

Beat Drugs Fund Supported Programme
“Participate in Sports, Stay Away from Drugs”
Application Guidelines
(2018/19 School Year)

April 2018

Application Guidelines for the “Participate in Sports, Stay Away from Drugs” Programme

This set of guidelines provides basic information on the background, objective and application procedures of the “Participate in Sports, Stay Away from Drugs” Programme as funded by the Beat Drugs Fund.

Information about the programme can be obtained from the programme website at www.nd.gov.hk/en/PSSAD/.

Enquiries on this set of guidelines shall be addressed to the Secretariat of the Beat Drugs Fund Association by mail to 30th Floor, High Block, Queensway Government Offices, 66 Queensway, Hong Kong; by telephone on 2867 5974 or 2867 5975; by fax on 2810 1790; or by email to PSSAD@sb.gov.hk.

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Purpose and Establishment of the Beat Drugs Fund

1. The Beat Drugs Fund (the Fund) aims to promote and support worthwhile anti-drug programmes which can help address the problem of drug abuse, particularly amongst the youth, and to promote community-wide efforts and programmes in the campaign against drug abuse in Hong Kong.

2. The Government established the Fund in March 1996 with a capital base of \$350 million. In 2010, the Government further injected \$3 billion into the Fund to support sustained anti-drug efforts of various organisations in the community. The Fund is administered by the Beat Drugs Fund Association (BDFA) (incorporated under the Companies Ordinance) on the advice of the Action Committee Against Narcotics (ACAN). The Narcotics Division, Security Bureau provides support for the administration and management of the Fund as the Secretariat of the BDFA (the Secretariat).

Objective of the “Participate in Sports, Stay Away from Drugs” Programme

3. Establishing a healthy lifestyle helps teenagers stay away from drugs; and sports plays an important role in a healthy life. Apart from enhancing the physical and mental well-being, teenagers can also establish social network, improve interpersonal relationships and foster spirits of co-operation through sports. In this connection, the Narcotics Division, Security Bureau has introduced the “Participate in Sports, Stay Away from Drugs” Programme (the programme) on a pilot basis in the 2017/18 school year. The programme will continue in the 2018/19 school year. All secondary schools in Hong Kong are welcomed to join the programme.

4. The programme is a school-based student-led preventive education initiative, with funding support from the Fund. The objective of the programme is to promote healthy lifestyles and an anti-drug culture in secondary schools through students’ participation in the organisation of sports-related and/or health-related activities, and in supporting student athletes taking part in sports competitions.

Eligibility of Applicant

5. All secondary schools in Hong Kong are eligible. Each school can nominate one group of students to participate in the programme for organising sports-related and/or health-related activities, to be supervised by a teacher providing guidance and suggestions.

Programme Duration

6. Participating schools should implement the programme in the 2018/19 school year.

Application Procedures

7. All applicants are required to complete and submit **one original copy of the Application Form**. The Application Form can be downloaded from the programme website at www.nd.gov.hk/en/PSSAD/. Applications delivered by hand shall reach the office of the BDFA (30th Floor, High Block, Queensway Government Offices, 66 Queensway, Hong Kong) **at or before 6:00 p.m. on 11 June 2018¹**. If applications are submitted by mail, the postmark shall be **on or before 11 June 2018**. Late applications or applications with incomplete information will not be processed further.

Points to Note for Application

8. Applications, to be endorsed by the school principals, shall be submitted by the schools. Each school can apply for a grant up to **\$20,000** for implementing the programme. Other than the approved grant, schools can also inject their own resources to enrich their projects under the programme.

¹ If typhoon signal no. 8 or above or black rainstorm warning signal is in force for any duration between 2:00 p.m. and 6:00 p.m. on 11 June 2018, the application deadline will be postponed to 6:00 p.m. on the next working day (Saturday is non-working day).

9. **All activities under the programme are to be designed, organised and implemented by students of the participating schools.** There is no limit on the number of activities to be organised. All activities should be implemented and completed **between September 2018 and August 2019.**

10. Applications will be vetted by a panel chaired by the ACAN Sub-committee on Preventive Education and Publicity. Funding approval will be granted by the BDFA. The proposed activities **must fulfil the objective of the programme**, i.e. –

To promote healthy lifestyles and an anti-drug culture in secondary schools through students’ participation in the organisation of sports-related and/or health-related activities, and in supporting student athletes taking part in sports competitions.

Activities organised outside Hong Kong (including Mainland China and Macau) will not be supported. Activities already funded by the Fund (e.g. Healthy School Programme with a Drug Testing Component and Anti-drug Community Awareness Building Programme) will **not** be provided with funding under the “Participate in Sports, Stay Away from Drugs” Programme.

11. **For the promotion of anti-drug messages, the anti-drug themes of “harms of drugs commonly abused” and/or “legal consequences of drug trafficking”** should be incorporated to raise students’ awareness of drugs and the harms more clearly and effectively, while promoting students’ participation in sports.

12. Examples of the activities under the programme are as follows –

(a) **Promoting healthy lifestyles and an anti-drug culture through sports:** Healthy Sports Ambassador Programme

- to engage a group of students as Healthy Sports Ambassadors in the school to promote participation in sports with a view to developing healthy lifestyles and an anti-drug culture.
- to organise sports-related and/or health-related activities, such as exhibitions and game booths, to

bring out the message of staying away from drugs by establishing a healthy life.

(b) Supporting student athletes taking part in sports competitions: Photo Competition

- to invite students to take photos of student athletes during sports competitions and exhibit the photos in the school with a view to encouraging students to support student athletes, enhancing their understanding of the spirit of sports competitions and promoting healthy lifestyles.

13. Application results will be announced in **July 2018**. Successful applicants will receive the approved grant at the **start of the 2018/19 school year**.

14. Successful applicants shall comply with a set of procedural guidelines when implementing the projects. The procedural guidelines set out the procedures and requirements for the implementation of the projects in respect of the accounting arrangement for the payment of grant, financial control, quotation procedures, monitoring of funded projects, acknowledgement, etc.

15. Upon completion of all activities, the participating students of each school are required to submit a Final Report on or before **30 September 2019**. The Final Report shall include the names of the responsible students, the results of the activities (e.g. name and sessions of the activities organised, number of participants, output and outcome achieved), and the sharing of experiences in organising the activities. The Final Report shall also include a Financial Statement (with the original receipts of all expenditure and transactions) listing the expenditure items, to be vetted and signed by the supervising teacher. The Final Report shall be submitted to the office of the BDFA by either of the following means –

- (a) by hand to 30th Floor, High Block, Queensway Government Offices, 66 Queensway, Hong Kong at or before 6:00 p.m. on 30 September 2019;
- (b) by mail and the postmark shall be on or before 30 September 2019; or

(c) by email to PSSAD@sb.gov.hk on or before 30 September 2019.

16. Any unspent grant shall be returned to the Fund.

17. Due recognition will be given to outstanding or creative projects.

18. Applicants may be required to provide additional or supplementary information in relation to their applications as and when required by the Secretariat. Nevertheless, applicants shall endeavour to provide the best and fullest information at the time of their applications, as the BDFA is not obliged to request for or accept further information or justifications.

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