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

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Guide to Application

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Practice and Action Projects

(Revised version in November 2026)

Practice and Action Projects
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CONTENTS

1. INTRODUCTION 3
1.1 Purpose of this Guide 3
1.2 Nature of P&A Projects 3
1.3 Project Themes of P&A Projects 3
1.4 Administration Work 4
1.5 Assistance on Application 4
2. SAFEGUARDING NATIONAL SECURITY 5
3. GUIDE TO APPLICATION 6
3.1 Who may apply? 6
3.2 How to apply? 6
3.3 How long will the approval process normally take? 7
3.4 Is there a limit to the number of projects I may undertake? 8
3.5 Can I withdraw my application after submission? 8
3.6 Can I resubmit my application for the next round of application? 8
3.7 How will the approved grant be disbursed? 8
3.8 How to register for an account on Smart ECF? 9
4. GUIDE TO PREPARATION OF PROJECT PROPOSAL 10
4.1 General 10
4.2 How applications are assessed? 11
5. GUIDE FOR COMPLETING THE APPLICATION FORM 12
5.1 General 12
5.2 Sections of the application form 12
Annex I - Reference Level of Grants for Expenditure Items of Practice and Action Projects 29
Annex II - Written Consent of Collaborating Organisations 33

1. INTRODUCTION

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

1.1 Purpose of this Guide

This Guide aims to provide specific guidance on the application of the **P&A Projects** Funding Scheme and completion of the relevant application form, and illustrate the requirements to be met by and responsibilities of recipient organisations of the grant. Upon approval of the grant by the ECF Committee [1], the applicant organisation will sign an agreement with the Government undertaking to fulfil the conditions of approval specified in the approval letter as well as the general conditions of grant in the implementation of the proposed project.

1.2 Nature of P&A Projects

1.2.1 P&A Projects, which are community-based and result-oriented, aim to transform public awareness into behavioural practices of individuals to achieve waste reduction and carbon emission reduction. Such projects should bring about sustained and tangible effect in local communities.

1.2.2 All P&A Projects should bring positive impact on the environment, and have measurable and tangible outcomes (against the objectives set for the projects). Applicant organisations should identify effective and innovative means, where possible, to achieve the project objectives and minimize the environmental impacts during project implementation, including waste generation, material and energy consumption.

1.3 Project Themes of P&A Projects

1.3.1 Project themes to be considered for funding allocation annually will be announced by the ECF Committee Secretariat during the invitation for funding applications as the project themes are formulated, reviewed and adjusted annually in accordance with Government policies. Each project theme has its own annual funding allocation. In 2026/27, the various project themes and their corresponding remaining funding allocations are tabulated as follows: -

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

Project Themes	Remaining Funding Allocation for 2026/27 (HK$)
Waste Reduction at Source and Waste Recycling	41,300,000
Biodiversity	15,000,000
Carbon Neutrality / Low Carbon Living	7,000,000
Clean Shorelines / Clean Shorelines (Small Scale)	5,660,000
Clean Air	6,000,000
Other Theme	3,000,000

1.3.2 The applicant organisation can choose only one project theme for each application. The applicant organisation and/or collaborating organisations should possess relevant professional knowledge/skills of the theme.

1.3.3 For a "Clean Shorelines (Small Scale)" project, the amount of grant requested should not be more than HK$10,000, and the duration of the project should not be more than 6 months.

1.3.4 "Other Theme Projects" applications should meet the general nature of P&A Projects as listed in Section 1.2 above. The area(s) covered should also be specified.

1.3.5 Funds may be granted for full or partial support of projects. Applicant organisations should take into account the amount of funding caps and the funding allocations available for different scales and themes of projects when preparing budget proposals for their projects.

1.3.6 Each P&A Project should normally last for not more than two years, unless with justifications accepted by or as required by the ECF Committee for specific reason(s). For "Clean Shorelines (Small Scale)" Projects, the project duration should not be more than 6 months. For projects from first-time applicant organisations, the project duration should normally not be more than one year.

1.4 Administration Work

Administration work in relation to the funding arrangements of P&A Projects is undertaken by the P&A Projects Vetting Subcommittee (the Vetting Subcommittee) Secretariat (the Secretariat) under the ECF Committee.

1.5 Assistance on Application

For each round of new application, the Secretariat will organise briefing session(s) for organisations to understand the application requirements. For any enquiries regarding the application, organisations may also contact the Secretariat (Tel.: 2835 1234).

2. SAFEGUARDING NATIONAL SECURITY

2.1 By submitting an application for a ECF project, it means the applicant organisation has understood and agreed to comply with the following clauses: -

(a) the Government reserves the right to disqualify the application on the grounds that it has engaged, is engaging, or is reasonably believed to have engaged or be engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or otherwise the exclusion of the organisation from future applications is necessary in the interest of national security, or is necessary to protect the public interest of Hong Kong, public morals, public order or public safety.

(b) even after the application is approved, the Government may immediately withdraw or cancel the relevant approval upon the occurrence of any of the following events: -

(i) the organisation has engaged or is engaging in acts or activities that are likely to constitute or cause the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security;
(ii) the continued engagement of the recipient organisation or the continued implementation of any ECF project is contrary to the interest of national security; or
(iii) the Government reasonably believes that any of the events mentioned above is about to occur.

2.2 The Head or Deputy Head of the applicant organisation is required to complete **Section A** of the application form for an agreement relating to safeguarding national security for each application, confirming that the applicant organisation has read, understood, and agreed with the relevant clauses.

3. GUIDE TO APPLICATION

3.1 Who may apply?

3.1.1 Local non-profit-making organisations (e.g. community bodies, green groups and education institutions, etc.) are eligible to apply for P&A Projects. The relevant education institutions include higher education institutions and schools (such as kindergartens, primary schools and secondary schools).

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

(a) Local tax-exempt charities

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

(i) a copy of the letter issued by the Inland Revenue Department on tax-exemption under section 88 of the Inland Revenue Ordinance (Cap. 112);

(ii) a copy of the applicant organisation's registration document; and

(iii) a copy of the applicant organisation's Articles of Association.

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

The applicant organisation must provide:

(i) a copy of the certificate of incorporation issued by the Companies Registry pursuant to the Companies Ordinance (Cap. 622) or the former Companies Ordinance (Cap. 32); or a copy of the certificate of registration pursuant to the Societies Ordinance (Cap. 151); and

(ii) a copy of the applicant organisation's Articles of Association (which must include clauses prohibiting the distribution of the organisation's profits or properties amongst its members upon dissolution; and its objects and powers shall prohibit the distribution of its incomes and properties amongst its members).

(c) Local non-profit-making education institutions (applicable to schools only)

Applicant organisation must provide the School Number issued by the Education Bureau.

3.2 How to apply?

3.2.1 The start and closing dates for receiving applications for each round of invitation will be announced by the Secretariat on the ECF website (https://www.ecf.gov.hk) and the

Smart ECF (https://smart.ecf.gov.hk). The methods and requirements for submitting application forms are as follows: -

(a) **The Secretariat will only accept online applications submitted through Smart ECF.** Applicant organisations must pre-register for an account at the Smart ECF (for details regarding Smart ECF account registration, please refer to Section 3.8 below), and submit an application by filling in the electronic application form before 6:00 pm on the application closing date.

(i) To avoid potential internet congestion near the deadline which may affect the application submission, earlier submission is recommended. Applicant organisations should download a soft copy of the application for record after submission.

(ii) The applicant organisation must fulfil the registration requirements of a Smart ECF account before it can register an account. The ECF Secretariat will verify the applicant organisation's account registration application and will send the result notification to the registered email address upon completion. Applicant organisations can log in to Smart ECF to fill in and submit the electronic application form afterwards. As the account verification process takes time, applicant organisations should reserve sufficient time for account registration.

(b) No other means of submission will be accepted.

(c) The "person-in-charge" in the application form must be the Head or Deputy Head of the applicant organisation. Only the "person-in-charge" can submit online applications through Smart ECF.

3.2.2 If necessary, the applicant organisation should provide original copy of the supporting documents for verification and provide additional information, upon request by the Secretariat.

3.2.3 Late or incomplete applications, and application forms not submitted in accordance with the format or requirements prescribed above will not be processed.

3.3 How long will the approval process normally take?

The application and approval processes will normally be completed within 6 months after the closing of the application deadline, which consist of the following key steps-

(a) Upon successful submission of the application, the applicant organisation will receive an acknowledgment notice. The Secretariat is not obliged to contact the applicant organisation for missing documents or incomplete information. Incomplete application forms will not be processed.

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

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

(d) The Secretariat will notify applicant organisations of the decisions of ECF Committee in respect of project approval and the conditions of grant which shall be final.

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

Under normal circumstances, an applicant organisation with two ongoing projects under the same funding scheme in the same period will not be approved to launch new project(s) in that period.

3.5 Can I withdraw my application after submission?

Yes, applications can be withdrawn by the applicant organisation directly in the Smart ECF before receiving the notification of vetting result.

3.6 Can I resubmit my application for the next round of application?

Yes, the applicant organisation may revise and improve their proposal submitted in previous unsuccessful application, and resubmit the application form during subsequent rounds of applications. In the resubmission, the applicant organisation must clearly indicate the major differences between the resubmitted and not approved projects in the application form for consideration. All applications, including resubmitted applications and new applications, received in any round of applications will be considered on an equal footing.

3.7 How will the approved grant be disbursed?

Recipient organisations should refer to the relevant conditions of grant for details of disbursement upon approval of the grant, which would normally consist of the following payments:

First payment: The recipient organisation will receive the first payment which is the approved percentage (usually not more than 25%) of the total grant upon submitting the Project Work Plan and the signed Funding Agreement, Confirmation on National Security and Auditor Undertaking Letter (if applicable), as well as obtaining Secretariat's agreement to the Project Work Plan.

Interim payment(s): Upon submission of a progress report demonstrating satisfactory performance, and that not less than 80% of the previous payment(s) has been spent such that a further disbursement is required for continuing the project as scheduled, the recipient organisation may be eligible for a further disbursement. Normally, the reporting period of a progress report should cover 6 months.

Final payment: The last 10% of the grant will normally only be released after satisfactory completion of the project; and upon endorsement by the Vetting Subcommittee the completion report, statement of accounts and auditor's report (if applicable) submitted by the recipient organisation in accordance with the requirements.

3.8 How to register for an account on Smart ECF?

3.8.1 Smart ECF is a one-stop electronic system that supports eligible users in applications and management of the ECF projects. It is managed by the ECF Committee Secretariat. Organisations can duly complete and submit an account registration form through Smart ECF (including uploading all necessary supporting documents) to register for a Smart ECF account. Persons who are eligible to register accounts on Smart ECF must be: -

(a) Person-in-charge of the applicant/recipient organisation (i.e. Head or Deputy Head of the organisation);

(b) Principal investigator of universities/the Technological and Higher Education Institute of Hong Kong (THEi); or

(c) Project leader of an approved ECF project.

3.8.2 Approval of Smart ECF account registration may vary depending on individual circumstances.

3.8.3 After the ECF Committee Secretariat receives the account registration application and collects and verifies all required documents, successful registrants will receive the Smart ECF account activation email in around 10 working days.

3.8.4 For any enquiries about Smart ECF, please make reference to the user manual and frequently asked questions (FAQ) on the "Help Centre" on Smart ECF first, or call the hotline at 2835 1234 during office hours or send an email to ecf@eeb.gov.hk.

4. GUIDE TO PREPARATION OF PROJECT PROPOSAL

4.1 General

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

4.1.1 The benefits must accrue to the local community as a whole from the proposed project, and not be limited to individuals, a single private organisation or a consortium of private companies.

4.1.2 The proposed project must be non-profit making in nature.

4.1.3 The project proposal should take into consideration the following factors: -

(a) the benefits that it will bring to the efforts in practising waste reduction and carbon emission reduction in local community, or the extent to which it will mobilise the public to participate in and practise waste reduction and carbon emission reduction;

(b) whether there is a genuine need to implement the project;

(c) whether the proposed programmes can bring about positive impact in the longer term and have innovative elements;

(d) whether it echoes the prevailing Government's environmental policies and programmes;

(e) the knowledge, technical capability and resources possessed by the applicant organisations, including their community network, as well as their Environmental, Social and Governance (ESG) performance;

(f) the track record (if applicable) and capability of the applicant organisations, including past experience in project implementation, ability in achieving the project deliverables and performance indicators, compliance with the conditions of grant and past documentation submission records under the ECF project(s) (including preparing decent regular progress reports, auditor's statements). Past unsatisfactory project performance and delay in report(s) submission will affect the applicant organisation's future chance of getting a grant from the ECF. The past record of an applicant organisation's punctuality in report(s) and/or related document(s) submission will be taken into account when considering new application(s) from the organisation. The new application(s) will in general not be considered by the Vetting Subcommittee if the applicant organisation has project(s) under the same funding scheme and the required report(s) and/or document(s) is/are still overdue.

(g) whether the project duration is reasonable and the schedule of implementation of the project is well-planned and practicable;

(h) whether the proposed budget is prudent, realistic and cost-effective, with all expenditure items well justified;

(i) whether the proposed activities will generate large amount of waste;

(j) whether it has received other sources of funding support;

(k) whether it is more appropriate to be funded by other sources;

(l) whether there is or will likely be duplication of the work already been or currently being carried out by other organisations or Government departments for the same target groups;

(m) if recurrent expenditure is incurred, whether the project has potential to become self-sufficient after implementation for a period of time; and

(n) if it is an application for extension of an ongoing or a completed project, whether the project shows enhancements/improvements in different aspects such as adding new elements or content to the project, enhancing the project outcomes, and/or optimizing the original project, etc. and diminishing reliance on the ECF grant without compromising the project performance, will be considered. In general, the same project will not be approved for extension more than twice.

4.2 How applications are assessed?

Based upon the criteria set out in sections 4.1.3 (a) to (n) above, the Secretariat adopts the following marking scheme to evaluate the merits of the applications and prioritise the applications according to their marks attained for consideration by the Vetting Subcommittee.

Assessment Criteria	**Scoring Weight** (Percentage of Total)#		
	Applied Amount of Funding		
	$500,000 or below	Over $500,000 and $2,000,000 or below	Over $2,000,000
Quality of the proposed project	60%	55%	50%
Effectiveness of the proposed project	25%	25%	25%
Capability and track record of the applicant organisation*	15%	20%	25%

If the proposed project fails to attain half or more of the relevant scoring weight in any of the assessment criteria (for example, a project applying for a funding amount of HK$2,500,000 fails to get 25% of the total score in "Quality of the proposed project"), the application will not be approved for funding.

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

5. GUIDE FOR COMPLETING THE APPLICATION FORM

5.1 General

5.1.1 Applicant organisation should make reference to this Guide and the General Conditions of Grant before preparing the project proposal and the proposed budget required in the application form.

5.1.2 Application forms not submitted in accordance with the format/requirements as prescribed in section 3.2 will not be processed.

5.1.3 The applicant organisation should carefully read the content of the application form and fill in all sections applicable to its own proposed project. Where the information sought is not applicable or not available, please fill in "N.A." in the relevant section(s).

5.1.4 Please ensure that all information provided in the application form is in the fullest manner. The Secretariat is not obliged to contact the applicant organisations for missing information or seeking clarification, and would arrange the vetting on the basis of the information submitted by the applicant organisations.

5.1.5 Applicant organisation is welcome to contact the Secretariat if there are enquiries on the information or documents required in the application form before submission.

5.2 Sections of the application form

5.2.1 Personal Information Collection Statement

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

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

5.2.2 Section A – Agreement

Applicant organisation is required to complete an agreement relating to safeguarding national security by completing **Section A** of the application form for each application, confirming that the applicant organisation has read, understood, and agreed with the relevant clauses.

5.2.3 Section B – Basic Information

5.2.3.1 The basic information of the applicant organisation is required to be provided in this section. Applicant organisation is the organising organisation of the proposed project. The definition of organising organisation is as follows: -

5.2.3.1.1 Means the initiator, leader and party bearing ultimate responsibility for a project. It owns the major intellectual property rights (such as brands and content) of the project, serves as the external representative during the project period, and takes the full accountability for the overall planning, implementation, quality and outcomes of the project.

5.2.3.1.2 Its key characteristics are leadership, ownership and ultimate responsibility.

5.2.3.1.3 If the proposed project will be jointly organised by different organisations, an organisation meeting the above meaning of organising organisation should be selected as the applicant organisation.

5.2.3.2 *Particulars of Applicant Organisation*

Provide the name in English and Chinese as well as the nature of the applicant organisation, which must be a local non-profit-making organisation, a local higher education institution, a local school, or other eligible organisation.

5.2.3.3 *Particulars of Person-in-charge*

5.2.3.3.1 Provide the name in Chinese and English, position, mailing address and contact information of the person-in-charge.

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

5.2.3.4 *Particulars of Project Leader*

Provide the name and position in Chinese and English, as well as contact information of the project leader. Regardless of whether the project leader's remuneration is funded by ECF, the project leader must be an employee of the applicant organisation.

5.2.3.5 *Background of Applicant Organisation*

5.2.3.5.1 *Year of Establishment and Status of the applicant organisation in receiving government subvention*

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

5.2.3.5.2 *Brief descriptions on the ESG practices of the Applicant Organisation*

Provide brief descriptions on the ESG practices of the applicant organisation, for example, arrangements to reduce negative environmental impact, strengthen social responsibility and ensure strong corporate governance.

5.2.3.5.3 *Experience and record of the applicant organisation in relation to ongoing/completed project(s) other than those funded by the ECF in the past three years (if any)*

Provide the organisation's experience in conducting projects other than those funded by the ECF, including the funder/funding scheme, project title, grant amount, project period and project description.

5.2.3.5.4 *Applicant organisation's website and social media platforms or its platform user name*

Provide the applicant organisation's website, and social media platforms or its platform user name.

5.2.4 **Section C – Project Proposal**

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

5.2.4.2 *Project Title*

State the title of the proposed project in both English and Chinese.

The ECF Committee reserves the right to request an applicant/recipient organisation to change the project title of its ECF-funded project as deemed necessary to avoid duplication of the names of projects organised by other organisations and cause confusion to the public in the source of project funding.

5.2.4.3 *Project Theme*

Indicate the theme of the project. Choose only one theme for each proposed project. For "Other Theme" Projects, one or more areas can be specified.

For a "Clean Shorelines (Small Scale)" project, the amount of grant requested should not be more than HK$10,000, and the duration of the project should not be more than 6 months.

5.2.4.4 *Project Application Nature*

Indicate the project application nature stating whether it is an application of newly proposed project, extension project (please provide the project number of the most recent previous project) or a resubmitted application of the most recent not supported proposed project (please provide the application number of the most recent not supported proposed project).

5.2.4.5 *Project Period*

Specify the project commencement and completion dates. Each P&A Project should normally last for not more than two years. For "Clean Shorelines (Small Scale)" Projects, the project period should not be more than 6 months. For projects from first-time applicant organisations, the project period should normally not be more than one year.

5.2.4.6 *Project Brief*

Give a brief account on the target areas(s), main type(s) or mode(s) and objectives of the practice and action activities, as well as the main type(s) or mode(s) and objectives of the project promotion (if any) of the project. The system will automatically generate the project brief based on the information provided by the applicant organisation. If either of the two language versions cannot be provided, please fill in "N.A.".

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

5.2.4.7.1 Give details of collaborating organisations (i.e. co-organising/ sponsoring/ donating/ supporting/ beneficiary organisation/individual) of the project. The definition of different types of collaborating organisations is as follows: -

(a) Co-organising organisations

(i) They are partners that are deeply involved in the planning, organising or implementation of a project, taking on equal or partial important duties. Their involvement in the project is not merely nominal, as they provide substantive resources (such as manpower, professional expertise, channels, etc.), and take forward the project and share ultimate responsibility with the organising organisation.

(ii) Key characteristics: deep involvement, shared responsibility and substantive contribution.

(b) Sponsoring organisations

(i) They are organisations that mainly provide financial or important material support for a project in exchange for brand exposure, marketing opportunities or other commercial returns. Sponsorship usually involves clear business partnerships and return expectations, and is often a promotional strategy for enhancing brand image. Sponsoring organisations, or sponsors, contribute money or efforts to acquire exposure or indirect commercial interests.

(ii) Key characteristics: provision of financial/important material support for returns (commercial or non-commercial).

(c) Donating organisations

(i) They are organisations that primarily provide financial or material assistance or donations to support other individuals or institutions in achieving social objectives. Their motivation tends to be public-interest, academic or charitable in nature. The donating organisation may not seek direct economic or market returns, but acts out of social responsibility, industrial development or similar purposes.

(ii) Key characteristics: provision of financial or material assistance to achieve public-interest, charitable or academic objectives.

(d) Supporting organisations

(i) They are organisations that provide some form of auxiliary resources for a project, with a level of involvement and responsibility significantly lower than that of co-organising organisations. Their support may take various forms, such as providing venues, publicity channels, partial technical input or volunteers. They do not undertake the core organisational work of the project.

(ii) Key characteristics: auxiliary involvement, resource support and lighter responsibility.

(e) Beneficiary organisations

(i) They are entities that directly receive benefits or service items from a project. They are typically the beneficiaries of public-interest activities, recipients of

charitable projects or target groups of industry initiatives. They are not the organisers of the project, but rather its "clients" or "targets".

(ii) Key characteristics: recipients of benefits or service items, non-organising parties.

5.2.4.7.2 Written consent(s) in **Annex II** must be completed and returned by the collaborating organisation(s) if its/their involvement in the proposed project is/are confirmed.

5.2.4.7.3 Sponsoring or donating organisation/individual must fill in "Other Sources of Sponsorship or Donation of the Project" in Q4 of **Section D** of the application form at the same time.

5.2.4.7.4 Please note that all confirmed collaborating organisations are required to sign a Confirmation on National Security separately after project approval.

5.2.4.8 *Details of Implementation Plan of the Project*

State clearly the content of the proposed project, including how the project implementation can help to achieve the objectives of the project. In general, no funding will be granted to activities which start before approval is given to the project.

Practice and Action Plan

(a) Target district(s), target group(s) and planned total no. of participants in practice and action activities;

(b) Practice and action activities

Indicate the main type of practice and action activities of the proposed project and give relevant details.

(i) Recycling and processing: The organisation collects the recyclables for redistribution / treatment by itself.

(ii) Recycling: The organisation transports the recyclables to other treatment facilities directly after collection.

(iii) Waste reduction at source: The project aims at reducing waste generation (such as replacing disposable materials with reusable materials), rather than processing the recyclables or waste after their generation.

(iv) Others: If the proposed project has other practice and action activities, please provide relevant information.

(c) Source(s) of professional knowledge or expertise

Specify the source(s) of the relevant professional knowledge or expertise possessed to implement the proposed project. More than one source can be chosen.

Promotion Plan

(This section is not applicable to "Clean Shorelines (Small Scale)" projects. However, "Clean Shorelines (Small Scale)" projects shall still educate participants about the importance of shoreline protection before shoreline cleanup activities and lead participants to reflect on the importance of waste reduction after shoreline cleanup activities in order to encourage them to practise waste reduction at source.)

(a) Promotion of project – To promote the project to the public and/or the target group(s) through various activities or means, allowing the public to learn of the project and to participate in it.

Give details about the promotional means, content, no. of times/quantity, venue/distribution channels, target groups and planned total reach/no. of participants of each promotional activity.

Upon completion of a project activity, participants should be arranged to make an undertaking on converting those learnt from the activity into a personal living habit, putting it into a long term practice and practising it in the daily life. The modes of undertaking include signing an undertaking/a charter on sustainable practicing on individual/group basis; or making a verbal undertaking with video recording, which should be submitted to the Secretariat for record.

(b) Promotion of project achievements – To promote the project achievements of the entire project and/or some of its activities after completion to the public and/or the target group(s) through various activities or means (such as text, photographs, films, short videos, reels, stories) in order to increase the awareness of the public on the achievements as well as the organiser(s) of the project, and to enhance their knowledge on the ECF.

Give details about the promotional means, content, no. of times/quantity, venue/distribution channel, target groups, expected no. of participants and expected results of each promotional activity.

Note: Apart from the project title, the ECF logo should be clearly marked on all publications related to the project and project activities as appropriate to acknowledge the funding source. Furthermore, it is recommended to adopt electronic means for promotion to avoid production of leaflets and other printing

materials. If printing is necessary, recycled paper must be used in all printed materials and eco-friendly printing is preferable.

Timetable of Core Tasks

Give details about each of the core tasks and its content, schedule and period.

Innovative Elements of the Proposed Project and Difference(s) compared to Similar Projects

(This section is not applicable to "Clean Shorelines (Small Scale)" projects.)

State the innovative elements of the project and its difference(s) from projects of similar type in clear and specific terms, for example, implementation method, location, target participants, nature and types of recyclables.

5.2.4.9 *Expected Benefits of the Project*

Outcomes of practice and action activities

For practice and action project, quantitative outcomes are one of the main considerations in vetting projects.

(a) Quantitative outcomes of practice and action activities - List the main indicators for monitoring and evaluating the project outcomes with reference to the relevant type of practice and action activities.

- the types of recyclable(s), waste/material or other indicator(s) and the corresponding quantitative outcome(s) in the entire project period (for example the collection amount, redistribution/reuse amount, treatment amount, reduction/replacement amount)

(b) Other quantitative results and measurement methods (if any)

- the total number of participating headcounts and participating units (for example, schools, companies, local community organisations, buildings and/or households) involved in the practice and action activities;

- the number of volunteers to be recruited and/or trained; and

- propose other practical indicator(s) with its measurement method other than that used at quantitative results (if applicable).

(c) Qualitative results (if any)

- behavioural change of the participants; and
- environmental protection knowledge to be learnt by the participants.

Monitoring and evaluation mechanism

"Project Evaluation" should be conducted by the organisation upon project completion. Therefore, it is necessary to state clearly the outcome indicators of the project and the means of data collection.

Note: Failure in meeting any project targets/deliverables may affect subsequent applications. The Vetting Subcommittee may request the recipient organisations to complete additional activities at its own cost within a specific time in order to meet the project targets/deliverables within a specific time at its own cost.

Project sustainability

Describe the plan to maintain sustainable development of the project and sustain its impacts after project completion in no more than 200 words.

5.2.4.10 *Supplementary Information of the Applicant Organisation*

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

5.2.4.11 *Project Team*

State the composition and number of staff to be involved in the proposed project, including full-time staff, part-time staff and volunteers; those to be funded and not to be funded by the project; their duties and the amount of time to be contributed to the project. If it is planned to employ existing staff member of the applicant organisation for the project, his/her name and position in the organisation should be provided for approval. Please also provide the project team's organisation chart.

5.2.4.12 *Major Difference in Comparison with the Most Recent Previous Project (applicable to application of extension project only)*

(This section is not applicable to "Clean Shorelines (Small Scale)" projects.)

Describe the differences between the proposed project in the new application and the most recent previous project.

5.2.4.13 *Major Difference in Comparison with the Most Recent Not Supported Proposed Project (applicable to resubmitted application of the most recent not supported proposed project only)*

(This section is not applicable to "Clean Shorelines (Small Scale)" projects.)

Describe the differences between the proposed project in the new application and the most recent not supported proposed project.

5.2.5 **Section D – Proposed Budget**

5.2.5.1 *Budget of the Project*

The applicant organisation should provide a detailed budget for the proposed project. Each income and expenditure item should be reasonable and realistic, and with detailed breakdowns. All expenditure items incurred before the commencement and/or after the completion date of the project (except for audit fees) will not be supported and should not be included in the budget.

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

(Applicant organisations of "Clean Shorelines (Small Scale)" projects should fill in the budget items in relevant table designated for "Clean Shorelines (Small Scale)" projects.)

Please study carefully the following funding criteria and the existing levels of funding support for expenses as set out in Reference Level of Grants for Expenses at **Annex I** when preparing the budget. Income to be derived from the proposed project (e.g. charging participants partially for hire of boat/admission fee/package activity fees or other incomes) should be indicated in Q3 of **Section D** "Estimated Revenue Generated from the Project".

Project expenditure can be categorised into the following types: -

(a) Staffing

(i) The applicant organisation is expected to have the human resources and expertise to supervise and undertake the proposed project. Hence, hiring cost of additional supervisory staff, administrative staff, professional advisor(s), or provision of training course(s) for staff of the applicant organisation will not be supported. Expenditure brought about by the deployment of the existing staff of the applicant organisation for duties related to the proposed project must be

clearly shown in the budget and will be considered for funding support on a case-by-case basis.

(ii) The applicant organisation must arrange sufficient and suitable staff to be on duty on the spot of project activities to protect the safety of participants.

(iii) Salary of staff employed directly for the project will be considered for funding support on a case-by-case basis. Normally, the ceiling is capped at **25%** of the total approved grant or the total actual expenditure of the project, whichever is the less. If applicant organisations anticipate that there will be substantial difficulties in project implementation due to the above staff cost percentage ceiling and require a higher percentage, please provide sufficient justification in the application form.

(iv) Direct labour cost involved in waste collection, separation, recycling and so on is supported. The actual amount to be granted will depend on the mode of operation of the project.

(v) The ECF encourages applicant organisations to streamline manpower and make effective use of technology in implementing funded projects, with a view to enhancing overall operational and implementation effectiveness. Applicant organisations may also consider adopting innovative and more flexible methods of hiring project staff. For instance, they could consider hiring part-time staff based on the number of working days or hours per month dedicated to the project. This approach helps to reduce the resources spent on project staff and focus the resources on the project implementation. After project completion, the applicant organisations should deploy their own staff to complete the administration work of the project (such as preparation of completion report and finalisation of statement of account); and may consider deploying their own staff to enhance project sustainability.

(vi) The requirements of Statutory Minimum Wage, Mandatory Provident Fund (MPF), employees' compensation insurance, and other employment legislations must be complied with. Funding for MPF and staff insurance of the proposed project will be supported.

(vii) Project funds should not cover any emolument to any full-time employee who is already on the payroll of the Government, a Government subvented body/institution, or another Government-funded project. This requirement should be met irrespective of whether the relevant service/work is carried out by the person concerned within or outside normal

office hours. A staff should not hold more than one part-time position funded by the same project at the same time.

(b) Premises for operation

(i) Rental of premises

The applicant organisation is expected to have existing premises/offices for their normal operation. Only funding support for renting premises necessary and solely for the project (including rental fee and fee for water supply and electricity) will be considered. The actual amount approved will depend on the size and location of the selected venue.

For project premises with rental subsidies from the ECF, signboards containing the ECF logo and project title and specifying that the projects are "Funded by Environment and Conservation Fund" have to be installed at a conspicuous location of the front entrance of the premises, irrespective of whether the premises will be open to the public/participants for use or carrying out project activities (such as workshops). The signboards should be reasonably conspicuous in size. If the project premises have more than one entrance, the same signboard should be installed at all entrances taking into account the physical environment. Under no circumstances shall the signboards for project premises with rental subsidies be smaller than A3 size.

(ii) Administrative cost

Premises owned by or already rented for use by the applicant organisation for routine operation will not be eligible for rental support. However, if the applicant organisation is a non-governmental organisation without receiving Government subvention, the portion of administrative cost necessary for and incurred from the administration of the project will be considered. Such administrative cost is subject to a cap of 10% of the total approved budget or total actual expenditure of the project, whichever is the less. Breakdown of the relevant administrative item(s) and the portion(s) incurred from the project with justifications and a declaration from the applicant organisations that they are not receiving any Government subventions must be provided.

(c) Equipment and Consumables

(i) Expenses on purchasing equipment (e.g. trolleys, scales, food waste separation devices, collection bins/bags) and consumables (e.g. gloves, particulate respirators) will be considered on a case-by-case basis.

(ii) Maintenance and repair costs of the approved equipment incurred after the procurement may be considered.

(iii) Expenses on renting in-house equipment owned by the applicant organisation is normally not supported.

(iv) Should avoid purchasing and using disposable plastic cutlery and food containers, including polyfoam containers. If the use of disposable tableware or food containers is unavoidable, more environmentally friendly substitutes made of non-plastic materials such as paper or plant-fibre should be used instead of plastic products to reduce environmental pollution caused by plastics, and health hazard caused by microplastics.

(d) Travel and Transportation

(i) Travelling expenses on public transport for project staff and/or volunteers, and hire of transport services will be considered for funding support.

(ii) Non-local travelling expenses will normally not be considered for funding support. Non-local participants participating in a local activity should normally pay for their own travelling expenses.

(e) Promotion of Project

(i) To promote the activities of the project to the public and/or the target group(s) through various activities or means, allowing the public to learn of the project and to participate in it.

(ii) Use of electronic means for promotion is encouraged to minimise waste generation through printing promotional materials.

(iii) Website design and maintenance cost will be considered for funding support on a case-by-case basis. Consideration should be given to use their own existing website, social media page, etc. to achieve publicity results instead of creating a new website for the proposed project.

(iv) Expenses on educational materials will be considered for funding support on the condition that they are essential.

(v) Expenses on rental of venue and facilities owned by the applicant organisation will normally not be considered for funding support.

(vi) In general, cash reward to individual(s) to promote participation in the project activities will not be supported.

(vii) The applicant organisations may consider arranging by themselves or engaging event planning and/or marketing companies to promote the project. Reasonable expenses on such promotion plans will be considered for funding support.

(f) Promotion of Project Achievements

(i) To promote to the public and/or the target group(s) the project achievements of the entire project and/or some of its activities after completion through various activities or means.

(ii) Use of electronic means for promotion is encouraged to minimise waste generation through printing promotional materials.

(iii) The applicant organisations may consider arranging by themselves or engaging event planning and/or marketing companies to promote the project achievements. Reasonable expenses on such promotion plans will be considered for funding support.

(g) Insurance

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

(ii) The applicant organisation must ensure that the protection coverage of the insurance policy to be purchased is commensurate with the risk level of the project activities having regard to the nature of the activities (e.g. outdoor activities or laboratory experiments) and type of the participants (e.g. elderly, young children, students with special education needs or disabled persons).

(iii) Under no circumstances shall the ECF or Vetting Subcommittee or Secretariat be held liable for any loss or damages or liabilities arising from the granted project.

(h) Audit

The maximum amount of funding support for each audit will be HK$20,000. For a project receiving a grant below HK$150,000, submission of an audited statement of accounts is not required. For a project receiving a grant of HK$150,000 or above and below HK$300,000, submission of an audited statement of accounts may be required depending on the auditing arrangement for the project opted by the applicant organisation. For a project receiving a grant of HK$300,000 or above, the statement of accounts must be audited by a certified public accountant (practising).

Besides, for projects lasting more than 18 months, the recipient organisation is required to submit once every 12 months. For example, the recipient organisation is required to submit two audited statement of accounts for a 20-month project.

(i) Office Supplies

The applicant organisation is expected to have basic office equipment to support the project. Funding for general office equipment such as photocopiers, printers, computers, computer accessories and softwares will normally not be supported.

(j) Others

(i) All other expenses will be considered for funding support on a case-by-case basis.

(ii) Expenses for unspecified miscellaneous and contingency item(s) are not supported.

(iii) Expenses for renting or purchasing material(s) already in the stock kept by the applicant organisation are not supported.

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

(a) The applicant organisation should state clearly what capital items will need to be procured for use in the project, and provide supplementary information to explain the use of and necessity.

(b) The procurement of these capital items will be considered for funding support, and the total expenses on these capital items shall normally not exceed 30% of the total approved grant of the project.

(c) If such items are approved, the applicant organisation shall adopt open procurement process and select the supplier offering the lowest bid. Otherwise, details of the proposed procurement, justification(s) for the special procurement arrangement and the relationship between the applicant organisation and the designated supplier concerned must be provided in the application form.

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

Estimated revenue items include charging participants partially for hire of boat/admission fee/package activity fees; or other incomes that may be generated from the project concerned. Estimated revenue expected to be gained from the project shall be taken into account when working out the amount of grant applied for.

5.2.5.4 *Other Sources of Sponsorship or Donation of the Project*

(a) Clearly list the availability of other sources of sponsorship or donation, both confirmed and being applied, for the proposed project or its activities.

(b) If yes, state clearly the details of sponsorship(s) or donation(s) that is/are confirmed or to be confirmed. If the sponsorship(s) or donation(s) has/have been confirmed, please provide the written consent(s) (i.e. **Annex II)** of the related organisation(s) (except Government departments). Please note that all confirmed sponsoring or donating organisations/individuals are required to sign a Confirmation on National Security after project approval.

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

5.2.6 **Section E – Declaration**

The applicant organisation should complete a declaration to certify the information provided in the application form is true and correct, and compliance to relevant terms.

5.2.7 **Section F – Checklist of Documents Required**

5.2.7.1 The applicant organisation should upload the required documents in this section. In general, each file size must not exceed 20 MB, and the acceptable file formats are jpg, jpeg, png, doc, docx, pdf, ppt, pptx, xls and xlsx. Smart ECF does not support all compressed file formats (e.g., zip and rar files).

5.2.7.2 If the applicant organisation fails to submit the required documents together with this application form, the application may not be processed.

5.2.8 **Section G – Confirmation**

The applicant organisation should ensure that the information provided in the application form is true and correct, and the organisation agrees to comply with relevant terms and conditions before making a submission.

Annex I

Practice and Action Projects
Reference Level of Grants for Expenditure Items

Items	Reference Level of Grants (HK$)
Staffing (The ceiling is normally capped at 25% of the total approved grant or the total actual expenditure, whichever is the less.)	
1. Project Staff	• Full-time Project Officer: Tertiary education with 2-4 years' working experience whose major responsibilities are formulating project plans, coordinating project activities and supervising other staff (if necessary); Maximum $26,820 per month (not MPF contributions inclusive; working time not less than 44 hours per week). • Full-time Project Assistant: Tertiary education with no or less than 2 years' working experience whose major responsibility is handling routine project matters; Maximum $16,100 per month (not MPF contributions inclusive; working time not less than 44 hours per week). • If the project staff member is working on the project on a part-time basis, his/her salary should be apportioned accordingly. *(Note: The monthly salaries are for reference only. Actual grant will be considered based on the job requirements and qualifications of the project staff concerned.)*
2. Direct Labour Cost (involved in waste collection, separation, recycling, etc.)	• Maximum $62 per hour for each labour (no Mandatory Provident Fund (MPF) contributions inclusive).
Premises for Operation	
3. Rental of Premises	• Not applicable to premises under the possession of the recipient organisation.
4. Administrative Cost (only applicable to applicant organisations without receiving Government subvention)	• Maximum 10% of the total approved budget or actual expenditure, whichever is the less. • Detailed breakdowns on items must be provided in the application form for assessment.
Equipment and Consumables	
5. Procurement of Capital Items	• Maximum 30% of total approved budget or actual expenditure, whichever is the less. • Supplementary information must be provided in the application form to explain the use and necessity.

Items	Reference Level of Grants (HK$)
Travel and Transportation	
6. Transportation (including hire of coach, hire of van/lorry for transportation of materials and hire of boat)	• Hire of coach: Maximum $2,000 per coach (round trip). • Hire of van: Maximum $300 per journey (this cap is not applicable for the hire of 5.5 or 9 or 16 tonnes truck). • Hire of boat: 40% of the charge must be paid by the participants. • Quotations from at least three suppliers must be provided for the hire of transportation service.
7. Travel Allowances (for staff and volunteers)	• Maximum $45 per person for each event/activity. • Excluding daily home-to-office and office-to-home travelling of staff employed by the project, travelling expenses of staff employed by the project from workplace to workplace is supported.
Promotion of Project and Promotion of Project Achievements (Maximum 20% of the total approved budget or actual expenditure, whichever is the less.)	
8. Opening/Closing Ceremony (including invitation cards, set up and decoration, backdrop, rental payment of venue, PA system, etc.)	• Maximum $20,000 per activity. • No funding for opening ceremonies will be given for extension projects. • Funding for souvenir(s) presented to officiating guest(s), guest(s) and judge(s) is not supported.
9. Other Large-scale Activities (for all large-scale activities other than opening/closing ceremony, including set up and decoration, backdrop, rental payment of venue, PA system, etc.)	• Maximum $20,000 per activity. • Funding for souvenir(s) presented to officiating guest(s), guest(s) and judge(s) is not supported.
10. Competition Materials	• Maximum $4,500 per competition, including prizes/trophies. • Cash or cashable items must not be given as prizes.
11. Admission Fees	Participants are required to pay 40% of the admission fee.
12. Package Activities	• Participants are required to pay 40% of the charge for package activity fees.

Items	Reference Level of Grants (HK$)
13. Hire of Speakers/Instructors	• Maximum $275 per hour per speaker/instructor. • Maximum $500 per hour for recognised speaker/instructor in relevant fields (qualification should be supported by certificate issued by relevant authority). • Maximum $900 per hour for speaker/instructor for holding teaching position in higher education institution or doctorate degree in relevant field (qualification should be supported by certificate issued by relevant authority). • Fee to be remunerated on a half-hourly basis. • Honorarium for speaker/instructor who is a staff member employed for the project will normally not be supported.
14. Meal Allowances (for volunteers only)	• Maximum $60 per volunteer for activities lasting for 3-5 hours, excluding preparation/travelling time. • Maximum $85 per volunteer for activities lasting for more than 5 hours, excluding preparation/travelling time. • If the volunteers do not claim the meal allowances, expenses for purchasing meals for the volunteers by the recipient organisation will be supported. The funding amount should be based on the actual expenditures with support of valid receipts and should not exceed the maximum level of funding support for meal allowances.
15. Diving Gear Rental	• Maximum grant: $150 per person. • Normally include: two scuba oxygen tanks, face mask, snorkel, wet suit, buoyancy compensator device, diving regulator, fins, weight belt, and diving computer.
16. Venue Setup (including venue rental and public address system, etc.)	• Request of grant to cover charges for use of in-house equipment/facilities of the applicant organisation will normally not be supported. If such support is necessary due to special reasons, prior agreement of the Vetting Subcommittee must be obtained and the expenses for such rental charges is capped at 20% of the current market price.
17. Promotional Expenses (including design and production of publicity items and use of publicity channels, such as social media, etc.)	• Recycled paper must be used in all printed materials and eco-friendly printing is preferable. • To avoid generation of waste, production of leaflets and banners should be minimised and grant for such items is to be considered case by case.

Items	Reference Level of Grants (HK$)
Insurance	
18. Insurance	• Funding support will be based on the basic requirements. • Quotations from at least three suppliers must be provided. • May be considered on a case-by-case basis.
Audit	
19. Audit Fee	• Maximum $20,000 per auditor's report. • The Audit Undertaking Form signed by a certified public accountant (practising) must be provided.
Others	
20. Licence Fee	• The recipient organisation is requested to comply with regulations of Hong Kong and apply to all authorities concerned for licences to conduct the project. • May be considered on a case-by-case basis.
21. Other Expenses	• May be considered on a case-by-case basis. • Detailed breakdowns and the intended purpose of each item must be provided in the application form for assessment.
22. Contingency Items	• Not supported.

Remarks: The level of funding support may be adjusted by the P&A Projects Vetting Subcommittee as and when necessary.

Annex II

Application Number: P&A_____
(To be completed by the Secretariat)

To: Secretariat, Practice and Action Projects Vetting Subcommittee
5/F., Southorn Centre
130 Hennessy Road
Wan Chai, Hong Kong

Dear Sir/Madam,

Environment and Conservation Fund
Practice and Action Projects

Written Consent

I / our organisation / our company* hereby confirm to act as a co-organising[1]/ sponsoring[2]/ donating[3]/ supporting[4] / beneficiary[5] organisation* of the proposed project (Project title) Environment and Conservation Fund of the applicant organisation (Name of Organisation) _____ in the Practice and Action Projects Funding Scheme under the Environment and Conservation Fund.

*(To be completed by **sponsoring[2] / donating[3] organisation** only)*

I / our organisation / our company* will sponsor / donate* HK$ _____ to the applicant organisation for the purpose of _____ in the above-mentioned project.

Signature of Individual/Authorised Person* : _____

Name of Individual/Authorised Person* : _____

Position in Organisation/Company : _____

Telephone No. : _____

Name and
Official Chop of Organisation/Company : _____

Date : _____

*Please delete as appropriate.

[1] Co-organising organisations refer to partners that are deeply involved in the planning, organising or implementation of a project, taking on equal or partial important duties. Their involvement in the project is not merely nominal, as they provide substantive resources (such as manpower, professional expertise, channels, etc.), and take forward the project and share ultimate responsibility with the applicant organisation. Key characteristics: deep involvement, shared responsibility, substantive contribution.

[2] Sponsoring organisations refer to organisations that mainly provide financial or important material support for a project in exchange for brand exposure, marketing opportunities or other commercial returns. Sponsorship usually involves clear business partnerships and return expectations, and is often a promotional strategy for enhancing brand image. Sponsoring organisations, or sponsors, contribute money or efforts to acquire exposure or indirect commercial interests. Key characteristics: provision of financial/important material support for returns (commercial or non-commercial).

[3] Donating organisations refer to organisations that primarily provide financial or material assistance or donations to support other individuals or institutions in achieving social objectives. Their motivation tends to be public-interest, academic or charitable in nature. The donating organisation may not seek direct economic or market returns, but acts out of social responsibility, industrial development or similar purposes. Key characteristics: provision of financial or material assistance to achieve public-interest, charitable or academic objectives.

[4] Supporting organisations refer to organisations that provide some form of auxiliary resources for a project, with a level of involvement and responsibility significantly lower than that of co-organising organisations. Their support may take various forms, such as providing venues, publicity channels, partial technical input or volunteers. They do not undertake the core organisational work of the project. Key characteristics: auxiliary involvement, resource support, lighter responsibility.

[5] Beneficiary organisations refer to entities that directly receive benefits or service items from a project. They are typically the beneficiaries of public-interest activities, recipients of charitable projects or target groups of industry initiatives. They are not the organisers of the project, but rather its "clients" or "targets". Key characteristics: recipients of benefits or service items, non-organising parties.