

BOCHK Centenary Charity Programme

Open Call for Project Proposals

Application Guidelines and Conditions

1. Background

In celebration of the 100th anniversary of Bank of China's service to Hong Kong, Bank of China (Hong Kong) Limited ("BOCHK") issued the "Bank of China (Hong Kong) Centenary Commemorative Banknote" ("Commemorative Banknote") in 2017, receiving an enthusiastic response from the public and recording total net proceeds of HK\$627 million. These net proceeds, contributed by the people and society of Hong Kong, will be devoted in full to local charitable causes through the BOCHK Centenary Charity Programme. Of the total net proceeds, HK\$427 million will be used to fund projects selected through an open call for project proposals from eligible local charities (the "Programme"). BOCHK has appointed The Hong Kong Council of Social Service as the Secretariat (the "Secretariat") to support and administer the Programme.

2. Programme Objectives

The Programme aims to address different social needs in the local community with a view to promoting a harmonious society and creating greater value for the community. In particular, it wishes to support projects that provide viable solutions and support for the grassroots communities, child and youth development, and elderly care. In addition, the Programme aims to encourage local charities to develop inspirational and forward-looking initiatives that address major social issues and improve the wellbeing of society in innovative ways, thus bringing about lasting and positive social impacts.

3. Project Themes

The Programme will allocate funds according to the three main themes below, each of which features four major categories:

- 3.1 **Social Diversity and Harmony:** facilitating upward mobility, helping grassroots communities, sharing community resources, and promoting equal opportunities and social inclusion.
- 3.2 **Child and Youth Development:** unlocking potential and broadening horizons, establishing positive values, supporting career development, and addressing special needs.
- 3.3 **Medical and Elderly Care:** promoting a healthy community, providing support to patients and caregivers, supporting ageing in place, and enriching elderly lives.

4. Project Nature

- 4.1 Projects under application must be charitable projects that are non-profit making and aim at serving local communities.
- 4.2 Projects under application must be projects that have not been implemented before. Ongoing projects launched prior to the submission of application shall not be accepted. In addition, the project must not be funded in any other form at all times, whether it is before or during submission of the application, or after the commencement of the project until the end of the funding period.
- 4.3 The Programme shall not fund individuals, fundraising events, marketing campaigns, advertising activities, pure academic studies, conferences, symposiums or capital projects (including purchases of equipment or vehicles).

5. Project Size and Duration

- 5.1 The amount of grant each project can apply for shall range from HK\$5 million to HK\$100 million.
- 5.2 The duration of the project must not exceed five years.
- 5.3 The funded project must commence between January and June 2020 and be completed on or before 30 June 2025.

6. Eligibility for Application

- 6.1 Applicants (including sole and joint applicants) must be tax-exempt charitable institutions under Section 88 of the Inland Revenue Ordinance of Hong Kong, and have at least three years of experience in providing local social services.
- 6.2 Applications must be submitted in the name of the organisation. Applications submitted by corresponding service units or departments under the organisation shall not be accepted.
- 6.3 For joint applications, a lead applicant must be indicated on the Application Form and is responsible for the application.
- 6.4 Each applicant can submit a maximum of two applications, including both sole and joint applications. If more than two applications are submitted by the same applicant, only the two applications with final confirmation by the applicant shall be accepted. Other applications shall be deemed void.

7. Application Procedure

- 7.1 Applicants shall fill out and submit the Application Form, which can be downloaded from the Programme website (www.bochk.com/en/centenarycharityprogramme). For joint applications, co-applicant(s) shall also complete and submit Part One and Three of the Application Form as well as Appendix I (A).
- 7.2 All the fields on the downloaded Application Form (including appendices) must be filled and the completed form should be saved in the original file format as they have been downloaded. Where applicable, the fields must be filled within the specified word limits, which apply to both Chinese and English languages.
- 7.3 The Declaration (Part Three of the Application Form) must be signed and stamped by the head of the organisation who must be an authorised signatory. For joint applications, all applicants shall each provide a signed and stamped declaration. The signed copy shall be scanned and submitted in PDF format.
- 7.4 Applicants must submit a project proposal with not more than 20 pages in A4 paper size in Word format (font size: 12, single line spacing). The proposal, however, does not replace the Application Form. The proposal shall cover the following aspects:
 - i. An elaboration on the information provided in "V. Project Summary" of the Application Form where appropriate
 - ii. Any other relevant information for the Judging Panel's consideration
- 7.5 Applicants must submit all relevant documents, including the Application Form, Appendix I (in Excel format), project proposal, annual reports and audited accounts of the last three years, the most updated organisation chart, copies of the registration documents and the certificate for tax exemption of Section 88 of the Inland Revenue Ordinance of Hong Kong. For joint applications, Appendix II of the Application Form and required information and documents of co-applicant(s) shall also be submitted.
- 7.6 All documents mentioned in item 7.5 must be submitted in the same USB by post or by courier to the Secretariat: The Hong Kong Council of Social Service, Room 1109, 11/F, Duke of Windsor Social Service Building, 15 Hennessy Road, Wanchai, Hong Kong. Please state "BOCHK Centenary Charity Programme" on the envelope.
- 7.7 The application period is from 8 April 2019 to 12 August 2019. Closing date and time for application shall be on 12 August 2019 (Monday) at 5:00pm. The postmark date on the envelope by post, or the delivery date and time by courier, shall be regarded as the date of submission of the application. In the case where Tropical Cyclone Warning Signal No. 8 or above or the Black Rainstorm Warning is issued at the time the application closes, the application deadline shall be postponed to 5:00pm on the next working day.
- 7.8 Failure to follow this Application Guidelines and Conditions of the Programme, or provision of false information or declaration, shall result in the voidance of the application. Submissions with incomplete information or documents, or in any other form of delivery, or late submissions shall not be accepted.

8. Application Processing

- 8.1 The Secretariat shall send a confirmation notice to the applicants by email within 14 working days upon receiving the application.
- 8.2 The Secretariat may request the applicants to submit additional information and documents as needed.
- 8.3 The shortlisted projects shall be submitted to the Judging Panel for review in accordance with the assessment criteria. Decisions shall be made taking into account the donation budget. Approved sum for each selected project may differ from the requested sum, and there is no guarantee that projects will be selected for each of the categories.
- 8.4 A result notification letter shall be sent to applicants by email in December 2019.
- 8.5 In case of any dispute with regard to the application arrangement or results, the decisions made by BOCHK shall be final and conclusive. No comments or reasons shall be provided. BOCHK reserves the right to make adjustments with regard to the application period, result announcement date and implementation timeframe of the funded projects. Amendments (if any) shall be announced in due course.

9. Assessment Criteria

Applications shall be assessed based on the following criteria:

- 9.1 Social needs: The project shall be able to address social needs, or to anticipate major social issues. It shall provide practical and viable solutions that directly benefit the community and public, or bring about long-lasting and positive social impact. Priority shall be given to projects which are innovative and distinctive. Cross-sector cooperation, the use of new technologies, or best practices drawn from similar overseas projects and related studies, etc. are also encouraged.
- 9.2 Planning and Execution: The project shall be supported by meticulous planning and operational arrangements and be managed by personnel with proven professional abilities and experience. Applicants shall demonstrate their relevant advantages and capacity to implement major charitable projects, as well as their positive track record. Applicants must also demonstrate sound governance and financial management.
- 9.3 Effectiveness and Impact: Applicants shall demonstrate clarity in the proposed project budget and implement proper control mechanisms to ensure cost effectiveness and prudent use of funds. The project shall aim to achieve significant results and specified benefits to the community and target beneficiaries. Feasible evaluation methods shall be formulated, including qualitative and quantitative performance indicators.

10. Funding Arrangements

- 10.1 All successful applicants (the "Funded Organisation") must sign the funding agreement within one month from the issue date of the result notification. Otherwise it shall be deemed to have withdrawn from the application.
- 10.2 The granted sum shall be disbursed by instalments to the Funded Organisation. It shall normally be disbursed in advance on a half-yearly basis.
- 10.3 BOCHK can defer, withhold, stop or reclaim any payment in the following situations:
 - i. The Funded Organisation terminates the project early;
 - ii. The Funded Organisation fails to submit or to submit on time to BOCHK the required reports or audit reports, or any of the required data of the approved project or budget, or if such submission is incomplete, incorrect, untrue and misleading;
 - iii. The Funded Organisation violates the terms and conditions as set out in this Application Guidelines and Conditions as well as the funding agreement.

11. Project Progress Report and Financial Report

- 11.1 The Funded Organisation is required to submit a progress report every six months and an annual report audited by an independent certified public accountant every year.
- 11.2 The Funded Organisation shall submit a project evaluation report and a final audit report in four months after the completion of the whole project.

12. Enquiries

Should there be any enquiries about the Programme or the application procedure, please contact the Secretariat at:

The Hong Kong Council of Social Service

Address: Room 1109, 11/F, Duke of Windsor Social Service Building, 15 Hennessy Road, Wanchai, Hong Kong

Telephone: +852 2864 2976

Email: project_bochk@hkcss.org.hk

13. In relation to the Personal Data (Privacy) Ordinance (the "Ordinance")

Data Policy Notice to the Applicants' Related Parties (the "Data Subject")

- 13.1 It is necessary for the Data Subject to supply BOCHK with data required in accordance with the Application Form as well as the Application Guidelines and Conditions, otherwise, the relevant application may not be accepted.
- 13.2 The purposes for which data relating to the Data Subject may be used / may comprise of all or part of the following purposes:
 - i. processing of the application;
 - ii. facilitating the management, supervision and operation relating to the Application, including but not limited to the funding arrangement ;
 - iii. making disclosure in compliance of any requirements of any law binding on BOCHK;
 - iv. enabling an actual or potential assignee of BOCHK / of BOCHK's rights in respect of the Data Subject, to evaluate the transaction intended to be the subject of the assignment, participation or sub-participation; and/ or
 - v. any other purposes relating thereto.

- 13.3 Data held by BOCHK relating to the Data Subject shall be kept confidential, but BOCHK may provide such information to the following parties for the purposes set out in paragraph 13.2 above:
- i. any agent, contractor or third party service provider who provides administrative or other services to BOCHK in connection with the Application;
 - ii. any other person under a duty of confidentiality to BOCHK including any of the companies under the Bank of China Group which have undertaken to keep such information confidential;
 - iii. any person to whom BOCHK is under an obligation to make disclosure under the requirements of any law binding on BOCHK; and/ or
 - iv. any actual or proposed assignee of BOCHK or participant of sub-participant or transferee of BOCHK's rights in respect of the Data Subject.

Notwithstanding which the place of business of any of the above-mentioned parties is outside the place(s) where BOCHK has operation, or that such data following disclosure shall be collected, held, processed, used or further disclosed by such parties in whole or part outside the places where BOCHK has operations in accordance with the applicable local practices, laws, rules and regulations.

- 13.4 Under and in accordance with the terms of the Ordinance, any individual Data Subject has the right:
- i. to check whether BOCHK holds data about such Data Subject and to be of access to such data;
 - ii. to require BOCHK to correct any data relating to such Data Subject which is inaccurate; and
 - iii. to ascertain BOCHK's policies and practices in relation to data and to be informed of the kind of personal data held by BOCHK.
- 13.5 In accordance with the terms of the Ordinance, BOCHK has the right to charge a reasonable fee for the processing of any data access request.
- 13.6 Nothing in this Notice shall limit the rights of the Data Subject under the Ordinance.
- 13.7 The persons to whom requests for access to data or correction of data or for information regarding policies and practices and kinds of data held are to be addressed are as follows:

The Data Protection Officer

Bank of China (Hong Kong) Limited

Address: Bank of China Tower, 1 Garden Road, Hong Kong

Facsimile: +852 2826 6860