

Beat Drugs Fund Regular Funding Scheme
Points to Note for Application for Administrative Overhead Funding

(A) Coverage

- Upon application, administrative overhead funding not exceeding 5% of the approved project costs or actual project expenses (less items to be excluded as set out under (B) below), whichever is the lower, may be granted to approved projects to cover the costs of central administrative support as provided by the Applicant Organisations/Applicants to the projects in the following eight areas –
 - (a) service planning, supervisory support and quality assurance;
 - (b) human resource management;
 - (c) accounting management and financial monitoring;
 - (d) risk management, including internal audit, compliance, insurance and compensation claims, complaint handling and incident management;
 - (e) publicity, public relations and corporate communication;
 - (f) rent and rates of office venue, utilities and facility expenses;
 - (g) information technology facilities and support; and
 - (h) expenses in relation to office administrative support (e.g. postage, stationery and photocopying costs, etc.).

(B) Expenses arising from the project to be excluded in computing the administrative overhead funding

- The following expenses arising from the project are excluded from the computation of the administrative overhead funding –
 - (a) subsidies, souvenirs and gifts, in cash or in kind (e.g. incentive packs, welcome packs, gift or subsidies to participants, and job-seeking subsidies);

- (b) procurement of fixed assets, equipment and related accessories, vehicles and vessels (e.g. purchase of musical instruments and drug-testing equipment);
- (c) 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.);
- (d) honorarium, including but not limited to that paid to guests speakers, instructors, volunteers and rehabilitees;
- (e) outsourced training, occupational courses and interest classes (e.g. procuring computer training courses, and hiring bakery instructors);
- (f) insurance premium; and
- (g) external audit fees.

(C) Accountability and fund disbursement

- When applying for administrative overhead funding, applicants are required to provide full justifications and elaborate which of the eight areas as set out under (A) above would be covered by the funding. As the cost components covered by the funding may not be separately quantifiable, provision of a cost breakdown would not be necessary.

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