



ENVIRONMENT AND CONSERVATION FUND

環境及自然保育基金



Guide to Application



PUBLIC EDUCATION PROGRAMME UNDER THE “POLICY FRAMEWORK FOR THE MANAGEMENT OF MUNICIPAL SOLID WASTE (2005-2014)”

(Latest version in January 2011)

Waste Management Policy Division
(Public Education Programme)
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1. INTRODUCTION

EPD published “A Policy Framework for the Management of Municipal Solid Waste (2005-2014)” (“Policy Framework”) in December 2005. The Policy Framework sets out a comprehensive strategy consisting of a series of tried and proven policy tools and measures to tackle our waste problem head on. Sustained education programme is indispensable in the overall waste management strategy to induce behavioural change and gain public support for the policy tools and measures. To assist the introduction and implementation of the policy initiatives proposed in the Policy Framework, the Environment and Conservation Fund (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 has approved an allocation of \$10 million to support the local non-profit making organisations to organise long-term and community-wide public education activities which are in line with the target policy initiatives set out by the Government in accordance with the Policy Framework.

1.1 Purpose of this Guide

This Guide provides guidance on application for funding under the *Public Education Programme (PE Programme) under the “Policy Framework for the Management of Municipal Solid Waste (2005-2014)”* and describes the basic requirements and responsibilities for 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 PE Programme

The objective of the PE Programme is to promote the policy initiatives set out in the Policy Framework in accordance with the proposed timetable. The Government will identify the target policy initiatives/themes at least once a year and openly invite proposals.

1.3 Administration

Administration of grants for the PE Programme is undertaken by the Waste Management Policy Division of EPD.

¹ A statutory body, which comprises mainly non-officials, was set up in 1994 under the Environment and Conservation Fund Ordinance to advise Secretary for the Environment, Transport and Works 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?

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

2.2 What are the funding limits?

Normally, grants for each project will not exceed HK\$500,000. Funds may be granted for full or partial support of projects.

2.3 What is the duration of each project?

Each project under the PE programme should last for at least 12 months. Duration of each funded project will be considered on a case-by-case basis.

2.4 How to apply?

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

Environmental Protection Department
33/F Revenue Tower, 5 Gloucester Road, Wanchai, Hong Kong
Tel: 2824 3773
Fax: 2838 2155
Email: enquiry@epd.gov.hk

Softcopy of this Guide can also be downloaded from the ECF website -
<http://www.ecf.gov.hk>

The person-in-charge of the proposed project should be the head or deputy head of the applicant organisation. Completed Application Form should be signed by the person-in-charge and returned to the Waste Management Policy Division, Environmental Protection Department (at 46/F, Revenue Tower, 5 Gloucester Road, Wanchai) before the deadline announced by the Government.

For enquiries, please write to us at 46/F Revenue Tower, 5 Gloucester Road, Wan Chai, Hong Kong, or contact us at 2594 6562 (Tel), 2824 2335 (Fax) or peppf@epd.gov.hk.

2.5 What are the vetting procedures?

All applications received will first be vetted by EPD, in consultation with other relevant government departments and the Advisory Council on the Environment (ACE) or its Waste Management Subcommittee where appropriate. The recommendations will then be submitted to the ECF Committee for endorsement. Information of the approved projects will be uploaded onto the websites of the ECF Committee.

2.6 What are the vetting criteria?

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

- (1) Projects must fit with the target policy initiatives/themes announced by the Government.
- (2) The benefits must accrue to the community as a whole, and not just to individuals, a single private organisation or a consortium of private companies.
- (3) Projects must be non-profit making in nature.
- (4) In considering a project proposal, due consideration will be given to –
 - (a) the benefits that it will bring to the efforts in promoting the target policy initiatives/themes;
 - (b) whether the programmes of the project proposal can bring about positive impacts in the longer run;
 - (c) 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;
 - (d) whether the proposed programme's schedule of implementation is well-planned and practicable, and the duration is reasonable;
 - (e) whether the proposed budget is reasonable, realistic and cost-effective, with full justification for every expenditure item;
 - (f) whether the proposed programme has alternative sources of funding support, and whether it would be more appropriate for the proposed programme to be funded by other sources; and
 - (g) if recurrent expenditure is incurred, whether the proposed programme has potential to become self-sufficient after a certain period of time.

2.7 Avoidance of Conflict of Interests

To avoid conflict of interest, members of the Advisory Council on the Environment (or its Waste Management 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.

2.8 Any deadline for application?

The Government will openly invite applications when it considers appropriate in accordance with the Policy Framework. Project proposal with detailed budget should be submitted to Waste Management Policy Division of EPD on or before the deadline of the application period as specified.

2.9 When will I know the results?

The applicant will be informed of the outcome within six months after the closing of the application period.

2.10 Can I withdraw my application?

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

3. PROJECT PROPOSAL

The applicant should submit a project proposal covering the details of the programme.

3.1 Project Title

State the project title, in both English and Chinese.

3.2 Duration of Project

Give the commencement and completion date and duration of project.

3.3 Nature and Purpose of Project

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

3.4 Name of Recipient Organisation

Give the name of recipient organisation in Chinese and English, which must be a local non-profit making organisation or a group formed under a registered non-profit making organisation in Hong Kong.

3.5 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.

3.6 Details of other co-organising/assisting/supporting/sponsoring bodies for the proposed project

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

3.7 Project Details

State the following –

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

3.8 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: Normally, no funding will be supported for activities which start before approval is given by the ECF.)
- (c) Publication and production of educational materials (if any): description and distribution of the materials.

3.9 The Workplan and Timetable

State the following –

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

3.10 Expected Benefits of the Project

State the expected achievements of the project in quantitative and qualitative terms and the expected benefits to the community. 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) types and quantities of recyclables collected;
- (e) quantities of refuse reduced or electricity saved;
- (f) number of research papers published;
- (g) technologies transferred to practitioners;
- (h) media coverage on the programmes; and

- (i) increase in environmental awareness (by conducting pre- and post- project questionnaire survey with participants).

3.11 First Time Applicant

For applicant organisation which applies to the ECF for the first time, please provide the following information –

- (a) background information of the organisation;
- (b) information about key members of the organisation and the person-in-charge of the project;
- (c) experience in organising environmental activities; and
- (d) documentary proof of the organisation's non-profit making status.

4. BUDGET GUIDELINES

The application should be accompanied by a detailed budget for the programme. Each income and expenditure item should be reasonable, realistic and clearly broken down. All expenditure items must be incurred between the commencement and completion dates of the programme with supporting receipts (original). For items which “will not normally be supported”/ “may only be supported with full justification”/ “only supported on a case-by-case basis”, please provide detailed justifications in the form of an attachment to this application.

4.1 Manpower

4.1.1 The recipient organisation is expected to have the ability to supervise and the expertise to undertake the proposed programme. Hence, no funding will be granted for employment of additional supervisory/ administrative staff, hire of professional advisors or training course for staff of the recipient organisation for undertaking the project.

4.1.2 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/research assistants should normally be below 50% of the total approved amount or actual expenditure, whichever is the less. Under exceptional circumstances and if the recipient organisation can fully justify to the satisfaction of the relevant vetting authorities including EPD, funding for the cost of project coordinators/research assistants exceeding 50% may be considered.

4.1.3 Direct labour cost involved in conducting public education or related activities may only be supported with full justification. The actual amount to be granted will depend on the modus operandi of the programme.

4.2 Minor Works and Equipment

4.2.1 Funding for minor works (such as installation of green roofs, waste recycling facilities and demonstration set-up on renewable energy, etc.) will be considered on a case-by-case basis.

4.2.2 Funding for purchase for equipment (e.g. composting machinery, waste recycling and energy saving equipments, etc.) will be considered on a case-by-case basis.

4.2.3 Maintenance costs of the approved minor works and equipment up to the initial two year upon installation/purchase will be considered.

4.2.4 For minor works projects, the recipient organisations are required to complete a post-implementation review upon completion of the project.

4.3 Production of Publications and Websites

4.3.1 Funding for production of practical and promotional guides such as that on green lifestyle, eco-tours and nature conservation will be considered. Details of publication arrangements and relevant budget should be provided in the application proposal for overall assessment.

4.3.2 Funding for website design and maintenance costs will be considered. .

4.4 Purchase of Educational Materials and Computer Softwares

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

4.5 Others

4.5.1 The following expenses will **not** be supported -

- (a) Rental payment and renovation fee
- (b) Form-based only and school-based only visits
- (c) Rental payment or purchase cost of materials already in the organisation's stock, unless prior agreement from EPD is sought.
- (d) Reprinting of existing leaflets or educational materials will not be supported, unless they form an essential part of the programme
- (e) Payments to individuals as a reward for their participation in the activities organised under the programme will not be given. Subsidy for volunteer involvement in organising the project may be considered
- (f) Contingency items
- (g) Overseas travel will not normally be supported. Overseas participants in a local function are normally expected to pay for their own traveling and living expenses

4.5.2 Funding support may be considered for the following expenses –

- (a) Hire of transport
- (b) Traveling expenses on public transport and meal allowance for volunteers
- (c) Hire of temporary/casual workers on a one-off basis

- (d) Hire and decoration of venue, hire of lighting and public address facilities
- (e) Procurement of postage, stationery, etc.
- (f) Printing work including publicity materials
- (g) Purchase of light refreshments for ceremonies
- (h) Purchase of souvenirs and gifts of a token nature
- (i) Under exceptional circumstances, payment of reasonable fees to hire experienced and professional speakers/trainers
- (j) Procurement of services such as processing of films and slides, production of design and artwork
- (k) Premium for public liability insurance
- (l) A modest amount for contest/participation prizes. Cash or cashable items must not be given

(Please refer to Appendix for existing level of funding support)

4.5.3 All essential elements of an application will be considered in an integral manner. All applications are considered on their individual merits. For projects involving recurrent expenditures, the recipient organisation has to demonstrate that such expenses will be of a specified finite duration or that the project is able to become self-financing after a certain period of time.

4.5.4 For applications from NGOs (including green groups) without receiving government subventions, general administrative and overhead costs incurred from the project will be supported, 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)

4.6 Other Sponsorships

4.6.1 Applicants are encouraged to seek sponsorships from other sources to fund part of the programme applying for ECF. However, applicants should clearly indicate in their submission details (including the source, amount, and income to be generated) regarding sponsorships outside ECF. Applicants' intention to seek other sponsorships should be stated if details are not available when their applications are submitted.

5. CONDITIONS FOR THE USE AND ALLOCATION OF FUND

5.1 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.

5.2 Use of Funds

5.2.1 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.

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

5.3 Disbursement and Reimbursement of Funds

5.3.1 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 approved grant will normally only be released after completion of project subject to submission of a completion report together with a statement of accounts endorsed by the EPD in accordance with the requirement specified in paragraphs 5.5.2 and 5.6 below. The EPD will agree with the recipient organisation a schedule of payment.

5.3.2 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.

5.3.3 Amount to be reimbursed for individual items of the budget will not exceed the approved amount for that item. However, the EPD 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 approved grant.

5.3.4 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
 - (e) the duration of project is reduced
- 5.3.5 Any items not on the approved list of budget items will not be reimbursed.
- 5.3.6 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.
- 5.3.7 Any unspent balance of the grant shall be returned to the ECF within two months after the completion of the project.
- 5.3.8 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.

5.4 Project Interest

- 5.4.1 The ECF funds shall be paid into a risk-free interest-bearing account opened with a licensed bank.
- 5.4.2 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 EPD in consultation with the ECF Committee, and in no circumstances should the interest earned be applied for other uses outside the project.
- 5.4.3 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.

5.5 Progress and Completion Reports

- 5.5.1 Ongoing projects are monitored and completed projects are reviewed by the EPD. Recipient organisations have to submit progress reports with information on the financial position of the projects together with receipts for expenses once every three months to EPD. For projects receiving a grant more than 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 EPD. Except for the first disbursement, all disbursements will be subject to satisfactory performance or progress of the project. The recipient organisations are requested to conduct surveys with their participants in each sub-programme with a view to better assessing the effectiveness of the projects. EPD may carry out on-site

inspections and surprised checks to examine the progress and achievements of the projects at anytime.

- 5.5.2 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 EPD (for projects receiving a grant more than 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 EPD. EPD 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.
- 5.5.3 Progress reports and completion report should be signed off by the person-in-charge of the recipient organisation. All progress reports and completion reports should be submitted in such format as prescribed in the Progress/Completion Report Form.
- 5.5.4 Unsatisfactory performance will affect the organisation's future chance of getting funding support, and the organisation's management will be informed.
- 5.5.5 Specific projects like minor works projects are required to complete post-implementation review on the effectiveness of the projects.

5.6 Statement of accounts

- 5.6.1 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 EPD. If an extension of the submission deadline is required, approval should be obtained from EPD
- 5.6.2 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 copy of invoices and receipts. Auditing will not be required, but EPD, as appropriate, reserves the right to check all financial records kept by the recipient organisation relating to the use of the grant.
- 5.6.3 For projects receiving a grant more than HK\$150,000, the following should be noted –
 - (a) The funds should be kept in a separate account opened with a licenced bank to facilitate the checking of all financial records by the Government and auditors as and when necessary.
 - (b) 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.

- (c) 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 EPD once every 12 months.

5.6.4 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.

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

5.7.1 Unless negotiated otherwise between EPD and the recipient organisation, the recipient organisation will solely own all intellectual property rights arising from the project.

5.7.2 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, progress report(s), completion report and other publications or publicity materials.

5.8 Publicity of Project Events and Results

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

5.8.2 Recipient organisations should notify EPD of the project results before publicizing them. Copies of publications or publicity materials produced under the project must be made available to EPD within one month after the completion of the project.

5.8.3 Project findings may be uploaded on the websites of EPD for public access.

5.9 Acknowledgement of Support and Disclaimer

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

5.9.2 The logo of ECF may 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 paper and electronic media.

- 5.9.3 Use of the name and logo for other purposes is subject to the prior approval of EPD in consultation with the ECF Committee.
- 5.9.4 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.

5.10 Procurement of Capital Items, Goods and Services

- 5.10.1 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 EPD 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 the **Appendix**.
 - (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.
- 5.10.2 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 EPD.
- 5.10.3 In case the recipient organisation intends to procure the items from a company/organisation/individual without following the open procurement process in paragraph 5.10.1 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 EPD will not be required.
- 5.10.4 In the case of universities, they may adhere to their established/current standard procurement procedures.
- 5.10.5 All quotations and tendering documents should be kept for inspection by EPD.

5.11 Title of Capital Items, Educational Materials and Compute Softwares

- 5.11.1 The title of capital items (including minor works and equipments), 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.

5.12 Suspension/Termination of Funding Support

- 5.12.1 EPD 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) EPD considers that the project has not progressed satisfactorily and no reasonable explanation has been given;
 - (c) the team 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 EPD 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 the approval letter/ and/or in the agreement and no reasonable explanation has been given.
- 5.12.2 In each of the above cases of suspension/termination, EPD 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 EPD 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. EPD will, in consultation with the ECF Committee, consider possible redeployment of the capital items, educational materials and computer softwares acquired for the project.
- 5.12.3 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.
- 5.12.4 The ECF shall be entitled to be refunded by the recipient organisation of part or all of a grant which has been used other than in accordance with the terms of the approved project.
- 5.12.5 Any major changes to the project must be approved by EPD in consultation with the ECF Committee. Such major changes include -
- (a) revision to the objectives and/or content;
 - (b) change of team leader/principal investigator;

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

5.12.6 EPD may suspend/terminate funding granted to the project if the project is being carried out under any of the above circumstances without prior approval.

5.12.7 Any proposed minor changes to a project should be submitted to EPD for approval.

5.13 Others

5.13.1 The Government and ECF Committee shall bare no responsibility, financial or otherwise, for expenditure or other liabilities arising from the projects.

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

Environment and Conservation Fund

**Public Education Programme under the
“Policy Framework for the Management of Municipal Solid Waste (2005-2014)”**

Level of Funding Support for Expenses
(with effect from 1 April 2008)

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.• For use of in-house equipment/facilities of the applicant organisation, prior agreement of the EPD must be secured and the expenditure for rental is set at 20% of the current market price.
4. Booths – including rental payments, decoration and prizes for game booths	<ul style="list-style-type: none">• The ceiling is capped at \$600 per booth.
5. Production of Exhibition Panel	<ul style="list-style-type: none">• Maximum \$1,000 per panel.• The ceiling is capped at \$10,000 per application.• Applicant is encouraged to borrow exhibition panels from Environmental Protection Department (Hotline: 2835 1056).
6. Prizes for Competition	<ul style="list-style-type: none">• Maximum \$800 per set of trophies and book coupons.
7. Hire of Speakers/Instructors	<ul style="list-style-type: none">• Maximum \$500 for a speaker for each function.• The funding support may be adjusted upwards on the merit of each case.
8. Insurance for Third Party Liabilities	<ul style="list-style-type: none">• Funding support will be based on the basic requirements.

Items	Level of Funding Support (HK\$)
	<ul style="list-style-type: none"> Quotation must be provided.
9. Transportation – including hire of coach, hire of van/lorry for transportation of materials and hire of launch	<ul style="list-style-type: none"> Maximum \$1,500 per coach. The amount of funding support is based on the actual expenditure with the proof of receipts. Quotations must be provided. For hire of launch, 40% of the charge should be paid by the participants.
10. Admission Fee	<ul style="list-style-type: none"> Participants are required to pay 40% of the admission fee.
11. Package Tour	<ul style="list-style-type: none"> For hire of package tour, 40% of the charge should be paid by the participants.
12. Souvenir (for officiating guests and judges only for function other than ceremony)	<ul style="list-style-type: none"> Maximum unit price: \$50.
13. General Expenses – including stationery, films and film development, video tapes and etc.	<ul style="list-style-type: none"> The ceiling of funding support is capped at 10% of the approved total budget or actual expenditure whichever is the less.
14. Light refreshment for ceremonies	<ul style="list-style-type: none"> Maximum \$6 per head. The ceiling is capped at \$6,000 per project
15. Travel Allowance for Staff and Volunteers	<ul style="list-style-type: none"> Maximum \$15 per journey.
16. Meal Allowance (for volunteers only)	<ul style="list-style-type: none"> For half-day activities – maximum: \$34 per day. For full-day activities – maximum \$48 per day.
17. Project Coordinator / Assistants	<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.
18. Direct labour cost involved in conducting community education or related activities	<ul style="list-style-type: none"> Maximum \$35 per hour for each labour
19. Administrative and Overhead costs Note : only applicable to NGOs (including green 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.
20. Contingency items	Not supported.

Remarks:

The level of funding support may be adjusted by EPD 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>