



ENVIRONMENT AND CONSERVATION FUND

環境及自然保育基金

----- ◆ -----

Guide to Application

----- ◆ -----

Environmental Education and Community Action Projects

(November 2012)

Secretariat,
Environmental Campaign Committee
Environmental Education and
Community Action Projects Vetting Sub-committee
5/F Southorn Centre,
130 Hennessy Road,
Wan Chai, Hong Kong

Tel : 2840 1771 (General Projects) / 2835 1180 (Minor Works Projects)
Fax : 2827 8138
Email : eecca@epd.gov.hk

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 & 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 *Environmental Education and Community Action (EE&CA) 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 3R (reduce, re-use and recycle) concept

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

1.3 Nature and Objectives of EE&CA Projects

1.3.1 Nature of EE&CA Projects -

Educational programmes or activities to enhance community awareness and knowledge of environmental issue

Environmental projects that mobilize individuals to take direct and positive action to improve and conserve the environment and induce behavioural change towards a green lifestyle

- 1.3.2 All EE&CA Projects should target at enhancing the environmental awareness and knowledge of the participants, mobilizing action and inducing behavioural changes to improve the environmental problems, with positive impact on the environment and measurable and tangible outcomes against the objectives set for the projects. Projects should identify effective, and where possible, innovative, means to achieve the objectives and should take into account the environmental impact of project implementation (such as waste generation and material consumption).

1.4 Administration

Administration of grants for EE&CA projects is undertaken by the Environmental Campaign Committee (ECC)² Secretariat.

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.

2. GUIDE TO APPLICATION

2.1 Who may apply?

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

For minor works projects from educational institutes including private kindergartens / schools, schools of English Schools Foundation and international schools, applications will be accepted and considered on individual merits, as far as the objectives and scope of the projects meet the funding criteria.

2.2 What is the duration of each project?

Duration of each funded project will be considered on a case-by-case basis.

For minor works projects, a monitoring period should be included in the whole project period after the construction phase. Please refer to the table below for the minimum length of the monitoring period.

Minor Works Items	Minimum Monitoring Period
Greening Projects or Composting facilities	1 year or the whole maintenance period accepting funding support on maintenance fee, whichever the longer
Energy saving items	6 months
Renewable energy items	1 year

2.3 How to apply?

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

- EE&CA Projects Vetting Sub-committee Secretariat
5/F Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong
Tel: 2840 1771 (General Projects) / 2835 1180 (Minor Works Projects)
Fax: 2827 8138
E-mail: eecca@epd.gov.hk
- Environmental Campaign Committee Secretariat
5/F Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong
Tel: 2519 9173 and Fax: 2827 8138
E-mail: ecc@epd.gov.hk

- Softcopy can be downloaded from the Internet homepage of
 1. Environment and Conservation Fund Committee
<http://www.ecf.gov.hk/en/application/index.html>
 2. Environmental Campaign Committee - Environmental Education and Community Action Projects
<http://eeca.ecc.org.hk/english/guide/guide.php>

The person-in-charge of the proposed project should be **the head of the applicant organisation**. Completed Application Form should be signed by the person-in-charge and returned to the ECC Secretariat *at least four months* before commencement of project.

2.4 What are the funding limits?

Normally, grants for each project will not exceed HK\$500,000. For projects applying for grants over HK\$500,000 but below HK\$2,000,000, the applications will be considered on individual merits, including their uniqueness and effectiveness, and the vetting process will usually be longer. 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.

Having regard to the good use of public money, the following criteria would be applied to minor works projects submitted by schools with small number of classes:

- (1) School should meet the criteria of opening class by EDB.
- (2) Funding support to school with 6 classes or below would be subject to a cap of \$200,000 and new application from the same school will normally not be considered within 3 years once an application is approved.
- (3) The requirement under point (2) does not apply to energy saving installations (e.g. room coolers and T5 tubes).

2.5 What are the vetting procedures?

ECC has been entrusted with the vetting of EE&CA projects. An EE&CA Projects Vetting Sub-committee (the Vetting Sub-committee) has been established under ECC to consider EE&CA projects. The Vetting Sub-committee comprises ECC members and government representatives.

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

- Step 1: Upon receipt of an application, the ECC Secretariat will send an interim reply to the applicant to acknowledge receipt of the application. Where necessary, the applicant will be requested to provide clarification or supplementary information.
- Step 2: The application will be considered at the Vetting Sub-committee meeting which will be held regularly.

Step 3: For funding application of or below HK\$500,000, the Vetting Sub-committee will either approve the application, reject it or request the applicant to provide further information. For funding applications exceeding HK\$500,000 but below HK\$2,000,000, the Vetting Sub-committee will consider each application on individual merits, including its uniqueness and effectiveness, and may request the applicant to make a presentation if necessary. The vetting process will usually be longer. 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 ECC – EE&CA Projects 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 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 recommended by the Vetting Sub-committee. The ECC Secretariat will inform applicants of the ECF Committee's decision. The Secretariat will also upload information of the approved projects on the ECC – EE&CA Projects website.

2.6 What are the vetting criteria?

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

- (1) Projects must contribute to the overall environment of Hong Kong, to raise environmental awareness of the local community, or to mobilize the community to take action to improve the environment.
- (2) The benefits must accrue to the district/local community as a whole, and not just to individuals, a single private organisation or a consortium of private companies.
- (3) Projects must be non-profit making in nature.
- (4) In considering a project proposal, due consideration will be given to –
 - (a) the benefits that it will bring to Hong Kong's environment, ecology, flora and fauna etc., or the extent to which it will enhance the environmental awareness of local community;

- (b) whether there is a demonstrable need for the proposed project;
- (c) whether the programmes of the project proposal can bring about positive impacts in the longer run;
- (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) the track records of the applicant organisations will be considered in vetting the applications and normally only a smaller scale project will be considered for first-time applicants without proven records of project implementation;
- (f) whether the proposed project's schedule of implementation is well-planned and practicable, and the duration is reasonable;
- (g) whether the proposed budget is prudent, realistic and cost-effective, with full justification for every expenditure item;
- (h) whether the proposed activities will generate a lot of waste;
- (i) whether the proposed project has alternative sources of funding support;
- (j) whether the proposed project should more appropriately be funded by other sources;
- (k) whether there is or likely to be a duplication of the work already or currently carried out by other groups; and
- (l) if recurrent expenditure is incurred, whether the proposed project has potential to become self-sufficient after a certain period of time.

2.7 Avoidance of Conflict of Interests

To avoid conflict of interest, members of the Vetting Sub-committee and 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 meets regularly to vet applications.

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. For projects applying for grants over HK\$500,000, the vetting process will usually be longer. Funding applications over HK\$2,000,000 will 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 ECC 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 The EE&CA Projects are divided into general projects (purely environmental activities) and minor works projects (minor works involved). A proper application form should be used in accordance with the nature of the project. 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 duly signed by the person-in-charge (i.e. the head of the applicant organisation). The completed application form should be submitted in both hard and soft copies (in words format).
- 3.1.3 Please give clear and concise information. Additional pages may be attached to the form if such is necessary. Please ensure that all required information has been provided.
- 3.1.4 Acknowledgment will be sent to the applicant after duly receipt of an application by the ECC 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 ECC’s 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 ECC 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 *Project Period*

Give the commencement and completion date and duration of project.

For minor works projects, a monitoring period should be included in the whole project period after the construction phase. Please refer to paragraph 2.2 for the minimum length of the monitoring period.

3.2.2.3 *Objectives of Project*

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

3.2.2.4 *Brief Description of Project*

Briefly describe how the proposed activities would be conducive to achieving the project objectives, and how the applicant organisation would evaluate the effectiveness of the activities in achieving the project objectives as well as the impact of activities. Briefly describe how the proposed activities would mitigate potential environmental impact of project implementation (such as waste generation and material consumption).

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

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

3.2.2.6 *Work Schedule and Activity Summary*

State the following –

- (a) date, time, venue and content of activities;
- (b) whether minor works are involved in the project. If yes, please complete the Application Form (Minor Works Project) and the “*Supplementary Sheet for Application for Minor Works Projects*” attached to the Application Form; and
- (c) the anticipated number of participants of each activity.

3.2.2.7 *Target Group, Target District of Project and Anticipated Number of Participants of Whole Project*

Give details of target group, target district of project and anticipated number of participants of whole project.

3.2.2.8 *Method in Selecting Participants and Selection Criteria*

State clearly the methods in selecting participants and the selection criteria.

3.2.2.9 *Other Information*

- (a) Methods in promoting the activities – specify types and quantities of publicity materials required.
- (b) Publication and production of educational materials – applicants are encouraged to upload materials to the internet to avoid printing and photocopying.
- (c) Seminars/Workshops – theme and details of proposed speakers/ tutors.
- (d) Production of video – applicants are encouraged to upload the video to the internet and avoid production and distribution of DVD.
- (e) Production of website – purpose, content, production and hosting period, and anticipated number of visitors.

3.2.2.10 *Expected Outcomes and Impact of the Project and Evaluation*

State the expected outcomes of the project in quantitative terms and expected impact to the target group. 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 and knowledge (by conducting pre- and post- project questionnaire survey with participants).

If evaluation is conducted by questionnaire survey, sample of questionnaire should be provided.

3.2.2.11 *Budget of 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 date 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, the costs brought about by the deployment of the existing staff of the recipient organisation for duties relating to the project such as research, editorial and translation work for the project, etc.
- (ii) Funding for project staff may be supported, the salary of which will be considered on a case-by-case basis. The total amount for covering the cost of project staff should normally be below 50% of the total approved amount or the total actual expenditure, whichever is the less.

(b) Minor Works and Equipment

- (i) Funding for minor works (such as installation of green roofs, waste recycling facilities and demonstration set-up on renewable energy, etc.) will be considered on a case-by-case basis.
- (ii) Funding for purchase of equipment (e.g. composting machinery, waste recycling and energy-saving 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 organisations are required to complete a post-implementation review upon completion of the project.

(c) Production of Publications and Website

- (i) Funding for production of practical and promotional guides such as that on green lifestyle, energy efficiency, eco-tours and nature conservation will be considered. Details of publication arrangements and

relevant budget should be provided in the application proposal for overall assessment.

- (ii) Funding for website design and maintenance costs will be considered.

- (d) Purchase of Educational Materials and Computer Softwares
 - (i) Expenses on educational materials and computer softwares will be considered on the condition that the education materials and computer softwares are essential.

- (e) Items that are Not Supported
 - (i) renovation fee

 - (ii) contingency and uniform (including, but not limited to, items such as cap, T-shirt, badges)

 - (iii) capital items such as computer, camera, furniture, etc.

 - (iv) souvenirs to participants, except Certificate of Attendance

 - (v) merely form-based or school-based visits will *not* generally be supported

 - (vi) funding for reprinting of existing leaflets or education materials will *not* be supported, unless they form an essential part of the project

 - (vii) overseas travel will *not* normally be supported. Overseas participants in a local function are normally expected to pay for their own travelling and living expenses

 - (viii) payments to individuals as a reward for their participation in the project will *not* be given. Subsidy for volunteer involvement in organising the project may be considered in accordance with point (f) below

 - (ix) honoraria for speakers who are staff employed for the project will *not* normally be supported

- (f) Funding support may be considered for the following expenses –
 - (i) hire of transport

- (ii) meal allowance and travelling expenses on public transport for volunteers
- (iii) hire of temporary/casual workers on a one-off basis
- (iv) hire and decoration of venue, hire of lighting and public address facilities
- (v) procurement of postage, stationery, etc.
- (vi) printing work including publicity materials
- (vii) light refreshments for ceremonies
- (viii) purchase of souvenirs and gifts of a token nature
- (ix) under exceptional circumstances, payment of reasonable fees to hire experienced and professional speakers/trainers
- (x) procurement of services such as production of design and artwork
- (xi) premium for public liability insurance
- (xii) a modest amount for contest/participation prizes. Cash or cashable items must not be given
- (xiii) for admission fee and hire of package tour, 40% of the charge should be paid by the participants

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

(g) 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) 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)

- 3.2.2.12 *Other Sources of Funds (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 *Manpower for the Project*
- State the following –
- (a) Details of Project Leader;
 - (b) Details of Project Staff employed;
 - (c) Details of Voluntary Workers involved in the project; and
 - (d) Number and positions of the other staff who are involved but not funded under the project.
- 3.2.2.16 *Record of previous applications which are either supported or rejected by ECC or ECF, and the amount approved and received for the successful applications*
- 3.2.2.17 *Experience and record of application organisations in organising related activities other than projects under the ECF*
- 3.2.2.18 *Details of Applicants for Funding EE&CA Projects (to be provided in Supplementary Sheet)*
- For applicant organisation which applies to the ECF, please provide the following information –
- (a) background information of the organisation;
 - (b) registration status of organisation;

- (c) whether organisation is charitable;
- (d) whether organisation receives Government subvention;
- (e) information about key members of organisation and person-in-charge of the project; and
- (f) documentary proof of the organisation's registration status if applicable.

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 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 ECC Secretariat and/or Wheelock, as appropriate, in accordance with the requirement specified in paragraph 4.5.2 and 4.6 below. The ECC Secretariat will agree with the recipient organisation a schedule of payment.

For minor works projects requiring feasibility study, such as green roof projects and renewable energy projects, only the amount of feasibility study will be given as the first payment. Further payment will be disbursed when the works are confirmed feasible and the project will proceed.

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 ECC Secretariat may increase the approved amount of an individual item (except project staff) 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. seminars) 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
 - 4.3.4.5 the duration of project is reduced
- 4.3.5 Any items 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 project's cost. 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 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. For projects lasting more than six months, recipient organisations have to submit half-yearly progress reports with information on financial position of their projects together with original receipts for the expenses to the ECC Secretariat. For minor works projects, apart from the half-yearly progress reports, recipient organisations also have to submit a Report on Completion of Installation within one month after the minor works items have been installed. For projects receiving a grant more than HK\$150,000 and lasting more than 18 months, recipient organisations are also required to submit once every 12 months a statement of accounts audited by certified public accountants (practising) within the meaning of section 2 of the Professional Accountants Ordinance (Cap 50) to ECC Secretariat and/or Wheelock. Except for the first disbursement, all disbursements will be subject to satisfactory performance and progress of the project. The ECC Secretariat may conduct 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 ECC Secretariat (for projects more than HK\$150,000, the statement of accounts should be audited by certified public accountants (practising) within the meaning of section 2 of the Professional Accountants Ordinance (Cap 50)). If an extension of the submission deadline is required, approval should be obtained from the ECC Secretariat. The Vetting Sub-committee 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 Report on Completion of Installation, progress reports 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 relevant forms.
- 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 For specific projects like minor works projects, 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 ECC 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 of or below HK\$150,000, the grant received must be shown in a complete statement of accounts, together with the original copy of invoices and receipts. Auditing will not be required, but the ECC 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 more than HK\$150,000, 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 ECC Secretariat 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 ECC 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 project through publications, seminars, workshops, conferences and exhibitions etc. Recipient organisations should also provide information about the events such that the ECC Secretariat might conduct spot checks on the proposed activities.
- 4.8.2 Recipient organisations should notify the ECC Secretariat of the project results before publicizing them. Copies of publications or publicity material produced under the project must be made available to the ECC Secretariat within one month after the completion of the project.
- 4.8.3 Projects which receive funding support from the ECF, including the activities, publicity and other events organized under the projects, as well as their related educational, publicity and other related materials, should not be used for purposes of personal, political, commercial or religious publicity of any individuals or organizations. Nor should any such activities, events or materials arising from an ECF-funded project be presented in a way as to induce public perception of any personal, political, commercial or religious publicity of any kind, or misrepresent any association of any individuals or organizations with the ECF. In addition, activities and events organized and materials produced under the projects should not be implemented or distributed in a way which may adversely affect ECF's image, or cause any liability to ECF.
- 4.8.4 The recipient organization is obliged to submit a copy / sample / artwork of all publicity materials proposed, produced or used for the project or its activities for review by the Secretariat as and when required, and should follow the advice of the Secretariat on the format and presentation of such materials whenever required.
- 4.8.5 When considering the location and arrangements for displaying publicity materials, the recipient organization should comply with the relevant legislation and regulations, and obtain the endorsement of all relevant authorities, Government departments and other relevant parties, including consultation of parties affected as appropriate. ECF's funding support for the project should in no way be construed as support for the proposed location and arrangements for the display of such publicity materials.

4.9 Acknowledgement of Support and Disclaimer

- 4.9.1 The source of funding (both the name and logo of the ECF and/or WWGF and ECC) must be acknowledged in all publicity material resulting from the project. Failure in making proper acknowledgment may result in suspension or termination of funding support and affect the future applications.

4.9.2 The logo of ECF and/or WWGF and ECC 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 material include publicity leaflets/posters/banners; reports and publications of project outcome; and advertisements on paper and electronic media.

4.9.3 For publicity materials produced under ECF-funded projects or activities, the size of the name and / or logo of the organizers / co-organizing / assisting / supporting / sponsoring bodies should not be larger, or placed in a more prominent position, than those of the ECF. For example:

Order from top to bottom:

ECF Organizers

Co-organizing / assisting / supporting / sponsoring bodies

Order from left to right:

ECF Organizers

Co-organizing / assisting / supporting / sponsoring bodies

4.9.4 For minor works projects, acknowledgement with names and logos should be made on a material not smaller than A4 size being displayed in an eye-catching area of the premises where the funded minor works have been installed.

4.9.5 Use of the name and logo for other purposes is subject to the prior approval of ECC Secretariat and/or Wheelock.

4.9.6 In no circumstances shall the name and logo of ECF and/or WWGF and ECC 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 and ECC. A disclaimer should be added to all publications and media briefs relating to ECC/ECF-funded projects: *"Any opinions, findings, conclusions or recommendations expressed in this material/event do not necessarily reflect the views of the Government of the Hong Kong Special Administrative Region, Environment and Conservation Fund and Environmental Campaign Committee."*

4.10 Suspension/Termination of Funding Support

- 4.10.1 The Vetting Sub-committee and/or Wheelock may suspend/terminate support for a project under the following circumstances -
- (a) if the project does not commence within one year of the approval of the grant and no reasonable explanation has been given;
 - (b) the Vetting Sub-committee and/or Wheelock consider 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 team leader; or
 - (d) if the recipient organisation fails to comply with the funding conditions as set out in this Guide and/or in the agreement and no reasonable explanation has been given.
- 4.10.2 In each of the above cases of suspension/termination, the Vetting Sub-committee shall give one month notice to the recipient organisation, stating the reasons for the suspension/termination. In cases of suspension, the recipient organisation should demonstrate that measures have been taken to rectify the problems and change the unsatisfactory situation before the Vetting Sub-committee will lift the suspension. In cases of termination, the balance of the grant or any funding given in advance shall be returned to the ECF 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.
- 4.10.3 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.
- 4.10.4 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.
- 4.10.5 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;
 - (b) change of project leader/principal investigator;
 - (c) transfer of project to another organisation; or
 - (d) deferral of progress/completion reports/statement of accounts submission date.

- 4.10.6 The Vetting Sub-committee and/or Wheelock may suspend/terminate funding support for a project if the project is being carried out under any of the above circumstances without prior approval.
- 4.10.7 Any proposed changes to a project should be submitted to the ECC Secretariat for approval/follow-up.

4.11 Procurement of Capital Items, Goods and Services

- 4.11.1 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.
- 4.11.2 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.
- 4.11.3 In case an applicant organisation intends to procure the items from a company/organisation/individual without following the open procurement process in paragraph 4.11.1 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.
- 4.11.4 In the case of universities, they may adhere to their established/current standard procurement procedures.
- 4.11.5 All quotations and tendering documents should be kept for inspection by the Vetting Sub-committee Secretariat and/or Wheelock.

4.12 Title of Capital Items, Educational Materials and Computer Softwares

- 4.12.1 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.

4.13 Others

- 4.13.1 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.
- 4.13.2 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.
- 4.13.3 For the purpose of identification, the recipient organization should issue suitable work identity cards for staff and/or volunteers carrying out activities under approved projects. Staff and/or volunteers should not wear other uniforms apart from those of the recipient organization. Where other means of identification is proposed, prior approval should be obtained from the Secretariat of the Vetting Subcommittee.

**Environmental Education and Community Action Projects
Level of Funding Support for Expenses**

Items	Level of Funding Support (HK\$)
1. Publicity – including items such as banners, posters, leaflets, postage, etc.	<ul style="list-style-type: none"> • The ceiling is capped at 20% of the approved total budget. • The applicant is free to manoeuvre with the grant among the various approved ‘publicity’ items.
2. Opening/ Closing Ceremony – including invitation cards, souvenirs for officiating guests, set up and decoration, backdrop, rental payment of venue, PA system, etc.	<ul style="list-style-type: none"> • The ceiling is capped at 20% of the approved total budget. • The applicant is free to manoeuvre with the grant among the various approved ‘opening/ closing ceremony’ items.
3. Venue Setup – including rental payment (for all activities other than opening/ closing ceremony), set up and decoration, backdrop, rental payment of venue, PA system, etc.	<ul style="list-style-type: none"> • The ceiling is capped at 30% of the approved total budget. • Quotations must be provided. • For use of in-house equipment/ facilities of the applicant organisation, prior agreement of the 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 \$2,000 per panel. • The ceiling is capped at \$20,000 per application. • Applicant is encouraged to borrow exhibition panels from Environmental Protection Department (Hotline: 2835 1012).
6. Prizes for Competition	<ul style="list-style-type: none"> • Maximum \$800 per set of trophies and prizes for each sub-category of competition. Cash or cashable items must not be given.

Items	Level of Funding Support (HK\$)
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. • Honoraria for speakers who are staff employed for the project are normally not supported.
8. Insurance for Third Party Liabilities	<ul style="list-style-type: none"> • Funding support will be based on the basic requirements. • Quotations must be provided.
9. Transportation – including hire of coach, hire of van/ lorry for transportation of materials and hire of launch	<ul style="list-style-type: none"> • Maximum \$1,500 per coach. • The amount of funding support is based on the actual expenditure with the proof of receipts. • Quotations must be provided. • For hire of launch, 40% of the charge should be paid by the participants.
10. Admission Fee	<ul style="list-style-type: none"> • Participants are required to pay 40% of the admission fee.
11. Package Tour	<ul style="list-style-type: none"> • For hire of package tour, 40% of the charge should be paid by the participants.
12. Souvenir (for officiating guests and judges only for function other than ceremony)	<ul style="list-style-type: none"> • Maximum unit price: \$50.
13. General Expenses – including stationery, films and film development, video tapes and etc.	<ul style="list-style-type: none"> • The ceiling is capped at 10% of the approved total budget or actual expenditure, whichever is the less.
14. Travel Allowance for Staff and Volunteers	<ul style="list-style-type: none"> • Maximum \$15 per journey.
15. Meal Allowance (for volunteers only)	<ul style="list-style-type: none"> • For half day activities – maximum: \$34 per day. • For full-day activities – maximum \$48 per day.
16. Light refreshment for ceremonies	<ul style="list-style-type: none"> • Maximum \$6 per head. • The ceiling is capped at \$6,000 per project.
17. Project Staff	<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.

Items	Level of Funding Support (HK\$)
18.Administrative and Overhead costs Note : only applicable to NGOs (including greens 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.
19.Contingency items	<ul style="list-style-type: none"> Not supported.

Remarks: The level of funding support may be adjusted by the Environmental Education and Community Action Projects Vetting Sub-committee 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/en/application/index.html>

Environmental Campaign Committee - Environmental Education and Community Action Projects

<http://eeca.ecc.org.hk/english/guide/guide.php>

November 2012