set a maximum amount of subsidy for each and every application of non-specified organisations and a ceiling on annual accumulated funds for individual organisations.* The ceiling on annual accumulated funds means the ceiling of funds that may be granted to each organisation within the same financial year. For non-specified organisations making first-year applications for DC funds, DC will impose a tighter ceiling and observe its performance in organising the activities. The related stipulations are as follows:

	Maximum amount of subsidy for each application (\$)	Ceiling on annual accumulated funds for individual organisations (\$)
First-year applicant organisations	20,000	25,000
Non-first year applicant organisations	50,000	70,000

- 5.7 For *first-year applicant organisations*, only one application will be approved for each phase within the first year of application. Moreover, DC will appoint representatives to attend the activities held with approved funding by first-time applicant organisations. It would be necessary to reserve places for such purpose.
- 5.8 For non-first year applicant organisations, no more than two applications will be approved for each phase.
- 5.9 In view of the fact that non-specified organisations may organise meaningful activities with themes recognised by DC, the required subsidy may exceed the ceiling stated in para. 5.6 above. Under special circumstances, non-specified organisations may apply to DC for exemption from the ceiling for allocation of funds. However, such applications should be examined by CBC before submission to DC.

6. Points to Note for Organisations Holding Activities

Applicable Form

6.1 **Details of Activities:** The activities should be organised in accordance with the terms listed in the application. *Should any alterations arise, a written notice has to be submitted at least 12 working days before the scheduled date of activity. The activities may be carried out only if approval is granted.* If an activity is not held as scheduled, the subsidy can be withdrawn and any advance payment must be returned to DC.

6.2 **Acceptance of Funding:** Within one week after receipt of the approval letter, successful organisations are required to give a written reply to YTMDC Secretariat indicating whether they intend to accept the funding. Organisations that have decided to relinquish the funds should also inform DC Secretariat soonest to facilitate funding rearrangements. The grantee should comply with the terms and conditions set out in Appendix II when implementing the approved project.

Letter of
Consent
(Form 2)

Appendix II

6.3 **Bank Accounts for Payments of DC Funds:** All payments of DC funds (including advance payment and reimbursement) should be credited to the bank account opened in the name of the grantee. The grantee should note the following in managing the bank account:

- (i) a project ledger recording receipts/payments and balance (sample ledger at Appendix III) should be maintained for each project;
- (ii) unspent balance of the grant (save for petty cash) should be kept at all times in the bank account;
- (iii) bank interest generated from the grant, if any, should be regarded as income of the project and should not be used for other purposes outside the project;
- (iv) no bank surcharges or negative interest should be charged to the grant; and
- (v) the grantee should be required to keep the project ledgers, bank statements and other documents in relation to the project for seven years for inspection by the Government as and when necessary.

Appendix III

6.4 **Advance Payments:** Successful organisations may apply for advance payment not exceeding 50% of the approved subsidy. Normally, advance payment will be made two weeks before the activity is held.

Undertaking on
Receipt of
Advance Payment
(Form 3)

6.5 **Delay in Implementation of Project after Advance Payment has been made:** The grantee should return any advance payment to the Government immediately if the project is aborted or delayed beyond the scheduled date, unless an acceptable explanation is provided. If the project is delayed beyond the scheduled implementation date (i.e. the date stated on the undertaking), the organisation is required to submit an Application for Change of Project Implementation Date within one month from the scheduled date of the project to explain why the delay has occurred [see Form 3(i)]. The latest date for implementing the project is within two months after the scheduled date of the project. Otherwise, the organisation has to return the advance payment and the subsidy from DC will be withdrawn.

**Application for
Change of Project
Implement-
ation Date
[Form 3(i)]**

6.6 **Procurement of Goods and Services:** Prior to project commencement, the organisation should nominate responsible persons for the procurement of goods or services. All payments must be made by these designated persons. Should the procurement of goods or services be delegated to a co-organisier/collaborator/outside party, these parties or their representatives must be an adviser, office bearer or co-opted member of the host organisation and nominated by that organisation to be responsible for the procurement. Subsequent to the procurement of goods or services, the designated persons should be responsible for the receipt and use of goods/ services for the project, and all receipts should be certified by the authorised person of the organisation to the effect that such goods/services are ordered, received and appropriately used for the project concerned. The particulars of the designated persons should be provided in the Application for Reimbursement of Funds.

**Application
for Reimburse-
ment of Funds
(Form 4)**

6.7 **Procurement Arrangements:**

- (a) The organisations should exercise utmost prudence and uphold the principles of openness, fairness, competitiveness and value for money in making procurement with DC funds. In particular, they should strictly observe the following quotation requirements in making procurement with DC funds regardless of the value and accept the lowest conforming offer :

¹ To meet immediate needs, cash payment is allowed for the purchase of low-value goods and services. No quotations will be required if the total value of goods or services does not exceed \$1,500.

Item of Procurement	Estimated value	No. of written quotations required
Goods	\$1,500 or below	Preferably 2 ¹
	\$1,501 – \$14,999	2
	\$15,000 – \$49,999	3
	\$50,000 or above	5
Services	\$9,000 or below	Preferably 2 ¹
	\$9,001 – \$14,999	2
	\$15,000 – \$49,999	3
	\$50,000 or above	5

- (b) The organisation should nominate its employee(s) or member(s) as designated person(s) for the procurement of goods or services and provide their particulars (e.g. ID card number and address) to the Government as and when necessary.
- (c) Prior to the procurement, the designated person should obtain the required number of quotations and complete a Record of Quotations (Form 5). All written quotations from suppliers must be attached. Subsequent to the procurement, the designated person should be responsible for the receipt and use of goods/services for the project and ensure that such goods/services are ordered, received and appropriately used for the project concerned.
- (d) If the procurement procedures stated in para. 6.7(a) - (c) are not followed (e.g. in the case of a sole supplier), full justifications must be given and properly recorded in Form 5 for auditing purposes.
- (e) The NGO, its co-organisier(s), members and staff should declare any interest when making procurement of goods and services for the approved project, and are prohibited from soliciting, accepting or offering any advantages in the course of planning and executing the project. If there is a conflict of interest, the NGO should decide whether the co-organisier(s), member(s) or staff concerned should

Record of Quotations (Form 5)

abstain from the procurement exercise and record the reason(s) for its decision.

- (f) The principles of openness, fairness, competitiveness and value for money should be observed when making purchases. The NGO is advised to make reference to the Corruption Prevention Best Practice Checklist on procurement issued by the Independent Commission Against Corruption (ICAC) where appropriate. The checklist is available from ICAC's website at www.icac.org.hk.
- (g) The organiser, sponsor/donor, the person authorised by the grantee organisation to prepare and sign the application form for DC funds and the designated person for procurement should, as far as practicable, not be a paid supplier/contractor/service provider.

- | | | |
|------|--|---|
| 6.8 | <u>Production of Souvenirs:</u> Grantee organisations should complete Form 6 if souvenirs are produced and submit it together with the Application for Reimbursement of Funds. | Production of Souvenirs (Form 6) |
| 6.9 | <u>Distribution of Publicity Items:</u> No publicity item for commercial activities should be delivered with the publicity materials for the project. | - |
| 6.10 | <u>Virement between Expenditure Items:</u> The applicant organisation should carry out the activity according to the estimates approved by DC. On completion of the activity, any discrepancy between the "payment met by DC funds" and the "expenditure originally approved by DC" must be justified by a <u>written</u> explanation from the applicant organisation and approved by DC before reimbursement of funds is made. Virement between expenditure items should meet the following <u>three</u> conditions: | - |
| | <ul style="list-style-type: none"> (1) the total expenditure originally approved by DC should not be exceeded; (2) virements shall not exceed a maximum of \$1,000 per item; (3) the expenditure for individual items after virement should not exceed the respective maximum subsidy amount as set out in Appendix I. | |
| 6.11 | <u>Project Income and Surplus Funds:</u> Fees may be charged for the programmes and activities financed by DC funds. Grantees should, where appropriate, follow the Government's fee-charging policy and arrangements in formulating charges for CI projects. Irrespective of whether they have so declared in the project proposals, NGOs should utilise all income in the first instance before DC funds are used to meet project expenses. The same arrangement should apply to sponsorship, cash | |

donations and other sources of income. Any surplus funds identified from the project upon its completion should be returned to the Government. All records pertaining to the receipt of income should be kept for seven years for inspection by the Government as and when necessary.

6.12 Sponsorship and Donation:

- (a) Sponsorship in cash, in kind, in the form of services or otherwise and donations are generally acceptable except for those sponsorship/donations from companies selling tobacco and hard liquor, or from those individuals or organisations who are the contractors for the same item of service or equipment for a project.
- (b) All sponsorship/donations in cash and in kind, such as prizes, food, beverages and provision of printing services, must be acknowledged in writing and disbursed according to the wishes of the sponsors/donors. Contributions unspent or unused should be returned to the sponsors/donors unless they wish to contribute them to other projects.
- (c) The name and logo of the sponsor/donor should not be bigger and placed in a more prominent position than those of YTMDC, the committees/working groups under DC/DO, DO or the Home Affairs Department and other government departments when an acknowledgement of sponsorship/donations is made in any publicity material relating to the project.
- (d) All publicity materials for the project (including backdrops, posters, banners, invitation letters/cards, admission tickets, coupons, flyers, etc.) should bear the wording "Sponsored by the Yau Tsim Mong District Council" and display the DC logo as far as practicable.
- (e) The names of the sponsors/donors, the type, amount and ultimate usage of sponsorship/donations received, as well as copies of the acknowledgement letters to sponsors/donors in relation to the project should be kept for seven years for inspection by the Government as and when necessary.

6.13 Deviation of Actual Expenditure from Estimated Expenditure: If the actual expenditure incurred is less than 85% of the amount of funds considered eligible by CBC ("Eligible Amount") (as shown in the application form), the subsidy amount will be reduced. DC Secretariat will calculate the amount to be reimbursed on pro rata basis, by comparing the amount of funds approved by CBC ("Approved Amount") and the Eligible Amount. An example is given below:

Eligible Amount	Approved Amount	85% of Eligible Amount
\$8,000	\$4,000	\$6,800

- If the actual expenditure incurred is \$7,000, which exceeds 85% of the Eligible Amount (\$6,800), full reimbursement of the Approved Amount, i.e. \$4,000, will be granted.

- If the actual expenditure incurred is \$6,000, which is below 85% of the Eligible Amount (\$6,800), the amount to be reimbursed will be calculated according to the following formula:

$$\frac{\text{Approved Amount}}{\text{Eligible Amount}} \times \text{actual expenditure}$$

$$\frac{\$4,000}{\$8,000} \times \$6,000$$

$$= \$3,000$$

- 6.14 **Submission of Verifiable Evidence:** The applicant organisation should submit photographs and posters to prove that the activity has actually been carried out. Publicity materials such as admission tickets and publicity leaflets, if any, should also be submitted.
- 6.15 For activities with a full grant or a maximum grant of 80% of the amount under application (i.e. activities under categories A and B in para. 5.5), the subsidised organisation should provide information on the targets/participants of the activity, including their names, ages and categories to which special attention of the District Council is paid (not applicable to specified organisations).
- 6.16 **Breach of the Terms and Conditions of Grant:**
- The following penalty should be introduced if an organisation fails to observe the terms and conditions (if any) imposed on it in implementing the CI project without a reasonable explanation –
 - low priority would be accorded when the organisation next submits an application for DC funds; and
 - if the organisation is subsequently granted DC funds for implementing CI projects and fails again to observe the terms and conditions, further applications for funds may be rejected.
 - If a grantee has breached the terms and conditions of grant **for two consecutive phases** (please refer to para. 4.2 above) within the same financial year and received **two or more** warning letters for each phase (i.e. **four or more** warning letters in total) for breaching the terms and conditions of grant, DC will reject its application for funds **in the next financial year**.
- 6.17 **Handling of Suspected Cases of Obtaining DC Funds by Fraud:**
- If DC Secretariat reasonably believes that the responsible officer of the applicant or grantee organisation has submitted falsified claims or documents (such as receipts), the matter will be handled in the following manner :

- (i) Processing of any application for reimbursement of funds in relation to the project concerned will be suspended immediately, and the case will be referred to the Police for investigation;
 - (ii) Applications concerning all other projects of the organisation in question, where the funding outcome has yet to be notified by DC, will not be processed until police investigation is completed;
 - (iii) Other projects of the organisation in question, where the funding outcome has been notified by DC, may be implemented but no advance payment will be made; and
 - (iv) For other projects of the organisation in question where funding has been approved, DC Secretariat will, after completion of the project, process the application for reimbursement of funds in accordance with the prescribed procedure.
- (b) Upon conviction of a person for obtaining DC funds by fraud, the organisation in question shall be held fully responsible for any expenditure incurred for the project concerned and must return all the funds granted by DC. Applications for reimbursement of funds in relation to that project will not be entertained. Moreover, any new application for DC funds submitted by the organisation in question will not be entertained within a specified period.

6.18 Others:

- (a) The organisers and their staff should declare interests in relation to the procurement of goods and services, and be prohibited from making profit, soliciting, accepting or offering advantages in relation to the project.
- (b) The organisers are accountable for their acts, including the performance of their employees and/or members, during the project periods and shall bear all liabilities and legal responsibilities arising from the implementation of the projects. In particular, they should be responsible for their purchasing and spending decisions involving the use of DC funds.
- (c) The grantee should adopt fair and open recruitment procedures in recruiting staff to implement the project, for example, by publicising the vacancies through the Labour Department. In employing casual/non-skilled workers, the hourly rate should be pegged at the prevailing market rate for the relevant industry/occupation as published in the latest Census and Statistics Department's Quarterly Report of Wage and Payroll Statistics.

7. Application for Reimbursement Procedures

7.1

Organisations applying for reimbursement must submit the Application for Reimbursement of Funds (Form 4) and Final Report (Form 7) *within two months after completion of the project or before 1st March of the relevant financial year (whichever is the earlier). Late submissions will be deemed to have disclaimed the allocation.*

Applicable Form

**Final Report
(Form 7)**

7.2 The following penalty system should be introduced if the organiser fails to submit a statement of accounts together with all supporting documents and receipts within two months after completion of the project or before 1st March of the relevant financial year (whichever is the earlier) without giving an explanation acceptable to DO:

- (a) Low priority would be accorded in the future when the organisation applies for DC funds for CI projects, district festivals or recreational, sports, cultural and arts activities; and
- (b) If the local organisation is subsequently granted DC funds for implementing CI projects, district festivals or recreational, sports, cultural and arts activities but fails again to submit a statement of accounts together with all supporting documents and receipts within two months after completion of the project or before 1st March of the relevant financial year (whichever is the earlier), its further applications for funds may be rejected.

7.3 The following points should be noted when completing the Application for Reimbursement of Funds:

(a) **Receipt and Invoice:**

- Organisations must submit the original copies of receipts on which the purchased items and quantities are clearly stated. If such information is not clearly stated on the receipts, an invoice should be submitted or the information must be written on the receipts.
- DC Secretariat will only accept receipts as official proof of expenditure. If an organisation could only provide invoices, it should be indicated on the invoices that payment has been made. DC Secretariat will decide whether to accept the relevant invoices as proof of expenditure, depending on the payment method and amount involved.
- For those expenditure items not subsidised by DC, organisations can submit a duplicate copy of the relevant receipt marked as "certified true copy".
- The original and duplicate copies of all receipts must bear the chop of the organisation and signature of the authorised person of the organisation, and marked as "certified correct".
- The addressee on all receipts and invoices should be the name of the relevant organisation (See sample receipts in Appendix IV).
- Any correction made should be initialed.
- Any receipt for the goods or services paid by DC funds must be issued after the funding approval date. Except for the booking charges payable to LCSD to be considered on a discretionary basis, DC would not subsidise any expenditure items paid prior to the approval of funds.

Appendix IV

- (b) **Cash Disbursement Slip**: Cash disbursement slip can be used if a small amount of payment without official receipt is made. However, the name of the receiver/responsible person in block letters, signature, ID card number, address, telephone number, the date of payment and breakdown of expenditure must be provided on the slip.
- (c) **Payments to Workers**: Whenever payments to workers are incurred, an organisation must provide full details of the workers engaged (i.e. name, ID card number, telephone number and address), job nature, duration of service and amount of service fees or remuneration (the claim form is attached as Form 4(i)). The organisation should also send the employers' returns to the Inland Revenue Department, detailing any salaries or allowances paid.

7.4 Individuals **will be held personally accountable** if they provide false information to obtain DC funds or submit falsified documents such as false receipts.

8. Enquiries

Should there be any enquiries about these guidelines, please contact the following officers of YTMDC Secretariat:

<u>Enquiries</u>	<u>Contact person</u>	<u>Telephone no.</u>	<u>Fax no.</u>
Application procedures and vetting criteria	Ms. Anthea TSANG	2399 2587	2722 7696
Arrangements for advance payment or reimbursement	Miss Eliza CHAN	2399 2154	2722 7696
	Ms. Mona CHAN	2399 2556	2722 7696

Maximum Subsidy Amount for Expenditure Items*Points to Note:*

- The following maximum subsidy amounts for specified organisations are not applicable to the Yau Tsim Mong District Fight Crime Committee and the Yau Tsim Mong Fire Safety Committee.*
- Where the DC endorses a non-specified organisation to organise a specified activity, the maximum subsidy amounts for specified organisations shall apply.*

Code No.	Expenditure Item	Non-specified organisations/MACs/OIs/OCs Maximum Subsidy Amount	Specified organisations Maximum Subsidy Amount
1	Publicity and Printing		
1.1	Design and printing of posters (not more than \$5 per item)	\$2,500	\$4,500
1.2	Invitation cards (not more than \$6 per set)	\$3,000	\$3,000
1.3	Admission tickets	\$1,000	\$1,000
1.4	Publicity leaflets (not more than \$1 per item)	\$2,000	\$2,000
1.5	Banners (not more than \$500 per item)	\$2,000	\$3,000
1.6	Production of display boards (not more than \$500 per item)	\$7,200	\$10,000
1.7	Printing of questionnaires (not more than \$2 per set)	\$2,000	\$2,000
1.8	Survey reports (not more than \$10 per copy)	\$5,000	\$5,000
1.9	House programmes (not more than \$3 per copy)	\$3,000	\$3,000
1.10	Booklets (not more than \$3 per copy)	\$1,500	\$1,500
1.11	Application forms/regulations	\$1,000	\$1,000
1.12	Participant cards/badges (not more than \$3 per item)	\$900	\$900
1.13	Photocopying fee	\$200	\$200
1.14	Camp programmes (not more than \$2 per copy)	\$400	\$400
1.15	Postage	Double the No. of expected participants or 1 000 sets (whichever is the lower) x standard postage	1 000 sets x standard postage
1.16	Typesetting, desktop publishing and layout	\$1,000	\$1,000

Code No.	Expenditure Item	Non-specified organisations/MACs/OIs/OCs Maximum Subsidy Amount	Specified organisations Maximum Subsidy Amount
2	Venue [Henry G. Leong Yaumatei Community Centre (HGLCC), Mong Kok Community Hall (MKCH) or Chan Hing Social Service Centre of Mong Kok Kaifong Welfare Association (CHSSC)]		
2.1	Hall	According to the charges of local day schools and universities registered with the Education Bureau, HGLCC, MKCH or CHSSC	According to the charges of local day schools and universities registered with the Education Bureau, HGLCC, MKCH or CHSSC
2.2	Air-conditioning in the Hall		
2.3	Lighting panel		
2.4	Piano		
2.5	Male and female dressing rooms		
2.6	Conference room		
2.7	Basketball court with air-conditioning	\$236 per hour	\$236 per hour
2.8	Badminton court with air-conditioning	\$59 per hour	\$59 per hour
2.9	Indoor recreation room with air-conditioning	\$47 per hour (below 100 m ²) \$75 per hour (above 100 m ²)	\$47 per hour (below 100 m ²) \$75 per hour (above 100 m ²)
2.10	Other venues that can accommodate 200 persons and provide air-conditioning	\$4,000 for every 4 hours	\$4,000 for every 4 hours
2.11	Venues provided by the Leisure and Cultural Services Department (LCSD)	According to the LCSD charges	According to the LCSD charges

3	Ceremony		
3.1	Guests' book	\$100	\$100
3.2	Rosettes for the ribbon-cutting ceremony	\$500	\$500
3.3	Souvenirs for officiating guests or speakers ^{Notes 1 & 2} (not more than \$150 per item)	\$750	\$1,000
3.4	Souvenirs for others ^{Notes 1 & 2} (not more than \$100 per item)	\$2,000	\$2,000
3.5	Buttonholes/badges for guests (not more than \$15 per item)	\$200	\$1,000

Note 1: Whether the YTMDC grants full subsidy or not, the price of each souvenir should not exceed \$315.

Note 2: Grantees are required to use environmentally friendly materials for their souvenirs or gifts of a token nature.

Code No.	Expenditure Item	Non-specified organisations/MACs/OIs/OCs Maximum Subsidy Amount	Specified organisations Maximum Subsidy Amount
4	Programmes		
4.1	Rental of a vessel (accommodating not less than 200 persons)	\$2,000 per hour	\$2,000 per hour
4.2	Performance fee (including rental of clothes, make-up, MC service, etc.)	(Applicant organisation cannot apply for subsidy under 4.15 at the same time) \$4,000 and not more than 50% of the total expenditure (whichever is the lower)	\$50,000
4.3	Games stalls at a carnival (maximum number of stalls)	15	No specified limit
	(a) stall erection and decoration (each stall)	\$800	\$800
	(b) stall prizes (each stall)	\$800	\$800
4.4	Variety show at a carnival		
	(a) props and backdrop	\$5,000	\$8,000
	(b) rental of a stage	\$6,000	\$6,000
	(c) lighting	\$3,000	\$10,000
	(d) venue decoration	\$3,000	\$3,000
4.5	Public address system/rental of karaoke equipment	\$4,000	\$5,000
4.6	Materials and facilities for the activity	\$2,000	\$5,000
4.7	Marching band	\$3,000	\$5,000
4.8	Rental of a parade bus (including bus rental, public address system and decoration)	\$4,000	\$4,000
4.9	Souvenirs for participants ^{Note 2} (not more than \$10 per item)	\$10,000	\$10,000
4.10	Prizes for lucky draws ^{Note 2} (not more than \$60 per item)	\$1,000	\$2,000
4.11	Gifts to be distributed during visits to organisations (e.g. elderly homes and orphanages) and vulnerable groups	\$1,500 (not exceeding \$30 per item)	\$10,000 (not exceeding \$50 per item)
4.12	Prizes for games (not more than \$10 per item)	\$1,000	\$1,000

4.13	Prizes for competitions ^{Notes 2 & 3} (Each trophy not more than \$800, each medal not more than \$25)	\$2,000	\$2,000 per competition
Code No.	Expenditure Item	Non-specified organisations/MACs/OIs/OCs Maximum Subsidy Amount	Specified organisations Maximum Subsidy Amount
4.14	Umpires or referees	According to the standard charges of the sports associations concerned	According to the standard charges of the sports associations concerned
4.15	Cantonese music performance/Cantonese opera		
	(a) Cantonese music musicians/bands	\$4,000	\$6,000
	(b) Performance fees for professional groups	(Applicant organisation cannot apply for subsidy under 4.2 at the same time) \$4,000 and not more than 50% of the total expenditure (whichever is the lower)	\$60,000

5	Meals (maximum number of persons to be subsidised)	300 persons	no specified limit
5.1	Lunch/dinner with drinks (if an activity lasts for 3 hours or more and includes a lunch or dinner break)	\$65 per person	\$65 per person
5.2	Refreshments/snacks with drinks (if an activity lasts for not more than 3 hours)	\$50 per person	\$50 per person
5.3	Drinks	\$6 per person	\$6 per person

6	Transport		
6.1	Trucks (including labourers)	\$1,000	\$2,000
6.2	Coaches (per coach)	\$1,500	\$2,000
6.3	Ferry fare	\$30 per person	\$30 per person
6.4	Taxi	\$40	\$80

Note 2: Grantees are required to use environmentally friendly materials for their souvenirs or gifts of a token nature.

Note 3: Whether the YTMDC grants full subsidy or not, the price of each prize should not exceed \$1,200. Cash and items which can be cashed (e.g. bank coupons) should not be used as prizes.

Code No.	Expenditure Item	Non-specified organisations/MACs/OIs/OCs Maximum Subsidy Amount	Specified organizations Maximum Subsidy Amount
7	Voluntary Workers		
7.1	Lunch/dinner with drinks (if an activity lasts for 3 hours or more and includes a lunch or dinner break)	\$65 per person	\$65 per person
7.2	Refreshments/snacks with drinks (if an activity lasts for not more than 3 hours)	\$50 per person	\$50 per person
7.3	Drinks	\$6 per person	\$6 per person
7.4	Travelling allowance (not more than \$50 per person)	\$25 per person for every 4 hours	\$25 per person for every 4 hours

8	Photography/Video recording		
8.1	Photography	\$300	\$2,000
8.2	Production of slides	\$300	\$300
8.3	Video recording	\$150	\$2,000
8.4	Sound recording	\$60	\$60

9	Admission fee	\$30 per person	\$30 per person
----------	----------------------	-----------------	-----------------

10	Miscellaneous ^{Note 4}	Not exceeding 10% of the approved amount	Not exceeding 10% of the approved amount
-----------	--	--	--

11	Insurance		
11.1	Premium for public liability insurance/accident insurance	\$5,000	\$5,000
11.2	Security guard fee (a maximum of 2 persons and not more than 8 hours per person)	\$60 per hour per person	\$60 per hour per person

Note 4: Applicant may use the subsidy amount for miscellaneous expenses to reimburse expenses not included in the application form, subject to the respective ceilings for refund of expenses specified above.

Code No.	Expenditure Item	Non-specified organisations/MACs/OIs/OCs Maximum Subsidy Amount	Specified organisations Maximum Subsidy Amount
12	Courses		
12.1	Course notes	\$5 per person for each session	\$5 per person for each session
12.2	Tutor/coach (according to the LCSD charges)		
	(a) beginner	\$158 per hour	\$158 per hour
	(b) intermediate	\$186 per hour	\$186 per hour
	(c) advanced	\$241 per hour	\$241 per hour
12.3	Special training (such as rock-climbing, horse-riding, etc.)	\$120 per person for a one-day training (including coach and equipment expenses)	\$120 per person for a one-day training (including coach and equipment expenses)
13	Standard unit cost of an individual activity (including expenditure on publicity, meals, transport, lucky draws, games, photography, etc.)		
13.1	Picnic	\$120 per person	\$150 per person
13.2	Residential camp (the YTMDC will subsidise residential camps of 2 days and 1 night only)	\$150 per person	\$200 per person
13.3	Launch ride	\$140 per person	\$160 per person
14	Other expenditure items	For other expenditure items, the amount of claim shall not exceed the approved amount by 25% or over \$20,000, whichever is lower. Cases will be considered by the Working Group on Community Funds on individual merits.	

Terms and Conditions for Receiving District Council Funds

The terms and conditions set out below only apply to those grantees which are non-government organisations (NGOs) or the District Council (DC) or committees/working groups under DC/ the District Office implementing joint projects with NGOs. All of them will be referred to as "the grantee" in the following paragraphs.

- (a) The grantee is required to carry out the community involvement project in accordance with the provisions contained in the Guidelines on Yau Tsim Mong District Council Funds (the Guidelines) and the approved plan and budget. The Director of Home Affairs (DHA) reserves the right to seek a refund/withhold any further payment if the project is observed to be no longer viable, to have a substantial deviation from the original plan or to be in breach of the terms and conditions of the grant of DC funds.
- (b) The grantee is required to ensure that DC funds are not used to cover expenditure already incurred prior to funding approval, save for very exceptional and unavoidable circumstances in which DC's prior written endorsement must be obtained.
- (c) The grantee is required, wherever possible, to utilise other sources of income (including cash donations and sponsorship) prior to the use of DC funds to meet project expenses. Any unspent amount of DC funds should be returned to the Government immediately.
- (d) The grantee is required to follow the prescribed procurement procedures contained in the Guidelines to make procurements with DC funds. Failure to observe the procurement guidelines may result in rejection of application for reimbursement or immediate refund of DC funds to the Government.
- (e) The grantee, its co-organisier(s), members and staff are required to declare any interest when making procurement of goods and services for the approved project, and are prohibited from making profit or soliciting, accepting or offering any advantage in the course of planning and executing the project.
- (f) The grantee is required to adopt fair and open recruitment procedures in recruiting staff for implementation of the project, such as publicising the vacancies through the Labour Department. The grantee should ensure that the employment of staff meets all statutory requirements, including but not being limited to the prevailing Statutory Minimum Wage.

- (g) Upon completion of the project, the grantee is required to submit a final report and an itemised income and expenditure statement together with all supporting receipts and documents within two months of the completion of the project. Relevant documents may be published by the Government as and when necessary.
- (h) The grantee is required to provide written explanations to DC in the event that the project is delayed beyond the scheduled implementation date or aborted during the preparation or implementation stage. Failure to provide acceptable explanations may result in having to refund the amount of DC funds to the Government immediately.
- (i) The grantee is required to display the name and, as far as practicable, the DC logo in all publicity materials of the approved project (including backdrops, posters, banners, invitation letters/cards, admission slips, coupons, flyers) and state that the activities are financed by DC funds.
- (j) The grantee is required to submit verifiable proof including photographs to show that the activities of the approved project have been held.
- (k) The Authorised Person, Designated Officer-in-charge of the project and other responsible officers of the grantee organisation will be held personally accountable if they submit falsified claims or documents such as false receipts.

SAMPLELedger for Project Financed by District Council (DC) Funds

Name of grantee: ABC Committee
 Project no.: 000001
 Project title: Study Tour to Historic Sites in Hong Kong
 Approved amount of subsidy: \$40,000.00

Bank Account

Name of Bank : _____

Name of Bank Account Holder : _____

Bank Account Number : _____

Date	Particulars	Cheque No.	Credit Amount (\$)	Debit Amount (\$)	Balance (\$)
2.4.2011	DC funds (advance payment)	245678	20,000.00		20,000.00
3.4.2011	Participation fee	234111	1,000.00		21,000.00
7.4.2011	Sponsorship from Mr. LEE Man	411111	4,000.00		25,000.00
8.4.2011	Petty cash	123455		1,000.00	24,000.00
8.4.2011	ABC Printing Company	123456		2,000.00	22,000.00
13.4.2011	Overtime payment to Mr. CHAN Tai-man	123457		300.00	21,700.00
14.4.2011	E.F.D. Stationery	123458		200.00	21,500.00
29.4.2011	DC funds (partial reimbursement)	245690	2,500.00		24,000.00
			27,500.00	3,500.00	

I certify that the above is correct.

Signature: _____

Signature: _____

Prepared by: _____

Certified correct by: _____

(Name in block letters)

(Name in block letters)

Post: _____

Post: _____

(Bank account holder)

Date: _____

Date: _____

- (1) The receipt does not contain the name of the applicant organisation. It should be pasted onto a sheet of A4 paper and marked "To the order of xxxxxx" on the blank space.
- (2) The receipt does not contain quantity and unit price. The information should be filled in on the blank space of the A4 paper.

ABC Stationery G/F., 999 Shanghai Street, Mong Kok, Kowloon Tel : 4312 3456 Fax : 4345 6789			
Official Receipt Date : <u>15-12-2011</u>			
Quantity	Items	Unit Price	Amount (\$)
	Binder clip		11.20
	Ballpens		48.00
	Adhesive tape		12.00
	A4 paper		43.00
Certified correct (Authorised signature)		Organisation's chop	
Total (HK\$)			114.20

A Correct Sample Receipt

SAMPLE

文偉旅遊公司
MAN WAI TOURING BUS COMPANY
 元朗大棠路 1111 號地下 電話: 81234567

No 0527


收 RECEIPT 據 Date 22-7-2007

茲收到 美美木器店 經理 李 先生
 RECEIVED from
 交來港幣 陸仟元正
 the sum of H.K. Dollars

Certified Correct
 (CHAN Tai-man)

茲款係付 2007 年 7 月 22 日租用旅遊巴士 5 輛
 in Payment of 來回大山郊及尖沙咀大空路

H.K. \$ 6000.00


 文偉旅遊公司
 接收人 簽

交來 銀行支票 No. 號收妥作實

Organisation's chop

The following pages contain the various forms relating to the Yau Tsim Mong District Council (YTMDC) Funds. Applicant organisations can print them for use or download them from the website of YTMDC at <http://www.districtcouncils.gov.hk>.

Yau Tsim Mong District Funds ApplicationForm 1

Letter of Consent.....Form 2

Undertaking on Receipt of Advance Payment for Project
Financed by District Council Funds.....Form 3

Application for Change of Project Implementation
Date.....Form 3(i)

Application for Reimbursement of FundsForm 4

Personal Disbursement RecordForm 4(i)

Record of Quotations for Project Financed by
District Council Funds Form 5

Production of Souvenirs.....Form 6

Final Report for Project Financed by District
Council Funds.....Form 7

Yau Tsim Mong District Council (YTMDC) Funds Application

[Note: The Leisure and Cultural Services Department, other government departments or district committees (e.g. District Fight Crime Committee) may use their own forms to apply.]

1. Basic Information

- (A) Name of organisation: (Chinese) _____
(English) _____
- (B) Registered address: (Chinese) _____

(English) _____
- Correspondence address: (Chinese) _____
(if different from the registered address) _____
(English) _____
- (C) Telephone no.: _____ Fax no.: _____
- (D) The organisation is (please choose one and attach supporting documents) :
- ☐ *a government department, the District Council (DC) or a committee/working group under DC/the District Office.
 - ☐ registered under _____ Ordinance on _____ (date).
 - ☐ an autonomous body of persons established for the benefit of _____ District on _____ (date).
 - ☐ *a mutual aid committee/owners' corporation/owners' committee established on _____ (date).
 - ☐ Others (please specify) _____

(E) Responsible Persons

Authorised Person ¹ of the Organisation	Designated Officer-in-charge ² of the Project
Name: (Chinese) _____	Name: (Chinese) _____
(English) *Mr/Ms/Miss _____	(English) *Mr/Ms/Miss _____
ID Card No.: _____	ID Card No.: _____
Post: _____	Post: _____
Contact Tel. No.: _____	Contact Tel. No.: _____
Fax No.: _____	Fax No.: _____
Correspondence Address: _____	Correspondence Address: _____
_____	_____
_____	_____

- ¹ Authorised Person refers to the person who applies for DC funds on behalf of the organisation and signs the application form.
- ² Designated Officer-in-charge serves as the contact officer of the project. The Authorised Person and Designated Officer-in-charge must not be the same person. The surname of the Designated Officer-in-charge and his/her contact telephone number will be uploaded to DC webpage for public viewing.

Delete as appropriate

(F) Operation of the Organisation

No. of members: _____ Joining fee: \$ _____ Annual fee: \$ _____
per person per person

No. of households _____ Monthly management fee: \$ _____
(only applicable to mutual aid committees/owners' corporations/owners' committees): per household

Sources of running expenses:

- ☐ Subsidy from Social Welfare Department ☐ Proceeds derived from our property/service
☐ Household management fee ☐ Community Chest
☐ Membership fee ☐ Others (please specify) _____

Objective(s) of the organisation:

Target group(s) of the organisation:

Name of bank account holder (i.e. name of the cheque payee to be granted the funds):
(in English) _____

(If you choose bank transfer, please obtain the form "Authority for Payment to a Bank" from YTMDC Secretariat.)

(G) Record of Application for DC Funds

- ☐ This is our first application for DC funds (Please attach a copy of the certificate of registration and brief notes on the activities held in the previous year. The organisation's constitution and financial information should also be submitted upon request.)
☐ We previously applied for DC funds
☐ but our application was not approved.
☐ and grants were approved. Details of the last three applications over the past five 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)/Collaborator(s) (Applicable to projects to be implemented in collaboration with other organisations/District Councils. Unless the co-organiser(s)/collaborator(s) is a government department/are government departments, submission of certificate(s) of registration in respect of it/them is required. For a co-organiser, the registered address must be in Yau Tsim Mong (YTM) District, but a collaborator is not subject to this restriction. *No additional or substitute co-organiser(s)/collaborator(s) is/are allowed after granting of funds, otherwise the grant will be withdrawn.*)

Name of Co-organiser(s)/Collaborator(s), Name of contact person(s), telephone no., fax no., correspondence address	Brief description of the nature and form of collaboration or support
1.	
2.	

3. Details of Proposed Project

Activities should be organised in accordance with the details set out below. Should there be any alteration, a written notice has to be submitted at least 12 working days before the scheduled date of activities. The activity can be carried out only if approval is granted.

(A) Name of Programme/Activity: _____

(B) Nature (please choose one):

☐ Carnival, tour,
camping, visit

☐ Sports and recreational
activity, competition,
training

☐ Entertainment/cultural
activity, Cantonese opera
performance, dinner,
concert, exhibition,
seminar

☐ Campaign (e.g. civic
education, fire safety, road
safety, summer programme,
fight crime, environmental
protection)

☐ Study, survey, publicity and
souvenirs

☐ Social service (e.g.
new arrivals, single
parent families,
singleton elderly, etc.)

☐ Others
(please specify)

(C) Objectives: _____

(D) Implementation date/period: _____

(E) Setting-up/preparation period: _____

Time: _____

(F) Amount of funds applied for: _____ \$ _____

(G) Venue: _____

(H) Content: _____

(I) Target group(s) *(must be people who live, work or study in YTM District)*: _____

(J) Estimated number of participants:

☐ Performers _____ ☐ Audience _____

☐ *Speakers/tutors/coaches _____ ☐ *Volunteers/workers _____

☐ Participants _____ ☐ Others _____

☐ Guests _____ Total: _____

(K) Publicity and promotion method
(activities must be publicised in YTM District): _____

(L) Expected benefits/Achievements
(Please propose performance measurement and milestones in quantifiable terms, where applicable.)

(1) _____

(2) _____

(3) _____

(M) Work Plan/Implementation Timetable

Action	Timetable

* Delete as appropriate

4. Budget and Source of Income

(A) Budget

Please provide a breakdown of expenditure on the entire activity/project according to the classification in Appendix I of the Guidelines, including the expenditure items to be funded by the applicant organisation or subsidised by other organisations. An expenditure item should be regarded as item No. 14 (i.e. other expenditure items) if the maximum subsidy amount for that item is not listed in Appendix I. (Please see example 2)

Item	Unit cost (\$)	Quantity	Estimated expenditure (\$)	Amount of funds applied for note (\$)	Code No. of expenditure item (please refer to Appendix I of the Guidelines)	To be filled in by DC Secretariat	
						Amount endorsed by Community Building Committee (CBC) (\$)	Amount approved by CBC (\$)
e.g.(1) tour coaches	1,200	3	3,600	3,000	6.2		
e.g.(2) seedlings for tree planting	2	50	100	100	14		
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
Total:							

(Only applicable to non-specified organisations and mutual aid committees/owners' corporations/owners' committees)

Note: "The amount of funds applied for" is not the same as "the amount of funds approved by CBC". The amount of funds approved by CBC = the amount of funds considered eligible by CBC x 100%/80%/60% (The actual percentage depends on whether the activity falls into Category A, B or C. Please refer to para. 5.4 of the Guidelines for details). The amount of funds considered eligible by CBC means the amount found to be eligible after discussions and vetting by CBC members in accordance with Appendix I of the Guidelines.

(Only applicable to non-specified organisation/mutual aid committee/owners' corporation/owners' committee.)

Please indicate under which category the applicant organisation would like CBC to consider the application (please refer to para 5.4 of the Guidelines).

- ☐ Category A (a maximum grant of 100%)
- ☐ Category B (a maximum grant of 80%)
- ☐ Category C (a maximum grant of 60%)

Please provide a breakdown of the estimated income of the entire activity/project:

Please provide a breakdown of the estimated income of the entire activity/project:

Please insert amount or quantity

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

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

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. *(If the allocation falls short of the anticipated amount under application, CBC will consider the funding approval in light of the following information.)*

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. *(If the allocation falls short of the anticipated amount under application, CBC will consider the funding approval in light of the following information.)*

- ☐ Internal resources
- ☐ Sponsorship and donation
- ☐ Increase in participants' fees
- ☐ Others (please specify)

(C) ☐ Others (please specify)

7. The applicant organisation has submitted the following supplementary documents:
(together with the application form)

- ☐ Certificate of registration (requirement for all applicant organisations)
 - ☐ Certificate of registration as a society/association;
 - ☐ Incorporation document; or
 - ☐ Others (please specify) _____
- ☐ Tax exemption document issued by the Inland Revenue Department
- ☐ Constitution of the organisation
- ☐ Brief notes on the activities held in the previous year
(to be submitted for first-time application)
- ☐ Latest financial information (if the funds granted by DC exceed \$25,000)
- ☐ Others (please specify) _____

8. Declaration and Consent of the Organisation

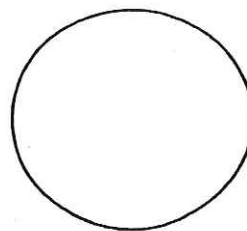
- (A) I hereby declare that all the information given in this application is true and accurate. I understand that any inaccurate information will make the application invalid, any grant approved will be withheld and any payment made must be refunded to the Government. I also accept that the government reserves the right to seek recovery of any overpaid or fraudulently claimed DC funds by way of civil debt.
- (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 DC and undertake to display the name and, as far as practicable, the DC logo in all publicity materials and activities related to the project.
- (C) I have read and understood the contents of the Guidelines on Yau Tsim Mong District Funds and accept the terms and conditions for receiving DC funds. I agree to observe the provisions contained in the aforesaid documents should the application for the grant of DC funds be successful.
- (D) I agree that DC representatives may attend the activity as observers to monitor its performance.

Signature:

Name of Authorised Person:

Post:

Date:



Official chop

Purposes of Collection of Personal Data

1. The personal data provided by means of this form will be used by the Home Affairs Department to promote community involvement activities and public participation in community affairs.

Class of Transferees

2. The personal data provided by this form may be disclosed to other government departments, bureaux and relevant persons and bodies for the purpose 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 officer(s)' personal data provided by this form.

Enquiries

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

Executive Officer I (District Council)

Yau Tsim Mong District Office

Tel.: 2399 2587

Letter of Consent

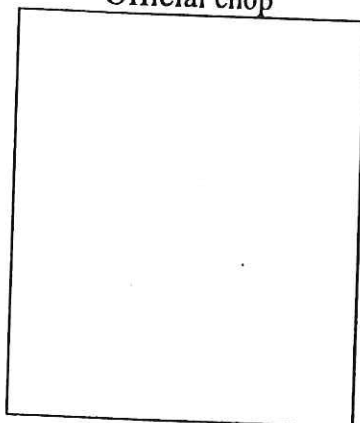
To: The Government of the Hong Kong Special Administrative Region
[Attn: District Officer (Yau Tsim Mong)]

Reference no.: YTMCB _____

Our organisation ***will/will not** implement the following project in accordance with the conditions set out in the letter of the Yau Tsim Mong District Council dated _____ :

Project name : _____
Implementation date : _____
Approved grant : \$ _____

Official chop



Signature : _____
Name of authorised person : _____
Post : _____
For and on behalf of : _____
(Name of Organisation)
Date : _____

* Delete as appropriate

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

Executive Officer I (District Council)

Yau Tsim Mong District Office

Tel.: 2399 2587

To : The Government of the Hong Kong Special Administrative Region
 [Attn: District Officer (Yau Tsim Mong)]
 Reference No. : YTM
 CB

Undertaking on Receipt of Advance Payment for Project Financed by District Council (DC) Funds

As the Government of the Hong Kong Special Administrative Region agrees to grant us a sum of \$ _____ as advance payment to finance our implementation of the following project in _____ (year):

Project name and no. : _____
 Venue : _____
 Implementation date/Period : _____

We hereby undertake to:

- (i) carry out the above project in accordance with the approved work plan, the implementation date/period and the terms and conditions specified by your office;
- (ii) clear the advance as early as practicable by submitting the certified official receipts and other relevant documents to account for the expenditure incurred;
- (iii) report to you immediately when there is a substantial change in work schedule or cashflow requirement from the original approved plan which may affect the subsequent payments (including advance payment) to be made to us;
- (iv) submit to you a final report and an income and expenditure statement of the project together with all supporting documents and receipts/a report from a certified public accountant (practising)* within two calendar months after the completion of the project;
- (v) return the unspent balance of the advance payment, if any, to the Government immediately;
- (vi) be responsible for the future maintenance for the project; and
- (vii) implement the project on or before the implementation date.

We agree and accept that should we fail to observe items (i) to (vii) set out above, we shall be liable to repay to the Government the full amount of the advance payment in the sum of \$ _____ immediately. We also understand that a failure to observe items (i) to (vii) above may result in our future application for DC funds being rejected.

Signature : _____
 Name of authorised person : _____
 ID Card no. : _____
 Post : _____
 For and on behalf of : _____
 (Name of organisation)
 Date : _____

Official chop

*Delete as appropriate

Purposes of Collection of Personal Data

1. The personal data provided by means of this form will be used by the Home Affairs Department to promote community involvement activities and public participation in community affairs.

Class of Transferees

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Access to Personal Data

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Enquiries

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

Executive Officer I (District Council)

Yau Tsim Mong District Office

Tel.: 2399 2587

Application for Change of Project Implementation Date

Reference no. : YTMCB _____
 Project name : _____
 Advance payment received : \$ _____
 Scheduled implementation date : _____
 Revised implementation date : _____
(must be within two months from the scheduled implementation date)

Reason(s) for the delay in project implementation:

Current progress of the project:

We undertake to carry out the above project on _____, otherwise we will refund the advance payment and the District Council funds allocated for the project will be withdrawn.

Official chop

Signature : _____
 Name of authorised person : _____
 Post : _____
 For and on behalf of : _____
 (Name of organisation)
 Date : _____

Purposes of Collection of Personal Data

1. The personal data provided by means of this form will be used by the Home Affairs Department to promote community involvement activities and public participation in community affairs.

Class of Transferees

2. The personal data provided by this form may be disclosed to other government departments, bureaux and relevant persons and bodies for the purpose 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 officer(s)' personal data provided by this form.

Enquiries

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

Executive Officer I (District Council)

Yau Tsim Mong District Office

Tel.: 2399-2587

Yau Tsim Mong District Council
Application for Reimbursement of Funds

Form 4

Part A : Project Information (*Delete as appropriate)

1. Reference no. : YTMCB _____
2. Project name : _____
3. Name of organisation : _____
4. Address: _____
5. Telephone no.: _____ Fax No.: _____
6. Project date : _____ Time : _____
7. Project venue : _____
8. Project objectives : _____
9. Brief description of project : _____
10. No. of participants : _____
11. Approved project subsidy : \$ _____
12. Revised project subsidy (if any) : \$ _____
13. Advance payment received (if any): \$ _____
14. Amount of reimbursement already granted (if any) : \$ _____
15. Application for *1st partial/2nd partial/final reimbursement : \$ _____
16. Brief report : _____
(For example, whether the project is well received.) _____

Part B : Statement of Accounts

(I) Sources of Funds

Other Sources of Income		Amount (\$)	Quantity
1. Payment to be met by funds of the organisation			-
2. Fees collected (\$ _____ x _____ persons)			-
3. Donation/Sponsorship			-
(Cash – Source : _____)			-
(Objects – Type and source : _____)		#	#
(Services – Type and source : _____)		#	#
(Others – Please specify type and source : _____)		#	#
4. Others (Please specify : _____)			
Sub-total :		(a)	-
District Council (DC) Funds		Amount (\$)	
1. Advance payment			
2. 1 st partial reimbursement			
3. 2 nd partial reimbursement			
4. Final reimbursement			
Sub-total :			(b)
Total :			(c)

Please insert amount or quantity

(4) Expenditure

Item (in the order as shown in the approval letter)	Receipt no.	(1) Payment met by other sources (\$)	(2) Payment met by DC funds (\$)	(1)+(2) Total actual expenditure (\$)	Expenditure originally approved by DC (\$)	Reason(s) for deviation (must be specified for virement)
Total :		(a)	(b)	(c)		

The following persons have been nominated by our organisation for the procurement of goods and services. All receipts will be examined by them. Their personal particulars are as follows :

Name : _____

Name : _____

ID Card no. : _____

ID Card no. : _____

Post : _____

Post : _____

Correspondence

Correspondence

address : _____

address :

Contact no. : _____

Contact no. : _____

The authorised person of the organisation must ensure that the original copies of all invoices bear the organisation's official chop, are properly signed and marked "Certified correct".

- Note: 1. The amount of income stated in (a), (b), (c) of Part B(I) and the amount of expenditure stated in (a), (b), (c) of Part B(II) should be balanced.
2. All receipts must be signed, stamped and numbered by the designated officer-in-charge of the project to facilitate verification.
3. All supporting receipts for reimbursement from DC funds and the relevant Records of Quotations should be submitted and certified as being correct. Verifiable proof such as photographs and posters should also be attached to the report.

Part C : Certification by organisation

I certify that:

- (1) The information provided above is correct and other sources of income and sponsorship stated in Part B(I) are complete without any omission;
- (2) The goods purchased have been received in good order and all the services detailed are considered reasonable and necessary for the project, and all expenditure complies with the terms approved by the District Council;
- (3) The prices quoted and accepted for procurement of goods and services for the project are considered reasonable compared with the market prices;
- (4) The expenditure listed in Part B(II) was incurred solely for the above mentioned project;
- (5) No profit was made out of the project by me personally, and the organisation and their staff did not solicit, accept or offer any advantage in relation to the project; and
- (6) The organisation and their staff declare the following interests in relation to the procurement of goods and services (as appropriate):

Official chop

Signature	:	_____
Name of	:	_____
authorised person	:	_____
ID Card no.	:	_____
Post	:	_____
For and on behalf of	:	_____
	:	(Name of organisation)
Date	:	_____

For Official Use

I have checked the above information which complies with the Guidelines on Yau Tsim Mong District Council Funds and the terms and conditions specified by the District Council.

I am satisfied that the above information complies with the Guidelines on Yau Tsim Mong District Council Funds and the terms and conditions specified by the District Council.

Signature : _____
Name : _____
Designation ^ : _____
Date : _____

Signature : _____
Name : _____
Date : _____
(ADO/SEO(DC))

^ Rank of the officer should be EOII or above or equivalent.

Purposes of Collection of Personal Data

1. The personal data provided by means of this form will be used by the Home Affairs Department to promote community involvement activities and public participation in community affairs.

Class of Transferees

2. The personal data provided by this form may be disclosed to other government departments, bureaux and relevant persons and bodies for the purpose 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 officer(s)' personal data provided by this form.

Enquiries

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

Executive Officer I (District Council)

Yau Tsim Mong District Office

Tel.: 2399 2587

Personal Disbursement Record

Project Name : _____

Name of Organisation : _____

Name and ID Card no.	Address and telephone no.	Service fee or remuneration (\$)	Job nature	Duration of service	Signature (for acknowledgement of receipt of service fee or remuneration)

Purposes of Collection of Personal Data

1. The personal data provided by means of this form will be used by the Home Affairs Department to promote community involvement activities and public participation in community affairs.

Class of Transferees

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

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Enquiries

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

Executive Officer I (District Council)

Yau Tsim Mong District Office

Tel.: 2399 2587

Record of Quotations for Project Financed by District Council Funds

This form is to be completed before a purchasing order is raised. It should be submitted together with the Application for Reimbursement of Funds (Form 4). Late submission or non-submission of this form may hinder the reimbursement process and result in rejection of application for reimbursement.

This form, together with all quotations and documents in relation to the procurement should be kept for five years for inspection by the Government as and when necessary.

The grantee, its co-organisier(s), members and staff are required to declare any interest when making procurement of goods and services for the approved project, and are prohibited from soliciting, accepting or offering advantages in the course of planning and executing the project. If there is a conflict of interest, the grantee should decide whether the co-orgnaiser(s), member(s) or staff concerned should abstain from the procurement exercise and record the reason(s) for its decision.

I. For Completion by Grantee

Project name _____

Name of grantee _____

Name and post of designated
person for procurement _____

Telephone no. _____

Itemised description of goods/services	Name of suppliers/ contractors, Address and Tel. No.	Quotation		Remarks
		Price (\$)	Accepted (✓) as appropriate	

All written quotations for the above-mentioned goods/services are per attached.

Reasons for non-compliance of the prescribed procurement rules and repeated purchases of the same or similar items/services within a short period not under normal circumstances:

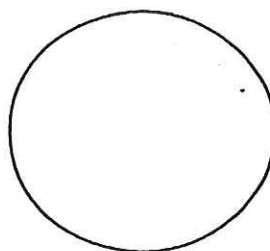
I certify that the quotations obtained above are genuine and all written quotations or suppliers/contractors' confirmation on the bidding prices are attached. The price quoted and accepted for purchase is considered reasonable compared with the market price.

Signature : _____
Name of designated person : _____
for procurement : _____
Post : _____
Date : _____

Endorsed by : _____
Signature : _____

(Authorised person of the grantee organisation /
Designated officer-in-charge of the project)*

Name (in block letters) : _____
Date : _____



Official chop

Note: The designated person for procurement and the authorised person of the grantee organization/designated officer-in-charge of the project must not be the same person.

* Delete as appropriate

Purposes of Collection of Personal Data

1. The personal data provided by means of this form will be used by the Home Affairs Department to promote community involvement activities and public participation in community affairs.

Class of Transferees

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

Access to Personal Data

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Enquiries

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

Executive Officer I (District Council)

Yau Tsim Mong District Office

Tel.: 2399 2587

Production of Souvenirs

To: The Government of the Hong Kong Special Administrative Region
(Attn: District Officer (Yau Tsim Mong))

Reference No.: YTMCB _____

Our organisation has produced a total of _____ souvenirs and photographs of such are attached herewith as proof. The souvenirs have been distributed in the following manner:

(if applicable)

As there are souvenirs left, the remaining souvenirs will be handled in the following manner:

Official chop

Signature of authorised person : _____
Name : _____
Post : _____
For and on behalf of : _____
(Name of organisation)
Date : _____

Final Report for Project Financed by District Council (DC) Funds

- (1) Name of organisation : _____
- (2) Project name : _____
- (3) Project no. : _____
- (4) Implementation date/Period and time : _____
- (5) Project venue : _____
- (6) Financial summary : _____
- (a) Total income ¹ : _____
- (b) Total expenditure : _____
- (c) Amount of DC funds obtained : _____
- (b) – (a) : _____

(7) Number of programmes/activities already conducted

Dates of programmes/activities conducted		Number of participants	
Proposed date	Actual date	Target	Actual

1: For projects implemented by government departments or the Home Affairs Department on behalf of DC or the committees/working groups under DC/the District Office, the income generated from participants' fees, if any, should not be stated against this item as the income should be regarded as government revenue and should not be ploughed back to finance the project.

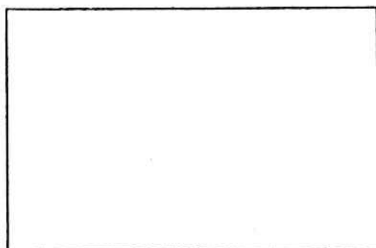
(8) Evaluation of project

(i) General response of participants

(ii) Benefits/achievement of the project

(9) Report completed by-

Official chop



Signature of
authorised person :

Name :

Post :

Date :

For Official Use

The report was –

☐ examined and considered in order.

☐ discussed in the DC meeting on _____.

☐ circulated to DC members on _____.

DC's comments : _____

Follow-up action: _____

Signature of responsible officer: _____ Name : _____

Designation : _____ Date : _____



新家園協會
NEW HOME ASSOCIATION



HOME Centre

Support Services for Ethnic Minorities

Sponsored by Home Affairs Department

HOME Centre

Introduction

HOME Centre

Background of HOME Centre

- Support Service Centre for Ethnic Minorities , sponsored by Home Affairs Department
- Date of service commencement : 11 Dec 2012
- Location: Jordon (HOME Centre YTM) and sub centre in Sham Shui Po (HOME Centre SSP)



Mission

Harmony: Enhance the integration of ethnic minorities in Hong Kong society, and promote a racially harmonious and inclusive society.

Opportunity: Provide ethnic minorities with opportunities for meaningful participation and contribution in the society.

Multi-culture: Develop a socially cohesive and stable society with recognition of cultural diversity. Encourage a positive acceptance of races, religions and cultures.

Equality: Respect the dignity, uniqueness, and worth of every individual. Protect the rights of everyone within the society, and guarantee equal access to opportunities.

HOME Centre

Objectives:

- 1.To enhance ethnic minorities' language proficiency.
- 2.To assist ethnic minority students and youth in gaining all-round development.
- 3.To facilitate the integration of ethnic minorities into Hong Kong society
- 4.To promote an equal and racially harmonious society

Service Target:

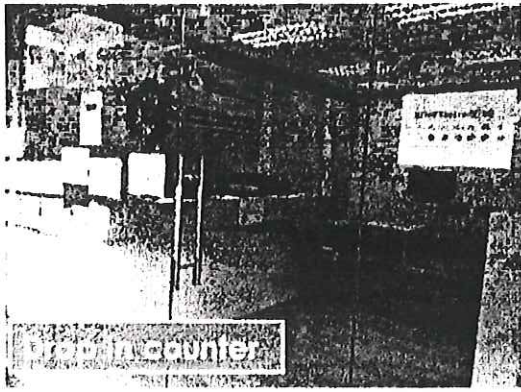
- Ethnic minorities residing in Hong Kong

Opening Hours:

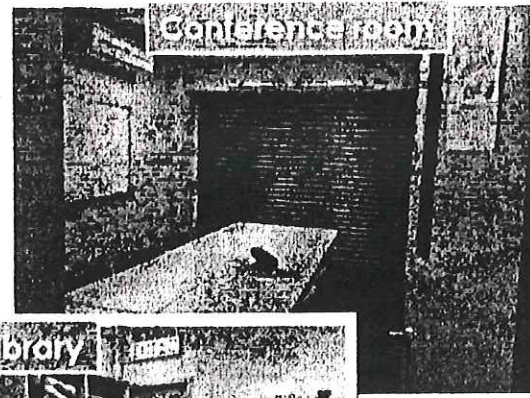
- **HOME Centre (YTM)** : Tuesday to Sunday (9:00am to 9:00pm), rest on Mondays and public holidays.
- **HOME Centre (SSP)** :Thursday to Tuesday (9:00am to 9:00pm), rest on Wednesday and public holidays.

Centre Facilities

HOME Centre (YTM) (G/F)

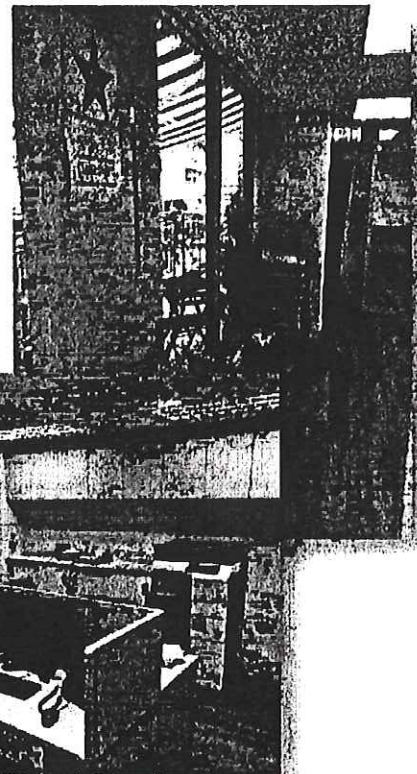


- Social information corner
- Network resource corner



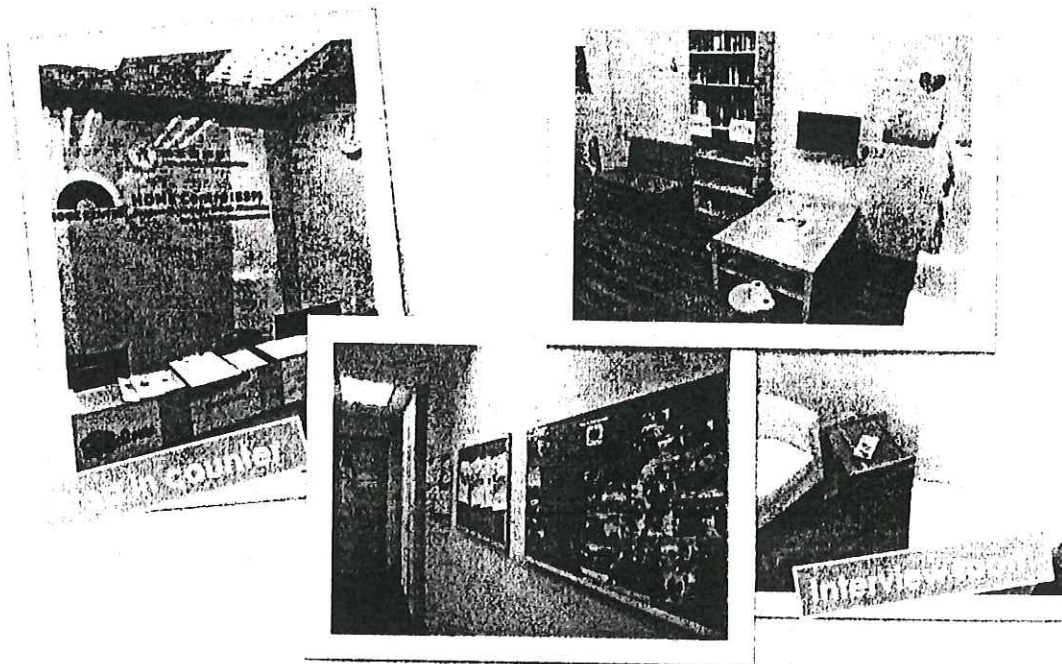
Centre Facilities

HOME Centre (YTM) (1/F)

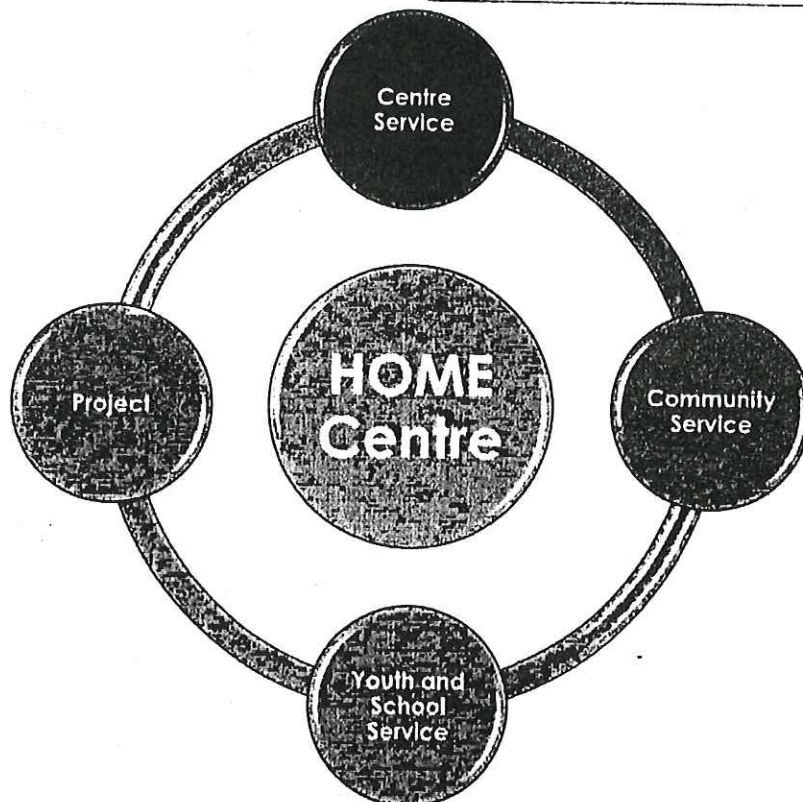


Centre Facilities

HOME Centre (SSP)

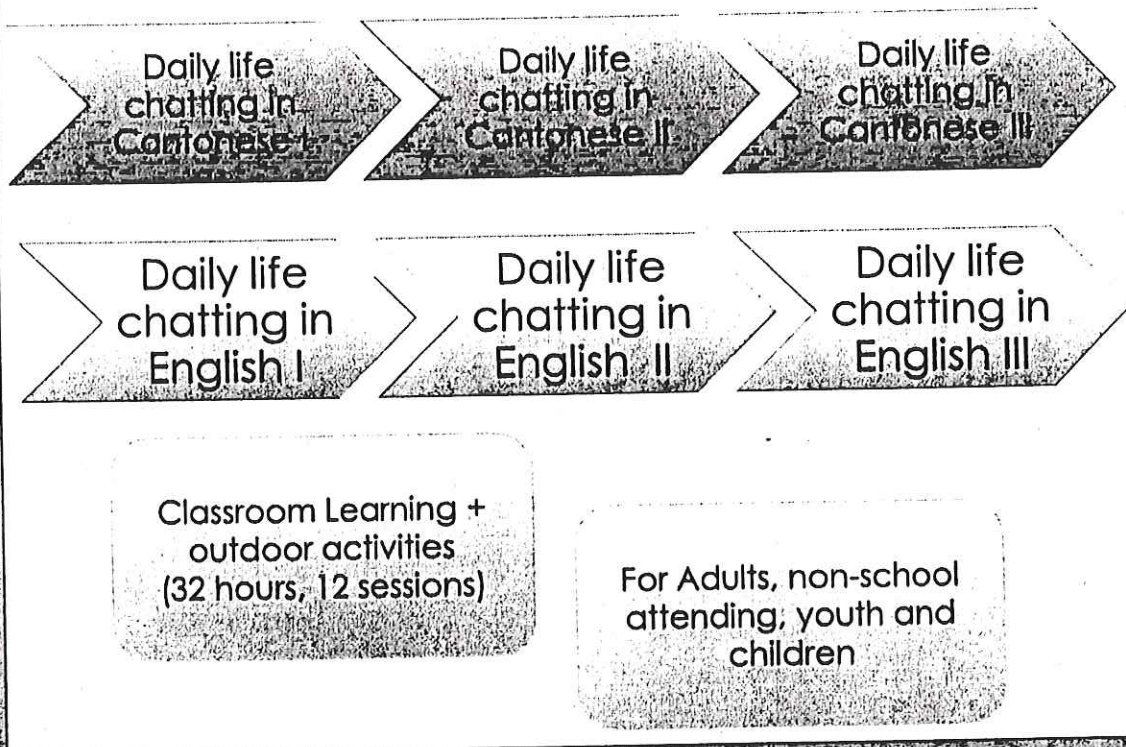


Services Structure



Services and Programmes

A. Chinese and English Language Programmes



Services and Programmes

B. Integration Programme



B. Integration Programme

Services and Programmes

3. Individual Support Programme

- General Enquiry Service
- Short-term Counseling and Referral Service

4. Ethnic Minorities Ambassadors Scheme

- Ambassador Training
- Home Visit Service

5. Further Study and Employment Support Service

- Employment Training Courses
- Pre-employment Training Workshops
- Industry Exhibitions and Job Fairs
- Career Consultation Service
- Job Matching and Referral

B. Integration Programme

Services and Programmes

6. Computer Classes

- Basic Computer Application
- Use of Internet
- Use of Excel
- Use of PowerPoint

7. Ethnic Minority Volunteer Training Programme

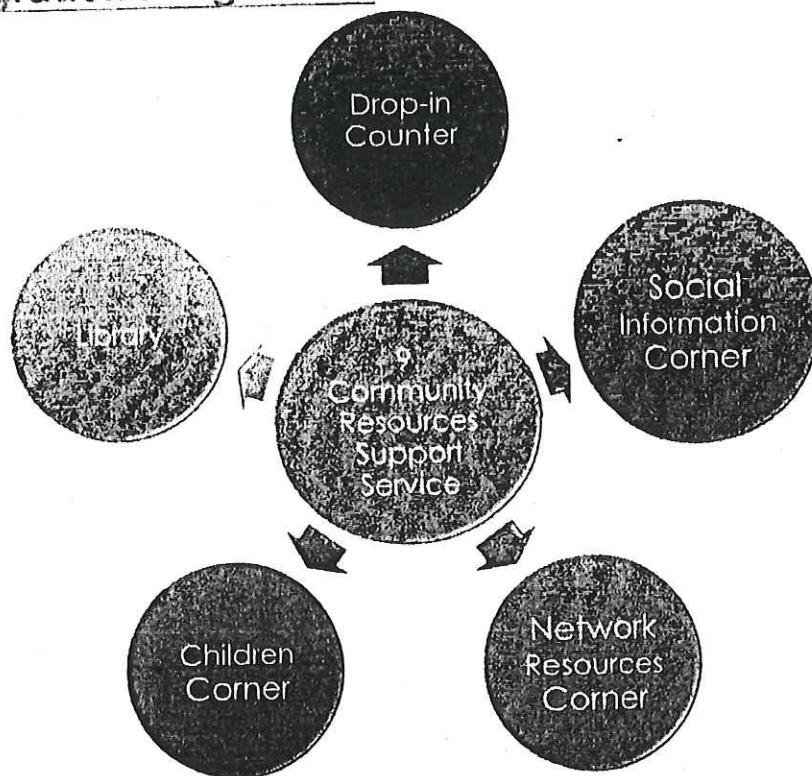
- Volunteer training workshop (6 hours, 3 sessions)
- Volunteer services (2 times)

8. Family Support Service

- Family Outings
- Interest Classes for Families
- Parenting Workshops
- Parenting Talks

Services and Programmes

B. Integration Programme



Services and Programmes

C. After-school Tutorial Classes

For All ethnic minority students attending Primary 1 to Secondary 3 in Hong Kong, particularly in non-designated schools enrolling ethnic minority students

Tutorial Class for primary 1-3

Tutorial Class for primary 4-6

Tutorial Class for secondary 1-3

- Homework guidance
- +educational learning activities
- 12 student per class
- 1.5 hours x 10-12 sessions

Services and Programmes

C. Social Harmony Programme

**Enhancing the mutual understanding between ethnic minorities and local people, and promote social harmony.*

1. Harmony Volunteer Team

- Volunteer Training
- Volunteer Services

2. Community Education

- Street Exhibition
- Community Guided Tour
- Culturally Featured Activities

3. Youth Project

- Youth Training Programmes
- Social Harmony Youth Association (SHYA)

Services and Programmes

C. Social Harmony Programme

4. School Project

Kindergarten

- Parallel Groups

Primary School

- Cultural Exchange Programmes (Cultural Talks + Tours)

Secondary School

- Cultural Exchange Programmes (Cultural Talks + Tours)
- Career Counselling Services (Talks + Tours)

Services and Programmes

D. Innovative Programme

o **Innovative Platforms**

- o To encourage EM to perform their talents with their unique cultural features

o **Multi-functional Mobile Centre**

- o Request service, information giving and case referral
- o Community resources and services exhibition
- o Language classes, Computer class and Mathematics class
- o Social integration programmes e.g: Orientation talk
- o Social harmony programmes e.g: Cultural exchange programmes
- o Service promotion and enrolling
- o Member and volunteer recruitment
- o Innovative service---mini-library service



Services and Programmes

D. Value-added Service

NHA Scholarship for Outstanding Newly-arrived High School and University Students

NHA Shimaao Grant Scheme for newly-arrived students

NHA Emergency Fund

NHA Member Benefits

NHA Home Market

NHA Multilingual Info Service

Research

20th November, 2012Yau Tsim Mong District Council
Community Building Committee**Provide Support Services for Ethnic Minorities**
Patients in Public Hospitals**Background**

According to the latest statistics, around 13% of the total population in Yau Tsim Mong District is non-ethnic Chinese. Some of these ethnic minority (EM) residents are new arrivals who do not know both Chinese and English. We received request for assistance from them regarding the lack of notice sign in major EM languages in Yau Tsim Mong public hospitals. This would cause inconvenience to them during their visit to the hospitals.

A Queen Elizabeth Hospital manager stated in the meeting of District Council Working Group on Ethnic Affairs on September 28, 2012 that the hospital wished to strengthen the support services available to EM patients. At the meeting, some working group members suggested the hospital should hire EM as front line staff, and organize rehabilitation activities and health talks for them.

Suggestions and Enquiries

1. Does the Hospital Authority have the statistics of the number of EM attending the Queen Elizabeth Hospital and Kwong Wah hospital in the last year? What is the proportion of hospital attendance of EM patients?
2. Will the Hospital Authority consider recruiting more EM as front line staff? Will interpretation services and notice signs in EM languages be provided to help EM patients get familiar with public hospital services?
3. It is suggested that the Hospital Authority should provide notice signs in EM languages in public hospitals, and consider strengthening the support services available to ethnic minority patients.

Submission

This paper is submitted to the Community Building Committee for discussion on 6th December, 2012. Officials from the Home Affairs Department and Hospital Authority are invited to reply.

Paper Submitted by:

HUNG Chiu-wah, Derek, KWAN Sau-ling
IP Ngo-tung, Chris, YEUNG Tsz-hei, Benny
CHAN Siu-tong, CHUNG Kong-mo, Edmond
LAU Pak-kei, Patrick

(English Translation)

【Fax: 2722 7696】

4 December 2012

Ms. Glorious WONG Ka-wing
Secretary of the Community Building Committee
Yau Tsim Mong District Council
4/F, Mong Kok Government Offices
30 Luen Wan Street
Mong Kok
Kowloon

Dear Ms. WONG,

Invitation to the Meeting of the Community Building Committee
Agenda Item: Concern over Public Hospitals' Support
for Ethnic Minority Patients

Thank you for your letter of 22 November 2012 to the Home Affairs Department (HAD). I am authorised to reply.

Various government departments have been providing a range of services and programmes to meet the needs of ethnic minorities (EMs). These services and programmes include a series of education support measures for non-Chinese speaking students by the Education Bureau and interpretation service for EMs by the Hospital Authority (HA).

The HAD also provides support services for EMs for their early adaptation to life in Hong Kong and integration into the local community. These include the operation of four support service centres to provide various tailor-made learning classes, counselling, integration programmes and interpretation service for EMs, and sponsorship to two community support teams to provide necessary services for EMs through members of their own communities. We also provide funding for production of radio programmes broadcast in three EM languages (i.e. Bahasa Indonesia, Nepali and Urdu) and

publication of service guidebooks in English and six EM languages (i.e. Bahasa Indonesia, Tagalog, Thai, Hindi, Nepali and Urdu) to provide EMs with information on the services provided by the Government and non-governmental organisations.

The captioned agenda item relates to the support measures for EMs provided by the HA, which is not under the purview of the HAD. As such, we have no further information to provide and therefore will not attend the meeting to be held on 6 December 2012.

Yours sincerely,

(CHENG Kwan-yam)
for Director of Home Affairs

20th November, 2012Yau Tsim Mong District Council
Community Building Committee**Provide Venues for Ethnic Minorities
to Organize Various Activities****Background**

According to the latest statistics, around 13% of the total population in Yau Tsim Mong District is non-ethnic Chinese. Most of the non-ethnic Chinese residents are Indian, Nepali and Pakistani. These ethnic minority groups like to engage in various activities of their communities, such as festival celebrations, symposiums, weekend classes and discussions related to integration into the Hong Kong society. However, the current facilities in Yau Tsim Mong District cannot meet their needs. Some ethnic minority leaders complained that it was difficult for them to book venues for organizing events. In this case, they may not be able to contact and provide assistance to their compatriots.

Suggestions

Many government properties in Yau Tsim Mong District are not fully in use, such as Yau Ma Tei Market, Kwun Chung Market and Fa Yuen Street Market. It is feasible to renovate the interior of these properties and let to ethnic groups to organize events or use as organization offices. This would help them strengthen the relationship and support among their compatriots. The government could also have a channel to reach ethnic minorities, promote policies and release latest information to them.

Submission

This paper is submitted to the Community Building Committee for discussion on 6th December, 2012. Officials from the Home Affairs Bureau, Food and Environmental Hygiene Department and Government Property Agency are invited to reply.

Paper Submitted by:

CHUNG Kong-mo, Edmond, HUNG Chiu-wah, Derek

KWAN Sau-ling, IP Ngo-tung, Chris

CHAN Siu-tong, YEUNG Tsz-hei, Benny

LAU Pak-kei, Patrick



(English Translation)

【 Fax: 2722 7696 】

4 December 2012

Ms. Glorious WONG Ka-wing
Secretary of the Community Building Committee
Yau Tsim Mong District Council
4/F, Mong Kok Government Offices
30 Luen Wan Street
Mong Kok
Kowloon

Dear Ms. WONG,

Invitation to the Meeting of the Community Building Committee
Agenda Item: To Provide More Venues in the District
for Hiring by Ethnic Groups to Facilitate Community Integration

Thank you for your letter of 29 November 2012 to the Home Affairs Bureau. I am authorised to reply.

Various government departments have been providing a range of services and programmes to meet the needs of ethnic minorities (EMs). These services and programmes include social welfare services for the needy by the Social Welfare Department, public health care services by the Department of Health and the Hospital Authority, comprehensive employment support services by the Labour Department, and a series of education support measures for non-Chinese speaking students by the Education Bureau. The Home Affairs Department (HAD) also provides support services for EMs for their early adaptation to life in Hong Kong and integration into the local community.

At present, the HAD has two community centres/halls, namely Henry G. Leong Yaumatei Community Centre (Yaumatei CC) and Mong Kok Community Hall (Mong Kok CH), in Yau Tsim Mong district that provide

rental facilities for local organisations to hold community activities. In 2011, the average utilisation rates of the multi-purpose halls of Yaumatei CC and Mong Kok CH are 75% and 77% respectively, the average utilisation rates of the conference room (with a seating capacity of 120) and the activity room of Yaumatei CC are 59% and 66% and that of the conference room of Mong Kok CH is 44%. EM organisations interested in renting the facilities of the CC/CH may contact the Yau Tsim Mong District Office.

When we receive proposals on conversion of certain unoccupied government premises into facilities for use by EM organisations, we would refer them to the departments managing the related premises to explore the feasibility and to follow up. If the departments consider them feasible, the HAD will provide assistance and support as appropriate.

The proposal in the discussion paper of the captioned agenda item is to convert unoccupied premises such as those in Fa Yuen Street Market in Mong Kok, Kwun Chung Market and Yau Ma Tei Market for use by EM organisations. The Food and Environmental Hygiene Department and the Government Property Agency will follow up on this proposal put forward by the District Council members. At this stage, the HAD has no further information, therefore we will not attend the meeting to be held on 6 December 2012.

Yours sincerely,

(CHENG Kwan-yam)
for Director of Home Affairs