

**Environment and Conservation Fund (ECF)
Practice and Action Projects**

General Conditions of Grant

1. Agreement

- 1.1 For each approved project, the recipient organisation has to sign an agreement to comply with all the terms and conditions of grant therein.

2. Use of grant

- 2.1 The benefits of the project must accrue to the local community as a whole, and not just an individual, a single private organisation or a consortium of private companies.
- 2.2 All projects must be non-profit making in nature and contribute to the overall environment of Hong Kong, to raise environmental awareness of the local community, and/or to mobilise the community to take action to improve the environment. The allocated grant shall be used for the activities related to the approved project only and shall not be used as payments to any individual member of the public as a financial reward for participation in the activities associated with the project.
- 2.3 The approved grant shall solely be used on activities related to the project, and all revenue received shall solely be used to defray the actual expenditure of the project.

3. Disbursement and reimbursement of funds

- 3.1 Depending on the content of implementation plan for the approved project, the recipient organisation will receive the first payment with a maximum of 50% of the total grant upon signing of the funding agreement and submission of the project work plan and completed auditor undertaking form (if applicable). Upon submission of a progress report with information on satisfactory performance and financial position of the project, the recipient organisation may be eligible for a further disbursement if the financial position of the project submitted justifies that not less than 80% of the previous payment(s) has/have been/will soon be spent such that a further disbursement is required for undertaking the project as scheduled. The last 10% of the grant will normally only be released after the completion of the project, submission of a completion report together with a statement of accounts for the project and auditor's report (if applicable) and subject to the endorsement by the Vetting Subcommittee in accordance with the requirements specified in paragraphs 6 to 8 below.

The Environment and Conservation Fund (ECF) Committee, the Vetting Subcommittee or the Secretariat will decide the timing and percentage of project disbursements in accordance with the financial position and the quantitative results of the project.

Note: The final payment will normally be released within three months upon the endorsement of the completion report by the Vetting Subcommittee, in addition to the receipt of all necessary reports and/or documents as appropriate and when required; settlement of all subsequent necessary clarifications as requested by the Vetting Subcommittee and/or the Secretariat; and fulfilment of the auditing requirement, as applicable.

- 3.2 Except for the first disbursement, all disbursements will be subject to satisfactory performance of the project and timely submission of progress reports. In other words, grants to be released will be based on the progress of the project, e.g. the number of activities listed in the approved project work plan and/or other relevant factors within the project

period. In the case of unsatisfactory performance or failure of the recipient organisation to attain the project targets without reasonable justification, the Vetting Subcommittee reserves the right to reduce the amount of the funding disbursement based on the actual performance of the recipient organisation, by taking into account of the percentage of the quantifiable targets achieved and/or other relevant factors.

- 3.3 Expenditure incurred before the commencement and/or beyond the project period (except for audit fees, if applicable) will not be reimbursed. Amount to be reimbursed for an individual budget item will normally not exceed the approved grant for that item. In general, increase in the total approved grant for the budget items under the same category as defined by the Vetting Subcommittee will not be approved. However, flexible use of approved grant among the budget items under the same category will be allowed with justifications provided that the total approved grant for the individual budget items under the same category will not be increased. In other words, the sum of the amounts to be reimbursed for all individual budget items under the same category will normally not exceed the approved grant for that category. The ECF Committee may consider increasing the approved grant and/or the level of funding support for an individual budget item on a case-by-case basis but the total approved grant for the project should normally remain unchanged.
- 3.4 The grant may be reduced on a pro-rata basis in the following circumstances –
- (a) the scope and/or activities of the project is/are changed;
 - (b) the actual frequency of activities (e.g. collection of recyclables) is fewer than that proposed;
 - (c) the number of participants of the activity is fewer than that proposed and the grant is allocated according to the number of participants;
 - (d) the number of publications (e.g. leaflets) is fewer than that proposed; or
 - (e) the duration of project is reduced.
- 3.5 Any item not included in the approved grant will normally not be reimbursed.
- 3.6 Any increase in cost arising from inflation or unforeseen situations should be borne by the recipient organisation. Any request of additional grant of the project based on these reasons after project approval will normally not be considered.
- 3.7 All revenue received, irrespective of whether it has been declared in the project proposal, must be defrayed against the actual expenditure before calculating the amount to be reimbursed as the final payment.
- 3.8 Income derived from the project during and after the project period, including but not limited to sales of output, revenue generated from activities and bank interest generated from the grant for the project, should be ploughed back into the project account for offsetting part or whole of the actual expenditure. Failure to report and return such income to the ECF may render the recipient organisation ineligible for future funding support from the ECF.
- 3.9 Any unspent balance of the grant shall be returned to the ECF within two months after completion of the project or on or before the date as specified in a letter issued by the Secretariat requesting for the return of unspent grant.

4. Project account and interest

- 4.1 All ECF grant paid to the recipient organisation shall be deposited into and appropriately kept in a risk-free interest-bearing account opened with a licensed bank in the name of the recipient organisation. The recipient organisation should write to the Secretariat in case they have difficulties in opening a risk-free interest-bearing account and/or a separate account with a licensed bank for the project.
- 4.2 For a project receiving a grant of HK\$300,000 or above, the grant should be kept in a separate account with a licensed bank for the project. All income and expenditure should be clearly book-kept to facilitate the checking of all financial records by the Government and auditors as and when necessary. For universities, the grants should be kept by the finance office and there is no need to open a separate account for the project with a licensed bank.
- 4.3 Interest income generated from the ECF grant, if any, and other monetary receipts for the project have to be reasonably apportioned to the project and no negative interest shall be charged to the project. The interest earned shall be used to off-set the project costs and shall not be used for other purposes outside the project without the prior approval of the Vetting Subcommittee.
- 4.4 The recipient organisation may be required to compensate the Government for any loss of interest income if the ECF grant is not properly handled. Where necessary, the Government may initiate legal action for suitable remedies.

5. Staffing arrangement and occupational safety and health

- 5.1 The recipient organisation is required to submit documents to the Secretariat showing the means and ways of recruiting project staff in the first month upon commencement of the project. In the recruitment of project staff, the recipient organisation has to follow an open and fair recruitment procedure. Subject to the targeted recruits, the vacancies may be publicised through the following means where appropriate, e.g. internal circular/newsletter/recruiting website, and advertisements of the Labour Department (LD). If the recipient organisation intends to recruit project staff through non-open procedures, prior approval from the Vetting Subcommittee has to be obtained. If the project staff are recruited by referral from other agencies, the relevant referral documents from the referring agencies should be submitted to the Secretariat for reference. If this is an extension project and the project staff from the previous project are retained, there is no need to resubmit documents showing the means and ways of recruiting project staff, only copies of the employment contracts of the project staff mentioned in paragraph 5.2 below should still be submitted.
- 5.2 The recipient organisation is required to submit a copy of the employment contract of the recruited staff member to the Secretariat in the first month upon commencement of the project, including information such as his/her name, Hong Kong Identity Card number (the prefix letter(s) and the first three digits), year of birth, date of appointment, job description, salary (monthly-paid or hourly-paid), working hours (for those remunerated on a monthly basis and with an hourly rate cap, the number of working hours per week should be fixed and specified), the place of work. Should there be any staff change during project implementation, such as staff resignation/being suspended from duty, the recipient organisation shall inform the Secretariat by email within one week before its effective date. If there is/are new employment contract(s), the recipient organisation shall also provide a copy of the relevant document(s) to the Secretariat as soon as possible.
- 5.3 All staff recruited for the project, including full-time and part-time staff, must not undertake any work beyond the project scope during working hours, including (but not limited to)

distribution of publicity materials irrelevant to the project. The recruited staff member has to sign a declaration, confirming that no other paid or unpaid work will be undertaken during the working hours of the project. The recipient organisation shall comply with relevant legislation in effecting and keeping in force statutory minimum wage, Mandatory Provident Fund, employees' compensation insurance and other requirements under relevant employment legislations for all project staff during the entire project period. Please refer to **Annex 1** for requirements for supporting documents.

- 5.4 For staff remunerated on an hourly basis, the calculation should be based on: "hourly rate x actual hours of work". For staff remunerated on a monthly basis, the calculation should be based on: "monthly salary x month(s) of service". However, if the fixed hours of work per week for the staff is less than 18 hours and there is an hourly rate cap on the funding allocations, the recipient organisation should calculate the amount as "hourly rate x actual hours of work", irrespective of whether the staff is paid on an hourly or monthly basis. For staff remunerated on a monthly basis and with an hourly rate cap, the formula for calculating the hourly rate should be provided to the Secretariat upon request.
- 5.5 To enhance occupational safety and health (OSH) for the staff concerned, the recipient organisation and their staff shall make reference to and comply with any applicable regulations and guidelines on occupational safety and health published in the website of the LD.
- 5.6 The recipient organisation should encourage the relevant staff who have worked under the project for a period of time to take the OSH courses arranged for employees of the recycling industry by the LD. The relevant records should also be provided to the insurance agent/company when purchasing the employees' compensation insurance.
- 5.7 The recipient organisation must effect and keep in force appropriate and valid insurance policies for its project throughout the project period, including but not limited to employees' compensation insurance, public liability insurance, group personal accident insurance, etc.

6. Inspection and reporting requirements

- 6.1 To gain a better understanding of the project progress, the ECF Committee, Vetting Subcommittee, Secretariat, the Environment and Ecology Bureau (EEB), the Environmental Protection Department (EPD) and other government departments may conduct inspection(s) and/or surprise check(s) at the activity venue(s) of the project and where necessary hold meetings with the recipient organisation to discuss the progress of the project. The recipient organisation should prepare in advance a schedule for all the activities to ensure that the project is carried out in a timely and systematic manner. The Secretariat, the EEB and/or the EPD will from time to time request the recipient organisation to submit the relevant work schedules. The recipient organisation shall submit the work schedules bearing correct information via email or in writing on or before the date specified by the Secretariat, the EEB and/or the EPD, so that inspections can be arranged accordingly.
- 6.2 To maintain a more comprehensive record of the project progress for processing disbursement/reimbursement, the recipient organisation may need to report on a regular basis to the Secretariat the project progress (including but not limited to trial run data and attendance of activities, etc.) via the smart electronic means provided by the Secretariat.
- 6.3 Progress report

The recipient organisation shall submit a progress report (**Appendix F1**) together with a statement of accounts for the project expenses at least once every six months to the

Secretariat. The progress report shall be submitted within one month following the end date of the corresponding reporting period. If an extension of the submission deadline(s) for the progress report(s) is required, prior approval should be obtained from the Vetting Subcommittee.

- (a) For a project receiving a grant below HK\$150,000, submission of original invoices and receipts for the expenses of the project together with the progress report is required.
- (b) For a project receiving a grant of HK\$150,000 or above and below HK\$300,000, submission of original invoices and receipts for the expenses of the project together with the progress report may be required depending on the auditing arrangement for the project opted by the recipient organisation as stipulated in paragraph 7.2(b) below.
- (c) For a project receiving a grant of HK\$300,000 or above, submission of invoices and receipts for the expenses of the project together with the progress report is not required.

6.4 Completion report

The recipient organisation has to submit a completion report (**Appendix F2**) together with a statement of accounts to the Secretariat within two months upon completion of the project (save for Clean Shorelines (Small Scale) Projects, the recipient organisation has to submit a completion report together with a statement of accounts to the Secretariat within one month upon completion of the project). The recipient organisation has to assess the effectiveness of the project by comparing the project results/ benefits/outcomes/impacts against its original objectives and targets as set out in the project proposal. If an extension of the submission deadline(s) for the progress and/or completion report(s) is required, prior approval should be obtained from the Vetting Subcommittee.

- 6.5 All progress reports and completion report should be signed off by the person-in-charge of the recipient organisation or the project leader of the project and submitted in the formats as requested.
- 6.6 Unsatisfactory performance and delay in report(s) submission will affect the recipient organisation's future chance of getting funding support from the ECF, and the recipient organisation's management will be informed of such. In particular, the past record of a recipient organisation's punctuality in report(s) and/or related document(s) submission will be taken into account when considering new application(s) from the recipient organisation. The new application(s) will in general not be considered by the Vetting Subcommittee if the applicant organisation has on-going project(s) or completed project(s) under the same funding scheme where the required report(s) and document(s) are still overdue.

7. Statement of accounts

- 7.1 For universities, regardless of the amount of the grant involved in a project, a statement of accounts certified by the finance office of the university is acceptable, and there is no need to follow the auditing requirements as stated in paragraph 8 below.
- 7.2 The recipient organisation has to submit a complete statement of accounts together with the completion report to the Secretariat within two months upon completion of the project. If an extension of the submission deadline is required, prior approval should be obtained from the Vetting Subcommittee.
 - (a) For a project receiving a grant below HK\$150,000, the grant received must be shown in the complete statement of accounts together with the original copies of invoices,

receipts, quotations and so on. Auditing will not be required, but the Secretariat reserves the right to check all financial records kept by the recipient organisation relating to the use of the grant. Please refer to **Annex 1** setting out the detailed requirements for supporting documents.

- (b) For a project receiving a grant of HK\$150,000 or above and below HK\$300,000, the recipient organisation may opt for showing the grant received in the complete statement of accounts together with the original copies of invoices, receipts, quotations and so on which auditing will not be required, or for the statement of accounts be audited by a certified public accountant (practising) within the meaning of Section 2 of the Professional Accountants Ordinance (Cap. 50) in accordance with the auditing requirements as provided in paragraph 8 below. Submission of copies of invoices, receipts, quotations and so on will not be required if the auditing requirements are adequately fulfilled.
 - (c) 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) within the meaning of Section 2 of the Professional Accountants Ordinance (Cap. 50) in accordance with the auditing requirements as provided in paragraph 8 below. Submission of copies of invoices, receipts, quotations and so on will not be required if the auditing requirements are adequately fulfilled. For projects lasting more than 18 months, the recipient organisation is required to submit a statement of accounts in accordance with the auditing requirements as provided in paragraph 8 below to the Secretariat once every 12 months and within two months upon completion of the project.
- 7.3 The statement of accounts as required above must be submitted in prescribed format as specified by the Secretariat. The actual expenses and reference number of individual receipts under each approved budget item should be clearly indicated. It should be noted that the recipient organisation should provide all necessary details in the completed statement of accounts, and the Secretariat is not obligated to review the statement of accounts and request for additional information from the recipient organisation.

8. Auditing requirements

- 8.1 For projects receiving a grant of more than HK\$150,000, depending on the auditing arrangement opted by the recipient organisations, the statement of accounts submitted to the Secretariat is required to be audited by a certified public accountant (practising) within the meaning of Section 2 of the Professional Accountants Ordinance (Cap. 50) to provide reasonable assurance that the audited accounts have properly presented the financial position and that the conditions of the grant are met, with these conclusions explicitly stated in the auditor's report. If the certified public accountant (practising) is unable to provide assurance as exception(s) is/are noted or due to any other reason(s), such exception(s) and reason(s) should be specified in the audit report. Recipient organisations should take note of and ensure that the auditors engaged by them to perform the reasonable assurance audit must comply with the requirements provided in the documents titled "Notes for Auditors of Recipient Organisations" and "Sample Auditor's Report" provided.
- 8.2 The recipient organisation is not required to attach copies of invoices, receipts, quotations and so on to the audited statement of accounts, unless specifically requested by the Secretariat to do so. However, the recipient organisation should still keep the original copies of invoices, receipts, quotations and so on for record and checking by the Secretariat if necessary for at least seven years after submission of the completion/auditor's report, or release of the final payment, or in accordance with prevailing statutory requirements, whichever is the longer.

- 8.3 The recipient organisation is required to make available to the auditors all information, documents and explanations relating to their projects funded by the ECF for audit purposes.
- 8.4 The recipient organisation may visit the ECF website for reference to “the List of Audit Service Providers for Environment and Conservation Fund Projects” (“the List”) when it seeks audit service for the approved project. “The List” can be viewed at the following link:

https://www.ecf.gov.hk/doc/List_of_Audit_Service_Providers_for_ECF_Projects.pdf

“The List” is for reference only and inclusion of audit service providers should not be taken as endorsement or recommendation of such service providers by the Government or the Secretariat for the provision of any kinds of services to the recipient organisation.

9. Intellectual property rights arising from projects and use of project results

- 9.1 Unless negotiated otherwise between the Secretariat and the recipient organisation, the recipient organisation will solely own all intellectual property rights arising from the project.
- 9.2 The recipient organisation is required to grant unconditionally and irrevocably to the Government the right to publish or use the results, findings and any other information provided in the application form, progress reports, completion report and other publications or publicity materials of the project.

10. Acknowledgement of support and publicity

- 10.1 The recipient organisation shall comply with the guidelines in acknowledging the funding support from the ECF at **Annex 2**.
- 10.2 The recipient organisation is required to submit copies/samples including artwork of all publicity materials proposed to the Secretariat for review before the materials are produced or used for the projects or the projects’ activities, and should follow the advice of the Secretariat on revising the format and presentation of such materials whenever required.
- 10.3 When considering the location and arrangement for displaying publicity materials, the recipient organisation should comply with the relevant legislation and regulations, and obtain the endorsement from all relevant authorities, government departments and other parties concerned, including consultation with the organisations/parties affected, as appropriate. The funding support from ECF for the projects should in no way be construed as support for the proposed display location and arrangement of such publicity materials.
- 10.4 For the purpose of identification, the recipient organisation should issue suitable work identity cards and/or provide uniforms to staff and/or volunteers carrying out activities under the projects. If staff members and/or volunteers of the project and/or project activities receive funding support from the ECF to cover expenses for their uniforms, the ECF logo and the project title should be clearly printed on the uniforms for the project and/or project activities. Staff members and/or volunteers of the projects should not wear other uniforms apart from those of the recipient organisation and/or those produced for the project and/or project activities. Where other means of identification is proposed, prior approval should be obtained from the Secretariat.
- 10.5 The recipient organisation should notify the Secretariat of the project results before publicising them. Copies/photographs of publications or publicity materials produced under

the projects must be submitted along with the progress/completion report(s) to the Secretariat.

- 10.6 The recipient organisation should publicise the project results or any events related to the projects through e-newsletters, websites, social media platforms, seminars, workshops, exhibitions, etc. and provide the relevant details in the progress/completion report(s).
- 10.7 Information of the projects (including photographs and project results) may be uploaded to the websites of the ECF, EEB or EPD for public access.
- 10.8 Upon completion of project activity, the recipient organisation must arrange participants to undertake to convert those learnt from the activity into living habit; put it into practice in the long run; and practise it personally. The mode of undertaking include signing continuous practicing undertaking/charter in person/group; or verbal undertaking with video recording, which should be submitted to the Secretariat for record.

11. Disclaimer and terms

- 11.1 A disclaimer reading “*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*” should be added to all publications and media briefs relating to all ECF-funded projects. For posts disseminated through the social media that are relevant to projects funded by the ECF, a statement reading “*The content of this post does not represent the position of the Government of the Hong Kong Special Administrative Region or the Environment and Conservation Fund*” should be remarked depending on the nature of the posts.
- 11.2 Projects which receive funding support from the ECF, including the activities, publicity and other events organised under the projects, as well as their related educational, publicity and other related materials, should not be used for purposes of personal, political, commercial, or religious publicity of any individuals or organisations. Nor should any such activities, events or materials arising from an ECF project be presented in a way as to induce public perception of any personal, political, commercial, or religious publicity of any kind, or misrepresent any associations of any individuals or organisations with the ECF. In addition, activities/events organised and materials produced under the projects should not be implemented or distributed in a way which may adversely affect the image of and/or cause any liabilities to the ECF.
- 11.3 Under no circumstances shall the ECF Committee, its Subcommittees, the relevant secretariats and/or the Government be held liable for any loss or damages or liabilities arising from the funded project.
- 11.4 The ECF Committee, its Subcommittees, the relevant secretariats and/or the Government shall have no responsibility, financial or otherwise, for expenditure or other liabilities arising from the projects.

12. Procurement of capital items, goods and services

- 12.1 The recipient organisation is obligated to adhere to a high standard of integrity and spend the grants in an open, fair and accountable manner. The recipient organisation is advised to observe the best practice checklists issued by the Hong Kong Independent Commission Against Corruption (ICAC) titled, “Strengthening Integrity and Accountability - Government Funding Schemes Grantee’s Guidebook” and the “Integrity and Corruption Prevention Guide

on Managing Relationship with Public Servants” which can be downloaded from the ICAC website or the link as below –

https://cpas.icac.hk/EN/info/lib_list?cate_id=3&id=142

https://cpas.icac.hk/EN/Info/Lib_List?cate_id=3&id=226

- 12.2 The recipient organisation should exercise utmost prudence in procuring capital items, goods or services for their projects and must adhere to the following procedures unless the Vetting Subcommittee agrees otherwise –
- (a) For every procurement of an aggregate value of HK\$5,000 or below, quotations from suppliers are not required for most items except those specified in **Annex 1**.
 - (b) For every procurement of an aggregate value of more than HK\$5,000 but less than HK\$10,000, quotations from at least two suppliers should be obtained.
 - (c) For every procurement of an aggregate value of HK\$10,000 or more but less than HK\$500,000, quotations from at least three suppliers should be obtained.
 - (d) For every procurement of an aggregate value of HK\$500,000 or more, open tendering should be conducted.
- 12.3 The recipient organisation should select the supplier that has submitted the lowest conforming bid in a quotation exercise. If the lowest conforming bid is not selected, full justifications and assessment criteria (e.g. use of marking schemes) must be given and prior approval must be obtained from the Vetting Subcommittee. In addition, quotations must be provided for any amount if the recipient organisation purchases insurance or uses transport services (including hire of van/lorry/coach/boat) to and from its places of operation/usual routes. All quotations and tendering documents should be kept for inspection by the Secretariat.
- 12.4 In case a recipient organisation intends to procure capital items, goods and services from a specified company/organisation/individual without following the procurement process as stated in paragraph 12.2 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 special procurement arrangement is not proposed in the application form and approved, subsequent prior approval from the Vetting Subcommittee prior to the relevant procurement will be required.
- 12.5 For tertiary institutions, they may adhere to their established/current standard recruitment of staff and procurement procedures.
- 12.6 All invoices, receipts, quotations/tendering documents should be kept for inspection by the Secretariat if necessary for at least seven years after submission of the completion/auditor’s report, or release of the final payment, or in accordance with prevailing statutory requirements, whichever is the longer.
- 12.7 Recruitment of staff and procurement of capital items/goods/services for all ECF-funded projects must be conducted in an open and fair manner. A mechanism should be put in place for staff/workers to declare any conflict of interest and to prohibit staff/workers from soliciting or accepting any advantages when handling the ECF-funded projects. All records of declaration of interest should be properly documented and submitted to the Secretariat for record. Please refer to **Annex 3** for the probity requirements for recipient organisations.

- 12.8 The recipient organisation 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.

13. Title of capital items, educational materials and computer software

- 13.1 The title of capital items (including minor works, facilities and equipment), educational materials and computer software procured with an ECF-funded project will remain with the Government during the project period. Upon satisfactory completion of the project and subject to the approval of the Vetting Subcommittee, the title of the items may be transferred to the recipient organisation on a case-by-case basis.

14. Installation of machinery and equipment and other minor works

- 14.1 The recipient organisation must ensure the installation of machinery and equipment and other minor works comply with the relevant statutory requirements and guidelines, including the Code of Practice for the Electricity (Wiring) Regulations issued by the Electrical and Mechanical Services Department. The recipient organisation should hire qualified person(s)/organisation(s) for the installation/works. Where necessary, the recipient organisation should seek approval from relevant government departments and monitor the works.

15. Suspension/termination of funding support

- 15.1 The Vetting Subcommittee may suspend/terminate funding support of a project under the following circumstances, but not limited to –
- (a) the project does not commence within six months of the approval of the grant and no reasonable explanation has been given;
 - (b) the Vetting Subcommittee considers that the project has not progressed satisfactorily and no reasonable explanation has been given;
 - (c) the project leader leaves the recipient organisation prior to the completion of the project and there is no one available who has been involved in the project and considered suitable by the Vetting Subcommittee to take over the role of project leader;
 - (d) the recipient organisation fails to submit the required report and/or achieve the project deliverables and performance indicators by the deadline stipulated;
 - (e) the recipient organisation fails to make proper acknowledgment of the ECF; or
 - (f) the recipient organisation fails to comply with the funding conditions as set out in the approval letter and no reasonable explanation has been given.
- 15.2 In each of the above cases of suspension/termination of funding support, the Vetting Subcommittee shall give a one-month notice to the recipient organisation, stating the reason(s) for the suspension/termination. In the case of suspension, the recipient organisation should demonstrate that measures have been taken to improve the unsatisfactory situation and rectify the problems before the Vetting Subcommittee considers lifting 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 Subcommittee will consider possible redeployment of the capital items, educational materials and computer software acquired for the project.

- 15.3 Any suspension or termination of a project will affect the recipient organisation's future chance of getting financial support from the ECF. If the termination is due to failure in submission of the completion report(s) and/or the associated document(s), the recipient organisation will not be allowed to apply for ECF funding for a period of not less than one year, counting from the date of the termination notice, as a penalty and the recipient organisation's management will be informed.
- 15.4 The ECF shall be entitled to be refunded by the recipient organisation of some or all of a grant which has been used other than in accordance with the terms of the approved project.
- 15.5 Any major changes to the project must be approved by the Vetting Subcommittee. Such major changes include –
- (a) revision to the objectives and/or content and/or budget;
 - (b) change of the project leader;
 - (c) transfer of the project to another organisation;
 - (d) deferral of the submission date of the progress/completion report or the statement of accounts;
 - (e) deferral of project completion date; or
 - (f) change in sponsorship.
- 15.6 The Vetting Subcommittee may suspend/terminate funding support for a project if the project is being carried out under any of the above circumstances without prior approval by the Vetting Subcommittee.
- 15.7 Any minor changes to a project such as change of activity date, venue, and activity mode etc., should be submitted to the Secretariat for approval in advance.

16. Waste reduction for large scale event organisers

- 16.1 Waste disposal operations in Hong Kong shall comply with all relevant prevailing statutory requirements under the laws of the Hong Kong Special Administrative Region. In order to achieve the objective of waste reduction and recycling, the recipient organisation should make reference to "A Waste Reduction Guidebook for Large Scale Event Organisers" (the Guidebook) compiled by the Environmental Protection Department and, wherever possible, adhere to the principles of reduction, reuse and recycling in the planning of various exhibitions and publicity campaigns, so as to reduce the impact on the environment.
- 16.2 The Guidebook recommends that early planning should be done before organising the events to reduce the unnecessary consumption of resources. During the event, the organiser should ensure proper source separation of waste, set up appropriate recycling facilities to collect recyclables, and make sure that the stakeholders have a clear understanding of the recycling guidelines and related information. After the event, the event organiser should properly handle the resources collected and arrange for reuse, donation or recycling according to their different categories. The Guidebook also recommends that the event organisers should make use of educational booths, on-site activities, or the media to promote green messages during the event, to conduct waste audits and to publicise waste reduction results to the public. The Guidebook can be downloaded from the link below:

https://www.wastereduction.gov.hk/en/green_event_guide.htm

17. Others

- 17.1 The ECF Committee, Vetting Subcommittee, the Secretariat and/or the Government may at any time, if consider fit, amend or add to the above conditions, without prior notice to the recipient organisation.
- 17.2 If personal information of participants was to be collected for any purposes 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.
- 17.3 There should be no offensive behaviour/discrimination to the project's participants/participating organisations.
- 17.4 No fees or benefits should be collected or received by any means from participants/participating organisations or beneficiaries in respect of project activities without prior permission from the ECF Committee. All promotional materials (including promotional banners, posters, flyers, press releases, online posts, etc.) related to free events should clearly indicate that the event is "free of charge" and that participants/participating organisations or beneficiaries do not need to pay any fees.
- 17.5 The registration of membership of the recipient organisation (whether with a membership fee or not) should not be a prerequisite for participation in the project activities.

Environment and Conservation Fund
Practice and Action Projects
Requirements for Supporting Documents for Reimbursement of Funds

	Item	Supporting Documents Required
1.	Appointment of Staff	<ul style="list-style-type: none"> • Duplicate/printed copy of the open recruitment notice/newsletter/webpage/advertisement. • Duplicate copy of employment contract, specifying the details such as the name, Hong Kong Identity Card number (the prefix letter(s) and first three digits), year of birth, date of appointment, job description, salary, working hours, workplace of the employee. • The recipient organisation (RO) shall submit the above documents to the Secretariat within the first month of project commencement and in the event of staff changes. • The employee shall sign a declaration to agree that he/she will not undertake other paid or unpaid work during the working hours of the project. • The RO shall ensure that all employment contracts are in compliance with the labour legislation of Hong Kong.
2.	Salary	<ul style="list-style-type: none"> • Staff payroll records (<u>Annexes 1.1</u> and <u>1.2</u>) certified and signed by the staff and the project leader/officer. • Work Log Sheet for Hourly-rate Staff (<u>Annex 1.3</u>) (applicable to the staff with an hourly rate cap for the funding support) which shall include the attendance records of the staff and shall be certified and signed by the project leader/officer.
3.	Mandatory Provident Fund (MPF)	<ul style="list-style-type: none"> • Records of employer's contribution for individual staff issued by the MPF trustee company; or • Records of payment to the MPF trustee company listing out the amount of employer's contribution for individual staff.
4.	Transportation Expenditure for Staff	<ul style="list-style-type: none"> • Staff Transportation Expenditure Record (<u>Annex 1.4</u>), with route information, purpose of the trip and acknowledgment receipt of payment by staff, certified and signed by the project leader/officer.
5.	Travel Allowance for Volunteers	<ul style="list-style-type: none"> • Volunteer Transportation Expenditure Record (<u>Annex 1.5</u>), with route information, purpose of the trip and acknowledgment receipt of payment by the volunteers, certified and signed by the project leader/officer.
6.	Meal Allowance for Volunteers	<ul style="list-style-type: none"> • Meal Allowance Record for Volunteers (<u>Annex 1.6</u>), with activity information and acknowledgment receipt of payment by the volunteers, certified and signed by the project leader/officer.
7.	Speaker/Instructor Fee	<ul style="list-style-type: none"> • Original receipt(s); or • Duplicate copy of the cheque and acknowledgment receipt of payment by the speaker(s)/instructor(s).

	Item	Supporting Documents Required
8.	Transportation Rental	<ul style="list-style-type: none"> For transportation services to and from regular routes/locations (including hiring of van/lorry): Quotations are required once every two months, with a minimum of three quotations and/or emails/letters refusing to provide a quotation for each occasion. For pre-arranged transportation services (including van/lorry/boat): A minimum of three quotations and/or emails/letters refusing to provide a quotation for each occasion. Original vehicle/boat rental receipt(s) (specifying the date, purpose of the trip, route information and amount).
9.	Recycling Centre/Office Rental	<ul style="list-style-type: none"> Duplicate copy of the tenancy agreement. Original monthly rental receipts (the deposit will not be reimbursed).
10.	Activity Venue Rental	<ul style="list-style-type: none"> A minimum of three quotations and/or emails/letters refusing to provide a quotation. Original receipt(s).
11.	Environmental Education Activities	<ul style="list-style-type: none"> Original/duplicate copy of invoice(s). Original receipt(s). Activity photos (specifying the activity details such as the date, location, etc.).
12.	Water Charges (including drinking water for the office)	<ul style="list-style-type: none"> Original/duplicate copy of water bills. Monthly meter reading records with photos (if payment calculation based on the verification of the water consumption with the water meter is required). Original receipts or proofs of payment.
13.	Electricity Charges	<ul style="list-style-type: none"> Original/duplicate copy of electricity bills. Monthly meter reading records with photos (if payment calculation based on the verification of the electricity consumption with the electricity meter is required). Original receipts or proofs of payment.
14.	Telephone Charges/Fax Charges/Internet Charges/Mobile Phone Charges	<ul style="list-style-type: none"> Original/duplicate copy of bills. Original receipts or proofs of payment.
15.	Insurance	<ul style="list-style-type: none"> A minimum of three quotations and/or emails/letters refusing to provide a quotation. Original receipt(s).
16.	Web Design and Hosting	<ul style="list-style-type: none"> Printed copy of the web layout. Original receipts.

	Item	Supporting Documents Required
17.	Publicity Materials (such as leaflets, display panels, banners, posters, record cards, stickers, etc.)	<ul style="list-style-type: none"> • Approval emails from the Secretariat (if approval of the publicity materials is required by the Secretariat). • Duplicate copies or photographs of the end-products of publicity materials. • Original receipts.
18.	Uniform	<ul style="list-style-type: none"> • Approval email from the Secretariat (if approval of the uniform design is required by the Secretariat). • Original receipt. • Photos of the uniform.
19.	Purchase of Refrigeration Equipment/Regulated Electrical Equipment (REE)	<ul style="list-style-type: none"> • Reply letters issued by ALBA Integrated Waste Solutions (Hong Kong) Ltd, the contractor of WEEE GO GREEN managed by the Environmental Protection Department (EPD). • Original receipts.
20.	Other General Expenses	<ul style="list-style-type: none"> • Description of use. • Original receipts.

Remarks:

- 1) Receipts printed on thermal paper must be accompanied by a photocopy for record after the printing on thermal paper as the original copy has faded. If the description of an item shown on the receipt is illegible, please write it in block letters next to the receipt and provide details of the items purchased on the statement of account.
- 2) All receipts must be verified by the project leader.
- 3) The RO shall contact the Secretariat before purchasing refrigeration equipment/REE. If the Secretariat arranges for the RO to use the existing equipment/supplies, the RO must use those equipment/supplies instead of purchasing new ones. Otherwise, the RO should check with ALBA Integrated Waste Solutions (Hong Kong) Ltd, the contractor of WEEE GO GREEN managed by the EPD, to confirm if they have any suitable equipment/supplies available for requisition. The RO can only arrange the purchase of refrigeration equipment/REE for the project after it has confirmed that no suitable equipment/supplies are available.
- 4) Recipient organisation shall duly complete **Annexes 1.1-1.6**, and submit them to the auditor/Secretariat for audit, verification, certification, etc.
- 5) When procuring goods/services, the following requirements on obtaining quotations from suppliers should be followed:

Aggregate value for each purchase	Number of quotations to be obtained
HK\$5,000 or below (Unless specified above)	0
More than HK\$5,000 but less than HK\$10,000	2
HK\$10,000 or more but less than HK\$500,000	3
HK\$500,000 or more	Open tendering

All quotations should be recorded in the Quotation Record Sheet (**Annex 1.7**). The duly completed Quotation Record Sheet should be submitted to the auditor/Secretariat for audit, verification, certification, etc.

Ref. no.: _____

**Environment and Conservation Fund
Practice and Action Projects
Project Title: Environment and Conservation Fund XXXX
(Project No.: P&AXXXX)**

Payroll Record for Monthly-rate Staff
(applicable to employees without an hourly rate cap)

I hereby acknowledge receipt of HK\$ _____ [A] _____ for the salary of _____ [mm/yyyy] _____ .

Recipient's signature: _____ Certified[#] and signed by the
project leader/officer: _____

Name of recipient: _____ Name of
project leader/officer: _____

HKID no.:

--	--	--	--	--	--

(Prefix letter(s) and first three digits)

Cheque no.: _____

Example: 001-234-

Recipient's bank account no.: 56****789

(Only applicable to recipients who use bank transfer; full bank account number is not required)

Monthly salary (\$) [A]	Employer's Mandatory Provident Fund contributions (\$)	Employee's Mandatory Provident Fund contributions (\$) [B]	Cheque/transfer amount (\$) [A-B]	Others*

* If other expenditures are incurred, please specify the types and calculation methods, and incorporate the amounts in the appropriate columns.

[#] The recipient organisation (RO) has to confirm that the calculations on staff salary and employer's and employee's Mandatory Provident Fund contributions are correct. Besides, the RO is required to retain the records for Mandatory Provident Fund contributions.

Ref. no.: _____

**Environment and Conservation Fund
Practice and Action Projects
Project Title: Environment and Conservation Fund XXXX
(Project No.: P&AXXXX)**

Hourly-rate Staff Working Hours and Payroll Record
(applicable to employees with hourly rate cap)

I hereby acknowledge receipt of HK\$ _____ [D] _____ for the salary of _____ [mm/yyyy] _____ .

Recipient's signature: _____ Certified[#] and signed by the
project leader/officer: _____

Name of recipient: _____ Name of
project leader/officer: _____

HKID no.:

--	--	--	--	--	--

(Prefix letter(s) and first three digits)

Cheque no.: _____

Example:

Recipient's bank account no.: 001-234-56****789

(Only applicable to recipients who use bank transfer; full bank account number is not required)

Hourly rate (\$) [A]	Actual hours of work in that month [B]	Employer's Mandatory Provident Fund contributions (\$) [C]	Employee's Mandatory Provident Fund contributions (\$) [C]	Total salary (\$) [D = A×B]	Cheque/transfer amount (\$) [D - C]	Others*

* If other expenditures are incurred, please specify the types and calculation methods, and incorporate the amounts in the appropriate columns.

[#] The recipient organisation (RO) has to confirm that the calculations on staff salary and employer's and employee's Mandatory Provident Fund contributions are correct. Besides, the RO is required to retain the records for Mandatory Provident Fund contributions.

Ref. no.: _____

**Environment and Conservation Fund
Practice and Action Projects
Project Title: Environment and Conservation Fund XXXX
(Project No.: P&AXXX)**

Work Log Sheet for Hourly-rate Staff

Name of Staff: _____ / _____ (mm/yyyy)

Date	Working hours		No. of hours worked	Field work?	Signature	Date	Working hours		No. of hours worked	Field work?	Signature
	From	To					From	To			
e.g.	13:30	17:30	4	✓	☆☆	16					
1						17					
2						18					
3						19					
4						20					
5						21					
6						22					
7						23					
8						24					
9						25					
10						26					
11						27					
12						28					
13						29					
14						30					
15						31					
						Total no. of hours:					
						Certified and signed by the project leader/officer:					

Staff Transportation Expenditure Record*

Name of Staff: _____ / _____ (mm/yyyy)

[illegible]**Total Transportation Fee (\$):**

**Certified and signed by the
project leader/officer:**

Signed by staff to acknowledge receipt of payment:

**Environment and Conservation Fund
Practice and Action Projects
Project Title: Environment and Conservation Fund XXXX
(Project No.: P&AXXXX)**

Volunteer Transportation Expenditure Record*

	Date (dd/mm)	Name	HKID (the prefix letter(s) and first 4 digits)	Contact no.	Route		Type of transportation	Nature of work	Fee (\$)	Signed by the volunteer	Certified and signed by the project leader/ officer	Signed by the volunteer to acknowledge receipt of payment
					From	To						
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												

* This form shall be completed by the volunteer, and certified and signed by the project leader/officer.

* Please fill in all the columns legibly. An application with inadequate information will not be processed.

Ref. no.: _____

**Environment and Conservation Fund
Practice and Action Projects
Project Title: Environment and Conservation Fund XXXX
(Project No.: P&AXXXX)**

Meal Allowance Record for Volunteers*

	Date (dd/mm)	Name	HKID (the prefix letter(s) and first 4 digits)	Contact no.	Working Hours		Nature of work	Subsidy (\$)	Signed by the volunteer	Certified and signed by the project leader/officer	Signed by the volunteer to acknowledge receipt of payment
					From	To					
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											

* This form shall be completed by the volunteer, and certified and signed by the project leader/officer.
* Please fill in all the columns legibly. An application with inadequate information will not be processed.

Ref. No.: _____

Practice and Action Projects

Quotation Record Sheet

P&A Project No.

P&A XXXX

Project Title:

Environment and Conservation Fund XXXX

Capital Items/Goods/Service Procured:

e.g.: Rental of Coach

Issue Date of Invitation of Quotations¹:

e.g.: 10/5/2025

Closing Date of Quotations:

e.g.: 20/5/2025

	Name of Supplier ²	Contact Person and Telephone No.	Date Received	Quoted Fee ³	Quotation Method ⁴	Reasons of Selection ⁵	Remarks ⁶
1.	e.g.: <u>ABC Company</u>	Mr. Chan, 1234 5678	13/5/20XX	\$1300 per coach	Written/ Verbal	The lowest offer	
2.	e.g.: <u>DEF Company</u>	Mr. Lee, 2345 6789	14/5/20XX	\$1500 per coach	Written/ Verbal	N.A.	
3.	e.g.: <u>GHI Company</u>	Ms. CHEUNG, 3456 7891	16/5/20XX	\$1450 per coach	Written/ Verbal	N.A.	

Note:¹ Please attach the quotation invitation documents which show the goods/service specifications.² Please underline the supplier selected for provision of goods/services.³ Please attach the quotations received from suppliers.⁴ Written quotations should be obtained as far as possible. In case only verbal quotations could be obtained, please provide reasons for the Vetting Subcommittee's consideration.⁵ According to Paragraph 12.3 to Appendix B1, the recipient organisation should select the supplier that has submitted the lowest bid. If the lowest bid is not selected, full justifications must be given and **prior agreement must be obtained from the Vetting Subcommittee**.⁶ In case no sufficient number of quotations had been obtained, please provide reasons for the Vetting Subcommittee's consideration.

**Environment and Conservation Fund
Acknowledgement of Support and
Publicity Guidelines for Approved Projects**

Recipient organisations (ROs) have to comply with the following guidelines in acknowledging the funding support from the Environment and Conservation Fund (ECF):

Project titles

1. For all ECF-funded projects, the words “Environment and Conservation Fund” should be added at the beginning of their project titles.

Logo format

2. When using the ECF logo, a complete logo consisting of the words “環境及自然保育基金 Environment and Conservation Fund” (i.e. the Chinese and English full names of the ECF) shall be used. The words 「資助」 or “Funded by” should be clearly marked on the top left position of the logo under general circumstances.

3. When using the ECF logo, ROs shall use the image files (**Annex 2.1**) provided by the Secretariat of the ECF Committee (the Secretariat) and follow specific editing standards. Details are as follows:

(a) Coloured logo:

Parts of the coloured logo	CMYK (For use on printed materials)	RGB (For use on digital materials)	Pantone
Colour of the letters “e” and “c”	01,40,91,00	245,171,20	Metallics 10122C
Colour of the letter “F” and the sapling	62,00,99,00	104,183,47	375C
Colour of other parts	27,61,100,00	193,118,23	7510C
Colour of the dark green background	92,61,79,34	0,71,58	3308C

(b) Monochrome logo: Acceptable for use on lighter or darker background when necessary to ensure a clear display of the ECF logo.

(c) The logos can be proportionately adjusted in size, but should not be smaller than the minimum size requirement. Prior approval from the Secretariat is required in case the minimum size specification cannot be met.



(d) Proper size and colour are shown in the attached Logo Guidelines (**Annex 2.2**).

4. In no circumstances shall the logo and name of the ECF be used for commercial publicity or other purposes which may damage the image of ECF and/or cause any liabilities to the ECF Committee and the Secretariat.

Logo position

5. When it is necessary to display the logos and/or names of organisations other than the ECF, the ECF logo should be placed in a prominent position as shown below. The logos and/or names of ROs or organisers and/or co-organising/sponsoring/supporting/assisting and any other bodies should not be larger in size, or placed in a more prominent position, than those of the ECF; the roles of each organisation should be clearly indicated in words as well.

Order from top to bottom and from left to right:

Funded by		Organised by	
(Vertical version)		<div style="border: 1px solid black; width: 150px; height: 30px; margin-left: 100px;"></div>	
(Horizontal version)			
(Position of the logo of the ECF)		(Position of the logo and/or name of the recipient organisation or organiser)	
Co-organised by	Sponsored by	Supported by	Assisted by
<div style="border: 1px solid black; width: 100px; height: 30px;"></div>	<div style="border: 1px solid black; width: 100px; height: 30px;"></div>	<div style="border: 1px solid black; width: 100px; height: 30px;"></div>	<div style="border: 1px solid black; width: 100px; height: 30px;"></div>
(Position of the logos and/or names of co-organising/sponsoring/supporting/assisting and any other bodies)			

6. Apart from the logos and/or names of the ECF, ROs or organisers, as well as co-organising/sponsoring/supporting/assisting and any other bodies approved by the ECF, display of any additional logos and/or names of other individuals or organisations, if needed, are subject to the prior approval of the ECF Committee.

Code of practice for specific circumstances

(a) Signboards on project premises

7. 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. Besides, publications or publicity materials that are unrelated to the ECF-funded projects shall not be openly displayed at the frontage of the project premises with rental fees solely subsidised by the ECF. The design of the signboards on project premises is as follows:

Funded by

Organised by

(Vertical version)



or

(Horizontal version)



(Position of the logo of the ECF)

(Position of the logo and/or name of the
recipient organisation or organiser)

Funded by
Environment and Conservation Fund
Title of the Project

(b) Event backdrops and banners

8. The ECF logo and the wording stating that the activity is “Funded by Environment and Conservation Fund” should be printed on any backdrops and/or banners used for project activities as shown in the example below. The logo and acknowledgement of support concerned should, as far as practicable, be placed at a position facing the audience and not being substantially obscured (e.g. during photo-taking sessions) throughout the activity.

Funded by

Organised by

(Vertical version)



or

(Horizontal version)



(Position of the logo of the ECF)

(Position of the logo and/or name of the
recipient organisation or organiser)

Funded by
Environment and Conservation Fund
Title of the Activity

9. ROs should take photographic records of the project activities, provided that the participants do not object. If there are group photo sessions during the project activities, ROs should arrange participants to help display the publicity banners produced in accordance with the above guidelines. Banners with the wording stating that the activity is “Funded by Environment and Conservation Fund” are available at the Secretariat for loan to ROs.

(c) Publications and publicity materials

10. Apart from the project title, the ECF logo should be clearly marked on all publications and publicity materials related to the project and project activities as appropriate. Publications and publicity materials include but not limited to envelopes, letters, invitation cards, labels, notices, leaflets, posters, brochures, programme booklets, academic journals/papers, exhibition panels, banners, easy-mount frames, websites, short videos, paper advertisements, social media posts and/or images.

11. If short videos are produced for the projects, an acknowledgement of ECF support should be made, and the ECF logo should be displayed for not less than one second at the end of the videos.

12. For all publications and publicity materials for projects and/or project activities which are produced with grants from the ECF, their content and design have to be reviewed by the Secretariat, and the Secretariat has the right to make amendments to them. Subject to the site constraints, the Secretariat may request ROs to change the presentation, locations and positions for the display of publications and publicity materials for the activities.

13. The final design of all publications and publicity materials should be provided to the Secretariat at least ten working days before production to allow sufficient time for checking and amendment. Prior agreement should be obtained from the Secretariat before any publications and publicity materials are produced and disseminated to the public.

(d) Promulgation of social media posts

14. ROs shall promulgate social media posts through mainstream social media in Hong Kong to promote the project regularly during the project period upon request. In general, for each project, ROs shall promote the project by promulgating not less than one social media post through a mainstream social media in Hong Kong once every two months in accordance with the approved project work plan during the project period. For social media posts and/or images, the following four hashtags shall be added to their content:

#環境及自然保育基金資助 #ECF #環保友 #ECFriends

15. Owing to time limit consideration, ROs may publish the social media posts in due time on condition that the content and images of the posts are carefully reviewed beforehand to ensure information accuracy and that the message(s) is/are delivered in a reasonable and positive manner. If there is anything inappropriate with a post, the RO should correct/revise the post, or delete it upon request by the Secretariat.

16. If any organisations, groups or schools have participated in a project activity, or if a project activity is co-organised/sponsored/supported/assisted by any organisations, groups or schools, the RO should encourage these organisations, groups or schools to publish post(s) to promote or report the project activity on their social media or websites. Such post(s) should mention the name of the project activity and state that the activity is “Funded by Environment and Conservation Fund”, in order to make the public know the funding role of the ECF in that activity, thereby promoting a positive image of the ECF.

(e) Press releases and speaking notes

17. If press releases are issued for projects and/or project activities, the first paragraph should state clearly that the projects and/or project activities are funded by the ECF, as well as the details of funding support for the projects (such as the project duration and funding amounts).

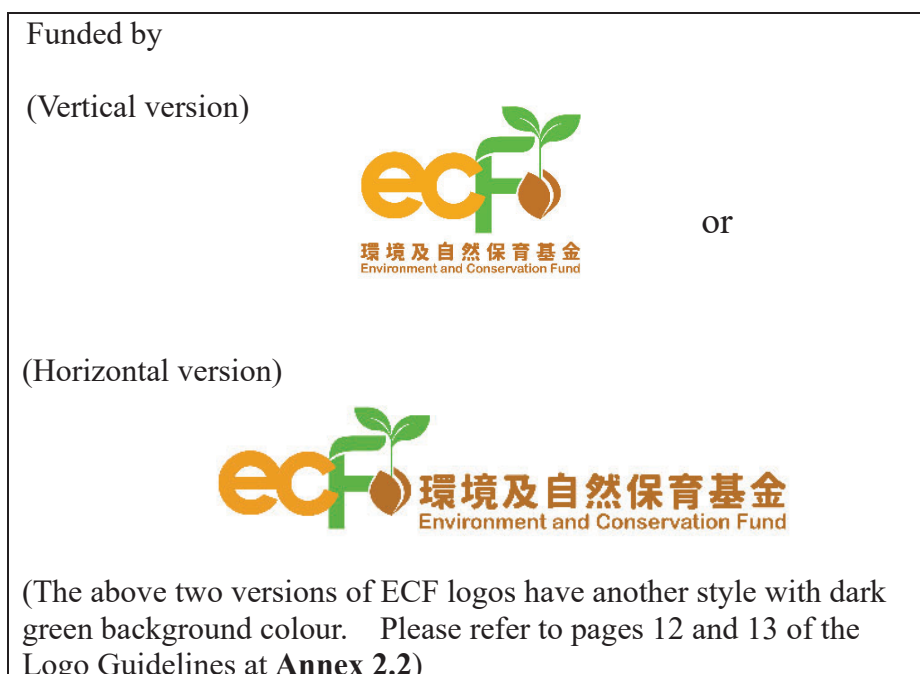
18. When introducing the projects and/or project activities (including giving a speech), the hosts, master of ceremonies and/or speakers of project activities should state first in their speaking notes that the projects and/or project activities are funded by the ECF, and repeat the same message appropriately during the activities. If presentation materials are available for the activities, it should be clearly shown or mentioned in the PowerPoint slides that the activities are funded by the ECF.

(f) Media interviews

19. If ROs intend to attend media interviews regarding projects launched and/or project activities undertaken with grants from the ECF and where time allows, the Secretariat should be informed in advance as far as possible for communication purpose. When providing the project information, the RO respondents should bear in mind to take the initiative to state that the projects and/or project activities are funded by the ECF, and mention the details of funding support for the projects (such as the project duration and funding amounts) where appropriate.

(g) Capital items and uniforms

20. ROs should display the ECF logo with the words 「資助」 or “Funded by” clearly marked on the top left position of the logo on labels not less than A4 size at conspicuous positions on capital items (such as equipment and machinery) and minor works installations procured with grants from the ECF. The design of labels is as follows:





21. Capital items also include project items hired with grants from the ECF (such as refrigerators, vans, smart bins). If these items have certain surface area and will be placed at locations visible to the public and/or participants of project activities, the ECF logo with the words 「資助」 or “Funded by” clearly marked on the top left position of the logo should also be suitably displayed at conspicuous positions on the items.









22. If staff members and/or volunteers of the project and/or project activities receive funding support from

the ECF to cover expenses for their uniforms, the ECF logo and the project title should be clearly printed on the uniforms for the project and/or project activities.

Secretariat of the Environment and Conservation Fund Committee
March 2025

環境及自然保育基金標誌的圖像檔案
Image Files of the Logo of Environment and Conservation Fund

AI 檔案 AI Files	CMYK (用於印刷宣傳品 For use on printed materials)	RGB (用於電子宣傳品 For use on digital materials)
	 ECF Logo Printed 19_03_2025.ai	 ECF Logo Digital 19_03_2025.ai

PNG 檔案 PNG Files	垂直 Vertical	橫向 Horizontal
彩色（透明背景） Full-colour (Transparent Background)	 ECF Logo Colour Vertical 19_03_2025.png	 ECF Logo Colour Horizontal 19_03_2025.png
彩色（深綠色圍邊） Full-colour (Dark Green Outline)	 ECF Logo Colour_Green Vertical	 ECF Logo Colour_Green Horizor
黑色單色 Black Monotone	 ECF Logo Black Vertical 19_03_2025.png	 ECF Logo Black Horizontal 19_03_2025.png
白色單色 White Monotone	 ECF Logo White Vertical 19_03_2025.png	 ECF Logo White Horizontal 19_03_2025.png



LOGO GUIDELINES

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SIGNATURE ELEMENTS

- 1 The upper half of the logo is designed around the initials “e-c-F,” representing the Environment and Conservation Fund, and features a budding seed as the focal point, with simple yet bold lines. The letters “e” and “c” are cast in gold to emphasize the fund’s nature, while the letter “F” is presented in a vibrant green, symbolizing environmental protection, adding a fresh and conspicuous touch. The top stroke of the letter “F” is crafted to resemble a leaf, reflecting the Fund’s commitment to environmental consciousness. Additionally, the image of the budding seed to the right signifies the concept of “growing on,” suggesting that with the support of the Environment and Conservation Fund, every environmental initiative has the potential to sprout and flourish, directly propagating the vision of conservation.
- 2 The lower half of the logo features the full name of the “Environment and Conservation Fund” in both Chinese and English text. The selected font is rounded and minimalist, conveying a sense of youthful energy and affability. The colour chosen is the same brown as the seed in the upper portion of the logo, suggesting a grounded and stable foundation, which helps to create a cohesive and harmonious overall look for the logo.



COLOUR PALETTE

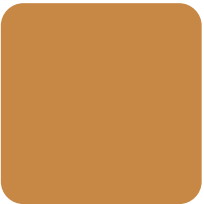
The ECF logo features a palette of Gold, Green, and Brown, each representing the fund's value, eco-friendliness, and growth of seeds, respectively. Use CMYK for print, RGB for digital, and PANTONE for spot colour accuracy. Adherence to these standards ensures consistent branding across all mediums.



CMYK 01, 40, 91, 00
RGB 245, 171, 20
HEX #F74A33
PANTONE METALLICS 10122C



CMYK 62, 00, 99, 00
RGB 104, 183, 47
HEX #6DBE46
PANTONE 375C



CMYK 27, 61, 100, 00
RGB 193, 118, 23
HEX #C07730
PANTONE 7510C

Primary colour

TYPOGRAPHY

It shows the typography of Chinese and English brand names.

環境及自然保育基金

源柔ゴシック等幅 Heavy

Environment and Conservation Fund

Arial Rounded MT Bold



LOGO VERSIONS

PRIMARY VERSION - FULL COLOUR

The full logo, featuring both the logo and the brand name. This should be used **whenever possible** to officially represent the ECF.

This can be used in:

Full-colour-on-white

Full-colour-on-colour

Full-colour-on-black



Full-colour-on-white



Full-colour-on-colour



Full-colour-on-black

PRIMARY VERSION - BLACK MONOTONE

The black monotone logo variant is suitable for use against **lighter backgrounds when necessary**.

This can be used in:

Black-on-logo-green

Black-on-logo-gold

Black-on-light-grey



Black-on-logo-green



Black-on-logo-gold



Black-on-light-grey

PRIMARY VERSION - WHITE MONOTONE

The white monotone logo variant is suitable for use against **darker backgrounds when necessary**.

This can be used in:

White-on-warm-colour

White-on-cool-colour

White-on-dark-grey



White-on-warm-colour



White-on-cool-colour



White-on-dark-grey

SECONDARY VERSION

The secondary version of full logo may be used as appropriate.

This can be used in:

Full-colour-on-colour



Full-colour-on-colour

OVERALL VERSIONS

The ECF logo is available in several versions for diverse applications.

The primary logo versions include

(i)Full Colour (ii)White Monotone and (iii)Black Monotone

which are suitable for most uses with the White or Black Monotone versions offering optimal contrast against dark or light backgrounds respectively.

Primary Versions

(i)Full Colour



On white background



On contrasted colour background



On black background

(ii) Black monotone



On lighter background

(iii) White monotone



On darker background

Secondary Version



On complicated photo background

For more complex scenarios, such as on complicated photo backgrounds, the secondary version should be used to maintain the logo's clarity and integrity.



APPLICATION AND USAGE

CLEAR SPACE

All forms of the ECF logo must have a designated amount (1X) of clear space on all sides unoccupied by other elements. This is to ensure the logo's visual clarity and effectiveness.

Remarks:

The height of the ECF name in the logo is represented by 'X'.



MINIMUM SIZE

It shows the minimum size of the full logo.



Full logo
30mm (W) X 23.2mm (H)
85px (W) X 65.8px (H)



Full logo
30mm (W) X 22.6mm (H)
85px (W) X 64.1px (H)

30mm



Full logo
46.6mm (W) X 11.2 mm (H)
132px (W) X 31.8px (H)



Full logo
46.6mm (W) X 10mm (H)
132px (W) X 28.3px (H)

46.6mm

BACKGROUND COLOURS - PREFERRED COLOURS

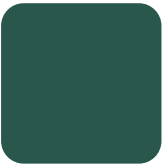
The preferred background colours for the ECF logo are **white, green, and black**, which have been selected to enhance the logo's visibility and to maintain its integrity. It is recommended to use the logo on these specified backgrounds for all primary applications. This ensures the logo is displayed with maximum impact and consistency across various mediums. If these options are not available, alternative background colors may be considered, as detailed on the following page.



Full-colour-on-white



Full-colour-on-green



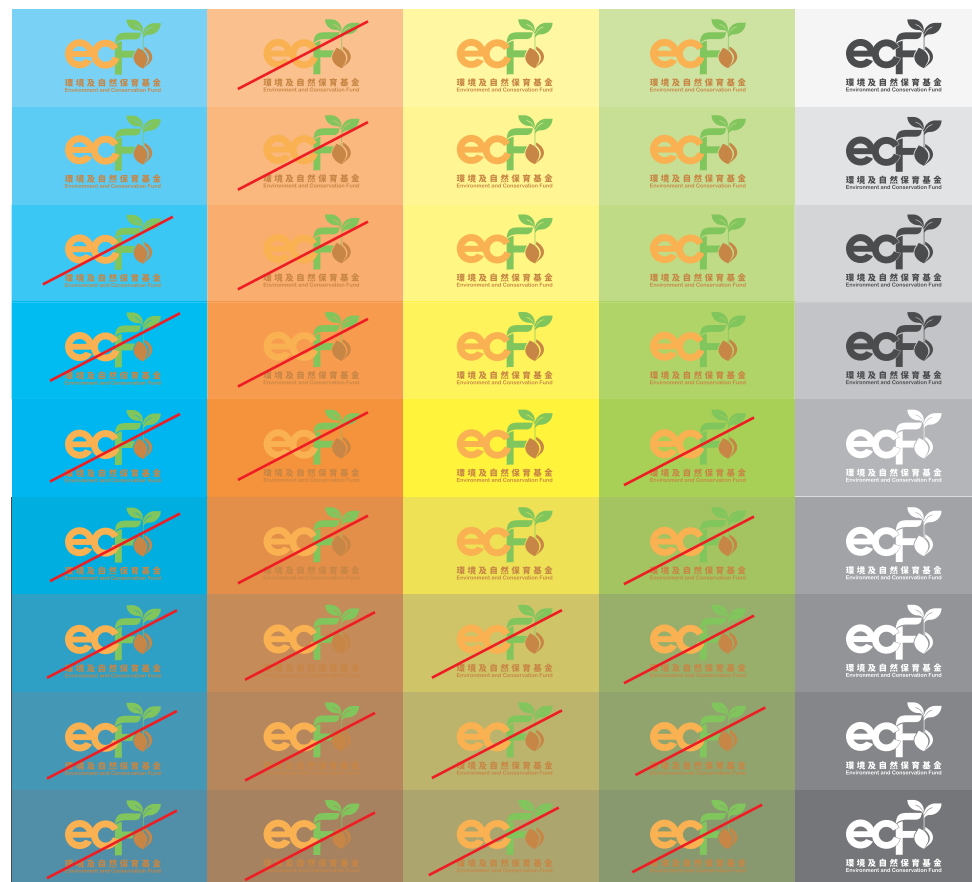
CMYK 92,61,79,34
RGB 0,71,58
HEX #00473a
Pantone 3308C



Full-colour-on-black

BACKGROUND COLOURS - FULL COLOURS

It is recommended to use the 'full-colour-on-colour' and "black/white-on-greyscale" in web pages' design. However, the appropriate colour variation is to be selected to ensure a sufficient contrast so that the logo as a whole will stand out and appear distinctly. A patterned background of any kind is not recommended.



INCORRECT USAGE

The logo must be used as is and not be altered in any way. This means that you must not:

- ❶ Change the logo's orientation or rotation.
- ❷ Disproportionately scale or resize the logo.
- ❸ Change the logo's colours.
- ❹ Display the logo with colour combinations not previously specified.
- ❺ Display the logo in a configuration not previously specified.
- ❻ Attempt to recreate the logo.
- ❼ Make alterations to the logo's text.
- ❽ Add special effects to the logo.
- ❾ Add an outline to the logo or display the logo as an outline.
- ❿ Use the logo on top of complicated photo background.
- ⓫ Display other elements within the logo's designated clear space.
- ⓬ Crop the logo in any way.
- ⓭ Omit any parts, such as the wordings, from the logo.



Probity Requirements for Recipient Organisations

1. Introduction

As Government funds involve public money, there is high public expectation on the recipient organisations of grants from the Environment and Conservation Fund (ECF) to adhere to a high standard of integrity and spend the funds in an open, fair and accountable manner.

2. Probity Provisions

To uphold the integrity of staff members and agents of the recipient organisation in relation to the funded project, the recipient organisation shall –

- require its staff members, subcontractors, agents, assisting/sponsoring organisers and other personnel who are in any way involved in the ECF-funded project, not to offer, solicit or accept from any person any money, gifts or advantages as defined in the Prevention of Bribery Ordinance (Cap. 201) in relation to the project;
- be liable for any loss or damage to the ECF, or its trustee, or the Secretariat of the ECF Committee or its Vetting Subcommittees arising from the termination of the funding agreement, where the termination is attributed to the commitment of any offence under the Prevention of Bribery Ordinance in relation to the funded project by the recipient organisation or its staff members, subcontractors, agents, assisting/sponsoring organisers or other personnel who are in any way involved in the project;
- ensure, during the period of the project, that it (including its staff members, subcontractors, agents or other personnel) shall not undertake any service, task or job or do anything whatsoever for or on behalf of the recipient organisation or any third party (other than in the performance of the funding agreement) which conflicts, or which may be seen to conflict, with the recipient organisation's duties to the ECF (or its trustee, or the ECF Committee or its Vetting Subcommittees, or the Secretariat to the ECF Committee or its Vetting Subcommittees) under the funding agreement, unless and to the extent the Secretariat of the ECF Committee or the relevant Vetting Subcommittee has been fully informed, and whose permission has been obtained, by the recipient organisation in a timely fashion of all the circumstances; and
- notify the Secretariat of the ECF Committee or the relevant Vetting Subcommittee in writing of all or any facts which may reasonably be considered to give rise to a situation where the financial, professional, commercial, personal, or other interests of the recipient organisation or any of its directors, staff members, agents, assisting/sponsoring organisers, contractors, or any of their respective associates or associated persons, conflict or compete, or may conflict or compete, with the recipient organisation's duties to the ECF (or its trustee, or the ECF Committee or its Vetting Subcommittees, or the Secretariat to the ECF Committee or its Vetting Subcommittees) under the funding agreement.

3. Staff Recruitment

The recipient organisation or the person-in-charge should maintain fairness and transparency in recruiting staff for the ECF-funded project, and ensure that all such staff members recruited with the ECF grant are well qualified, suitably deployed, and properly remunerated.

4. Procurement

In procuring goods and services in relation to the ECF-funded project and implementation of activities under the project, the recipient organisation or the person-in-charge should –

- adopt a set of standard procurement procedures to procure all goods and services in an open, fair and competitive basis, which should be no less stringent than the requirements set out in the ECF's Terms & Conditions for the Use and Allocation of Fund, and other relevant conditions prescribed for the grant of fund, to ensure consistency in practice.
- segregate the duties in the procurement process as far as possible, e.g. assign different staff members to source suppliers/contractors for invitation of quotations/tenders, approve quotations/tenders, and certify the goods/services received.
- specify the approving authorities and the procurement methods for purchases of different values (e.g. open tendering for purchases of significant value or restricted tendering for minor purchases of a specified amount), which should be no less stringent than the requirements set out in the ECF's Terms & Conditions for the Use and Allocation of Fund, and other relevant conditions prescribed for the grant of fund.
- state the approving authorities for purchases by single source quotation or tender (preferably by a panel in case of high value purchases) and require the staff concerned to give justifications in writing.
- include in the tender/quotation invitation documents probity clauses to prohibit all bidders from offering or soliciting bribes in relation to the bidding exercise.
- incorporate anti-collusion clauses in the tender/quotation invitation document, and require the bidders to submit, together with their bids, a declaration pledging compliance with the anti-collusion clause.
- add probity clauses to prohibit all contractors'/service providers' staff from offering, soliciting or accepting bribes, in the contracts to be awarded.
- seek Independent Commission Against Corruption (ICAC)'s tailor-made advice, if necessary, on procurement in relation to the ECF-funded projects.

In sourcing suppliers and service providers, the recipient organisation should –

- compile lists of suppliers/service providers for approval by the designated authority in the recipient organisation to facilitate sourcing of suppliers/service providers for the goods or services that are required frequently.
- invite the required number of suitable suppliers/service providers on the respective approved lists to bid on a fair-share basis (e.g. by rotation).
- add other suppliers nominated, with justifications for their nominations and approval by designated authority, by the users or other staff.
- source, for those without any approved list, suitable suppliers/service providers for invitations to bid, taking into account their company size, experience and past performance records, if any, through the Internet and nominations by the users and other staff, and include the current supplier/service provider as appropriate.

5. Handling of Project Assets

- The person-in-charge should be responsible for the overall control and management of project assets (i.e. all capital items and equipment, minor works installations, educational materials and computer software procured with the ECF grant for use of the project), including any movements or transfers of these items among users. He/She should keep a register to record the movements of each item, such as the date of issue and the recipient, date and cost of acquisition, detailed description of the equipment and its physical location. He/She should also mark on each item to show that it is an asset of the ECF.
- The person-in-charge should conduct and record random and regular (e.g. yearly) physical checks on these assets.
- The person-in-charge should report on any loss or damages to these assets, or any unserviceable assets, to the management of the recipient organisation for necessary action. He/She should also report to the police and the Secretariat for all assets which are lost or stolen.

6. Record Keeping

The recipient organisation should keep the original copies of invoices, receipts, quotations and so on in respect of the project for record and checking by the Secretariat and its authorised representatives for at least seven years after submission of the completion/auditor's report or release of the final payment or in accordance with prevailing statutory requirements whichever the longer.