

## **Basic Law Promotion Funding Scheme for Tertiary Institutions 2020**

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### **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.

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### **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. **If the proposed project involves more than one activity, please specify how each activity will contribute 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\$450,000.
- (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 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 applicant 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 18 January 2021 (Monday) 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 (if applicable).
- (3) If there are major modifications of the funded project, the applicant 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 (if applicable).
- (4) If the project cannot be completed within the prescribed period, the applicant 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 before the approval of the grant 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 20 March 2020 (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 2020" on the envelope.
- (3) After the submission of application form and related documents, 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**

Successful applicants will be notified of the application results via mail by **May 2020**.

### **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 applicant 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 : 3509 7399; fax: 2537 6566 or e-mail address: [eohe@edb.gov.hk](mailto:eohe@edb.gov.hk).