

Basic Law Promotion Funding Scheme for Tertiary Institutions 2012/2013

Objective

The Basic Law Promotion Steering Committee and the Education Bureau jointly organise the Basic Law Promotion Funding Scheme for Tertiary Institutions. The Scheme will fund worthwhile projects which promote the awareness and understanding of the Basic Law among students and staff of local tertiary institutions.

Criteria of application

- (1) Eligible applicants must be:
 - (a) tertiary institutions or a faculty/department/division/unit of a tertiary institution. In this context, "tertiary institutions" include: University Grants Committee-funded institutions; The Open University of Hong Kong; The Hong Kong Academy for Performing Arts; Hong Kong Institute of Vocational Education; and institutions that offer accredited post-secondary programmes;
 - (b) academic or administrative staff of a tertiary institution;
 - (c) registered student bodies of a tertiary institution;
 - (d) non-profit-making organisations;
 - (e) a group of the bodies in categories (a) to (d) above; or
 - (f) such bodies formed specifically for participation in the Funding Scheme.
- (2) Where an applicant submits more than one application covering a series of promotional projects spread over a given period, each of these applications will be considered on its own merit and where necessary, a priority system will be devised to process the applications.
- (3) Applicants must be able to demonstrate that there will be adequate professional skill/expertise to be devoted to the project(s) concerned. In this connection, applicants with solid track records in organising similar or related activities will be accorded higher priority.

Theme and Format of the project

- The content must be directly related to the promotion of the Basic Law.
- Projects to be funded should be able to enhance awareness and understanding of the Basic Law in the tertiary education sector.
- There are no specific requirements on the activity format, which may include exhibitions, forums, quiz, competitions, variety shows, summer camps, publicity campaigns, training courses, etc.

Criteria for funding

- (1) The total budget of the Scheme is HK\$300,000.
- (2) Projects to be funded should:
 - (a) be non-profit-making;
 - (b) encourage greater participation in the activities in order to boost understanding of the Basic Law among students and staff of tertiary institutions;
 - (c) be cost-effective, i.e. the cost of the project should broadly commensurate with the expected results;
 - (d) not carry any recurrent financial implications on the Fund beyond the project duration;
 - (e) be capable for implementing widely in the tertiary education sector; and
 - (f) be undertaken mainly in Hong Kong.
- (3) The vetting panel will consider the following factors:
 - (a) the feasibility of the project
 - (b) the creativity of the project
 - (c) the target and number of beneficiaries of the project and the method of participation
 - (d) whether the project may continue to be developed
 - (e) the cost-effectiveness of the project
 - (f) whether sustained results can be obtained

Regulations on using the fund

- (1) Where necessary, the successful organisation, group or institution can apply for advance of half of the approved amount of grant to meet the expenses of the project.
- (2) Successful applicants should complete the project on or before 30 November 2013, and submit to the Education Bureau, in one month after its completion, a report on the project, together with records of activities organised, such as photographs, video tapes and other relevant information (including publications and souvenirs), statement of income and expenditure and the original receipts. All expenditures are accountable. Late submission of the report and relevant information will lead to revocation of the approved grant and the applicant may be required to arrange immediate refund of the advance payment.
- (3) If there are major modifications of the funded project, the organisation, group or institution concerned should apply to the Education Bureau in writing for prior approval. If the application is rejected, the Education Bureau has the right to revoke the approved grant and request immediate repayment of the advance payment.
- (4) If the project cannot be completed within the prescribed period, the organisation, group or institution should make full refund of the grant to the Education Bureau.
- (5) The grant cannot be used to purchase equipment or furniture or to pay for recurrent items such as staff salaries.
- (6) Expenses arising from completed projects or projects in progress will not be funded.

Application procedures

- (1) Applicants should fill out the application form, and provide the following details on separate A4-size paper:
 - Proposal – theme, format, content, date, time, venue, target group, number of beneficiaries, work plan of the project, publicity, method of evaluation of the effectiveness of the project, number of workers (please specify the number of paid workers and volunteers) ;
 - Estimated income and expenditure account – itemised expenditure for various activities, source of income (including total amount of grant to be applied for from the Education Bureau, amount and expenditure items to be funded by the applicants, fees from participants, private sponsorship or sale of raffle tickets, etc).
- (2) Deadline for submission of application is **4 January 2013 (Friday)**. Please send the completed application form, the project proposal, estimated income and expenditure account and documents certifying the applicant's registration on or before the deadline to the office of the Higher Education Division, Education Bureau, at 7/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong. Please mark "Basic Law Promotion Funding Scheme for Tertiary Institutions 2012/2013" on the envelope.
- (3) The applicant may need to provide extra information to facilitate vetting of the application. If the information submitted is not complete, the Education Bureau may not process the application.
- (4) Personal information collected via the application form will only be used in relation to the purpose of the "Basic Law Promotion Funding Scheme for Tertiary Institutions".

Announcement of application result

The Education Bureau will notify successful applicants via mail in or before March 2013.

Copyright

Copyright in respect of any publication, audio-visual works and software product of projects under this Funding Scheme belongs to the Hong Kong Special Administrative Region Government. The organisations, groups or institutions responsible for planning and conducting the projects concerned will, however, be allowed to reproduce their publications, audio-visual works and software for non-profit making purposes.

Enquiries

- For enquiries, please contact the Higher Education Division of the Education Bureau at tel: 35097399, fax: 2537 6566 or e-mail address: eohe@edb.gov.hk

**Basic Law Promotion Funding Scheme for Tertiary Institutions 2012/2013
Application Form**

General Information about the group/organisation/institution

Name: _____

Brief introduction:
(Its history, aims and work,
please attach a copy of its
annual report and other
relevant information, if
applicable)

Major activities of the
organisation: _____

Information about the project

Title of the project: _____

Total budget: _____

Amount of grant applied for: _____

Project Leader

Name: _____ Post: _____

Contact tel: _____ Fax no.: _____

Signature: _____ Date: _____

Address: _____

Responsible person of the organisation (responsible for monitoring the project and repaying the grant to the Government if necessary)

Name: _____ Post: _____

Contact tel: _____ Fax no.: _____

Signature: _____ Date: _____

Address: _____

高等教育院校基本法推廣資助計劃 2012/2013

目的

基本法推廣督導委員會及教育局現正推行「高等教育院校基本法推廣資助計劃」，鼓勵及資助舉辦各項活動，以加強高等教育院校的學生及教職員對《基本法》的認識及了解。

申請資格

- (1) 下列組織或人士可申請撥款：
 - (a) 高等教育院校或屬下的學院/學系/科/組。「高等教育院校」包括大學教育資助委員會資助的 8 所院校、香港公開大學、香港演藝學院、香港專業教育學院及提供經評審專上課程的院校；
 - (b) 高等教育院校的教師或行政人員；
 - (c) 高等教育院校已註冊的學生組織；
 - (d) 非牟利組織；
 - (e) 上述 (a) 至 (d) 項的組合；或
 - (f) 為參與資助計劃特別成立的組織。
- (2) 如申請者遞交超過一份申請，擬在一段期間內進行一系列的推廣計劃，審核小組會按每份申請的內容進行評審，如有需要，或會訂立優次制度處理申請。
- (3) 申請人須證明具備足夠專業技術及知識落實計劃。申請人如擁有舉辦類似或有關活動的經驗，申請將獲優先考慮。

計劃內容

- 計劃的內容必須與推廣《基本法》有直接關係。
- 計劃應能加強高等教育院校的學生和教職員對《基本法》的認識及了解。
- 活動形式並無特別規限，一般包括：展覽、論壇、問答遊戲、比賽、綜合表演、夏令營、宣傳運動、訓練課程等。

撥款準則

- (1) 資助計劃的撥款總額為港幣 30 萬元。
- (2) 獲得資助的計劃應：
 - (a) 屬非牟利性質；
 - (b) 鼓勵更多高等教育院校的學生和教職員參加，令更多人認識《基本法》；
 - (c) 符合成本效益，即開支與預期效果大致相稱；
 - (d) 除在活動進行期間外，不會對撥款造成經常性的財政負擔；
 - (e) 可以在高等教育院校廣泛推行；以及
 - (f) 主要是在香港進行。
- (3) 評審小組將考慮：
 - (a) 計劃是否可行
 - (b) 計劃的創意
 - (c) 計劃的對象、受惠人數及參與方式
 - (d) 計劃是否可以繼續發展
 - (e) 計劃的成本效益
 - (f) 計劃是否會有持久的效果

使用撥款細則

- (1) 獲撥款資助的小組、團體或機構，如有需要，可申請預支一半撥款以推行活動。
- (2) 申請者如獲撥款資助進行有關活動，須於 **2013 年 11 月 30 日** 或以前完成活動，並於計劃完成後一個月內，向教育局提交活動報告、活動實況記錄如相片、錄影帶及有關資料（包括出版刊物及紀念品）、收支報告及單據正本，所有申請資助的支出須實報實銷。逾期提交有關報告及資料者將被撤銷撥款，並須即時退還預支撥款。
- (3) 獲資助的活動計劃如有重大修改，有關小組、團體或機構必須以書面向教育局提交修訂申請；如申請不獲接納，本局有權撤銷已批准的撥款，及要求有關團體即時退還預支撥款。
- (4) 申請小組、團體或機構如不能依期完成活動計劃，須將撥款退還。
- (5) 用於購置器材或傢俱及經常性開支如員工薪酬項目，不能申請資助。
- (6) 已完成或正在進行的活動項目的支出，皆不獲資助。

申請手續

- (1) 申請人須填妥申請表，並且用 A4 白紙詳列擬辦活動的資料：
 - 計劃書 – 主題、形式、內容、日期、時間、地點、對象、人數、計劃的工作大綱、宣傳方式、活動成效評估方法及工作人員數目（請分別列出受薪員工及義工人數）；
 - 收支預算表 – 活動細節的各項支出、經費來源（包括擬向教育局申請的資助總額、機構負擔的費用和項目、參加者收費、私人贊助及售賣抽獎券等）。
- (2) 本計劃的申請截止日期為 **2013 年 1 月 4 日(星期五)**。申請者須於截止日期前，將填妥的申請表、計劃書、收支預算表，連同申請人註冊證明文件，交往教育局高等教育分部位於香港添馬添美道 2 號政府總部東翼 7 樓的辦公室（信封面請註明「高等教育院校基本法推廣資助計劃 2012/2013」）。
- (3) 申請人可能需要提供額外資料以協助審批，如所需資料未全，教育局將無法處理申請。
- (4) 所有經由本申請表所蒐集的個人資料，只用於「高等教育院校基本法推廣資助計劃」有關用途。

審批結果公布

教育局將於 2013 年 3 月或以前專函通知各成功申請者。

版權

受本資助計劃撥款進行的活動計劃所出版的刊物、影音製作及電腦軟件，其版權皆屬香港特區政府所有。唯策劃及進行該活動計劃的小組、團體或機構可複製這些刊物、影音製作及電腦軟件，作非牟利用途。

查詢

- 如有任何疑問，請致電 35097399、傳真 2537 6566 或電郵 eohe@edb.gov.hk 向教育局高等教育分部查詢。

**高等教育院校基本法推廣資助計劃 2012/2013
申請表**

小組/團體/機構資料

名稱: _____

簡介: _____
(歷史、宗旨及工作，
如有年報及有關資料
，請一併呈交)

主要業務: _____

活動計劃資料

活動計劃名稱: _____

活動預算總支出: _____

申請撥款額: _____

活動計劃負責人

姓名: _____ 職位: _____

聯絡電話: _____ 傳真號碼: _____

簽署: _____ 日期: _____

地址: _____

團體負責人(負責監管活動計劃，及在有需要時要向政府退還撥款的負責人)

姓名: _____ 職位: _____

聯絡電話: _____ 傳真號碼: _____

簽署: _____ 日期: _____

地址: _____