



EMPOWER COMMUNITY FUNDING SCHEME: GUIDELINE TO APPLICATION

1. Framework and aims of the Community Funding Scheme

The Community Funding Scheme offers micro financial, material, guidance and coaching support to applicants for a real-life experience to organise community programmes on their own. It provides opportunities for the ethnic minority groups or organisations who may have participated in our train the EM leader training' to actualize what they have learnt into real life practice.

The advantage is to train up and empower leaders to promote social integration of EM, racial harmony in society and at the same time, to build up and strengthen their self-help network which might be helpful in their future programmes and bigger funding applications.

Application for the Community Funding Scheme is open until February 2011. Each programme should be completed within four months, including planning, preparation and running of the programme. The final evaluation report (with financial statement) should be submitted within one month upon programme completion. Any extended period should be subject to prior approval. The EMpower team will arrange monitoring and/or coaching visits during the implementation stage of the community programme.

Only registered ethnic minority groups or organisations will be engaged as applicants. To strengthen their ability of organising programmes, participants will need to attend our training/coaching sessions for their proper programme planning and accountable financial management.

The Community Funding Scheme is established to empower the ethnic minorities to satisfy their needs and to solve their problems. This will also serve as a practice to apply their learnt skills and knowledge in this project.

2. Funding criteria¹

Since the ultimate aim of this project is to promote social integration of ethnic minorities and racial Harmony in society. All programmes and services are required to follow as many as possible of the following criteria:

- Promote social integration of EM groups and/or racial harmony in society
- Build up constructive relationships and mutual understanding between local ethnic minorities and Chinese
- Fulfill unmet community and educational needs of ethnic minorities
- Address service gaps faced by ethnic minorities

NB: Programmes for commercial, political or solely religious purposes are excluded.

3. Selection procedure of the programmes

All projects are carefully selected by our EMpower staff and an Advisory Committee (comprising a HKJCCT representative and a group of respected leaders from different ethnicities with different expertise) on a quarterly basis.

The selection of the projects will be based on the following elements:

- The conformity between the submitted project and the funding criteria;
- The feasibility of the project, in other words: do the requested financial means match the aims of the project?
- The quality of the project: the needs the project is aiming to enhance and the expected results;
- Cost-effectiveness: is the requested budget (and its sub-items) within the financial borders of the project;
- sustainable impact after project completion;
- Is the project strengthening the respective organisation's self-help network?
- Time and training availability/capacity of the applicant in terms of project management

¹ Please have a look at <http://www.christian-action.org.hk/cdp/EMpower/EMpower.htm> for further information about EMpower's project objectives.

4. Project applicants

Application for the Community Funding Scheme is open for:

- Non-profit EM organisations with society or company registration from Hong Kong Government
- sub-groups of registered organisations

Evidence of active operation such as certificate, annual reports and financial statements may be needed. We do not entertain individuals or government agencies.

5. Acceptable expenses, admitted requests and funding amount

In the perspective of the empowerment of EM groups and the premised programmes to achieve this, the Community Funding Scheme will fund:

A) OPERATIONAL COSTS

Operation costs solely related to the operation of the project, may take up to 100% of the total budget.

- Staff costs
 - i. Project coordination allowance: up to 15%
 - ii. Instruction/Trainer fees: up to 50 %
 - iii. Group facilitation or other well-justified staffing fees²: up to 15%³
- Rental costs: up to 20%
- Publicity costs: up to 15%
- Costs for prizes/souvenirs: up to 10%

The applicant needs to provide reasonable proof and arguments to legitimate costs for staff (e.g. project coordinator, trainer, group facilitator, etc.).

If the organisation decides to recruit external staff, it should be able to prove in an objective way that the concerned staff possesses the necessary qualifications for the job. The participating organisation will be encouraged to implement a job interview procedure that is based on relevant rational selection criteria, and provide certificates or cover/reference letters to demonstrate the objective selection of its' staff.

² The Group facilitator(s) or other well-justified staff must not be the same person(s) as the project coordinator(s)

³ Staff duties/roster need to be clarified in the proposal

Proposed allowance for volunteers:

- Within half day (less than 4 hours): max. 40\$
- Full day (4 to 8 hours): max. 80\$

Prizes must not be in the form of cash or something that could be converted into money (e.g. gift vouchers issued by banks). Applicants should rather acknowledge success by providing certificates of participation/attendance or relevant inexpensive prizes. The maximum spending on prizes should not exceed \$500 each.

B) CAPITAL COSTS

Capital costs will not be considered eligible for funding, unless they are directly utilized by clients for purposes that are well justified and in line with the EMpower Community Funding Scheme's Funding Criteria (up to 30%)

The respective groups are encouraged to borrow equipment from EMpower's resources corner.

C) BUDGETTING

The applicant needs to draft a clear budget estimate that illustrates the different financial resources and the feasibility of the project.

Each organisation/sub-group that has been selected as a participant in the Community Funding Scheme, is limited to submit one application in a year.

The maximum sponsored amount to each project is capped at 20,000 HKD. Successful applicants will receive 65% of the granted fund before the launching of the project. The remainder of the grant will be given after the submission of the project report and a financial report (including all receipts). If there is unused funding after the project is completed, it should be returned to Christian Action with the final report.

EMpower reserves the right to reasonably cut the proposed costs.

6. Administrative requirements

Applications need to be submitted before the deadline of each batch. Applicants should submit the application forms in triplicates together with a copy of their organisations' registration certificate. EMpower will collect the application and supporting documents, to call meetings of the advisory committee and to inform successful applicants of the result within three months after the submission of application.

- Application and supporting documents should be submitted in person or by registered postal mail;
- The form should be dated and signed;
- The application relates to a programme in Hong Kong SAR that is not of a fund-raising, profit making, commercial or political nature;
- The application contains a clear provisional budget together with quotations and other financial resources of the project:
 - o Obtain more than one quotation for an individual item (material) which costs more than \$1000 or service which costs more than \$3000
 - o Contact at least 3 vendors/contractors if an individual item (material) or service costs more than \$5000
 - o Generally the organisation should choose the lowest quotation, unless it can provide a reasonable justification not to do so
- The application form contains an honorable statement, signed by the project applicant, declaring to have carefully read and understood the Guideline To Application

Projects that do not match the aims of the community funding scheme and/or are not compatible with the funding criteria or administrative requirements, will not be eligible.

7. Information, follow-up and monitoring

EMpower will organise a helpdesk or consultation session for applicants to make applying for the Community Funding Scheme easier.

EMpower is responsible for the projects' monitoring, administrative and financial control.

The grantee will be requested to attend at least three training/coaching sessions provided by EMpower:

- At least two training sessions in project accounting and implementation
- At least one training session to evaluate the project effectiveness and management

It is recommended that the grantee will attend more than these three mandatory training/coaching sessions.

The assessment of the funding project will be measured in the following criteria:

- Achievements of objectives in carrying out the project
- Experience gained by organisation

- Challenges and limitations faced during project
- Solutions for overcoming the challenges and limitations
- Financial management

EMpower staff will attend activities or programmes of each granted project for monitoring and evaluation. Successful applicants should submit a financial report and evaluation report, preferably with feedback of participants. During the process of leadership development, programme funding and mentoring, Besides, EMpower acts as a bridge for EM leaders and organisations to get access to community resources. Future collaboration with the EM leaders will also be explored by EMpower to support newly developed EM organisations and make joint efforts in the further promotion of social inclusion and racial harmony.

EMpower and the Jockey Club do not accept responsibilities for any claims or liabilities included in the approved projects.

8. Termination

The grantee is required to adhere to the approved scope and budget as far as possible. Funds should be expended according to the approved itemized budget. Should there be any major changes, the grantee should obtain Christian Action's approval in writing before implementing such changes.

EMpower reserves the rights to terminate any application and project if the applying organisation is found to have submitted false information to obtain funding, have breached the terms of the funding agreement or have involved in any illegal action. In the event of the termination, the organisation is not entitled to any funding support. Any granted fund has to be returned to Empower/Hong Kong Jockey Club Charities Trust and any cost incurred by the organisation in the programme shall be borne solely by the organisation itself.