



ENVIRONMENT AND CONSERVATION FUND

環境及自然保育基金



Guide to Application



On-site Meal Portioning Projects in Schools

(Latest version in June 2018)

Waste Reduction Projects Vetting Sub-committee Secretariat
Environment and Conservation Fund

5/F, Southorn Centre
130 Hennessy Road
Wan Chai, Hong Kong

Tel : 2835 1337
Fax : 2827 8138
Email : wrp@epd.gov.hk

1 INTRODUCTION

To reduce food waste and disposable lunch boxes, schools are encouraged to adopt ‘on-site meal portioning’ where possible. In ‘on-site meal portioning’, meals are ordered from suppliers and delivered to schools, where rice and vegetables are cooked on the day with electric stoves. Meals are then distributed to students with reusable trays and cutlery. Subject to the availability of suitable space at individual schools, meals are preferably taken in a designated dining area or may also be taken in classrooms. Afterwards, the reusable trays and cutlery are thoroughly washed and dried at school for reuse.

To encourage implementation of ‘on-site meal portioning’ at schools, the Environment and Conservation Fund (ECF) Committee¹ has approved an allocation of \$150 million to support eligible schools to conduct conversion works and install facilities necessary for implementing ‘on-site meal portioning’.

1.1 Purpose of this Guide

This Guide provides guidance on application for *On-site Meal Portioning Projects in Schools* (the *Projects*) and describes the basic requirements and responsibilities of recipient schools. Upon approval of funds by the ECF Committee, the applicant school will sign an agreement with the Government undertaking to observe the conditions of using the allocated grant and the approved budget.

1.2 Nature of Projects

The *Projects* aim to carry out conversion works and install facilities necessary for implementing ‘on-site meal portioning’, such as electrical / plumbing and drainage installation works, equipment for re-heating and washing of containers/cutlery, cookers for rice/vegetables, dining tables/chairs and reusable lunch containers/cutlery. The funding scheme intends to encourage more schools to switch to on-site meal portioning so as to benefit the students; Schools should not use the facilities funded by the ECF to generate profit.

Upon installation of the works and facilities, the recipient school should make its own arrangement to implement ‘on-site meal portioning’. No funding will be provided for hiring of lunch suppliers or additional workers, and other recurrent expenses such as electricity fee and water charge. When engaging lunch suppliers to operate on-site meal portioning within the school premises, recipient schools should observe the guidelines and regulations of the Education Bureau (EDB) including those for allowing trading operations in schools (Education Bureau Circular No. 10/2016).

1.3 Administration

Administration of grants for the *Projects* is undertaken by the Waste Reduction Projects Vetting Subcommittee Secretariat (the Secretariat) of the ECF Committee.

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

2 BASIC INFORMATION

2.1 Who may apply?

Except for the schools as set out below, all local aided schools are eligible to apply. Applications from other schools (e.g. private schools, English Schools Foundation schools and international schools) will be considered on individual merits as far as the objectives and scope of the *Project* meet the funding criteria.

To ensure effective use of resources, the following schools are not eligible for this funding scheme:

- Government schools: Schools may apply for funding under minor building works from the Architectural Services Department (ArchSD) to implement on-site meal portioning.
- Primary schools and secondary schools built according to the EDB's revised versions of Schedule of Accommodation approved in 2009/10: These schools are provided with a tuck-shop-cum-central-portioning area as part of the standard provision of school facilities, and may purchase furniture and equipment for on-site meal portioning funded by the EDB.

2.2 What is the funding limit?

The actual amount to be granted will depend on various factors such as the size of the applicant school, the number of participating students and the proposed facilities and conversion works required. The fund may be granted for full or partial support of a *Project*. Any *Project* applying for a grant exceeding HK\$2,000,000 will need to be approved by the ECF Committee.

2.3 What services are offered by the Government for implementing the Projects?

To facilitate the implementation of the *Projects*, the Secretariat has entrusted the Electrical and Mechanical Services Trading Fund (EMSTF) to provide professional support to schools. The EMSTF would conduct site visits to applicant schools to assess the feasibility of the conversion works involved and report the findings to the respective applicant schools. If the preliminary assessment conducted by the EMSTF shows that the conversion works are technically feasible, the applicant school can choose the '*Full Project Management Services*' provided by the EMSTF, or choose to prepare the funding application and arrange for carrying out the conversion and installation works by its own means. In the latter case, the applicant school may seek '*Advisory Services*' from the EMSTF through the Secretariat.

Details of the two types of services are as follows:

2.3.1 Full Project Management Services

The applicant school may, through the Secretariat, engage the EMSTF to follow through the whole *Project*, from application of funding to designing, planning and implementing the conversion and installation works. These Services include:

- 2.3.1.1 Providing information necessary for ECF application to the applicant school
 - (a) Provide the scope and other necessary details for the conversion works, the schedule of works and the budget estimate to the applicant school for filing the ECF application form.

2.3.1.2 Preparing necessary tender documents and installation plan

- (a) Upon approval of the ECF funding, prepare tender documents for procurement and installation of equipment, and installation plan for the conversion works; and
- (b) Obtain endorsements from relevant departments (e.g. the ArchSD, Buildings Department (BD), Housing Department (HD), EDB) as necessary².

2.3.1.3 Carrying out the works and installation of equipment

- (a) Issue works order to contractor(s);
- (b) Monitor the progress of the conversion works and installation of equipment according to the schedule;
- (c) Liaise with contractor(s); and
- (d) Provide report to the recipient school upon completion of works.

2.3.1.4 Providing training to the recipient school / lunch supplier

- (a) Prepare operation and maintenance manual(s) of the facilities; and
- (b) Provide a briefing/training session to the recipient school / lunch supplier on usage and maintenance of the facilities.

2.3.1.5 Rectifying defects during the 2-year warranty period

- (a) Rectify any defects identified and complete all outstanding works during the warranty period.

To minimise disturbance to the operation of the recipient school, the conversion and installation works will normally be conducted during long holidays such as Easter, Summer Vacation and Christmas. The exact commencement and completion dates for the works vary depending on the actual situation. A diagram showing the work flow of the Full Project Management Services is provided in Appendix A.

2.3.2 Advisory Services

If the applicant school would like to arrange for the conversion works and the procurement and installation of facilities by its own means, the EMSTF could provide assistance to the applicant school in preparing ECF application, such as professional advice on the budget estimate, the scope of works to be undertaken by the applicant school's contractor(s) and the works schedule.

Under this arrangement, the applicant school will arrange for tendering and procurement, obtain necessary endorsements from Government departments, and oversee the implementation of works by its own means. A diagram showing the work flow of the Advisory Services is provided in Appendix B.

² Electrical / plumbing and drainage installation works and builder's work will generally be necessary to convert an existing location (e.g. playground / multi-purpose room, etc.) into a kitchen and dining area and these should comply with requirements from relevant Government departments (e.g. the ArchSD and BD).

2.4 Undertaking to implement on-site meal portioning and use of facilities funded by the ECF

The recipient school will be required to continue to implement on-site meal portioning for at least 36 months after completion of the conversion and installation works.

Recipient schools should exercise utmost prudence in considering facilities to be procured using the ECF. Facilities under the *Projects* are not transferable within 36 months after completion of the conversion and installation works, and any transfer of facilities within the period must be approved by the Waste Reduction Projects Vetting Sub-committee. Facilities under the *Projects* should be used, as far as practicable, to the end of their service-life for the purpose of on-site meal portioning to avoid wastage.

2.5 How to apply?

Applicant schools have to fill out an application form which can be obtained from -

- Waste Reduction Projects Vetting Sub-committee Secretariat
5/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong
- The ECF website (<http://www.ecf.gov.hk>)

The project leader of the *Project* should be the Principal or Vice Principal of the applicant school. Completed application form shall be signed by the project leader and returned to the Secretariat. In general, the Secretariat recommends applicant schools to submit applications with all necessary information *at least 6 months* before the anticipated commencement of implementing ‘on-site meal portioning’ to allow sufficient time for detailed design, obtaining endorsements from relevant Government departments, tendering and so on.

2.6 What are the vetting procedures?

A Waste Reduction Projects Vetting Sub-committee (the Vetting Sub-committee) has been established under the ECF Committee to consider waste reduction projects. The Sub-committee comprises representatives of the ECF Committee, Environmental Campaign Committee (ECC)³, Advisory Council on Environment’s Waste Management Subcommittee, and Environmental Protection Department (EPD). Other members may also be co-opted into the Vetting Sub-committee if such is considered necessary by the ECF Committee. The Vetting Sub-committee can approve grants up to HK\$2,000,000 for a *Project*. For applications with a reference budget exceeding HK\$2,000,000, the recommendation of the Vetting Sub-committee has to be endorsed by the ECF Committee.

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

- Step 1: Upon receipt of an application, the Secretariat will send an acknowledgement letter to the applicant school. Where necessary, the applicant school will be required to provide clarification or supplementary information. However, it should be noted that applicant schools should provide the best and fullest information in their applications, and the Vetting Sub-committee is not obliged to request for additional information from any applicant school.
- Step 2: The application will be considered by the Vetting Sub-committee.

³ The ECC, which comprises mainly non-officials, was set up in 1990 to promote awareness of environmental issues so as to encourage and mobilise the public to contribute actively towards a better environment.

Step 3: For funding an application with a reference budget not exceeding HK\$2,000,000, the Vetting Sub-committee will approve or reject the application. 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 school of the Vetting Sub-committee's decision. The Secretariat will also upload information of the approved **Projects** on the ECF website.

Step 4: For funding an application with a reference budget above HK\$2,000,000, the Vetting Sub-committee will either recommend the application for consideration by the ECF Committee or reject it. The ECF Committee will consider funding the recommended application. The Secretariat will inform the applicant school of the ECF Committee's decision. The Secretariat will also upload information of the approved **Projects** on the ECF website.

Note for Applicant Schools: Decisions of the ECF Committee / Vetting Sub-committee in respect of project approvals and conditions of grants will be final.

2.7 What are the vetting criteria?

The following broad criteria are used in assessing the merits of individual application –

- (a) The **Project** must contribute to promoting waste reduction in schools and raise environmental awareness of the students and parents.
- (b) The **Project** must be non-profit making in nature.
- (c) To maximise the cost-effectiveness of 'on-site meal portioning', the applicant school is encouraged to take into account the feasibility of the conversion and installation works involved and the number of students to be benefited. In view of the large number of schools indicating interest in the funding scheme, the number of students and class structure of applicant schools may also be considered during the vetting of applications. Although there is no minimum number of students/classes for applicant schools, if the relevant number of students/classes is relatively small compared to that of similar schools, the application may be given a lower priority depending on the situation of each case.
- (d) In vetting a **Project** proposal, due consideration will be given to -
 - (i) whether there are existing facilities for 'on-site meal portioning';
 - (ii) whether the proposed budget is prudent, realistic and cost-effective, with full justification for every expenditure item;
 - (iii) whether the proposed schedule of implementation is well-planned and practicable;
 - (iv) whether the **Project** has alternative sources of funding support; and
 - (v) whether the **Project** should more appropriately be funded by other sources.

2.8 Avoidance of conflict of interests

To avoid conflict of interest, members of the Vetting Sub-committee and the ECF Committee who are directly or indirectly related to an application will be required to declare interest and refrain from taking part in the discussion of that application by leaving the venue where the deliberation takes

place. This will apply to members who are part of the project team and/or members who belong to the same organisation.

2.9 Any deadline for application?

Application for the *Projects* is accepted all year round, starting from 7 December 2009.

In general, the Secretariat recommends applicant schools to submit applications with all necessary information *at least 6 months* before the anticipated commencement of implementing 'on-site meal portioning' to allow sufficient time for detailed design, obtaining endorsements from relevant Government departments, tendering and so on.

2.10 When will I know the results?

For funding an application with a reference budget not exceeding HK\$2,000,000, the applicant school which submitted the application with all necessary information, will normally be notified of the decision of the Vetting Sub-committee within four months, depending on the schedule of meetings. Any application with a reference budget over HK\$2,000,000 would be submitted to the ECF Committee for consideration. The applicant school will be informed of the outcome shortly after the ECF Committee meeting, which is normally held quarterly.

2.11 Can I withdraw my application?

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

2.12 Can I resubmit my application?

A rejected application may be resubmitted only if it has been revised substantially or 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 school should set out clearly the differences of the resubmitted application vis-à-vis the previous one. The revised application will be treated as a new application, and will be subject to the same assessment procedures.

3 APPLICATION FORM

3.1 General

- 3.1.1 All sections of the application form should be completed with supporting documents wherever required. Where the information sought is not applicable or not available, please fill in “NA”.
- 3.1.2 The application form should be typed or printed on both sides of the paper, and shall be duly signed by the project leader of the **Project** (i.e. the Principal or Vice Principal of the applicant school) and affixed with the seal of the applicant school. The completed application form shall be submitted in both hard and soft copies (in word format).
- 3.1.3 Applicant schools should read this Guide carefully, and provide all details of the **Project** in a clear and concise manner. Additional pages may be attached to the form if necessary. Please ensure that all required information is submitted with the application form.
- 3.1.4 Applicant schools are required to provide additional or supplementary information in relation to their applications upon request. It should be noted that applicant schools should provide the best and fullest information in their applications, and the Vetting Sub-committee is not obliged to request for additional information from applicant schools.
- 3.1.5 Upon receipt of an application, the Secretariat will send an acknowledgment letter to the applicant school.

3.2 Sections of application form

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 school in this section will be put on the ECF website for public access. If the applicant school does not wish certain information to be released, please forward its request and justifications upon submission of the application to the Secretariat.

3.2.2 Content of Project Proposal

3.2.2.1 *Type of school*

Indicate the type of school of the applicant school.

3.2.2.2 *Year in which the school building was constructed*

Give the year in which the applicant school building was constructed.

3.2.2.3 *Any plan for the school to move away from the above address in the coming 3 years*

Indicate whether the applicant school plans to move away within 3 years.

3.2.2.4 *Current lunch arrangement*

- (a) Provide details of current lunch arrangement, including:
- Location(s) at which students dine (e.g. outside school, in playground, in classrooms, etc.);
 - Corresponding lunch arrangement (e.g. lunch supplier delivers lunch boxes, students bring own lunch boxes, etc.);
 - Number of classes involved for each type of arrangement; and
 - Approximate number of students involved for each type of arrangement.
- (b) List the types of existing facilities/equipment associated with current lunch arrangement, their quantities and ownership (e.g. dining tables/chairs, heaters for food, trolleys for transfer/collection of meals/trays, dish washing facilities, etc.).

3.2.2.5 *Opt to receive the Full Project Management Services provided by the EMSTF*

The applicant school should indicate whether it will opt for the Full Project Management Services provided by the EMSTF (see paragraph 2.3).

3.2.2.6 *Duration of the conversion and installation works*

Give the projected commencement and completion dates of the conversion and installation works.

3.2.2.7 *Workplan for on-site meal portioning*

Provide workplan for on-site meal portioning, including:

- Location(s) at which students will dine under the ‘on-site meal portioning’ arrangement (e.g. designated dining area, classrooms, etc.);
 - If lunch is taken at designated dining area, please specify whether students will take shifts in having lunch, and the number of shifts involved.
 - If lunch is taken in classrooms, please specify the delivery method of meals from food re-heating area to students (e.g. whether electrical warmer trolleys are needed).
- Classes to be involved (e.g. Forms 1-2);
- Number of participating classes;
- Anticipated number of participating students; and
- Expected date on which ‘on-site meal portioning’ will commence.

3.2.2.8

Summary of reports and budget of the Project

The application should be attached with relevant reports and detailed budget for the **Project**. For the budget, each income and expenditure item should be reasonable, realistic and sufficiently broken down. All expenditure items, with supporting receipts (original), must be incurred between the commencement and completion dates to be agreed by the Secretariat.

(a) Certificate of Registration of a School

- (i) The applicant school should provide a copy of the Certificate of Registration issued by the EDB.

(b) Green Lunch and Food Waste Survey Form (before installing the on-site meal portioning facilities)

- (i) The applicant school is required to provide information about their current lunch arrangement for evaluating the effectiveness of installing on-site meal portioning facilities.

(c) Feasibility report

- (i) Electrical / plumbing and drainage installation works and builder's work will generally be necessary to convert an existing location (e.g. existing playground, multi-purpose area, etc.) into a kitchen and dining area. The applicant school should submit a feasibility report with sufficient details demonstrating that the implementation of 'on-site meal portioning' is technically feasible. Any potential problems and constraints for the improvement works should be identified as far as possible (e.g. identifying a suitable place to accommodate students for on-site meal portioning, potential problems regarding electrical / plumbing and drainage installation works, etc.). The applicant school should also be reminded that the works shall comply with requirements from relevant Government departments (e.g. the ArchSD and BD).
- (ii) Any other planned works that may interfere with the works for 'on-site meal portioning' should be specified.

(d) Tentative works schedule

- (i) The applicant school shall submit a detailed works programme indicating the tentative time frame and planning for different stages of the **Project**, which should include the procurement, tendering, installation and implementation of the works. The works schedule should be reasonable and realistic. It should be noted that the ECF may use the submitted works programme for monitoring the progress of the works. Any slippage and change of the works programme shall be reported to the Secretariat for approval.

(e) Preliminary layout plan for main facilities and installations

- (i) Provide preliminary layout plan(s) showing the main facilities and installations (e.g. dish washing facilities, heaters for food, dining tables/chairs, etc.).

(f) Furniture and facilities

- (i) The applicant should provide a detailed proposal regarding the types and quantities of facilities required. The specifications for the facilities should be provided with justifications as necessary.
- (ii) Funding will be provided for facilities necessary for ‘on-site meal portioning’ (see **Appendix C**). Any facilities not included in the list will be considered on a case-by-case basis.

- Maintenance costs –

Funding for the maintenance costs of the approved conversion works and equipment up to the initial two years upon installation/purchase will be considered. For **Projects** deploying the Full Project Management Services of the EMSTF, a two-year warranty period for the equipment and installations will be provided. The recipient schools should obtain funding from other sources for maintenance after the two-year warranty period.

- Reusable lunch containers and cutlery –

Cost of procuring reusable lunch containers and cutlery of quantity up to 120% of the anticipated number of participating students will be considered.

- Capital Items –

The recipient school shall follow paragraph 4.9 when procuring capital items (including works and equipment).

- Others -

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

Funding support will **not** be given to the recipient school for renting or purchasing materials already in the school’s stock.

- (iii) In order to provide a better understanding of the work scope and total project cost, applicant schools not deploying the Full Project Management Services are advised to consult the EMSTF on the scope of works and budget estimates through the ‘Advisory Services’ **or** to submit at least one quotation from contractor(s) with the application form for reference.

(g) Works items

Provide the proposed works that are necessary for the **Project**. A reference list of improvement works for on-site meal portioning is provided in **Appendix D**. Works that are not specified in the list will be considered on individual merits.

In order to provide a better understanding of the work scope and total project cost, applicant schools not deploying the Full Project Management Services are advised to consult the EMSTF on the scope of works and budget estimates through the ‘Advisory Services’ *or* to submit at least one quotation from contractor(s) with the application form for reference.

3.2.2.9 *Other sources of funds for the Project*

The availability of alternative funds (both confirmed and being applied for) will be taken into account when an application is considered. Any efforts to seek sponsorship from the private sector for the *Projects* should be highlighted.

3.2.2.10 *Details of project leader*

Provide name, position and contact information of the project leader. The project leader shall coordinate and be the contact point for the *Project*.

4. CONDITIONS FOR THE USE AND ALLOCATION OF FUND

4.1 Contractual requirements

For each approved *Project*, the applicant school 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 recipient school 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 For recipient schools deploying the 'Full Project Management Services' of the EMSTF, no disbursement of fund will be made to the recipient schools since the procurement of equipment and relevant works will be arranged by the EMSTF.

4.3.2 If the recipient school has chosen to implement the conversion and installation works by its own means, the recipient school will receive between 25-50% of the grant upon approval depending on the cash flow requirement and nature of the *Project*. The recipient school may apply for a further disbursement if it proves that the previous payment has been mostly spent and that further disbursement is required for undertaking the *Project* as scheduled. The last 10% of the grant will normally only be released after completion of the *Project* and subject to submission of a completion report together with a statement of accounts for the *Project* endorsed by the Vetting Sub-committee in accordance with the requirements specified in paragraphs 4.5 and 4.6 below. The Secretariat will agree with the recipient school a schedule of payment.

4.3.3 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 the final payment.

4.3.4 Amount to be reimbursed for an individual item of the budget will not exceed the approved amount for that item. However, the Secretariat may approve the budget increase of an individual item by up to 20% provided that the total amount to be paid will not exceed the total approved grant.

4.3.5 The grant could be reduced on a pro-rata basis in the following circumstances -

4.3.5.1 the scope of the *Project* is changed; or

4.3.5.2 the number of items procured is fewer than that proposed.

4.3.6 Any item not on the approved list of budget items will not be reimbursed.

4.3.7 The handling of profits / net income arising from trading operations on the school premises in relation to implementing on-site meal portioning, including engagement of the lunch supplier, must strictly adhere to the EDB's guidelines and regulations. Otherwise, any income (such as interest income generated from cash in hand for the *Project*) shall be returned to the ECF, and

failure to report and return such income to ECF will render the recipient school ineligible for future funding support.

- 4.3.8 Any unspent balance of the grant shall be returned to the ECF within two months after the completion of the *Project*.

4.4 Project interest

- 4.4.1 The requirements listed under paragraph 4.4 only apply to recipient schools which implement the works by their own means.
- 4.4.2 The ECF fund shall be paid into a risk-free interest-bearing account opened with a licensed bank.
- 4.4.3 Interest income generated from the ECF fund and other receipts for a *Project* has 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 Secretariat and in no circumstances should the interest earned be applied for other uses outside the *Project*.
- 4.4.4 The recipient school may be required to compensate the Government for loss of interest income if the ECF fund is not properly handled. Where necessary, the Government will initiate legal action for suitable remedies.

4.5 Reporting requirements

- 4.5.1 Ongoing *Projects* are monitored and completed *Projects* are reviewed by the Secretariat. Upon installing the on-site meal portioning facilities, every recipient school has to submit a completed Green Lunch and Food Waste Survey Form every academic year to the EPD. Recipient schools shall provide further information in relation to the *Project* upon request by the EPD and Secretariat. Except for the first disbursement, all disbursements will be subject to satisfactory performance or progress of the *Project*. The Vetting Sub-committee, Secretariat or EMSTF may carry out site inspections and surprise checks to the recipient schools to examine the progress of the conversion and installation works and the implementation of the lunch arrangement at any time.
- 4.5.2 Within two months of completion of the *Project* or before the date as specified in the agreement, the recipient school has to submit a completion report to the Secretariat (where recipient schools have chosen to implement the works by their own means, submission of a statement of accounts is also required. For *Projects* over HK\$300,000, the statement of accounts in association with the receipts concerned should be audited by certified public accountants (practising) within the meaning of section 2 of the Professional Accountants Ordinance (Cap. 50)). 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 The completion report should be signed off by the project leader of the recipient school and submitted in the format as requested.

- 4.5.4 If an extension of the submission deadline for the completion report is required, prior approval should be obtained from the Secretariat.
- 4.5.5 Unsatisfactory performance will affect the recipient school's future chance of getting funding support, and the recipient school's management will be informed.

4.6 Statement of accounts

- 4.6.1 The requirements listed under paragraph 4.6 only apply to recipient schools which implement the works by their own means.
- 4.6.2 Within two months of completion of the *Project* or before the date as specified in the agreement, the recipient school has to submit a complete statement of accounts, attached to the completion report, to the Secretariat. If an extension of the submission deadline is required, prior approval should be obtained from the Secretariat.
- 4.6.3 For *Projects* receiving a grant of HK\$300,000 or below, the grant received must be shown in a complete statement of accounts, together with the original copies of invoices and receipts. Auditing will not be required, but the Secretariat reserves the right to check all financial records kept by the recipient school relating to the use of the grant.
- 4.6.4 For *Projects* receiving a grant more than HK\$300,000, the following should be noted –
 - 4.6.4.1 The fund should be kept in a separate account opened with a licenced bank and all income and expenditure on the *Project* should be clearly marked to facilitate the checking of all financial records by the Government and auditors as and when necessary;
 - 4.6.4.2 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 the grants are met;
 - 4.6.4.3 If an extension of the submission deadline for the auditor's report is required, prior approval should be obtained from the Secretariat.

4.7 Intellectual property rights arising from Projects and use of project results

- 4.7.1 Unless negotiated otherwise between the Secretariat and recipient school, the recipient school will solely own all intellectual property rights arising from the *Project*.
- 4.7.2 The recipient school is required to grant unconditionally and irrevocably to the Government the right to publish results, findings and any other information provided in the application form, Green Lunch and Food Waste Survey Forms, completion report and other publications or publicity materials.

4.8 Publicity of project events and results

- 4.8.1 Recipient schools should try to publicise the project results or any events related to the *Projects* through publications, seminars, workshops, conferences, exhibitions and so on, and provide details in the completion report. They should also provide information about the events such that the Secretariat might conduct spot checks on the proposed activities.
- 4.8.2 Recipient schools should notify the Secretariat of the project results before publicising them. Copies of publications or publicity material produced under the *Project* must be made available to the Secretariat within one month after the completion of the *Project*.

4.9 Procurement of capital items, goods and services

- 4.9.1 The requirements listed under paragraph 4.9 only apply to recipient schools which implement the works by their own means.

Important Notice: The recipient organisation is obliged to adhere to a high standard of integrity and spend the fund in an open, fair and accountable manner. Recipient organisation is advised to observe the Best Practice Checklist issued by the Corruption Prevention Department of the Hong Kong Independent Commission Against Corruption (ICAC) namely “Strengthening Integrity and Accountability – Government Funding Schemes Grantee’s Guidebook” as well as the “Integrity and Corruption Prevention Guide on Managing Relationship with Public Servants” which can be downloaded from the following hyperlinks of the ICAC website –

http://www.icac.org.hk/filemanager/en/content_218/GranteeBPC.pdf
http://www.icac.org.hk/filemanager/en/Content_216/ps.pdf

- 4.9.2 The recipient school should exercise utmost prudence in procuring capital items (including 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, quotation from at least one supplier should be obtained.
 - (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.
- 4.9.3 The recipient school should select the supplier that has submitted the lowest conforming bid. If the lowest conforming bid is not selected, full justifications must be given and prior agreement must be obtained from the Vetting Sub-committee.

- 4.9.4 In case a recipient school intends to procure items from a specified company/organisation/individual without following the open procurement process as stated in paragraph 4.9.2 above, it has to provide details of the proposed procurement, justifications for the special procurement arrangement, and its relationship with the company/organisation/individual concerned in the application form. If such application including the proposed special procurement arrangement is approved, subsequent approval from the Vetting Sub-committee will not be required.
- 4.9.5 All quotations and tendering documents should be kept for inspection by the Secretariat.

4.10 Acknowledgement of support and disclaimer

- 4.10.1 Acknowledgment with the name and logo of the ECF should be made on a material not smaller than the A4 size being displayed in an eye-catching area of the premises where the funded facilities have been installed/located.
- 4.10.2 To acknowledge the source of funding, both the name and logo of the ECF should be used in all publicity materials resulting from the **Project**. Failure in making proper acknowledgment may result in suspension/termination of funding support and affect future applications.
- 4.10.3 The logo of the ECF may be used and printed onto the following categories of publicity materials with a view to promulgating the contribution of the fund. Examples of publicity materials include publicity leaflets/posters/banners; reports and publications of project outcome; and advertisements on newspaper and electronic media.
- 4.10.4 The use of the name and logo of the ECF for other purposes is subject to prior approval of the Secretariat.
- 4.10.5 In no circumstances shall the name and logo of the ECF be used for publicity for commercial interest or other purposes which may damage the ECF's image and/or cause any liability to the ECF. A disclaimer should be added to all publications and media briefs relating to the ECF-funded **Project**: *“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 and the Environment and Conservation Fund.”*

4.11 Suspension/Termination of funding support

- 4.11.1 The Vetting Sub-committee may suspend/terminate funding support of a **Project** under the following circumstances -
- (a) the works approved does not commence within one year of the approval of the grant and no reasonable explanation has been given;

- (b) the Vetting Sub-committee considers that the **Project** has not progressed satisfactorily and no reasonable explanation has been given;
- (c) the project leader leaves the recipient school 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 to take over the role of the project leader; or
- (d) the recipient school fails to comply with the funding conditions as set out in this Guide and/or the approval letter and no reasonable explanation has been given.

4.11.2 In each of the above cases of suspension/termination of funding support, the Vetting Sub-committee shall give one-month notice to the recipient school, stating the reasons for the suspension/termination. In the case of suspension, the recipient school should demonstrate that measures have been taken to rectify the problems and improve the unsatisfactory situation before the Vetting Sub-committee lifts the suspension. In the case of termination, the balance of the grant or any funding given in advance shall be returned to the ECF. The Vetting Sub-committee will consider possible redeployment of the capital items and other materials acquired for the **Project**.

4.11.3 Any suspension or termination of a **Project** will affect the recipient school's future chance of getting financial support from the ECF, and the recipient school's management will be informed.

4.11.4 The ECF shall be entitled to be refunded by the recipient school of some or all of a grant which has been used other than in accordance with the terms of the approved **Project**.

4.11.5 Any major changes to the **Project** must be approved by the Vetting Sub-committee. Such major changes include -

- (a) revision to the objectives and/or content and/or budget;
- (b) change of project leader;
- (c) transfer of **Project** to another school; or
- (d) deferral of the submission date of the completion report / statement of accounts.

4.11.6 The Vetting Sub-committee may suspend/terminate funding support for the **Project** if the **Project** is being carried out under any of the above circumstances without prior approval.

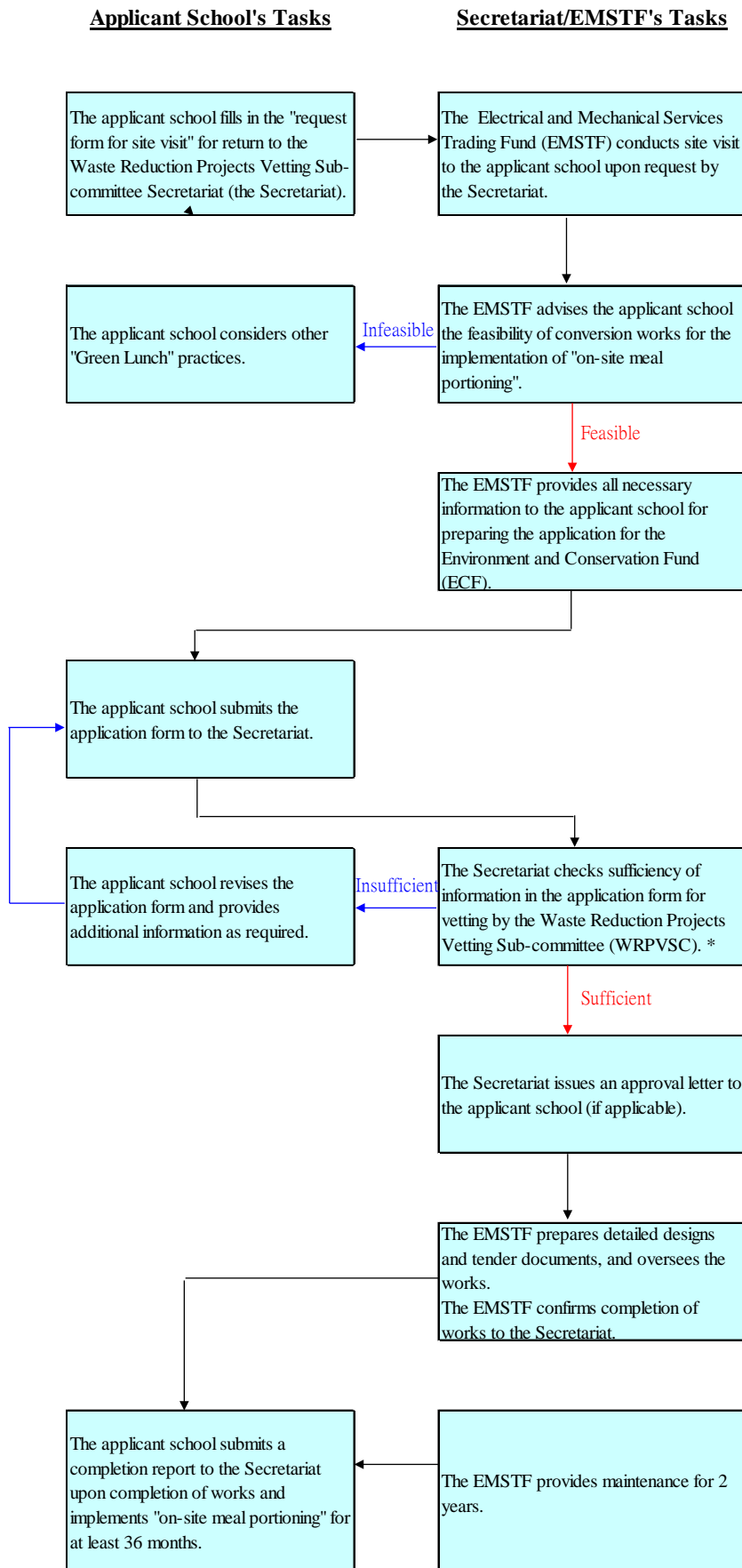
4.11.7 Any proposed minor change to a project should be submitted to the Secretariat for approval in advance.

4.12 Others

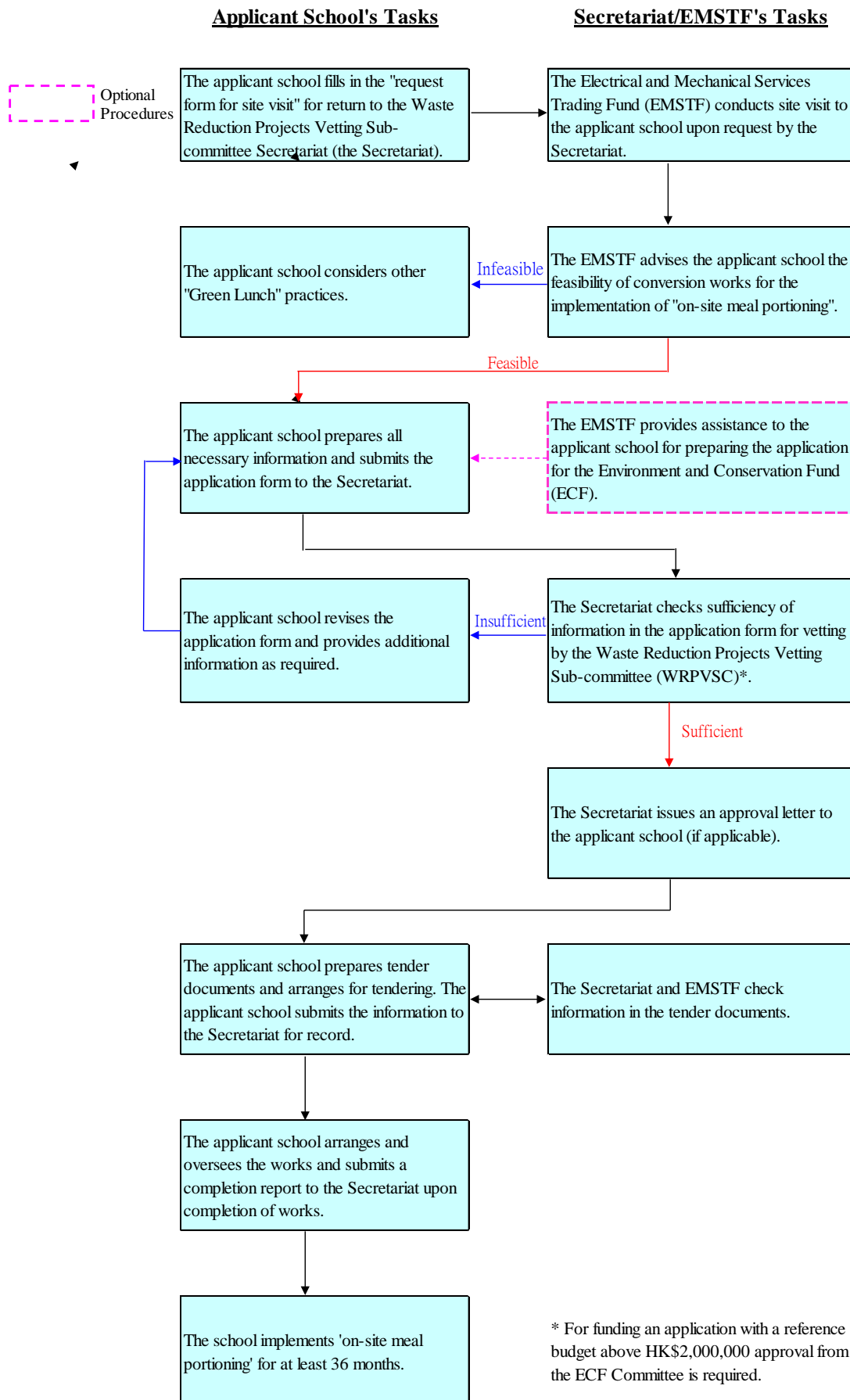
4.12.1 The ECF Committee, ECC, their sub-committees and secretariats, and Government shall have no responsibility, financial or otherwise, for expenditure or other liabilities arising from the **Projects**.

- 4.12.2 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 schools.
- 4.12.3 If personal information of participants was to be collected for any purpose of the project, the information should be properly handled according to the requirements of the Personal Data (Privacy) Ordinance. If in doubt, advice from the Office of the Privacy Commissioner for Personal Data should be sought.

Full Project Management Services



* For funding an application with a reference budget above HK\$2,000,000 approval from the ECF Committee is required.



List of Facilities/Equipment

Type of Facilities/Equipment	Item
Kitchen facilities	heaters for food
	heaters for soup
	cookers for vegetables
	rice cookers
	boilers for drinking water
	sinks
	grease traps
Dish washing facilities	dish washers
	tables for arranging dishes prior/after washing
Furniture	trolleys for transfer/collection of food/trays
	kitchen tables / cabinet-type worktops
	kitchen shelves
	electrical warmer trolleys
	dining tables/chairs
Utensils	reusable lunch containers
	reusable lunch cutlery
Others	Roller curtains

List of Conversion/Installation Works

Type of Works	Item
Electrical / Plumbing and drainage installation works	electrical installation for kitchen and canteen facilities
	fresh water installation for kitchen and canteen facilities
	power cable to on-site meal portioning area
	pipng to on-site meal portioning area
Kitchen exhaust system	kitchen exhaust hood and ducting
	kitchen exhaust fans
Builder's work for kitchen	erect block wall and door
	non-slip floor tiles
	wall finishes to kitchen
	drainage
	counter top for centralised food distribution