

Guide to Application for The Ping Wo Fund School Project Grants 2022-23

Introduction

1. The Ping Wo Fund School Project Grants 2022-23 (“the School Project Grants”) administered by the Ping Wo Fund Advisory Committee (“the Committee”) aims to provide sponsorship to schools to organise educational projects / activities on prevention or alleviation of gambling-related problems among students.

2. Applicants are encouraged to organise educational projects / activities that aim at educating students about the harm of gambling and correct financial management concepts, cultivating positive values and raising self-esteem among them. Target groups may also include parents, so that they would be aware of the importance of cultivating positive values for children, and would be able to identify gambling disorder and seek help as necessary at an early stage.

Eligibility

3. All kindergartens, primary schools, secondary schools and post-secondary institutions registered in Hong Kong are eligible for applying for the School Project Grants. While an applicant must be a school / an education institution, **an applicant school / education institution may collaborate with other parties, such as a Parent-Teacher Association.** Each school / education institution is eligible to submit one application each year.

Nature of Grants

4. A fixed grant of \$3,500, or the actual amount of expenditure (whichever the lower), would be provided for each successful application, and each application could include more than one activity. There would be no restriction on expenditure items, provided that **the grants are used for organising educational projects / activities on prevention or alleviation of gambling-related problems among students.** There is no restriction on other source(s) of resources to be spent on the same projects or activities.

Application Procedures

5. Applications would be processed on a first-come-first-served basis. No more than 300 applications would be approved for the School Project Grants for 2022-23.

6. Applicants are required to submit the following items to the Secretariat to The Ping Wo Fund Advisory Committee **on or before 6 July 2022 (Wednesday)** –

- (a) the **duly completed, signed Application Form with school chop** (at Annex A) by email¹ (pingwofund@hab.gov.hk) or by post (Address: 13/F, West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong);
- (b) the above Application Form in MS Word file format by email (pingwofund@hab.gov.hk). [Note: The content in the MS Word file should be the same as stated in item (a) above.]

The application form can be downloaded from the Home Affairs Bureau website (www.hab.gov.hk) and the Ping Wo Fund website (www.donotgamble.org.hk).

7. For postal applications, the postmark will be taken as the submission date, while the date of acknowledging receipt will be deemed the same for applications by email. Applications submitted by fax, late applications or applications with incomplete information will **not** be considered. If a Black Rainstorm Warning Signal or Typhoon Signal No. 8 or above is issued by the Hong Kong Observatory between 9:00 a.m. and 5:00 p.m. on the last day of the application period (i.e. 6 July 2022), the deadline for submission will be extended to 5:00 p.m. on the following working day.

8. Notification letters will be issued to successful applicants **by August 2022**. Successful applicants will be required to confirm acceptance of grants by returning a duly completed reply slip to the Secretariat to the Committee **by post**. If no notification letter is received by **31 August 2022**, the application is deemed to be unsuccessful and no separate notification will be issued by the Secretariat to the Committee. All submitted application forms, whether accepted or not, will not be returned.

¹ In PDF file format

Criteria and Conditions

9. The proposed projects / activities must be non-profit-making and must be held in Hong Kong. There is no restriction on whether the proposed projects / activities are held within or outside the campus of the school / education institution. Under no circumstances should these projects / activities serve for or are associated with political, religious or commercial purpose.

10. **All approved projects / activities must be completed by end of July 2023.**

11. If the approved grants under the School Project Grants will be used to produce materials (including audio or visual materials, sound recordings, pictures and written materials), then such materials **must** include the following acknowledgement **and** the relevant messages –

“The project / activity is sponsored by the Ping Wo Fund (with the logo of the Ping Wo Fund and the message “Say No to Gambling” or equivalent)”

12. The Committee does not accept any responsibilities for any claims, demands or liabilities arising from the approved projects / activities. Successful applicants should take out public liability insurance for the projects / activities concerned.

13. For the avoidance of doubt, successful applicants must ensure the observance of the Law of the People’s Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region, the provisions of all applicable laws of the Hong Kong Special Administrative Region and requirements and regulations imposed from time to time by the relevant authorities applicable to the approved projects / activities.

Monitoring of Projects / Activities

14. The Committee reserves the right to –

- (a) disclose the list of successful applicants, titles of the approved projects/activities, amounts of grants and other information relevant to the approved projects / activities without prior consent of the successful applicants; and

- (b) invite the successful applicants to regularly report on the progress of the approved projects / activities.

15. The successful applicants must provide to the Committee with the details of the approved projects / activities (including the date, time and venue of projects / activities) **at least two weeks before** they are held if such information is not provided in the application form or different from those provided in the application form. Members of the Committee, its Secretariat or any other representatives authorised by the Committee or its Secretariat **may attend and inspect the approved projects / activities with or without prior notification.**

Payment of Grants

16. All successful applicants are required to submit the duly completed **Evaluation Report² together with two photos showing that the approved grants under the School Project Grants had been used in organising projects / activities that are related to prevention and alleviation of gambling-related problems** (at Annex B) to the Secretariat (*see paragraph 6 of this Guide for the address*) **within one month upon completion of the projects / activities.** If the photos could not show the relevance, the successful applicants must supplement in writing or provide other proofs to show how the sponsored projects / activities have met the objectives of School Project Grants (*see paragraphs 1 and 2 of this Guide*).

17. **The Committee reserves the right of not arranging payment of grants to the successful applicants if the Evaluation Report is not submitted timely or does not meet the requirements of the Committee (including the requirements set out in paragraph 16 above), or if the project / activity is not carried out along the approved proposal.**

18. Heads of schools / education institutions are required to verify all receipts and documents of the approved projects/activities. One-off payment by cheque would be made to the successful applicants to meet the actual amount of expenditure which is subject to the maximum of the fixed grant sum upon receipt of the Evaluation Report, subject to the vetting by the Secretariat to the Committee and any findings observed at the inspections of approved projects / activities.

² The Evaluation Report template can be downloaded from the Home Affairs Bureau website (www.hab.gov.hk) and the Ping Wo Fund website (www.donotgamble.org.hk).

Enquiries

19. For enquiries about the School Project Grants, please contact the Secretariat to the Committee by phone at 3509 8008 or by email at pingwofund@hab.gov.hk.

**Secretariat to The Ping Wo Fund Advisory Committee
June 2022**