

Guide to Application for The Ping Wo Fund School Project Grants 2024-25

Introduction

1. The Ping Wo Fund School Project Grants 2024-25 (“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 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 \$4,000, 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 among students.** There is no restriction on other source(s) of resources to be spent on the same projects.

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 2024-25.

6. Applicants are required to submit the following items to the Secretariat to the Ping Wo Fund Advisory Committee **on or before 4 July 2024 (Thursday)** –

- (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);
- (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).

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. 4 July 2024), 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 2024**. 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 2024**, 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.

Criteria and Conditions

9. 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.

10. **All approved projects must be completed by end of July 2025.**

11. The successful applicant shall make the following acknowledgement on articles (including audio-visual materials, sound recordings, pictures, written materials and promotional materials) funded by the School Project Grants – **“Project funded by The Ping Wo Fund”, and display the logos of The Ping Wo Fund and “Government-coordinated Programme” as well as the message “Say No to Gambling” or equivalent at the approved projects.**

12. The successful applicant shall comply with all applicable laws and statutes 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 statutes on the part of the successful applicants.

13. 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.

14. 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).

15. 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).

16. 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.

Monitoring of Projects

17. 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.

18. 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

19. All successful applicants are required to submit the duly completed **Evaluation Report¹ together with two photos showing that the approved grants under the School Project Grants had been used in organising projects 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**. If the photos could not show the relevance, 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 and 2 of this Guide*).

20. 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 18) 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 19);
- (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; or
- (d) the continued engagement of the successful applicant or the continued organisation of the approved project is contrary to the interest of national security.

21. 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.

22. Heads of schools / education institutions are required to verify all receipts and documents of the approved projects. One-off payment by

¹ 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).

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

23. 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
May 2024**