



# ENVIRONMENT AND CONSERVATION FUND

## 環境及自然保育基金



### Guide to Application



## On-site Meal Portioning Projects in Schools

*(Latest version in January 2011)*

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## 1 INTRODUCTION

Schools in Hong Kong currently use some 270,000 disposable lunch boxes a day and generate over 100 tonnes of food waste at the same time. To reduce food waste and disposable lunch boxes, schools are encouraged to adopt ‘on-site meal portioning’ where possible. In ‘on-site meal portioning’, meals are ordered from suppliers and delivered to schools, where rice and vegetables are cooked on the day with electric stoves. Meals are then distributed to students with reusable trays and cutlery. Subject to the availability of suitable space at individual schools, meals are preferably taken in a designated dining area or may also be taken in classrooms. Afterwards, the reusable trays and cutlery are thoroughly washed and dried at school for reuse.

To encourage implementation of ‘on-site meal portioning’ at schools, the Environment and Conservation Fund (ECF) Committee<sup>1</sup> has approved an allocation of \$150 million to support existing schools to conduct conversion works and install facilities necessary for implementing ‘on-site meal portioning’.

### 1.1 Purpose of this Guide

This Guide provides guidance on application for funding *On-site Meal Portioning Projects in Schools* (the *Project*) and describes the basic requirements and responsibilities for recipient schools. Upon approval of funds by the ECF Committee, recipient schools 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 Projects

The *Projects* aim to carry out conversion works and install facilities necessary for implementing ‘on-site meal portioning’, such as electrical and water installation, equipment for re-heating and washing of containers / cutlery, cookers for rice / vegetables, dining tables / chairs and reusable lunch containers / cutlery. The funding scheme intends to encourage more schools to switch to on-site meal portioning so as to benefit the students and schools should not use the facilities funded by the ECF to generate profit.

Upon installation of the works and facilities, the recipient school should make its own arrangement to implement ‘on-site meal portioning’. No funding will be provided for hiring of lunch suppliers, hiring of additional workers, and other recurrent expenses such as electricity and water bills. When engaging lunch suppliers to operate on-site meal portioning within the school premises, schools should observe the guidelines and regulations of the Education Bureau (EDB) including those for allowing trading operations within school premises (EDBC024/2008). Any profits/net income arising from trading operations, including the engagement of lunch supplier for providing catering service, on the school premises and the handling of all proceeds (such as any rental for use of school premises) must strictly adhere to EDB’s guidelines and regulations.

### 1.3 Administration

Administration of grants for the *Projects* is undertaken by the Secretariat of the Waste Recovery Projects Vetting Sub-committee under the ECF Committee.

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<sup>1</sup> A statutory body, which comprises mainly non-officials, was set up in 1994 under the Environmental and Conservation Fund Ordinance to advise the 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 GUIDE TO APPLICATION**

### **2.1 Who may apply?**

All schools which are Government funded are eligible to apply<sup>2</sup>. For private schools, schools of English Schools Foundation and international schools, applications will be considered on individual merits as far as the objectives and scope meet the funding criteria.

### **2.2 What are the funding limits?**

The actual amount to be granted will depend on various factors such as the size of the schools, the number of participating students and the proposed facilities and conversion works required. Funds may be granted for full or partial support of the projects. Projects applying for grants exceeding HK\$2,000,000 will need to be approved by the ECF Committee.

### **2.3 What services are offered by the Government for Implementing the Projects?**

To facilitate the implementation of the *Projects*, the Secretariat has entrusted the Electrical and Mechanical Services Trading Fund (EMSTF)<sup>3</sup> to provide professional support to schools. The applicant school can choose the '*Full Project Management Services*' provided by the EMSTF. Alternatively, the applicant school may choose to prepare the funding application and arrange for carrying out the conversion and installation works by its own means. In the latter case, the applicant school may seek '*Advisory Services*' from the EMSTF through the Secretariat.

Details of the two types of services are as follows:

#### **2.3.1 Full Project Management Services**

The applicant school may, through the Secretariat, engage the EMSTF to follow through the whole project, from application of funding to designing, planning and implementing the conversion and installation works. These Services include:

##### **2.3.1.1 Conducting preliminary assessment**

- (a) Conduct site visit(s) to the school to assess the feasibility of the conversion works involved; and
- (b) Report the findings to the school.

##### **2.3.1.2 Preparing ECF application for the school**

- (a) Provide the scope and other necessary details for the conversion works, the schedule of works and the budget estimate to the school for filing the ECF Application Form.

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<sup>2</sup> Government schools are not eligible for this funding scheme. Interested schools may apply for funding under minor building works.

<sup>3</sup> The Electrical and Mechanical Services Trading Fund (EMSTF) is the trading arm of the Electrical and Mechanical Services Department, providing electrical and mechanical services to clients.

- 2.3.1.3 Upon approval of ECF funding, preparing necessary tender documents and installation plan
  - (a) Prepare tender documents for procurement and installation of equipment and installation plan for the conversion works; and
  - (b) Obtain endorsement from relevant departments (e.g. Architectural Services Department (ArchSD), Buildings Department (BD), Housing Department (HD), Education Bureau (EDB)) as necessary.
- 2.3.1.4 Carrying out of the works and installation of equipment
  - (a) Issue works order to contractor(s);
  - (b) Monitor the progress of the conversion works and installation of equipment according to the schedule;
  - (c) Liaise with contractor(s); and
  - (d) Provide report to the school upon completion of works.
- 2.3.1.5 Providing training to the school/lunch supplier
  - (a) Prepare operation and maintenance manual(s) of the facilities; and
  - (b) Provide one briefing/training session to the school/lunch supplier on maintenance and usage of the facilities.
- 2.3.1.6 Rectifying defects during the 2-year warranty period
  - (a) Rectify any defects identified and complete all outstanding works during the warranty period.

To minimize disturbance to the operation of the school, the conversion and installation works will normally be conducted during long holidays such as Easter, summer, and Christmas vacations. The exact commencement and completion dates for the works will vary depending on the actual situation. A diagram showing the work flow of Full Project Management Services is provided in Appendix A.

## **2.3.2 Advisory Services**

If the applicant school would like to arrange for the conversion works and the procurement and installation of facilities by its own means, the EMSTF could provide the following support and advice:

- (a) Conduct site visit(s) to the school to assess the feasibility of the conversion works involved;
- (b) Report the findings to the school; and
- (c) Provide assistance to the school in preparing ECF application, such as professional advice on the budget estimates, the scope of works to be undertaken by the school's contractor(s) and the works schedule.

Under this arrangement, the applicant school will arrange for tendering and procurement by its own means, obtain necessary endorsement from Government departments, and oversee the implementation of works. A diagram showing the work flow of Advisory Services is provided in Appendix B.

## 2.4 Undertaking to implement on-site meal portioning and use of facilities funded under ECF

The applicant school will be required to continue to implement on-site meal portioning for at least 36 months after completion of the conversion and installation works.

Schools should exercise utmost prudence in considering facilities to be procured using the ECF. Facilities under the *Projects* are not transferable within 36 months after completion of the conversion and installation works, and any transfer of facilities within the period must be approved by the Vetting Sub-committee Secretariat. Facilities under the *Projects* should be used, as far as practicable, to the end of their service-life for the purpose of on-site meal portioning to avoid wastage.

## 2.5 How to apply?

Applicant schools have to fill out an application form attached to this Guide, which can be obtained from -

- Waste Recovery Projects Vetting Sub-committee Secretariat  
5/F Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong  
Tel: 2835 1337, Fax: 2827 8138  
E-mail : wrp@epd.gov.hk

Softcopy can be downloaded from the Internet homepage of

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

The person-in-charge of the proposed project should be the head or deputy head of the school. Completed application form should be signed by the person-in-charge and returned to the Secretariat of the Waste Recovery Projects Vetting Sub-committee. In general, the Secretariat recommends schools to submit applications with all necessary information *at least 6 months* before the anticipated commencement of implementing ‘on-site meal portioning’ to allow sufficient time for detailed design, obtaining endorsement from relevant Government departments, and tendering etc.

## 2.6 What are the vetting procedures?

A Waste Recovery Projects Vetting Sub-committee (the Vetting Sub-committee) has been established under the ECF Committee to consider Community Waste Recovery Projects. The Sub-committee comprises representatives of the ECF Committee, Environmental Campaign Committee (ECC)<sup>4</sup>, Advisory Council on Environment’s Waste Management Subcommittee, and Environmental Protection Department. Other members may also be co-opted into the Sub-committee if such is considered necessary by the ECF Committee. The Vetting Sub-committee can approve grants up to HK\$2,000,000 for a project. For applications exceeding HK\$2,000,000, the recommendations of the Vetting Sub-committee have to be endorsed by the ECF Committee.

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<sup>4</sup> The ECC, which comprises mainly non-officials, was set up in 1990 to promote awareness of environmental issues so as to encourage and mobilize the public to contribute actively towards a better environment.

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

- Step 1: Upon receipt of an application, the Vetting Sub-committee Secretariat will send an interim reply to the applicant to acknowledge receipt of the application. Where necessary, the applicant will be required to provide clarification or supplementary information.
- Step 2: The application will be considered by the Vetting Sub-committee.
- Step 3: For funding applications of or below HK\$2,000,000, the Vetting Sub-committee will either approve the application, reject it or request the applicant to provide further information. 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 ECF website.

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

Where the applicant needs to provide further information for a project, the Secretariat will provide the applicant's responses to the Vetting Sub-committee, which will make the final decision. The Secretariat will inform the applicant of the Vetting Sub-committee's decision as soon as practicable.

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

## 2.7 What are the vetting criteria?

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

- (a) ***The Project*** must contribute to promoting waste reduction in schools and raise environmental awareness of the students and parents;
- (b) ***The Project*** must be non-profit making in nature;
- (c) To maximize the cost-effectiveness of 'on-site meal portioning', the applicant school is encouraged to take into account the feasibility of the conversion and installation works involved and the number of students to be benefited. In view of the large number of schools indicating interest in the funding scheme, the number of students and the class structure of applicant schools may also be considered during the vetting of applications. Although there is no minimum number of students/classes for applicant schools, if the relevant number of students or number of classes is relatively small compared to that of similar schools, the application may be given a lower priority depending on the situation of each case.

The above vetting criteria will be reviewed at an appropriate stage of the funding scheme.

- (d) In considering a project proposal, due consideration will be given to -
- (i) whether the proposed budget is prudent, realistic and cost-effective, with full justification for every expenditure item;
  - (ii) whether the proposed schedule of implementation is well-planned and practicable;
  - (iii) whether the proposed project has alternative sources of funding support; and
  - (iv) whether the proposed project should more appropriately be funded by other sources.

## **2.8 Avoidance of conflict of interests**

To avoid conflict of interest, members of the Vetting Sub-committee 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.

## **2.9 Any deadline for application?**

Applications will be accepted starting from 7 December 2009. There is no deadline for application.

## **2.10 When will I know the results?**

For funding applications of or below HK\$2,000,000, the applicants will normally be notified of the decision of the Vetting Sub-committee within four months, depending on the schedule of meetings and if no 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.

## **2.11 Can I withdraw my application?**

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

## **2.12 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 Sub-committee 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.

### 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 submitted in both hard and soft copies.
- 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 after receipt of an application by the Vetting Sub-committee Secretariat.

#### 3.2 Sections in the Application Form

##### 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 the ECF/ECC homepage for public access. If the applicant does not wish certain information to be released, please forward its request and justifications upon submission of the application to the Vetting Sub-committee Secretariat.

##### 3.2.2 Content of Project Proposal

###### 3.2.2.1 *Type of school*

Indicate the type of school of the applicant.

###### 3.2.2.2 *Year in which the school building was constructed*

Give the year in which the school building was constructed.

###### 3.2.2.3 *Any plan for the school to move away from the above address in the coming 3 years*

Indicate whether the school plans to move away within 3 years.

###### 3.2.2.4 *Current Lunch Arrangement*

- (a) Provide details of current lunch arrangement, including:
- Locations at which students dine (e.g. dine outside school, in playground, in classrooms etc.);
  - Corresponding lunch arrangement (e.g. lunch supplier delivers lunch boxes, students bring own lunch boxes etc.);

- Number of classes for each type of arrangement; and
  - Approximate number of students involved.
- (b) List out the types of existing facilities / equipment associated with current lunch arrangement, their quantities and ownership (e.g. dining tables/chairs, heaters for food, trolleys for transfer/collection of meals/trays, dish washing facilities).

3.2.2.5 *Opt to receive Services provided by the Electrical and Mechanical Services Trading Fund*

The applicant school should indicate whether it will opt for the Full Project Management Services provided by EMSTF (see Section 2.3 of this document).

3.2.2.6 *Duration of the conversion and installation Works*

Give the projected commencement and completion dates of the conversion and installation works.

3.2.2.7 *Workplan for on-site meal portioning*

Provide workplan for on-site meal portioning, including:

- Location(s) at which students will dine under the ‘on-site meal portioning’ arrangement (e.g. designated dining area, classrooms);
  - If lunch is taken at designated dining area, please specify whether students will take shifts in having lunch, and the number of shifts involved.
  - If lunch is taken in classrooms, please specify the delivery method of meals from food re-heating area to students (e.g. whether electrical warmer trolleys are needed).
- Classes to be involved (e.g. Form 1-2);
- Number of classes to participate;
- Anticipated number of students; and
- the expected date on which ‘on-site meal portioning’ will commence.

3.2.2.8 *Summary of reports and budget of the Project*

The application should be attached with relevant reports and detailed budget for the project. For the budget, each income and expenditure item should be reasonable, realistic and sufficiently broken down. All expenditure items, with supporting receipts (original), must be incurred between the commencement and completion dates to be agreed by the Secretariat.

(a) Feasibility report

- (i) The applicant should submit a feasibility report with sufficient details demonstrating that the implementation of ‘on-site meal portioning’ is technically feasible. Any potential problems and constraints for the improvement works should be identified as far as possible (e.g. identifying a suitable place to accommodate students for on-site meal portioning; potential problems regarding electrical/water installation works). Electrical / water installation works and builder’s work will generally be necessary to convert an existing location (e.g. existing playground / multi-purpose areas etc.) into a kitchen and dining area and these should comply with requirements from relevant Government Departments (e.g. ArchSD and BD).
- (ii) Any other planned works that may interfere with the works for ‘on-site meal portioning’ should be specified.

(b) Tentative Works Schedule

- (i) The applicant shall submit a detailed works programme indicating the tentative time frame and planning for different stages of the **Project**, which should include the procurement, tendering, installation and implementation of the works. The works schedule should be reasonable and realistic. It should be noted that ECF may use the submitted works programme for monitoring the progress of the works. Any slippage and change of the works programme should be reported to the Secretariat for approval.

(c) Preliminary layout plan for main facilities and installation

- (i) Provide preliminary layout plan(s) showing the main facilities for installation (e.g. dish washing facilities, heaters for food, dining tables/chairs).

(d) Proposed Facilities

- (i) The applicant should provide a detailed proposal regarding the types and quantities of facilities required. The specifications for the facilities should be provided with justifications as necessary.
- (ii) Funding will be provided for facilities necessary for ‘on-site meal portioning’ (see **Appendix C**). Any facilities not included in the list will be considered on a case-by-case basis.

- Maintenance costs –

Funding for the maintenance costs of the approved conversion works and equipment up to the initial two years upon installation/purchase will be considered. For **Projects** deploying the Full Project Management Services of the EMSTF, a two-year warranty period for the equipment and installations will be provided. The school should obtain funding from other sources for maintenance after the two-year warranty period.

- Reusable lunch containers and cutleries –

Cost of procuring reusable lunch containers and cutlery of quantity up to 120% of the total number of students in the classes to participate in ‘on-site meal portioning’ will be considered

- Capital Items –

The applicant school should follow Section 4.9 when procuring capital items (including works and equipment).

- Others -

Funding for unspecified miscellaneous and contingency items is **not** supported.

Funding support will **not** be given to the recipient school for renting or purchasing materials already in the organisation’s stock.

- (iii) In order to provide a better understanding of the work scope and total project cost, applicant schools not deploying the Full Project Management Services are advised to consult the EMSTF on the scope of works and budget estimates through the ‘Advisory Services’ **or** to submit at least one quotation from contractor(s) with the application form for reference.

#### (d) Proposed Works

Provide the proposed works that are necessary for the **Project**. A reference list of improvement works for on-site meal portioning is provided in **Appendix D**. Works that are not specified in the list will be considered on individual merits.

In order to provide a better understanding of the work scope and total project cost, applicant schools not deploying the Full Project Management Services are advised to consult the EMSTF on the scope of works and budget estimates through the ‘Advisory Services’ **or** to submit at least one quotation from contractor(s) with the application form for reference.

3.2.2.9 *Other Sources of Funds for the Project (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.

3.2.2.10 *Details of the project leader*

Provide name, position and contact information of the project leader. The project leader will coordinate and be the contact point for the **Project**.

## **4. CONDITIONS FOR THE USE AND ALLOCATION OF FUND**

### **4.1 Contractual Requirements**

For each project for which funds have been approved, the recipient school 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 school 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 For recipient schools deploying the 'Full Project Management Services' of the EMSTF, no disbursement of funds will be made to the schools since the procurement of equipment and relevant works will be arranged by the EMSTF.

4.3.2 If the applicant school chooses to implement the conversion and installation works by its own means, the school will receive between 25-50% of the grant upon approval depending on the cash flow requirement and nature of the project. The recipient school 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 Sub-committee Secretariat in accordance with the requirement specified in Section 4.5.2 and 4.6 below. The Secretariat will agree with the recipient school a schedule of payment.

4.3.3 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.

4.3.4 Amount to be reimbursed for individual items of the budget will not exceed the approved amount for that item. However, the Vetting Sub-committee Secretariat may increase the approved amount of an individual item by up to 20% provided that the total amount to be paid will not exceed the total approved grant.

4.3.5 The grant could be reduced on a pro-rata basis in the following circumstances -

4.3.5.1 the scope of the project are changed;

4.3.5.2 the number of items procured is less than that proposed.

4.3.6 Any item not on the approved list of budget items will not be reimbursed;

- 4.3.7 The handling of profits/net income arising from trading operations on the school premises in relation to implementing on-site meal portioning, including engagement of lunch supplier, must strictly adhere to EDB's guidelines and regulations. Otherwise, any income (such as interest income generated from cash in hand for the project) shall be returned to the ECF, and failure to report and return such income to ECF may render the school ineligible for future ECF funding support.
- 4.3.8 Any unspent balance of the grant shall be returned to the ECF within two months after the completion of the project.

#### **4.4 Project Interest**

- 4.4.1 The requirements listed under Section 4.4 only apply to applicant schools which choose to implement the works by their own means.
- 4.4.2 The ECF funds shall be paid into a risk-free interest-bearing account opened with a licensed bank.
- 4.4.3 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 Sub-committee Secretariat and in no circumstances should the interest earned be applied for other uses outside the project.
- 4.4.4 The recipient school 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 Progress and Completion Reports**

- 4.5.1 Ongoing projects are monitored and completed projects are reviewed by the Vetting Sub-committee Secretariat. Recipient schools have to submit progress reports once every six months to the Vetting Sub-committee. Recipient schools choosing to implement the works by their own means also need to submit information on financial position of their projects, with receipts for the expenses, together with the progress reports. Where recipient schools have chosen to implement the works by their own means, for projects receiving a grant over HK\$150,000 and lasting more than 18 months, recipient schools are 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 the Secretariat and/or Wheelock. Except for the first disbursement, all disbursements will be subject to satisfactory performance or progress of the project. The Vetting Sub-committee or the Secretariat may carry out 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 schools have to submit a completion report to the Vetting Sub-committee Secretariat (where recipient schools have chosen to implement the works by their own means, submission of a statement of accounts is also required. 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 Secretariat. The Secretariat 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 All progress and completion reports should be signed off by the person-in-charge of the recipient school and submitted in such format as prescribed in the Progress/Completion Report Form.
- 4.5.4 Unsatisfactory performance will affect the school's future chance of getting funding support, and the school's management will be informed.

#### **4.6 Statement of accounts**

- 4.6.1 The requirements listed under Section 4.6 only apply to applicant schools which choose to implement the works by their own means.
- 4.6.2 Within two months of completion of the project or before the date specified in the agreement, recipient schools have to submit a complete statement of accounts, attached to the completion report, to the Vetting Sub-committee Secretariat. If an extension of the submission deadline is required, approval should be obtained from the Secretariat.
- 4.6.3 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 copy of invoices and receipts. Auditing will not be required, but the Vetting Sub-committee Secretariat, as appropriate, reserves the right to check all financial records kept by the recipient school relating to the use of the grant.
- 4.6.4 For projects receiving a grant more than HK\$150,000, the following should be noted –
  - 4.6.4.1 The funds should be kept in an account opened with a licenced bank to facilitate the checking of all financial records by the Government and auditors as and when necessary;
  - 4.6.4.2 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;
  - 4.6.4.3 For projects lasting more than 18 months, recipient schools are also required to submit a statement of accounts audited by certified public accountants (practising) to the 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 Sub-committee Secretariat and the recipient school, the recipient school will solely own all intellectual property rights arising from the project.
- 4.7.2 The recipient school 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 schools should try to publicize the project results or any events related to the projects through publications, seminars, workshops, conferences and exhibitions etc. They should also provide information about the events such that the Vetting Sub-committee Secretariat might conduct spot checks on the proposed activities.
- 4.8.2 Recipient schools should notify the Secretariat of the project results before publicizing them. Copies of publications or publicity material produced under the project must be made available to the Secretariat within one month after the completion of the project.

#### **4.9 Procurement of Capital Items, Goods and Services**

- 4.9.1 The recipient school should exercise utmost prudence in procuring capital items (including 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, written quotation from at least one supplier should be obtained.
  - (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.
- 4.9.2 The recipient school 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 Sub-committee.
- 4.9.3 In case an applicant school intends to procure the items from a company/organisation/individual without following the procurement process in Section 4.9.1 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 Sub-committee and/or Wheelock will not be required.
- 4.9.4 All quotations and tendering documents should be kept for inspection by the Vetting Sub-committee Secretariat.

#### **4.10 Acknowledgement of Support and Disclaimer**

- 4.10.1 The source of funding (the name and logo of ECF) must be acknowledged in all publicity materials resulting from the project.
- 4.10.2 The logo of ECF may be used and printed onto the following categories of publicity material 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.

- 4.10.3 Acknowledgment 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 works have been installed/located.
- 4.10.4 Use of the name and logo for other purposes is subject to the prior approval of the Vetting Sub-committee Secretariat.
- 4.10.5 In no circumstances shall the name and logo of ECF be used for publicity for commercial interest or other purposes which may damage the image and/or cause any liability to ECF.

#### **4.11 Suspension/Termination of Funding Support**

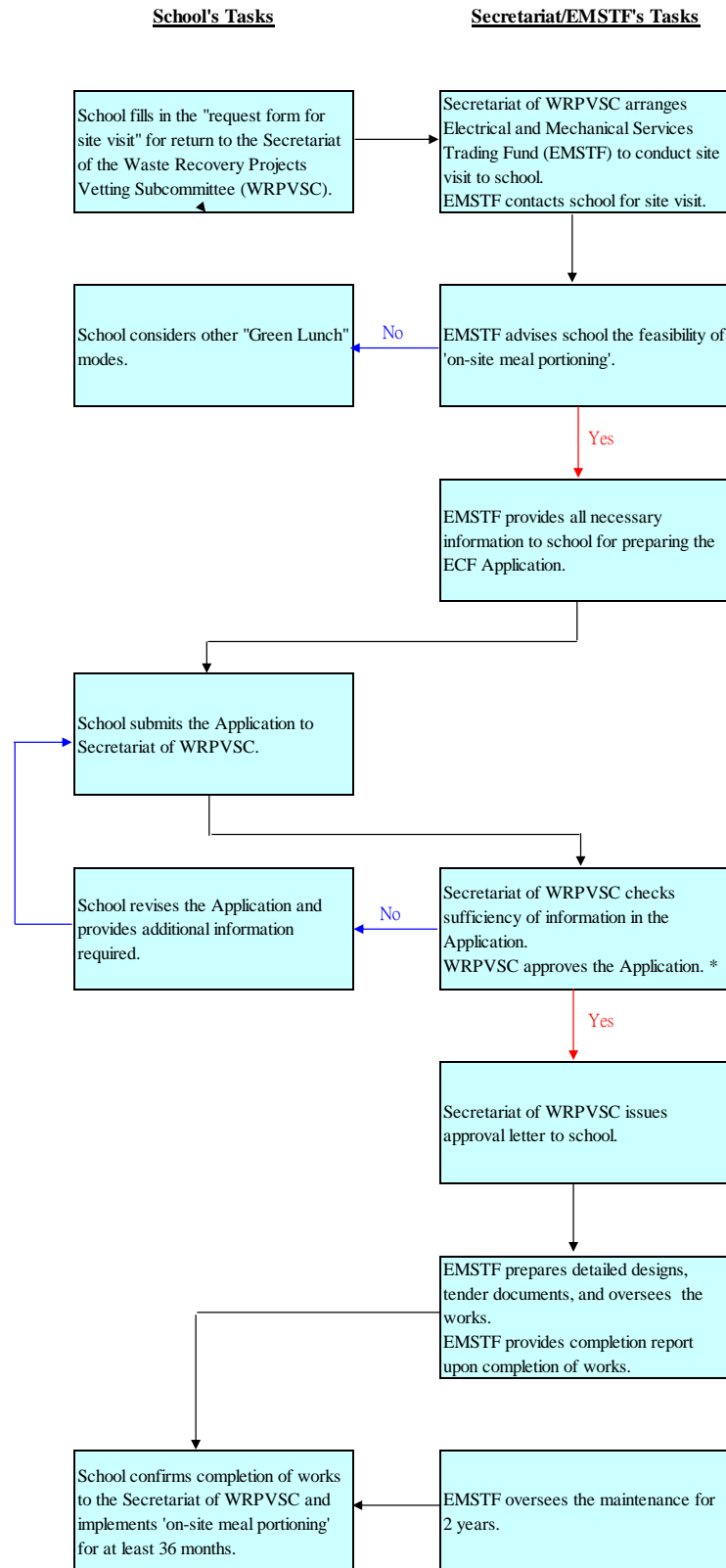
- 4.11.1 The Vetting Sub-committee may suspend/terminate funding support of a project under the following circumstances -
  - (a) if the works approved does not commence within one year of the approval of the grant and no reasonable explanation has been given;
  - (b) the Vetting Sub-committee considers that the project has not progressed satisfactorily and no reasonable explanation has been given;
  - (c) the project leader leaves the recipient school 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 project leader; or
  - (d) if the recipient school fails to comply with the funding conditions as set out in this Guide and/or the approval letter and no reasonable explanation has been given.
- 4.11.2 In each of the above cases of suspension/termination of funding support, the Vetting Sub-committee shall give one month notice to the recipient school, stating the reasons for the suspension/termination. In cases of suspension, the recipient school should demonstrate that measures have been taken to rectify the problems and change the unsatisfactory situation before the Vetting Sub-committee 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 Sub-committee will consider possible redeployment of the capital items and other materials acquired for the project.
- 4.11.3 Any suspension or termination of a project will affect the school's future chance of getting financial support from ECF, and the school's management will be informed.
- 4.11.4 The ECF shall be entitled to be refunded by the recipient school of some or all of a grant which has been used other than in accordance with the terms of the approved project.
- 4.11.5 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 and/or budget;
  - (b) change of project leader;
  - (c) transfer of project to another organisation; or
  - (d) deferral of progress/completion reports/statement of accounts submission date.

- 4.11.6 The Vetting Sub-committee may suspend/terminate funding support for the project if the project is being carried out under any of the above circumstances without prior approval.
- 4.11.7 Any proposed minor changes to a project should be submitted to the Vetting Sub-committee Secretariat for approval.

#### **4.12 Others**

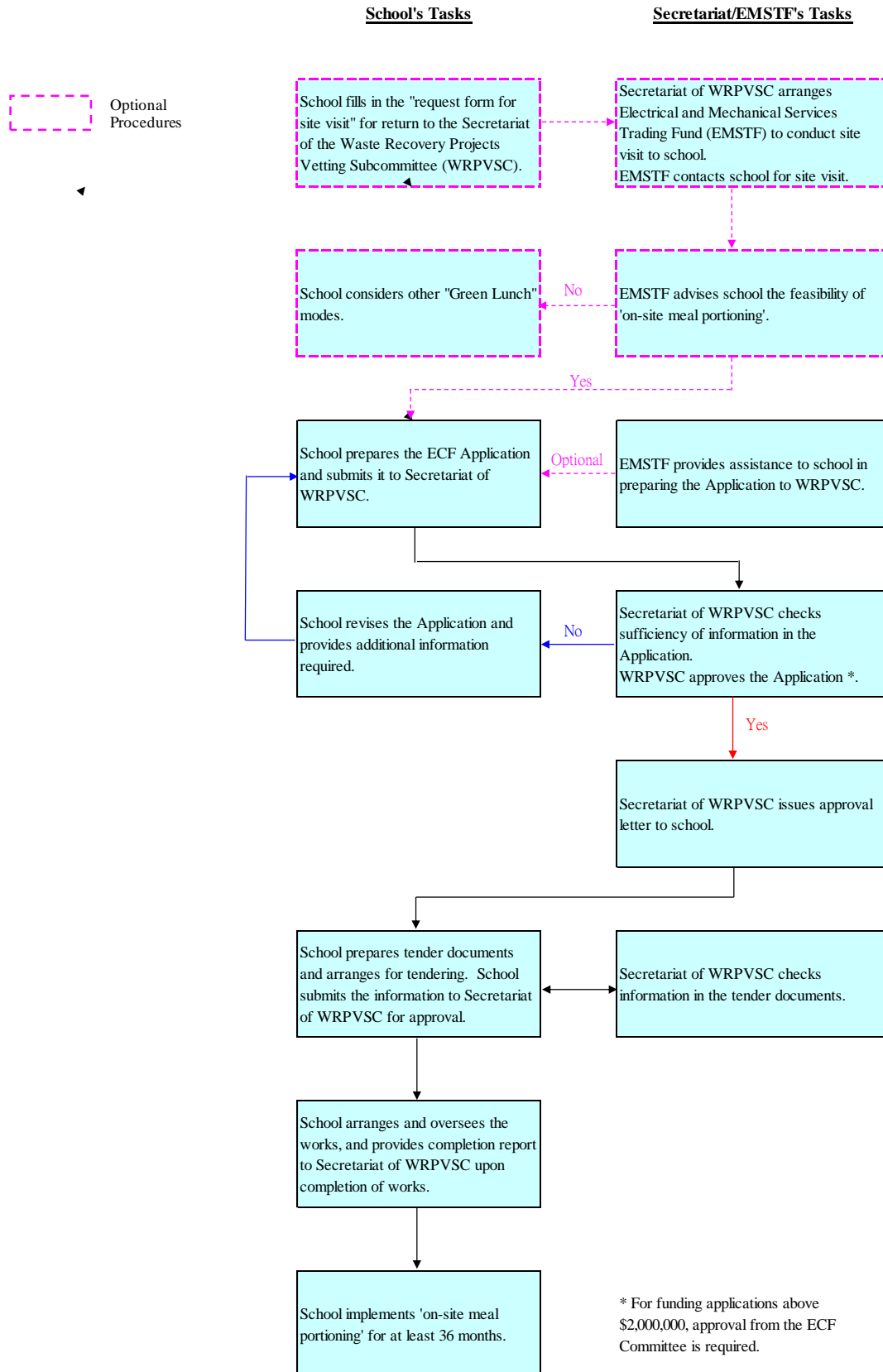
- 4.12.1 The ECF Committee, ECC, their sub-committees and secretariats, and Government shall have no responsibility, financial or otherwise, for expenditure or other liabilities arising from the projects.
- 4.12.2 The Secretary for the Environment may at any time, if he considers fit, amend or add to the above conditions, without prior notice to recipient schools.

**Full Project Management Services**



\* For funding applications above \$2,000,000, approval from the ECF Committee is required.

**Advisory Services**



**List of Facilities / Equipment**

<b>Type of Equipment/Works</b>	<b>Item</b>
Kitchen facilities	heaters for food
	heaters for soup
	cookers for vegetables
	rice cookers
	boilers for drinking water
	Sinks
	grease traps
Dish washing facilities	dish washers
	tables for arranging dishes prior/after washing
Furniture	trolleys for transfer/collection of food/trays
	kitchen tables/cabinet-type worktops
	kitchen shelves
	electrical warmer trolleys
	dining tables/chairs
Utensils	reusable lunch containers
	reusable lunch cutlery
Others	Roller curtains

**List of Conversion / Installation Works**

<b>Type of Works</b>	<b>Item</b>
Electrical/water installation works	electrical installation for kitchen and canteen facilities
	fresh water installation for kitchen and canteen facilities
	power cable to on-site meal portioning area
	pipng to on-site meal portioning area
Kitchen Exhaust System	kitchen exhaust hood and ducting
	kitchen exhaust fans
Builder's work for kitchen	erect block wall and door
	non-slip floor tiles
	wall finishes to kitchen
	drainage
	counter top for centralized food distribution