

Guide to Application for The Ping Wo Fund School Project Grants 2021-22

Introduction

1. The Ping Wo Fund School Project Grants 2020-21 (“the School Project Grants”) administered by the Ping Wo Fund Advisory Committee (“the Committee”) aims to provide sponsorship to schools to organise educational projects/activities on prevention or alleviation of gambling-related problems among students.

2. Applicants are encouraged to organise educational projects/activities that aim at educating students about the harms of gambling and correct financial management concepts, cultivating positive values and raising self-esteem among them. Target groups may also include parents, so that they would be aware of the importance of cultivating positive values for children, and would be able to identify gambling disorder and seek help as necessary at an early stage.

Eligibility

3. All kindergartens, primary schools, secondary schools and post-secondary institutions registered in Hong Kong are eligible for applying for the School Project Grants. While an applicant must be a school/an institution, an applicant school/ institution may collaborate with other parties, such as a Parent-Teacher Association. Each school/institution is eligible to submit one application each year.

Nature of Grants

4. A fixed grant of \$3,500, or the actual amount of expenditure (whichever the lower), would be provided for each successful application, and each application can include more than one activity. There would be no restriction on expenditure items, provided that **the grants are used for organising educational projects/activities on prevention or alleviation of gambling-related problems among students.** There is no restriction on other source(s) of resources to be spent on the same projects or activities.

Application procedures

5. Applications would be processed on a first-come-first-served basis. No more than 300 applications would be approved for the School Project Grants for 2021-22.

6. Applicants are required to submit the duly completed Application Form (at Annex II) to the Secretariat of the Ping Wo Fund Advisory Committee by post or by email **on or before 10 June 2021 (Thursday)** -

Address: 13/F, West Wing, Central Government Offices,
2 Tim Mei Avenue, Tamar, Hong Kong

Email: pingwofund@hab.gov.hk

For postal applications, the postmark will be taken as the submission date, while the date of acknowledging receipt will be deemed the same for applications by email. Applications submitted by fax, late applications of applications with incomplete information will **not** be considered. If a Black Rainstorm Warning Signal or Typhoon Signal No. 8 or above is issued by the Hong Kong Observatory between 9:00 a.m. and 5:00 p.m. on the last day of the application period (i.e. 10 June 2021), the deadline for submission will be extended to 5:00 p.m. on the following working day.

7. Notification letters will be issued to successful applicants **in July 2021**. Successful applicants will be required to confirm acceptance of grants by returning a duly completed reply slip to the Secretariat of the Committee **by post**. If no notification letter is received by **31 July 2021**, the application is deemed to be unsuccessful and no separate notification will be issued by the Secretariat of the Committee. All submitted application forms, whether accepted or not, will not be returned.

Criteria and Conditions

8. The proposed projects/activities must be non-profit making and must be held in Hong Kong. There is no restriction on whether the proposed projects/activities are held within or outside the campus of the school/institution. Under no circumstances should these projects or activities serve for or are associated with political, religious or commercial purpose.

9. **All approved projects/activities must be completed by end of July 2022.**

10. The successful applicants should include the following acknowledgement on materials (including audio or visual materials, sound recordings, pictures and written materials) sponsored under the School Project Grants –

“The project/activity is sponsored by the Ping Wo Fund (with the logo of the Ping Wo Fund and the message “Say No to Gambling”) ”

11. The Committee does not accept any responsibilities for any claims, demands or liabilities arising from the sponsored projects/activities. Successful applicants should take out public liability insurance for the projects/activities concerned.

12. For the avoidance of doubt, successful applicants must ensure the observance of the Law of the People’s Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region, the provisions of all applicable laws of the Hong Kong Special Administrative Region and requirements and regulations imposed from time to time by the relevant authorities applicable to the approved projects/activities.

Monitoring of Projects/Activities

13. The Committee reserves the right to -

(a) disclose the list of successful applicant organisations, titles of approved projects/activities, amounts of grants and other information relevant to the approved projects/activities without prior consent of the successful applicants; and

(b) invite the successful applicants to regularly report on the progress of the approved projects/activities.

14. The successful applicants must provide to the Committee with the details of the approved projects/activities (including the date, time and venue of projects/activities) at least two weeks before they are held if such information is not provided in the application form or different from those provided in the application form. Members of the Committee, its Secretariat or any other representatives authorised by the Committee or its Secretariat may attend and inspect the approved projects/activities with or without prior notification.

Payment of Grants

15. All successful applicants are required to submit the duly completed **Evaluation Report together with two photos showing that the projects/activities' are related to prevention and alleviation of gambling-related problems** (at Annex III) to the Secretariat (see paragraph 6 of this Guide for the address) within **one month upon completion of the projects/activities**. If the photos could not show the relevance, the successful applicants must supplement in writing how the projects/activities have met the objectives of School Project Grants (see paragraphs 1 and 2 of this Guide). The Committee reserves the right of not arranging payment of grants to the successful applicants if the Evaluation Report is not submitted timely or not to the satisfaction of the Committee.

16. Heads of schools/education institutions are required to verify all receipts and documents of the approved projects/activities. One-off payment by cheque would be made to the successful applicants to meet the actual amount of expenditure which is subject to the maximum of the fixed grant sum upon receipt of the Evaluation Report, subject to the vetting by the Secretariat to the Committee and any findings observed at the inspections of approved projects/activities.

Enquiries

17. For enquiries about this School Project Grants, please contact the Secretariat of the Committee at 3509 8008.

**Secretariat to the Ping Wo Fund Advisory Committee
May 2021**

2021-22 年度平和基金學校活動資助計劃申請表格
The Ping Wo Fund School Project Grants 2021-22 Application Form

請在適當方格內加上勾號 (“✓”) 。 Please put a tick (“✓”) in the appropriate box.	
申請單位可以中文或英文填寫本表格 . Applicant may fill in this form in either Chinese or English.	
註：申請單位提供的個人資料只作處理本申請之用。 Note: Personal data provided by the applicant will be used for processing this application only.	
學校名稱： Name of School	
地址： Address	
學校類別： <input type="checkbox"/> 幼稚園 Kindergarten <input type="checkbox"/> 小學 Primary School School Type <input type="checkbox"/> 中學 Secondary School <input type="checkbox"/> 專上教育機構 Post-Secondary Institution	
計劃／活動負責人姓名： Name of Person in-charge of the Project/Activity	
計劃／活動負責人電郵地址 Email Address ：	
電話號碼 Telephone No. ：	傳真號碼 Fax No. ：
資助將以支票發放，請填寫支票抬頭人名稱 Grants will be released by cheque. Please fill in the name of cheque bearer ：	
計劃／活動名稱 Name of the Project/Activity ：	
計劃／活動目的 Objective of the Project/Activity ：	
計劃／活動簡介 Brief Description of the Project/Activity ：	

計劃／ 活動舉辦日期 Date of the Project/Activity :	
計劃／ 活動舉辦地點 Venue of the Project/Activity :	
預計參與人數 Estimated No. of Participants :	
3,500 元資助額的支出項目 Expenditure Items for the Sponsorship of \$3,500	款額 Amount(\$)
1. _____	_____
2. _____	_____
3. _____	_____
校長姓名 Name of School Head : _____ 簽署 Signature : _____	校印 School Chop :
呈交申請表日期 Submission Date : _____	

2021-22 年度平和基金學校活動資助計劃評估報告
Ping Wo Fund School Project Grants 2021-22 Evaluation Report

請在適當方格內加上勾號 (“✓”)。 Please put a tick (“✓”) in the appropriate box.	
獲批資助的學校／教育機構可以中文或英文填寫本表格。 Successful applicant may fill in this form in either Chinese or English.	
註：獲批資助的學校／教育機構提供的個人資料只作處理發還資助金額之用。 Note: Personal data provided by the successful applicant will be used for processing the reimbursement of grants only.	
學校名稱： Name of School	
計劃／活動負責人姓名： Name of Person in-charge of the Project/Activity	聯絡電話號碼： Contact Telephone No.
計劃／活動負責人電郵地址： Email Address of Person in-charge of the Project/Activity	
計劃／活動名稱 Name of the Project/Activity：	
計劃／活動詳情 Project Details： <input type="checkbox"/> 一次性活動 One-off activity 舉辦日期 Date：____/____/____ <input type="checkbox"/> 連續性活動 Series of activities：由 From：_/_/____/____至 To____/____/____	
計劃／活動舉辦地點 Venue of the Project/Activity：	
參與人數 No. of Participants：	
請於附錄提供兩張活動的照片（照片必須顯示活動與預防及緩減賭博帶來的問題有關），隨同「評估報告」一併繳交。如照片未能顯示上述資訊，須以文字闡述活動如何達到學校資助計劃的目的。 Please submit two activity photos at <u>Appendix (photos must show that the activity is related to prevention / alleviation of gambling-related problems)</u> with the Evaluation Report. If the photos could not show the relevance, please supplement in writing how the activity meets the objectives of School Project Grants.	

成效評估方式 Evaluation Method :

- 問卷 Questionnaire 面談 Interview 小組討論 Group discussion
 其他 Others (請註明 Please specify : _____)

評估結果 Evaluation Result :

- 非常滿意 Very satisfactory 滿意 Satisfactory 一般 Fair
 其他 Others (請註明 Please specify : _____)

整體評估 Overall Evaluation :

學校對有關資助計劃/活動 The school opined that the project/activity is :

- 非常滿意 Very satisfactory 滿意 Satisfactory 一般 Fair
 其他 Others (請註明 Please specify : _____)

獲批的資助金額 Approved Amount of Sponsorship :

申請發還的資助金額 Amount of Sponsorship to be Released :

註：如活動實際開支少於獲批核的定額資助，資助將會按活動實際開支發放。 (If the actual expenditure of the project/activity is less than the fixed grant approved, sponsorship will be released according to the actual expenditure.)

- \$3,500
 實際開支 Actual Expenditure (請註明金額 please specify amount : _____)

本人等已審閱上述各項資料，並核實有關單據及文件，確認所申請撥款的活動已完成。請以支票發還資助款額 \$_____，支票抬頭人名稱為_____。

We have examined the aforementioned information, verified the relevant receipts and documents relating to the project/activity, and confirmed that all the events in relation to the sponsored project/activity have been completed. Please release the sponsorship of \$_____ by cheque and the name of cheque bearer is_____.

校長姓名 Name of School Head :

簽署 Signature :

校印 School Chop :

呈交評估報告日期 Submission Date : _____

Appendix

請提供兩張活動的照片（照片必須顯示活動與預防及緩減賭博帶來的問題有關）隨同「評估報告」一併繳交。如照片未能顯示上述資訊，須以文字闡述活動如何達到學校資助計劃的目的。

Please submit two activity photos (photos must show that the activity is related to prevention / alleviation of gambling-related problems) with the Evaluation Report. If the photos could not show the relevance, please supplement in writing how the activity meets the objectives of School Project Grants.