

Committee on the Promotion of Civic Education
Funding Scheme for Exchange in Belt and Road Countries 2017-18

Introduction

To tie in with the development strategy of the Belt and Road Initiative and capitalise on the opportunities brought by its implementation, the Committee on the Promotion of Civic Education (CPCE) has launched the Funding Scheme for Exchange in Belt and Road Countries (the Scheme) again. The Scheme will provide funding support to registered non-profit-making organisations¹, statutory bodies or charitable organisations² to organise exchange tours to Belt and Road countries, with local young people aged 15 to 29 as the target participants. Its objective is to promote communication and cultural exchange between our young participants and their counterparts in the Belt and Road countries so as to achieve the target of fostering “people-to-people bond”, thereby helping our young people understand better that issues ranging from their academic studies, career and personal development to the future development of Hong Kong are all closely related to our country’s Belt and Road Initiative.

Exchange activities seeking funding support should have the following themes:

1. Exchange activities should aim at promoting the understanding of the Belt and Road Initiative, a significant development strategy of our country, among the young people in Hong Kong; enabling them to think about the roles of individuals and Hong Kong in and their responsibilities towards our country’s development; and helping them grasp the opportunities brought by and face the challenges arising from the Belt and Road Initiative;
2. An exchange tour may include one-way, two-way or multi-way activities which must be held in the Belt and Road countries and cities, including the Mainland and Hong Kong³; and
3. The whole project must include suitable complementary activities, including pre-tour activities (e.g. team-building activities, workshops for enhancing the understanding of the Belt and Road Initiative) and post-tour concluding activities (e.g. compilation of final reports, experience sharing with the public, organisation of project exhibitions, submission of video compact discs on the project).

Eligibility Criteria

1. An applicant shall be a registered non-profit-making organisation, statutory body or charitable organisation.

¹ A registered non-profit-making organisation shall provide the following supporting documents to verify its status: (a)(i) a certificate of incorporation issued under the Companies Ordinance; or (ii) a notification of establishment of a society issued under the Societies Ordinance; or (iii) a certificate of registration of a society issued under the Societies Ordinance; and

(b)(i) a 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 shall not take any shares of the profits or any shares of the assets upon dissolution.

² A charitable organization eligible for tax exemption under section 88 of the Inland Revenue Ordinance.

³ For information about Belt and Road countries, please refer to Annex I. Since other funding schemes are available for organisations to organise youth exchange tours to the Mainland, priority will be given to exchange tours to Belt and Road countries overseas.

2. The applicant can be an individual organisation or a combination of several organisations.
3. The project seeking funding support must be non-profit-making and must not be used for political, religious or commercial publicity for an individual or an organisation;
4. Funding application for projects that are already in progress will not be accepted;
5. Tour participants will be eligible for funding support, provided that they are Hong Kong young people aged between 15 and 29 as at the departure date of the exchange tour and holders of valid Hong Kong Permanent Identity Cards. The number of non-eligible participants aged over 29 (excluding staff) can make up no more than 10% of the total number of participants in the exchange tour. Those aged under 15 are not allowed to join the tour for the exchange project;
6. If the project is a two-way or multi-way exchange programme, participants of a visiting tour will be eligible for funding support, provided that they are also young people aged between 15 and 29 as at the departure date of the tour, coming from the Belt and Road countries/the Mainland and holding valid proof of identity. The number of non-eligible participants aged over 29 (excluding staff) can also make up no more than 10% of the total number of participants in the exchange tour. Those aged under 15 are not allowed to participate in the exchange project; and
7. For other accompanying members (including staff and non-eligible participants aged over 29), they are not entitled to any funding.

Assessment Criteria

1. The applicant shall be a non-profit making organisation, statutory body or charitable organisation. The applicant can be an individual organisation or a combination of several organisations (Note: For project co-organised by several organisations, the lead organisation should complete the application and specify all the co-organisers in the application). The project seeking funding support must be non-profit-making and must not be used for political, religious or commercial publicity for an individual or an organisation.
2. Funding application for projects that are already in progress will not be accepted;
3. To ensure the quality, the number of participants receiving funding is limited to 10 to 30 people per tour;
4. Participants must be aged between 15 to 29. Those aged under 15 are not allowed to join the tour. The number of non-eligible participants aged over 29 (excluding staff) can make up no more than 10% of the total number of participants in the exchange tour;
5. Priority will be given to exchange tours to the Belt and Road countries overseas;
6. The applicant organisation must have obtained experience in organising exchange tour to overseas or the Mainland in the past three years (the applicant organisation is required to submit relevant supporting documents and information);
7. Projects already granted with other government funding support will not be considered;
8. The project is required to bring about in-depth exchanges among participating parties and can help foster “people-to-people bond”;
9. Priority will be given to the applicant organisation with concrete overseas liaison units assisting in the arrangements of exchange tour; and
10. Priority will be given to applicant organisation which recruits participants openly.

Please refer to Annex II for the Reference Guide on Funding Allocation. Funding for the application and the amount to be granted are subject to the decision of the CPCE.

The applicants accept that the CPCE's decision is final and shall not make any objection to the decision.

Guidance Notes for Application

1. All activities seeking funding support must be carried out and completed between June 2017 and May 2018.
2. All expenditure incurred for the project prior to the grant of a formal written approval shall not be reimbursed.
3. Each unit (the applicant organisation or its sub-groups under the same registration will be regarded as a unit) is allowed to submit one application only. As a general rule, applicants with the same address of an organisation will be treated as the same unit. No more than one application can be submitted by the same unit.
4. The project proposal submitted by the organisation must include detailed estimates of the income and expenditure as well as a detailed breakdown of its proposed activities seeking funding support. If the project consists of a number of activities, the applicant may apply for funding support for individual activities under the project.
5. The CPCE shall not accept any responsibilities for any claims, demands or liabilities arising from the funded project. The organisation shall take out insurance against relevant items (including public liability insurance) for the activities organised and travel insurance for overseas/Mainland activities from authorised insurers in Hong Kong. The travel insurance shall include medical cover against illnesses and accidents as well as international support services. Please note that, for activities organised by the Home Affairs Bureau, District Councils or their committees/working groups and undertaken by staff of the relevant secretariats, it is not necessary for the applicant to take out public liability insurance and accident insurance, except in the case where such a mandatory provision/condition is stipulated in the tenancy agreement for hiring a non-government venue. Both public liability insurance and accident insurance cover funded activities only and do not include the travel insurance for participants of overseas/Mainland activities.
6. The applicant organisations who intend to jointly organise/co-organise the proposed project with other organisations or accept sponsorship from other organisation in cash or in kind should provide the details under Estimated Expenditure in the application form. Under no circumstances will the organisation accept any corporate sponsorships involving illegal or unlawful businesses, or those directly contradict the policies of the Government, such as those relating to tobacco, promulgation of gambling and obscenity, etc..
7. Publications and audio/visual production relating to the project shall not infringe the copyright or intellectual property rights of any parties and shall not be used for sale.
8. The successful applicant organisation shall state in all publicity materials/publications of its project that the project is sponsored by the "Funding Scheme for Exchange in Belt and Road Countries" under the Home Affairs Bureau and the Committee on the Promotion of Civic Education.
9. The CPCE will specify in the notification letter to funded organisation the amount of funding, the project approved and the Guidelines on the Use of Funding. The funded organisation is required to organise its activities in accordance with the project details set out in the proposal and no modification or alternation should be made without prior approval. If the organisation changes its project details with neither prior approval from the CPCE nor reasonable justifications, the CPCE reserves the right to withdraw the funding. In that case, the organisation is required to refund any received advance payments within one month. Such records will be

- served as reference for the CPCE to process future funding applications;
10. The CPCE will provide funding to a project at a maximum of two-thirds of its total expenditure. The maximum funding amount for each project is HK\$400,000. Applications for a funding amount below HK\$100,000 will not be considered;
 11. The applicant organisation is required to meet at a minimum of one-third of the total expenditure of the project by making use of its in-house funding, non-government funding and other sponsorship from other sources or fees collected from participants. The funded organisation can make a written request for advance payment to the Secretariat two months before the launch of its exchange activities. The ceiling on the advance payment shall be 50% of the approved amount of funding;
 12. In applying for disbursement of the remainder of the approved funding, the funded organisation is required to submit an auditor's report issued by a certified public accountant or a public auditor. The expenditure incurred on the auditor's report can be regarded as an expenditure item³ of the project;
 13. Applicants who are granted with funding and accept it shall comply with the Guidelines on the Use of Funding attached to the notification letter. The funded organisation is required to submit the activity report, statement of income and expenditure, auditor's report and project information (e.g. publications, photographs and video compact discs) to the CPCE within two months upon completion of the project;
 14. Organisations are required to submit a 3 to 5 minute video clip about the exchange activity. The CPCE reserves the right to use the clip on a platform including the CPCE webpage or promotion campaigns as appropriate. Organisations are required to provide the 30s highlights for the CPCE to upload to Facebook, Youtube or other social media platform. The CPCE can also share the clip on other suitable platforms, such as the webpage of the Commission on Youth, the Government Youth Portal, etc. Organisations are required to provide description for each video clip and highlight, and clear any copyright issues.
 15. The CPCE will also invite organisations that have organised quality exchange programmes to CPCE's meetings or other events for sharing.
 16. When submitting an application, the organisations should decide which country they wish to carry out exchange activities according to various circumstances, including safety aspect. The applicant organisations should take heed of travel advice given by government bureaux and departments in planning their trip and pay attention to the participants' personal safety and assess the risk of the country they wish to visit carefully. Applications considering destinations to countries with red or black travel alerts will not be considered. Organisers should take out appropriate travel insurance for their exchange activity. As countries included in the Outbound Travel Alert will be updated from time to time, the applicant organisations shall keep in view the latest Alert when planning and executing the exchange programme.

Application Procedures

1. Application deadline: **5:00 p.m. on 7 April 2017.** The application form (at Annex

³ Funded organisations are required to submit an auditor's report issued by a certified public accountant or a public auditor upon completion of the project. The auditor's report shall certify that all expenses seeking funding are within the coverage of the CPCE's funding scheme and the use of the expenses is in line with the Guidelines on the Use of Funding issued by the CPCE Secretariat. Funded organisations are not required to submit any expenditure receipts in relation to the project to the Secretariat, but they have to keep these receipts for seven years for any random check conducted by the CPCE.

- III) must reach the CPCE Secretariat no later than the application deadline. Late submissions will not be considered. Applications by fax or e-mail will not be accepted by the CPCE.
2. An applicant must submit the original and a copy of the completed application form (Sections A to D), together with copies of the applicant organisation's registration and relevant supporting documents, to the Secretariat of the Committee on the Promotion of Civic Education on 12/F, West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong (stating on the envelop "Funding Scheme for Exchange in Belt and Road Countries") or the drop-in box at the entrance of 2/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong by the application deadline.
 3. **Applications will not be considered if the applicant fails to provide the information required.** All submitted applications, whether accepted or not, will not be returned.
 4. For exchange activities held overseas/in the Mainland, the applicant must provide a letter of intent issued by the relevant receiving organisation(s) overseas/in the Mainland expressing their willingness to arrange various parts of the inbound itinerary. **Proposals will not be considered if the applicant fails to provide the relevant letter of intent.**
 5. It is expected that the applicant organisations concerned will be notified of the results in writing by end of May 2017.

Enquiries

For enquiries about the Scheme, please contact the Secretariat of the CPCE on 3509 7031 or visit CPCE's website at <http://www.cpce.gov.hk/main/en/brscheme.htm>.

(A list of valid applications with application numbers will be uploaded onto the CPCE's website within two weeks after the closing date for access by applicants. Acknowledgement of receipt of an application will not be issued separately.)

Countries along the Belt and Road

Region	Examples*
China	China
Southeast Asia,	Malaysia, Indonesia
South Asia	Nepal, Sri Lanka
Central Asia and West Asia	Azerbaijan, Kazakhstan
Middle East and Africa	Israel
Central and Eastern Europe	Czech Republic, Poland

** Information is for reference only. Please contact the CPCE Secretariat if you have any queries regarding the Belt and Road countries.*

Reference Guide on Funding Allocation

Organisations can make reference to the following guidelines on funding allocation in preparing estimates of income and expenditure for their projects:

(I) Maximum grant per day for each participant of an exchange tour (only for Hong Kong eligible young participants)

Region		Maximum Grant per Day for Each Participant# (HK\$)
China	Guangdong Province	300
	Guangxi Zhuang Autonomous Region, Hunan Province, Jiangxi Province or Fujian Province	440
	Inner Mongolia Autonomous Region, Tibet Autonomous Region, Xinjiang Uygur Autonomous Region, Ningxia Hui Autonomous Region, Qinghai Province or Gansu Province	540
	Other provinces and cities	490
Southeast Asia		510
South Asia		670
Central Asia and West Asia		1,360
Middle East and Africa		680
Central Europe and Eastern Europe		1,000

Note: # The maximum grant per day for each participant listed above covers expenditure on the tour, including flight tickets, transportation, accommodation, meals, etc. Other expenses (such as expenditure on publicity and translation services) will be funded separately (see Part (II) for details).

(II) Items not funded by the CPCE

1. As a general rule, expenses on the following items will not be funded:
 - (a) Activities which are not cost-effective, benefit only a small number of people and incur enormous expenses;
 - (b) Purchase of equipment or furniture, recurrent expenditure, staff emoluments and central administrative overheads;
 - (c) Purchase of souvenirs for guests or uniforms for participants, fees for instructors and coach rentals;
 - (d) Activities solely for recreational/entertainment purposes, such as a single fun fair or carnival;
 - (e) Meal gatherings; and
 - (f) Prizes in the form of cash or cashable items (e.g. bank gift cheques).

(III) Items that may be funded by the CPCE

1. Expenses for the following items will be funded on individual merits:
 - (a) Daily expenses for day camps held in Hong Kong (the fees for eligible young persons participating in a two-way or multi-way exchange tour and paying an exchange visit in Hong Kong);
 - (b) Daily accommodation fees in Hong Kong (the fees for eligible young persons participating in a two-way or multi-way exchange tour and paying an exchange visit in Hong Kong);
 - (c) Allowances for voluntary workers;
 - (d) Expenses for the production of teaching materials for promotion, programme booklets and reports;
 - (e) Launching, kickoff and closing ceremonies, sharing activities (for example, the day / overnight training camp before / after the exchange) or exhibitions;
 - (f) Expenses for publicity;
 - (g) Charges of insurance, including travel insurance, public liability insurance and third party liability insurance;
 - (h) Audit fees; and
 - (i) Miscellaneous expenses (e.g. translation services).
2. Budgets will be vetted and reimbursement claims will be processed on an accountable basis and in accordance with the internal funding guidelines.