



ENVIRONMENT AND CONSERVATION FUND

環境及自然保育基金



Guide to Application



Energy Conservation Projects for Non-government Organisations (Energy Conservation Education Programmes)

(Lastest version in June 2012)

Secretariat,
Energy Conservation Projects Vetting Subcommittee
5/F Southorn Centre,
130 Hennessy Road,
Wan Chai, Hong Kong

Tel : 2835 1130
Fax : 2827 8138
Email : ecp@epd.gov.hk

1. INTRODUCTION

The Government is committed to promote a low carbon economy – an economy based on low energy consumption and low pollution, and to work closely with the international community in tackling the challenges of climate change. The Environment and Conservation Fund (ECF) Committee¹ has set up funding schemes to provide financial incentives to the non-government organisations (NGOs) to carry out educational programmes to promote energy conservation.

1.1 Purpose of this Guide

This Guide provides guidance on application for the funding of Energy Conservation Education Programmes, and describes the basic requirements and responsibilities of the recipient organisations. Upon approval of funds by the ECF Committee, 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 Nature of the Projects

The objective of the Projects is to encourage NGOs to carry out educational projects or activities to enhance community awareness of energy conservation in Hong Kong.

1.3 Administration

Administration of grants for Energy Conservation Projects for Non-government organisations is undertaken by the ECF Energy Conservation Projects Vetting Subcommittee (Vetting Subcommittee) Secretariat.

The Vetting Subcommittee has been established under the ECF Committee to consider the applications. The Vetting Subcommittee comprises representatives of the ECF Committee and other members may also be co-opted into the subcommittee if such is considered necessary by the ECF Committee.

2. GUIDE TO APPLICATION

2.1 Who may apply?

All NGOs which are local non-profit making organisations (e.g. green groups or community bodies) are eligible to apply.

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

2.2 What are the funding limits?

For projects applying for grants below HK\$2,000,000, the applications will be considered by the Vetting Subcommittee on individual merits, including their uniqueness and effectiveness. Funds may be granted for full or partial support of projects. Projects applying for grants exceeding HK\$2,000,000 will need to be approved by the ECF Committee.

2.3 How to apply?

Applicants have to fill in an application form, which can be obtained from –

- Energy Conservation Projects Vetting Subcommittee Secretariat
5/F Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong
Tel: 2835 1130
Fax: 2827 8138
E-mail : ecp@epd.gov.hk
- Softcopy can be downloaded from the Internet homepage of

Environment and Conservation Fund Committee
<http://www.ecf.gov.hk>

This scheme has been open for applications for three years starting from October 2009. Completed application form should be returned to the Energy Conservation Projects Vetting Subcommittee Secretariat *at least four months* before commencement of project.

2.4 What are the vetting procedures?

The Vetting Subcommittee can approve an amount up to HK\$2,000,000 for an application. For funding applications exceeding HK\$2,000,000, the recommendations of the Vetting Subcommittee have to be endorsed by the ECF Committee. Information of the approved projects will be uploaded onto the ECF Committee websites.

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

- Step 1: Upon receipt of an application by the Vetting Subcommittee Secretariat, an interim reply will be sent to the applicant to acknowledge receipt of the application. Where necessary, the Vetting Subcommittee will request the applicant to provide clarification or supplementary information.
- Step 2: The application will be considered at the Vetting Subcommittee meeting (which will usually be held on a quarterly basis).
- Step 3: For funding applications of or below HK\$2,000,000, the Vetting Subcommittee will approve the application, reject it or request the applicant to provide further information. The Vetting Subcommittee will also consider the budget, and where necessary, amend the budget details and set ceilings for individual expenditure items. The Vetting Subcommittee Secretariat will inform the applicant of the Vetting Subcommittee's decision. The Vetting Subcommittee Secretariat will also upload information of the approved projects on the ECF Committee website.

For funding applications above HK\$2,000,000, the Vetting Subcommittee will recommend the application for consideration by the ECF Committee, reject it or request the applicant to provide further information.

For projects that further information is required from the applicant, the Vetting Subcommittee Secretariat will inform the applicant on the required information. The Vetting Subcommittee Secretariat will circulate the applicant's responses to the Vetting Subcommittee members. Members will make a final decision either at the forthcoming meeting or by sending in their views to the Secretariat. The Vetting Subcommittee Secretariat will inform the applicant of the Vetting Subcommittee's decision as soon as practicable.

- Step 4: The ECF Committee will consider funding applications above HK\$2,000,000 that have been recommended by the Vetting Subcommittee. The ECF Committee Secretariat will inform the applicant of the ECF Committee's decision. The Secretariat will also upload information of the approved projects on the ECF Committee website.

2.5 What are the vetting criteria?

The following broad criteria will be used in assessing the merits of individual applications –

- (a) the projects must contribute to promoting a low carbon economy in Hong Kong by identifying enhancements of energy efficiency and conservation and reduction of greenhouse gas (GHG) emissions in Hong Kong;
- (b) 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;
- (c) the projects must be non-profit making in nature;
- (d) whether there is a demonstrable need for the proposed project;
- (e) whether the programmes of the project proposal can bring about positive impacts in the longer run;
- (f) 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;
- (g) whether the proposed project's schedule of implementation is well planned and practicable, and the duration is reasonable;
- (h) whether the proposed budget is prudent, realistic and cost-effective, with full justification for every expenditure item;
- (i) whether the proposed activities will generate a lot of waste;
- (j) whether the proposed project has alternative sources of funding support;
- (k) whether the proposed project should more appropriately be funded by other sources;
- (l) whether there is or likely to be a duplication of the work already or currently carried out by other groups;
- (m) if recurrent expenditure is incurred, whether the proposed project has potential to become self-sufficient after a certain period of time.; and
- (n) the proposed project in the application which starts before the approval of the Energy Conservation Projects Vetting Subcommittee is given shall not be supported.

2.6 Avoidance of Conflict of Interests

To avoid conflict of interest, members of Vetting Subcommittee and the 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.

2.7 When will I know the result?

For funding applications of or below HK\$2,000,000, the applicants will normally be notified of the decision of the Vetting Subcommittee within four months, depending on the schedule of meetings (normally held quarterly in March, June, September and December) and if any additional information is required. Funding applications over HK\$2,000,000 would be submitted to the ECF Committee for consideration. The applicants will be informed of the outcome shortly after the ECF Committee meeting, which is normally held quarterly.

2.8 Can I withdraw my application?

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

2.9 Can I resubmit my application?

A declined application may be resubmitted only if it has been revised substantially or if it has been able to produce new evidence to address the comments made by the Vetting Subcommittee in its earlier review. In completing the application form for a resubmitted application, the applicant should set out clearly the differences of the resubmitted application vis-à-vis the previous one. The revised application will be treated as a new application, and will be subject to the same assessment procedures as set out in the preceding paragraphs.

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 must be typed or printed on both sides of a paper and duly signed by the person-in-charge (i.e. the head or deputy head of

the applicant organisation). The completed application form should be submitted in both hard and soft copies (in words format).

3.1.3 Please give clear and concise information. Additional pages may be attached to the form if such is necessary.

3.1.4 Acknowledgment will be sent to the applicant organisation after receipt of an application.

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 may be put on ECF'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 Vetting Subcommittee Secretariat.

To support the application, please also provide the following information –

- (a) background information of the organisation;
- (b) documentary proof of the organisation's non-profit making status; and
- (c) other supporting information depending on the registration status of the organisation.

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 Duration of Project

Give the commencement and completion dates and duration of project.

3.2.2.3 Nature and Purpose of Project

In clear and specific terms, state how the project will enhance public awareness of energy conservation or mobilise the community to take action.

3.2.2.4 Role of the Recipient Organisation

State the role the recipient organisation will play in organising and implementing the project. Projects in which the recipient organisation does not make a major contribution will **not** be eligible for funding support.

3.2.2.5 Details of Other Co-organising / Assisting / Supporting / Sponsoring Bodies for the Proposed Project

Give details of other co-organising / assisting / supporting / sponsoring bodies.

3.2.2.6 Project Details

State the following –

- (a) the target group and target district;
- (b) the anticipated number of participants of each activity; and
- (c) record of applicant in implementing similar projects.

3.2.2.7 Method of Implementation of Project

State clearly the implementation method to be employed and show how this could help achieve the purpose of the project. Please provide the following information in particular –

- (a) methods in selecting participants and promoting the activities;
- (b) date, time, venue, content of activities and expected number of participants; and

(Note: **No** funding will be supported for activities which start before approval is given by the Vetting Subcommittee.)

- (c) publication and production of educational materials (if any): description and distribution of the materials.

3.2.2.8 The Workplan and Timetable

- (a) Workplan – Provide a detailed workplan describing the various activities that will be carried out under the project.
- (b) Timetable – Provide a timetable showing the length and sequence of the various activities in the project.

3.2.2.9 Expected Benefits of the Project

State the expected achievements of the project in quantitative terms and expected benefits to the target group. 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, companies, buildings or households participating in the programmes;
- (b) number of volunteers recruited or trained;
- (c) number of local community organisations involved;
- (d) quantities of electricity saved;
- (e) number of papers published;
- (f) technologies transferred to practitioners;
- (g) media coverage on the programmes; and
- (h) increase in energy conservation awareness (by conducting pre- and post- project questionnaire survey with participants).

3.2.2.10 Budget of Project

The application should provide a detailed budget for the project. Each income and expenditure item should be reasonable, realistic and sufficiently broken down. All expenditure items must be incurred between the commencement and completion date of the project with supporting receipts (original). Please also study carefully the following funding criteria 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) Funding for project coordinators / assistants may be supported, the salary of which will be considered on a case-by-case basis. The total amount for covering the cost of project coordinators / assistants should normally be below 50% of the total approved amount or the total actual expenditure, whichever is the less.

(b) Production of Publications and Website

- (i) Funding for production of practical and promotional guides on energy efficiency will be considered. Details of publication arrangements and relevant budget should be provided in the application proposal for overall assessment.
- (ii) Funding for website design and maintenance costs will be considered.

(c) Purchase of Educational Materials and Computer Softwares

Expenses on educational materials and computer softwares will be considered on the condition that the education materials and computer softwares are essential.

(d) Items that are **Not Supported**

- (i) rental payment and renovation fee;
- (ii) contingency and uniform (including, but not limited to, items such as cap, T-shirt, and badges);

- (iii) funding for reprinting of existing leaflets or education materials will **not** be supported, unless they form an essential part of the project;
 - (iv) overseas travel will **not** normally be supported. Overseas participants in a local function are normally expected to pay for their own travelling and living expenses;
 - (v) payments to individuals as a reward for their participation in the project will **not** be given. Subsidy for volunteer involvement in organising the project may be considered in accordance with point (e);
- (e) Funding support may be considered for the following expenses –
- (i) hire of transport;
 - (ii) meal allowance and travelling expenses on public transport for volunteers;
 - (iii) hire of temporary / casual workers on a one-off basis;
 - (iv) hire and decoration of venue, hire of lighting and public address facilities;
 - (v) procurement of postage, stationery, etc.;
 - (vi) printing work including publicity materials;
 - (vii) light refreshments for ceremonies;
 - (viii) purchase of souvenirs and gifts of a token nature;
 - (ix) under exceptional circumstances, payment of reasonable fees to hire experienced and professional speakers / trainers;
 - (x) procurement of services such as processing of films and slides, production of design and artwork;
 - (xi) premium for public liability insurance;

- (xii) a modest amount for contest / participation prizes.
Cash or cashable items must not be given; and
- (xiii) for admission fee and hire of package tour, 40% of the charge should be paid by the participants.

(f) 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.)

3.2.2.11 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. Any efforts to seek private sector sponsorship for the proposed projects should be highlighted.

3.2.2.12 Estimated Revenue Generated from the Project

Estimated revenue gains from the project 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.

3.2.2.13 Recurrent Income of Project

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

3.2.2.14 Details of Applicant

State the following –

- (a) experience in organising environmental activities;

- (b) number of existing workers, their positions, and their duties involved in the proposed project;
- (c) number of additional workers, their positions, and their duties involved in the proposed project;
- (d) details of the person-in-charge; and
- (e) record of previous applications which are either supported or rejected by ECF and the amount approved and received for the successful applications.

3.2.2.15 Other Relevant Information in Support of the Application

Please provide other information as required.

4. CONDITIONS FOR THE USE AND ALLOCATION OF FUNDS

4.1 Contractual Requirements

For each project in 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 between 25-50% of the grant upon approval depending 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 together with a statement of accounts for the project endorsed by the Vetting Subcommittee Secretariat in accordance with the requirement specified in

paragraph 4.5 and 4.6 below. The Vetting Subcommittee Secretariat will agree with the recipient organisation a schedule of payment.

- 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. Prior approval must be obtained from the Vetting Subcommittee should there be any changes in the approved amount. However, the Vetting Subcommittee Secretariat may increase the approved amount of an individual item (except project co-ordinator) by up to 20% provided that the total amount to be paid will not exceed the total grant approved.
- 4.3.4** The grant could be reduced on a pro-rata basis in the following circumstances -
- (a) the scope and / or activities of the project are changed;
 - (b) the actual frequency of activities (e.g. seminars) is less than proposed;
 - (c) the number of participants is less than proposed and the grant allocated is according to the number of participants;
 - (d) the number of publications (e.g. leaflets) is less than that proposed; and
 - (e) the duration of project is reduced.
- 4.3.5** Any item 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, fee 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 completion of the project.
- 4.3.8** Income derived from the project after the project period, including sales of output, should be returned to the ECF for offsetting part or whole of the project's cost. Failure to report and return such income to the ECF will render the organisation ineligible for future funding support.

4.4 Project Interest

- 4.4.1** The ECF funds shall be paid into a risk-free interest-bearing account opened with a licensed bank.
- 4.4.2** Interest incomes generated from the ECF funds 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 Subcommittee 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 funds are not properly handled. Where necessary, the Government will initiate legal action for suitable remedies.

4.5 Reports

- 4.5.1** Ongoing projects are monitored and completed projects are reviewed by the Vetting Subcommittee. 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 or certified true copy of receipts for the expenses to the Vetting Subcommittee Secretariat. For projects receiving a grant over HK\$150,000 and lasting more than 18 months, recipient organisations are also required to submit once every 12 months a statement of accounts audited by certified public accountants (practising) within the meaning of section 2 of the Professional Accountants Ordinance (Cap 50) to Vetting Subcommittee Secretariat for the first disbursement, all disbursements will be subject to satisfactory performance and progress of the project. The Vetting Subcommittee Secretariat may conduct on-site inspections and surprised 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 Vetting Subcommittee Secretariat (for projects over HK\$150,000, the statement of accounts should be audited by certified public accountants (practising) within the meaning of section 2 of the Professional Accountants Ordinance (Cap 50)). If an extension of the submission deadline is required, approval should be obtained from the Vetting Subcommittee. The Vetting Subcommittee 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** Progress reports and completion reports should be signed off by the person-in-charge of the recipient organisation and submitted in such format as prescribed in the Progress / Completion Report Form.
- 4.5.4** Unsatisfactory performance will affect the organisation's future chance of getting funding support, and the organisation's management will be informed.
- 4.5.5** For specific projects, recipient organisations are required to complete post-implementation review on the effectiveness of the projects.

4.6 Statement of Accounts

- 4.6.1** Within two months of completion of the project or before the date specified in the agreement, recipient organisations have to submit a complete statement of accounts, attached to the completion report, to the Vetting Subcommittee Secretariat. If an extension of the submission deadline is required, approval should be obtained from the Vetting Subcommittee.
- 4.6.2** For projects receiving a grant of or below HK\$150,000, the grant received must be shown in a complete statement of accounts, together with the original or certified true copy of invoices and receipts as appropriate. The Vetting Subcommittee 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 over HK\$150,000, the following should be noted –
 - (a) The statement of accounts attached to the 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; and
 - (b) For projects lasting more than 18 months, recipient organisations are also required to submit a statement of accounts audited by certified public accountants (practising) to the Vetting Subcommittee Secretariat once every 12 months.

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

4.7.1 Unless negotiated otherwise between the Vetting Subcommittee 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, progress report, completion report and other publications or publicity material.

4.8 Publicity of Project Events and Results

4.8.1 Recipient organisations should try to publicise the project results or any events related to the project through publications, seminars, workshops, conferences and exhibitions etc. Recipient organisations should also provide information about the events such that the Vetting Subcommittee might conduct spot checks on the proposed activities.

4.8.2 Recipient organisations should notify the Vetting Subcommittee of the project results before publicising them. Copies of publications or publicity material produced under the project must be made available to the Vetting Subcommittee within one month after the completion of the project.

4.9 Acknowledgement of Support and Disclaimer

4.9.1 The source of funding (the name and logo of the ECF) must be acknowledged in all publicity materials relating to the project.

4.9.2 The logo of the ECF may be used and printed onto various 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 paper and electronic media.

4.9.3 Use of the name and logo for other purposes is subject to the prior approval of Vetting Subcommittee.

4.9.4 In no circumstances shall the name and logo of the ECF be used for publicity for commercial interest or other purposes which may damage the image and / or cause any liability to the ECF.

4.10 Suspension / Termination of Funding Support

4.10.1 The Vetting Subcommittee may suspend / terminate support for a project under the following circumstances -

- (a) if the project does not commence within one year of the approval of the grant and no reasonable explanation has been given;
- (b) the Vetting Subcommittee considers that the project has not progressed satisfactorily and no reasonable explanation has been given;
- (c) the project-in-charge 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 Subcommittee to take over the role of project-in-charge; 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.

4.10.2 In each of the above cases of suspension / termination, the Vetting Subcommittee 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 change the unsatisfactory situation before the Vetting Subcommittee will lift 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 Subcommittee will consider possible redeployment of the capital items, educational materials and computer softwares acquired for the project.

4.10.3 Any suspension or termination of a project will affect the organisation's future chance of getting financial support from the ECF and the organisation's management will be informed.

4.10.4 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.

4.10.5 Any major changes to the project must be approved by the Vetting Subcommittee. Such major changes include -

- (a) revision to the objectives and / or content;

- (b) change of project-in-charge;
- (c) transfer of project to another organisation; or
- (d) deferral of progress / completion reports / statement of accounts submission date.

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

4.10.7 Any proposed minor changes to a project should be submitted to the Vetting Subcommittee Secretariat for approval.

4.11 Procurement of Capital Items, Goods and Services

4.11.1 The recipient organisation should exercise utmost prudence in procuring goods or services for the project and must adhere to the following procedures unless the Vetting Subcommittee agrees otherwise –

- (a) for every procurement the aggregate value of which exceeds HK\$5,000 but does not exceed HK\$10,000, tender from at least two suppliers should be obtained;
- (b) for every procurement the aggregate value of which exceeds HK\$10,000 but does not exceed HK\$200,000, tender from at least three suppliers should be obtained; and
- (c) for every procurement the aggregate value of which exceeds HK\$200,000, tender from at least five suppliers should be obtained.

4.11.2 The recipient organisation should select the supplier that has submitted the lowest bid. If the lowest bid is not selected, full justifications must be given and prior agreement must be obtained from the Vetting Subcommittee.

4.11.3 When procuring goods or services for the project, the recipient organisation should not select specific brands, models, and places of manufacture.

4.11.4 In case an applicant organisation intends to procure the items from a company / organisation / individual without following the open procurement process in paragraph 4.11.1 above, it has to provide details, justifications and its relationship with the company / organisation /

individual in the application form. If the application is approved, subsequent approval from the Vetting Subcommittee will not be required.

4.11.5 All quotations and tendering documents should be kept for inspection by the Vetting Subcommittee.

4.11.6 The Vetting Subcommittee reserves the right to accept the tendering method.

4.12 Title of Capital Items, Educational Materials and Computer Softwares

The title of capital items, 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.

4.13 Others

4.13.1 The applicant shall bear all responsibility, financial or otherwise, for expenditure or other liabilities arising from the projects.

4.13.2 The ECF Committee, their subcommittees and secretariats, and Government shall have no responsibility, financial or otherwise, for expenditure or other liabilities arising from the projects.

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