



ENVIRONMENT AND CONSERVATION FUND

環境及自然保育基金



Guide to Application



Community Waste Recovery Projects

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1. INTRODUCTION

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

1.1 Purpose of this Guide

This Guide provides guidance on application for funding ***Community Waste Recovery Projects*** and describes the basic requirements and responsibilities for recipient organisations. Upon approval of funds by the ECF Committee¹, recipient organisations will sign an agreement with the Government undertaking to observe the conditions of using the allocated grant and the approved budget.

1.2 Objective of ECF/WWGF

The objective of the ECF/WWGF is to promote individual behavioural and life style changes to protect the environment and achieve sustainable development. More specifically, the WWGF aims to support action projects, which are result-oriented and will make a real difference to the environment in Hong Kong. These changes should lead to *but not limited to* -

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

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

1.3 Nature of Community Waste Recovery Projects

Community Waste Recovery Projects which are community-based and result-oriented, aim to enhance awareness and ensure sustained participation of the public in waste prevention and recovery. Such projects should bring about sustained and tangible effect in local communities, and *thus should not be one-off publicity events*.

1.4 Administration

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

2. GUIDE TO APPLICATION

2.1 Who may apply?

Local non-profit making organisations (e.g. community bodies, green groups) 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. Projects applying for grants exceeding HK\$2,000,000 will need to be approved by the ECF Committee. The actual amount to be granted will depend on the size and nature of the projects.

2.3 What is the duration of each project?

Each Community Waste Recovery Project should last at least 12 months. There is no upper limit for the project duration. 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 -

- Waste Recovery Projects Vetting Sub-committee Secretariat
5/F Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong
Tel: 2835 1219, Fax: 2827 8138
E-mail : wrp@epd.gov.hk

Softcopy can be downloaded from the Internet homepage of

1. Environment and Conservation Fund Committee
<http://www.ecf.gov.hk>
2. Environmental Campaign Committee
<http://www.ecc.org.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 Recovery Projects Vetting Sub-committee Secretariat *at least four months* before commencement of project.

2.5 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)², Advisory Council on Environment's Waste Management Subcommittee, 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.

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 at the Vetting Sub-committee meeting which will be held on a quarterly basis.
- 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/ECC 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.

For projects that further information is required from the applicant, the Vetting Sub-committee Secretariat will circulate the applicant's responses to the Vetting Sub-committee members. Members will make final decision either at the forthcoming meeting or by sending in their views to the Secretariat. 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 ECF Committee Secretariat will inform the applicant of the ECF Committee's decision. The Secretariat will also upload information of the approved projects on the ECF/ECC website.

² 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.

Step 5: If the approved project requires the use of premises under the management of the Housing Authority/Society (e.g. vacant shop at public housing estates, factory unit), the Vetting Sub-committee Secretariat will inform the Housing Authority/Society of details of the project to facilitate the Authority/Society's consideration of the recipient organisation's application for leasing premises.

2.6 What are the vetting criteria?

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

- 2.6.1 Projects must contribute to promoting waste prevention and recovery in Hong Kong, raise awareness of the local community, or mobilize the community to take action in waste reduction, separation and recovery.
- 2.6.2 The benefits must accrue to the district/local community, and not to individuals, a single private organisation or a consortium of private companies.
- 2.6.3 Projects must be non-profit making in nature.
- 2.6.4 In considering a project proposal, due consideration will be given to -
 - (a) the benefits that it will bring to the efforts in promoting waste reduction, separation and recovery in local communities, or the extent to which it will enhance the awareness and mobilize the public to participate in waste separation and recovery;
 - (b) whether there is a demonstrable need for the proposed project;
 - (c) whether the proposed project echoes government's initiatives in waste recovery;
 - (d) the technical and project management capability of the applicant, as well as the past performance of the applicant, including the effectiveness of past projects, and the applicant's ability to comply with the funding conditions;
 - (e) whether the proposed project's schedule of implementation is well-planned and practicable, and the duration is reasonable;
 - (f) whether the proposed budget is prudent, realistic and cost-effective, with full justification for every expenditure item;
 - (g) whether the proposed project has alternative sources of funding support;
 - (h) whether the proposed project should more appropriately be funded by other sources;

- (i) whether there is or likely to be a duplication of the work already or currently carried out by other groups or in areas or estates where Source Separation of Domestic Waste Programme is already in place;
- (j) if recurrent expenditure is incurred, whether the proposed project has potential to become self-sufficient after a certain period of time; and
- (k) if it is application for extension of on-going or completed project, whether the proposed project shows enhancement / improvement in different aspects such as cost effectiveness; modes or scope of recovery; quantity and type of recyclables; diminishing reliance on ECF funding support without compromising the performance of the project.

2.7 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.

2.8 Any deadline for application?

Completed Application form should be returned to the Vetting Sub-committee Secretariat at least four months before commencement of project. The Vetting Sub-committee will normally meet once every quarter to vet applications. The tentative schedule of Vetting Sub-committee meetings and deadline for applications are set out below -

<u>Meeting Date</u>	<u>Deadline for application</u>
March	End February
June	End May
September	End August
December	End November

2.9 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.

2.10 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.

2.11 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 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 of the Project Proposal

3.2.1 Data Sheet

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

3.2.2 Content of Project Proposal

3.2.2.1 *Project Title*

State the project title, in both English and Chinese.

3.2.2.2 *Duration of Project*

Give the commencement and completion date and duration of the project.

3.2.2.3 *Nature and Purpose of Project*

In clear and specific terms, state how the project will enhance awareness and ensure sustained participation of the public in waste prevention and recovery in local communities.

3.2.2.4 *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.

3.2.2.5 *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.

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

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

3.2.2.7 *Project Details*

State the following –

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

3.2.2.8 *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 Vetting Sub-committee.)

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

3.2.2.9 *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.

3.2.2.10 *Expected Benefits of the Project*

State the following –

- (a) Deliverables - Give quantitative and qualitative results of the project, including types and volume of recyclables to be collected, expected benefits of the project and a plan for the publicity of the project findings.
- (b) Sustainability - Give a timetable setting out how long the proposed project will take to become self-sustained.
- (c) Outlet of recyclables - Give the details about the outlet of the recyclables to be recovered. The recyclables should not be dumped in landfills.

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).

3.2.2.11 *Budget for the Project*

The application should provide a detailed budget for the project. Each income and expenditure item should be reasonable, realistic and sufficiently broken down. All expenditure items must be incurred between the commencement and completion dates of the project with supporting receipts (original). Please also study carefully the following funding criteria when preparing the budget.

(a) Manpower

- (i) The recipient organisation is expected to have the ability to supervise and the expertise to undertake a proposed project. Hence, no funding support will be given for additional supervisory/ administrative staff, the hire of professional advisor or training course for staff of the recipient organisation for undertaking the project.
- (ii) Funding for project coordinators/ assistants may be supported, the salaries of which will be considered on a case-by-case basis. The total amount for covering the cost of project coordinators/ assistants should normally be below 50% of the total approved amount or the total actual expenditure, whichever is the less.
- (iii) Direct labour cost involved in waste collection, separation and recycling, etc. is supported. The actual amount to be granted will depend on the modus operandi of the project.

(b) Minor Works and Equipment

- (i) Funding for minor works (such as installation of waste recycling facilities and demonstration set-up, etc.) will be considered on a case-by-case basis.
- (ii) Funding for purchase of equipment (e.g. composting machinery, waste recycling equipments, etc.) will be considered on a case-by-case basis.
- (iii) Maintenance costs of the approved minor works and equipment up to the initial two years upon installation/purchase will be considered.
- (iv) For projects of minor works, the recipient organizations are required to complete a post-implementation review upon completion of the project.

(c) Rental Payment

- (i) Funding support for renting premises necessary for the project (e.g. establishment of a recyclables collection centre) will be considered, subject to a ceiling of HK\$10,000 per month. The actual amount will depend on the size and location of the selected venue. This does not apply to premises under the possession of the recipient organisation.

(d) Production of Publications and Website

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

(e) Purchase of Educational Materials and Computer Softwares

- (i) Expenses on educational materials and computer softwares will be considered on the condition that the educational materials and computer softwares are essential.

(f) Others

- (i) All applications are considered on their individual merits. For projects involving recurrent expenditure, the recipient organisation has to demonstrate that such expenses will be of a specified finite duration or that the project will become self-financing after a certain period of time.
- (ii) Funding for public education activities in connection with the project, hire of transport, light meals for unpaid voluntary workers and premium for public liability insurance will be supported.
- (iii) Carnivals or one-off events of similar nature will not be supported. Opening/closing ceremonies may be supported, subject to a cap of 20% of the total approved budget. However, no funding support will be given to an opening ceremony for the extension project. Applicant organisations are encouraged to seek private sponsorship for organising the events.
- (iv) For applications from NGOs (including green groups) without receiving government subventions, general administrative and overhead costs incurred from the

project will be considered, subject to a cap of 10% of the total approved grant or actual expenditure, whichever is the less. (note: the applicant organisation should declare in the application form whether it receives government subventions or not)

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

(vi) Funding support will **not** be given to the recipient organisation for renting or purchasing materials already in the organisation's stock.

(vii) Funding for payments to individuals as a reward for their participation in the project will **not** be given.

3.2.2.12 *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.

3.2.2.13 *Estimated Revenue Generated from the Project*

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

3.2.2.14 *Recurrent Income of Project*

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

3.2.2.15 *Procurement of Capital Items*

In case of an applicant organisation intends to procure capital items (including minor works and equipment) from a company/organisation/individual without following the open procurement process stated in paragraph 4.10.1 below, please provide details, justifications and its relationship with the company/organisation/individual.

3.2.2.16 *Details of Applicant Organisation*

State the following –

- (a) Number of workers involved in the proposed project and their positions in the organisation;
- (b) Details of the project leader; and
- (c) Record of previous applications which are either supported or rejected by ECF and the amount approved and received for the successful applications.

3.2.2.17 *Other Relevant Information in Support of the Application*

3.2.2.18 *Details of First-time Applicants for Funding for Waste Recovery Projects (if applicable)*

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 CONDITIONS FOR THE USE AND ALLOCATION OF FUND

4.1 Contractual Requirements

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

4.2 Use of Funds

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

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

4.3 Disbursement and Reimbursement of Funds

4.3.1 The recipient organisation will receive between 25-50% of the grant upon approval depending on the cash flow requirement and nature of the project. The recipient organisation may apply for a further disbursement if it proves that the previous payment has been fully spent and that further expenditure is required for undertaking the project as scheduled. The last 10% of the grant will normally only be released after completion of project subject to submission of a completion report together with a statement of accounts for the project endorsed by the Vetting Sub-committee Secretariat and/or Wheelock, as appropriate, in accordance with the requirement specified in paragraphs 4.5.2 and 4.6 below. The Vetting Sub-committee Secretariat will agree with the recipient organisation a schedule of payment.

4.3.2 All revenue received, irrespective of whether it has been declared in the proposal, must be defrayed against the actual expenditure before calculating the amount to be reimbursed as final payment.

4.3.3 Amount to be reimbursed for individual items of the budget will not exceed the approved amount for that item. 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.

- 4.3.4 The grant could be reduced on a pro-rata basis in the following circumstances -
- 4.3.4.1 the scope and/or activities of the project are changed;
 - 4.3.4.2 the actual frequency of activities (e.g. collection of recyclables) is less than proposed;
 - 4.3.4.3 the number of participants is less than proposed and the grant allocated is according to the number of participants;
 - 4.3.4.4 the number of publications (e.g. leaflets) is less than that proposed; or
 - 4.3.4.5 the duration of project is reduced.
- 4.3.5 Any item not on the approved list of budget items will not be reimbursed.
- 4.3.6 Income derived from the project during the project period, including sales of output, fees generated from activities and interest income generated from cash in hand for the project, should be ploughed back into the project account.
- 4.3.7 Any unspent balance of the grant shall be returned to the ECF and/or WWGF within two months after the completion of the project.
- 4.3.8 Income derived from the project after the project period, including sales of output, should be returned to ECF and/or WWGF for offsetting part or whole of the funded amount. Failure to report and return such income to ECF and/or WWGF will render the organisation ineligible for future funding support.

4.4 Project Interest

- 4.4.1 The ECF and/or WWGF funds shall be paid into a risk-free interest-bearing account opened with a licensed bank.
- 4.4.2 Interest incomes generated from the ECF and/or WWGF 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/or Wheelock and in no circumstances should the interest earned be applied for other uses outside the project.
- 4.4.3 The recipient organisation may be required to compensate the Government for loss of interest income if the ECF and/or WWGF fund is not properly handled. Where necessary, the Government and /or Wheelock 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 organisations have to submit progress reports with information on financial position of their projects together with receipts for the expenses once every six months to the Vetting Sub-committee. For projects receiving a grant over HK\$150,000 and lasting more than 18 months, recipient organisations are also required to submit, once every 12 months, a statement of accounts audited by certified public accountants (practising) within the meaning of section 2 of the Professional Accountants Ordinance (Cap 50) to 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 its 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 organisations have to submit a completion report with attachment of a statement of accounts to the Vetting Sub-committee Secretariat (for projects over HK\$150,000, the statement of accounts should be audited by certified public accountants (practising) within the meaning of section 2 of the Professional Accountants Ordinance (Cap 50)). If an extension of the submission deadline is required, approval should be obtained from the 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 organisation and submitted in such format as prescribed in the Progress/Completion Report Form.
- 4.5.4 Unsatisfactory performance will affect the organisation's future chance of getting funding support, and the organisation's management will be informed.
- 4.5.5 Specific projects like minor works projects, the recipient organisations are required to complete post-implementation review on the effectiveness of the projects.

4.6 Statement of accounts

- 4.6.1 Within two months of completion of the project or before the date specified in the agreement, recipient organisations have to submit a complete statement of accounts, attached to the completion report, to the Vetting Sub-committee Secretariat. If an extension of the submission deadline is required, approval should be obtained from the Secretariat.

- 4.6.2 For projects receiving a grant under 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 and/or Wheelock, as appropriate, reserves the right to check all financial records kept by the recipient organisation relating to the use of the grant.
- 4.6.3 For projects receiving a grant of HK\$150,000 or more, the following should be noted –
- 4.6.3.1 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;
- 4.6.3.2 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;
- 4.6.3.3 For projects lasting more than 18 months, recipient organisations are also required to submit a statement of accounts audited by certified public accountants (practising) to the Secretariat and/or Wheelock once every 12 months.
- 4.6.4 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.

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

4.8 Publicity of Project Events and Results

- 4.8.1 Recipient organisations should try to 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 organisations 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 Renting of premises under the management of Housing Authority/Society

- 4.9.1 For projects that requires the use of premises under management of the Housing Authority (e.g. for setting up recyclables collection centres), applications for leasing premises should be submitted to the Housing Department (HD) upon the Vetting Sub-committee's approval of the project.
- 4.9.2 Applicants should provide the following details for consideration by Management Branch and Commercial Properties Division (CPD) of HD –
- (a) type of activities to be carried out at the premises;
 - (b) location, size and headroom of the premises; and
 - (c) technical requirements such as electricity loading, drainage for discharging foul water, etc.
- 4.9.3 HD will positively consider each application on individual merits and subject to the following criteria –
- (a) All lettings be confined to converted/vacant bays or shops under domestic blocks not at prime location or factory units. Premises in shopping centres will normally not be considered;
 - (b) Support from respective Estate Mutual Aid Committee is required. (HD will help arrange for the recipient organisation to brief the Committees on their projects);
 - (c) Operation of the recycling activities should not cause any environmental impact such as noise nuisance, unpleasant smell, toxic gas, hygienic problems, obstructions, effluent discharge, potential fire hazard, etc in the neighbourhood (unless mitigated to acceptable level);
 - (d) No inflammable goods are stored inside the premises;
 - (e) The premises are suitable for the intended purposes after HD has examined site conditions; and
 - (f) Operation at the premises should comply with the law of Hong Kong SAR.

- 4.9.4 The premises, if approved, will be let on monthly licence at fair market or concessionary rent to be determined by HD.
- 4.9.5 For projects that require the use of premises under management of the Housing Society, applicants should follow procedures applicable to the Society.

4.10 Procurement of Capital Items, Goods and Services

- 4.10.1 The recipient organisation should exercise utmost prudence in procuring capital items (including minor works and equipment), goods or services for the project and must adhere to the following procedures unless the Vetting Sub-committee agrees otherwise –
- (a) For every procurement the aggregate value of which is HK\$5,000 or below, quotations from suppliers are not required for most items unless specified in *Appendix*.
 - (b) For every procurement the aggregate value of which is more than HK\$5,000 but less than HK\$10,000, quotations from at least two suppliers should be obtained.
 - (c) For every procurement the aggregate value of which is HK\$10,000 or more, but less than HK\$500,000, quotations from at least three suppliers should be obtained.
 - (d) For every procurement the aggregate value of which is HK\$500,000 or more, open tendering should be used.
- 4.10.2 The recipient organisation should select the 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.
- 4.10.3 In case an applicant organisation intends to procure the items from a company/organisation/individual without following the open procurement process in paragraph 4.10.1 above, it has to provide details, justifications and its relationship with the company/organisation/individual in the application form. If the application is approved, subsequent approval from the Vetting Sub-committee and/or Wheelock will not be required.
- 4.10.4 In the case of universities, they may adhere to their established/current standard procurement procedures.
- 4.10.5 All quotations and tendering documents should be kept for inspection by the Vetting Sub-committee Secretariat and/or Wheelock.

4.11 Title of Capital Items, Educational Materials and Computer Softwares

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

4.12 Acknowledgement of Support and Disclaimer

- 4.12.1 The source of funding (both the name and logo of the ECF and/or WWGF) must be acknowledged in all publicity material resulting from the project.
- 4.12.2 The logo of ECF and/or WWGF 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.
- 4.12.3 Use of the name and logo for other purposes is subject to the prior approval of the Vetting Sub-committee Secretariat and/or Wheelock.
- 4.12.4 In no circumstances shall the name and logo of ECF and/or WWGF be used for publicity for commercial interest or other purposes which may damage the image and/or cause any liability to ECF and/or WWGF.

4.13 Suspension/Termination of Funding Support

- 4.13.1 The Vetting Sub-committee and/or Wheelock may suspend/terminate funding support of a project under the following circumstances -
- (a) if the project does not commence within three months of the approval of the grant and no reasonable explanation has been given;
 - (b) the Vetting Sub-committee and/or Wheelock considers that the project has not progressed satisfactorily and no reasonable explanation has been given;
 - (c) the project leader leaves the recipient organisation prior to the completion of the project and there is no one available who has been involved in the project and considered suitable by the Vetting Sub-committee and/or Wheelock to take over the role of project 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 no reasonable explanation has been given.

4.13.2 In each of the above cases of suspension/termination of funding support, the Vetting Sub-committee shall give one month notice to the recipient 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 and/or WWGF. The Vetting Sub-committee and/or Wheelock will consider possible redeployment of the capital items, educational materials and computer softwares acquired for the project.

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

4.13.4 The ECF and/or WWGF shall be entitled to be refunded by the recipient organisation of some or all of a grant which has been used other than in accordance with the terms of the approved project.

4.13.5 Any major changes to the project must be approved by the Vetting Sub-committee and/or Wheelock. 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.

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

4.13.7 Any proposed minor changes to a project should be submitted to the Vetting Sub-committee Secretariat for approval.

4.14 Others

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

4.14.2 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 organisations.

**Level of funding support for expenses of
Community Waste Recovery Projects
(with effect from 1 April 2008)**

Items	Level of funding support (HK\$)
1. Publicity - including banner	<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 and 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.• No funding would be given for extension projects
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 Vetting Sub-committee 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. Light refreshment for ceremonies	<ul style="list-style-type: none"> • Maximum \$6 per head • The ceiling is capped at \$6,000 per project
9. Meal allowance for volunteers	<ul style="list-style-type: none"> • For half-day activities – Maximum: \$34 per day • For full day activities – Maximum: \$48 per day
10. Travel allowance for staff and volunteers	<ul style="list-style-type: none"> • Maximum \$15 per journey
11. Insurance for third party liabilities	<ul style="list-style-type: none"> • Funding support will be based on the basic requirements. • Quotations must be provided.
12. 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.
13. Souvenir (for participants of waste collection)	<ul style="list-style-type: none"> • Maximum unit price:\$3 • Maximum \$600 per day of collection • The ceiling is capped at 30% of the approved total budget or actual expenditure whichever is the less. • Reliance on souvenirs should be gradually reduced and should be linked to income generated from sales of recyclables.
14. General expenses – including stationery, films and film development, video tapes, etc.	<ul style="list-style-type: none"> • The ceiling is capped at 10% of the approved total budget or actual expenditure, whichever is the less
15. Admission fee for environmental visits	<ul style="list-style-type: none"> • Participants are required to pay 40% of the admission fee
16. Project Coordinator / Assistant	<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.
17. Direct labour cost involved in	<ul style="list-style-type: none"> • Maximum \$35 per hour for each labour

waste collection, separation and recycling etc	<ul style="list-style-type: none"> A maximum of 2 workers will be supported for the operation of each mobile collection station.
18. Rental payment	<ul style="list-style-type: none"> Maximum: \$10,000 per month (Not applicable to premises under the possession of the organisation)
19. Licence fee	<ul style="list-style-type: none"> Applicants are requested to comply with regulations of Hong Kong and apply to all authorities concerned for licences to conduct the project.
20. 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.
21. Contingency items	<ul style="list-style-type: none"> Not supported

Remarks: The level of funding support may be adjusted by the Waste Recovery Projects Vetting Subcommittee 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>
- **Environmental Campaign Committee**
<http://www.ecc.org.hk>