

Community Participation Scheme 2022-23

(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 education, including national education. In 2022-23, we will encourage organisations to organise activities offering depth, creativity and effectiveness in learning with a focus on the promotion of (i) the Constitution of the People's Republic of China (the Constitution), the Basic Law of the Hong Kong Special Administrative Region of the People's Republic of China (the Basic Law) and the "One Country, Two Systems" principle to enhance the public's awareness and sense of responsibility towards national security and encourage them to take note of the latest developments and opportunities in the Guangdong-Hong Kong-Macao Greater Bay Area (GBA); and (ii) core civic values, with a greater emphasis on "Respect" and "Responsibility" and suitable reference to the Constitution, the Basic Law and the "One Country, Two Systems" principle. We will also continue to promote "Love" and "Inclusiveness". Sponsored organisations are also required to enhance the publicity of the activities concerned 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) The Constitution, the Basic Law and the "One Country, Two Systems" principle (including national security and development of the GBA)

- (i) To promote the relationship between the Constitution and the Basic Law, with an emphasis on the order of precedence of the Constitution above the Basic Law and that of "One Country" above "Two Systems", and the understanding of "One Country" as the prerequisite and bedrock of "Two Systems". Efforts will also be made to educate the public on the development and constitutional background of the Basic Law, therefore equipping them with the correct

understanding of the constitutional order¹ of the Hong Kong Special Administrative Region (HKSAR) as enshrined in the Constitution and the Basic Law, and the importance of the “One Country, Two Systems” principle for enhancement of their sense of national identity. The public must safeguard the constitutional order as enshrined in the Constitution and the Basic Law, and uphold our core value of the rule of law.

- (ii) To foster national identity and national awareness among the public; encourage them to fulfil the duties of a Chinese national; and cultivate a stronger sense of belonging and pride in relation to the national identity through understanding and caring about the development of the country.
- (iii) To promote the understanding of “safeguarding national security as our collective responsibility” and the core messages related to safeguarding national security, e.g. the HKSAR is an inalienable part of the People's Republic of China and a local administrative region which shall enjoy a high degree of autonomy and come directly under the Central People's Government. Safeguarding national security, sovereignty and development interests is the constitutional responsibility of the HKSAR and the collective obligation of the people of Hong Kong. It is highly relevant to every Hong Kong citizen.
- (iv) To enhance the public's awareness and sense of responsibility in relation to safeguarding national security, e.g. financial security, internet security, which is pertinent to the country's development interests and the direct interests of all people of China and Hong Kong. National security

¹ This includes the promotion of several features: The Basic Law is an “authorisation law” and the high degree of autonomy in the HKSAR comes under the authorisation of the Central Government. The Basic Law ensures the organic integration of the Central Government's overall jurisdiction over Hong Kong and a high degree of autonomy in the region. All powers to HKSAR are granted by the National People's Congress. Taken together, it is necessary to have a clear understanding of the relationship between the Central Government and the HKSAR.

is the cornerstone of social stability and socio-economic development, making Hong Kong a favourable place to live and work. It is closely related to the daily lives of the people. It is necessary to enhance the public's awareness of their responsibilities in safeguarding national security.

- (v) The GBA is a major national development strategy under the 14th Five-Year Plan. Under the bedrock of “One Country”, the public is encouraged to understand and utilise the advantages of “Two Systems” while proactively learning about and participating in the development of the GBA. For instance, they may grasp the opportunities of youth entrepreneurship/employment, help reinforce the global offshore Renminbi business or take advantage of the education/healthcare business development and collaboration; and
- (vi) To tie in with the theme of the celebration of the 25th anniversary of the establishment of the HKSAR, A New Era – Stability. Prosperity. Opportunity, it is proposed that the message of “Hong Kong has enjoyed stability, prosperity and steady progress under the guarantee of the Constitution and the Basic Law, and the public is encouraged to grasp the opportunities and integrate into the national development” to be appropriately included in the promotional activities.

(b) Core Civic Values: “Respect”, “Responsibility” “Love” and “Inclusiveness”

In 2022-23, we will continue to focus on the promotion of core civic values, with greater emphasis on “Respect” and “Responsibility” and appropriate reference to the Constitution, the Basic Law and the “One Country, Two Systems” principle. We will also keep promoting “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 “One Country, Two Systems” principle.
- Be respectful in dealing with others, and be peaceful and understanding in resolving disputes.
- Respect the rule of law and abide by law.
- Be respectful and amicable towards people regardless of their races, skin colours and cultures.

(ii) “Responsibility”

- With a sense of belonging to the country, nationals should shoulder the responsibility to safeguard national security and jointly contribute to the prosperity, stability and continuous development of the country and Hong Kong.
- Correctly understand the Constitution as the fundamental and supreme law of the country and as the legislative backing and source of power for the Basic Law while upholding national security.
- Understand the constitutional basis of the HKSAR, its relationship with the country and the latest development of the country to explore the opportunities and challenges of the interactive development between Hong Kong and the Mainland.
- Cultivate desirable moral qualities and behaviours and commit oneself to one’s own duties while being positive, proactive and sensible towards different responsibilities, e.g. responsibilities in relation to oneself, family, the community, the country and the world.
- Deepen the understanding of the country’s history, culture and national development.

(iii) “Love”

- Fight the pandemic together and help one another during the pandemic.
- Build a loving and caring family environment and promote the harmonious and healthy attributes in society.
- Care about different communities, e.g. the grassroots, ethnic minorities, children, young people and learn to be compassionate, appreciative and approving towards others for their strengths.
- Build a loving society together by serving others and actively participating in voluntary work.

(iv) “Inclusiveness”

- Embrace different voices and communicate candidly with people of different classes, stances and backgrounds on the basis of mutual respect and understanding.
- 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 education to the public at community level. Eligible organisations may submit application for projects to be conducted in Hong Kong in different formats and for participants of different ages. The projects may include (i) activities to be conducted in Hong Kong and/or exchanges activities with the Mainland to be conducted in Hong Kong. Having regard to the COVID-19 pandemic, the Committee encourages applicant organisations to adopt a **territory-wide** promotional strategy to be implemented via online platforms and propose creative projects in the hope of mitigating the impact of the pandemic on the promotional activities. Applicant

organisations may collaborate with other organisations and leverage on their own internet resources to achieve a wider promotional effect by promoting the projects through different channels. Moreover, applications for exchanges with the Mainland through different channels, including online platforms, are welcome. In view of the uncertainties caused by the pandemic, applications for physical exchanges in the Mainland will not be considered in 2022-23.

3. The major considerations of the funding criteria include whether the projects could bring out the promotional highlights, the content, objectives, underlying concepts, creativity, target groups, number of beneficiaries, self-assessed performance indicators and cost-effectiveness of the projects, and relevant experience of the applicant organisations. The Committee will accord priority to in-depth, creative and far-reaching activities and attach importance to the sharing of the activities, including sharing through social media, websites, mobile applications and sharing sessions, so as to benefit more people and enhance the effectiveness.

(B) Guidance Notes for Application

(a) Organisation of local activities and Mainland exchange activities held in Hong Kong

1. Items of expenditures incurred before receiving a written approval of sponsorship will not be subsidised.
2. All activities seeking funding support must be carried out and completed between March 2023 and February 2024.
3. All funded projects must be completed within 12 months upon the grant of sponsorship. If the sponsored organisation fails to complete the project by the relevant completion deadline, prior written approval should be sought to extend the funded project at the HYAB's discretion. Otherwise, the HYAB may terminate any further funding support and request the sponsored organisation to immediately return all or any of the funds.

4. The applicant must be a registered non-profit-making organisation², a statutory body, a non-profit-making school³ or a charitable organisation⁴ recognised by the relevant authority. The above 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, no acceptance will be made 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. The minimum funding support for each project 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 for projects seeking funding support under HK\$50,000 will not be entertained.
6. The activities seeking funding support shall be non-profit-making and must be conducted in Hong Kong. The proposed projects must not be used for political, religious or commercial purposes, or advertising for an individual, or raising funds for the organisation concerned. If the activity concerned is an exchange with the Mainland held in Hong Kong, the applicant organisation should also note the details set out in item (b) under (B) Guidance Notes for Application.

² 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/ certificate of registration of a society issued under the Societies Ordinance; 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.

³ A school registered under the Education Ordinance

⁴ A charitable organisation eligible for tax exemption under section 88 of the Inland Revenue Ordinance.

7. School activities organised solely for students of an individual school will not be funded. However, school activities involving parents, 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 must be listed in the project proposal for consideration.
8. The project proposal submitted must include a detailed list of income and expenditure items and budget, as well as a breakdown of items seeking funding support and the amounts sought. If the project consists of multiple items, the applicant may apply for funding support for specific items under the project. When preparing the estimated income and expenditure for a project, the applicant organisation must use the **budget form for activities** (in Excel file format) **attached to the application form**. The organisation may refer to the criteria for funding support set out in the **Appendix** of this Guidelines. The Committee may, having regard to the circumstances of an individual case when assessing the application, grant the amount of funding applied for in whole or in part, or provide no funding at all.
9. Upon receipt of the application, the Secretariat may request the applicant organisation to provide clarification or submit supplementary information. If the applicant organisation fails to provide such information within the specified period, its application will cease to be valid without further notice.
10. Publications and audio/visual productions relating to the funded project shall neither infringe the copyrights or intellectual property rights of any parties nor be put up for sale. The audio/visual productions may be uploaded to the publicity platforms of the HYAB and the Committee to enhance effectiveness of the activities.
11. Documentary records of the activities, including photographs and videos saved in a CD-ROM/portable storage drive (e.g. USB drive), and relevant publicity materials such as posters and publications must be submitted after each activity. Photographs of activities should be colour-printed on an A4 size paper and stored in a CD-ROM/USB (photo width must be no less than 700 pixels, with captions and descriptions provided for each photo on an A4 size paper). For videos, the length of each video should be between 30 seconds and 2 minutes. The HYAB and the Committee

reserve the right to trim the video to an appropriate length and display the videos and photographs submitted by the organisations on platforms or in occasions deemed appropriate, including but not limited to the website and social media of the Committee.

12. If an applicant organisation is granted sponsorship, the role of HYAB and the Committee, such as “sponsor / co-organiser” must be stated in all promotional materials/publications of the activities.
13. The applicant organisation must ensure that, during the implementation of the funded project, all activity content and formats, information produced, shown and/or distributed in relation to the activity (e.g. promotional materials, publications, audio/visual productions, questionnaires, messages, etc.) are consistent with the details listed in the submitted application (including highlights of promotion, underlying concepts, activity objectives and details, etc.) and facts while compliant with the Basic Law and the Laws of Hong Kong, including the Hong Kong National Security Law.
14. If the applicant organisation intends to jointly organise/co-organise the project with other organisations, a principal organisation must be identified and be responsible for matters relating to the application. All applicant organisations of the joint application should specify clearly their respective obligations in the application form. If the applicant organisation intends to apply/accept sponsorship in cash or in kind from other non-governmental organisations, it must provide the relevant details under the estimated income and expenditure in the proposal. If the organisation has been granted funding by or is seeking or will seek funding from other government agencies or under other schemes for the same project, its application will not be considered by the Committee. Under no circumstances shall the organisation accept any sponsorships from a corporate involving illegal or unlawful businesses, or businesses that are in direct conflict with Government’s policies (such as those relating to tobacco, advocacy of gambling and obscenity).
15. The HYAB and the Committee do not accept any responsibilities for any claims, demands or liabilities arising from the funded project. The sponsored organisation must 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.

16. The HYAB and the Committee will specify in its notification letter to the successful applicant the activity/activities to be funded and the amount of funding support, with the Guidelines on the Use of Sponsorship attached. The sponsored organisation must organise the project in accordance with the details set out in the application form. We reserve the right to withdraw the funding support if changes are made to project details without our prior approval. Once withdrawal of sponsorship is confirmed, any advance payment received by the sponsored organisation should be refunded within one month. Relevant records will be kept as reference for assessing future sponsorship applications submitted by the same organisation.
17. Successful applicants are required to submit a project report and a financial report within two months upon completion of the project to the Committee Secretariat. The financial report must be accompanied by an auditor's report prepared by an independent certified public accountant declaring that all expenditure items sponsored by the Scheme 2022-23 falls within the scope of the sponsorship approved by the Scheme 2022-23, and in line with the Guidelines on the Use of Sponsorship specified by the Scheme 2022-23. The relevant audit fees can be included as an item of expenditure of the project. Reimbursement will be made according to the actual expenses as approved in the Estimated Expenditure.
18. 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 Sponsorship will be put on record and their score will be deducted when they submit funding applications in the future. If the applicant organisation fails to submit the report(s) for the previous year prior to the Committee meeting for processing funding applications and fails to provide reasonable grounds, it will be disqualified.
19. The sponsored organisation shall indemnify the Government and the Committee against all losses, claims, demands, damages, costs, expenses and liabilities suffered or incurred by the Government or which may be brought or established against the Government and the Committee arising out of or relating to (a) the breach of the Guidelines on the Use of Sponsorship or the Laws of Hong Kong (including but not limited to the

Hong Kong National Security Law) by the sponsored organisation; (b) the wilful misconduct, default, unauthorised act or wilful omission of the sponsored 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 sponsored organisation that the use, operation or possession of project materials or the exercise of any rights granted under the Guidelines on the Use of Sponsorship by the Government and the Committee infringes any intellectual property rights, performers' rights or moral rights of any persons.

20. The sponsored organisation must ensure that all personal data of participants collected under the Scheme will be handled in accordance with the relevant provisions of the Personal Data (Privacy) Ordinance.
21. Before submitting the application, the applicant organisation must confirm that all the information given is true, complete and correct. The Committee reserves all rights to take further actions if the organisation is found to have submitted incorrect or false information.
22. Successful applicants are required to provide the information and other details of their funded project for the Committee to upload the same to its website (<https://www.cpce.gov.hk/main/en/index.html>) and/or other government websites for publicity purpose.

(b) Organisation of Mainland exchange activities held in Hong Kong

1. For Mainland exchange activities held in Hong Kong (Note: **the Committee will not consider sponsorship applications for physical Mainland exchange activities in 2022-23**), applicant organisations must (a) provide, for the Mainland exchange project to be held in Hong Kong, a letter of intent from the relevant Mainland organisation indicating its agreement to arrange exchange activities and bearing its stamp and the date of issue; and (b) provide relevant documents certifying the nature and experience of the Mainland organisation concerned. If the applicant fails to submit the letter of intent, its project proposal will not be entertained.
2. To deepen the Mainland exchange projects held in Hong Kong, sponsored organisations should organise talks or briefings covering, inter alia, the Basic Law for participants prior to the exchange activities to better equip

them for introducing Hong Kong during an exchange. Exchange activities should also include assessment of what participants have learned and appreciated regarding our country and its latest developments, and ways to strengthen their sense of national identity.

3. Organisations are required to arrange and invite participants to attend sharing sessions to be held within two months from the completion of the project. Relevant proof of holding such sessions must be submitted afterwards to the Secretariat for record. Committee members and Secretariat staff must also be invited and be provided the option of whether or not to attend the sharing session.

(C) Application Procedures

1. Applicant organisations should submit the following documents to **Room 905, 9/F, Youth Square, 238 Chai Wan Road, Chai Wan, Hong Kong before the deadline for application.** Please mark “Community Participation Scheme 2022-23” on the envelope.
 - (i) The original and a copy of both the duly completed application form and the budget form for activities;
 - (ii) A duly completed copy each of the application form in MS Word format and the budget form for activities in MS Excel format saved on a CD-ROM/USB;
(Note: The information therein shall be the same as that in (i). All information relating to the application contained in the printed copy shall prevail.)
 - (iii) A copy in duplicate of the applicant organisation’s registration document or relevant supporting documents⁸; and
 - (iv) A copy in duplicate of the letter of intent from the Mainland organisation concerned indicating its agreement to arrange exchange activities and relevant documents certifying its nature and experience⁹ (applicable to Mainland exchange activities held in Hong Kong only).

The application form can be downloaded from the Committee’s website.
(http://www.cpce.gov.hk/main/tc/cpscheme_detail.html)

2. Application deadline: **5:00 p.m. on 11 January 2023 (Wednesday)**
(For applications by post, the date on postmark should not be later than the closing date. Late submissions will not be considered. Applications by fax

or e-mail will not be accepted.)

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. Announcement of results: Applicants will be informed of the result in writing by March in 2023. The decision is final. Applicants have no right to make an objection.

(D) Enquiries

1. For enquiries about the Scheme, please contact the Secretariat of the Committee on 2708 2455/ 2708 2466 or visit the Committee's website at <http://www.cpce.gov.hk/main/en/cpscheme.htm>. (A list of valid applications with application numbers will be uploaded onto the Committee's website for inspection by applicants within two weeks after the closing date. Acknowledgement of receipt of an application will not be issued separately.)

Reference criteria for funding support

Organisations can refer to the following reference criteria for funding support in preparing the project's estimated income and expenditure:

(Note: The following criteria are for general guidance only. The HYAB and the Committee may, having regard to the circumstances of an individual case, reduce the funding amount or provide no funding at all.)

1. As a general rule, expenses on the following items will not be considered:
 - (a) Activities which are not cost-effective, benefit only a small number of people and incur enormous expenses;
 - (b) Purchase of equipment/furniture;
 - (c) Recurrent expenditure;
 - (d) Souvenirs for guests or uniform for participants;
 - (e) Projects solely for recreational/entertainment purposes, such as a fun fair or a carnival;
 - (f) Meal gatherings or refreshments/snacks;
 - (g) Costs for inviting performers/guests/speakers/judges to activities;
 - (h) Prizes in the form of cash or items that may be cashed (e.g. bank gift cheques); and
 - (i) Costs for physical exchange activities to the Mainland/overseas.
2. Expenses on the following items will be considered, depending on the circumstances of an individual case:
 - (a) Carnivals with educational value for opening ceremony or rounding up the completion of a project with a series of activities. (Applicants must set out in detail in the application form the arrangements and expenditure breakdown of the opening ceremony/carnival and any exhibitions, such as information regarding the booths/performances/exchange activities at the carnival as well as the theme of exhibition and relevant details, or else no funding will be granted);

- (b) Educational materials for promotion (e.g. promotional booklets or VCDs);
- (c) Allowances for voluntary workers;
- (d) Day camps and residential camps;
- (e) Insurance on relevant items (including public liability insurance);
- (f) Coach rentals;
- (g) Fees for instructors;
- (h) Souvenirs given to target groups during visits;
- (i) Expenses on prizes, gifts, etc. for target groups;
- (j) Publicity;
- (k) Certificates for participants (design and printing);
- (l) Photography/audiovisual recording;
- (m) Venue decoration, stage hiring, panels and backdrops, and lighting/sound equipment;
- (n) Hiring/setting up of booths, decoration/supplies/materials for booths;
- (o) Audit fees charged by an independent certified public accountant for preparation of an auditor's report; and
- (p) Miscellaneous expenses.