



ENVIRONMENT AND CONSERVATION FUND

環境及自然保育基金



Guide to Application



Environmental Education and Community Action Projects Demonstration Projects

(February 2016)

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Environmental Campaign Committee
Environmental Education and
Community Action Projects Vetting Sub-committee
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1. INTRODUCTION

- 1.1 The Environment and Conservation Fund (ECF)¹ has been set up by the Government of the Hong Kong Special Administrative Region. The purpose is to provide funding support for educational, research, technology demonstration and other projects and activities in relation to environmental and conservation matters, as well as community waste recovery projects.

This Guide provides guidance on application for funding *Environmental Education and Community Action (EE&CA) Demonstration Projects* and describes the basic requirements and responsibilities for recipient organisations. Upon approval of funds by the ECF Committee¹, recipient organisations will sign an agreement with the Government undertaking to observe the conditions of using the allocated grant and the approved budget.

1.2 Objective of ECF

The objective of the ECF is to promote individual behavioural and life style changes to protect the environment and achieve sustainable development. These changes should lead to, *but not be limited to* -

- conservation of biological diversity with particular reference to marine conservation;
- improvement in air quality;
- reduction in noise pollution;
- improvement in water quality;
- minimisation of waste generation and promotion of the 3R (reduce, re-use and recycle) concept; and
- sustainable use of energy.

¹ A statutory body, which comprises mainly non-officials, was set up in 1994 under the Environment and Conservation Fund Ordinance to advise the Secretary for the Environment on the use of funds. Under the Ordinance, the Secretary for the Environment is the trustee responsible for the administration of the Fund.

1.3 Nature and Objectives of EE&CA Demonstration Projects

1.3.1 Nature of EE&CA Demonstration Projects -

- Educational programmes or activities linked up with demonstration of environmental facilities to enhance community awareness and knowledge of environmental issues; and
- Environmental projects linked up with demonstration of environmental facilities that mobilise individuals to take direct and positive action to improve and conserve the environment and induce behavioural change towards a green lifestyle

1.3.2 All EE&CA Demonstration Projects should target at enhancing the environmental awareness and knowledge of the participants through demonstration of environmental facilities, mobilising action and inducing behavioural changes to improve the environmental problems, with positive impact on the environment and measurable and tangible outcomes against the objectives set for the projects. Projects should identify effective, and where possible, innovative, means to achieve the objectives and should take into account the environmental impact of project implementation (such as waste generation and material consumption).

1.3.3 Thematic programme areas would be specified and announced during the invitation for funding applications as appropriate. Priority would be given to fund those applications related to the prescribed thematic programme areas (“priority applications”).

1.4 Administration

Administration of grants for EE&CA projects is undertaken by the Environmental Campaign Committee (ECC)² Secretariat.

² The ECC, which comprises mainly non-officials, was set up in 1990 to promote awareness of environmental issues so as to encourage and mobilise the public to contribute actively towards a better environment.

2. GUIDE TO APPLICATION

2.1 Who may apply?

Local non-profit making organisations (e.g. green groups, community bodies, schools) are eligible to apply.

Applications from educational institutes including private kindergartens/ schools, schools of English Schools Foundation and international schools will be accepted and considered on individual merits, as far as the objectives and scope of the projects meet the funding criteria.

For better utilisation of resources, any new application from premises with on-going demonstration/ formerly minor works project will generally not be considered. Applicant may submit its new application after all the on-going projects in the premises have been completed.

2.2 What is the duration of each project?

The project period for projects approved with HK\$500,000 or less is generally 18 months. It should include a 1-year monitoring period for organising the education activities listed in the application form and for assessing the project effectiveness.

Projects approved with more than HK\$500,000 may have a longer monitoring period, subject to the advices of the Vetting Sub-committee.

2.3 How to apply?

Normally applications will be invited once a year. Start and closing dates for receiving applications for each round of invitation will be announced. Applicants have to fill out an application form, which can be obtained from -

- EE&CA Projects Vetting Sub-committee Secretariat
5/F Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong
Tel: 2835 1180 / 2835 2358
Fax: 2827 8138
E-mail: eecca@epd.gov.hk
- Environmental Campaign Committee Secretariat
5/F Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong
Tel: 2519 9173 and Fax: 2827 8138
E-mail: ecc@epd.gov.hk
- Softcopy can be downloaded from the Internet homepage of
 1. Environment and Conservation Fund Committee
<http://www.ecf.gov.hk/en/application/index.html>
 2. Environmental Campaign Committee - Environmental Education and Community Action Projects
<http://eecca.ecc.org.hk/english/guide/guide.html>

The person-in-charge of the proposed project should be **the head or deputy head of the applicant organisation**. Completed Application Form **shall be signed personally by the person-in-charge and affixed with an original seal of the applicant organisation** and returned to the EE&CA Projects Vetting Sub-committee Secretariat (Demonstration Projects) at 5/F Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong **before 6:00 pm** on the invitation closing date by the application deadline as specified in each round of the invitation exercise. If the applications are submitted by mail, the postmark should be dated on or before the invitation closing date. In case a Black Rainstorm Warning Signal or Tropical Cyclone Warning Signal No. 8 or above is in force for any duration between 12:00 noon and 6:00 pm on the invitation closing date, the invitation closing time will be extended to 6:00 pm on the next working day.

Late or incomplete applications or applications not submitted in accordance with the format prescribed above, including an application submitted by facsimile or e-mail or without submission of the original hard copy, or the application form is not personally signed by the person-in-charge of the proposed project and affixed with an original seal of the applicant organisation, **will not be processed**.

2.4 What are the funding limits?

Normally, grants for each demonstration project will not exceed HK\$750,000. Applicants should take into account the amount of funding allocation available for demonstration projects when preparing budget proposals for their projects.

The applications of all projects will be considered on their individual merits, including their uniqueness and effectiveness. Funds may be granted for full or partial support of projects. Projects with reference budget exceeding HK\$2,000,000 will need to be approved by the ECF Committee.

2.5 What are the vetting procedures?

ECC has been entrusted with the vetting of EE&CA projects. An EE&CA Projects Vetting Sub-committee (the Vetting Sub-committee) has been established under ECC to consider EE&CA projects. The Vetting Sub-committee comprises ECC members and government representatives.

The following steps will be taken after an application is received –

Step 1: Upon receipt of an application, the ECC Secretariat will send an interim reply to the applicant to acknowledge receipt of the application. Where necessary, the applicant will be requested to provide clarification or supplementary information. However, it should be noted that applicants should provide the best and fullest information in their applications, and the Vetting Sub-committee is not obliged to request for additional information from applicants.

Step 2: The application will be considered at the Vetting Sub-committee meeting.

Step 3: For funding applications with reference budget up to HK\$2,000,000 the Vetting Sub-committee will either approve the application or reject it. The

Vetting Sub-committee will also consider the budget, and where necessary, amend the budget details and set ceilings for individual expenditure items. The Secretariat will inform the applicant of the Vetting Sub-committee's decision. The Secretariat will also upload information of the approved projects on the ECC – EE&CA Projects website.

For funding applications with reference budget above HK\$2,000,000, the Vetting Sub-committee will either recommend the application for consideration by the ECF Committee or reject it.

Step 4: The ECF Committee will consider funding applications with reference budget above HK\$2,000,000 recommended by the Vetting Sub-committee. The ECC Secretariat will inform the applicant of the ECF Committee's decision. The Secretariat will also upload information of the approved projects on the ECC – EE&CA Projects website.

Note for Applicants: Decisions of the ECF Committee/ the Vetting Sub-committee in respect of project approvals and conditions of grants will be final.

2.6 What are the vetting criteria?

The following broad criteria are used in assessing the merits of individual applications -

- 2.6.1 Projects must contribute to the overall environment of Hong Kong, to raise environmental awareness of the local community, or to mobilise the community to take action to improve the environment.
- 2.6.2 The benefits must accrue to the district/ local community as a whole, and not just to individuals, a single private organisation or a consortium of private companies.
- 2.6.3 Projects must be non-profit making in nature.
- 2.6.4 In considering a project proposal, due consideration will be given to –
 - (a) the benefits that it will bring to Hong Kong's environment, ecology, flora and fauna etc., or the extent to which it will enhance the environmental awareness of local community;
 - (b) whether there is a demonstrable need for the proposed project;
 - (c) whether the programmes of the project proposal can bring about positive impacts in the longer run;
 - (d) the technical and project management capability of the applicant, as well as the past performance of the applicant, including the effectiveness of past projects, and the applicant's ability to comply with the funding conditions;
 - (e) the track records of the applicant organisations will be considered in vetting the applications and normally only a smaller scale project will be

considered for first-time applicants without proven records of project implementation;

- (f) whether the proposed project's schedule of implementation is well-planned and practicable, and the duration is reasonable;
- (g) whether the proposed budget is prudent, realistic and cost-effective, with full justification for every expenditure item;
- (h) whether the proposed activities will generate a lot of waste;
- (i) whether the proposed project has alternative sources of funding support;
- (j) whether the proposed project should more appropriately be funded by other sources;
- (k) whether there is or likely to be a duplication of the work already or currently carried out by other groups; and
- (l) if recurrent expenditure is incurred, whether the proposed project has potential to become self-sufficient after a certain period of time.

2.6.5 Corresponding to the competition-based vetting mechanism and in addition to the broad assessment criteria mentioned in 2.6.4 (a) to (l) above for vetting and evaluation of the merits of individual applications, the Vetting Sub-committee will assess and select the most meritorious applications for funding support in three aspects: Programme Area, Education Output and Sustainability according to the assessment criteria detailed in *Appendix I*. Only projects which attain passing marks or above in the aspects of Education Output and Sustainability, and the overall passing mark, will be eligible for consideration of funding support.

2.7 Avoidance of Conflict of Interest

To avoid conflict of interest, members of the Vetting Sub-committee and ECF Committee who are directly or indirectly related to an application will be required to declare interest and refrain from taking part in the discussion of that application by leaving the venue where the deliberation takes place. This will apply to members who are part of the project team and/ or members who belong to the same organisation.

2.8 Invitation for Funding Applications

Invitation for applications of projects would be arranged periodically and details will be announced through ECC – EE&CA Projects website
<http://eeca.ecc.org.hk/english/index.html>

2.9 Can I withdraw my application?

The applicant can write to the ECC Secretariat to withdraw an application at any time before an agreement is signed with the Government.

2.10 Can I resubmit my application?

For unsuccessful applications, the applicants may revise and modify their applications for re-submission in subsequent invitation exercise. These applications, together with other new applications, will be considered on equal footing at the next round of invitation. In completing the application form for a resubmitted application, the applicant should set out clearly the differences of the resubmitted applications vis-à-vis the previous one.

3. APPLICATION FORM

3.1 General

3.1.1 All sections of the application form should be completed with supporting documents wherever required. Where the information sought is not applicable or not available, please fill in “NA”.

3.1.2 The application form should be typed or printed on both sides of a paper, and shall be personally signed by the person-in-charge of the proposed project (i.e. the head or deputy head of the applicant organisation) and affixed with an original seal of the applicant organisation. The completed application form should be submitted in both hard and soft copies (in words format).

3.1.3 Applicants should read the “Guide to Application” carefully, and provide all details of the proposed project in a clear and concise manner. Additional pages may be attached to the form if necessary. Please ensure that all required information is submitted with the application form.

3.1.4 Applicants are required to provide additional or supplementary information in relation to their applications upon request. It should be noted that applicants should provide the best and fullest information in their applications, and the Vetting Sub-committee is not obliged to request for additional information from applicants.

3.1.5 Acknowledgment will be sent to the applicant after duly receipt of an application by the ECC Secretariat.

3.2 Sections of the Project Proposal

3.2.1 Data Sheet

This section serves as a summary of an application. Once approval is granted to an application, the information given by the applicant in this section will be put on ECC’s homepage for public access. If the organisation does not wish certain information to be released, please forward its request and justifications upon submission of the application to the ECC Secretariat.

3.2.2 Content of Project Proposal

3.2.2.1 *Project Title*

State the project title, in both English and Chinese.

3.2.2.2 *Project Period*

Give the commencement and completion dates and duration of project.

3.2.2.3 *Objectives of Project*

In clear and specific terms, state how the project will enhance public awareness of the environment, promote understanding of ways to improve and protect it, or mobilise the community to take action.

3.2.2.4 *Description of Project*

Please provide a half page summary on how the proposed activities would be conducive to achieving the project objectives, and how the applicant organisation would evaluate the effectiveness of the activities in achieving the project objectives as well as the impact of the activities. Please also describe how to mitigate the potential environmental impact during project implementation (such as waste generation and material consumption), (if any).

3.2.2.5 *Details of Other Assisting/ Supporting/ Sponsoring Bodies for the Proposed Project*

Give details of other assisting/ supporting/ sponsoring bodies.

3.2.2.6 *Details of Installation Premises*

Give details of the installation premises such as address and building type, etc.

3.2.2.7 *Programme Area of the Project*

State the programme area and works details of the proposed demonstration project.

Note for Applicants: Normally, no funding will be given for work/ activities that have started before approval is given by the Vetting Sub-committee.

3.2.2.8 *Details of Education Activities and Schedule*

State the following –

- (a) Date, time, venue and content of activities;
- (b) The anticipated number of participants of each activity;

- (c) Methods in promoting the activities – specify types and quantities of publicity materials required; and
- (d) Publication and production of educational materials – applicants are encouraged to upload materials to the internet to avoid printing and photocopying.

3.2.2.9 *Method in Selecting Participants and Selection Criteria*

State clearly the methods in selecting participants and the selection criteria.

3.2.2.10 *Expected Outcomes and Impact of the Project and Evaluation*

Upon completion of project, evaluation should be made to assess the effectiveness of the project, where applicable, against performance indicators including, but not limited to –

- (a) Number of headcounts, schools, students, or stakeholders participating in the programmes;
- (b) Number of volunteers targeted to recruit or train;
- (c) Number of local community organisations involved;
- (d) Types and quantities of cultivation activities or weight of compost produced;
- (e) Measurements of reduction of food waste, drop in temperature or electricity saved;
- (f) Media coverage on the programmes; and
- (g) Increase in environmental awareness and knowledge.

For objective self-assessment on the overall performance and education impact of the project, recipient organisations have to adopt a set of pre-test and post-test questionnaires before and between/ after the project monitoring period respectively. Recipient organisations may also consider to conduct the questionnaire surveys regularly after the completion of the project for their sustained effort in promoting environmental education. For the details of questionnaire surveys, please visit the EE&CA Project website at <http://eeca.ecc.org.hk/english/index.html>

3.2.2.11 *Project operation in the long run*

State the maintenance plan and describe how to operate the whole project in a sustainable manner.

3.2.2.12 *Budget of Project*

The application should provide a detailed budget for the project. Each income and expenditure item should be reasonable, realistic and with detailed breakdown. All expenditure items must be incurred between the commencement and completion dates of the project with supporting invoices and receipts (original).

Note for Applicants: Any increase in cost arising from inflation or unforeseen requirements will be the responsibility of the recipient organisation. Request of budget variation for additional funding after project approval will not be considered.

Please also study carefully the following funding criteria and funding limits/ reference ceilings at *Appendix IIA and IIB* when preparing the budget –

(a) Manpower

- (i) The recipient organisation is expected to have the ability to supervise and the expertise to undertake a proposed project. Hence, no funding support will be given for additional supervisory/ administrative staff, the hire of professional advisor or training course for staff of the recipient organisation for undertaking the project, the costs brought about by the deployment of the existing staff of the recipient organisation for duties relating to the project such as research, editorial and translation work for the project, etc.
- (ii) In most situations, the recipient organisations are required to spare enough manpower to handle the approved demonstration project. Salary for project staff will generally not be supported. In exceptional cases when the Vetting Sub-committee considers that extra manpower is necessary for the project, funding for project staff may be supported. The salary of the project staff will be considered on a case-by-case basis. The total amount for covering the cost of project staff should normally be below 50% of the total approved amount or the total actual expenditure, whichever is the less.

(b) Minor Works and Equipment

- (i) Funding for minor works and equipment (such as installation of green roofs, small scale composters and demonstration set-up on renewable energy etc.) will be considered on a case-by-case basis.
- (ii) Funding for structural assessment, plan submission and work supervision for works requiring structural feasibility study will be considered on a case-by-case basis. If a project is concluded feasible by an

Authorised Person, the work should commence or all related expenditures should be returned to the ECF.

- (iii) Maintenance costs of the approved facilities and equipment for the initial year upon installation/purchase will be considered.

(c) Expenditure items that are generally Not Supported:

- (i) Energy saving facilities and procurement of prefabricated aquaponics systems.
- (ii) Uniform (including, but not limited to, items such as cap, T-shirt, badges).
- (iii) Souvenirs to participants or prizes for activities.
- (iv) Visits arranged merely for specific classes/ /schools. .
- (v) Reprinting of existing leaflets or education materials will **not** be supported, unless they form an essential part of the project.
- (vi) Non-local travelling expenses will **not** normally be supported. Non-local participants for a local function are normally expected to pay for their own travelling and living expenses.
- (vii) Payments to individuals as a reward for their participation in the project.
- (viii) Honoraria for speakers who are staff employed for the project.
- (ix) Contingency.

(d) Others

- (i) All applications are considered on their individual merits. For projects involving recurrent expenditure, the recipient organisation has to demonstrate that such expenses will be of a specified finite duration or that the project will become self-financing after a certain period of time.
- (ii) For applications from NGOs (including green groups) without receiving Government subventions, general administrative and overhead costs incurred from the project will be considered, subject to a cap of 10% of the total approved grant or actual expenditure, whichever is the less. (Note: the applicant organisation should declare in the application form whether it receives Government subventions or not.)

3.2.2.13 *Other Sources of Funds (both confirmed and being applied for)*

The availability of alternative funds will be taken into account when an application is considered. In case the applicant organisations have sought/ obtained private sponsorship to cover the budget items not to be funded by the ECF, the organisations should include details of the sponsorship in the Application Form (Section A Item 3 under Declaration and Section B Item 12) for Vetting Sub-committee's consideration. In case there are any changes to the sponsorship after the project approval, for example when the recipient organisation has sought/ obtained private sponsorship to support items not funded by the ECF or to top up items that are partly funded by the ECF, the changes have to be submitted to the Vetting Sub-committee for consideration.

The Vetting Sub-committee would consider whether the sponsorship would constitute any conflict of interest, and whether the sponsorship might cause any potential liability or damage to the image of the ECF and etc. It would be up to the organisations to agree with their sponsor(s) on how to use the sponsorship and how to handle the unspent balance of the sponsorship.

3.2.2.14 *Estimated Revenue Generated from the Project*

Estimated revenue gains from the project such as rental cost of farmland, sale of farm products etc., should normally be deducted from the amount of grant applied for. State how this will be used to offset the project's cost. If this is not possible, full explanation should be given.

3.2.2.15 *Recurrent Income of Project*

State how income derived will be used to further the project's aims.

3.2.2.16 *Manpower for the Project*

State the details of project leader and team leaders, and the project team structure/ organisation chart

3.2.2.17 *Record of previous applications which are either supported or rejected by ECC or ECF, and the amount approved and received for the successful applications*

3.2.2.18 *Experience and record of application organisations in organising related activities other than projects under the ECF*

3.2.2.19 *Details of Applicants*

Applicant is required to provide the following information in the Supplementary Sheet –

- (a) background information of the organisation;
- (b) registration status of organisation;
- (c) whether organisation is charitable;
- (d) whether organisation receives Government subventions;
- (e) information about the key members of organisation and person-in-charge of the project; and
- (f) documentary proof of the organisation's registration status if applicable.

4. CONDITIONS FOR THE USE AND ALLOCATION OF FUND

4.1 Contractual Requirements

For each project for which funds have been approved, the recipient organisation has to sign an agreement with the Government and comply with all the terms of the agreement.

4.2 Use of Funds

4.2.1 The allocated funds shall not be used as payments to individual members of the public as a financial reward for their participation in the activities associated with the project.

4.2.2 The benefits must accrue to the local community as a whole, and not just an individual, a single private organisation or a consortium of private companies.

4.3 Disbursement and Reimbursement of Funds

4.3.1 The recipient organisation will receive a schedule of disbursement of the grant upon project approval. The actual disbursement amount depends on the cash flow requirement and nature of the project. The recipient organisation may apply for a further disbursement if it proves that the previous payment has been fully spent and that further expenditure is required for undertaking the project as scheduled. The last 10% of the grant will normally only be released after completion of project subject to submission of a completion report for the project endorsed by the Vetting Sub-committee in accordance with the requirement specified in paragraph 4.5.2 below.

For projects requiring feasibility study, such as green roof projects and renewable energy projects, only the amount of feasibility study will be given as the first payment. Further payment will be disbursed when the works are confirmed feasible and the project will proceed.

- 4.3.2 All revenue received, irrespective of whether it has been declared in the proposal, must be defrayed against the actual expenditure before calculating the amount to be reimbursed as final payment.
- 4.3.3 Amount to be reimbursed for individual items of the budget will not exceed the approved amount for that item. However, the ECC Secretariat may increase the approved amount of an individual item (except project staff) by up to 20% provided that the total amount to be paid will not exceed the total approved grant.
- 4.3.4 The grant could be reduced on a pro-rata basis in the following circumstances -
 - 4.3.4.1 the scope and/ or activities of the project are changed
 - 4.3.4.2 the actual frequency of activities (e.g. seminars) is less than proposed
 - 4.3.4.3 the number of participants is less than proposed and the grant allocated is according to the number of participants
 - 4.3.4.4 the number of publications (e.g. leaflets) is less than that proposed
 - 4.3.4.5 the duration of project is reduced
- 4.3.5 Any items not on the approved list of budget items will not be reimbursed.
- 4.3.6 Income derived from the project during the project period, including sales of output, fees generated from activities and interest income generated from cash in hand for the project, should be ploughed back into the project account.
- 4.3.7 Any unspent balance of the grant shall be returned to the ECF within two months after the completion of the project.
- 4.3.8 Income derived from the project after the project period, including sales of output, should be returned to ECF for offsetting part or whole of the project's cost. Failure to report and return such income to ECF will render the organisation ineligible for future funding support.

4.4 Project Interest

- 4.4.1 The ECF fund shall be paid into a risk-free interest-bearing account opened with a licensed bank.

- 4.4.2 Interest incomes generated from the ECF fund and other receipts for a project have to be reasonably apportioned to the project and no negative interest should be charged to the project. The use of interest is subject to the approval of the Vetting Sub-committee and in no circumstances should the interest earned be applied for other uses outside the project.
- 4.4.3 The recipient organisation may be required to compensate the Government for loss of interest income if the ECF fund is not properly handled. Where necessary, the Government will initiate legal action for suitable remedies.

4.5 Installation, Progress and Completion Reports

- 4.5.1 Ongoing projects are monitored and completed projects are reviewed by the Vetting Sub-committee.
- Recipient organisations have to submit a Report on Completion of Installation (installation report) within one month after the demonstration items have been installed. For projects receiving a grant more than HK\$300,000, a statement of accounts audited by certified public accountants (practising) within the meaning of section 2 of the Professional Accountants Ordinance (Cap 50) should be attached to the installation report.
 - For projects lasting more than six months, recipient organisations have to submit half-yearly progress reports with information on financial position of their projects together with original invoices and receipts for the expenses to the ECC Secretariat after the start of project monitoring period.
 - Except for the first disbursement, all disbursements will be subject to satisfactory performance and progress of the project. The ECC Secretariat may conduct on-site inspections and surprise checks to examine the progress of a project at any time.
- 4.5.2 Within two months of completion of the project or before the date specified in the agreement, recipient organisations have to submit a completion report with attachment of a statement of accounts to the ECC Secretariat (for projects more than HK\$300,000 and with more complicated spending (normally with more than five independent procurements)), another latest audited statement of accounts may be required with the completion report, subject to the decision of the Vetting Sub-committee). The Vetting Sub-committee will assess the success or effectiveness of the project by comparing the project results against its original objectives and targets as set out in the project proposal.
- 4.5.3 Installation reports, progress reports and completion reports should be personally signed off by the person-in-charge of the recipient organisation and submitted in such format as prescribed in the relevant forms.

- 4.5.4 If an extension of the submission deadline for the installation reports/ progress reports/ completion reports is required, approval should be obtained from the ECC Secretariat.
- 4.5.5 Unsatisfactory performance will affect the organisation's future chance of getting funding support, and the organisation's management will be informed.
- 4.5.6 The statement of accounts as required above must be submitted in prescribed format as specified by the ECC Secretariat. Essentially the actual expenses and reference numbers of individual invoices and receipts under each approved budget item and elaborations on individual items should be clearly indicated.
- 4.5.7 For objective self-assessment on the overall performance and education impact of the project, recipient organisations have to adopt a set of pre-test and post-test questionnaires before and between/ after the project monitoring period respectively. The findings of the pre-test assessment should be submitted with the installation report while the results on post-test assessment should be attached to the progress and/ or completion reports. Recipient organisations may also consider to conduct the questionnaire surveys regularly after the completion of the project for their continued effort in promoting environmental education. For the details of questionnaire surveys, please visit the EE&CA Project website at <http://eeca.ecc.org.hk/english/index.html>

4.6 Statement of accounts

- 4.6.1 Within one month of completion of the installation part of the project or before the date specified in the agreement, recipient organisations have to submit a complete statement of accounts, attached to the installation report, to the ECC Secretariat. If an extension of the submission deadline is required, approval should be obtained from the Secretariat.
- 4.6.2 For projects receiving a grant of or below HK\$300,000, the grant received must be shown in a complete statement of accounts, together with the original copy of invoices and receipts. Auditing will not be required, but the ECC Secretariat reserves the right to check all financial records kept by the recipient organisation relating to the use of the grant.
- 4.6.3 For projects receiving a grant more than HK\$300,000, the following should be noted –
- 4.6.3.1 The statement of accounts attached to the installation/ completion report must be audited by certified public accountants (practising) within the meaning of section 2 of the Professional Accountants Ordinance (Cap 50), providing assurance that the audited accounts properly presented the financial position and that the conditions of grants are met;

- 4.6.3.2 For projects lasting more than 18 months, recipient organisations, subject to the request of the Vetting Subcommittee, may require to submit a statement of accounts audited by certified public accountants (practising) to the ECC Secretariat once every 12 months and 2 months after the completion of project.
- 4.6.4 For projects receiving a grant more than HK\$150,000, the funds should be kept in a separate account opened with a licensed bank to facilitate the checking of all financial records by the Government and auditors as and when necessary;
- 4.6.5 For universities, the funds should be kept by the finance offices and there is no need to open a separate account with a licensed bank. Regardless of the amount of the grant involved in a project, a statement of accounts certified by the finance office of the university will be acceptable.
- 4.6.6 The statement of accounts as required above must be submitted in prescribed format as specified by the ECC Secretariat. Essentially the actual expenses, reference numbers of individual invoices and receipts and elaborations of individual transactions under each approved budget item should be clearly indicated.

4.7 Intellectual Property Rights Arising from Projects and the Use of Project Results

- 4.7.1 Unless negotiated otherwise between the ECC Secretariat and the recipient organisation, the recipient organisation will solely own all intellectual property rights arising from the project.
- 4.7.2 The recipient organisation is required to grant unconditionally and irrevocably to the Government the right to publish results, findings and any other information provided in the application form, installation report, progress report, completion report and other publications or publicity material.

4.8 Publicity of Project Events and Results

- 4.8.1 Upon the completion of installation, recipient organisations should post on their homepages the work details, proposed education activities and means of performance assessment with regular updates. Recipient organisations should also try to publicise the project results through seminars, workshops, conferences, exhibitions and provide details in progress/ completion reports.
- 4.8.2 Recipient organisations should notify the ECC Secretariat of the project results before publicising them. Copies of publications or publicity material produced under the project must be made available to the ECC Secretariat within one month after the completion of the project.

- 4.8.3 Projects which receive funding support from the ECF, including the activities, publicity and other events organised under the projects, as well as their related educational, publicity and other related materials, should not be used for purposes of personal, political, commercial or religious publicity of any individuals or organisations. Nor should any such activities, events or materials arising from an ECF-funded project be presented in a way as to induce public perception of any personal, political, commercial or religious publicity of any kind, or misrepresent any association of any individuals or organisations with the ECF. In addition, activities and events organised and materials produced under the projects should not be implemented or distributed in a way which may adversely affect ECF's image, or cause any liability to ECF.
- 4.8.4 The recipient organisation is obliged to submit a copy/ sample/ artwork of all publicity materials proposed, produced or used for the project or its activities for review by the ECC Secretariat as and when required, and should follow the advice of the ECC Secretariat on the format and presentation of such materials whenever required.
- 4.8.5 When considering the location and arrangements for displaying publicity materials, the recipient organisation should comply with the relevant legislation and regulations, and obtain the endorsement of all relevant authorities, Government departments and other relevant parties, including consultation of parties affected as appropriate. ECF's funding support for the project should in no way be construed as support for the proposed location and arrangements for the display of such publicity materials.
- 4.8.6 Apart from the names and logos of the ECF and ECC, project proponent and supporting organisations as approved by the ECF, prior approval should be obtained from the EE&CA Projects Vetting Sub-committee Secretariat for any additional names, logos and photos of other individuals, single private organisation or a consortium of private companies to be published in any publicity materials and promotional items relating to the project.

4.9 Acknowledgement of Support and Disclaimer

- 4.9.1 The source of funding (both the names and logos of the ECF and ECC) must be acknowledged in all publicity materials resulting from the project. Failure in making proper acknowledgment may result in suspension or termination of funding support and affect the future applications.
- 4.9.2 The logos of ECF and ECC should be used and printed onto the following categories of publicity materials with a view to promulgating the contribution of the funds. Examples of publicity materials include publicity leaflets/ posters/ banners; reports and publications of project outcome; and advertisements on newspaper and electronic media.
- 4.9.3 For publicity materials produced under ECF-funded projects or activities, the size of the name and/ or logo of the organisers assisting/

supporting/ sponsoring bodies should not be larger, or placed in a more prominent position, than those of the ECF and ECC. For example:

Order from top to bottom:

ECF Organisers

Assisting / supporting / sponsoring bodies

Order from left to right:

ECF Organisers **Assisting / supporting
/ sponsoring bodies**

- 4.9.4 For demonstration projects, acknowledgement with names and logos should be made on a material not smaller than A4 size being displayed in an eye-catching area of the premises where the funded minor works have been installed.
- 4.9.5 Use of the names and logos for other purposes is subject to the prior approval of ECC Secretariat.
- 4.9.6 In no circumstances shall the names and logos of ECF and ECC be used for publicity for commercial interest or other purposes which may damage the image and/ or cause any liability to ECF and ECC. A disclaimer should be added to all publications and media briefs relating to ECC/ ECF-funded projects: *"Any opinions, findings, conclusions or recommendations expressed in this material/ event do not necessarily reflect the views of the Government of the Hong Kong Special Administrative Region, the Environment and Conservation Fund and the Environmental Campaign Committee."*

4.10 Procurement of Capital Items, Goods and Services

[Note for Applicants: The recipient organisation is obliged to adhere to a high standard of integrity and spend the funds in an open, fair and accountable manner. Recipient organisation is advised to observe the Best Practice Checklist issued by the Corruption Prevention Department of the Independent Commission Against Corruption namely "Strengthening Integrity and Accountability– Grantee's Guidebook" (http://www.icac.org.hk/filemanager/en/content_1031/grantee.pdf)]

- 4.10.1 The recipient organisation should exercise utmost prudence in procuring capital items (including minor works and equipment) goods or services for the project and must adhere to the following procedures unless the Vetting Sub-committee agrees otherwise –
- (a) For every procurement the aggregate value of which is HK\$5,000 or below, quotations from suppliers are not required for most items unless specified in *Appendix III*.

- (b) For every procurement the aggregate value of which is more than HK\$5,000 but less than HK\$10,000, quotations from at least two suppliers should be obtained.
 - (c) For every procurement the aggregate value of which is HK\$10,000 or more, but less than HK\$500,000, quotations from at least three suppliers should be obtained.
 - (d) For every procurement the aggregate value of which is HK\$500,000 or more, open tendering should be used.
- 4.10.2 The recipient organisation should select the lowest conforming bid. If the lowest conforming bid is not selected, full justifications must be given and prior agreement must be obtained from the Vetting Sub-committee. If the successful supplier increases its price offer after acceptance of its bid, the recipient organisation should inform the Secretariat and another quotation/ tendering exercise may be required.
- 4.10.3 In case an applicant organisation intends to procure the items from a company/ organisation/ individual without following the open procurement process in paragraph 4.10.1 above, it has to provide details, justifications and its relationship with the company/ organisation/ individual in the application form. If such application is approved, subsequent approval from the Vetting Sub-committee will not be required.
- 4.10.4 In the case of universities, they may adhere to their established/ current standard procurement procedures.
- 4.10.5 All quotations and tendering documents should be kept for inspection by the Vetting Sub-committee Secretariat.
- 4.10.6 Recruitment of staff and procurement of goods/ services must be conducted in an open and fair manner. A mechanism should be put in place for staff/ workers to declare any conflict of interest and to prohibit staff/ workers from soliciting or accepting any advantage when handling the ECF funded projects. All records of declaration of interest should be properly documented and submitted with the completion report to the Secretariat of the Sub-committee for inspection. Please refer to *Appendix IV* for the probity requirements for recipient organisations of grants from the ECF.

4.11 Title of Capital Items, Educational Materials and Computer Softwares

The title of capital items (including minor works and equipment), educational materials and computer softwares procured with the fund will remain with the Government during the project period. Upon satisfactory completion of the project, the title of the items may be changed to the recipient organisation on a case-by-case basis.

4.12 Suspension/Termination of Funding Support

- 4.12.1 The Vetting Sub-committee may suspend/ terminate support for a project under the following circumstances -
- (a) if the project does not commence within six months of the approval of the grant and no reasonable explanation has been given;
 - (b) the Vetting Sub-committee consider that the project has not progressed satisfactorily and no reasonable explanation has been given;
 - (c) the project leader leaves the recipient organisation prior to the completion of the project and there is no one available who has been involved in the project and considered suitable by the Vetting Sub-committee to take over the role of team leader; or
 - (d) if the recipient organisation fails to comply with the funding conditions as set out in this Guide and/ or in the agreement and no reasonable explanation has been given.
- 4.12.2 In each of the above cases of suspension/ termination, the Vetting Sub-committee shall give one month notice to the recipient organisation, stating the reasons for the suspension/ termination. In cases of suspension, the recipient organisation should demonstrate that measures have been taken to rectify the problems and improve the unsatisfactory situation before the Vetting Sub-committee lifts the suspension. In cases of termination, the balance of the grant or any funding given in advance shall be returned to the ECF. The Vetting Sub-committee will consider possible redeployment of the capital items, educational materials and computer softwares acquired for the project.
- 4.12.3 Any suspension or termination of a project will affect the organisation's future chance of getting financial support from ECF, and the organisation's management will be informed.
- 4.12.4 The ECF shall be entitled to be refunded by the recipient organisation of some or all of a grant which has been used other than in accordance with the terms of the approved project.
- 4.12.5 Any major changes to the project must be approved by the Vetting Sub-committee. Such major changes include -
- (a) revision to the objectives and/ or content;
 - (b) change of project leader/ principal investigator;
 - (c) transfer of project to another organisation;
 - (d) deferral of installation/ progress /completion reports/ statement of accounts submission date; or
 - (e) change in sponsorship.

Any other changes, such as changes of the installation location or types of demonstration items, etc., must also be submitted to the Secretariat for approval in advance.

4.12.6 The Vetting Sub-committee may suspend/ terminate funding support for a project if the project is being carried out under any of the above circumstances without prior approval.

4.12.7 Any proposed changes to a project should be submitted to the ECC Secretariat for approval/ follow-up.

4.13 Others

4.13.1 The ECF Committee, ECC, their sub-committees and secretariats, and Government shall have no responsibility, financial or otherwise, for expenditure or other liabilities arising from the projects.

4.13.2 The Secretary for the Environment may at any time, if he/ she considers fit, amend or add to the above conditions, without prior notice to recipient organisations.

4.13.3 For the purpose of identification, the recipient organisation should issue suitable work identity cards for staff and/ or volunteers carrying out activities under approved projects. Staff and/ or volunteers should not wear other uniforms apart from those of the recipient organisation. Where other means of identification is proposed, prior approval should be obtained from the Secretariat of the Vetting Subcommittee.

4.13.4 If personal information of participants was to be collected for purpose of the project, the information should be properly handled according to the requirements of the Personal Data (Privacy) Ordinance. If in doubt, advice from the Office of the Privacy Commissioner of Personal Data should be sought.

4.13.5 The applicant organisation must ensure that the proposed project/ activity names are not the same/ similar to project/ activities held by other organisations. The Vetting Sub-committee reserves the right to request applicant/ recipient organisations to change the project/ activity names as deemed necessary to avoid confusion on the source of funding.

Assessment Criteria for Demonstration Project

All applications for demonstration project will be assessed in three aspects: **Programme Area, Education Output and Sustainability**. Past performance of the applicant will be taken into consideration.

Only those applications which have obtained individual passing marks under the assessment aspects of Education Output and Sustainability as well as the overall passing mark will be considered further for funding support. The EE&CA Projects Vetting Sub-committee will select the meritorious projects for funding support according to their relative ranking based on the marks obtained. Funds may be granted for full or partial support of projects. The EE&CA Projects Vetting Sub-committee will determine the amount of funding support for individual successful projects having regard to the budget allocated to that round of invitation, the project proposals, the funding limits for individual expenditure items (*see Appendix IIA and IIB*) and other relevant considerations.

Programme area

- The Secretariat will announce the priority programme in each round of invitation for applications. Projects submitted under the priority programme will obtain higher marks in the aspect of “Programme area”.

Education Output

- The education impact of the demonstration project will be the major consideration when assessing applications. The coverage and frequency of standard activities listed in the application form will contribute the basic marks while extra marks will be given to some creative activities proposed by the applicant.
- The higher the envisaged educational impact and effectiveness, the higher the marks to be assigned to the project, having due regard to:
 - ✧ Comprehensiveness and profundity of activities
 - ✧ Penetration rate (in terms of percentage of students involved)
 - ✧ Predicted knowledge, behavior and attitude changes of participants after joining the activities
 - ✧ Creativity/ Innovation
 - ✧ Public involvement
 - ✧ Media coverage

Sustainability

- The long term development plan proposed by the applicant will be assessed. Marks will be given by taking into account the proposed maintenance plan of the funded facilities and the continuity of education plans after the project is completed.

Past performance

- Past performance of the applicant will be taken in consideration when considering its new project. Marks will be deducted if the past record is unsatisfactory.
- Past records of all demonstration/ formerly minor works projects handled by the applicant will be considered.
- Factors below might lead to mark reduction:
 - Late submission of progress reports, installation reports or completion reports;
 - Poor performance in project management such as delay in project commencement, unsatisfactory project progress, etc.
 - Non-compliance with the rules and conditions set in the Guide to Application and/ or in any agreement with the ECF without justification, including but not limited to:
 - ✧ Fail to return income/ unspent balance to the ECF
 - ✧ Fail to comply with the procurement procedures
 - ✧ Fail to report other sources of funding
 - ✧ Improper use of the names and logos of ECF and ECC for publicity for commercial interest or other purposes

General Funding Limits

	Funding Limit*	
	Kindergarten	Other premises
A. Per Application	\$100,000	\$750,000
B. Per Programme Area[#]	Funding Limit*	
	Kindergarten	Other premises
1. Greening & Biodiversity	\$100,000	\$750,000
2. Waste Reduction	\$100,000	\$200,000
3. Renewable Energy Facilities	\$100,000	\$200,000

*** Unless there are special justifications, -e.g. the project will yield substantial and meritorious outputs, applied budget exceeding the funding limit will normally not be granted.**

Applications for installation of energy saving items and procurement of prefabricated aquaponics system are generally not be supported.

Reference Ceilings for Individual Expenditure Items

Expenditure Item	Reference Ceilings*	
	Kindergarten	Other premises
<p>1. Appointing Authorised Person (AP) to seek approval from relevant government departments on demonstration projects with the duty of:</p> <p>(a) Prepare feasibility study report with structural calculation</p> <p>(b) Building plan submission</p> <p>(c) Work supervision of site work according to the approved building plan</p>	<p>The expenditure is not applicable to kindergartens. Items that require feasibility study are generally in larger scale. Students in kindergartens are too young to fully appreciate the educational values of the facility.</p>	<p>(a) \$20,000</p> <p>(b) \$50,000</p> <p>(c) \$50,000</p>
<p>2. Audit fee (only applicable to projects with total expenditures above \$300,000)</p>	<p>Not applicable as no audit report is required for project with total expenditures below \$300,000</p>	<p>\$3,000 per audit report for projects with 5 or fewer individual procurements; \$5,000 per audit report for projects with more than 5 individual procurements.</p>
<p>3. Purchasing & installation of full set of greening system, soil, plant and path in greening area, etc.</p>	<p>Not applicable</p>	<p>\$1,300/m²</p>
<p>4. Maintenance cost for greening system</p>	<p>Not applicable</p>	<p>\$8,000/year; maximum 2 years</p>
<p>5. Auxiliary greening installation (e.g. automatic irrigation system, rainwater collection system, minor monitoring system)</p>	<p>Not applicable</p>	<p>\$55,000</p>
<p>6. Other greening subsidy (e.g. seed and soil, fertilizer, planting rack, farming tools, shelter for cultivating seeds/ seeding)</p>	<p>\$25,000</p>	<p>\$25,000</p>

Expenditure Item	Reference Ceilings*	
	Kindergarten	Other premises
7. Small-scale food waste composter for demonstration purpose (with capacity not exceeding 10kg waste/day)	Not applicable	Maximum \$20,000 per composter and 2 sets of composter with capacity ≤ 3.2 kg/day; Maximum \$100,000 per composter and 1 set of composter with capacity > 3.2 kg – 10kg/day
8. Renewable energy facilities (e.g. solar panels, solar water heater, small wind turbine)	Not applicable	\$200,000
9. Bicycle electricity generator	Not applicable	\$50,000; maximum 10 sets

* Unless there are special justifications, e.g. the project will yield substantial and meritorious outputs, applied budget exceeding the reference ceilings will normally not be granted.

**Environmental Education and Community Action Projects
Level of Funding Support for Expenses**

Items	Level of Funding Support (HK\$)
1. Publicity – including items such as banners, posters, leaflets, postage, etc.	<ul style="list-style-type: none"> • The ceiling is capped at 20% of the approved total budget. • The applicant is free to manoeuvre with the grant among the various approved ‘publicity’ items.
2. Opening/ Closing Ceremony – including invitation cards, souvenirs for officiating guests, set up and decoration, backdrop, rental payment of venue, PA system, etc.	<ul style="list-style-type: none"> • The ceiling is capped at 20% of the approved total budget. • The applicant is free to manoeuvre with the grant among the various approved ‘opening/ closing ceremony’ items.
3. Venue Setup – including rental payment (for all activities other than opening/ closing ceremony), set up and decoration, backdrop, rental payment of venue, PA system, etc.	<ul style="list-style-type: none"> • The ceiling is capped at 30% of the approved total budget. • Quotations must be provided. • Request of funding to cover charges for use of in-house equipment/ facilities of the applicant organisation is normally not supported. If such support is necessary due to special reasons, prior agreement of the Vetting Sub-committee must be secured and the expenditure for rental is set at 20% of the current market price.
4. Production of Exhibition Panels	<ul style="list-style-type: none"> • Maximum \$2,100 per panel. • The ceiling is capped at \$4,200 per application. • Applicant is encouraged to borrow exhibition panels from Environmental Protection Department (Hotline: 2835 1012).
5. Insurance for Third Party Liabilities	<ul style="list-style-type: none"> • Funding support will be based on the basic requirements. • Quotations must be provided.
6. Transportation – including hire of coach, hire of van for transportation of materials and hire of launch	<ul style="list-style-type: none"> • Maximum \$2,000 per coach (round trip). • The amount of funding support is based on the actual expenditure with the proof of receipts. • Quotations must be provided for hire of coach/ launch. • For hire of launch, 40% of the charge should be

Items	Level of Funding Support (HK\$)
	paid by the participants. <ul style="list-style-type: none"> • Maximum \$300 per journey for hire of van.
7. Project Staff	<ul style="list-style-type: none"> • The ceiling of expenditure should normally be below 50% of the approved total budget or actual expenditure for the project, whichever is the less.
8.Administrative and Overhead Costs Note : only applicable to NGOs (including greens groups) without Government subventions	<ul style="list-style-type: none"> • The ceiling is capped at 10% of the approved total budget or actual expenditure, whichever is the less. • Detailed breakdown on items to be charged to the administrative and overhead costs must be provided in the application for assessment.
9. Contingency Items	<ul style="list-style-type: none"> • Not supported.

Remarks: The level of funding support may be adjusted by the Environmental Education and Community Action Projects Vetting Sub-committee as and when necessary. For the latest version, please refer to the Internet homepage of –

Environment and Conservation Fund Committee

<http://www.ecf.gov.hk/en/application/index.html>

Environmental Campaign Committee – Environmental Education and Community Action Projects

<http://eecc.ecc.org.hk/english/guide/guide.html>

Probity Requirements for Recipient Organisations of Grants from the Environment and Conservation Fund

1. Introduction

As Government funds involve public money, there is high public expectation on the recipient organisations of grants from the Environment and Conservation Fund (ECF) to adhere to a high standard of integrity and spend the funds in an open, fair and accountable manner.

2. Probity Provisions

To uphold the integrity of staff members and agents of the recipient organisation in relation to the funded project, the recipient organisation shall:

- require its staff members, subcontractors, agents, assisting/ sponsoring organisers and other personnel who are in any way involved in the ECF-funded project, not to offer, solicit or accept from any person any money, gifts or advantages as defined in the Prevention of Bribery Ordinance (Cap 201) in relation to the project;
- be liable for any loss or damage to the ECF, or its trustee, or the Secretariat of the ECF Committee or its Vetting Subcommittees arising from the termination of the funding agreement, where the termination is attributed to the commitment of any offence under the Prevention of Bribery Ordinance in relation to the funded project by the recipient organisation or its staff members, subcontractors, agents, assisting/ sponsoring organisers or other personnel who are in any way involved in the project;
- ensure, during the period of the project, that it (including its staff members, subcontractors, agents or other personnel) shall not undertake any service, task or job or do anything whatsoever for or on behalf of the recipient organisation or any third party (other than in the performance of the funding agreement) which conflicts, or which may be seen to conflict, with the recipient organisation's duties to the ECF (or its trustee, or the ECF Committee or its Vetting Subcommittees, or the Secretariat to the ECF Committee or its Vetting Subcommittees) under the funding agreement, unless and to the extent the Secretariat of the ECF Committee or the relevant Vetting Subcommittee has been fully informed, and whose permission has been obtained, by the recipient organisation in a timely fashion of all the circumstances in which the permission is sought; and
- notify the Secretariat of the ECF Committee or the relevant Vetting Subcommittee in writing of all or any facts which may reasonably be considered to give rise to a situation where the financial, professional, commercial, personal, or other interests of the recipient organisation or any of its directors, staff members, agents, assisting/ sponsoring organisers and contractors, or any of their respective associates or associated persons, conflict or compete, or may conflict or compete, with the recipient organisation's duties to the ECF (or its trustee, or the ECF Committee or its Vetting Sub-Committees, or the Secretariat to the ECF Committee or its Vetting Sub-committees) under the funding

agreement.

3. Staff Recruitment

- The recipient organisation or the Person-in-charge (PIC) should maintain fairness and transparency in recruiting staff for the ECF-funded project, and ensure that all such staff members recruited with ECF grants are well qualified, suitably deployed, and properly remunerated.

4. Procurement

- In procuring goods and services in relation to the ECF-funded project and implementation of activities under the project, the recipient organisation or the PIC should:
 - adopt a set of standard procurement procedures to procure all goods and services in an open, fair and competitive basis, which should be no less stringent than the requirements set out in the ECF's Guide to Application, Terms & Conditions for the Allocation and Use of Fund, and other relevant conditions prescribed for the grant of fund, to ensure consistency in practice.
 - segregate the duties in the procurement process as far as possible, e.g. assign different staff members to source suppliers/ contractors for invitation of quotations/ tenders, approve quotations/ tenders, and certify the goods/ services received.
 - specify the approving authorities and the procurement methods for purchases of different values (e.g. open tendering for purchases of significant value or restricted tendering for minor purchases of a specified amount), which should be no less stringent than the requirements set out in the ECF's Guide to Application, Terms & Conditions for the Allocation and Use of Fund, and other relevant conditions prescribed for the grant of fund.
 - state the approving authorities for purchases by single source quotation or tender (preferably by a panel in case of high value purchases) and require the staff concerned to give justifications in writing.
 - include in the tender/ quotation invitation documents probity clauses to prohibit all bidders from offering or soliciting bribes in relation to the bidding exercise.
 - incorporate anti-collusion clauses in the tender/ quotation invitation document, and require the bidders to submit, together with their bids, a declaration pledging compliance with the anti-collusion clause.
 - add probity clauses to prohibit all contractors'/ service providers' staff from offering, soliciting or accepting bribes, in the contracts to be awarded.
 - Seek ICAC's tailor-made advice, if necessary, on procurement in relation to the ECF-funded projects.

- In sourcing suppliers and service providers, the recipient organisation should:
 - compile lists of suppliers/ service providers for approval by the designated authority in the recipient organisation to facilitate sourcing of suppliers/ service providers for the goods or services that are required frequently.
 - invite the required number of suitable suppliers/ service providers on the respective approved lists to bid on a fair-share basis (e.g. by rotation).
 - add other suppliers nominated, with justifications for their nominations and approval by designated authority, by the users or other staff.
 - source, for those without any approved list, suitable suppliers/ service providers for invitations to bid, taking into account their company size, experience and past performance records, if any, through the Internet and nominations by the users and other staff, and include the current supplier/ service provider as appropriate.

5. Handling of Project Assets

- The PIC should be responsible for the overall control and management of project assets (i.e. all capital items and equipment, minor works installations, educational materials and computer software procured with ECF grant for use of the project), including any movements or transfers of these items among users. He/ she should keep a register to record the movements of each item, such as the date of issue and the recipient, date and cost of acquisition, detailed description of the equipment and its physical location. He/ she should also mark on each item to show that it is an asset of ECF.
- The PIC should conduct and record random and regular (e.g. yearly) physical checks on these assets.
- The PIC should report on any loss or damages to these assets, or any unserviceable assets, to the management of the recipient organisation for necessary action. He should also report to the police and the Secretariat for all assets which are lost or stolen.

6. Record Keeping

- The recipient organisation should maintain, for a minimum period of 7 years after the completion of the project, full and proper books of accounts and records in respect of the project.
- The recipient organisation should allow the Secretariat and its authorised representatives to access to all or any of the books and records for conducting audit, inspection, and verification whenever required.

*Secretariat, Environmental Education and Community Action Projects Vetting Subcommittee
February 2016*