

BEAT DRUGS FUND REGULAR FUNDING SCHEME 2020 FUNDING EXERCISE

BRIEFING



10, 12, 14 & 18 August 2020

Outline

1. Background of Beats Drug Fund (BDF) and Introduction of “Regular Funding Scheme”
2. Drug Situation in Hong Kong in 2019
3. Priority Areas for the 2020 Funding Exercise and How to Conceive a Project
4. Assessment Criteria and Arrangements of Fund Disbursement
5. Points to Note when Completing the Application Form
6. Outcome Evaluation Methods
7. Submission Requirement
8. Q&A Session

Part 1

Background of Beats Drug Fund and Introduction of "Regular Funding Scheme"

Beat Drugs Fund (BDF) – Background Information

- Established in 1996, with a capital outlay of \$350 million by the Legislative Council (LegCo).
- In 2010, the LegCo approved a capital injection of \$3 billion into the BDF to increase its capital to \$3.35 billion.
- With its investment income, the BDF provides funding source to finance worthwhile community-driven anti-drug projects.

Beat Drugs Fund (BDF) – 5 Funding Schemes

1. **Regular Funding Scheme** ✓
2. **Special Funding Scheme** – provision of financial assistance to drug treatment and rehabilitation centres for meeting the licensing requirements in Cap.566 and obtaining the licence.
3. **Healthy School Programme with a Drug Testing Component** – a school-based programme with diversified anti-drug programmes comprising education, counselling, support, and a drug testing component.
4. **Anti-drug Community Awareness Building Programme** – implemented through 18 District Fight Crime Committees and District Offices of Home Affairs Department, focusing on the hidden drug problem, playing a more active role in drug prevention, early identification and intervention.
5. **"Participate in Sports, Stay Away from Drugs" Programme** – implemented since academic year 2017/18, a school-based student-led preventive education initiative.

“Regular Funding Scheme” - Scope of Funding

- ❖ Provide treatment and rehabilitation services to people with drug problems
- ❖ Organise preventive education and publicity programmes
- ❖ Conduct researches on drug abuse problem
- ❖ A combination of the above themes

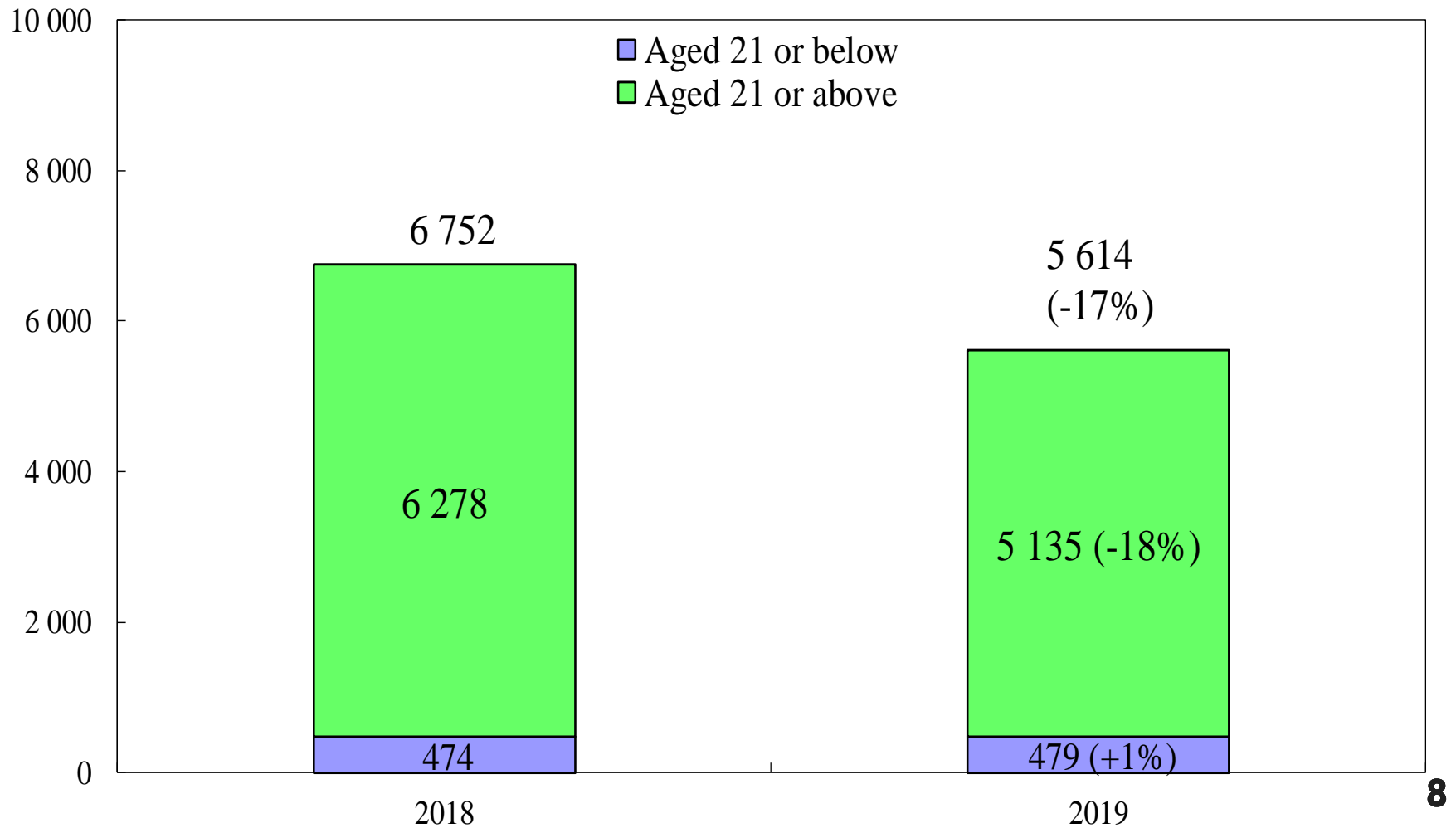


In the past 3 years (2017-19),
“Regular Funding Scheme” has funded over
181 projects, with a total amount of over
\$413 million.

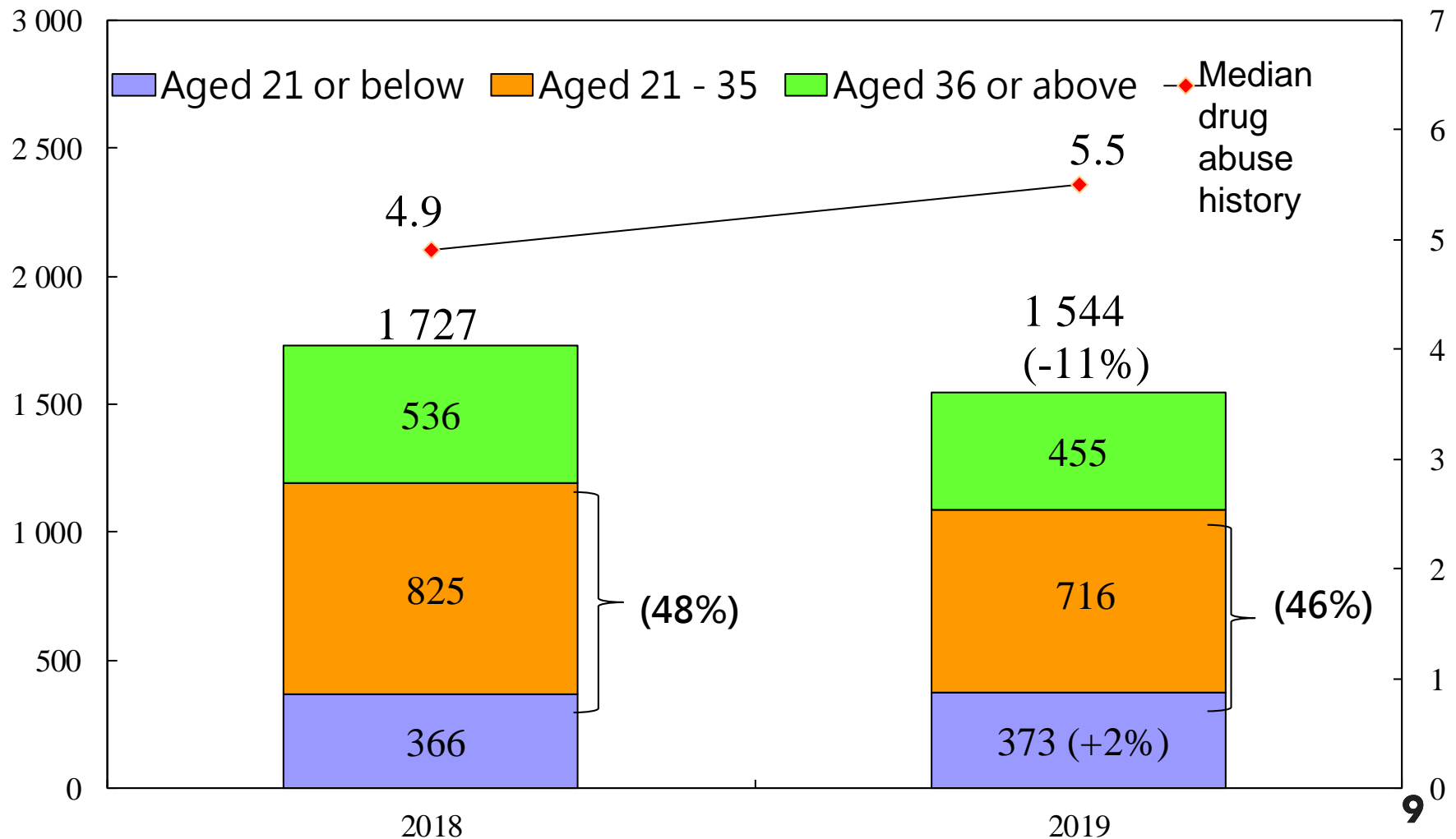
Part 2

Drug Situation in Hong Kong in 2019

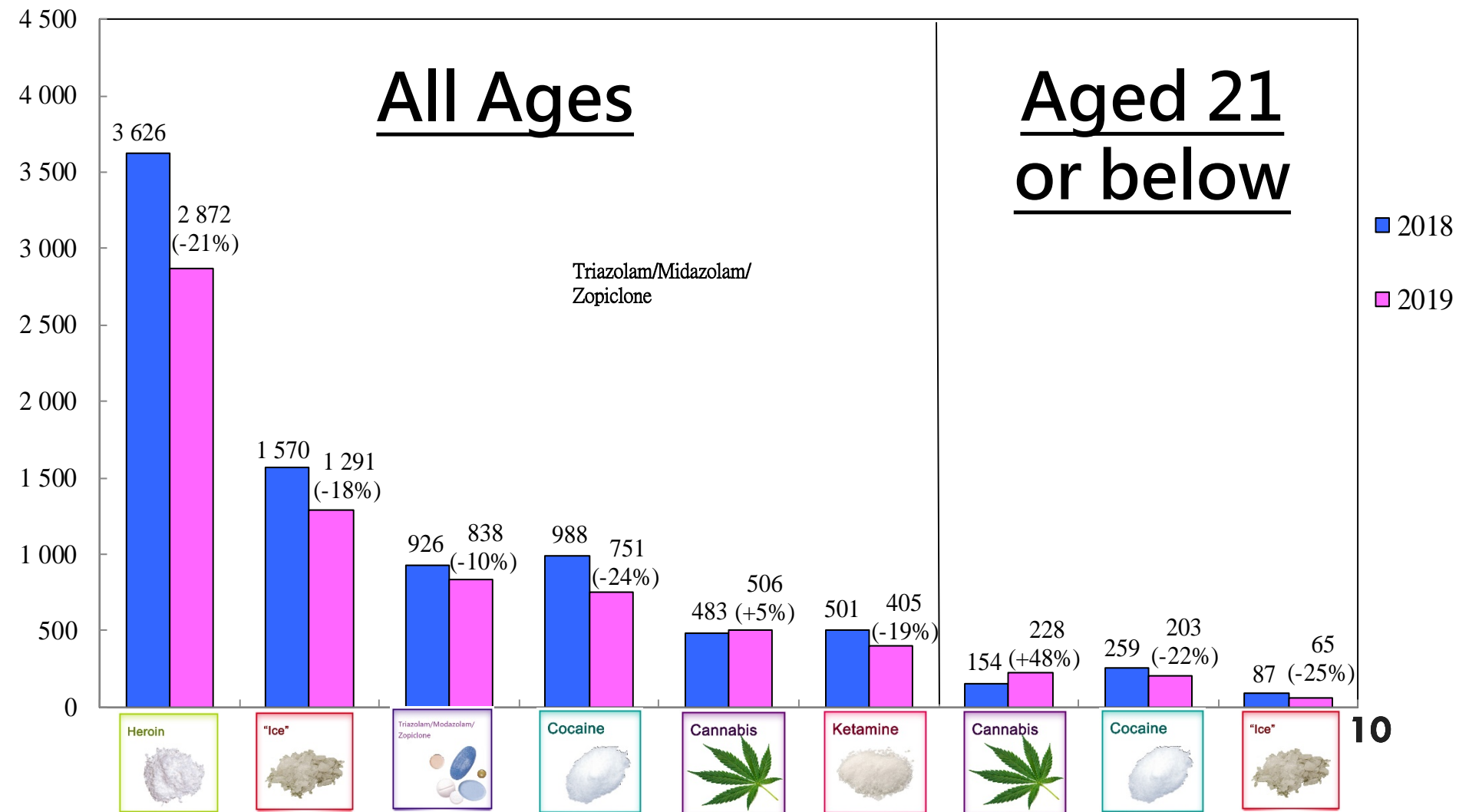
All reported drug abusers



Newly reported drug abusers



Most common type of drugs abused



Drug Situation in 2019: Hidden Drug Abuse Problem still Warrants Attention

- The drug abusing history of newly reported cases lengthened slightly. A 5.5-year median drug abusing history warrants attention.

2018: 4.9 Years → 2019: 5.5 Years

- In 2019, 54% of drug abuser took drugs at home or friends' home only (figure in 2018: 58%).



Part 3

Priority Areas for the 2020 Funding Exercise and Guidelines for Project Drafting



Priority Areas for the 2020 Funding Exercise

(Guide to BDF RFS 2020 Funding Exercise Para. 29 and App. E)

Treatment and Rehabilitation (T&R)



- a) projects that take into account the **latest demographic characteristics of drug abusers and cater for their varying needs in quitting drugs**. They may include young adults (aged 21 – 35), female drug abusers including pregnant women/mothers, people of diverse race and sexual minorities. The projects could be on a pilot basis, community or residential based, or involve treatment in a hospital setting or in an outreach mode.
- b) projects that **support family members of drug abusers**, which could serve as a means of engaging hidden drug abusers in families, strengthening the motivation of drug abusers to quit drugs and maintain abstinence, as well as preventing inter-generational drug abuse patterns.

Priority Areas for the 2020 Funding Exercise (cont'd)

Treatment and Rehabilitation (T&R) (cont'd)



- c) projects that **promote/strengthen** collaboration among various sectors and service modes to help the increasingly complex psychotropic substance abuse (PSA) cases to quit drug, especially those involving “Ice” , cocaine and/or cannabis abuse, and to **facilitate a continuum of T&R services** for drug abusers to achieve **abstinence**. Key players may involve community-based service units, residential drug treatment and rehabilitation centres, medical services, law enforcement agencies, other welfare service units as well as non-governmental organisations (NGOs) or bodies serving specific groups.
- d) projects that **facilitate early identification of drug abusers and intervention**, including but not limited to peer snowballing, closer collaboration with parties which may have contact with drug abusers in their services for case referral for drug quitting, etc.

Priority Areas for the 2020 Funding Exercise (cont'd)

Treatment and Rehabilitation (T&R) (cont'd)



- e) projects that **strengthen aftercare services** for those who have **successfully quitted drugs** so as to minimise relapse and facilitate reintegration into society. Examples include counselling at post-treatment stage, occupational therapies, vocational training, provision of job placement opportunities, job counselling, mentorship programmes, etc.
- f) projects that **provide structured training or platforms for experience sharing among anti-drug workers, medical professionals and related sectors/personnel** to equip them with the necessary skills and knowledge of **handling cannabis abuse cases** and the increasingly complex cases involving other psychotropic substances.

Priority Areas for the 2020 Funding Exercise (cont'd)



Preventive Education and Publicity (PE&P)

- g) projects that **enhance awareness of drug harms of cannabis**, particularly in providing correct information on the harms of cannabis abuse, rectifying mistaken concepts and helping identify cannabis products, among **members of the general public especially young people and parents, as well as specific target groups** (such as high-risk youth, post-secondary/tertiary students, people of diverse race and/or sexual minorities).
- h) projects that **enhance awareness of the harms of other popular drugs, such as “Ice” and cocaine, among members of the general public and specific target groups** (such as high-risk youth, post-secondary/tertiary students, people of diverse race and/or sexual minorities), particularly in providing preventive education on drug harms, promoting attitudinal change towards drugs and encouraging early help-seeking.

Priority Areas for the 2020 Funding Exercise (cont'd)



Preventive Education and Publicity (PE&P) (cont'd)

- i) projects that target **young adults (aged 21 – 35), young persons who fall outside the school network, employers and/or business operators**, with a view to enhancing the awareness of the drug problem, improving understanding of the harms of prevalent drugs, developing resilience towards drug temptation, facilitating identification of hidden abusers, encouraging early help-seeking, and establishing a drug-free culture at workplace.

Priority Areas for the 2020 Funding Exercise (cont'd)



Preventive Education and Publicity (PE&P) (cont'd)

- j) projects that **enhance the awareness of families, especially at-risk families** (e.g. teenage mothers, parents or family members being ex-drug abusers, and family members being high-risk youth), **of the drug problem**, and strengthen the role and abilities of family members in preventing drug abuse, identifying drug-abusing family members, handling drug problems and seeking help early.
- k) projects that **promote community acceptance of T&R services and facilities** and **reintegration of rehabilitees** into society.
- l) projects that **enhance the awareness of the dire consequences of engaging in drug trafficking activities**.

Priority Areas for the 2020 Funding Exercise (cont'd)



Research

- m) researches on the characteristics of PSA, particularly on **psychotropic substances** which have gained prevalence in **Hong Kong** such as “Ice” , cocaine and cannabis to provide more information about the drug harms and to identify suitable treatment methods.
- n) researches on the **behavioural patterns** (e.g. reasons for hidden drug abuse, relapse and its prevention, and impacts of inter-generational drug abuse) of **different groups of drug abusers** (e.g. female drug abusers, pregnant drug abusers, working drug abusers, and drug abusers of diverse race).
- o) researches on the methods of **collecting and analysing qualitative information** to complement the drug situation in quantitative terms.

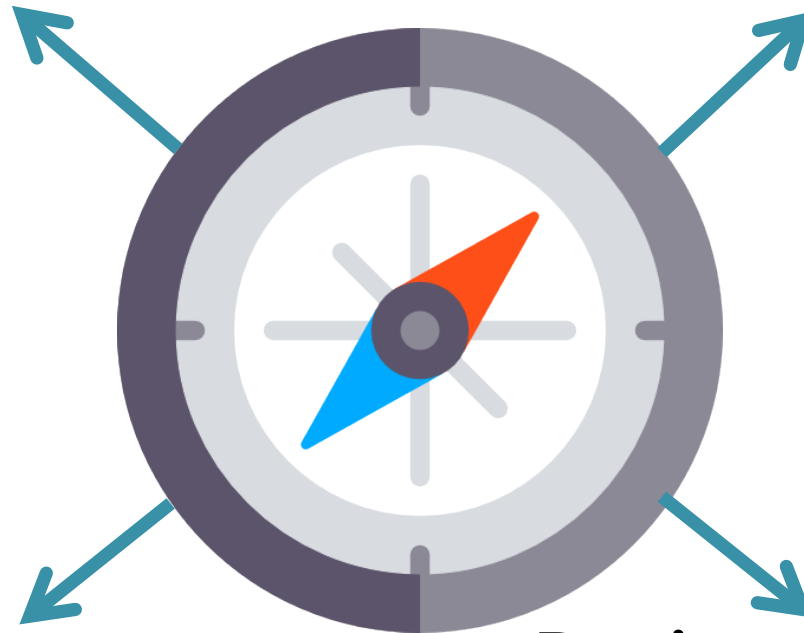
Interested
organisations/parties
have to consider...



Direction of Project Design

Pinpoint the
Drug Trend

Establish the
Service Targets



Set the Expected
Results

Design the Mode of
Implementation

Direction of Project Design – Pinpoint the Drug Trend

- **Pinpoint the Drug Trend**
 - ▣ Cannabis, Cocaine, “Ice”
 - ▣ Working/Young Adults
 - ▣ Hidden drug abuse

Direction of Project Design – Establish the Service Targets

To take into account the needs of different groups, such as:



- ▣ Young adults
- ▣ Hidden drug abusers
- ▣ Rehabilitees
- ▣ Women (including pregnant women/mothers)
- ▣ Teenagers/students
- ▣ People of diverse race
- ▣ Sexual minorities
- ▣ High-risk groups/families







Direction of Project Design – Establish the Service Targets

Accommodate the characteristics of different groups, such as:

- ☐ Lifestyle/habit
- ☐ Health/family condition
- ☐ Employment/studies needs
- ☐ Cultural background/customs and traditions
- ☐ Interests and trends
- ☐ Peer influence



Direction of Project Design – Set the Expected Results

-  Identify drug abusers as soon as possible, and refer them to receive treatment
-  Help rehabilitees to reintegrate into the society
-  Support families which are affected by drug problem
-  Convey anti-drug messages successfully, rectify misconceptions and raise the ability of service targets to resist drug seduction

Direction of Project Design – Design of Mode of Implementation

✓ Aftercare services for rehabilitees

- ▣ Psychological counselling
- ▣ Vocational training/Job matching

✓ Cross-sector cooperation, for example:

- ▣ Social welfare organisations, medical institutions, drug treatment and rehabilitation centres, local communities, leaders of diverse race, law enforcement agencies, business operators, employers, academic institutions...

✓ Professional training

- ▣ To equip frontline anti-drug workers with the necessary skills and knowledge to handle the increasingly complex cases of drug abuse and to identify hidden drug abusers



Direction of Project Design – Design of Mode of Implementation (cont'd)

✓ Preventive Education and Publicity

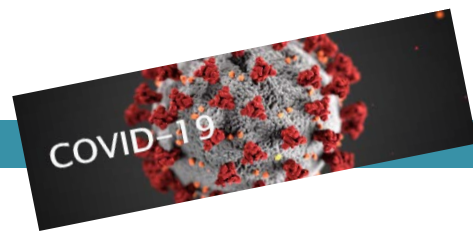
- ▣ Design projects which suit the service targets' background, needs and interests

✓ Research

- ▣ Researches on the characteristics of different drugs (such as cannabis, cocaine, "Ice") to identify suitable treatments methods
- ▣ Researches on the behavioural patterns of different groups of drug abusers, including relapse pattern, to facilitate the formulation of practical initiatives



Direction of Project Design – Design of Mode of Implementation (cont'd)



✓ Impact of COVID-19

- In view of the probable adverse impact of COVID-19 on the community in the time ahead, applicants should take into account the potential challenges posed by COVID-19 when devising the content of their projects.
- In particular, they are required to consider if the pandemic situation warrants, whether the proposed services, programmes, activities, etc. could be flexibly delivered by alternative modes (e.g. through online or non-physical means); or whether there is room for rescheduling them to a different time in the project period.
- The alternative modes of delivering the activities and contingency plan for implementing the project amid COVID-19, where applicable, should be stated in the relevant parts of the application form (primarily Parts D(II) and (III)).

Part 4

Assessment Criteria and Arrangements of Fund Disbursement

Grant Receivable and Number of Applications

- Grants disbursed by the Fund for one single project will not normally exceed **\$6 million**, and the project duration will not normally exceed **three years**.
- Should an applicant propose a project with estimated costs of over \$6 million and/or duration of more than three years, the applicant must provide **strong and full justifications**.
- Each central organisation or faculty of tertiary institution is allowed to submit a maximum of **five applications**. The total maximum grant receivable will not exceed **\$25 million**.

The following projects are normally not considered

(Guide to BDF RFS 2020 Funding Exercise Para. 31)

- ✗ Being not comply with the purpose of BDF/ inadequate anti-drug elements
- ✗ Spanning more than three years/ seeking funding over \$6 million (unless strong and full justifications proposed)
- ✗ Being eligible for Government subvention
- ✗ Producing souvenirs, gifts, leaflets, CDs, booklets and/or documentaries, etc. without clear and sufficient information on contents and design
- ✗ Having been completed or having commenced before funding approval is granted.

The following cost items are normally **not allowed**

(Guide to BDF RFS 2020 Funding Exercise Para. 32)

- ✗ Administration fees and miscellaneous fees* without specific details and supporting justifications
- ✗ Personal emolument of staff at supervisory level of non-government organisations receiving Government subvention
- ✗ (For research projects) consultation fee for principal investigator and co-investigator
- ✗ Utility charges such as electricity, gas, and water.

* See the explanation on administrative overhead funding in the coming slides



The following cost items are normally **not allowed** (cont' d)

(Guide to BDF RFS 2020 Funding Exercise Para. 32)

- ✗ Costs of fixtures, office furniture, computer or electronic devices, other equipment*
- ✗ Costs of overseas trips
- ✗ Costs of events organised or services provided outside Hong Kong
- ✗ Costs of publishing academic publications on research results or participating in academic conferences

* See the explanation on administrative overhead funding in the coming slides



Administrative Overhead Funding – Coverage

(Guide to BDF RFS 2020 Funding Exercise App. B)

- Administrative overhead funding (not exceeding 5% of the approved budget or the actual expenditure) is granted to approved projects to cover the costs of central administrative support as provided by the applicant organisations to the projects in the following seven areas:
 1. service planning, supervisory support and quality assurance;
 2. human resource management;
 3. accounting management and financial monitoring;
 4. risk management, including internal audit, compliance, insurance and compensation claims, complaint handling and incident management;

Administrative Overhead Funding – Coverage (cont'd)

5. publicity, public relations and corporate communication;
 6. rent and rates of office venue, utilities and facility expenses;
and
 7. information technology facilities and support.
- ❑ Applicants are required to provide full justifications and elaborate which of the seven areas above would be covered by the funding, but provision of a cost breakdown would not be necessary.

Administrative Overhead Funding – Items to be Excluded

(Guide to BDF RFS 2020 Funding Exercise App. B)

The following items are excluded from the computation of the administrative overhead funding:

1. subsidies and gifts, in cash or in kind (e.g. incentive packs, welcome packs, gift or subsidies to participants, and job-seeking subsidies)
2. procurement of fixed assets, equipment and related accessories, vehicles and vessels (e.g. purchase of musical instruments and drug-testing equipment)



Administrative Overhead Funding – Items to be Excluded (cont'd)

3. medical/professional expenses directly paid to outsourced medical professionals, clinical psychologists and other professionals (e.g. consultation fees for psychiatric treatment, and costs of IQ tests.);
4. honorarium, including but not limited to that paid to guests speakers, instructors, volunteers and rehabilitees;



Administrative Overhead Funding – Items to be Excluded (cont'd)

5. outsourced training, occupational courses and interest classes (e.g. procuring computer training courses, and hiring bakery instructors);
6. insurance premium; and
7. external audit fees.



Administrative Overhead Funding – Example

Items	Grant
1. Personal Emolument	\$1,000,000
2. Promotion Expense	\$30,000
3. Guitar Training Courses (outsourced)	\$100,000
4. Home Visits	
i. gifts distributed to participants	\$10,000
ii. consultation fees for medical services provided to participants	\$24,000
iii. honourarium for guest speakers	\$12,000
5. Audit Fee	\$24,000
Sub-total	\$1,200,000
6. Administrative Overhead Funding (with strong and full justifications)	\$60,000
Total	\$1,260,000

Administrative Overhead Funding – Example

Items	Grant	Eligible for Administrative Overhead Funding ?
1. Staff Salary	\$1,000,000	✓
2. Promotion Expense	\$30,000	✓
3. Guitar Training Courses (outsourced)	\$100,000	✗
4. Home Visits		
i. gifts distributed to participants	\$10,000	✗
ii. consultation fees for medical services provided to participants	\$24,000	✗
iii. remuneration for guest speakers	\$12,000	✗
5. Audit Fee	\$24,000	✗
Sub-total	\$1,200,000	
6. Administrative Overhead Funding	\$51,500	
Total	\$1,251,500	

Arrangements of Fund Disbursement – Vetting and Processing of Application

First

- To seek advice from the relevant Government Bureaux/Departments (B/Ds) on whether they support the applications.

Second

- **non-research-type applications** - depending on the amount of grant applied, assessed by Three-Member team or Vetting Panel (comprising members from the Action Committee Against Narcotics (ACAN) and its two Sub-committees) respectively
- **research-type applications** - assessed by Research Advisory Group (RAG)

Third

- The recommendations from Three-member team, Vetting Panel or RAG would be assessed by ACAN.

Last

- The Governing Committee of BDFA would make the final decision on the funding grants after considering the opinions of ACAN.

Marking Scheme

(Guide to BDF RFS 2020 Funding Exercise App. F)

Criteria	Weighting	(Pass)
Project Strength	30%	(15%)
Impact	30%	(15%)
Project Design and Feasibility	25%	(12.5%)
Experience and Track Record	15%	(7.5%)
Total:	100%	(50%)

- ✓ Only applications attaining a pass in all the four assessment criteria above will be considered for allocation of funding.



Marking Scheme – Project Strength

(maximum score: 30, passing score: 15)

- whether the proposed project carries the theme(s) or falls under the priority area(s)
- for Treatment and Rehabilitation projects, whether the proposed projects would fill the service gaps, bring direct benefits to the drug abusers or help develop new models of services
- whether the proposed project is innovative and can convey in-depth anti-drug knowledge or provide direct effective services to drug abusers
- **whether the project differs** from the work or projects currently supported by the BDF; or whether the projects will bring significant added-value to existing programmes being carried out by the Government, schools or other non-governmental organisations

Marking Scheme – Impact

(maximum score: 30, passing score: 15)

- whether the proposed project will be able to bring direct benefits to the anti-drug cause in Hong Kong
- whether there is a demonstrated need for the proposed project
- the approach of the proposed project in spreading anti-drug message or providing a continuum of services in helping drug abusers quit drugs and reintegrate into the society. An evidence-based approach in programme design is preferred



Marking Scheme – Project Design and Feasibility

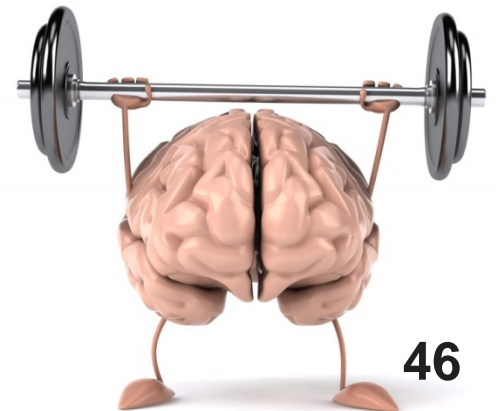
(maximum score: 25, passing score: 12.5)

- whether the proposed project schedule is well-planned and the duration practical and reasonable
- the degree of participants' involvement in the planning and implementation of the project
- the extent to which sound evaluation methods will be utilised and specific outcome indicators are used to assess objectively the programme's effectiveness in achieving the objectives stated in the proposal
- whether the proposed budget is reasonable and realistic, including the number of beneficiaries/participants/users of the proposed project
- for capital works projects, whether there will be any problem with recurrent expenditure, e.g. staff and maintenance expenditure

Marking Scheme – Experience and Track Record

(maximum score: 15, passing score: 7.5)

- past performance of the applicant in using the BDF, including the compliance with the conditions of grant
- technical and management capability of the applicant



Conditions of Grant

- ❑ Upon acceptance of the approved grant, grantees shall commence their projects within six months.
- ❑ Funding requirements and implementation schedule of an approved project, once approved by BDFA, shall be strictly adhered to.
- ❑ Applications for supplementary grant **will not be** considered under all circumstances.
- ❑ Grantees are required to adopt an open and fair system for staff recruitment.
- ❑ The ownership, copyright and all other intellectual property procured or created as a result of the project, shall be vested in and belong to BDFA.
- ❑ BDFA may withhold or reclaim any payment from grantee if the grantee fails to observe the conditions of grant.

Arrangement of Fund Disbursement

(Guide to BDF RFS 2020 Funding Exercise Para. 42 & App. G)

Reimbursement mode

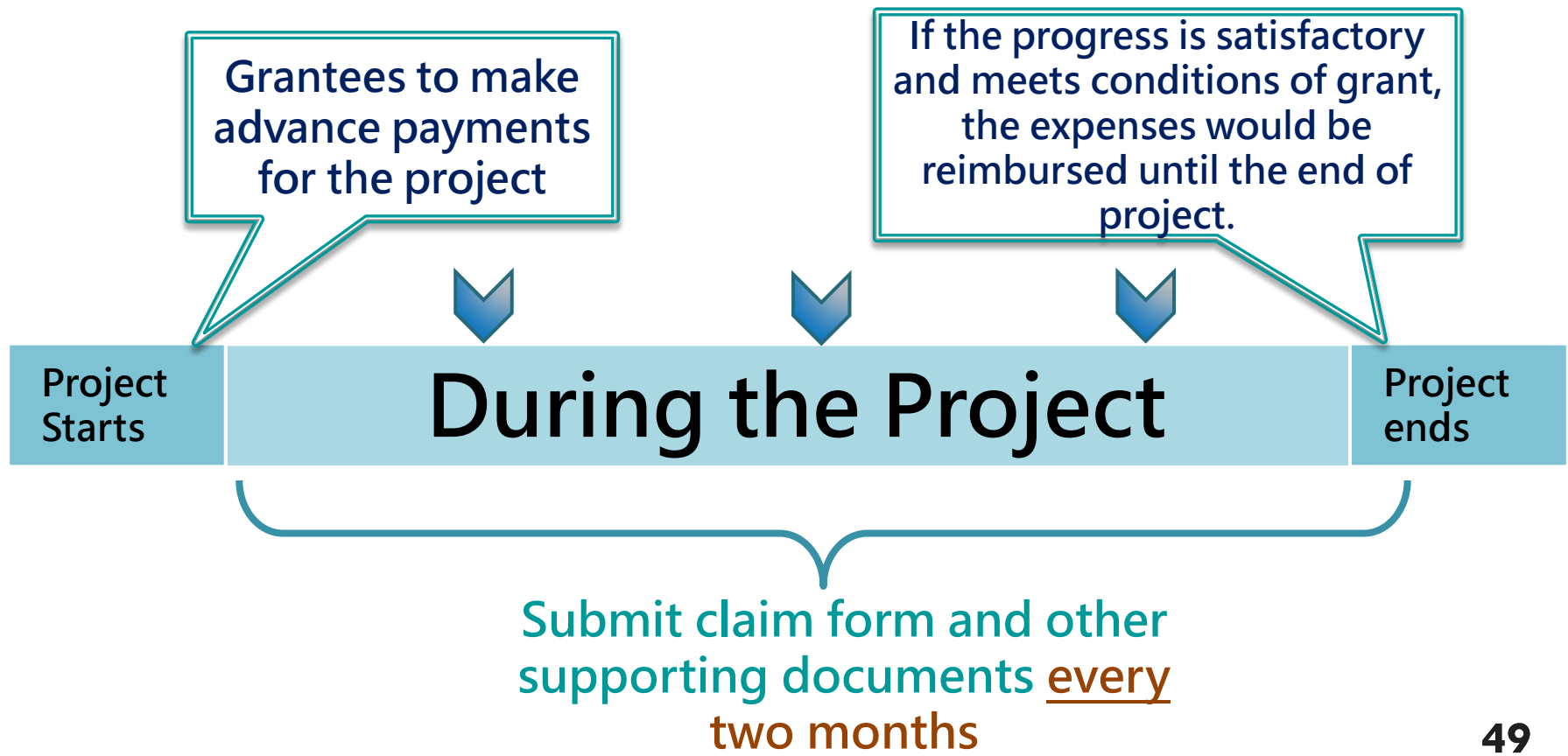
- ❖ applies to projects with a grant below \$500,000 for which the grantees choose not to engage auditors.

Instalment mode

- ❖ applies to projects with a grant below \$500,000 for which the grantees choose to engage auditors; and
- ❖ projects with a grant of \$500,000 or above for which the grantees are required to engage auditors.

Arrangement of Fund Disbursement (cont'd)

Reimbursement mode



Arrangement of Fund Disbursement (cont'd)

Instalment mode:

For Projects covering less than 12 months

Receive 50% of the
required grant

Receive the final payment (or
return the unspent fund to
BDFA)

Project
Starts

During the Project

Project
Ends

Grantees to
submit on time:



Progress Report
(half yearly/
quarterly and
according to the
requirements of
BDFA Secretariat

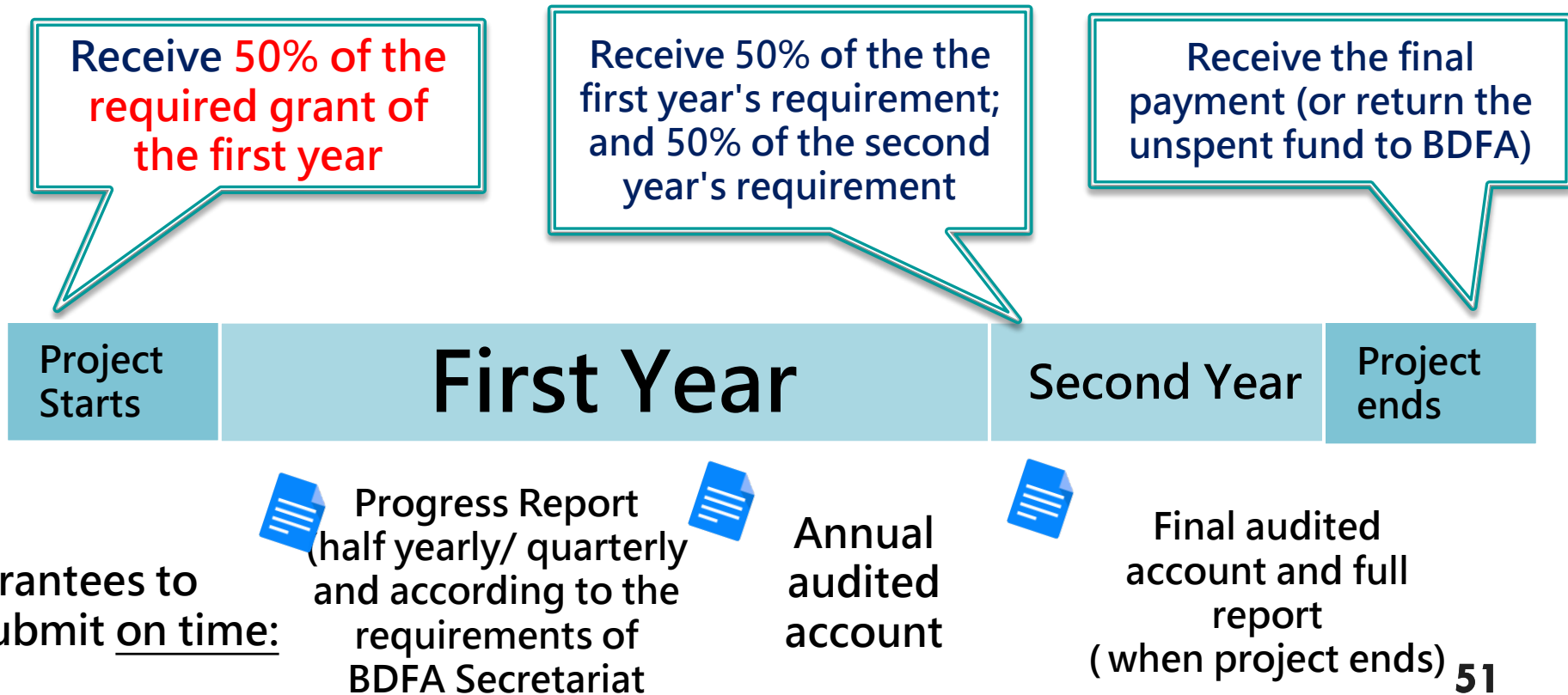


Final audited
account and full
report
(when project
ends)

Arrangement of Fund Disbursement (cont'd)

Instalment mode:

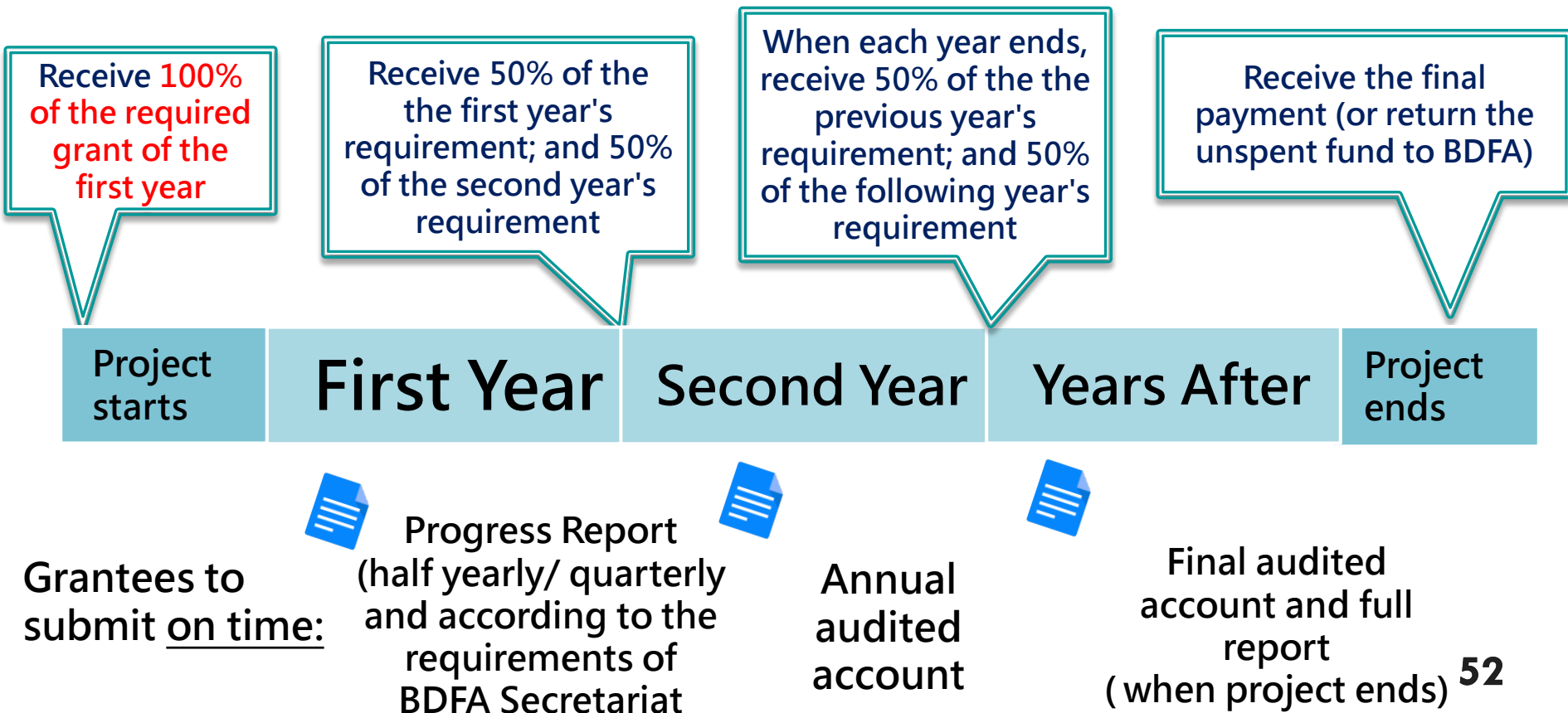
For Projects more than 12 months and less than 18 months



Arrangement of Fund Disbursement (cont'd)

Instalment mode:

For Projects **more than 18 months**



Arrangement of Fund Disbursement (cont'd)

- Administrative overhead funding approved will be disbursed together with other funds in accordance with the **reimbursement** or **instalment** arrangements.

Audit Fee (Applicable to Instalment Mode)

- In view of the auditing and assurance requirement, a sum will be allocated to the grantee for engaging external auditors

Approved Project Duration	Maximum Funding Provision for Engaging Auditors
1 year or below	\$8,000
more than 1 year up to 2 years	\$16,000
more than 2 years	\$24,000

- for projects with an auditor appointed, the administrative overhead funding as an individual cost item shall be duly reflected in the “audited accounts” of the projects concerned.

Retention of Book of Accounts

(Guide to BDF RFS 2020 Funding Exercise Para. 40 & App. G)

- The books of accounts and all other relevant records and information related to the RFS grant should be retained by the grantees for at least 7 years after the completion of the project or release of the final payment or in accordance with the prevailing statutory requirements, whichever is the longer.
- These books and records shall, at all reasonable times, be available for inspection by any authorised staff of the BDFA Secretariat and the Audit Commission.




Part 5

Points-to-note when
completing application
form

Points-to-note when completing application form

Cover
Page

檔案編號 Reference Number
(official use only)

 禁毒基金二零二零年度一般撥款計劃
Beat Drugs Fund 2020 Funding Exercise
Regular Funding Scheme

申請表
APPLICATION FORM

申請禁毒基金二零二零年度一般撥款計劃遞交文件清單
Checklist of Documents to be Submitted for
Application for the 2020 Funding Exercise of the Beat Drugs Fund Regular Funding Scheme

項目 Item	文件 Documents	格式 Format	遞交方式 Means of Submission	截止遞交期限 Deadline of submission
1.	申請表 Application form	MS Word	以一個電郵發送項目1至3至禁毒基金秘書處 bdf@sb.gov.hk	二零二零年九月二十三日(星期三)下午六時或之前 By 6:00 p.m. on 23 September 2020 (Wednesday)
2.	已獲機構負責人簽署的聲明掃描版本 Scanned version of statement signed by the officer-in-charge	PDF或 JPEG PDF or JPEG	該電郵的大小必須在20MB以內。如有關資料(例如圖片)的檔案太大,申請人/機構應使用電腦軟件將資料壓縮,例如將圖片像素降低。	
3.	其他附加資料 Other supporting information	PDF或 JPEG PDF or JPEG	電郵的標題應如下:「2020年一般撥款計劃申請:[申請人/機構名稱][計劃名稱]」。 申請人如提交多於一份申請,應就每份申請發送一個電郵。 Submit Items 1 to 3 in one email to the Beat Drugs Fund Association Secretariat (bdf@sb.gov.hk). The size of the email must be within 20 MB. If the file size of the relevant materials (e.g. photos) is too large, applicants should use computer software to compress it, such as reducing the resolution of the photos. The subject of the email should read: "2020 Funding Exercise: [Name of the applicant] [Name of Project]". Applicants who submit more than one application should send one email for each application.	

Checklist of Documents to be submitted

1. Application Form (MS Word)
2. Scanned version of statement signed by the officer-in-charge
3. Other supporting information

Means of Submission

Submit Items 1 to 3 in one email to the Beat Drugs Fund Association Secretariat (bdf@sb.gov.hk).

The size of the email must be within 20 MB. If the file size of the relevant materials (e.g. photos) is too large, applicants should use computer software to compress it, such as reducing the resolution of the photos.

The subject of the email should read: "2020 Funding Exercise: [Name of the applicant] [Name of Project]".

Applicants who submit more than one application should send one email for each application.

Deadline of submission

By 6:00 p.m. on 23 September 2020 (Wednesday)

Points-to-note when completing application form (cont'd)

Cover
Page

項目 Item	文件 Documents	格式 Format	遞交方式 Means of Submission	截止遞交期限 Deadline of submission
4.	項目1至3的六份打印本 Six printed copies of Items 1 to 3.	打印本 Printed copies	郵寄或遞送至禁毒基金會（香港金鐘道66號金鐘道政府合署高座30樓保安局禁毒處轉交） Submitted by mail or courier to the office of BDFA (30/F, High Block, Queensway Government Offices, 66 Queensway, Hong Kong).	二零二零年九月三十日(星期三)下午六時或之前 By 6:00 p.m. on 30 September 2020 (Wednesday)

Checklist of Documents to be submitted

4. Six printed copies of items 1 to 3

Means of Submission

Submitted by mail or courier to the office of BDFA (30/F, High Block, Queensway Government Offices, 66 Queensway, Hong Kong)

Deadline of submission

By 6:00 p.m. on 30 September 2020 (Wednesday)

Points-to-note when completing application form (cont'd)

Page 1

項目名稱 Project Title
1. 中文 Chinese:
英文 English:

項目摘要 Project Summary / Abstract 中英文各不多於500字。請依照以下指引填寫此摘要。 請參考保安局禁藥處網頁(www.nd.gov.hk/tc/beat_drug_fund_2020.htm)提供的例子。 Maximum 500 words for each language. Please follow the guidance notes below. Please refer to the examples available on the website of the Narcotics Division, Security Bureau (www.nd.gov.hk/en/beat_drug_fund_2020.htm).
2. 中文 Chinese:
英文 English:

(__ words)

Project Summary / Abstract

Maximum 500 words for each language

- What is the main project objective?
- Who will benefit from this project? How many beneficiaries will be?
- How can the project reduce the risk of drug abuse and/or drug use to achieve ultimate abstinence among the beneficiaries?
- What are the major project activities?
- What is the expected project outcome? Point out the relevant priority area.
- How long will this project last?
- Are there any other important features in this project?

Example:

www.nd.gov.hk/en/beat_drug_fund_2020.htm

Points-to-note when completing application form (cont'd)

2. Project Summary / Abstract (Example)

此全港性 / 地區性* 項目目標旨在於____年__月至____年__月期間，（請敘述項目的目標）。預期將有____名青少年人，____名家長，（其他主要參加者和數目）及____名戒毒康復者受惠於此____年項目。這項目的主要活動包括____，____，____及____。估計將有百分之____的（青少年人 / 家長 / 戒毒康復者*）於項目後在____方面有所改善（請簡列主要的項目目標或成效指標）。此外，（參加者 / 青少年人 / 家長 / 戒毒康復者*）在參與項目後亦會在____方面有顯注提升。[(如適用) 另外，將會向____青少年人 / 高危青少年人* 發放禁毒信息，並能幫助____（請簡要敘述該項目的其他重要特點）。]

(____字)

This territory-wide / district-based project* aims at _____ and _____ during (MMYYYY) to (MMYYYY). It is expected that ____ youths, ____ parents, (number of other key participants) and ____ rehabilitees will be benefited from this ____ -month / -year project. The main project activities include _____, _____, _____ and _____. It is expected that ____ percent of participating youths / parents / rehabilitees* will _____ (briefly state the main objectives or project outcome here). In addition, participating youths / parents / rehabilitees* will show significant improvement in _____. [(If applicable) Also, this project will disseminate anti-drug messages to ____ general youths / high-risk youths* and help ____ participants to _____. (Please describe other important feature(s) of the project here).]

(____ words)

Points-to-note when completing application form (cont'd)

A部 Part A 項目資料 Project information

I. 項目種類 Project type	
<input type="checkbox"/> 項目延續 Continuation of project (現時之項目編號 Existing project no:) <input type="checkbox"/> 新申請項目 New project	
II. 申請書類 Category of proposal	
4. 項目的主要性質 (只選一項) Primary nature of the project (choose one only)	5. 項目的次要性質 (如適用; 可選多項) Secondary nature of the project (if applicable; choose all that apply)
<input type="checkbox"/> 預防教育和宣傳 Preventive Education & Publicity	<input type="checkbox"/> 預防教育和宣傳 Preventive Education & Publicity
<input type="checkbox"/> 戒毒治療和康復 Treatment & Rehabilitation	<input type="checkbox"/> 戒毒治療和康復 Treatment & Rehabilitation
<input type="checkbox"/> 研究 Research	<input type="checkbox"/> 研究 Research
* 若項目以協助參加者戒毒 (或減少毒品使用) 為目標, 申請人/機構應提交成功戒毒率、或毒品使用率、或戒毒次數等資料。 If the project's objective is to help participants quit drugs (or reduce drug use to achieve ultimate abstinence), the applicant should provide a rate (or drug use frequency data), or quit rate, or number of times of quitting drugs. # 若申請包含研究性質, 申請人/機構應填妥本表格之E部分。 Part E of this application form should be completed if the proposal contains a research component.	
III. 地區 District (可選多項 Choose all that apply)	
6. <input type="checkbox"/> 全港性 Territory-wide <input type="checkbox"/> 地區性, 請註明地區 District-based, please specify:	
IV. 建議推行日期: Proposed date of implementation:	7. 由 / 至 (月 month) (年 year) (月 month) (年 year)
V. 推行年期: Project duration:	9. 年 year(s) 月 month(s)

A(I). Project Type

3. If it is a continuation of project, please indicate the existing project no.

(e.g. "BDF 1700__")

A(II). Category of proposal

4. Primary nature of the project (choose one only)

5. Secondary nature of the project (if applicable, choose all that apply)

B部 Part B 申請人/機構資料 Applicant's information

I. 申請人/機構 Applicant/Organisation	
10. 機構名稱 Name of Organisation	
11. 地址 Address	12. 電話號碼 Tel No.
	13. 傳真號碼 Fax No.
14. 電郵地址 Email Address	
主管姓名 (如行政總監、總幹事、主席等) Name of officer in-charge (i.e. Chief Executive, Director, Chairman, etc.)	
15. 姓名 Name	16. 職銜 Post

A(IV). Proposed date of implementation

7. Please note the application result is expected to announce in the 1st quarter of 2021 and reserve time for preparation of proposed project implementation schedule

Points-to-note when completing application form (cont'd)

Page 4 – A.
Project
information

A部 Part A 項目資料 Project information¹

I. 項目種類 Project type²

3. ☐ 項目延續 Continuation of project (現時之項目檔號 Existing project no:)³
☐ 新申請項目 New project⁴

II. 申請書類 Category of proposal⁵

4. 項目的主要性質 (只選一項)⁶
Primary nature of the project (choose one only)⁷
- ☐ 預防教育和宣傳⁸
Preventive Education & Publicity⁹
- ☐ 戒毒治療和康復¹⁰
Treatment & Rehabilitation¹¹
- ☐ 研究 Research¹²
5. 項目的次要性質 (如適用; 可選多項)¹³
Secondary nature of the project (if applicable; choose all that apply)¹⁴
- ☐ 預防教育和宣傳¹⁵
Preventive Education & Publicity¹⁶
- ☐ 戒毒治療和康復¹⁷
Treatment & Rehabilitation¹⁸
- ☐ 研究 Research¹⁹

* 若項目以協助參加者戒毒 (或減少吸食毒品以達終極戒毒) 為目標, 申請人/機構應提交成功戒毒比率 (或戒毒個案量) 作為評估指標。
If the project is aimed at assisting participants to quit (or reduce drug use to achieve ultimate abstinence), the applicant should provide the success rate of quitting (or the number of cases of abstinence) as performance indicators.

若申請人/機構填寫申請表時, 應填明此項目的主要性質。
When completing the application form, the applicant should specify the primary nature of the project.

Part E of this application form should be completed if the proposal contains a research component.

III. 地區 District (可選多項) Choose all that apply²⁰

6. ☐ 全港性 Territory-wide²¹
☐ 地區性, 請註明地區 District²²

IV. 建議推行日期:²³

Proposed date of implementation²⁴

V. 推行年期:²⁵

Project duration:²⁶

B部 Part B 申請人/機構資料 Applicant's information²⁷

I. 申請人/機構 Applicant/Organisation²⁸

10. 機構名稱²⁹

Name of Organisation³⁰

11. 地址³¹

Address³²

14. 電郵地址³³

Email Address³⁴

主管姓名 (如行政總監、總幹事、主席等)³⁵

Name of officer in-charge (i.e. Chairman, Executive Director, etc.)³⁶

15. 姓名³⁷

Name³⁸

A(II). Category of proposal

Examine whether the proposal possesses elements which research proposals should have, before categorising **whether the proposal belongs to “research” proposal.**

Example of research proposals :

- Quantitative study such as conducting survey, construction of statistical model etc., usually adopt suitable statistical methods for data collection and analysis
- Qualitative study such as exploratory research, description research, case study etc., carried out mainly through individual or in-depth interview and focus groups
- Mix of quantitative and qualitative study
- Development/accreditation of drug-related equipment, development/review of estimation methods for statistical indicators, data analysis using database etc.

Points-to-note when completing application form (cont'd)

Page 5 – B.
Applicant's
information

II. 聯絡人資料 Information of coordinator			
項目聯絡人姓名 (如與主管不同) Name of Project coordinator (if different from the officer in-charge)			
17. 姓名 Name		18. 職務 Post	
19. 地址 Address		20. 電話號碼 Tel No.	
		21. 傳真號碼 Fax No.	
22. 電郵地址 Email Address			

B(II). Information of coordinator

17. The coordinator should be familiar with the information contained in the application form, such that he/she can be able to provide further explanation as and when required.

III. 申請禁毒基金的紀錄 Record of Beat Drugs Fund application			
請列出以往四年內申請之項目名稱 (不論成功與否) Please list the project title(s) of previous application(s) for Beat Drugs Fund in the past four years (whether successful or not)			
獲基金核准的申請 Application accepted by Beat Drugs Fund		不被基金核准的申請 Application rejected by Beat Drugs Fund	
23. 年份 Year	24. 申請項目名稱 Project Title	25. 年份 Year	26. 申請項目名稱 Project Title
過往四年內之申請總數 Total no. of previous applications in past 4 years			

Project title(s) of previous application(s) for Beat Drugs Fund since 2016 (whether successful or not)

B(III). Record of Beat Drugs Fund application

23. Please list the project title(s) of previous application(s) for Beat Drugs Fund in the past four years

Points-to-note when completing application form (cont'd)

Page 5 – B.
Applicant's
information

IV. 申請人/機構背景 Background information of applicant.			
(a) 如屬機構 - 請註明 For applicant organisation, please state -			
27. 機構根據下列條例註冊 * The applicant is registered under *		28. 註冊年份 Year of Registration	
29. 是否《稅務條例》第88條所指的慈善機構 Whether the applicant is a charitable organisation for the purpose of section 88 of the Inland Revenue Ordinance -	<input type="checkbox"/> 是 (請提供稅務局發出的IR表格第302號) Yes (please provide Form 302 issued by the Inland Revenue Department). <input checked="" type="checkbox"/> 否 No		
(b) 如屬個人 - 請提供附屬機構支持項目的證明文件 For individual applicants, please attach documentary evidence showing that support from affiliated organisations has been obtained.			
* 註冊條例: (a) 《社團條例》; (b) 《公司條例》; (c) 其他 (請註明) * Ordinance: (a) Societies Ordinance; (b) Companies Ordinance, (c) Others (please specify).			

B(IV). Background information of applicant

- If the applicant is a charitable organisation for the purpose of Section 88 of the Inland Revenue Ordinance, please provide **Form 302 issued by the Inland Revenue Department**
- For individual applicants, please attach documentary evidence showing that support from affiliated organisations has been obtained.

Points-to-note when completing application form (cont'd)

Page 7 – B.
Applicant's
information

VIII. 參考文件・如適用 Supplementary document(s), if applicable.

37. ☐ 推薦信 (以證明申請人的能力及／或信譽)
Letter of Reference (on the capacity and/or credibility of the applicant) ☒

38. ☐ 獲有關機構批准執行此項目的書函
Approval letter from respective authority for the implementation of the proposed project.

39. ☐ 獲轉介機構書面支持此項目的證明
Written proof of support from referring organisation.

40. ☐ 非禁毒基金常用的評估問卷
Evaluation Question Sets not commonly used by the Beat Drugs Fund.

41. ☐ 其他・請註明：
Others, please specify:

B(VIII). Supplementary document

37-41. Please submit the copy of documents

40. Evaluation Question Set commonly used by the Beat Drugs Fund

http://www.nd.gov.hk/en/beat_questions_2010R2.htm

IX. 總申請金額 Total amount applied.

項目名稱 Project title	申請金額 Amount applied
42. 項目一 Project 1	\$
43. 項目二 Project 2	\$
44. 項目三 Project 3	\$
45. 總計 Total	\$

B(IX). Total amount applied

One central organisation or faculty of a tertiary institution and its branches/districts/ departments/ subsidiary bodies is only allowed to submit a maximum of five applications and the total maximum grant receivable by will not exceed \$25 million.

如在本年度提出超過一項申請，請列出各個項目的申請金額。申請人／機構無須為申請排列優先次序。如申請人／機構屬已機構轄下的分會／分區組織或專上學院部門包括其教職員，此項應由已機構／學院院長填寫。
For applicant who submits more than one application in this funding exercise, please list the amounts applied for all applications. It is not required to list the applications in order of priority. If the applicant is a branch/ district organisation under a mother organisation or department, including faculty member of a tertiary institution, this item should be filled in by the mother organisation/ dean of faculty of the tertiary institution.

Points-to-note when completing application form (cont'd)

Page 7-8 – C. Target beneficiary groups

部 Part C 目標受惠社群 Target beneficiary groups

I. 受惠社群 Beneficiary Groups (可選多項 Choose all that apply)	
46. 類別 如受惠人同時屬於多個類別，請選擇一個最主要的身份，以備免重複計算受惠人數。 Categories: If beneficiary belongs to more than one of the categories below, please choose the most prominent one to avoid multiple counting.	47. 直接受惠人數 No. of Direct Beneficiary Head count
A. <input type="checkbox"/> 小學生 Primary school student	人數 Head count
B. <input type="checkbox"/> 中學生 Secondary school student	人數 Head count
C. <input type="checkbox"/> 大專院校學生 Tertiary school student	人數 Head count
D. <input type="checkbox"/> 非高危青年 General youth	人數 Head count
E. <input type="checkbox"/> 非在學年輕成人 Young adult outside school network	人數 Head count
F. <input type="checkbox"/> 其他高危群組，請界定： Other High-risk group, please define:	人數 Head count
G. <input type="checkbox"/> 染上毒癮人士 Drug dependent person	人數 Head count
H. <input type="checkbox"/> 吸毒者家人 Family members of drug abusers	人數 Head count
I. <input type="checkbox"/> 康復中人士 Rehabilitee	人數 Head count
J. <input type="checkbox"/> 父母 Parent	人數 Head count
K. <input type="checkbox"/> 少數族裔，請界定： Ethnic minority, please define:	人數 Head count
L. <input type="checkbox"/> 一般公眾 General public	人數 Head count
M. <input type="checkbox"/> 教師 Teacher	人數 Head count
N. <input type="checkbox"/> 社工 Social worker	人數 Head count
O. <input type="checkbox"/> 社工及教師以外之專業人士，請註明： Professional, excluding social worker and teacher, please specify:	人數 Head count
P. <input type="checkbox"/> 其他，請註明： Others, please specify:	人數 Head count
48. 總數 Total	人數 Head count

註：如項目獲批准執行，申請人／機構需負責提供服務予在此訂明的受惠人數。如有任何受惠社群並非身處香港，請在上述人數旁邊說明。受惠社群及預計參加人數應與D部(III)所述的人數符合。
Note: The applicant will be responsible to deliver service to the number of people specified here, if the project is approved. Any beneficiary groups which are outside Hong Kong should be specified next to the head count above. Beneficiary type and no. of participants should tally with those stated in Part D (III).

C(I). Target beneficiary groups

46-47. If beneficiary belongs to more than one of the categories, please choose the most prominent one to avoid multiple counting

C(I). Target beneficiary groups

Beneficiary type and no. of participants should tally with those stated in Part D(III). Any beneficiary groups which are outside Hong Kong should be specified next to the head count

II. 招募參加者／受惠者的方法 Plans for recruiting participants / beneficiaries		
請按主要受惠者類別列出相關的招募方法 Please list relevant recruitment method according to the main beneficiary categories		
49. 主要類別 Main Categories	50. 招募方法 Recruitment Method	51. 是否獲相關的轉介機構支持 (是 / 否) Already obtained support from relevant referring organisation (Yes / No)

* 請列明轉介機構及提交證明該機構支持此項目的信件
Please specify the referring organisation and attach written agreement from it.

C(II). Plans for recruiting participants/beneficiaries

Please specify the referring organisation and attach written agreement from it

Points-to-note when completing application form (cont'd)

Page 8-9 – D. Details of project (For non-research projects)

D部 Part D 項目的詳細內容（適用於非研究項目）Details of project (For non-research projects)

I. 目標 Objectives

請列出最少兩個目標（指項目完成時因執行活動所達致的改變。目標應該是具體、可以被量度、可實現及與禁毒相關的），申請人須能把這些目標轉換成具體及可以被量化的指標，以便監察和評估。請參考保安局禁毒處網頁 (www.nd.gov.hk/tc/beat_drug_fund_2020.htm) 提供的例子。

List at least two objectives (indicate the change you want to achieve by the end of the project as a result of the activities undertaken. An objective should be specific, measurable, achievable and relevant to anti-drug purposes). The Applicant should convert the stated objectives into specific and quantifiable indicators for monitoring and evaluation.

Please refer to the examples available on the website of the Narcotics Division, Security Bureau (www.nd.gov.hk/en/beat_drug_fund_2020.htm).

52.

D. Details of project
(For non-research projects)

Points-to-note when completing application form (cont'd)

Page 9-11 – D. Details of project (For non-research projects)

II. 項目詳情 Project description

請於此部分提供項目概要，包括背景、綱要、活動簡介等。請填寫D部(III) 提供「活動詳情」。請說明若項目在冠狀病毒病疫情期間推行（如情況適用）的應變計劃。

Provide a project summary, including background, outline, brief introduction to project activities, etc. Please indicate “Details of Activity” in Part D(III). Please include the contingency plan for implementing the project amid COVID-19 where applicable.

53.

請提交不多於7頁的項目概要，並連同此申請表一併以電郵遞交。

Please provide project summary in a maximum of 7 pages and submit together with this application form by email.

D(II). Project description

53. Please provide project summary in a maximum of 7 pages and submit together with the application form by email.

Please include the contingency plan for implementing the project amid COVID-19 where applicable.

**Pages 9-11 – D.
Details of project
(For non-research
projects)**

Please state the alternative modes of delivering the activities, where applicable, in case the activities concerned are affected by COVID-19.

Points-to-note when completing application form (cont'd)

V. 時間表和項目的重要階段 Timetable and milestones

請列出個別活動的建議舉行日期和執行時間表，並提出執行項目時可能會遇到的挑戰及導致未能達標的因素，並提出相關的應變計劃。

List the proposed dates for individual activities. Please also highlight any anticipated challenge that may cause underachievement of target and contingency plan.

61.

請另紙填寫，並連同此申請表一併以電郵遞交。

Please use separate sheets and submit together with this application form by email.

D(V). Timetable and milestones

Points-to-note when completing application form (cont'd)

D(V).Timetable and milestones (For non-research projects) (Example)

申請表第 D 部 V. 附加資料

61. 時間表和計劃的重要階段 Timetable and milestones

S/N	Name of Activity	Start Date	End Date	Duration	2020												2021											
					5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12				
1	招募「生活伙伴」 Recruitment of “Life Buddies”	01/05/2020	31/07/2020	3 months																								
2	招募年青吸毒者 Recruitment of young drug users	01/06/2020	30/09/2020	4 months																								
3	「生活伙伴」訓練班 Training workshops for “Life Buddies”	01/07/2020	30/09/2020	3 months																								
4	團隊建立活動 Team building activities	01/09/2020 01/02/2021 01/07/2021	31/10/2020 31/03/2021 31/08/2021	6 months (3 次)																								
5	「生命重整」伙伴小組 Life reshaping mentorship groups	01/10/2020	30/09/2021	12 months																								

List out the proposed date and implementation schedule of activities

執行計劃時可能會遇到的挑戰及相關的應變計劃如下:

Anticipated challenges and contingency plans are listed below:

	可能會遇到的挑戰 Anticipated challenges	相關的應變計劃 Contingency plans
1	「生活伙伴」對支援年青吸毒者感困難，因而放棄參與或中途退出。	<p>機構會於招募期間舉辦 2 節簡介會，詳細講解計劃內容及特點，讓參加者有足夠準備方進行培訓。機構計劃調高培訓「生活伙伴」的目標人數，以應對可能出現的人手流失問題。</p> <p>培訓內容將集中提升參加者支援吸毒者的能力，亦會由資深計劃員定期跟進及檢討，並適時給予支援，以減低人手流失的風險。</p> <p>一旦「生活伙伴」的流失情況較預期嚴重，機構可於 12/2020 至 3/2021 期間再次進行招募及培訓，以確保有足夠伙伴支援年青吸毒者。</p>

List out anticipated challenges and difficulties that may lead to underachievement and suggest contingency plans

Points-to-note when completing application form (cont'd)

Page 18 – E. Details of project (For research projects)

E 部 Part E 項目的詳細內容（適用於研究項目）Details of project (For research projects)

請就研究項目提供建議書。建議書應包括以下資料（如適用）：

Please submit a detailed research proposal, which should include the following information (if applicable):

- a) 背景
Background
- b) 目標
Objectives
- c) 研究方法
Research methodology
- d) 研究對象數目及性質
Number and nature of subjects involved
- e) 研究活動連時間表
Research activities to be conducted and schedule
- f) 主要里程碑及中期成果
Milestones and interim deliverables

88(I).

請另紙填寫，並連同此申請表一併以電郵遞交。

Please use separate sheets and submit together with this application form by email.

E. Details of project (for research projects)

Please list out the research methodology and major milestones

Applicants can also suggest other factors/facilities which are conducive to the implementation of project.

Points-to-note when completing application form (cont'd)

Page 19 – E. Details of project (For research projects)

88(II). 研究操守／安全許可 (適用於由(i)有研究操守委員會的組織或(ii)與有研究操守委員會的組織合作的組織所提交的研究項目)

Research Ethics/Safety Approval (For research proposals submitted by (i) organisations with research ethics committee, or by (ii) organisations in partnership with another organisation with research ethics committee)

本人確認研究項目建議書

I confirm that the research proposal

☐ 涉及 / involves ☐ 並不涉及 / does not involve

以人類為實驗對象 (例如研究項目可能對參與的人造成身體或心理的創傷、不適或壓力，以及涉及參與者的私隱等)

human subjects (e.g. potential physical or psychological harms, discomfort or stress to human participants that a research project might generate, subjects' privacy)

若相關的操守及／或安全事宜須獲得許可，並已／正／將向首席研究員所屬院校／智庫徵求許可，請在下列空格加上‘X’號確認：

Please mark a 'X' in the appropriate boxes to confirm if approval for the respective ethics and/or safety issues is required and has been / is being / will be obtained from the applicant's institution/think tank.

		無須許可 Approval not required	已獲許可 Approval obtained	正／將徵求許可 Approval being / will be sought
(i)	人類實驗對象操守 Human research ethics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(ii)	動物實驗對象操守 Animal research ethics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(iii)	生物安全 Biological safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(iv)	電離輻射安全 Ionizing radiation safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(v)	非電離輻射安全 Non-ionizing radiation safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(vi)	化學安全 Chemical safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

註：*申請人應在獲批研究項目開展後的12星期內（或由秘書處指定的更長時間）提交許可。否則，可導致經費被撤回。

Note: * The applicant should submit approvals within 12 weeks (or a longer period as specified by the Secretariat) after the commencement of the approved research project. Failure to do so could result in

E. Details of project (for research projects)

88(II). Research Ethics/Safety Approval
(For research proposals submitted by (i) organisations with research ethics committee, or by (ii) organisations in partnership with another organisation with research ethics committee)

Points-to-note when completing application form (cont'd)

Page 20 – E. Details of project (For research projects)

若須取得其他主管當局許可，請列明該等主管機構的名稱及獲得許可的機會。如不適用，請填寫“不適用”：

If approval is required by other authorities, please indicate below the names of the authorities and the prospects of obtaining such approval. If not applicable, please put down “N.A.”.

88(III). 研究操守/安全許可 (適用於沒有研究操守委員會的組織所提交的研究項目)

Research Ethics/Safety Approval (For research proposals submitted by organisations without research ethics committee).

如果研究項目是由沒有研究操守委員會的組織的申請人提交的，請提供詳細資料，說明該研究項目如何滿足由大學教育資助委員會資助的機構所制定的研究操守標準。如果研究項目不涉及研究操守事宜，請填寫“N.A.”並說明為何不適用。

If the research proposal is submitted by applicant of an organisation without research ethics committee, please provide details on how the research proposal meets the standard of research ethics imposed by University Grants Committee funded institutions. If the research proposal has no research ethics issues, please put down “N.A.” and explain why it is not applicable.

88(IV). 與非政府組織合作 Collaborating Non-governmental Organisations.

如果與非政府組織進行合作，請向非政府組織詳細解釋研究方法（例如，招募和治療參與者的方法）後，在適當的空格打上‘x’號確認。

Please mark a ‘x’ in the appropriate boxes to confirm that the collaborating Non-governmental Organisations have been fully briefed on the research methodology (e.g. method of recruiting and treating participants).

<input type="checkbox"/> 已向非政府組織（請提供名稱：_____）詳細解釋：	確認詳細解釋
The collaborating Non-governmental Organisations (please provide names: _____) have been fully briefed on:	Confirmed fully briefed.
(a) 招募參與者的方法 method of recruiting participants.	<input type="checkbox"/>
(b) 治療參與者的方法 method of treating participants.	<input type="checkbox"/>
(c) 其他（請註明：_____） others (please specify: _____)	<input type="checkbox"/>
<input type="checkbox"/> 沒有計劃與非政府組織合作。 No plan to collaborate with any Non-governmental Organisations.	

E. Details of project (for research projects)

88(III). Research Ethics/Safety Approval
(For research proposals submitted by organisations without research ethics committee)

E. Details of project (for research projects)

88(IV). Collaborating Non-governmental Organisations

Please confirm that the collaborating Non-governmental Organisations have been fully briefed on the research methodology (e.g. method of recruiting and treating participants). Please indicate if there is no plan to collaborate with any Non-governmental Organisations.

Points-to-note when completing application form (cont'd)

Pages 21 – F.
Information of
Project Team

F部 Part F 項目團隊資料 Information of Project Team

如擬聘用／調配現職員工參與項目，請提供他們的姓名和履歷，但切勿提供他們的身份證號碼、住址等資料。

If it is proposed to employ/deploy existing staff for this project, please provide their names and curriculum vitae. However, please do not provide their Hong Kong Identity Card number, residential address, and etc..

I. 項目負責人／組長的資料 Particulars of Project Leader/Team Leader

89.	姓名 Name	職位 Position Held
	電話號碼 Tel. No.	傳真號碼 Fax No.
	流動電話 Mobile Phone no.	電郵地址 Email Address

II. 項目團隊資料 Information of Project Team

請列出相關職位及職員數目、所需經驗及資歷、其在項目中的職責及用在項目的工作時間（以每個月的工作日計算）。如擬增聘員工推行項目，請提供理據闡明為何機構現職人員不能執行該等職務。Please list the respective positions and number of staff, experience and qualification required, their duties in the project and the time allocated for the project (in terms of man-days per month). If employment of additional staff is involved, please provide justifications why the duties cannot be taken up by the existing staff of the organisation.

90. 職位（職員數目） Position (Number of Staff)	91. 所需經驗及資歷 Experience and Qualification required	92. 在項目中的詳細職責 (可另紙填寫) Full Duties in the Project (can use separate sheets for details)	93. 用在項目的工作時間（每個月的工作日） Allocation of Time for the Project (number of man-days per month)	94. 增聘員工的理據（如適用） Justifications for Employment of Additional Staff (if applicable)
例：活動統籌員（2位） e.g. Activities Coordinator (2 persons)	專上程度；具至少一年籌辦活動經驗 Tertiary education; with at least one-year experience in organising activities	計劃及執行活動 To plan and implement activities	每月約44個工作日 (約22工日 × 2人) About 44 man-days per month (About 22 man-days × 2 staff)	現職社會服務人員不能承擔額外職責 The incumbent social workers are fully engaged in their own duties and cannot take up additional work

F. Information of Project Team

If it is proposed to employ/deploy existing staff for this project, please provide their names and curriculum vitae

F(I). Particulars of Project Leader/Team Leader

F(II). Information of Project Team

- 90. Position (Number of Staff)
- 91. Experience and Qualification Required
- 92. Full Duties in the Project
- 93. Allocation of Time for the Project
(number of man-days per month)
- 94. Justification for Employment of Addition Staff

Page 22 – G.
Budget of project

I. 員工薪酬 Personal Emolument⁴

The level of funding for manpower should not be superior than that for comparable civil service staff needed for similar types of work, and the staff should normally be remunerated at the starting point of the corresponding Government pay scale (e.g. Master Pay Scale, Model Scale I Pay Scale, etc.) with reference to similar posts in the Government. For projects that will run for more than one year, applicants may factor in an annual increment that is comparable with the corresponding Government pay scale for the second year of project implementation and beyond. Appointment of staff with salaries higher than the starting point, and/or offer of annual increment for retention of experienced staff may be considered subject to full justifications being provided.⁴¹

Salary & Mandatory Provident Fund (MPF)⁴

- 華僑全年將領匯入僑匯月酬的5%，或每月\$1,500，兩者以較低者為準。
MFF contribution should be 5% of the monthly salary, or \$1,500 per month, whichever is the lower.

Full justifications should be provided here for the appointment of staff with salaries higher than the starting point and/or offer of annual increment¹⁾

97. ⁺

- **MPF** contribution should be 5% of the monthly salary, or \$1,500 per month, whichever is the lower.

Points-to-note when completing application form (cont'd)

Page 23 – G.
Budget of
project

聘用代課老師申請 (此部分只適用於研究項目)

Employment of relief teacher (This part is only applicable to research project)

請另紙提供聘用代課老師的建議書。建議書需詳列理由、所需人手數目、職位、職務、聘用時間和薪酬，並需得到所屬院校的確認(請參閱禁毒基金一般撥款計劃指引附錄A的要求及有關係款)。

Please submit a proposal for employment of relief teachers in separate sheets. The proposal should clearly describe the rationale for the needs, the number of relief teachers to be employed, the position of relief teachers, duties, duration of employment and salary. The proposal must be confirmed by the institution concerned (please refer to the requirements and conditions at Appendix A of the Guide to Beat Drugs Fund Regular Funding Scheme).

98.

請另紙填寫，並連同此申請表一併以電郵遞交。
Please use separate sheets and submit together with this application form by email.

II. 財政預算分項說明及其理據 Budget breakdown and its justification

請分項列出整個項目的所需經費的詳情(為項目所聘請員工的薪金及強積金除外)。請另紙按項目年分填寫各項目的細節，並連同此申請表一併以電郵遞交。

Show detailed itemized breakdown of funding requirements of the whole project (except salary and MPF of project staff). Use separate sheets for details of individual items by project year and submit together with this application form by email.

99.

項目 Item(s)	預計的支出 Estimated expenditure (\$)	預計的收入(如適用) Estimated revenue (\$ (if any))	申請款額 Amount of grant applied for (\$)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
小計 Sub-total			\$

98. Research Projects – If the principal researcher has to carry out full-time research duties and employment of relief teachers is required, it is required to seek prior approval of the respective departments/institutions and letters from the researchers' respective departments/institutions approving teaching relief shall be submitted (2020 RFS Guide Para.14 and App A)

G(II). Budget breakdown and its justification

Please show **detailed itemised breakdown** of funding requirements of the whole project (except salary and MPF of project staff). Use separate sheets for details of individual items **by project year**. **78**

Points-to-note when completing application form (cont'd)

G(II). Budget Breakdown by Project Year (Example)

Budget breakdown by project year		(for demonstration only) ^u	
Item (Two year) ^v	Expenditure in the 1 st project year ^v	Expenditure in the 2 nd project year ^v	Total ^v
Honorarium to instructors/guest speakers^u \$800 x 24 modules x 2 hours ^u (1 st year: 12 modules, 2 nd year: 12 modules) ^u	\$19,200 ^u	\$19,200 ^u	\$38,400 ^u
Honorarium to speakers in seminars and workshops/performers^u \$500x40 sessions ^u (1 st year: 12 modules, 2 nd year: 12 modules) ^u	\$10,000 ^u	\$10,000 ^u	\$20,000 ^u
Promotional Expenses^u Printing of posters and leaflets ^u Production and installation of banners or exhibition frames ^u Postage for leaflets and posters ^u Souvenirs ^u Advertisement ^u	\$3,000 ^u \$3,000 ^u \$2,000 ^u \$5,000 ^u -	\$5,000 ^u \$4,000 ^u \$2,000 ^u \$6,000 ^u \$25,000 ^u	\$8,000 ^u \$7,000 ^u \$4,000 ^u \$11,000 ^u \$25,000 ^u
Activity Expenses^u Stationery/Training materials/Props/Certificate ^u Gifts for games in seminars and workshops ^u Refreshment (Workshop and visiting) ^u Training classes (10 classes x 2 years) ^u Venue rental for workshops ^u Subsidy for sharing by ex-drug abusers ^v	\$2,000 ^u \$1,000 ^u \$2,000 ^u \$10,000 ^u \$2,000 ^u \$2,000 ^u	\$2,000 ^u \$1,000 ^u \$3,000 ^u \$10,000 ^u \$2,000 ^u \$2,000 ^u	\$4,000 ^u \$2,000 ^u \$5,000 ^u \$20,000 ^u \$4,000 ^u \$4,000 ^u
Transpiration^u Transportation and delivery cost for staff ^u Transportation cost for Volunteers ^u Coaches (for students' visiting) (4 round trips) ^u	\$3,200 ^u \$2,000 ^u \$4,000 ^u	\$3,200 ^u \$2,000 ^u \$4,000 ^u	\$6,400 ^u \$4,000 ^u \$8,000 ^u
Leaflets (\$30 x 500 units)^u	- ^u	\$15,000 ^u	\$15,000 ^u
External Audit Fee^v	\$8,000 ^u	\$8,000 ^u	\$16,000 ^u
Total^u	\$78,400^u	\$123,400^u	\$201,800^u (the amount should tally with item 99(B) of application form). ^u

- Show detailed itemised breakdown of funding requirements **by project year**
- Budget items should be summarised to **no more than ten items**

Points-to-note when completing application form (cont'd)

Page 24

行政支援撥款 Administrative Overhead Funding 若為項目申請行政支援撥款，請註明申請款額，並根據禁毒基金一般撥款計劃指引第17段及附錄B，提出充分理由（註：毋須列出申請款額的分類細項）。 Applicants applying for administrative overhead funding are required to specify the applied amount with full justifications given in accordance with paragraph 17 and Appendix B of Guide to Beat Drugs Fund Regular Funding Scheme (note: detailed breakdown of applied amount is not necessary).		\$
100.		
101. 減 其他撥款資助來源的收入（包括已獲得或申請中的贊助），請註明： LESS Income from other funding sources (including any sponsorship sought or being sought), please specify.		\$
102. 此項目向禁毒基金申請的金額 Total amount sought from Beat Drugs Fund for this project		$(A)+(B)+(C)-(D)=$ \$
金額應與B部(IX)的申請金額相等。 The amount should tally with the budget proposed for this project under Part B(IX).		

100. Administrative Overhead Funding

Applicants applying for administrative overhead funding are required to specify the applied amount with full justifications given in accordance with paragraph 17 and Appendix B of Guide to Beat Drugs Fund Regular Funding Scheme (note: detailed breakdown of applied amount is not necessary)

102. Total Amount Sought

Estimated expenditure **minus Income from other funding sources** (including any sponsorship sought or being sought, please specify)

III. 申請撥款超過 600 萬元及／或為期三年以上的項目

Proposed project which exceeds \$6 million and/or lasts for more than 3 years.

如申請撥款超過600萬元及／或計劃為期三年以上，請列舉擬議項目的特色和益處如何別具創意，以說明其與現有服務不同之處，及如何配合或補足現有服務。

For applicant whose proposed project exceeds \$6 million and/or lasts for more than 3 years, please elaborate the special features and benefits of the project, how it is exceptionally innovative; to illustrate how it differs from or supplements current services.

103.

Points-to-note when completing application form (cont'd)

H 部 Part H 附加資料 Additional Information

I. 基本工程 (擬議項目屬基本工程的申請人/機構必須填寫此部分)
Capital works project (Applicants who propose capital works projects must complete this part.)

104. (a) 請說明項目所涉及土地的使用權(例如是否已獲發政府土地牌照, 批出契約和短期租約等)及其屆滿日期。
Please state the status (e.g. Government Land Licence, lease, short term tenancy, etc.) and expiry date of the land use for the proposed project.

(b) 請說明是否已獲政府批准使用土地作擬議用途(包括獲准使用土地的契約修訂、年期和條款)。(如未獲有關當局/政府部門批准, 申請通常不獲考慮。)
Please state whether approvals have been obtained from Government for using the site for the proposed project (including lease modification, tenure and terms for using the site). (Application will normally not be considered if approvals from relevant authorities / Government departments have not been obtained.)

☐ 否 No. ☐ 是 (請提供證明文件) Yes (Please provide supporting documents).

(c) 請說明是否備有證明文件, 例如承建商或建築商所提供的報價單、圖則、草圖和照片。
Please state whether supporting documents such as quotations from contractors/architects, plans, sketch maps and photographs are available.

☐ 否 No. ☐ 是 (請夾附有關文件, 並註明文件類別) Yes (Please enclose and specify the types of documents available).

(d) 如項目涉及興建新的建築物, 請說明建築圖則是否已獲有關當局批准。(如未獲有關當局/政府部門批准, 申請通常不獲考慮。)
For proposed project that involves construction of new buildings, please state whether the relevant building plans have been approved by the authorities concerned. (Application will normally not be considered if approvals from relevant authorities / Government departments have not been obtained.)

☐ 否 No. ☐ 是 (請夾附證明文件) Yes (Please enclose supporting documents).

☐ 不適用 Not applicable.

(e) 請說明項目會否涉及經常費用, 例如員工薪津和維修開支等。
Please state whether the proposed project will incur any recurrent cost, e.g. staff and maintenance costs.

☐ 否 No. ☐ 是 (請說明以往或日後支付經常費用的安排) Yes (Please state the means that have been used or are in plan to meet the recurrent costs).

Part H

**Capital works project
(Applicants who propose capital works projects must complete this part)**

Statement for Application (New)

禁毒基金二零二零年度一般撥款計劃

遞交申請聲明

Beat Drugs Fund 2020 Funding Exercise

Regular Funding Scheme

Statement for Application

註：請就每一份遞交的申請表填寫本份聲明。

Note: Please complete one statement for every application form submitted.

機構名稱

Name of Organisation

項目名稱

Project Title

謹此證明，據本人／我們*所知，申請表內所填報的資料均正確無訛。本人／我們*同意，如擬議項目獲禁毒基金會批准，表格內所提供的資料對申請人／機構具有約束力。本人／我們*又保證，如日後本人／我們*向其他方面申請資助同一項目，定必通知禁毒基金會秘書。

I/We* certify that the information given in the Application Form is correct according to the best of my/our* knowledge. I/We* agree that the information provided in the application would be binding on the applicant if the proposed project is approved by the Beat Drugs Fund Association. I/We* also undertake to inform the Secretary of the Beat Drugs Fund Association if, subsequent to this application, I/we* apply for funds from other sources for the same project.

*請刪去不適用者。 Delete where appropriate.

負責人簽署

Signature of officer-in-charge

負責人姓名 Name of officer-in-charge

負責人職位 Post of officer-in-charge

日期 Date

申請機構蓋章

Seal of applicant organisation

Statement for Application

Please complete one statement for every application form.

The scanned version of the signed statement (in PDF or JPEG format), together with an electronic version of the completed Application Form (in MS Word format) and soft copy of all other supporting information (in PDF or JPEG format), should be submitted to BDFA Secretariat via one email (bdf@sb.gov.hk) by 6:00 p.m. on 23 September 2020 (Wednesday).



Part 6

Outcome Evaluation Methods

Outcome Evaluation Methods

- Examples of Project Objectives
- PE&P Output and Outcome Indicators Examples
- T&R Output and Outcome Indicators Examples
- Outcome Evaluation Methods





Part 7

Submission Requirement

RFS 2020 Funding Exercise

Submission of Application

- ❖ All applicants are required to submit an electronic version of the completed Application Form (in **MS Word format**, file name should be saved in the format [name of organisation – number assigned by the organisation to the application (e.g. “XX University1” , “XX University2” ...)]), together with the scanned version of statement signed by the officer-in-charge (in PDF or JPEG format) and soft copy of all other supporting information, to BDFA Secretariat via one email (bdf@sb.gov.hk) by 6:00 p.m. on 23 September 2020 (Wednesday).

RFS 2020 Funding Exercise

Submission of Application (cont' d)

- ❖ The size of the email must be within 20MB. The subject of the email should read: "2020 Funding Exercise: [Name of the applicant] [Name of Project]". If the file size of the relevant materials (e.g. photos) is too large, applicants should use computer software to compress it, such as reducing the resolution of the photos.
- ❖ Applicants who submit more than one application should send one email for each application.
- ❖ Late applications or applications with incomplete information will not be further processed.

RFS 2020 Funding Exercise

Submission of Application (cont' d)

- ❖ In addition, **six printed copies** of the Application Form, signed statement and the other supporting information should be sent to the office of BDFA (30/F, High Block, Queensway Government Offices, 66 Queensway, Hong Kong) by mail or courier **by 6:00 p.m. on 30 September 2020 (Wednesday)**.
- ❖ Applicants should ensure that the contents of documents submitted by email and all of their hard copies are identical. If there is any discrepancy in the content of the two versions, **the BDFA Secretariat will process the application based on the version submitted by email, and may require the applicant to re-submit the hard copies.**

RFS 2020 Funding Exercise

Application result is expected to be announced in the February 2021. BFDA will –

- ❖ Issue the relevant Procedural Guidelines to successful grantees
- ❖ Conduct training workshops for frontline staff
- ❖ Upload reference materials onto webpage of Narcotics Division, Security Bureau

Other Workshops and Experience Sharing Sessions (Sep to Dec 2020)

- Content :
 - Workshop
 - Preparation of Financial Documents
 - Preparation of Progress Report/Full Report
 - Implementation of projects and evaluation of project effectiveness
 - Experience Sharing by Grantees
- Frontline staff of RFS Grantees, who are responsible for preparation of financial documents and/or progress reports, are welcomed to enrol



For more details about the Beat Drugs Fund,
please visit the webpage of Narcotics Division
<http://www.nd.gov.hk/en/beat.htm>

Part 8

Q&A Session

