

Guide to Beat Drugs Fund
Special Funding Scheme

September 2008

Application for Beat Drugs Fund Special Funding Scheme

This guide provides basic information on the Beat Drugs Fund (“the Fund”), and the procedures of applying for the Special Funding Scheme of the Fund. It also provides information on the processing of applications, the criteria for project selection, disbursement of grant, and the monitoring of projects approved under the Fund.

Information on the Fund can be obtained from Narcotics Division’s homepage at <http://www.nd.gov.hk>.

Enquiries on this guide should be addressed to the Secretariat of the Beat Drugs Fund Association at 30th Floor, Queensway Government Offices, High Block, 66 Queensway, Hong Kong, by telephone at 2867 2737 or 2867 2286, via faxline number 2810 1790 or by e-mail to sbeon4@sb.gov.hk.

Please call 2867 2763 for enquiries on the “Professional Training Programmes for Family Doctors”.

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Objectives of the Fund

The Fund aims to promote worthwhile anti-drug activities which can help reduce the problem of drug abuse, particularly amongst the young, and to promote community-wide efforts and programmes in the campaign against drug abuse in Hong Kong.

Establishment of the Beat Drugs Fund

2. The Beat Drugs Fund (the Fund) was established in March 1996 with a capital base of \$350 million to provide funding support for worthwhile anti-drug projects. The Fund is administered by the Beat Drugs Fund Association (“the Association”). The Narcotics Division of the Security Bureau provides secretariat support for the Association. The amount of funds to be allocated each year will normally depend on the amount of proceeds generated from the Fund in the year.

Special Funding Scheme

3. In November 2007, the Fund established the Special Funding Scheme (SFS) to support anti-drug measures proposed by the Task Force on Youth Drug Abuse.

Eligibility of applicant

4. Organisations and individuals can apply for the Fund under the Special Funding Scheme, if the projects under application are of non-profit-making nature and are satisfied with the criteria as set out in paragraphs 7 and 8 below. Individual applicants must provide proof that they have obtained support from their affiliated organisations for the project.

Application procedure

5. All applicants are required to complete and submit the Application Form in duplicate. **Electronic file** of the completed application, in either PDF or Microsoft Word format, should **also** be submitted. Applications delivered by hand should reach the Association on or before 6:00 p.m. 17 November 2008.

If the applications are submitted by mail, the postmark should be on or before 17 November 2008. Late applications or applications with insufficient information will not be accepted.

6. If an applicant is a branch/district organisation affiliated to or under a mother organisation in Hong Kong, he must submit the application via his mother organisation. Should the mother organisation receive more than one application from its district/branch agencies or organisations, he must prioritise the applications and indicate the priority in the application forms before submission. Each mother organisation should not submit more than three applications.

Proposed project

7. Applicants should submit proposal(s) with the following theme-

- Professional Training Programme for Family Doctors

8. Applicants can make reference to the project brief as detailed in **Annex**.

Points to note when completing the application forms

9. Applicants are required to give the overall cost as well as a detailed and itemised breakdown of the costs of their projects. Contingency elements should be excluded so as not to inflate the budget.

10. If a proposed project involves the employment of additional staff, the applicant should submit detailed duty lists of the additional staff to be employed and explain why the proposed duties of the additional staff cannot be taken up by the existing staff of the organisation. In addition, while salary should be commensurate with qualifications and experience, appointees should normally be paid with the starting salary of similar posts in the Government. Strong justifications should be given for the appointment of staff with salaries higher than the starting salary of similar posts in the Government.

11. Grants by the Fund are of one-off nature. Applicants are required to state in their applications whether the proposed projects, if approved, would entail any outstanding tasks or clients to be served upon the expiry of the grants by the Fund. Applicants should explain how the outstanding tasks, if any, would be handled or how the remaining clients, if any, would be served if alternative sources of funding could not be secured afterwards.

12. Applicants are required to provide additional or supplementary information in relation to their applications as and when required by the Association. However, it should be noted that applicants should provide the best and fullest information in their applications, and the Association is not obliged to request additional information from applicants.

Vetting of applications

13. Advice from relevant Government departments on the support-worthiness of the applications will be sought before putting the applications to a vetting panel for consideration. The vetting panel, comprising members of the Sub-committees of Action Committee Against Narcotics, will be set up to examine applications. Recommendations made by the panel on applications will first be submitted to the Action Committee Against Narcotics (ACAN) for endorsement and then to the Governing Committee of the Association for consideration and approval.

14. Applicants may be required to present their proposals to the Association, ACAN and other relevant bodies involved in processing the applications if deemed necessary.

15. The result of the exercise will be announced by January 2009. Decisions of the Association in respect of project approvals and disbursement of grants are final.

Factors to be considered in project selection

16. The ACAN and the Association will consider each application on its own merits. In considering the applications, the ACAN and the Association will take account of, but not limited to, the following factors-

- a) Relevance
 - The extent to which the application meet the parameters and pre-requisites in the project brief.
- b) Project strength
 - Whether the proposed project will be evaluated in a robust, systematic, realistic and thorough manner;
 - The number of beneficiaries/participants/users of the proposed project; and
 - Whether the proposed budget and resources allocation is reasonable and realistic.
- c) Project Commencement
 - Whether the project will commence before January 2009.
- d) Strength of applicant
 - Past performance of the applicant in using the Beat Drugs Fund; and
 - Technical and management capability of the applicant.

17. The following projects are normally not considered:-

- a) project out of the scope encouraged by the Association;
- b) programmes eligible for Government subvention; and
- c) projects which have been started/completed.

Conditions for grant

18. The grantee should start the projects within one month after approval. They should expedite their work on the projects and complete them

within the indicated time schedule. Applications for extension of deadline will normally not be entertained unless with full justifications.

19. All information that successful applicants have provided in the application is binding on them. Successful applicants are required to strictly adhere to the projected cash flow and implementation schedule of the approved projects. Furthermore, applications for supplementary provisions to cover unforeseen expenditure will not be considered.

20. The grantee shall give appropriate acknowledgement to the Association in the implementation of the approved project, including publicity and/or published materials associated with the project.

21. For assets purchased with the Fund's grant, the Association has a right to require the grantees to return them to the Fund upon project completion.

22. The ownership, copyright and all other intellectual property in all audio visual products, handbooks or such materials so created as a result of the project shall be vested in and belong to the Association. The Association may use the reports or other such materials for any purpose at any time, and the grantee is allowed to use the reports or other such materials for academic pursuits or other good cause with the prior approval of the Association.

23. Prior approval of the Association is required if the grantee wishes to change an approved project's implementation plan or budget.

Financial arrangement

24. Grantees may choose to receive the grants by advance or reimbursement payment-

- a) Those choosing the advance payment mode should submit documentary evidence such as contracts or invoices in making the claims. The grantee should submit the original receipts to the Narcotics Division for certification as and when he has received. Normally, it should not be later than one month after the relevant payment has been made to the contractors/suppliers.
- b) Those choosing the reimbursement mode should submit claims for reimbursement within two months of the receipted bills.

25. The Association will only reimburse the amount of grant or the actual cost of the project, whichever is the less. Any increase in cost arising from inflation or unforeseen requirements will be the responsibility of the grantees.

26. Grantees should comply with the procedural guidelines for implementation of projects issued by the Association. They will be required to return to the Association any allocated funds which have not been used for the intended purposes and objectives of the projects.

27. Any unspent grant should be refunded to the Association within one month after completion of the project.

Monitoring of funded projects

28. Grantees are required to submit progress reports at quarterly or at six-month intervals and a full report upon project completion. For projects with grants of \$500,000 or more, an audited statement of accounts of the project conducted by external auditors should be submitted to the Association within two months of completion of the project. The audited statement of accounts should include an audit assurance that the conditions of grant stipulated by the Association have been fully met.

29. Applicants are required to propose, in the application forms, specific indicators for evaluating their projects. Successful applicants will be required to evaluate their projects in terms of the indicators in the full report to be submitted upon project completion.

30. Members of the Association, the ACAN or the Narcotics Division may visit the approved projects to review progress from time to time.

Sponsorship

31. Prior written approval of the Association is required if a grantee wishes to name a project after a sponsor. The person to be named after is normally required to contribute towards the cost of the project at a level to be agreed with the Association.

32. Prior written approval of the Association is also required before grantee accepts any other sponsorship for the project supported by the Fund.