**Variation(s) Relating to Activities Cancelled due to COVID-19**

1. Project Activities Cancelled due to COVID-19 (Please complete Form 4 – Table 1 below by referring to the notes and example provided)

Notes to completing the Table 1

* Columns (a) to (e)
* Please list out the details of project activities cancelled due to COVID-19. The information is available in the project’s implementation plan (IP).
* Column (f)
* Please indicate whether reimbursement of the project expense for the activity is required by putting 🗹 as appropriate. If “Yes” is indicated, please also complete Form 4 - *Table 2* to provide details.

Form 4 - Table 1 *(please add rows if necessary)*

| 1. S/N of activity as in IP
 | 1. Name of activity as in part (K) of IP
 | 1. Planned date
 | 1. Planned location
 | 1. Brief description of activity
 | 1. Is reimbursement of project expense required?

(Please 🗹 as appropriate) |
| --- | --- | --- | --- | --- | --- |
| *(Example – PE&P)**Activity 1* | *Award Presentation Ceremony of the Microfilm Competition* | *3/4/2020* | *Mong Kok District* | *To recruit 500 participants from general public to join the award-presentation ceremony of anti-drug microfilm competition*  | *🗹 Yes (please also complete Table 2)* *🞏 No* |
| *(Example – T&R)**Activity 2* | *Family camp for drug abusers and family members of drug abusers* | *1/4/2020 to 31/5/2020* | *Tai Mei Tuk YMCA Camp* | *To engage 15 drug abusers and 30 family members of drug abusers join the family camp with anti-drug talks and family therapy sessions.* | *🞏 Yes (please also complete Table 2)* *🗹 No* |
|  |  |  |  |  | 🞏 Yes (please also complete *Table 2*) 🞏 No |
|  |  |  |  |  | 🞏 Yes (please also complete *Table 2*) 🞏 No |
|  |  |  |  |  | 🞏 Yes (please also complete *Table 2*) 🞏 No |
|  |  |  |  |  | 🞏 Yes (please also complete *Table 2*) 🞏 No |

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1. Reimbursement of project expenses inevitably incurred for activities cancelled due to COVID-19

(Please complete Form 4 - Table 2 below by referring to the notes and example provided)

Notes to completing the Table 2

* Column (a)
* Please refer to the activity quoted in Table 1 above.
* Columns (b) to (e)
* Please provide detailed description of the expenses, name of vendor, amount of reimbursement requested, date of payment receipt (issued by vendor) on the expenses concerned.
* Column (f)
* This refers to approved cost item to which the expense belongs under the approved budget in the grant approval letter.
* Column (g)
* Please provide justification for requesting reimbursement of the expenses on cancelled activities. The applicant should demonstrate necessary actions have been or will be taken to make alternative use(s) of such project expense where practicable (e.g. negotiation with the contractor has been or will be conducted resulting in partial refund).
* Documentary proof (e.g. receipt of non-refundable venues rentals paid in advance / production costs of relevant materials already prepared, correspondence with the service provider/supplier in the form of letter, email, Whatsapp, etc.) should be provided as far as possible.
* Column (h)
* Please indicate whether the items/services can be arranged for other use(s) in the future (including by other parties). Please provide detailed justifications if the items/services cannot be used in future.

Form 4 - Table 2 *(please add rows if necessary)*

| 1. S/N of activity as in IP
 | 1. Description of expenses
 | 1. Name of vendor
 | 1. Amount of reimbursement requested
 | 1. Date of payment receipt (issued by vendor)
 | 1. Approved cost item
 | 1. Justifications
 | 1. Can the items/services be arranged for other use(s) in future (including by other parties)?
 |
| --- | --- | --- | --- | --- | --- | --- | --- |
| *(Example –* *Activity 1* | *Venue Rental Fee for Hong Kong ABC Sports Centre for Holding the Award Ceremony of the Microfilm Competition on 3/4/2020 (PM)* | *Hong Kong* *ABC* *Sports* *Association* | *$25,000* | *22/10/2019* | *(2)Microfilm Competition* | *In order to secure the venue of the activity well in advance, venue rental fee of $50,000 was paid to the venue owner in Oct 2019 for advance booking (see the enclosed receipt issued by the venue owner). However, the event had to be cancelled due to COVID-19.**According to para. 2(c) of the enclosed venue rental contract, the fee is non-refundable. Nevertheless, after further negotiations, the vendor agree to a partial refund of $25,000 for the rental (see attached email correspondence between the venue owner and our headquarters).* | *We have liaised with the venue owner to see if we can use the venue later (say at the end of 2020). The venue vendor disagreed to postponing the use of the venue.*  |
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