Guide to Application for
The Ping Wo Fund School Project Grants 2026-27

Objective

1. The Ping Wo Fund School Project Grants 2026-27 ("School Project Grants"), launched by the Ping Wo Fund Advisory Committee ("the Committee"), aims to provide sponsorship to schools to organise educational projects on prevention or alleviation of gambling-related problems among students.

2. Applicants are encouraged to organise educational projects that aim at educating students about the harm of gambling and risks of addiction, covering traditional gambling, emerging gambling and gaming activities, and instilling sound financial management concepts and cultivating positive values. 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 addictive behaviours and seek help as necessary at an early stage.

3. The Committee also encourages all applicants to focus on developing initiatives that align with the interests of children and adolescents. For example, utilising more innovative and creative activity models to conduct relevant programmes can further deepen young people's understanding of the legal consequences of illegal gambling and the harms of gambling addiction, while also emphasising to young people that participating in illegal gambling, such as betting with an illegal bookmaker, is already an offence.[1]

Eligibility

4. 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.

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[1] According to the Gambling Ordinance, an offender is liable to a maximum penalty of a $50,000 fine and imprisonment for nine months.

Nature of Grants

5. A **fixed grant of $10,000, 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 on prevention or alleviation of gambling-related problems and/or relevant addictive behaviours induced by emerging gambling and gaming activities among students**. There is no restriction on other source(s) of resources to be spent on the same projects.

6. The approved grants shall not be used for any refreshments. The approved grants shall not be used to purchase luxurious and expensive gifts or prizes, nor shall cash (including cash vouchers) be provided as gifts or prizes. The grants shall not be used for any remuneration expenses as well, unless otherwise approved by the Committee.

Application Procedures

7. Applications would be processed on a first-come-first-served basis. Generally speaking, no more than 300 applications would be approved for the School Project Grants for 2026-27.

8. Applicants are required to submit the following items to the Secretariat to the Ping Wo Fund Advisory Committee **on or before 26 October 2026 (Monday)** –

(a) the **duly completed, signed Application Form with school chop** (at Annex A) in PDF format by email (pingwofund@hyab.gov.hk) or by post (Address: 13/F, West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong); and

(b) the above Application Form in MS Word file format by email (pingwofund@hyab.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 and Youth Affairs Bureau website (www.hyab.gov.hk) and the Ping Wo Fund website (www.donotgamble.org.hk).

9. 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. 26 October 2026), the deadline for submission will be extended to 5:00 p.m. on the following working day.

10. Notification letters will be issued to successful applicants **by January 2027**. 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 29 January 2027, 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.

Assessment criteria

11. The Committee will only consider applications which are in compliance with all the eligibility criteria as set out in this Guide. The Committee will consider and determine the applications according to the factors set out below:

(a) whether the theme and content of the project are in line with the objectives of the Fund and the School Project Grants;

(b) organisation and arrangements of the project (including whether the project is well-thought-out and appropriate, and take into account the different needs of the target beneficiaries);

(c) whether the project content is substantive and innovative;

(d) financial arrangements (including whether the budget is well-thought-out and prudent and whether the project is cost effective);

(e) background of the applicant school / education institution (e.g. whether the applicant has applied for the School Project Grants before and if its track record and performance are satisfactory); and

(f) any other factors that the Committee may consider relevant.

General Conditions

12. The proposed projects must be non-profit-making and must be held in Hong Kong. There is no restriction on whether the proposed projects are held within or outside the campus of the school / education institution. The Committee shall **not** consider projects that are likely to cause or constitute the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security and projects that serve for or are associated with political, religious or commercial purpose.

13. **All approved projects must be completed by end of July 2027**.

14. The successful applicant shall make the following acknowledgement on all materials (including audio-visual materials, sound recordings, pictures, written materials and promotional materials) funded by the School Project Grants – **"The project is funded by The Ping Wo Fund"**, **display the logo of The Ping Wo Fund and "Government-funded Programme", as well as the message "Say No to Gambling" or equivalent in the approved projects**.

15. The successful applicant shall comply with all applicable laws and statues of Hong Kong (including but not limited to The Law of People's Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region ("the Hong Kong National Security Law")) in carrying out the approved projects. It is the responsibility of the successful applicant to obtain all approvals and licenses that are necessary for carrying out the approved projects and to ensure that, during the implementation of the approved projects, all activity content and formats, information produced, shown and/or distributed in relation to the activity (e.g. publicity materials, audio-visual productions, questionnaires, messages, etc.) are in compliance with the Basic Law and all laws and statutes applicable to Hong Kong, including the Hong Kong National Security Law. For avoidance of doubt, the successful applicants will not be exonerated from any legal liability by virtue of School Project Grants' funding of the projects. The Government and the Committee reserve the right to hold the successful applicants accountable for all losses and liabilities arising from breaches of this Guide and any other laws and statues on the part of the successful applicants.

16. If the successful applicant is found to be in breach of the terms in this Guide or any other Hong Kong laws and statutes (including but not limited to the Hong Kong National Security Law) after the Committee's disbursement of approved grants, the Committee may exercise the right to require the applicants to return the disbursed funds to the Committee or cancel the

disbursement of the approved grants.

17. The articles of the approved projects (including audio-visual materials, sound recordings, pictures, written materials and promotional materials) funded by the School Project Grants must not contain content that would be in breach of any law, rule or regulation currently in force in the Hong Kong Special Administrative Region (including but not limited to the Hong Kong National Security Law).

18. The successful applicant shall ensure that all personal data collected from participants through the approved projects must be handled in accordance with the relevant provisions of the Personal Data (Privacy) Ordinance (Cap. 486).

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

20. The successful applicant shall adhere to items (a) to (j) below in respect of the procurement of goods or services for the approved project –

(a) For every procurement where the aggregate value does not exceed HK$5,000, quotations may be dispensed with. The successful applicant shall ensure that proper authorisations and approvals for the purchase are in place;

(b) For every procurement where the aggregate value is more than HK$5,000, written quotations from at least two suppliers shall be obtained. The successful applicant shall select the supplier with the lowest bid. If the supplier with the lowest bid is not selected, full justifications must be given;

(c) If the successful applicant does not follow any procurement procedures and practices set out in (a) and (b) above, the lowest conforming bid is not selected by the successful applicant, or repeats procurement or procures the same or similar item(s)/service(s) within a short period of time, full and sound justifications shall be provided for approval by the designated officer of the successful applicant (or, where applicable, explained to the secretariat in writing) and properly recorded by the successful applicant for subsequent auditing purpose by the Government.

(d) Fragmentation of orders or bids with the intention or effect of

avoiding the need to obtain quotations shall be absolutely prohibited;

(e) All quotations, proposals and procurement agreements in relation to or for the purpose of carrying out the Project and all bank statements, invoices and receipts in respect of the payment shall be kept by the successful applicant for a period of at least seven (7) years after the completion of the project and shall be made available for inspection by the Government, the Director of Audit and the Commissioner of the Independent Commission Against Corruption ("ICAC") and their authorised representatives at all reasonable times during the abovementioned 7-year period;

(f) The successful applicant shall also comply with the "Strengthening Integrity and Accountability - Government Funding Schemes Grantee's Guidebook" available on ICAC's webpage;

(g) For procurement matters that are handled and approved by the successful applicant, the applicant school should designate level of approving authorities within the school for approval of procurement items or services. Relevant delegation of authorities should be properly documented;

(h) Following item 20(g) above, if the successful applicant does not follow any procurement procedures and practices set out in item 20(a) to (f) above or the lowest conforming bid is not selected, full and sound justifications shall be provided for approval by senior management for monitoring the procurement issues of the funded project concerned, and properly recorded by the successful applicant for subsequent auditing purpose by the Government. Such deviations from the procurement procedures and practices, if approved, together with justifications as well as decision, should be duly reported to the senior management for attention and properly documented;

(i) The successful applicant is required to take more proactive actions in conducting due diligence checks at different stages of procurement (such as to analyse previous procurement records to identify possible deficiencies/ loopholes and areas for improvement, conduct market research, solicit expert advice from relevant authorities, formulate quotation terms, specifications and contract provisions, check legal status of selected contractor and authorisation, check declaration, verification of key documents, etc.) and incorporate the requirements into their procurement guidelines where applicable, to better safeguard

the Government's interests in procurement; and

(j) The successful applicant shall require staff and other persons involved in procurement evaluation or approval to make a declaration of conflict of interest, to avoid any actual or perceived conflict of interest when procuring goods or services. Individuals who have potential conflict of interest in procurement should refrain from handling or approving that specific procurement work.

Monitoring of Projects

21. The Committee reserves the right to –

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

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

22. The successful applicants shall provide to the Committee with the details of the approved projects (including the date, time and venue of projects) 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 with or without prior notification.

Payment of Grants

23. All approved applicants are required to submit a duly completed **Evaluation Report[2], along with at least four relevant color photos for each activity** (see Annex B) to the Secretariat *(see paragraph 8 of this Guide for the address)* **within one month upon completion of the projects, unless otherwise approved by the Secretariat**. **The photos must clearly display the logo of The Ping Wo Fund and "Government-funded Programme", and/or the statement "The project is funded by The Ping Wo Fund", and must show that the approved grants was used to organise projects that**

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

are related to prevention and alleviation of gambling-related problems, or relevant addictive behaviours induced by emerging gambling and gaming activities. Should the photos fail to demonstrate such information, the successful applicants must supplement in writing or provide other proofs to show how the approved projects have met the objectives of School Project Grants *(see paragraphs 1 to 3 of this Guide)*.

24. The Committee reserves the right of not arranging payment of grants to the successful applicants in case of any irregularities (be it observed at the inspection (see paragraph 22) or identified through other means. Irregularities will include but are not limited to the following:

(a) the Evaluation Report is not submitted timely or does not meet the requirements of the Committee (including the requirements set out in paragraph 6 and 23);

(b) the project is not carried out along the approved proposal;

(c) the successful applicant has engaged or is engaging in acts or activities that are likely to constitute or cause the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security; and

(d) the continued engagement of the successful applicant or the continued organisation of the approved project is contrary to the interest of national security.

25. In case the Committee decides to terminate its grants of the approved project, the successful applicant is required to return to the Committee all payments made by the Committee under the School Project Grants immediately, together with interest as well as administrative, legal and other costs incurred by the Committee accordingly without entitling the successful applicant to any compensation. Moreover, the successful applicant's non-compliance will be taken into account in assessing their future application (if applicable) under the same scheme.

26. **All approved applicants are required to submit original receipts or copies of receipts certified as true by the principal for the relevant expenditure items, and the documentary proof of written quotations as required under paragraph 20(b) above (if applicable) when processing reimbursement. Delivery notes, quotations or invoices <u>cannot</u> be taken as supporting documents for payments. Heads of schools / education institutions are required to verify all receipts and documents of the**

approved projects. 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.

Enquiries

27. For enquiries about the School Project Grants, please contact the Secretariat to the Committee by phone at 3655 4185 or by email at pingwofund@hyab.gov.hk.

Secretariat to The Ping Wo Fund Advisory Committee
September 2026