

Community Participation Scheme 2023-24
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 2023-24, 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 promote among the public enhanced awareness and sense of responsibility towards national security, a stronger sense of belonging and pride towards national identity, alongside the promotion of the proper concept of the rule of law, and a deeper understanding and to 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, development of the GBA and the proper concept of rule of law)

- (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 message of “Safeguarding National Security is Our Shared Responsibility” and the public’s awareness and sense of responsibility towards safeguarding national security. National security is the cornerstone of social stability, improvements to and people’s contentment in livelihood and the economy, having a direct bearing on people’s lives. Safeguarding national security, sovereignty and development interests is the constitutional duty of the HKSAR and the common obligation of all Hong Kong citizens;
- (iv) To support the promotion of rule-of-law education in Hong Kong to help the public gain a deeper understanding of the

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.

relationship between the Hong Kong conception of the rule of law and such laws as the Constitution, the Basic Law and the Hong Kong National Security Law while upholding the core value of and holding dear the rule of law; and

- (v) Under the bedrock of “One Country”, to encourage the public to understand and utilise the advantages of “Two Systems” while proactively participate in the development of the GBA. For instance, they may leverage the opportunities and development regarding youth entrepreneurship/employment and the industries of finance, education, scientific research and medical services.

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

In 2023-24, we will continue to focus on the promotion of core civic values, with greater emphasis on “Respect” and “Responsibility” and incorporate elements of national education appropriately. 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.
- Respect other people’s views and opinions, 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, shoulder the responsibility required of nationals to safeguard national security and actively 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.
- Be a good national and shoulder the responsibility to abide by and uphold the rule of law, advocating for Hong Kong’s rule of law together.
- Deepen the understanding of the country’s history, culture and national development and advocate for the country and Hong Kong to the world.

(iii) “Love”

- Love oneself and spread love from our family, city and country to the world.
- Build a loving and caring family environment and promote the harmonious and healthy attributes in society.
- 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”

- 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 and national education to the public at community level. Eligible organisations may submit application for projects to be conducted in **Hong Kong and/or the Mainland**. 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. For Mainland exchange activities, applicant organisations should also note the details under (b) Mainland Exchange Activities of Part (B) Guidance Notes for Application below.
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 organisation. 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. Applicant organisations may collaborate with other organisations and leverage their own internet resources to achieve a wider promotional effect by promoting the projects through different channels.

(B) Guidance Notes for Application

(a) Local activities and/or Mainland exchange activities

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 2024 and February 2025. Commenced activities are not eligible for subsidy.
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. 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, a charitable organisation⁴ recognised by the relevant authority or District Youth Development and Civic Education Committees of the 18 districts. 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

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

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 will not exceed HK\$800,000. Applications for projects seeking funding support under HK\$50,000 will not be entertained.
6. 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.
7. 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 organisation 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) **on the CPCE webpage**. 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.
8. 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. 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.

9. 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.
10. If an applicant organisation is granted sponsorship, the role of HYAB and the Committee as per their consent, such as “sponsor/co-organiser” must be stated in all promotional materials/publications of the activities.
11. 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.
12. The sponsored organisation shall comply with all applicable laws and statutes of Hong Kong (including but not limited to the “Hong Kong National Security Law”) in carrying out the funded project. It is the responsibility of the sponsored organisation to obtain all approvals and licences that are necessary for carrying out the funded project and to ensure that, during the implementation of the funded project, all activity contents and formats, information produced, shown and/or distributed in relation to the activity (e.g. publicity materials, audio/visual productions, questionnaires, messages, etc.)

are in compliance with the Basic Law and all laws and statutes applicable to Hong Kong, including the Hong Kong National Security Law. For the avoidance of doubt, the sponsored organisation will not be exonerated from any legal liability by virtue of the Committee's funding of the project. The HKSAR Government reserves the right to hold the organisation accountable for all losses and liabilities arising from breaches of this Guide, the Guidelines on the Use of Sponsorship and any other laws and statutes on the part of the organisation.

13. The Committee reserves the right to disqualify an applicant organisation and/or coorganiser on the grounds that the applicant organisation and/or co-organiser has engaged, is engaging, or is 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 otherwise the exclusion of the eligibility of the related 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 the expenses of activities 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. In general, the project can accept sponsorships and donations in cash or in kind from non-governmental organisations. However, the organisation must provide the relevant details of the sponsorships and expenditures concerned under the estimated income and expenditure in the proposal. Under no circumstances should 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). If the Committee considers the acceptance of donations 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 application is approved, prior written approval from the Committee must be obtained before proceeding with the application for such support. If the applicant

organisation fails to comply with the requirements, the Committee may revoke the funding.

15. If the organisation has been granted any other funding by the Government 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 to avoid duplication of resources.
16. The sponsored organisation shall ensure that the activities under the funded project will not be held in conjunction with any activities that are not under the funded project.
17. 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 and travel insurance for activities to be held in the Mainland. The latter must include medical coverage for illnesses and accidents and provides global assistance services. For activities organised by the District Youth Development and Civic Education Committee and implemented by the Secretariat staff, public liability insurance and accident insurance are not required except where it is a mandatory requirement/term under the agreement for hiring the non-government venues. Public liability insurance and accident insurance cover 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 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 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 sponsored organisation should be returned within one month. Relevant records will be used as reference when we assess future funding

applications submitted by the same organisation.

19. The Committee reserves the right to cancel or reduce the approved funding for the funded project if the Committee considers that the sponsored organisation has used the approved funding or any part thereof for any purpose other than the specified purposes.
20. 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 2023-24 falls within the scope of the sponsorship approved by the Scheme 2023- 24, and in line with the Guidelines on the Use of Sponsorship specified by the Scheme 2023-24. 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. We reserve the right to revoke funding support if the sponsored organisation fails to submit the project report and/or financial report within the time limit or if either of the reports fails to comply with the requirements in the Guidelines on the Use of Sponsorship. Once funding support is revoked, advance payment received by the sponsored organisation should be returned within one month. Relevant records will 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 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.
22. 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 by the sponsored organisation, participating organisations or any personnel in relation to the Guidelines on the Use of Sponsorship or any legal provisions applicable to the Hong Kong Special Administrative Region (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 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. The Government reserves the right to revoke, suspend or terminate the approved funding. If the sponsored organisation has engaged or is engaging in acts or activities that are likely to constitute or cause the occurrence of offences endangering national security or contrary to the interests of national security, or if it is contrary to the interests of national security to continue to fund the sponsored 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 sponsored organisation. The Committee may also exercise the right to require the sponsored organisation to return the disbursed funds to the Committee and cancel the disbursement of the remaining funds.

23. 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.
24. 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.

25. The Committee reserves the right to disclose the information provided by the applicant organisation to a third party for the purpose of assessing the application.
26. 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/project.html>) and/or other government websites for publicity purpose.

(b) Mainland exchange activities

1. Applicant organisations must provide a letter of intent from the Mainland host organisation stating its agreement to arrange an itinerary for receiving the tour. The letter of intent should clearly specify the date, time, location and itinerary of the exchange and should be affixed with the stamp of the Mainland host organisation with indication of its date of issue. Relevant documents certifying the nature and experience of the Mainland host organisation are also required. If the applicant organisation fails to submit the letter of intent, its project proposal will not be entertained.
2. For activities to be held in the Mainland, funding will be given only to exchanges for local young people to visit the Mainland and/or vice versa through invitation made to Mainland youth organisations. Eligible participants of exchange programmes should be aged 12 to 40, and the number of participants aged 25 to 40 should account for no more than 30% of the total number of eligible participants (excluding supporting staff).
3. Funding will be given to supporting staff accompanying a tour to enhance immediate assistance while the exchange is conducted in the Mainland, with the condition on the ratio of eligible participants to sponsored supporting staff being 10:1 and funding be given to a maximum of three supporting staff members of whom at least one has experience in leading three or more exchange/internship programmes in the Mainland over the preceding five years. The sponsored supporting staff should at least spend three days and two nights accompanying the tour and should be directly hired by the sponsored organisation.

4. To deepen exchanges, organisations should organise talks or briefings covering, inter alia, the Basic Law for participants prior to departure to better equip them for introducing Hong Kong during an exchange tour. Exchange activities should also include assessment of what participants have learned and appreciated regarding our country's circumstances, and ways to strengthen their sense of national identity. The organisations are required to enclose relevant proof and questionnaires for record when submitting the project report.
5. After conclusion of the Mainland exchange activities, the organisations shall arrange and invite participants to attend sharing sessions to be held within 2 months from the completion of the project. Subsequent to such sessions, relevant proof must be submitted to the Secretariat for record. Invitation to attend the sessions held in Hong Kong must be extended to Committee members and Secretariat staff, who may opt to attend any or not.
6. Sponsored organisations must secure written consent from parent(s) or legal guardian(s) of participants aged under 18 for taking part in the exchange prior to their departure.
7. Applications for projects with fewer than 10 eligible young participants from Hong Kong will not be entertained. The Government will withdraw funding for any successful applicant organisations which eventually fail to secure at least 10 eligible young people from Hong Kong to take part in the project. The sponsored organisation concerned will be required to return the funding received in full within one month. The decision of the HYAB and the Committee shall prevail.

(C) Application Procedure

1. Applicant organisations should submit the following documents by mail or in person to **Room 905, 9/F, Youth Square, 238 Chai Wan Road, Chai Wan, Hong Kong** or email to **<secretariat@cpce.gov.hk>** before the deadline for application.

- (a) The originals of both the duly completed and signed application form and the budget form for activities
(For application by email, please submit scanned copies in PDF format);
- (b) Soft copies of both the duly completed application form in MS Word format and the budget form for activities in MS Excel format;
- (c) Copy of the applicant organisation's registration document or relevant supporting documents⁵;
- (d) The letter of intent from the Mainland organisation concerned indicating its agreement to arrange exchange activities and relevant documents certifying its nature and experience⁶ (applicable to Mainland exchange activities only).
- (e) For submissions with hard copies, please submit the above documents (a)-(d) in duplicate (i.e. original and duplicated copies); and
- (f) For submissions with hard copies, please store all of the above documents on a CD-ROM/USB storage device. (Note: The information stored therein must be consistent with the same contained in the hard copies, of which the latter shall prevail.)

Please mark "Application for Community Participation Scheme 2023-24" on the envelope or on the email subject line.

The application form can be downloaded from the Committee's website.

(https://www.cpce.gov.hk/main/en/cpscheme_detail.html)

2. Applications by fax will not be accepted. Application deadline: **5:00 p.m. on 24 November 2023 (Friday)**. The postmark date will be taken as the date of submission for application by post and the email receipt time for application by email. Late submissions will not be considered. Applications by fax will not be accepted.

⁵ Please refer to Paragraph (B)(a)4 above

⁶ Please refer to Paragraph (B)(a)1 above

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: Applicant organisations will be informed of the result in writing by February in 2024. The Committee has no obligation to accept or support any submitted application. The decisions on the approval of application and level of funding shall rest with the Committee. The decision made by the Committee 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 or visit the Committee's website at https://www.cpce.gov.hk/main/en/cpscheme_detail.html.
2. A list of valid applications with application numbers will be uploaded onto the Committee's website for inspection by applicant organisations within two weeks after the closing date. Acknowledgement of receipt of an application will not be issued separately.

The Committee on the Promotion of Civic Education
October 2023

Appendix

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. Subsidised items relating to exchanges for young people in Hong Kong to visit the Mainland or vice versa through invitation made to Mainland groups

Daily amount of subsidy per participant

	Specified purpose	Exchange destination/originating place in the Mainland	Maximum amount of subsidy (per person per day)
(a)	Expenditure in the Mainland incurred by eligible Hong Kong participants, such as expenses on transport (cross-border and local), accommodation, meals, travel insurance and on activities organised in the Mainland by the organisation for eligible participants (Each participant can receive up to 14 days of subsidy)	(i) Guangdong Province	HK\$410
		(ii) Guangxi Zhuang Autonomous Region, Hunan Province, Jiangxi Province and Fujian Province	HK\$545
		(iii) Provinces/municipalities/autonomous regions other than those listed in (a)(i), (ii) and (iv)	HK\$595
		(iv) Inner Mongolia Autonomous Region, Tibet Autonomous Region, Xinjiang Uygur Autonomous Region, Ningxia Hui Autonomous Region, Qinghai Province and Gansu Province	HK\$650
(b)	Expenditure in Hong	(i) Guangdong Province	HK\$400

	Specified purpose	Exchange destination/originating place in the Mainland	Maximum amount of subsidy (per person per day)
	Kong incurred by eligible Mainland participants, such as expenses on transport (cross-border and local), accommodation, meals, travel insurance and on activities organised in Hong Kong by the organisation for eligible participants (Each participant can receive up to 14 days of subsidy)	(ii) Guangxi Zhuang Autonomous Region, Hunan Province, Jiangxi Province and Fujian Province	HK\$500
		(iii) Provinces/municipalities/autonomous regions other than those listed in (b)(i), (ii) and (iv)	HK\$550
		(iv) Inner Mongolia Autonomous Region, Tibet Autonomous Region, Xinjiang Uygur Autonomous Region, Ningxia Hui Autonomous Region, Qinghai Province and Gansu Province	HK\$ 600
(c)	Daily subsidy for each eligible Hong Kong supporting staff member accompanying the tour to provide support for Hong Kong participants during the period of their stay in the Mainland, including the travel	(i) Guangdong Province	HK\$ 410
		(ii) Guangxi Zhuang Autonomous Region, Hunan Province, Jiangxi Province and Fujian Province	HK\$ 545
		(iii) Provinces/municipalities/autonomous regions other than those listed in (b)(i), (ii) and (iv)	HK\$ 595

	Specified purpose	Exchange destination/originating place in the Mainland	Maximum amount of subsidy (per person per day)
	time (Supporting staff member accompany the tour can receive up to 14 days of subsidy)	(iv) Inner Mongolia Autonomous Region, Tibet Autonomous Region, Xinjiang Uygur Autonomous Region, Ningxia Hui Autonomous Region, Qinghai Province and Gansu Province	HK\$ 650

2. 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) Operating costs, administrative costs and office expenses
 - (e) Recurrent expenses on salaries of organisation staff (However, special consideration may be given on individual merits for short-term or temporary ad hoc posts. If the staff members responsible for the project are originally under employment by the sponsored organisation rather than specifically recruited for the funded project, the Committee will not provide any additional fund for this item);
 - (f) Souvenirs for guests or uniform for participants;
 - (g) Projects solely for recreational/entertainment purposes, such as a fun fair or a carnival;
 - (h) Projects that are intended for the exclusive or personal/organisational benefit of an individual/organisation, such as performances for the organisation's annual events;
 - (i) Meal gatherings or refreshments/snacks;

- (j) Costs for inviting performers/guests/speakers/judges to activities;
 - (k) Prizes in the form of cash or items that may be cashed (e.g. bank gift cheques);
 - (l) Projects that conflict with the policies and interests of any Government bureau or department; and
 - (m) Projects, in the opinion of the Committee, which are likely to constitute or cause the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security;
3. 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. (Applicant organisations 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;
- (p) Miscellaneous expenses; and
- (q) Costs for physical exchange activities to the Mainland.