

Agriculture, Fisheries and Conservation Department

Subventions for Biodiversity Education (2017)

Guide to Application

1. Objective of the subvention

The objective of the subvention is to encourage non-governmental organisations to conduct education programmes that promote biodiversity to the general public, and foster a sense of appreciation for nature. The subvention will be reimbursed after completion of programme.

2. Nature of the subvented programme

Subvented programmes should be educational programmes that promote public awareness and knowledge of the biodiversity of Hong Kong. The programme should encourage members of the public to explore and appreciate the beauty of local natural environment.

3. Programme themes

Connecting people with nature and encouraging direct participation is important to instil a sense of stewardship of biodiversity among participants. Applicants are invited to propose programmes on one of the three programme themes: (1) citizen science; (2) teacher's capacity building; and (3) urban biodiversity.

4. Duration of the programme

The programme should be carried out during July to December 2017.

5. Funding limit

The funding cap for each subvented programme is HK\$150,000.

6. Who are eligible to apply

6.1 Organisations that meet the following criteria are eligible to apply for subvention:

- (1) It must be a local non-profit making organisation (e.g. green groups, community bodies, tertiary institutions)¹;

¹ Applicant is required to provide a copy of the organisation's registration document, together with a copy

- (2) Its core services and activities must be related to nature conservation and environmental education and it must be actively engaged in such services / activities over the past three years or more; and
- (3) It must be well managed and properly constituted with good record-keeping and accounting systems.

6.2 Only those applications that are project-based and directly related to promotion of public awareness and knowledge of biodiversity of Hong Kong will be considered.

7. How to apply

- 7.1 Eligible organisations may submit their application forms for subvention during the application invitation period (from **7 April 2017 to 12 May 2017**). Only one (1) application should be submitted by each eligible organisation in each round of subvention.
- 7.2 Applicants are reminded to observe the *note on budgetary items* in Appendix 1 and *reference level of funding support for expenses* in Appendix 2 when preparing their application.
- 7.3 Printed copy of the application form must be signed personally by the person-in-charge and affixed with an original seal of the applicant organisation and returned to the Biodiversity Conservation Division, AFCD at 6/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon, Hong Kong **before 6:00 pm** on the invitation closing date. Late or incomplete applications will not be processed.
- 7.4 Applicants may be requested to provide supplementary information on any parts of the application form for clarification as necessary. If the applicant failed to provide the required information, those related items would not be considered for support.

8. Assessment criteria

- 8.1 The following mandatory criteria are used in assessing the eligibility of each application:
 - (a) Eligibility of the applicant;
 - (b) Whether the objective(s) of the proposed programme is(are) in line with the

of “Memorandum and Articles of Association” or other supporting documents to prove that the organisation is non-profit making in nature.

objective of the subvention; and

(c) The proposed programme is non-profit making in nature.

8.2 To evaluate the quality of each eligible application, the following non-mandatory criteria are implemented to select the most meritorious application for support:

(a) Programme design

i) Programme outcome: Whether the programme fully meet the priority theme and its contribution in promoting public awareness and knowledge of biodiversity of Hong Kong;

ii) Measurable results: Whether the performance indicator(s) of the proposed programme are sensible, quantifiable and easily assessable;

(b) Management capability

i) Budgetary management: The proposed budget is reasonable, cost-effective and not excessive;

ii) Track record: The past experience of the applicant in organising related activities and its past performance record under this subvention; and

iii) Funding need: Whether the proposed programme is already supported by other sources of funding, or likely to receive alternative sources of funding.

9. Release of subvention results

9.1 Applicants would be informed of the subvention result by the end of June 2017. The decision from AFCD in respect of project approvals and conditions of subventions will be final.

9.2 Applicants can write to AFCD to withdraw their applications at any time before the acceptance of the subvention.

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April 2017

Note on budgetary items

1. Request of budget variation and/or additional funding after approval of application will **NOT** be considered.
2. Recurrent expenses, such as monthly rent and utility bills will **NOT** be considered for subvention.
3. Staff salary, no matter in full or partial, will **NOT** be considered for subvention.
4. Paid staff of a subvented organisation, no matter full-time or part-time, are eligible to claim meal and travel allowance.
5. Subvented organisations **CANNOT** provide instructor fee to their paid staff, no matter full-time or part-time.
6. Expenses related to capital items, goods and services must be essential to the fulfilment of the core services of the programme in order to be considered for reimbursement. AFCD may not approve any budget items that are considered non-essential.
7. Subvented organisations are obliged to spend the subvention in an open, fair and accountable manner and should have a good record-keeping for all the expenses incurred in the programme for audit.
8. Any income from the programme should normally be deducted from the amount of subvention applied for.
9. Applicants should provide a detailed budget for every income and expenditure item.
10. All expenditure items must be incurred between the commencement and completion date of the project with supporting invoices and receipts (original).
11. The approved budget will be based on the estimated expenditure minus the estimated income. The actual reimbursed amount will be based on the actual expenditure minus the actual income.
12. Procurement of capital items, goods and services must be conducted in an open and fair manner. A mechanism should be put in place for staff and workers to declare any conflict of interest and to prohibit them from soliciting or accepting any advantage when handling the subvented programmes.

Reference Level of Funding Support for Expenses

<u>Items</u>	<u>Reference Level of Funding Support (HK\$)</u>
1. Allowance: meal (for on-site instructors, staff and volunteers)	<ul style="list-style-type: none"> • Maximum \$40 per person for activities lasting 3 – 5 hours (excluding preparation / travelling time). • Maximum \$70 per person for activities lasting more than 5 hours (excluding preparation / travelling time).
2. Allowance: travel (for on-site instructors, staff and volunteers)	<ul style="list-style-type: none"> • Maximum \$45 per person for each activity.
3. Instructor fee	<ul style="list-style-type: none"> • Maximum \$1,000 per instructor for activities lasting for 6 hours or more. • Maximum \$160 per instructor per hour for activities lasting less than 6 hours.
4. Insurance for third party liabilities	<ul style="list-style-type: none"> • Only basic package for third party liabilities insurance will be supported.
5. Transportation (for event and transportation of materials)	<ul style="list-style-type: none"> • Maximum \$2,000 per coach (round trip).
6. Prize and souvenirs	<ul style="list-style-type: none"> • Cash or cashable items (e.g. cash coupon) must not be given.
7. Administrative costs	<ul style="list-style-type: none"> • The ceiling is capped at 10% of the actual reimbursed amount, however, the total reimbursed amount should not exceed the funding limit for subvention (i.e. HK\$150,000).
8. Miscellaneous items (including stationery and other consumables)	<ul style="list-style-type: none"> • Maximum \$2,000 per application.