

EDUCATION BUREAU CIRCULAR MEMORANDUM NO. 100/2022

From : Secretary for Education
To : Heads of Kindergartens, Primary
and Secondary Schools

Ref. : EDB(CD/MCNE)/ADM/150/1/24(6)

Date : 17 June 2022

Ping Wo Fund School Project Grants 2022-23

Summary

The purpose of this circular memorandum is to inform heads of kindergartens, primary and secondary schools of the **Ping Wo Fund School Project Grants 2022-23**. All schools are invited to apply for the Grants.

Details

2. The Home Affairs Bureau established the Ping Wo Fund in September 2003 to finance preventive and remedial measures to address the gambling-related problems. Apart from donations from the public, from 2019/20, the Hong Kong Jockey Club has undertaken to contribute to the Fund within a four-year period. The Ping Wo Fund School Project Grants 2022-23 (“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 that aim at educating students about the harms of gambling, fostering their positive values and attitudes, as well as nurturing in them correct financial management concepts and behaviours. Please refer to **Annex I** for details.

3. A maximum number of 300 applications would be approved for the School Project Grants. Applications would be approved on a first-come-first-served basis. Applicants are required to complete the Application Form at **Annex II** and send it to the Secretariat of the Committee at 13/F, West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong or email to pingwofund@hab.gov.hk **on or before 6 July 2022 (Wednesday)**. Late application or application with incomplete information will not be considered. (Note: Date on postmark, or date of acknowledge receipt in case of email application, should not be later than the closing date. Applications by fax will not be accepted.)

Enquiry

4. For enquiries about this School Project Grants, please contact the Secretariat of the Committee at 3509 8008 or email to pingwofund@hab.gov.hk.

(Dr Andy TAM)
for Secretary for Education

c.c. Heads of Sections – for information

Guide to Application for The Ping Wo Fund School Project Grants 2022-23

Introduction

1. The Ping Wo Fund School Project Grants 2022-23 (“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 harm 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 education institution, **an applicant school / education institution may collaborate with other parties, such as a Parent-Teacher Association.** Each school / education 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 could 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 2022-23.

6. Applicants are required to submit the following items to the Secretariat to The Ping Wo Fund Advisory Committee **on or before 6 July 2022 (Wednesday)** –

- (a) the **duly completed, signed Application Form with school chop** (at Annex A) by email¹ (pingwofund@hab.gov.hk) or by post (Address: 13/F, West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong);
- (b) the above Application Form in MS Word file format by email (pingwofund@hab.gov.hk). [Note: The content in the MS Word file should be the same as stated in item (a) above.]

The application form can be downloaded from the Home Affairs Bureau website (www.hab.gov.hk) and the Ping Wo Fund website (www.donotgamble.org.hk).

7. 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 or 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. 6 July 2022), the deadline for submission will be extended to 5:00 p.m. on the following working day.

8. Notification letters will be issued to successful applicants **by August 2022**. Successful applicants will be required to confirm acceptance of grants by returning a duly completed reply slip to the Secretariat to the Committee **by post**. If no notification letter is received by **31 August 2022**, the application is deemed to be unsuccessful and no separate notification will be issued by the Secretariat to the Committee. All submitted application forms, whether accepted or not, will not be returned.

¹ In PDF file format

Criteria and Conditions

9. 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 / education institution. Under no circumstances should these projects / activities serve for or are associated with political, religious or commercial purpose.

10. **All approved projects / activities must be completed by end of July 2023.**

11. If the approved grants under the School Project Grants will be used to produce materials (including audio or visual materials, sound recordings, pictures and written materials), then such materials **must** include the following acknowledgement **and** the relevant messages –

“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” or equivalent)”

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

13. 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

14. The Committee reserves the right to –

- (a) disclose the list of successful applicants, titles of the 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.

15. 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

16. All successful applicants are required to submit the duly completed **Evaluation Report² together with two photos showing that the approved grants under the School Project Grants had been used in organising projects / activities that are related to prevention and alleviation of gambling-related problems** (at Annex B) 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 or provide other proofs to show how the sponsored projects / activities have met the objectives of School Project Grants (*see paragraphs 1 and 2 of this Guide*).

17. **The Committee reserves the right of not arranging payment of grants to the successful applicants if the Evaluation Report is not submitted timely or does not meet the requirements of the Committee (including the requirements set out in paragraph 16 above), or if the project / activity is not carried out along the approved proposal.**

18. 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.

² The Evaluation Report template can be downloaded from the Home Affairs Bureau website (www.hab.gov.hk) and the Ping Wo Fund website (www.donotgamble.org.hk).

Enquiries

19. For enquiries about the School Project Grants, please contact the Secretariat to the Committee by phone at 3509 8008 or by email at pingwofund@hab.gov.hk.

**Secretariat to The Ping Wo Fund Advisory Committee
June 2022**

2022-23 年度平和基金學校活動資助計劃申請表格
Ping Wo Fund School Project Grants 2022-23 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 <input type="checkbox"/> 中學 Secondary School School Type <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

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 :** _____

2022-23 年度平和基金學校活動資助計劃評估報告
Ping Wo Fund School Project Grants 2022-23 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： 	
成效評估方式 Evaluation Method： <input type="checkbox"/> 問卷 Questionnaire <input type="checkbox"/> 面談 Interview <input type="checkbox"/> 小組討論 Group discussion <input type="checkbox"/> 其他 Others (請註明 Please specify：_____)	
評估結果 Evaluation Result： <input type="checkbox"/> 非常滿意 Very satisfactory <input type="checkbox"/> 滿意 Satisfactory <input type="checkbox"/> 一般 Fair <input type="checkbox"/> 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 : _____)

請於 附錄 提供兩張活動的照片 (照片必須顯示獲批的資助是用作舉辦與預防及緩減賭博帶來的問題有關的活動)，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 Appendix (photos must show that the approved grants had been used in organising project/activity related to prevention and 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.**

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 the amount : _____)
支票抬頭人名稱 The name of cheque bearer : _____

- 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。 We have examined the aforementioned information, verified the relevant receipts and documents relating to the project/activity, and confirmed that all events in relation to the sponsored project/activity have been completed.
- 本人等亦已於 附錄 提供兩張活動的照片，而照片已顯示獲批的資助是用作舉辦與預防及緩減賭博帶來的問題有關的活動¹。 We have submitted two activity photos at Appendix which showed that the approved grants had been used in organising project/activity related to prevention and alleviation of gambling-related problems)¹.

校長姓名 Name of School Head :

校印 School Chop :

簽署 Signature :

呈交評估報告日期 Submission Date : _____

¹ 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。 If the photos could not show the relevance, please supplement in writing how the activity meets the objectives of School Project Grants

Appendix

請提供兩張活動的照片（照片必須顯示獲批的資助是用作舉辦與預防及緩減賭博帶來的問題有關的活動），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 approved grants had been used in organising project/activity related to prevention and 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.