

Funding Guidelines

Funding Category	Items which will <u>not</u> be funded	Items which may be funded	
		Examples	Cap/restriction on Individual Funding Category
Procurement of Goods / Services			
Works	<ul style="list-style-type: none"> ● Renovation fee 	--	N/A
Venue Setup	<ul style="list-style-type: none"> ● Rental for venue or facilities for organising the activities or programmes at the premises currently owned/rented/ managed by the applicant 	<ul style="list-style-type: none"> ● Rental of venue for organising the activities or programmes ● Decoration and backdrop ● Rental of lighting and PA system ● Rental payments, decoration and prizes for game booths 	<ul style="list-style-type: none"> ● Ceiling is capped at 30% of the total approved grant or total actual expenditure, whichever is less. ● Maximum \$850 per booth
Souvenirs, prizes and gifts	<ul style="list-style-type: none"> ● Prizes or gifts in the form of cash, such as cheques or promissory notes ● Payment to individuals as a reward for their participation ● Gifts for free distribution in any event 	<ul style="list-style-type: none"> ● Souvenirs and gifts of a token nature to the participants by reason of their participation of planned activities ● Prizes in modest amount for contest 	<ul style="list-style-type: none"> ● Maximum \$2,000 per set of both trophies and prizes for each competition.
Capital Items	<ul style="list-style-type: none"> ● Computer hardware, photography or video equipment and furniture, etc. 	<ul style="list-style-type: none"> ● Computer software and educational material that are justified to be essential to the Project 	--
Insurance	--	<ul style="list-style-type: none"> ● Premium for public liability insurance ● Insurance for third party liabilities 	<ul style="list-style-type: none"> ● Quotation must be provided
Hire of Service	--	<ul style="list-style-type: none"> ● Auditing service for preparing the audited statement of accounts ● Hire of coach, hire of 	<ul style="list-style-type: none"> ● Maximum \$20,000 per audit report ● Maximum \$2,600 per coach for each

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		van for transportation of materials and hire of launch ● Design and artwork	round trip ● Maximum \$300 per journey for hire of van ● For hire of launch, 40% of the charge should be paid by participants
Publicity and Promotion			
Publicity / Publication	● Re-printing of existing leaflets or education materials not funded by BHCF under the project ● Uniform (including but not limited to cap, T-shirt, badges)	● Production and printing of banners, posters, leaflets, postage, website, mobile apps and their associated maintenance cost, etc.	● Ceiling is capped at 20% of the total approved grant or total actual expenditure, whichever is less.
Opening / Closing / Award Presentation Ceremony	● Meals	● Production of invitation cards ● Souvenirs for officiating guests ● Light refreshment	● Ceiling is capped at 20% of the total approved grant or total actual expenditure, whichever is less.
Package Tour / Admission Fees			
Package tour / Admission fees	● Class-based or school-based visits ● Travelling outside Hong Kong ● Overseas participants are normally expected to pay for their own travelling and living expenses for taking part in a local event/activity	--	● 40% of the charge/admission fees should be paid by the participants. Relaxation of restriction may be considered if the target participants are, for example, underprivileged groups.

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Manpower			
Allowance and honorarium for hiring guests, speakers and specialists	<ul style="list-style-type: none"> Speakers who are staff employed for the Project 	<ul style="list-style-type: none"> Lecture speaker 	<ul style="list-style-type: none"> \$580 per hour
		<ul style="list-style-type: none"> Tutor or workshop instructor 	<ul style="list-style-type: none"> \$515 per hour
		<ul style="list-style-type: none"> Workshop assistant 	<ul style="list-style-type: none"> \$290 per hour
		<ul style="list-style-type: none"> Registered guide hired for field trip 	<ul style="list-style-type: none"> \$810 for a half day trip \$1,620 for a whole day trip
		<ul style="list-style-type: none"> Docent 	<ul style="list-style-type: none"> \$215 per half day
		<ul style="list-style-type: none"> Food allowance for volunteers working for more than 4 hours on a single day 	<ul style="list-style-type: none"> Maximum \$85 per volunteer per day working for activities that last for more than 4 hour on a single day (excluding preparation and travelling time)
		<ul style="list-style-type: none"> Travel allowance for volunteers using public transport 	<ul style="list-style-type: none"> Maximum \$45 for each event/activity
		<ul style="list-style-type: none"> Per diem allowance for overseas guest speaker 	<ul style="list-style-type: none"> HK\$800 per night per person
Project Staff	<ul style="list-style-type: none"> Engagement of additional supervisory staff or professional advisor to organise training course for existing staff Cost for deploying existing staff 	<ul style="list-style-type: none"> Temporary/casual works on a one-off basis 	<ul style="list-style-type: none"> Ceiling is capped at 40% of the total approved grant or total actual expenditure, whichever is less.

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Administrative Cost			
Administrative and Overhead Cost (for organisations without government subventions only)	--	--	<ul style="list-style-type: none"> ● Ceiling is capped at 10% of the total approved grant or total actual expenditure, whichever is less. ● Detailed breakdown of items must be provided
General Expenses	--	<ul style="list-style-type: none"> ● Postage, stationery, printing, photocopying 	<ul style="list-style-type: none"> ● Ceiling is capped at 10% of the total approved grant or total actual expenditure, whichever is less. ● Detailed breakdown of items must be provided
