

S.K. Yee Fund for the Disabled

Guide to Application for Grant

The S.K. Yee Fund for the Disabled (the Fund) now invites eligible organisations to submit applications for financial support to project proposals which will bring about an improvement to the mental or physical health and well-being of **persons with disabilities with limited financial means**.

2. The Fund was set up in 1998 with money allocated from the S. K. Yee Medical Foundation (the Foundation) established by the late General S. K. Yee in November 1983. The Trustees who oversee the Foundation are to ensure the effective implementation of the stipulated objects of the Foundation and the establishment of this Fund is a furtherance of such objects.

Eligibility to Apply

3. Application is open to Government departments, statutory bodies and registered non-profit making organisations managing or providing medical, educational, rehabilitation and recreational services to persons with disabilities in Hong Kong; and non-profit making self-help groups¹ of persons with disabilities that have been registered in Hong Kong for **at least 3 years**. Application should be made by and in the name of a registered organisation; and **NOT** in the name of an individual staff member, office bearer or service unit of an organisation, otherwise, the application will not be considered. The Fund has made reference to the classification of persons with disabilities commonly used by the Labour and Welfare Bureau.

4. As the amount of money available for allocation is relatively limited, projects that may have other funding sources, such as the following, will **NOT** be considered:

¹ For the purpose of application for grants from this Fund, a non-profit making self-help group should be an organisation that has been **registered** in Hong Kong under the Societies Ordinance (Cap. 151) or the Companies Ordinance (Cap. 32) by virtue of its non-profit making / charitable nature, or **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**.

- (a) Queen Elizabeth Foundation for the Mentally Handicapped;
 - (b) Research Grants Council of Hong Kong;
 - (c) Health and Medical Research Fund; and
 - (d) AIDS Trust Fund.
5. Examples of the kinds of projects that the Fund may support are -
- (a) minor capital works;
 - (b) capital expenditure on items not already on the list of government subvention;
 - (c) pilot projects for improvement of an existing service or development of a new service;
 - (d) job-related training for rehabilitation workers; and
 - (e) projects for enhancing the employment prospects of persons with disabilities.
6. The Fund does **NOT** finance the cost of recurrent expenditure of a project for **MORE THAN TWO YEARS**. Applicants of such projects are required to satisfy the Assessment Panel that they have other funding source(s) to continue with the project subsequent to the sponsorship obtained from the Fund.

Submission of Application

7. Applications for financial support from the Fund should be made in the format at **Appendix**. Completed application **together with the relevant supporting document (such as tax-exempt certificate, quotation document, etc)** should be submitted **by registered mail** to the Rehabilitation Division, Labour and Welfare Bureau, 11/F, West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong **on or before 30 November 2020 (Monday)**. Application form can be downloaded from <http://www.lwb.gov.hk/eng/forms/> under "Download Forms" section.

8. 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 to disclose such requests as well as the relevant information in their applications.

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

10. **For individual item with an estimated amount at HK\$5,000 or above** in the project budgets, **at least two quotations should be attached** to the applications to facilitate processing.

11. The Fund will **NOT** entertain any supplementary provision to cover unforeseen expenditure.

12. The Fund will **NOT** be responsible for the future maintenance and repair of capital items sponsored by the Fund.

Approving Authority

13. All applications will be considered by an Assessment Panel chaired by the Commissioner for Rehabilitation or his / her representative in the Labour and Welfare Bureau with a representative each from Secretary for Education and Director of Social Welfare. The Panel, having regard to the relative merits of individual applications and the amount of money available for distribution, will make recommendations for approval of grants to the Trustees of the Foundation.

Award of Grants

14. Successful applicants will be notified in writing by the Foundation. The Labour and Welfare Bureau will inform unsuccessful applicants of the outcome upon receipt of the Trustees' decision.

15. Result of the applications will be announced around August 2021. Applicants should **NOT** enter into any financial commitment in respect of their projects before their applications are approved. Any financial commitment made without or prior to the formal approval by the Foundation shall be the sole responsibility of the applicant.

16. Successful applicants will be reimbursed with the expenses upon production of relevant receipts substantiating the sum. The approved grant will be paid by crossed cheque(s) made payable to the successful applicant by the Foundation. The recipient must keep a full record of the spending with supporting documents (receipts, bills, invoices, etc.). The Trustees of the Foundation reserves the right to take such action as it sees fit against a recipient for fraudulent practices or malpractice in connection with its applications or conduct of the project concerned, or for misappropriation of the approved grant. Such action may include the lodging of a complaint of misconduct to the relevant authority or professional body as well as legal action for the refund of the approved grant to the Foundation.

Commencement and Completion of the Project

17. A successful applicant must take appropriate actions to kick off the approved project within three months from the date of receipt of the grant; and within two months after the completion of the project, submit to the Trustees of the Foundation a full report on the project together with a statement of accounts duly certified personally by a senior staff or office bearer of the organisation.

18. Any unspent balance of the approved grant should be returned to the Foundation.

**Rehabilitation Division
Labour and Welfare Bureau
Government Secretariat**

October 2020