##### IMPORTANT NOTE:

1. **Please submit one application form for one approved project.**
2. **Please use a separate sheet of paper if there is not enough space.**
3. **Please forward the completed application form to the Beat Drugs Fund Association Secretariat (the Secretariat) by –**
4. **hand or mail: 30/F, High Block, Queensway Government Offices, 66 Queensway, Admiralty, Hong Kong;**
5. **fax: 2810 1790; or**
6. **email: email account of respective Project Officer of the Beat Drugs Fund Association.**

**Application Form**

**Beat Drugs Fund Regular Funding Scheme (BDF RFS)**

**Variations for Projects Affected by COVID-19**

1. **Basic Information**

|  |  |  |
| --- | --- | --- |
| 1. Name of grantee | : |  |
| 1. Project number and title | : |  |
| 1. Approved project period | : |  |

1. **Proposed Variation(s)**

My organisation is applying for the following project variation(s) (please 🗹 one or more boxes as appropriate) –

|  |  |
| --- | --- |
| * (I) | variation(s) to overall output/outcome indicators  *(Please complete Form 1 - Output Indicators and/or Form 2 - Outcome Indicators as appropriate. The grantee should demonstrate that practicable actions have been or will be taken to mitigate the relevant impact.)* |
| * (II) | variation(s) between individual cost items  *(Please complete Form 3 - Cost Items. The variation shall not exceed 50% of the total approved grant and shall not involve virement of funds from personal emoluments to other cost items.)* |
| * (III) | variation(s) relating to activities cancelled due to COVID-19  *(Please complete Form 4 – Activities Cancelled)* |

1. **Declaration**

I hereby declare that, for the above application for variation(s) –

1. the variation(s) are directly related to and arising from the COVID-19 situation;
2. if the variation is approved, upon the Secretariat’s request, my organisation shall submit supporting information from time to time on the variation(s) approved;
3. if the variation is approved, my organisation understands the Secretariat will register and follow up on any irregularities identified in relation to the variation(s) approved, and may take them into account in future processing of my organisation’s applications for BDF projects

For grantees who apply for ***(i) variation(s) between individual cost items******and/or (ii) variation(s) relating to activities cancelled due to COVID-19 involving reimbursement of project expenses inevitably incurred****)#*

1. the relevant items or expenses are/are not\* otherwise supported or funded by other government funding schemes (If yes, please specify the items or expenses concerned, the name of the government funding schemes and the amount of support/funding: )

|  |  |  |
| --- | --- | --- |
| Signature | : |  |
| Name | : |  |
| Post | : | Chairperson of Board/Management Committee/ NGO Head/ |
|  |  | Others (please specify)\*[[1]](#footnote-1) |
| Organisation Stamp | : |  |
| Date | : |  |

**Contact Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Contact Person | : |  | | (Name & Post) |
| Tel No. | : |  | Fax No.: | | |
| E-mail Address | : |  | | | |

*# Grantees who only apply for variation to overall output indicators/ outcome indicator please cross out item (d)*

*\* Delete as appropriate*

1. The person signing this form should be at equivalent rank or above as the person who signed on the application form for the above-named project. [↑](#footnote-ref-1)