

GUIDE TO APPLICATION

PROGRAMME ON SOURCE SEPARATION OF DOMESTIC WASTE

FUNDED BY

ENVIRONMENT AND CONSERVATION FUND

Please send your application to –

Waste Reduction & EcoPark Group
Environmental Protection Department
2/F East Wing, 88 Victoria Road
Kennedy Town, Hong Kong

August 2007

1. Introduction

The Environmental Protection Department (EPD) launched a pilot programme on source separation of domestic waste in the Eastern District in 2004. This programme has achieved encouraging results in the quantity of recyclables collected as some of the participating estates have doubled their recyclables when compared to the 3-coloured waste separation bin system. The Government therefore rolled-out a territory-wide campaign to promote source separation of domestic waste in January 2005 with a target to recruit 1,360 estates or more to implement the programme by 2010. To enlist housing estates to implement the programme, the Environment and Conservation Fund (ECF) Committee¹ has approved an allocation of \$5 million to support housing estates / residential buildings in participating the programme.

1.1 Purpose of this Guide

This Guide provides guidance on application for funding *Programme on Source Separation of Domestic Waste* (the *Programme*) under the Community Waste Recovery Projects (CWRP), 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 Projects

The objective of the *Programme* is to facilitate residents to separate waste at source by providing waste separation facilities on each floor of the buildings, and broaden the types of recyclables to be recovered, which makes the separation more convenient to residents and mobilize their participation in waste separation and recovery.

1.3 Administration

Administration of grants for projects on the *Programme* is undertaken by Waste Reduction & EcoPark Group of Environmental Protection Department.

2. GUIDE TO APPLICATION

2.1 Who may apply?

Incorporated owners' committees, owners' committees or any residents' organisations of private residential buildings are eligible to apply. Property management companies acting on behalf of the residents' organisations of private residential buildings are also eligible if agreement from the residential organisations is obtained before making applications.

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 on the use of funds. Under the Ordinance, the Secretary is the trustee responsible for the administration of the Fund.

Any estates or buildings with the same name of estate/building can only submit one application (e.g. different phases of a residential development can only apply once).

However, applicants from public housing estates owned by Housing Authority, Housing Society, as well as Government quarters will be excluded because they may receive other forms of Government funding.

2.2 What are the funding limits?

Funds will be granted for partial support to the set-up cost. A limit of 50% of the total actual expenditure spent for the approved items, not exceeding a limit of HK\$800 per building floor, will be reimbursed subject to a maximum of HK\$250,000 per application.

The funding support shall cover expenditure on procurement, delivery and installation of waste separation facilities and equipment or tools to be used in the source separation programme only.

2.3 Duration of Projects

The proposed projects must continue to run for at least 36 months after completion of the installation of the waste separation equipment and facilities.

2.4 How to apply?

Applicants 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 1034 and Fax: 2827 8138
- Environmental Protection Department
(Attn: Waste Reduction & EcoPark Group)
2/F East Wing, 88 Victoria Road
Kennedy Town, Hong Kong
Tel: 2872 1724 and Fax: 2872 0389
EPD website (for soft copy): <http://www.epd.gov.hk>

The person in charge of the project should be a member of the residents' organisation or the manager of the property management company. Completed application form should be returned to Waste Reduction & EcoPark Group, Environmental Protection Department (at 2/F, East Wing, 88 Victoria road, Kennedy Town) by 30 September 2009. Applications will be processed on a first come first served basis until the allocated amount of \$5 million is exhausted.

2.5. Can the projects be profit-making?

The project should not be launched primarily for profit making. Should any income arise from the sale of recyclables in the project, it should be used for the benefit of the residential buildings such as offsetting the capital cost or other expenses of the project.

2.6 What are the vetting procedures?

A Waste Recovery Projects Vetting Sub-committee established under the ECF Committee will consider and vet the applications for the *Programme*. The following steps will be taken after an application is received.

Step 1: Upon receipt of an application by the Waste Reduction & EcoPark Group of Environmental Protection Department, an interim reply will be sent to applicant to acknowledge receipt of the application. Where necessary, the applicant will be requested to provide clarification or supplementary information by the Waste Reduction & EcoPark Group.

Step 2: A list of applications that meet the vetting criteria will be submitted and recommended to Waste Recovery Projects Vetting Sub-committee for consideration at the earliest meeting by the Waste Reduction & EcoPark Group.

Step 3: 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 ceiling for individual expenditure items.

Step 4: The Vetting Sub-committee Secretariat will inform the applicants of the results within one month upon the endorsement of the Vetting Sub-committee.

2.7 What are the vetting criteria?

The following criteria are used in assessing individual applications:

- (1) Projects must contribute to promoting waste recovery in private residential buildings by implementation of the *Programme*. The project must contribute to promoting waste recovery in the estate and providing convenience to the residents to take action in waste separation and recovery;
- (2) Projects should adopt any one of the recognised waste recovery separation modes mentioned in the Guidebook published by the EPD for the *Programme* or the proposed recovery mode must be in line with the *Programme*.
- (3) Whether the proposed budget is prudent, realistic and cost-effective.

- (4) Whether the project is well-planned and practicable, and in compliance with relevant government regulations such as Fire Safety and Buildings Regulations.
- (5) Whether the proposed project has alternative sources of funding support.
- (6) Whether the project should more appropriately be funded by other sources.
- (7) 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.

2.8 Avoidance of Conflict of Interests

To avoid conflict of interest, members of the Vetting Sub-committee and the EPD 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 Announcement of outcome

The applicants will be informed of the results within one month after the Vetting Sub-committee has endorsed the applications. If no additional information is required, the applicant will be notified of the decision of the Vetting Sub-committees as soon as possible depending on the schedule of the Vetting Sub-committee meetings.

2.10 Can I withdraw my application?

The applicant organisation can write to the Waste Reduction & EcoPark Group of Environmental Protection Department to withdraw an application at any time before an agreement is signed between the Government and the applicant organisation.

2.11 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 Waste Reduction & EcoPark Group of Environmental Protection Department in its earlier review before the vetting of projects by the Vetting Sub-committee. 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 Please give clear and concise information. Additional pages may be attached to the form if such is necessary.
- 3.1.3 Acknowledgment will be sent to the applicant organisation after receipt of an application.

3.2 Sections in the Application Form

3.2.1 Name of Applicant Organisation

Give the name of applicant in Chinese and English. The applicant must be either one of the following resident organisations: incorporated owners’ committee, owners’ committee or any residents’ organisation of a private residential building; or a property management company making an application on behalf of the incorporated owners’ committee, owners’ committee or any residents’ organizations of a private residential building.

3.2.2 Name of Estate/Residential Buildings

The name of estate / residential building, the address, number of blocks, households and total number of floor shall be provided.

3.2.3 Person-in-charge of the Project

A member of the residents’ organisation or manager of the property management company should be the person-in-charge of the project.

3.2.4 Contact Person

The applicant should give the details of a contact person of the application. The contact person will be responsible for daily operation and management of the *Programme* and submission of monthly statistics to EPD on the quantity of recyclables collected from the source separation programme together with the quantity of waste disposed of for a consecutive period of at least 36 months.

3.2.5 Location of Waste Separation Facilities

The applicant should state which location(s) on each floor he/she plans to install the waste separation facilities. Funds will normally be granted to

install waste separation facilities at the floor material recovery room/cleaner room/refuse room or staircase landing area on each floor.

3.2.6 Types of Waste Separation Facilities

The applicant should state which type(s) of waste separation facilities to be installed in the buildings. He/she should ensure the installation of waste separation facilities be technically feasible and comply with all relevant regulations in Hong Kong.

3.2.7 Detailed Breakdown of Budget

The applicant should give the unit cost, quantities of the procured items required for the project. Each expenditure item should be reasonable, realistic and sufficiently broken down. The applicant is also required to use the lowest quotation among the quotations obtained for the items.

3.2.8 Expenditure on Waste Separation Facilities per Floor

The cost of the proposed waste separation facilities on each floor should be provided.

3.2.9 No. of Floors Requiring Waste Separation Facilities

The applicant should fill in the total number of floors to be installed with waste separation facilities. The amount of approved budget will depend on the total number of floors of the residential buildings which will be installed with waste separation facilities in the individual application.

3.2.10 Total Expenditure on Waste Separation Facilities for Estate/Residential Building

Total expenditure will only cover expenditures on procurement, delivery or installation of waste separation facilities and equipment or tools to be used in the *Programme*. The applicant should absorb the recurrent maintenance costs and running costs of the project as well as expenditure on promotion programmes and materials. The applicant who has been funded for this project would not be approved for another funding application of ECF's Environmental Education and Community Action Projects to organise promotion activities of the *Programme*. Nevertheless, the applicant can request EPD to offer some assistance such as publicity materials, delivering talks and organising exhibition, etc. on the *Programme* for his/her estate.

3.2.11 Total Grant Applied

The total grant applied for each project is limited to 50% of the total actual expenditure spent on the approved items subject to a maximum of HK\$250,000. A limit of HK\$800 is set for waste separation facilities per

building floor. Full funding disbursement of the approved cost or 50% of the actual expenditure, whichever is the less, will be paid to the applicant after EPD has received the invoice, checked and confirmed the completion of installation of waste separation facilities.

3.2.12 Expected Date of Completion of Installation of Waste Separation Facilities

The applicant should fill in the expected completion date of installation.

3.2.13 Name and Signature of Person-in-charge

The applicant should fill in the name of person-in-charge of the project and sign the application form. For application submitted by incorporated owners' committee, owners' committee, or any residents' organisations of private residential buildings, the person-in-charge should be a member of the organisation. For application submitted by the respective property management company on behalf of residential buildings, the person-in-charge should be at manager level. The property management company should also seek agreement in writing from the incorporated owners' committee, owners' committee, or any residents' organisations of the participating estate/residential building and attach the relevant document with this application form.

4 CONDITIONS FOR THE USE AND ALLOCATION OF FUND

4.1 Contractual Requirements

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

4.2 Use of Funds

4.2.1 The allocated funds shall not be used as payment 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 Funds and Budget Control

4.3.1 Full funding disbursement of the approved cost or 50% of the actual expenditure, whichever is the less, will be paid to the applicants after EPD has received the invoices, checked and confirmed the completion of installation of waste separation facilities.

4.3.2 The total amount to be reimbursed for the project will not exceed the approved budget.

4.3.3 The amount to be reimbursed for individual item of the budget will not exceed the approved amount for that item. Prior approval must be obtained from the EPD should there be any changes in the approved amount.

4.3.4 Any item not on the approved list of budget items will not be reimbursed. Prior approval must be obtained from the EPD should there be any changes in the approved items.

4.3.5 Income derived from sale of recyclables in the project is not required to be ploughed back into the project account. Residential buildings may use the income to offset the capital cost or other expenses of the projects.

4.3.6 Auditing will not be required, but the Vetting Sub-committee Secretariat and EPD reserve the right to check all financial records kept by the recipient organisations relating to the use of the grant.

4.4 Procurement of Equipment and Facilities

For purchase of goods and services of value equals to or exceeds \$5,000, written quotations are required to be sought in accordance with the stipulated requirements. Quotations from at least two suppliers should be obtained for purchase not more than \$10,000. For purchase of goods and services of value over \$10,000, quotations from at least three suppliers are required. The lowest bid should be normally selected unless prior agreement from the Vetting Subcommittee is obtained.

4.5 Title of Equipment and Capital Items

The applicants shall have full ownership of the equipment and capital items. They shall use the equipment and facilities continuously to sustain the residents' action in waste separation and recovery and will be responsible for the use, maintenance, repair and ultimate disposal of the waste separation equipment and facilities. However, the recipient organisation is required to seek EPD's agreement on the method of disposal of the waste separation equipment and facilities during the 36-month project period.

4.6 Use of Project Results

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, other publications or publicity material.

4.7. Notification of Completion and Monthly Statistics

The recipient organisations are required to submit a notification (Form A attached in this Guide) to EPD after installation of the waste separation facilities has been completed. The applicant has to submit monthly statistics (Form B attached in this Guide) to EPD on the quantity of recyclables collected from the *Programme* together with the quantity of waste disposed of for a consecutive period of at least 36 months. EPD will carry out visits or surprise checks to examine the progress and achievements of the projects.

4.8 Acknowledgement of Support and Disclaimer

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

4.8.2 The logo of ECF may be used and printed onto the waste separation facilities, equipment, tools or 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.

4.8.3 Use of the name and logo of ECF for other purposes is subject to the prior approval of ECF Committee.

4.8.4 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.

4.9 Suspension/Termination of Funding Support

4.9.1 The Vetting Sub-committee may suspend/terminate support for a project under the following circumstances -

- (a) if the project does not commence within six months of the approval of the grant and no reasonable explanation has been given;
- (b) Environmental Protection Department considers that the project has not progressed satisfactorily and no reasonable explanation has been given;
- (c) the person-in-charge leaves the recipient organisation prior to the completion of procurement procedures and installation of the separation facilities and there is no one available who has been involved in the project and considered suitable by the Vetting Sub-committee and/or 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 in the agreement and no reasonable explanation has been given.

4.9.2 In each of the above cases of suspension/termination, the Vetting Sub-committee shall give one month notice to the recipient organisation, stating the reasons for the suspension/termination. In cases of suspension, the recipient organisation should demonstrate that measures have been taken to rectify the problems and 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 and/or EPD will consider possible redeployment of the equipment acquired for the project.

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

- 4.9.4 The ECF shall be entitled to be refunded by an applicant organisation of some or all of a grant which was used other than in accordance with the terms of the approved project.
- 4.9.5 Any major changes to the project must be approved by the Vetting Sub-committee/EPD. Such major changes include:-
- (a) revision to the budget ;
 - (b) change of waste recovery mode;
 - (c) change of objectives/contents/ budget of projects;
 - (d) change of person-in-charge;
 - (e) transfer of project to another organisation; or
 - (f) deferral of completion reports/monthly statistics submission date.
- 4.9.6 The Vetting Sub-committee may suspend/terminate funding support for a project if the project is being carried out under any of the above circumstances without prior approval.
- 4.9.7 Any proposed minor changes to a project should be submitted to the EPD for approval.

4.10 Ethical Practices

- 4.10.1. The recipient organisations are required to adopt a policy of openness and fairness in staff recruitment and procurement (including disposals of valuables e.g. recyclables) in running ECF-funded projects.
- 4.10.2 The recipient organisations should prohibit their staff from soliciting or accepting any advantages and require them to declare any conflict of interest in connection with the ECF funded projects. All records of declaration of interest relating to projects funded by ECF should be properly documented and submitted for inspection by EPD.

4.11 Others

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