

## **Checklist of Community Funding Scheme Application and Operation**

*I/ Before submitting the application and proposal:*

*(Please check all the  to see if you have already taken care of it)*

- Did you read the guideline and outline thoroughly?
- Does your proposal meet the EMpower funding criteria?
- Have you checked if all budget items are realistic?
- Did you obtain more than one quotation for an individual item (material) which costs more than \$1000?
- Did you obtain more than one quotation for a service which costs more than \$3000?
- Did you contact at least 3 vendors/contractors if an individual item costs more than \$5000?
- Did you select the lowest quotation?
- Have you completed the application form?
- Have you stamped and signed the form?
- Did you include a copy of your group registration certificate?

- Did you cover all Proposed Project Proposal Items from the Application Form in your proposal?
  
- Are the budget items qualified in the guideline, such as:
  - i. the budget within \$20,000.
  - ii. project coordination allowance not over 15%
  - ii. instruction/trainer fee not over 50%
  - iii. group facilitation or other well-justified staffing fees not over 15%
  - iv. rental costs not over 20%
  - vi. publicity costs not over 15%
  - vii. costs for prices/souvenirs not over 10%
  - viii. no cash prizes
  - viii. no capital costs, unless they are directly used by clients (up to 30%)

Don't forget to submit the application form with your proposal before the deadline of each batch! The earlier you give us the proposal, the more time we have to review it.

*II/ Hints after application and proposal have been approved:*

- Work with your programme or plan strictly based on your proposal and budget;
- Keep all original receipts and file them;
- Make sure all receipts have store name, address, date, amount, or stamp if the store name is not mentioned on the receipt (please refer to the sample of qualified receipts);
- Arrange training sessions with the EMpower team for project accounting/implementation and operation effectiveness/management;
- Actively meet with the EMpower team to update the process;
- Invite the EMpower team for preparation work and committee meetings;

- Pro-actively contact the EMpower team in case of difficulties, challenges or troubles before it is too late;
- Seek support and consultation from the EMpower team for any unknown or uncertain situations;
- Treasure the opportunity to run a funded project; your dedication and responsibility for it may become a reference for bigger funding in the future;
- File all your notices, documents, outlines, meeting agenda, minutes, copies of invitation cards, promotion posters and advertisements that are related to your project

*III/ Checklist after the project has been done:*

- Submit the final financial report with:
  1. all receipts in the order based in the budget proposal;
  2. a front page to list out the programme's income and expenditure (please refer to sample of financial report);
- Please make a copy of all inked printed receipts (especially those from Welcome, Parkner, Watson, Manning, 7-11 and OK) and glue the original receipt next to the copied receipt before the ink vanishes;
- Please make a copy of your financial report once it is compiled.