

Agriculture, Fisheries and Conservation Department

Subventions for Biodiversity Education (2018)

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. Duration of the programme

The programme should be carried out on or before 31 December 2018.

4. Funding limit

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

5. Who are eligible to apply

5.1 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;
- (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 more²; and

¹ Applicant is required to provide a copy of the organisation's registration document, together with a copy of "Memorandum and Articles of Association" or other supporting documents to prove that the organisation is non-profit making in nature.

² Applicant is required to provide records (e.g. posters, website/social media page, publications etc.) of relevant experiences in organising events related to nature conservation and environmental education in recent three years.

- (3) It must be well managed and properly constituted with good record-keeping and accounting systems.
- 5.2 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.

6. How to apply

- 6.1 Eligible organisations may submit their application forms for subvention during the application invitation period (from **18 May 2018 to 15 June 2018**). Only one (1) application should be submitted by each eligible organisation in each round of subvention.
- 6.2 Applicants are reminded to observe the *Note on Budgetary Items and Reference Level of Funding Support for Expenses* in Appendix 1 and Appendix 2 of this document and *Conditions for Subvention* when preparing their application.
- 6.3 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.
- 6.4 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.

7. Assessment criteria

- 7.1 The application will be prioritised in a two-stage assessment including mandatory and non-mandatory criteria:
- 7.1.1 *Mandatory Criteria*
- (a) The following mandatory criteria are used in assessing the eligibility of each application:
 - i. Eligibility of the applicant;
 - ii. Whether the objective(s) of the proposed programme is(are) in line with the objective of the subvention; and
 - iii. The proposed programme is non-profit making in nature.

7.1.2 Non-mandatory Criteria

- (a) The following non-mandatory criteria and their weighting are applied to select the most meritorious applications for support:

Assessment Criteria	Weighting	Passing Scores
<i>Non-mandatory</i>		
(a) Programme design		
(i) Programme outcome: The contribution of the expected outcome(s) of the proposed programme in promoting public awareness and knowledge of biodiversity of Hong Kong	20%	10 of 20
(ii) Measurable result: Whether the performance indicator(s) of the proposed programme is(are) sensible, quantifiable and easily assessable	20%	10 of 20
(b) Management capacity		
(i) Budgetary management: Whether the applicant is operating in a cost-effective manner and the proposed expenditure is reasonable and not excessive	20%	10 of 20
(ii) Track record: The past experience of the applicant in organising related activities and/or its past performance record under this subvention	20%	10 of 20
(iii) Funding need: Whether the proposed programme is already supported by other sources of funding, or likely to receive alternative sources of funding	20%	10 of 20
Overall	100%	50 of 100

- (b) The overall passing mark of non-mandatory criteria is 50 out of 100. Applicants who fail to score the passing mark of any one of the above criterion will not be considered further.

8. Release of subvention results

8.1 Applicants would be informed of the subvention results within four weeks after the end of application invitation period. The decision from AFCD in respect of project approvals and conditions of subventions will be final.

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

Agriculture, Fisheries and Conservation Department
April 2018

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 keep copies of invoices and receipts for expenses incurred in the programme for audit purpose.
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 in the application form.
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. Applicants should use the “Quotation Record Form” to provide quotation details of any procurement with aggregate value of HK\$5,001 or above. Please refer to Clause 9 “Procurement of Capital items, Goods and Services” in *Condition of Subventions* for details. 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>
<i>Staff related expenses</i>	
1. Allowance: travel (for on-site instructors, staff and volunteers)	<ul style="list-style-type: none"> Maximum \$45 per person for each activity.
2. 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).
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.
<i>Transportation</i>	
4. Transportation (for transportation of activity participants only)	<ul style="list-style-type: none"> Maximum \$2,000 per coach (round trip).
<i>Event expenses</i>	
5. Insurance for third party liabilities	<ul style="list-style-type: none"> Only basic package for third party liabilities insurance will be supported.
6. Prize and souvenirs	<ul style="list-style-type: none"> Cash or cashable items (e.g. cash coupon) must not be given.
7. Miscellaneous items (including stationery and other consumables)	<ul style="list-style-type: none"> Maximum \$2,000 per application.
<i>Administrative costs</i>	
8. 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. \$150,000).