

Community Participation Scheme 2026-27
Guidelines for Application

(A) Introduction

1. The Community Participation Scheme (the Scheme) administered by the Home and Youth Affairs Bureau (HYAB) and the Committee on the Promotion of Civic Education (the Committee) aims to encourage eligible organisations to organise activities for the promotion of civic and national education. In 2026-27, we will encourage applicant organisations to host activities that align with the Committee's promotional highlights for the year and demonstrate depth, creativity and effectiveness in learning. Funded organisations are also required to enhance the publicity of such activities through, but not limited to, social media to fully tie in with the promotional highlights of the Committee. Details of the promotional highlights are as follows:

(a) Patriotic education (including the promotion of the Constitution, the Basic Law, the principle of “One Country, Two Systems”, awareness on safeguarding national security, the richness and beauty of traditional Chinese culture, our country’s history and achievements)

- (i) To assist in organising patriotic education activities with reference to the Patriotic Education Law of the People's Republic of China and suitable adjustments having regard to the actual circumstances in Hong Kong, thereby enabling the awareness of patriotism to take root in the community and people's hearts. Under the bedrock of “One Country”, to encourage the public to understand and leverage the advantages of “Two Systems” while actively aligning with the 15th Five-Year Plan for integrating into and serving the overall national development. To further deepening reform comprehensively and advancing Chinese modernisation by giving full play to Hong Kong's advantages and important role of maintaining close connections with

both the Mainland and the world.

- (ii) To promote the rule-of-law education in Hong Kong and enhance public understanding of the Constitution, the Basic Law, national security laws and the rule of law in Hong Kong with an emphasis on the order of precedence of the Constitution above the Basic Law and that of “One Country” above “Two Systems”. Efforts shall be made to educate the public on the development and constitutional background of the Basic Law, thereby enabling them to correctly understand the constitutional order of the Hong Kong Special Administrative Region (HKSAR) and the importance of the principle of “One Country, Two Systems” for enhancement to their sense of national identity. Members of the public must uphold the constitutional order, commit to the core values of the rule of law and proactively and consciously safeguard national unity and solidarity.
- (iii) To promote the message of “Safeguarding National Security is Our Shared Responsibility” and the public’s awareness and sense of responsibility towards safeguarding national security proactively and consciously.
- (iv) With various activities and soft approaches, to enhance public understanding of the richness and beauty of traditional Chinese culture as well as our country’s history and achievements, to foster a sense of belonging to the nation and ethnic unity spirit among the public, and to encourage them to not only fulfil the duties of a Chinese national but also understand and care about the development of our country.

(b) Core civic values: “Respect”, “Responsibility”, “Love” and “Inclusiveness”

In 2026-27, we will continue to promote the four core values of

“Respect”, “Responsibility”, “Love” and “Inclusiveness”.

(i) “Respect”

- Respect the nation’s sovereignty and have a sense of national identity.
- Understand the constitutional order and the rule of law in Hong Kong as enshrined in the Constitution and the Basic Law, and respect the successful implementation of the principle of “One Country, Two Systems”.
- Respect the rule of law and abide by law.
- Respect others’ views and opinions, be courteous and polite, abide by rules, and resolve disagreement in a harmonious and peaceful manner.
- Be respectful and amicable towards people regardless of their races, skin colours and cultures to enable the community to thrive in harmony.

(ii) “Responsibility”

- Develop a sense of nationhood to proactively understand and care about our country’s history, national affairs, the richness and beauty of traditional Chinese culture and achievements, and Hong Kong’s position in our country’s development so as to tell the world good stories of our country and Hong Kong.
- Shoulder the responsibilities as a national to help safeguard the nation’s sovereignty, constitutional order, national security, development interests as well as the social stability of Hong Kong, and actively contribute to the prosperity, stability and continuous development of our country and Hong Kong.
- Understand the constitutional basis of the HKSAR, correctly perceive the Constitution as not only the fundamental and supreme law of our country but also the legislative backing and source of power for the Basic Law, and fully uphold the principle of “One Country, Two Systems”.

- Cultivate desirable moral qualities and behaviours to become a national with self-discipline, integrity and good character who stays positive, proactive and sensible towards all sorts of responsibilities, namely those related to oneself, family, the community, our country and the world.
- Be a good national and shoulder the responsibility to abide by and uphold the rule of law.

(iii) “Love”

- Be grateful and show empathy.
- Take pride in being Chinese, cherish the motherland and Hong Kong as our home and join hands in creating good stories of our country and Hong Kong with love.
- Build a loving and caring family environment and radiate the spirit of family harmony and mutual love to the community.
- Care for the grassroots, the elderly, ethnic minorities, children, young people and other different communities for their specific needs while learning to share resources and treat others as oneself.
- Build a loving society together by serving others and actively participating in voluntary work.

(iv) “Inclusiveness”

- Communicate candidly with people of different classes, stances and backgrounds on the basis of mutual respect and understanding, and embrace different voices.
- Be aware of cultural diversity, and be understanding and welcoming towards different races, backgrounds, lifestyles, needs and views so that each person may give full play to their unique role in society, strengths and contributions.
- Promote cultural inclusiveness and peace among people of different races and cultivate national qualities that are rooted in Chinese culture and with a global perspective.

2. The Committee strives to promote civic and national education to the public at community level. Eligible organisations may submit **applications for projects to be conducted in Hong Kong and/or Chinese Mainland (hereinafter referred to as “Mainland”)**. The proposed projects shall be non-profit-making in nature and shall not be used for political, religious or commercial purposes, or advertising for any individuals, or raising funds for the organisations concerned. For Mainland exchange activities, applicant organisations shall also note the details set out under *(b) Mainland Exchange Activities of Part (B) Guidance Notes for Application* below.
3. Major considerations of the funding criteria include whether a project could deliver the promotional highlights; its content, objectives, underlying concepts, creativity, target groups, number of beneficiaries, self-assessed performance indicators and cost-effectiveness; and relevant experience of the applicant organisation. The Committee will accord not only priority to in-depth, creative and far-reaching activities but also importance to the sharing (via social media, websites and sharing sessions) of such activities so as to benefit more people and enhance the overall effectiveness. Applicant organisations may collaborate with other groups/bodies and leverage their own connections and resources to achieve a wider promotional effect by publicising the projects through different channels.

(B) Guidance Notes for Application

(a) Local activities and/or Mainland exchange activities

1. Any item of expenditure incurred before a project is granted written approval of funding support shall be excluded from the funding.
2. All activities seeking funding support shall be carried out and completed between March 2027 and February 2028. Activities commenced before March 2027 are not eligible for funding support.
3. All funded projects shall be completed within 12 months upon the grant of funding support. If a funded organisation fails to complete

the project before the relevant completion deadline, prior written approval shall be sought from the HYAB for extension. Otherwise, the HYAB may terminate any further funding support and require the funded organisation to immediately return all or part of the funds.

4. The applicant shall be a registered non-profit-making organisation¹, a statutory body, a non-profit-making school², a charitable organisation recognised by the relevant authorities³ or any of the District Youth Development and Civic Education Committees under the Home Affairs Department. Such an organisation or its sub-groups will be taken as a single unit. Each unit is allowed to submit one application only. As a general rule, in processing applications, the registration documents submitted will be used to determine if the applicants are from the same organisation. We will not accept more than one application from the same organisation with the same address. In addition, if different units of the same organisation share a single registration document, their applications shall not be accepted until the relevant units each submit supplementary information such as documentary proof for tax exemption, a separate Memorandum and Articles of Association or proof of a separate address to prove that the applicants are operating independently.
5. For each project, the minimum funding support is HK\$50,000 and the maximum is HK\$300,000. The total funding support for all project proposals submitted by sub-groups under the same organisation shall not exceed HK\$800,000. Applications from projects seeking funding support under HK\$50,000 will not be entertained.

¹ A registered non-profit-making organisation shall provide photocopies of the following supporting documents to verify its status:

- (a) Certificate of registration for non-governmental organisation established under the Laws of Hong Kong with non-profit-making nature; and
- (b) (i) Constitution or (ii) a Memorandum and Articles of Association, duly signed by the Chairman and one other office-bearer of the organisation concerned to the effect that it is a true copy. The Constitution must include a clause specifying that members of the organisation do not take any share of the profits, and that upon dissolution of the organisation, members do not take any share of the profits or assets. **(The relevant pages and paragraph numbers shall be specified)**

² A school registered under the Education Ordinance.

³ A charitable organisation eligible for tax exemption under section 88 of the Inland Revenue Ordinance.

6. School activities organised solely for students of an individual school will not be funded. However, school activities involving parents or jointly organised by a number of schools or beneficial to other members of the public may be considered. For joint-school activities, names of the participating schools shall be listed in the project proposal for consideration.
7. The project proposal submitted shall include a detailed list of income and expenditure items and the budget, as well as a breakdown of items seeking funding support and the amounts sought. If the project consists of multiple activities, the applicant organisation may apply for funding support for specific activities under the project. When preparing the estimates on income and expenditure for a project, the applicant organisation shall use the **budget form for activities** (in Excel format) **available on the Committee's website**. The applicant organisation may refer to the Funding Criteria set out in the **Appendix** of this set of Guidelines. The Committee may, having regard to the individual merits of an application, grant the amount of funding applied for in whole or in part, or provide no funding at all.
8. Publications and audio/visual productions relating to funded projects shall neither infringe the copyrights or intellectual property rights of any parties nor be put up for sale. Such audio/visual productions may be uploaded to the online platforms of the HYAB and the Committee to enhance the effectiveness of funded projects.
9. Documentary records of the activities, including photos and videos saved in CD-ROMs/portable storage drives (e.g. USB drives), and relevant publicity materials such as posters and publications shall be submitted upon completion of each activity. Photos of an activity shall be stored in a CD-ROM or an USB drive (photo width shall be no less than 700 pixels). For videos, their length shall be between 30 seconds and 2 minutes. The HYAB and the Committee reserve the right to trim such videos to an appropriate length and display the videos and photos submitted by the organisations on platforms or occasions as deemed appropriate, including but not limited to the website and social media pages of the Committee. The organisations shall also ensure that such photos and videos comply

with the Hong Kong laws, including but not limited to the Copyright Ordinance (Cap. 528) and the Personal Data (Privacy) Ordinance (Cap. 486) (PDPO). Prior to the disclosure of any personal data, the data subject's consent shall be obtained and such personal data shall be handled in strict adherence to the relevant provisions of the PDPO. Please refer to the website of the Office of the Privacy Commissioner for Personal Data (https://www.pcpd.org.hk/english/data_privacy_law/ordinance_at_a_Glance/ordinance.html) where necessary.

10. If an applicant organisation is granted funding support, it shall feature an acknowledgement of “Sponsored by the Home and Youth Affairs Bureau and the Committee on the Promotion of Civic Education” in a prominent position on all publicity materials/publications for the activities, with the logos of the Committee and “Government-funded programme” included.
11. If an applicant organisation intends to jointly organise / co-organise a project with other organisations, a principal applicant organisation shall be identified and be responsible for matters relating to the application. All applicant organisations of the joint application shall specify clearly their respective obligations in the application form. If the application is approved, the funding will be disbursed to the principal applicant organisation only.
12. When carrying out a funded project, the funded organisation shall comply with all applicable laws and statutes of Hong Kong, including but not limited to the Law of the People's Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region (the HK National Security Law). It is the responsibility of the funded organisation to obtain all approvals and licences/permits that are necessary for carrying out the funded project and to ensure that, during its implementation, all activity contents and formats, as well as the information produced, displayed and/or distributed in relation to the activity (e.g. publicity materials, audio/visual productions, questionnaires and messages), are in compliance with not just the Basic Law but all laws and statutes applicable to Hong Kong, including the HK National Security Law. For the avoidance of doubt, the funded organisation shall not be

exempted from any legal liability by virtue of the Committee's funding of the project. The Government of the HKSAR reserves the right to hold the funded organisation accountable for all losses and liabilities arising from any breaches of this set of Guidelines, the Guidelines on the Use of Funding or any other laws and statutes on the part of the funded organisation.

13. The Committee reserves the right to disqualify an applicant organisation and/or co-organiser on the grounds that the applicant organisation and/or co-organiser has/have engaged, is/are engaging, or is/are reasonably believed to have engaged or be engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security, or when the exclusion of the eligibility of an applicant organisation is necessary in the interest of national security, or is necessary to protect the public interest of Hong Kong, public morals, public order or public safety.
14. If an applicant organisation needs additional funding to meet those activity expenses exceeding the funding cap or to cope with unapproved expenditure items, it may commit internal resources and/or apply for financial support from non-governmental organisations and/or charge the participants concerned. In general, projects may accept sponsorships and donations in cash or in kind from non-governmental organisations. However, details of such sponsorships and expenditures shall be set out under the estimated income and expenditure in the project proposals. Under no circumstances shall applicant organisations accept any sponsorships from a corporate involving illegal or unlawful businesses, or businesses that are in direct conflict with the Government's policies (such as those relating to tobacco, advocacy of gambling and obscenity). If the Committee considers the acceptance of sponsorships by an applicant organisation inappropriate, it will not consider the application concerned. If an applicant organisation wishes to apply for support in any form from parties other than the Government after the funding support is approved, written approval from the Committee shall be obtained before proceeding with the application for such support. If an applicant organisation fails to comply with such requirements, the Committee may revoke its funding support.

15. If an applicant organisation has been granted any other funding by the Government or is seeking / will seek funding from other government agencies/schemes for the same project, the Committee **will not consider the application concerned** to avoid duplication of resources.
16. Funded organisations shall ensure that activities held under their funded projects will not be held in conjunction with any activities that are not under their funded projects.
17. The HYAB and the Committee do not accept any responsibilities for any claims, demands or liabilities arising from any funded projects. Funded organisations shall take out with authorised insurers in Hong Kong insurance, including public liability insurance and insurance in respect of third party liabilities, for the activities concerned. Funded organisations shall also take out for all participants travel insurance covering the durations of Mainland exchanges from authorised insurers in Hong Kong. Such travel insurance shall include medical coverage for illnesses and accidents together with the provision of assistance services outside Hong Kong. For activities organised by District Youth Development and Civic Education Committees and implemented by their Secretariat staff, public liability insurance and accident insurance are not required unless it is a mandatory requirement/term under the tenancy of a non-government venue it rents. Public liability insurance and accident insurance cover the funded projects only, without travel insurance coverage for participants of activities to be held in the Mainland.
18. The HYAB and the Committee will specify in its notification letter to a successful applicant organisation the activity/activities to be funded and the amount of funding support, with the Guidelines on the Use of Funding attached. The funded organisation shall strictly comply with all the funding terms and requirements, procurement procedures, service requirements, etc., set out in the Guidelines on the Use of Funding. The HYAB and the Committee reserve all rights to take further actions against any breach of contract or irregularities in the use of public funds by any

organisations. The funded organisation shall organise its project in accordance with the details set out in the application form. We reserve the right to revoke the funding support if changes are made to project details without our prior approval. Once funding support is revoked, advance payment received by the funded organisation shall be returned within one month. Relevant records will also be used as reference when we assess future funding applications submitted by the same organisation.

19. The Committee reserves the right to revoke or reduce the approved funding for a funded project if it considers that the funded organisation has used the approved funding or any part thereof for any purpose other than the specified ones.
20. A successful applicant organisation is required to **submit a project report and a statement of income and expenditure within two months** upon completion of the project to the Committee Secretariat for vetting. The statement of income and expenditure shall be accompanied by a financial report prepared by an independent certified public accountant or an auditor declaring that “all expenditure items funded by the Community Participation Scheme 2026-27 fall within the scope of the funding approved by the Scheme, and are in line with the Guidelines on the Use of Funding specified by the Scheme”. The audit fees so incurred may be regarded as an expenditure item of the project. All expenditure items of the project are to be reimbursed on an accountable basis in accordance with the estimated income and expenditure of the approved funding. We reserve the right to revoke funding support if the funded organisation fails to submit the project report and/or statement of income and expenditure within the timeframe, or if any of them fails to comply with the requirements as stated in the Guidelines on the Use of Funding. Once funding support is revoked, advance payment received by the funded organisation shall be returned within one month. Relevant records will also be used as reference when we assess future funding applications submitted by the same organisation.
21. Under the demerit point system introduced to the Scheme, applicant organisations (as identified by their registered names and addresses)

that have been found breaching the Guidelines on the Use of Funding will be put on record, and points will be deducted from their funding applications, if any, in the future. An applicant organisation will be disqualified if it fails to submit, without reasonable grounds, the relevant report(s) for the previous Scheme prior to the Committee meeting for processing funding applications.

22. A funded organisation shall indemnify the Government and the Committee against all losses, claims, demands, damages, costs, expenses and liabilities suffered or incurred by the Government and the Committee or which may be brought or established against the Government and the Committee arising out of or relating to (a) a breach by the funded organisation, participating organisations or any personnel in relation to the Guidelines on the Use of Funding or any legal provisions applicable to the HKSAR (including but not limited to the Hong Kong National Security Law) or any requirements or stipulations implemented by relevant authorities from time to time; (b) the wilful misconduct, default, unauthorised act or wilful omission of the funded organisation or its employees/agents; or (c) any allegations or claims arising from or in any way related to the provision of project materials by the funded organisation that the use/operation/possession of project materials or the exercise of any rights granted under the Guidelines on the Use of Funding issued by the Government and the Committee infringes any intellectual property rights, performers' rights or moral rights of any persons. The Government reserves the right to revoke, suspend or terminate the approved funding. If a funded organisation has engaged or is engaging in acts/activities that are likely to constitute or cause the occurrence of offences endangering national security or otherwise be contrary to the interests of national security, or if it is contrary to the interests of national security to continue to fund the funded organisation or to continue to implement the funded activities, the Government may at any time terminate the project with immediate effect by way of a prior written notice of not less than 14 working days to the funded organisation. The Committee may also exercise the right to require the funded organisation to return the disbursed funds and cancel the disbursement of the remaining funds.

23. Funded organisations shall ensure that all personal data of

participants collected via the Scheme will be handled in accordance with the relevant provisions of the PDPO. Without violating the provisions of the PDPO, funded organisations shall establish necessary procedures to ensure that appropriate practices are adopted to protect personal data in relation to its obtainment, collection, recording, storage, disclosure, correction, deletion and transmission. Except for necessary personal data collected during the admission stage, funded organisations shall collect other sensitive personal data (such as Home Visit Permit numbers) only after confirming the admission of participants. Funded organisations should also handle and store such data with care.

24. Before submitting its application, an applicant organisation shall confirm that the entirety of information provided is true, complete and correct. The Committee reserves all rights to take further actions if the organisation is found to have provided incorrect or false information.
25. The Committee reserves the right to disclose the information provided by applicant organisations to a third party for the purpose of assessing their applications.
26. Successful applicants are required to provide the information and other details of their funded projects for the Committee to upload to its website (<https://www.cpce.gov.hk/main/en/project.html>) and/or other government websites for publicity purposes.

(b) Mainland exchange activities

1. Regarding exchange activities to be held in the Mainland, applicant organisations shall provide letters of intent from their Mainland host organisations stating their agreement to arrange itineraries for receiving such tours. These letters of intent shall clearly specify the dates, hours, locations and itineraries of the relevant exchange activities, and shall be affixed with the stamps of the Mainland host organisations with indication of their dates of issue. Relevant documents certifying the nature and experience of the Mainland host organisations are also required. If an applicant organisation **fails to submit such letter of intent when submitting the application,**

its project proposal will not be entertained.

2. Funding will only be granted to exchanges for local young people visiting the Mainland and /or Mainland youth organisations visiting Hong Kong upon invitation. Eligible Mainland exchange participants shall be aged between 12 and 40, and the number of participants aged between 25 and 40 shall account for no more than 30% of the total number of eligible participants (excluding supporting staff).
3. Funding will be granted to supporting staff for escorting Mainland exchange tours so as to enhance on-the-spot assistance for such activities. The ratio of eligible participants to funded supporting staff is 10:1 with a maximum of three supporting staff members to be funded per tour. At least one of such funded supporting staff shall have experience in leading three or more Mainland or overseas exchange/internship activities over the past five years. The funded supporting staff shall spend at least three days and two nights escorting each tour and shall be employed or appointed by the funded organisation. The amount of funding will be adjusted, on an accountable basis, according to the actual number of participants and the days they stay in the Mainland. Any remaining funding shall not be used to cover the expenses of unfunded supporting staff for the exchange activities.
4. To enhance the depth of Mainland exchange activities, funded organisations shall, prior to the departure of participants, organise talks or briefings on, inter alia, the principle of “One Country, Two Systems”, the Basic Law and the HK National Security Law to better equip participants for telling in-depth stories of Hong Kong during their exchanges. Exchange activities shall also enhance participants’ knowledge and understanding of our country, and strengthen their sense of national identity. Funded organisations are required to enclose relevant proof and questionnaires for record when submitting their project reports.
5. After conclusion of Mainland exchange activities, funded organisations shall arrange for and invite participants to attend sharing sessions to be held within 2 months upon completion of their

projects. Subsequent to such sessions, relevant proof shall be submitted to the Committee Secretariat for record. For sharing sessions held in Hong Kong, funded organisations shall also extend their invitation to Members and Secretariat staff of the Committee, who may choose whether or not to attend these sessions.

6. Activities solely for sight-seeing or touring purposes should be kept to a minimum (generally speaking, no more than one-third of the duration of activities). When arranging transportation for activities, organisations should proactively consider using the Guangzhou-Shenzhen-Hong Kong Express Rail Link and the Hong Kong-Zhuhai-Macao Bridge to enable Hong Kong young people to experience the convenience brought by these major infrastructures.
7. Funded organisations shall secure written consent from parents or legal guardians of participants aged under 18 for taking part in exchange activities prior to their departure.
8. Funded organisations shall undertake to, during the course of Mainland exchange tours, ensure the safety of participants and arrange for their daily activities and emergency support, which shall include deploying supporting staff to escort such Mainland tours for on-the-spot assistance.
9. Funded organisations shall arrange for all exchange participants to meet up at a suitable location in Hong Kong for escorted departure by supporting staff. Upon completion of exchange activities, such supporting staff shall also escort their participants back to Hong Kong.
10. Applications from projects with less than 10 eligible youth participants will not be entertained. The Government will revoke its funding support if a successful applicant organisation eventually fails to secure **at least 10 eligible youths to take part** in the project. The organisation will be required to return the funds received in full within one month. Decisions of the HYAB and the Committee shall be final.

11. For exchange projects involving Hong Kong young people visiting the Mainland or Mainland young people visiting Hong Kong upon invitation, applicant organisations may refer to the “Fundable Items (Mainland Exchange Activities)”, where the ceilings of funding support provided by the Committee per person per day for different exchange destinations are set out in detail, under the Funding Criteria in the **Appendix** to this set of Guidelines.
12. The funded organisation shall arrange suitable and safe Mainland accommodation for the participants, properly arrange for their meals, transportation and other related matters, and remind them to maintain personal hygiene. To ensure participants’ safety, the funded organisation should consult the Mainland host organisation(s) as far as practicable before confirming the accommodation and meal arrangements. If a participant feels unwell during the exchange, the funded organisation shall duly care for the sick and other participants alike. The funded organisation should also take note of participants’ emotional and physical well-being and give appropriate support when necessary.
13. The supporting staff for escorting Mainland exchange tours shall ensure the participants’ adherence to the laws and regulations of Hong Kong and the Mainland, as well as preventing underage participants from misbehaviours such as drinking alcohol and smoking.

(C) Application Procedure

1. Applicant organisations must submit the application, either in paper or electronic form, to the Secretariat **by 5:00 p.m. on 28 October 2026 (Wed)**. **Late submissions will not be considered.**

(a) Paper application

The application form can be downloaded from the Committee website (https://www.cpce.gov.hk/main/en/cpscheme_detail.html). Applicant organisations are required to submit, by post or in person, the documents set out in items (i) to (iv) below to the Secretariat (Address: Room 905, Youth Square, 238 Chai Wan Road, Chai Wan):

- (i) **Completed, signed and stamped** original and duplicated copies of both the application form and the budget form for activities;
- (ii) Soft copies, stored on a USB, of both the completed application form in Word format and the budget form for activities in Excel format (Note: the information contained in the soft copies must be the same as that in item (i) above, and **the information contained in the printed copies shall prevail**);
- (iii) Documentary proof certifying that the applicant organisation meets the eligibility requirements set out in paragraph (B)4 above; and
- (iv) Letter(s) of intent from the relevant Mainland organisation(s) indicating its/their agreement to arrange for exchange activities as well as necessary documents certifying its/their nature and experience⁴ (applicable to Mainland exchange activities only).

Please mark “**Application for Community Participation Scheme 2026-27**” on the envelope.

(b) Electronic application

Applicant organisations are required to fill in the application form on the Government e-Form website (<https://eform.cefs.gov.hk/form/hab029/en/>) and upload the electronic files of the required documentary proof according to the specified formats and requirements⁵, including but not

⁴ Please refer to paragraph (B)(b)1 above.

⁵ An applicant organisation shall prepare electronic files of the documentary proof in accordance with the following requirements:

- (i) the files should be stored in JPG, JPEG, PNG, PDF, XLS or XLSX format;
- (ii) the documents contained in the files should be clearly visible (with a resolution of 200 dpi or above); and
- (iii) the e-Form supports the uploading of 10 files with a total capacity of 10 MB. If the total number or capacity of files to be uploaded exceeds the upper limit, the files should be merged or compressed before the uploading. If necessary, the Committee will request the applicant organisation to provide clearer files or originals of the documentary proof for application vetting.

limited to a signed and stamped “Section D – Declaration” (in PDF format) of the application form. **If an applicant organisation does not provide the required and clearly visible documentary proof on time or does not upload the signed “Declaration”, its application will not be considered and no further notice will be given.** Besides, to ensure successful submission, organisations are advised to submit their applications as early as possible and avoid last-hour submission to prevent delays caused by potential system issues.

2. The postmark date on the envelope will be taken as the date of submission for an application by post. **Late submissions and applications submitted by email or by fax will not be considered.** If Black Rainstorm Warning Signal or Tropical Cyclone Signal No.8 or above is issued by the Hong Kong Observatory, or an “Extreme Condition” announcement is made between 9:00 a.m. and 5:00 p.m. on the closing date of application, the application deadline will be postponed to 5:00 p.m. on the following working day.
3. Once an application is submitted, the applicant organisation is not allowed to modify the content of the submitted application form. It is the responsibility of applicant organisations to ensure that the application form and relevant documents submitted are complete and accurate. **If the application form is not duly completed, or the applicant organisation fails to submit all the required documents and information set out in this set of Guidelines and the application form, such an application will not be considered.**
4. The Secretariat may request an applicant organisation to provide supplementary documents and information for its submitted application and/or clarify the project content. The applicant organisation should reply to the Secretariat in writing within the period specified by the Secretariat. Failure to reply within the specified period will result in the application not being vetted by the Committee, and no further notice will be given.
5. All submitted application documents and materials, whether accepted or not, will not be returned. The applicant organisation should make its own copies of these documents for record purposes.

6. Duplicate applications or applications submitted in a non-designated form will not be processed. If an applicant organisation makes repeated applications on the Government e-Form website, the Secretariat will only consider the last application form received from the applicant organisation by the closing date, and the applicant organisation has no right to object.
7. Announcement of results: Applicant organisations will be informed of the results in writing by March 2027. The Committee has no obligation to accept or support any submitted applications. Decisions on the approval of application and the amount of funding support shall rest with the Committee, whose decisions shall be final. Applicant organisations have no right to object.

(D) Disbursement of Funding

1. In the notification letter to a successful applicant organisation, the HYAB and the Committee will enclose a Letter of Acceptance of Funding and an Undertaking of Guarantor. If the applicant organisation accepts the funding, it must comply with all provisions under the Guidelines on the Use of Funding and sign the Undertaking of Guarantor and the Letter of Acceptance of Funding. Alongside the signing of the Letter of Acceptance of Funding, the applicant organisation may apply for advance payment of **50%** of the total funding amount for the project.
2. Upon completion of the project, the funded organisation shall submit all reports as required to the Secretariat within the specified period, and will be disbursed with the remaining funding only after the Secretariat reviews the reports and confirms that all provisions under the Guidelines on the Use of Funding have been complied with. The funding support for the funded project shall be claimed on an accountable basis, and the total amount of approved expenditure items shall not exceed the approved funding ceiling for the project.

(E) Enquiries

1. For enquiries about the Scheme, please contact the Secretariat on 2708 2455 / 2505 2995 or visit the Committee website at https://www.cpce.gov.hk/main/en/cpscheme_detail.html.
2. Within three weeks after the closing date, a list of valid applications with respective application numbers will be uploaded onto the Committee website for applicant organisations' inspection. Acknowledgement of receipt of an application will not be issued separately.

**Committee on the Promotion of Civic Education
September 2026**

Appendix

Funding Criteria

Applicant organisations may refer to the following funding criteria when preparing the budget form for activities:

(The HYAB and the Committee will review the amounts of funding support sought by organisations and grant funding support as appropriate.)

1. Fundable Items (Local activities)

	Expenditure Item	Ceiling of Funding Support (HK\$)
(a)	Day Camp (per day)	Not exceeding 50% of this expenditure item or \$130 per person, whichever is lower (For participants only and exclusive of volunteer workers and instructors)
(b)	Residential camp (per night)	Not exceeding 50% of this expenditure item or \$245 per person, whichever is lower (For participants only and exclusive of volunteer workers and instructors)
(c)	Coach rental	Not more than \$2,255 (round trip) / \$1,230 (single trip) per coach
(d)	Allowance for voluntary workers	\$75 per person (for activities of less than 3 consecutive hours) or \$95 per person (for activities of 3 consecutive hours or more)
(e)	Instructor fee	Not more than \$355 per hour for each instructor
(f)	Souvenirs for target groups during visits	Not exceeding 5% of the total project expenditure or \$60 per souvenir, whichever is lower
(g)	Expenses on prizes, gifts, etc., for target groups	Not exceeding 10% of the total project expenditure

	Expenditure Item	Ceiling of Funding Support (HK\$)
(h)	Production of promotional and educational materials, programme booklets, book series for activities and reports	Not more than \$35 per set
(i)	Kick-off ceremonies, closing ceremonies, carnivals and exhibitions	(i) <u>For total project expenditure at \$100,000 or below</u> Funding support not exceeding \$15,000; or (ii) <u>For total project expenditure over \$100,000</u> A maximum of 2 activities may be funded for the same series of activities The first activity: funding support not exceeding 15% of the total project expenditure The second activity: funding support not exceeding 10% of the total project expenditure
(j)	Contest awards (including trophies, medals and certificates with prizes)	Not exceeding 10% of the total project expenditure, or \$1,490 (champion), \$1,200 (1st runner-up), \$900 (2nd runner-up) and \$300 (merit award) per award, whichever is lower (Prizes in the form of cash or items exchangeable for cash, such as cash vouchers and bank gift cheques, will not be funded)
(k)	Publicity	(i) <u>General publicity</u> Not exceeding 15% of the total project expenditure; or (ii) <u>General publicity and other promotions, including short videos on television, newspaper advertising, promotion on social media / webpages, etc.</u> Not exceeding 18% of the total project expenditure

	Expenditure Item	Ceiling of Funding Support (HK\$)
(l)	Insurance for activities (including public liability insurance and third party liability insurance)	Not exceeding 2% of the total project expenditure
(m)	Audit fee	Not exceeding 5% of the total project expenditure or \$12,000, whichever is lower
(n)	Miscellaneous expenses	Not exceeding 5% of the total project expenditure
(o)	Certificates for participants (design and printing)	Not more than \$14 per sheet
(p)	Photography / audiovisual recording	\$600 per use of service
(q)	Venue setups, stage hiring, panels/backdrops, and lighting/sound equipment	(i) Generally capped at \$5,555 per activity (ii) Total amount of relevant funding support for the whole project is capped at \$27,365 (No additional funding support will be granted if the organisation seeks relevant funding support for the same activity under the expenditure item “kick-off ceremonies, closing ceremonies, carnivals and exhibitions”)
(r)	Hiring / setting up of booths and decoration/supplies/materials for booths	(i) Capped at \$550 per booth that is hired / set up (ii) Capped at \$550 per booth for its decoration/supplies/materials (No additional funding support will be granted if the organisation seeks relevant funding support for the same activity under the expenditure item “kick-off ceremonies, closing ceremonies, carnivals and exhibitions”)

2. Fundable Items (Mainland Exchange Activities)

	Expenditure Item	Inbound/Outbound Mainland Area	Ceiling of Funding Support (per person per day) (HK\$)
(a)	Expenditure incurred in the Mainland for eligible Hong Kong participants and Hong Kong supporting staff members escorting Hong Kong participants, e.g. expenses on transport (both cross-border and in the Mainland), accommodation, meals, travel insurance, as well as expenses on arranging activities in the Mainland for eligible participants (Up to 7 days of funding support per participant may be granted)	(i) Guangdong Province	\$420
		(ii) Guangxi Zhuang Autonomous Region, Hunan Province, Jiangxi Province or Fujian Province	\$555
		(iii) Other provinces / municipalities that are not included in (a)(i), (ii) and (iv)	\$605
		(iv) Inner Mongolia Autonomous Region, Tibet Autonomous Region, Xinjiang Uygur Autonomous Region, Ningxia Hui Autonomous Region, Qinghai Province or Gansu Province	\$660

	Expenditure Item	Inbound/Outbound Mainland Area	Ceiling of Funding Support (per person per day) (HK\$)
(b)	Expenditure incurred in Hong Kong for eligible Mainland participants and supporting staff members escorting Mainland participants, e.g. expenses on transport (both cross-border and in Hong Kong), accommodation, meals, travel insurance, as well as expenses on arranging activities in Hong Kong for eligible participants (Up to 7 days of funding support per participant may be granted)	(i) Guangdong Province	\$420
		(ii) Guangxi Zhuang Autonomous Region, Hunan Province, Jiangxi Province or Fujian Province	\$555
		(iii) Other provinces / municipalities that are not included in (b)(i), (ii) and (iv)	\$605
		(iv) Inner Mongolia Autonomous Region, Tibet Autonomous Region, Xinjiang Uygur Autonomous Region, Ningxia Hui Autonomous Region, Qinghai Province or Gansu Province	\$660
(c)	Expenses on publicity, recruiting participants and organising activities in Hong Kong for local participants before and after exchange tours (e.g. coach rentals, briefing/sharing sessions, etc.)	Not applicable	The assessment panel will review the amounts of funding support sought by the organisation and grant funding support as appropriate

	Expenditure Item	Inbound/Outbound Mainland Area	Ceiling of Funding Support (per person per day) (HK\$)
(d)	Audit fee	Not applicable	Funding support shall not exceed 5% of the total project expenditure or \$12,000, whichever is lower

3. Non-fundable Expenditure Items

	Expenditure Item / Project Category	Funding criteria
(a)	Purchase of non-consumables such as computers, equipment or furniture and recurrent expenditure	Non-fundable
(b)	Souvenirs for guests or uniforms for participants	
(c)	Meal gatherings, refreshments, snacks and drinks (including drinking water)	
(d)	Charges of performers/guests/speakers/judges invited to activities	
(e)	Central administrative overheads (including operating and administrative costs, as well as office expenses)	
(f)	Recurrent expenses on salaries of the organisation's staff (The Committee will not grant any additional funding support for salaries of those activity instructors who are the organiser's staff members or those staff members who are responsible for organising the funded project but are employed by the funded organisation prior to, and not especially for, the funded project. For expenses on salaries of short-term or temporary ad-hoc posts, consideration will be given on a case-by-case basis.)	
(g)	Venue hire charges for activities held at any service centre or office of the funded organisation (including co-organisers)	

	Expenditure Item / Project Category	Funding criteria
(h)	Prizes in the form of cash or items exchangeable for cash (e.g. bank gift cheques)	Non-fundable
(i)	Activities that are not cost-effective and benefit few people at enormous expenses	
(j)	Projects with activities that are solely for recreational/entertainment purposes (e.g. projects that only comprise fun fairs or carnivals)	
(k)	Projects that are intended to be exclusive for or in the interests of particular individuals or organisations (e.g. performances at the organisation's annual events)	
(l)	Activities that are for profit-making, fund-raising, commercial, religious or political purposes	
(m)	Projects that conflict with the policies and interests of any government bureau or department	
(n)	Projects that are deemed by the Committee to be likely to constitute or cause the occurrence of offences endangering national security or otherwise be contrary to the interests of national security	

Notes:

1. The maximum funding support for each project is HK\$300,000. The total funding support for all project proposals submitted by sub-groups under the same organisation shall not exceed HK\$800,000.
2. Applications from projects seeking funding support under HK\$50,000 will not be entertained.
3. All figures on income and expenditure must be in Hong Kong dollars. For individual expenses paid in other currencies, please attach receipts marked with exchange rates for the corresponding currency exchanges.