

Queen Elizabeth Foundation for the Mentally Handicapped

Guide to Application for a Grant from the Foundation

Ambit of the Foundation

The Queen Elizabeth Foundation for the Mentally Handicapped (hereinafter referred to as the Foundation) was established under the Queen Elizabeth Foundation for the Mentally Handicapped Ordinance (Chapter 399). The ordinance was passed by the then Legislative Council on 20 July 1988 for the purpose of the furtherance of welfare, education and training of the mentally handicapped in Hong Kong and the promotion of their employment prospects.

New Scheme

2. To further promote integration of the mentally handicapped in society, in addition to the existing general funding support scheme, a **new scheme named “Independent Living Facilities Support Scheme”** is introduced this year **on a trial basis**. It aims at **improving the living environment** for the **mentally handicapped** and their **independent living skills** so that they can **lead more active lives** and **enjoy better quality of living**. Procurement or improvement projects relating to those **facilities/equipment** that could **help the mentally handicapped to live independently or improve the effectiveness of relevant training may be supported**. The **maximum grant** for each application is **HK\$30,000**. Other than **rehabilitative/assistive facilities/equipment**, the Foundation may finance the acquisition of **small size domestic appliances and tools** as well.

Existing Scheme

3. For the **existing General Support Scheme**, examples of the kinds of projects/activities which the Foundation may finance are :-

- (a) minor capital works projects;
- (b) capital expenditure on items not subvented in a general scale by relevant Government department(s);

- (c) home-based or community-based rehabilitation services for the more severely mentally handicapped and those without immediate post-school placement opportunities;
- (d) training rehabilitation workers for the mentally handicapped;
- (e) programmes for improving and upgrading services for the mentally handicapped;
- (f) public education to promote understanding and positive attitudes towards the mentally handicapped; and
- (g) innovative projects that would improve the rehabilitation service of the mentally handicapped.

Submission of Application

4. Normally applications for grants are invited once a year.

5. Government departments and *bona fide* non-profit-making organisations and non-profit making self-help groups of people with disabilities that have been registered in Hong Kong for at least 3 years¹ are eligible for submitting applications for grants from the Foundation for projects/activities which are within the ambit of the Foundation. **Application should be made in the name of an organisation by the head of organization or authorized person; and NOT in the name of an individual staff, office bearer or service unit of an organisation, otherwise, the application will not be considered. There is no limit on the number of applications that an organisation can make but it should prioritise the project proposals to facilitate processing.** In addition, it is advisable for organisations to seek sponsorship from other funding sources and not just relying on the Foundation for financing the total project/activity cost. Such requests as well as the relevant information should be disclosed in their applications.

¹ For the purpose of application for grants from this Fund, a non-profit making self-help group should be an organization that has been registered in Hong Kong under the Societies Ordinance (Cap. 151) or the Companies Ordinance (Cap. 32), or by virtue of its non-profit making/charitable nature, been granted tax exemption status by the Commissioner of Inland Revenue under Section 88 of the Inland Revenue Ordinance (Cap. 112), for **at least 3 years**.

6. For capital projects, the requested amount should be based on cost estimates made by a professional or qualified person in the relevant field. Relevant quotation documents should be attached to the application.

7. For the project budgets, **items with estimated amount at or above HK\$10,000, quotation documents should be provided. For items below HK\$10,000,** relevant quotation documents should also be attached to the applications as far as practicable to facilitate processing.

8. Applications for grant from the Foundation should be made by completing the form at Appendix which can also be downloaded from <http://www.hwfb.gov.hk/en/services/fund/> under the "Fund Application" section. Completed application forms should be addressed to the Secretary, Council of the Queen Elizabeth Foundation for the Mentally Handicapped, 10/F, Citibank Tower, Garden Road, Hong Kong.

9. To facilitate processing of your application, you can email the softcopy of your duly completed application form to etycheung@hwfb.gov.hk. However, to complete your application, the signed hard copy of your finalized application should follow and reach the Council Secretariat of the Foundation before the deadline. **The closing date for submission of applications is 18 June 2007 (Monday).**

Approving Authority and Assessment Criteria

10. The authority to approve an application is rested with the Council of the Foundation.

11. While application will be considered on its individual merits, the following guiding principles will be applied –

- (a) Other than applications submitted under the “Independent Living Facilities Support Scheme”, project cost **below \$30,000** would not be considered;
- (b) projects that could directly improve independent living abilities of the mentally handicapped or enhancing the effectiveness of relevant training would be accorded a higher priority;
- (c) projects on vocational rehabilitation and training that could directly enhance the employment prospects of

the mentally handicapped would be accorded a higher priority;

- (d) innovative projects that would improve the rehabilitation service of the mentally handicapped would be accorded a higher priority; and
- (e) projects involving recurrent expenses or purchase of air-conditioners, rehabuses or items that could be funded by Government's subvention and/or other funding sources would be accorded a lower priority;

Approval of Allocation

12. Applicants will be informed by the Council of the Foundation in writing by end of September 2007 of the result of their applications. Applicants should not enter into any financial commitment in respect of their projects before their applications are approved. Any financial commitment made without the formal approval of the Council of the Foundation shall be the sole responsibility of the applicant.

13. A successful applicant will be required to sign an undertaking to ensure, among other things, that the grant is spent specifically for the purpose(s) and within the scope approved by the Council of the Foundation.

14. Appropriate acknowledgement of the grant given by the Foundation shall be made by the organisation in the implementation of the project.

15. Recurrent grant for a project will be given for a period not exceeding two years. The organisation should explore other funding source(s) to meet the cost of recurrent expenditure beyond the two-year period.

16. For capital item(s) purchased with a grant from the Foundation, the applicant shall be responsible for its future maintenance and repair.

17. No application for supplementary provision to cover unforeseen expenditure will be entertained.

18. Variation of estimates of individual items under a project after approval of grant is not permitted unless with prior approval of the Council of the Foundation. In any case, the total expenditure of the project after variation should not exceed the total amount of grant originally approved.

19. The approval of the Council of the Foundation is required if the organisation wishes to name a project after a sponsor. The person to be named after is normally required to contribute towards the cost of the project at a level to be agreed with the Council of the Foundation.

20. An application for naming after a person should contain the following information :-

- (a) the name of the person to be named after;
- (b) his (her) contribution to the project or to the organisation;
- (c) his (her) own and his (her) spouse's trade or profession; and
- (d) their past and present involvement in community affairs and welfare services.

21. If the project is to be named after a deceased person, similar information is required.

Payment of Grant

22. Payment of a grant will be effected in the form of crossed cheques made payable to the organisation. Where a project is not completely financed by the Foundation, the organisation should use up its contribution before calling on the allocation from the Foundation.

Independent Living Facilities Support Scheme

23. For the newly introduced "Independent Living Facilities Support Scheme", the full amount of a grant will be paid to the organisation in the form of a lump sum.

Existing General Support Scheme

24. Starting from the 2005 grant allocation exercise, the approved grants will be disbursed in two instalments. The first payment amounting to half of the approved grant will be made before the commencement of the project for covering the start-up cost, and the final payment, being the second half of the grant, will be made on a reimbursement basis upon completion of the project, subject to the production of duly certified **ORIGINAL** invoices or receipts covering the cost for the whole project. Notwithstanding, upon written

application on grounds of financial difficulties, favourable consideration will be given to effect the second payment in advance to enable the successful conclusion of the approved project. In the case of a recurrent grant to run a project for two years, the same arrangement will apply, with the second instalment being made on a reimbursement basis at the end of the project.

Use of the Grant

25. The organisation must ensure that the grant is spent in a judicious manner and avoid wastage. The organisation must keep detailed accounting records and documents (e.g. receipted bills and invoices in support of an income and expenditure statement) as evidence to show how the money was spent. For the supply of stores or services, the lowest tender/quotation should normally be accepted. Otherwise, it may attract queries from either the Council of the Foundation or the Director of Audit. The Council will conduct inspections if necessary.

26. The organisation is required to return promptly to the Council of the Foundation any unspent balance (including interest, if any, earned from the approved grant) surplus to requirement.

27. If the organisation is successful in obtaining subvention for the project from the Government at a later date, the organisation is required to return promptly to the Council of the Foundation the unspent funds (including interest, if any, earned from the approved grant).

Completion of the Project

28. A successful applicant must commence the project within three months from the date of receipt of the grant. Within **TWO month** of completion of the project, the organisation must submit to the Council of the Foundation for auditing and evaluation a full report with a statement of accounts accompanied by the original receipted bills and invoices and certified personally by the head of the organisation/the organisation's secretary/treasurer. For a project which runs for two years, the organisation must submit a progress report after its first year of operation.

29. If a grant is approved for capital item(s), the organisation must commence the purchase/relevant procedures within three months from the date of receipt of the first half of the grant (upon production of the relevant purchasing order, the second instalment will be effected if necessary) and submit to the Council of the Foundation a statement of expenditure accompanied by the original receipted bill(s) and invoice(s) and certified personally by the head of the organisation / the organisation's secretary/treasurer.

Enquiries

30. Enquiries should be addressed to Mr Eric CHEUNG at 2509 4897 or Mr William SUNG at 2509 0226 of the Council Secretariat of the Queen Elizabeth Foundation for the Mentally Handicapped.

Council Secretariat
Queen Elizabeth Foundation for the Mentally Handicapped

May 2007