



環境及自然保育基金
Environment and Conservation Fund

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Guide to Application

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Practice and Action Projects (Recycling Store Projects)

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Practice and Action Projects
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1. INTRODUCTION

The Environment and Conservation Fund (ECF) was set up by the Government of the Hong Kong Special Administrative Region to provide funding support for educational, research and other projects and activities in relation to environmental and conservation matters. The objectives are to promote individual behavioural and lifestyle changes to achieve sustainable development, and develop or introduce innovative technologies and practices to improve the environment and conserve resources. There are three key funding schemes established under the ECF, namely, the Practice and Action Projects Funding Scheme, the Publicity and Education Projects Funding Scheme as well as the Research and Development Projects Funding Scheme.

To strengthen the support for waste reduction and recycling at district level, the Environmental Protection Department (EPD) has been expanding the community recycling network, which includes 32 Recycling Stores located near single block residential buildings where waste recovery facilities are limited. To provide support to the community recycling network, the ECF Committee¹ has launched a funding programme on “Recycling Store Projects” (*“the Projects”*) for local non-profit-making organisations to operate the Recycling Stores and provide recyclables collection services to the public.

1.1 Purpose of this Guide to Application (*“the Guide”*)

1.1.1 This Guide aims to provide specific guidance on the application of the Funding Scheme of the Project and completion of the relevant Application Form, and illustrate the requirements to be met by and responsibilities of recipient organisations of the grant. Upon approval of the grant by the ECF Committee, the applicant organisation will sign an agreement with the Government undertaking to fulfil the conditions of approval specified in the approval letter as well as the general conditions of grant in the implementation of the proposed Project. The successful applicant organisation who enters into the agreement with the Government shall be referred to as the *“Operator”*.

1.1.2 The Guide comprises the following documents and any supplementary information or addenda issued by the ECF Committee or the Government Representative and expressed to be forming part of the Guide (collectively the *“Guide”*):

- (a) Guide
- (b) Annexes to the Guide, comprising:
 - Annex I – Agreement on Safeguarding National Security
 - Annex II – Sample of Written Consent
 - Annex III – Project Specification and its Appendices
 - Annex IV – Payment Arrangement

¹ A statutory body comprising mainly non-officials, which was set up in 1994 under the Environment and Conservation Fund Ordinance (Cap. 450) to advise the Government on the use of funds.

1.2 Nature of the Projects

- 1.2.1 The Projects, which are community-based and result-oriented, aim to facilitate and encourage the public to practise source separation of waste and clean recycling. The Operator shall achieve the Project requirements as set out in the ***Annex III – Project Specification***, including the operation of Recycling Store and provision of other collection services.

1.3 Project Themes

- 1.3.1 Funds may be granted for full or partial support of Projects.
- 1.3.2 Applicant organisations may apply for any number or all of the Recycling Store Projects. Each Application Form shall only cover one Project intended to be applied for, and each application will be assessed separately in respect of each Project. The applicant organisations should possess relevant professional knowledge/skills for the implementation of the Project.
- 1.3.3 Applications for 20 Recycling Store Projects are invited. The list of existing locations of the Stores is provided in ***Appendix D of Annex III - Project Specification*** for reference. Unless otherwise expressly stated, all provisions of the Guide shall apply to all Projects under this round of invitation. The Operator of individual Project is required to set up, manage and operate one (1) of the following existing Recycling Stores:

No.	Project Title	Service Area
1	Environment and Conservation Fund - Operation of GREEN@QUARRY BAY	Eastern District
2	Environment and Conservation Fund - Operation of GREEN@ABERDEEN	Southern District (northwest)
3	Environment and Conservation Fund - Operation of GREEN@TIN HAU	Wan Chai District (east)
4	Environment and Conservation Fund - Operation of GREEN@SAI YING PUN	Central & Western District (central)
5	Environment and Conservation Fund - Operation of GREEN@SHEUNG WAN	Central & Western District (east)
6	Environment and Conservation Fund - Operation of GREEN@TO KWA WAN	Kowloon City District (To Kwa Wan)
7	Environment and Conservation Fund - Operation of GREEN@HUNG HOM	Kowloon City District (Hung Hom)
8	Environment and Conservation Fund - Operation of GREEN@WALLED CITY	Kowloon City District (Ho Man Tin)

No.	Project Title	Service Area
9	Environment and Conservation Fund - Operation of GREEN@YUE MAN SQUARE	Kwun Tong District
10	Environment and Conservation Fund - Operation of GREEN@CHEUNG SHA WAN	Sham Shui Po District
11	Environment and Conservation Fund - Operation of GREEN@TAI KOK TSUI	Yau Tsim Mong District (north)
12	Environment and Conservation Fund - Operation of GREEN@SAN PO KONG	Wong Tai Sin District
13	Environment and Conservation Fund - Operation of GREEN@MUI WO	Islands District
14	Environment and Conservation Fund - Operation of GREEN@FANLING	North District (south)
15	Environment and Conservation Fund - Operation of GREEN@SHEK WU HUI	North District (north)
16	Environment and Conservation Fund - Operation of GREEN@TAI PO MARKET	Tai Po District (south)
17	Environment and Conservation Fund - Operation of GREEN@LO TAK COURT	Tsuen Wan District (northwest)
18	Environment and Conservation Fund - Operation of GREEN@TSING YI	Kwai Tsing District
19	Environment and Conservation Fund - Operation of GREEN@SAN HUI	Tuen Mun District (southeast)
20	Environment and Conservation Fund - Operation of GREEN@YUEN LONG HUI	Yuen Long District (east)

1.3.4 Each Project shall be for a term of 15 months commencing from the Project Commencement Date (“Term”), subject further to any early termination of the Project as provided for under the Project. The Term shall consist of three (3) periods:

- (a) Preparatory Period, which shall be 2 months maximum starting from the Project Commencement Date;
- (b) Service Period, which shall be 12 months starting from the expiry of the Preparatory Period or otherwise as specified by the ECF Committee or the Government Representative; and
- (c) Handover Period, which shall be 1 month starting from the expiry of the Service Period.

1.4 Administration Work

- 1.4.1 Administration work in relation to the funding arrangements of Recycling Store Projects is undertaken by the P&A Projects Vetting Subcommittee (the Vetting Subcommittee) Secretariat (the Secretariat) under the ECF Committee.
- 1.4.2 All rights and powers of the Secretariat may be exercised by any public officer of the Government authorized by the Secretariat as the “Government Representative” for the purposes of the Project.

1.5 Assistance on Application

- 1.5.1 The Secretariat will organise briefing session(s) for organisations to understand the application requirements.
- 1.5.2 For any enquiries regarding the *Annex III – Project Specification* and *Annex IV – Payment Arrangement*, organisations may contact Ms. Ann HO of the EPD by phone at 3690 7828 or by email (lwho@epd.gov.hk).
- 1.5.3 For any enquiries relating to application submission, organisations may contact the Secretariat by phone at 2835 1234 or by email (ecf@eeb.gov.hk).

2. SAFEGUARDING NATIONAL SECURITY

- 2.1.1 By submitting an application for a ECF project, it means the applicant organisation has understood and agreed to comply with the following clauses: -
 - (a) the Government reserves the right to disqualify the application on the grounds that it has engaged, is engaging, or is reasonably believed to have engaged or be engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or otherwise the exclusion of the organisation from future applications is necessary in the interest of national security, or is necessary to protect the public interest of Hong Kong, public morals, public order or public safety;
 - (b) even after the application is approved, the Government may immediately withdraw or cancel the relevant approval upon the occurrence of any of the following events: -
 - (i) the organisation has engaged or is engaging in acts or activities that are likely to constitute or cause the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security;
 - (ii) the continued engagement of the recipient organisation or the continued implementation of any ECF project is contrary to the interest of national security; or
 - (iii) the Government reasonably believes that any of the events mentioned above is about to occur.

- 2.1.2 The person-in-charge (i.e. Head or Deputy Head of the applicant organisation) is required to complete ***Annex I*** relating to safeguarding national security for each application. An application will be considered invalid if ***Annex I*** is not duly completed and submitted along with the Application Form.

3. GUIDE TO APPLICATION

3.1 Who may apply?

- 3.1.1 Local non-profit-making organisations are eligible to apply for Recycling Store Projects.

- 3.1.2 Applicant organisations should provide document(s) to support their eligibility as a local non-profit making organisation and submit the document(s) together with the Application Form. The requirements for supporting documents for different types of local non-profit-making organisations are as follows: -

(a) Local tax-exempt charities

Local Tax-exempt Charities refer to organisations which are exempted from tax under section 88 of the Inland Revenue Ordinance (Cap. 112). The applicant organisations must provide: -

- (i) a copy of the letter issued by the Inland Revenue Department on tax-exemption under section 88 of the Inland Revenue Ordinance (Cap. 112);
- (ii) a copy of the applicant organisation's registration document; and
- (iii) a copy of the applicant organisation's Articles of Association.

(b) Local registered and non-profit-making organisations

The applicant organisation must provide:

- (i) a copy of the certificate of incorporation issued by the Companies Registry pursuant to the Companies Ordinance (Cap. 622) or the former Companies Ordinance (Cap. 32); or a copy of the certificate of registration pursuant to the Societies Ordinance (Cap. 151); and
- (ii) a copy of the applicant organisation's Articles of Association (which must include clauses prohibiting the distribution of the organisation's profits or properties amongst its members upon dissolution; and its objects and powers shall prohibit the distribution of its incomes and properties amongst its members).

3.2 How to apply?

- 3.2.1 The start and closing dates for receiving applications will be announced on the ECF website (<https://www.ecf.gov.hk>). Applications can be submitted in person, by post or by email.

- (a) The "person-in-charge" in the Application Form must be the Head or Deputy Head of the applicant organisation.

(b) Applicant organisations may download or obtain the Application Form from –

- The ECF website (<https://www.ecf.gov.hk/en>)
- P&A Projects Vetting Subcommittee Secretariat
(Address: 5/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong)
- The email of the ECF (E-mail address: ecf@eeb.gov.hk)

Duly completed Application Form together with all supplementary/supporting documents **must be submitted** to the Secretariat **before 6:00 pm on the application closing date** as specified in the announcement of invitation in person, by email or by post (Address: 5/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong).

For applications submitted by post, the postmark should be dated on or before the application closing date. Otherwise, it will be regarded as late applications. In case Tropical Cyclone Warning Signal No. 8 or above is hoisted, or Black Rainstorm Warning Signal / Extreme Weather Condition announced by the Government is/are in force for any duration between 12:00 noon and 6:00 pm on the application closing date, the application closing time will be postponed to 6:00 pm on the next working day.

- 3.2.2 For applications submitted by email as specified in section 3.2.1 of this Guide, submission of the hard copy of the duly completed Application Form is not required.
- 3.2.3 For paper-based applications, the Application Form should be typed or printed on both sides of the paper. Both original hard copy and soft copy (“Word” format) of the Application Form should be submitted.
- 3.2.4 If necessary, the applicant organisation should provide original copy of the supporting documents for verification upon request by the Secretariat, and provide additional information.
- 3.2.5 Late or incomplete applications, and Application Forms not submitted in accordance with the format or requirements prescribed above will not be processed.

3.3 How long will the approval process normally take?

- 3.3.1 The application and approval processes will normally be completed within 4 months after the closing of the application deadline, which consist of the following key steps-

Step 1: Upon successful submission of the application, the applicant organisation will receive an acknowledgment notice. The Secretariat is not obliged to contact the applicant organisation for missing documents or incomplete information. Incomplete Application Forms will not be processed.

Step 2: The application will be vetted by the Vetting Subcommittee and be recommended to the ECF Committee. The applicant organisation may be requested to provide further information and/or give a presentation, if necessary.

Step 3: The ECF Committee will approve/reject applications and decide the amount of grants. The ECF Committee may adjust the budget proposed by the applicant organisation and/or set ceilings for individual expenditure items, and prescribe approval conditions when approving the amount of grants for the projects.

Step 4: The Secretariat will notify applicant organisations of the decisions of ECF Committee in respect of project approval and the conditions of grant which shall be final.

3.4 Is there is a limit to the number of Projects I may undertake?

3.4.1 Under normal circumstances, an applicant organisation will not be approved to launch more than three (3) Project(s) in this round of invitation.

3.5 Can I withdraw my application after submission?

3.5.1 Yes, the applicant organisation may write to the Secretariat to withdraw an application before an agreement is signed with the Government.

4. GUIDE TO PREPARATION OF PROJECT PROPOSAL

4.1 General

4.1.1 The following factors should be considered when preparing a project proposal for the funding application: -

- (a) The benefits must accrue to the local community as a whole from the proposed project, and not be limited to individuals, a single private organisation or a consortium of private companies;
- (b) The proposed project must be non-profit making in nature;
- (c) The project proposal should take into consideration the following factors: -
 - (i) the benefits that it will bring to the efforts in practising clean recycling in local community, or the extent to which it will mobilise the public to participate in and practice clean recycling;
 - (ii) whether the proposed programmes can bring about positive impact in the longer term and have innovative elements;
 - (iii) whether it echoes the prevailing Government's environmental policies and programmes;
 - (iv) the knowledge, technical capability and resources possessed by the applicant organisations, including their community network, as well as their Environmental, Social and Governance (ESG) performance;

- (v) the track record (if applicable) and capability of the applicant organisations, including past experience in project implementation, ability in achieving the project deliverables and performance indicators, compliance with the conditions of grant and past documentation submission records under the ECF project(s) (including preparing decent regular progress reports, auditor's statements). Past unsatisfactory project performance and delay in report(s) submission will affect the applicant organisation's future chance of getting a grant from the ECF. The past record of an applicant organisation's punctuality in report(s) and/or related document(s) submission will be taken into account when considering new application(s) from the organisation. The new application(s) will in general not be considered by the Vetting Subcommittee if the applicant organisation has project(s) under the same funding scheme and the required report(s) and/or document(s) is/are still overdue;
- (vi) whether the implementation of the project is well-planned and practicable;
- (vii) whether the proposed budget is prudent, realistic and cost-effective
- (viii) whether the proposed activities will generate large amount of waste;
- (ix) whether it has received other sources of funding support;
- (x) if recurrent expenditure is incurred, whether the project has potential to become self-sufficient after implementation for a period of time;
- (xi) the project proposal must comply with all the requirements set out in *Annex III - Project Specification*;
- (xii) whether the project proposal provides detailed information to demonstrates that the applicant organisation is with good technical and project management capability (including the experience in providing collection and recycling services for waste or recyclables, community support, etc.) to meet the requirements set out in the *Annex III - Project Specification*; and
- (xiii) whether the project proposal could effectively enhance or improve the handling rate of designated recyclables or the performance of the Services.

4.2 How applications are assessed?

- 4.2.1 Based upon the criteria set out in sections 4.1.1 (c)(i) to (c)(xiii) above, the Secretariat adopts the following marking scheme to evaluate the merits of the applications and prioritise the applications according to their marks attained for consideration by the Vetting Subcommittee.

Assessment Criteria	Scoring Weight (Percentage of Total)#
Quality of the proposed Project	20%
Cost effectiveness of the proposed Project	60%
Capability and track record of the applicant organisation*	20%

If the proposed project fails to attain half or more of the relevant scoring weight in any of the assessment criteria (for example, an application fails to get 30% of the total score in “Cost effectiveness of the proposed Project”), the application will not be approved for funding.

* Including capability and track record of the organisation itself and/or the project team.

5. GUIDE FOR COMPLETING THE APPLICATION FORM

5.1 General

- 5.1.1 All sections of the Application Form should be completed. Where the information sought is not applicable or not available, please fill in “N.A.”. Additional pages may be attached to the Application Form if necessary. Incomplete applications or Application Forms not submitted in accordance with the format/requirements as prescribed in section 3.2 will not be processed.
- 5.1.2 If the applicant organisation needs to provide supporting documents in relation to the application, please ensure that all information provided in the Application Form is in the fullest manner. The Secretariat is not obligated to contact the applicant organisations for missing information or seeking clarification, and would arrange the vetting on the basis of the information submitted by the applicant organisations.
- 5.1.3 Applicant organisation is welcome to contact the Secretariat if there are enquiries on the information or documents required in the Application Form before submission.
- 5.1.4 Applicant organisation should make reference to this Guide before preparing the project proposal and the proposed budget required.

5.2 Checklist of Information Required

- 5.2.1 Applicant organisation should ensure the following documents are submitted together with the Application Form:

- (a) Agreement on Safeguarding National Security in *Annex I*;

Note: The application will be considered invalid if *Annex I* is not submitted. The *Annex I* shall be submitted individually for each application and shall be completed by the person-in-charge (i.e. Head or Deputy Head of the applicant organisation).

- (b) A copy of the relevant registration document required under section 3.1.2 of the Guide;

- (c) Written consent(s) in ***Annex II*** of each collaborating organisations (if any);
 - (d) Written consent(s) from each residential premises who have agreed to participate in the Housing Collection Services (if any); and
 - (e) Supporting documents for proving experience in providing collection and recycling services for waste or recyclables other than projects under the ECF in the 10-year period immediately preceding the original application closing date.
- 5.2.2 Failure of an applicant organisation to complete the **Declaration** in Section A of the Application Form may render its application **invalid**.
- 5.2.3 Failure of an applicant organisation to submit with its application the estimated expenditure of **any or all the Items 1.1 to 1.6 and 2.1 to 2.9 of the Budget of the Project** in Section C of the Application Form may render its application **invalid**.

Note: If the proposal in the Application Form submitted by the applicant organisation is accepted by the ECF Committee, it will form part of the agreement with the Government.

5.3 Sections of the Application Form

5.3.1 Personal Information Collection Statement

- 5.3.1.1 The person-in-charge of the applicant organisation should read and understand the Statement.

Note: The person-in-charge should be the Head or Deputy Head of the applicant organisation.

5.3.2 Section A - Particulars of Applicant Organisation

- 5.3.2.1 This section serves as a summary of an application. Once approval is granted to an application, the information given by the applicant organisation in this section may be uploaded onto the ECF website for public access if the ECF Committee deems necessary. If the applicant organisation does not want any of the information in this section to be released, please provide justifications to the Secretariat together with the application.

5.3.2.2 *Applicant Organisation*

The basic information of the applicant organisation and person-in-charge is required to be provided in this section. If the proposed project is jointly organised by several organisations, the organisations concerned should nominate a principal organisation as the applicant organisation to submit an application.

Note: The applicant organisation shall ensure that the name of the applicant organisation provided on the Application Form is the same as the name shown in the relevant registration document under section 3.1.2 of the Guide.

5.3.2.3 *The Proposed Project - Project Title*

Tick the applicable project title (one only) that the applicant organisation is applying for.

Note: If the applicant organisation is applying for more than one project, it shall submit Application Form individually for each Project. In the event of any apparent typo, mistake or inconsistency in an application or that the applicant organisation fails to specify the applicable project in the Application Form, the Secretariat may, but is not obliged to, seek clarification from the applicant organisation, or the Secretariat reserves the power to evaluate the application on an as is basis (i.e., in the form as originally submitted prior to the application closing time) or disqualify the applicant organisation on ground that it has failed to provide proper proposals or provided erratic or inconsistent proposals for evaluation.

5.3.2.4 *Declaration*

The applicant organisation should complete a declaration to certify the information provided in the Application Form is true and accurate, and in compliance with the relevant terms; and agree to comply with all the requirements laid down in *Annex III - Project Specification* and Agreement with the Government should it be given an ECF grant for the project.

The applicant organisation should declare whether it receives any Government subvention. If so, the applicant organisation should provide the name of the Government department concerned. If the project is granted funding support from the ECF eventually, the administrative and overhead costs of the project will not be approved.

5.3.3 **Section B - Project Proposal**

5.3.3.1 *Tentative Duration of the Project*

The applicant organisation shall note and comply with the tentative duration of the Project.

5.3.3.2 *Details of Collaborating Organisation(s) of the Project (if any)*

Give details of collaborating organisations (i.e. co-organising/ supporting/ sponsoring organisation/ individual) of the project (if any).

Note: If collaborating organisations' involvement in the proposed project has/have been confirmed, please complete and return the written consent(s) in *Annex II*.

For sponsoring organisation/individual (i.e. organisation/individual that provides financial support to the proposed project), please fill in “Other Sources of Subsidies and Sponsorship” in “Section C - Proposed Budget” of the Application Form. Please note that all confirmed collaborating organisations are required to sign a Confirmation on National Security individually after project approval.

5.3.3.3 *Details of Implementation Plan of the Project*

(a) Requirement of the Project

The applicant organisation shall note and fulfil all the requirements as more particularly described in Annex III - Project Specification.

(b) Implementation Proposal

(i) Recycling Spots

Fill in the proposed locations, schedule with reason and details of the arrangement for setting up and operation of Recycling Spots within the service area.

Note: Each session of Recycling Spot shall be operated for at least 3 hours. The Operator shall operate at least 28 sessions of Recycling Spots at no less than 10 different locations (including at least 2 locations operated during night-time and at least 1 location operated during weekends on a weekly basis) each month in accordance with the requirements as described in Annex III – Project Specification.

(ii) Housing Collection Points

Fill in the proposed location of residential premises and schedule with reasons for the provision of Housing Collection Services.

Note: Each residential premises means one single-block residential building, or one housing estate (private or public) comprising more than one block, or a village comprising more than one village house, or one mixed use commercial and residential development/block.

Note: Applicant organisation shall submit written consents from residential premises which have agreed to participate in the housing collection services (if any) together with the Application Form.

Note: At least 1 collection per month is required for each of such residential premises. The Operator shall provide a minimum of no less than 50 residential premises serviced each month in accordance with the requirements as described in *Annex III – Project Specification*.

(iii) Collection Vehicle

Fill in the proposed number and detailed information of the vehicles to be deployed for the implementation of the Project.

Note: The Operator shall provide and operate at least 1 collection vehicle in accordance with the requirements as described in *Annex III – Project Specification*.

(iv) Human Resource Plan

State the composition and number of staff to be involved in the project, the role, education level, the skill and experience required for each position and the amount of time to be contributed to the project.

Note: The Operator shall provide at least 1 full-time manger (who shall have an aggregate of at least 1 year's experience in waste/recyclable collection or recycling in a capacity of not lower than managerial level) and 1 full-time supervisor (who shall have an aggregate of at least 1 year's experience in frontline operation of waste/ recyclable collection or recycling) for each project and ensure that a sufficient number of staff is provided for respective parts of the Services in accordance with the requirements as described in *Annex III – Project Specification*.

(v) Supervision Plan

State the proposed mechanism for staff supervision and staff training arrangement. Detailed implementation arrangement shall be provided.

(c) Enhancement and Innovative Suggestions

(i) Enhancement Proposals

Provide enhancement proposals, implementation details and expected benefits (e.g. expected cost saving, expected increase in handling rates of designated recyclables) of the proposals to achieve the basic requirements and targets of the Project in a more efficient and cost-effective way.

(ii) Pro-innovation Proposals

Provide pro-innovation proposals, implementation details and differences of the proposals from project of similar type. The pro-innovation proposals shall bring benefits or positive values to the collection and handling of designated recyclables and shall not be featured in the existing or conventional mode of service delivery.

(iii) Environmental, Social and Governance (ESG) Proposals

Provide brief descriptions on environmental, social and governance (ESG) practices of the applicant organisation, for example, arrangements for reducing negative environmental impact, strengthening social responsibility and corporate governance.

5.3.4 Section C - Proposed Budget

5.3.4.1 *Budget of the Project*

(a) General

- (i) The applicant organisations must, in relation to each Project, provide the estimated expenditure of **all items 1.1 to 1.6 and 2.1 to 2.9** under the Budget of the Project. The estimated expenditure shall be all-inclusive of all funding requested for the performance by the applicant organisation of all obligations as stated in the agreement with the Government for concerning or in relation to the Project, including without limitation, the requirements described in *Annex III – Project Specification*, the project proposals and enhancement and innovative suggestions provided in the Application Form (subject to the acceptance of the ECF Committee).
- (ii) Any separate budget proposal submitted in contravention of the Application Form shall be disregarded and will not form part of the agreement, or otherwise the application will be disqualified.
- (iii) The applicant organisation may not initiate any request for amendment of its application after the application closing time.
- (iv) Each income and expenditure item should be reasonable and realistic. All expenditure items incurred before the commencement and/or after the completion date of the project will not be supported and should not be included in the budget.

Note: Any increase in cost arising from inflation or unforeseen requirements will be borne by the Operator. Requests of budget variation for additional funding after project approval will normally not be considered.

(b) Staff

- (i) Project funds should not cover any emolument to any full-time employee who is already on the payroll of the Government, a Government subvented body/institution, or another Government-funded project. This requirement should be met irrespective of whether the relevant service/work is carried out by the person concerned within or outside normal office hours.
- (ii) The requirements of Statutory Minimum Wage, Mandatory Provident Fund (MPF), employees' compensation insurance, and other employment legislations must be complied with.

(c) Completing the Budget of the Proposal

Please study carefully the following funding criteria when preparing the budget. Project expenditures can be categorised into the following items:

-

(i) Basic Services

Item No. 1.1 - Provision of setting up services (including setting up of the Store)

- The applicant organisation shall quote the gross amount required for the setting up services in the preparatory period in accordance with the Sections 1 and 2, except Sections 2.3 and 2.4.1.2 to 2.4.1.5, of *Annex III - Project Specification*. The Operator is required to set up the Store at its existing premises as far as possible.

Note: The estimated expenditure of this item shall not normally be more than 5% of the total amount of grant requested for the whole Project, unless with justifications accepted by or as required by the Vetting Subcommittee and approved by the ECF Committee for specific reason(s).

Note: The applicant organisation is reminded that the renovation costs for relocation of the Store(s) or Workshop(s) as instructed by Government Representative or relocation of the Store(s) for approved reasons as described in *Annex III - Project Specification* will be reimbursed to operator, subject to the respective ceilings. The amount of such reimbursement(s) shall not be included in the setting up expenditure.

Item No. 1.2 - Operation of Store & overall Project management (expenses on operation and management of the Store other than Items No. 1.3 to 1.6 of Budget Proposal)

- The applicant organisation shall quote the estimated expenditure required for the overall management of the Project (including operation and management of the Store for a 12-month of services period) in accordance with Sections 1 and 3 of ***Annex III - Project Specification***.

Note: The applicant organisation is reminded that rental and associated administrative costs of the Recycling Store(s) including the Store(s) and Workshop(s) will be reimbursed to the operator, subject to the respective ceilings. The amount of such reimbursement(s) shall not be included in the operation expenditure.

- A recipient organisation must effect and keep in force appropriate and valid insurance policies for the project activities throughout the Term, including but not limited to employees' compensation insurance, public liability insurance, group personal accident insurance, etc. Under no circumstances shall the ECF or the Vetting Subcommittee or the Secretariat be held liable for any loss or damages or liabilities arising from the funded projects.

Item No. 1.3 - Provision of operation and management services of Workshop

- The applicant organisation shall quote the estimated expenditure required for the operation and management of the Workshop for a 12-month of services period in accordance with Sections 1 and 3 of ***Annex III - Project Specification***.

Note: The applicant organisation is reminded that rental and associated administrative costs of the Recycling Store(s) including the Store(s) and Workshop(s) will be reimbursed to the operator, subject to the respective ceilings. The amount of such reimbursement(s) shall not be included in the operation expenditure.

Item No. 1.4 - Provision of service for setting up and operation of Recycling Spots

- The applicant organisation shall quote the estimated expenditure required for the setting up and operation of the Recycling Spots for a 12-month of services period in accordance with Sections 2.5, 3.4 and 3.14 of ***Annex III - Project Specification***.

Note: Each session of Recycling Spot shall be operated for at least 3 hours. The Operator shall operate at least 28 sessions of Recycling Spots at no less than 10 different locations (including at least 2 locations provided during night-time and at least 1 location provided during weekends on a weekly basis) each month in accordance with the requirements as described in *Annex III - Project Specification*.

Item No. 1.5 - Provision of Housing Collection Service

- The applicant organisation shall quote the estimated expenditure required for the operation of Housing Collection Services for a 12-month of services period in accordance with Sections 2.6, 3.5 and 3.14 of *Annex III - Project Specification*.

Note: At least 1 collection per month is required for each of such residential premises. The Operator shall provide a minimum of no less than 50 residential premises serviced each month in accordance with the requirements as described in *Annex III - Project Specification*.

Item No. 1.6 - Decoration and operation of the Collection Vehicle

- The applicant organisation shall quote the estimated expenditure required for the decoration and operation of collection vehicle for a 12-month of services period in accordance with Section 3.6 of *Annex III - Project Specification*.

Note: The Operator shall provide and operate at least 1 collection vehicle in accordance with the requirements as described in *Annex III - Project Specification*.

(ii) Additional Services

- The estimated requirement of additional services in the Application Form or *Annex III - Project Specification* (if any) is estimate of the quantity of services that may be required by the Government Representative. They are given for an applicant organisation's reference only and are not figures to which the Government binds itself to adhere. The Government Representative's actual requirements may vary depending on the actual service demand and the Operator must accept any increase or decrease of the stated estimates.
- Applicant organisation shall provide **both the unit costs and the subtotals of estimated expenditure** for all Items No. 2.1 to 2.9.

- Applicant organisation may make reference to *Annex IV – Payment Arrangement* on the resources that may be required for the provision of additional services.

Item No. 2.1 - Provision of Additional Recycling Spots

- The unit of measurement for provision of Additional Recycling Spots shall be “per session of a Recycling Spot” in accordance with Section 4.2 of *Annex III - Project Specification*.

Note: Each session of Additional Recycling Spot shall be operated for at least 3 hours.

Item No. 2.2 - Provision of additional Off-site Collection Service

- The unit of measurement for provision of additional Off-site Collection Service shall be “per collection” in accordance with Section 4.3 of *Annex III - Project Specification*.

Note: The Operator shall provide additional Off-site Collection Service for collecting Designated Recyclables at specified locations (including but not limited to locations in the vicinity of village, “3-nil building” or single-block building).

Item No. 2.3 - Provision of Community Collection Points

- The unit of measurement for the provision of Community Collection Points shall be “per operation-month of a Community Collection Point” in accordance with Section 4.4 of *Annex III - Project Specification*. For example, provision of 60 operation-month of a Community Collection Point may be instructed as provision of 5 Community Collection Points for 12 months ($5 \times 12 = 60$).

Note: The Operator shall at least provide collection service for Designated Recyclables to each Community Collection Point on a weekly basis.

Item No. 2.4 - Provision of Promotional and Educational Activities

- The unit of measurement for the provision of Promotional and Educational Activities shall be “per activity” in accordance with Section 4.5 of *Annex III - Project Specification*.

Note: Each activity shall be managed by at least 2 staff members, shall last for at least 1 hour and engage at least 15 participants.

Item No. 2.5 - Provision and operation of Additional Collection Vehicles

- The unit of measurement for the provision and operation of Additional Collection Vehicles shall be “per month per collection vehicle” in accordance with Section 4.6 of ***Annex III - Project Specification***. For example, provision of 10 months per Collection Vehicle may be instructed as provision of 1 additional Collection Vehicle for 10 months (1 x 10 = 10).

Item No. 2.6 – Provision of decoration for additional collection vehicle(s)

- The unit of measurement for the provision of decoration for additional Collection Vehicle(s) shall be “per decoration of Collection Vehicle” in accordance with Section 4.7 of ***Annex III - Project Specification***.

Item No. 2.7(a) and (b) - Provision of collection and handling for Plastics and Designated Recyclables excluding Plastics exceeding the Monthly Targets

- The unit of measurement for the provision of collection and handling of Designated Recyclables exceeding the Monthly Targets shall be “per tonne” of Plastics and “per tonne” of Designated Recyclables excluding Plastics respectively in accordance with Section 4.11 of ***Annex III - Project Specification***.

Note: The subtotal estimated expenditure of these item No. 2.7(a) and (b) shall not be more than 10% of the total amount of grant requested for the whole Project, unless with justifications accepted by or as required by the Vetting Subcommittee and approved by the ECF Committee for specific reason(s).

Note: Additional handling payment for the respective month’s operation will be provided for every 4 tonnes exceedance over the Monthly Target for Plastics (capped at 20 tonnes per month, unless otherwise agreed or instructed by the Government Representative) and 45 tonnes exceedance over the Monthly Target for Designated Recyclables excluding Plastics (capped at 45 tonnes per month, unless otherwise agreed or instructed by the Government Representative) in accordance with Section 4.11 of *Annex III - Project Specification*.

Item No. 2.8 - Provision of customer services at Store

- The unit of measurement for the provision of customer services at Store shall be “per man-hour of customer service” in accordance with Section 4.12 of ***Annex III - Project Specification***. For example, provision of 1,500 man-hour of customer service may be instructed as provision of 1 staff for 1,500 hour throughout the service period ($1 \times 1,500 = 1,500$).

Note: Applicant organisation may make reference to the tentative number of man-hour of customer service at each Store in accordance with Section 4.12 of *Annex III - Project Specification*.

Item No. 2.9 - Provision of additional operating hours of Store in self-service mode

- The unit of measurement for the provision of additional operating hours of Store in self-service mode shall be “per hour of operation” in accordance with Section 4.13 of ***Annex III - Project Specification***. For example, provision of 1,095 hours of operation may be instructed as provision of 3 hours per day for 365 days ($3 \times 365 = 1,095$).

Note: Applicant organisation may make reference to the tentative number of additional operating hours of each Store in accordance with Section 4.13 of *Annex III - Project Specification*.

(iii) *Reimbursement Items*

Item No. 3.1 - Renovation costs for relocation of the Store or Workshop

- In accordance with Section 2.4.1.2 of ***Annex III - Project Specification***, in the event that (i) the Government Representative instructed the Operator to relocate the Store to a designated venue during the Term, (ii) the Government Representative instructed the Operator to relocate Workshop to a designated venue during the Service Period (i.e. after the completion of setting up of Workshop on the premises as agreed), or (iii) the Operator is required to relocate Store to a new location due to reasons beyond its control (including situation where the venue owner refused to rent out the premises to the Operator) and with agreement of the Government Representative, the payment for the renovation costs for relocation of Store or Workshop (as the case may be) will be made by the Government Representative on a reimbursement basis, **subject to a ceiling on the reimbursement amount of \$1,000,000.**

Item No. 3.2 - Rental and associated administrative costs of the Store and Workshop

- The rental payments of the Store and Workshop during the Term as well as the associated administrative costs (i.e. Government rates, Government rent, agency fee, rental deposit, stamp duty, property management fee, and other associated costs charged by the Government when renting government premises) will be refunded to the Operator on a reimbursement basis but **subject to a ceiling on the reimbursement amount of \$2,000,000 throughout the Term.**

Note: The applicant organisation is expected to have existing premises/offices for their normal operation. Only funding support for renting premises necessary and solely for the Recycling Store will be considered.

5.3.4.2 *Justifications for Procurement of Capital Items (if applicable)*

- (a) The applicant organisation should state clearly what capital items will be procured for use in the project, and provide supplementary information to explain the use of and necessity for the capital items.
- (b) The procurement of these capital items will be considered for support on a case-by-case basis.

5.3.4.3 *Estimated Revenue Generated from the Project (if applicable)*

- (a) Each revenue item of the project should be categorised into either one-off income or recurrent income and be included in the appropriate sections of the Application Form. Estimated revenue expected to be gained from the project shall be taken into account when working out the amount of grant applied for.

5.3.4.4 *Other Sources of Subsidies and Sponsorship*

- (a) Clearly list the availability of other sources of any subsidies/sponsorship, both confirmed and being applied for, in respect of the project or its activities.
- (b) If yes, state clearly the details of subsidies/sponsorship that are confirmed or being applied for. If the subsidies/sponsorship has/have been confirmed, please provide the written consent(s) (i.e. ***Annex II***) of the related organisation(s) (except Government departments). Please note that all confirmed sponsoring organisations/individuals are required to sign a Confirmation on National Security after project approval.

- (c) Prior approval should be obtained from the Vetting Subcommittee for any changes to the sponsorship(s) during project implementation, for example when the recipient organisation intends to seek other sponsorship(s) to support other project-related expenses not funded by the ECF or to top up items that are partly or jointly funded by the ECF. The Vetting Subcommittee will consider whether the sponsorship(s) will constitute any conflict of interest or cause any potential liabilities or damages to the image of the ECF, etc. before making a decision to approve, reject or approve the proposed changes with conditions e.g. on how the ECF funding support should be adjusted. It will then be up to the recipient organisations to agree with their sponsor(s) on details of the sponsorships in accordance with the decisions of the Vetting Subcommittee.

5.3.5 Section D – Other Information

5.3.5.1 *Information of the Project Leader*

Provide the name and position in Chinese and English, as well as contact information of the project leader.

5.3.5.2 *Experience and Supporting Documents of Applicant Organisation in Providing Collection and Recycling Services for Waste or Recyclables other than Projects under the ECF*

Provide the information about the experience and **supporting documents** in providing collection and recycling services for waste or recyclables other than projects under the ECF **in the 10-year period immediately preceding the original application closing date.**

5.3.5.3 *Applicant Organisation's Website*

Provide the information about the website of the applicant organisation.

5.3.5.4 *Applicant Organisation's Social Media Platform or its Platform User Name*

Provide the applicant organisation's social media platform (e.g. Facebook and Instagram) or its platform user name.

5.3.5.5 *Supplementary Information of the Applicant Organisation*

Provide supplementary information relevant to the project. For example, background information of the applicant organisation to support its application and demonstrate its capability in operating the proposed project.

5.3.5.6 *Supplementary Sheet for First-time Applicant Organisation*

If the applicant organisation is a first-time applicant organisation of P&A Project (formerly known as Community Waste Reduction Project), or an organisation applied for P&A project before but the organisation's information

and/or Articles of Association has/have been changed, the following information must be provided in the Supplementary Sheet:

- (a) whether the applicant organisation is exempted from tax under Section 88 of the Inland Revenue Ordinance (Cap. 112);
- (b) registration status of the applicant organisation;
- (c) information on the principal persons-in-charge/directors/office bearers of the applicant organisation;
- (d) whether the applicant organisation has amended any clauses relevant to profits or properties in its Articles of Association in the past one year;
- (e) whether the applicant organisation receives any Government subventions; and
- (f) background information about the organisation.

Note: Documentary proof of the applicant organisation's non-profit-making status is required to be submitted together with the Application Form.

5.4 Reference Level of Funding Support

Applicant organisation should note the following reference level of funding support. The level of funding support may be adjusted by the Vetting Subcommittee as and when necessary.

Item of Budget Proposal		Reference Level of Funding Support
1.1	Provision of setting up services (including setting up of the Store)	<ul style="list-style-type: none"> ● The estimated expenditure of this item shall not be more than 5% of the total amount of grant requested for the whole Project, unless with justifications accepted by or as required by the Vetting Subcommittee and approved by the ECF Committee for specific reason(s)
2.7(a) & 2.7 (b)	Provision of collection and handling for (a) Plastics and (b) Designated Recyclables excluding Plastics exceeding the Monthly Targets	<ul style="list-style-type: none"> ● The subtotal estimated expenditure of these two items shall not be more than 10% of the total amount of grant requested for the whole Project, unless with justifications accepted by or as required by the Vetting Subcommittee and approved by the ECF Committee for specific reason(s)
3.1	Renovation costs for relocation of the Store(s) or Workshop(s) as instructed or relocation of the Store(s) for approved reasons	<ul style="list-style-type: none"> ● Maximum \$1,000,000 ● Quotations from at least two suppliers must be provided upon project commencement
3.2	Rental and associated administrative costs of the Store and Workshop	<ul style="list-style-type: none"> ● Maximum \$2,000,000 ● At least 3 rental proposals must be provided upon project commencement if relocation is required

6. PAYMENT ARRANGEMENT

- 6.1.1 The Operator shall conform with the payment arrangement provided in *Annex IV – Payment Arrangement*.
- 6.1.2 The Operator shall submit monthly reports on its performance for the calculation of monthly operation fees of basic services. For additional services, payment will only be provided based on the actual number of items ordered by the Government Representative. For rental and associated administrative costs of Recycling Store and renovation costs of relocation of Store or Workshop as instructed by the Government Representative or relocation of Store with reasons approved by the Government Representative in accordance with Section 2.4.1.2 of *Annex III – Project Specification*, payment will be provided on a reimbursement basis and subject to respective ceilings of reimbursement amount.
- 6.1.3 If the Operator fails to comply with the Project requirements (such as failing to meet the monthly minimum targets), monthly operation fees will be deducted on a percentage basis depending on the nature of non-compliances in accordance with Section 3.9.2 of *Annex III – Project Specification*.
- 6.1.4 If the Operator exceeds the monthly minimum targets and achieve respective handling quantities, payment will be provided as “additional handling payment” (as agreed by the Government Representative and subject to a ceiling) based on the unit costs quoted in Items 2.7(a) and (b) of Section C – Proposed Budget of the Application Form (subject to the approval of the ECF Committee) and the respective level of exceedance achieved.