

## Checklist for submitting application by hand or by mail

- Every item of this application form is completed;
- The Head of the applicant Non-governmental Organisation (NGO) has signed and stamped in Part C;
- The Head of the Department / Section or Subsidiary Organisation implementing the Project for the applicant NGO has signed and stamped in Part D1 or D2 (if applicable);
- Signature of the Project Coordinator has been provided in Part E;
- The Supervisor/Principal of all Collaborating School(s) have signed and stamped the declarations in Part F1(1) or Part F2(1)&(3);
- The Principal(s)/Teacher(s)-in-charge of all Collaborating School(s) have signed and stamped in Part I;
- The NGO or NGO's Subsidiary Organisation has stamped in Part F1(2) or Part F2(2)&(3) ;
- The Project Coordinator has signed in Part F1(2) or Part F2(2)&(3);
- The ceiling of the total amount (Part J (5)) of grant applied for each Community-based Project is capped at HK\$2,500,000.
- The ceiling of the total grants under the care of a Project Coordinator, irrespective of the number of Community-based Project(s), should not exceed HK\$2,500,000.

The following documents are attached:

- The **original and one copy** of the completed application form;
- NGO participated in the CBP in previous years: documents certifying that the applicant NGO and its delegated Subsidiary Organisation are an approved charitable institution or trust of a public character under Section 88 of the Inland Revenue Ordinance (Cap.112)
- New applicant NGO or NGO with memorandum of association, constitution or charter amended: documents certifying that the applicant NGO is an approved charitable institution or trust of a public character under Section 88 of the Inland Revenue Ordinance (Cap.112) and the applicant's memorandum of association in case it is a limited company under the Companies Ordinance (Cap.32) or constitution or charter in case it is registered under the Societies Ordinance (Cap. 151) (one copy each)
- A copy of Certificate of Registration of a School or the completed application form for getting Exemption from Registration as a School under Section 9(5) of the Education Ordinance (Cap. 279) for offering non-formal curriculum in places other than the collaborating school premises.