

Guide to the Beat Drugs Fund Regular Funding Scheme

2026 Funding Exercise

September 2026

Application for the 2026 Funding Exercise of the Beat Drugs Fund Regular Funding Scheme

This guide provides basic information on the objectives, background and application procedure for the 2026 Funding Exercise of the Beat Drugs Fund Regular Funding Scheme. It also gives the details regarding the processing of applications, the criteria for project selection, the basic conditions of grant, disbursement of grant, and the monitoring of projects approved under the Beat Drugs Fund Regular Funding Scheme.

Information about the past projects supported by the Beat Drugs Fund Regular Funding Scheme can be obtained from the website of the Narcotics Division of the Security Bureau at <http://www.nd.gov.hk/en/beat.html>.

Enquiries on this guide shall be addressed to the Secretariat of the Beat Drugs Fund Association via e-mail to bdf@sb.gov.hk.

September 2026

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Objectives of the Beat Drugs Fund

The Beat Drugs Fund (“BDF”) aims to promote and support worthwhile anti-drug programmes which can help address the drug problems, particularly drug abuse and drug trafficking amongst the youth, as well as drive concerted efforts to promote community-wide initiatives and programmes in the campaign against drugs.

Establishment of BDF

2. The Government established BDF in March 1996 with a capital base of \$350 million. In 2010, the Government further injected \$3 billion into BDF to support sustained anti-drug efforts of various organisations in the community. In considering the deployment of resources, the Government needs to take into account the capital base and investment returns to support funding grants on a sustainable basis, amidst market volatility and the funding commitments required. Up to 2025-26, BDF has granted over \$3 billion supporting more than 2 870 projects.

3. BDF covers five funding schemes serving designated purposes, namely (a) the Regular Funding Scheme (“RFS”); (b) Special Funding Scheme for Drug Dependent Persons Treatment and Rehabilitation Centres; (c) Healthy School Programme with a Drug Testing Component; (d) “Beat Drugs with Sports” Programme; and (e) Anti-drug Community Awareness Building Programme. Among which, RFS operates as an annual funding exercise in general which is open for application by different organisations to respond to the latest drug trends on the preventive education and publicity (“PE&P”), treatment and rehabilitation (“T&R”), and research fronts. Priority will be accorded to applications falling into the priority areas drawn up for each funding exercise.

4. BDF is administered by the Beat Drugs Fund Association (“BDFA”), incorporated under the Companies Ordinance (Chapter 622 of the Laws of Hong Kong), on the advice of the Action Committee Against Narcotics (“ACAN”). The Narcotics Division (“ND”) of the Security Bureau provides support for the administration and management of BDF as the Secretariat of BDFA (“the Secretariat”).

5. The ensuing paragraphs outline the application procedure, processing of applications, criteria for project selection, basic conditions of grant, disbursement of grant, and the monitoring of projects approved under BDF RFS.

Eligibility of Applicant

6. Any organisations or individuals can apply for BDF RFS, provided that the projects under application meet the objectives of BDF and assessment criteria set out in this guide, and the projects are of a non-profit-making nature. For projects which are not research in nature, an Applicant Organisation/Applicant or their project teams are expected to possess certain experience in providing anti-drug services or in serving the community (in particular young people, family or high risk-groups). Individual applicants must provide documentary evidence that they have obtained support from their affiliated organisations for the project.

Application Procedure

7. Applicant Organisations/Applicants must duly complete the application form with particular attention to the following –

- (a) Appendix A of the application form is only applicable to projects with “PE&P” or “T&R” as primary or secondary nature as indicated in Part A of the application form; and
- (b) Appendix B of the application form is only applicable to projects with “research” as primary or secondary nature as indicated in Part A of the application form.

All Applicant Organisations/Applicants are required to submit **one printed copy** of the application form, appendix(ces) and annex of detailed budget breakdown of activities, together with a USB flash drive containing softcopy of the application form, appendix(ces) (in **Microsoft Word format**), annex of detailed budget breakdown, and all other supporting documents listed at Part E of the application form. Applications delivered by hand shall reach the BDFA Secretariat (30/F, High Block, Queensway Government Offices, 66 Queensway, Hong Kong) **by 6:00 pm on 28 October 2026 (Wednesday)**. If the applications are submitted by mail, the postmark shall be **on or before 28 October 2026**. 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 **28 October 2026**, the application deadline will be postponed to 6:00 p.m. on the next working day (Saturday, Sunday and public holiday are non-working days). Late submission of applications or applications with incomplete information will not be further processed.

Maximum Number of Applications, Grant Receivable and Project Duration

8. If the Applicant Organisation is a branch/district/subsidiary organisation affiliated to or under a headquarters or central organisation, or post-secondary institution (including its faculty members) in Hong Kong, it must submit its application via the headquarters, central organisation or head of faculty, and the application shall be signed off by the head of the headquarters, central organisation or faculty. Each headquarters, central organisation, or faculty of post-secondary institution is allowed to submit a maximum of five applications.

9. Grants disbursed by BDF for one single project will not normally exceed \$6 million, and the project duration will not normally exceed three years, except for projects which meet one of the requirements specified in paragraph 10 below.

10. The maximum grants disbursed by BDF for one single project that meets one of the following requirements can be up to \$10 million, and the maximum project duration up to five years –

- (a) regarded by BDFA as exceptionally innovative. Applicant Organisations/Applicants must provide strong and full justifications, and demonstrate clearly as to why and how the project differs from the services or facilities currently available in Hong Kong, and how the project will complement or supplement the existing services or projects that would be worth such a grant amount and/or duration; or
- (b) implemented by medical or allied health service units under the Hospital Authority in respect of projects with T&R as primary or secondary nature.

11. The total maximum grant receivable by one central organisation or faculty of a post-secondary institution and its branches/districts/departments/subsidiary bodies will not exceed \$25 million.

Points to Note when Completing the Application Form

12. Grants by BDF are of a one-off nature. Applicant Organisations/Applicants are required to state in their applications whether the proposed projects, if approved, would entail any outstanding tasks or clients to be served upon the expiry of the grants by BDF. Applicant Organisations/Applicants

shall also state clearly how those outstanding tasks would be handled or remaining clients would be served if alternative sources of funding could not be obtained.

13. Applicant Organisations/Applicants are required to provide additional or supplementary information in relation to their applications as and when required by the Secretariat. Nevertheless, Applicant Organisations/Applicants shall endeavour to provide the best and fullest information at the time of their applications, as the Secretariat is not obliged to request for or accept further information or justifications.

14. To sum up the experience of the 2025 Funding Exercise and to facilitate potential Applicant Organisations/Applicants to prepare for the 2026 Funding Exercise, the Secretariat published a “Note for Potential Applicants of Funding Exercise” (**Appendix A**) in September 2026 which includes a number of useful points to note having regard to the processing of applications received in the 2025 Funding Exercise. Applicant Organisations/Applicants are encouraged to make reference to the above Note when preparing for funding applications.

Project Evaluation

15. BDF attaches great importance to assessing the effectiveness of projects sponsored by it. Effective evaluation will not only aid refinement to the implementation of existing projects but also help distil good or exemplary practices for reference by the Government and the anti-drug sector. Grantees will be required to, during the project implementation period and upon completion or termination of the project, comply with a series of requirements to evaluate the output(s) and outcome(s) of the project with a view to ensuring that the anticipated effectiveness of the project is achieved (see also **Monitoring of Funded Project**).

16. Applicant Organisations/Applicants are required to include in the application the proposed evaluation method(s) under Parts IX and X of Appendix A of the application form for the project. The method and plan for evaluating the effectiveness of the programme against the stated objectives must be specified. Evaluation shall focus on the output(s) (e.g. the number of clients reached out by the projects) and the outcome(s) (e.g. percentage of clients who demonstrated an improvement in ability to refuse/avoid drug use). Indicators shall be **realistic, quantifiable, measurable, relevant and achievable**. **Over-estimation of output(s) or outcome(s) targets in the proposal must be avoided**. Applicant

Organisations/Applicants may consider conducting surveys to obtain quantifiable output(s) and outcome(s) so as to substantiate the effectiveness of the project.

17. PE&P projects shall be evaluated using means such as questionnaires/surveys in assessing the improvement in participants' attitude towards drugs, knowledge of drug harms or attitude towards drug abuse after attending relevant programmes. T&R projects shall be evaluated using indicators such as quit rate or reduction in drug use over the past 30 days. Some examples of output(s) and outcome(s) indicators are available on BDF's website (https://www.nd.gov.hk/en/beat_drug_fund_2026.html). If other scales are used instead of those listed in BDF's website, the original source from which scales are adopted should be cited and a draft of the scale shall be attached with the application form.

18. Successful Applicant Organisations/Applicants (referred to as "grantees") will be required to attend evaluation training, and incorporate BDFA's suggestions on the evaluation methods. All grantees will be required to evaluate their projects in terms of output(s), outcome(s), impact and effectiveness by submitting periodical progress reports (at six-month or other specified intervals by the Secretariat) and full reports to BDFA in a format agreeable to BDFA.

19. Grantees of projects without research elements will be required to submit pre-programme and post-programme outcome scores of sampled participants and records of agreed programme output(s) in Microsoft Excel files every six months together with the progress reports or the full report. BDFA reserves the right to request submission of updated data files and documentary proof of output(s) at any time. Templates for data entry will be provided by BDFA to the grantees (see also **Monitoring of Funded Project**).

Vetting and Processing of Application

20. After receiving the applications, the Secretariat will seek advice and comments from the relevant Government Bureaux/Departments ("B/Ds") on the applications.

21. For eligible applications with PE&P or T&R as primary or secondary nature, a three-Member team¹ and a Vetting Panel² comprising Members from ACAN and/or its two Sub-committees on PE&P and T&R will be formed to

¹ For assessing applications for a funding up to \$1 million.

² For assessing applications for a funding over \$1 million.

assess the applications respectively. As for eligible applications with research component as primary or secondary nature, the Research Advisory Group (“RAG”) will conduct the assessment. Experts or experienced practitioners may also be co-opted as necessary.

22. All applications received will be duly assessed before consideration by the ACAN. The Governing Committee (“GC”) of BDFA will make a final decision on the funding grants.

Priority Areas and General Areas Eligible for Application for the 2026 Funding Exercise

Priority Areas

23. The latest drug situation locally reveals that there is a rise on the number of young drug abusers. There is a need to cultivate anti-drug awareness at an early stage and target kindergarten and primary school children and their young parents. Efforts should be made to design projects that emphasizes on the role of families in the anti-drug journey through reinforcing parent-child relationships, nurturing stronger family support and promoting positive lifestyle.

24. In addition, the need for strengthening collaboration among different key players in the anti-drug sector (such as community-based service units, residential drug treatment and rehabilitation centres, as well as medical and allied health service units, etc.) to address the multi-faceted needs of drug abusers from diverse background and the need for enhancing experience sharing and capacity building within the sector have been widely acknowledged. There is also a need to have more evidence-based researches on new treatment and rehabilitation methods for application in Hong Kong’s context as well as qualitative research to complement different findings to better understand the drug situation in Hong Kong.

25. In light of the above, applicants are encouraged to submit applications that cover the following priority areas in the BDF RFS 2026 Funding Exercise -

PE&P

- (a) projects that **enhance the awareness of young children and families, including at-risk families** (e.g. teenage mothers, parents

or family members being ex-drug abusers, and family members being high-risk youths), **of drug harms**, and strengthen the role of family members and enhance their abilities (especially parents) in preventing drug abuse for their children of all age (including children attending kindergartens and primary schools). This includes increasing children's awareness and knowledge on dangerous drugs, fostering positive anti-drug life values, as well as identifying and persuading drug-abusing family members for early help-seeking;

- (b) projects that **feature the theme of “anti-drug + *n*”**, with the italic *n* being activities of culture, arts, leisure and so forth, **so as to imbue different walks of life with anti-drug elements and extend the reach of the anti-drug cause to every corner of the society**. Applicants are required to demonstrate how the activities (*n*) is relevant to PE&P work by exploring different angles through which participants can associate the activities with the anti-drug cause;

T&R

- (c) projects that involve and strengthen collaboration among various sectors and disciplines as well as at various levels to **help identify and engage drug abusers and help them quit drugs, especially those involving cocaine, “Ice”, cannabis, etomidate, and/or ketamine abuse**. Drug abusers of various backgrounds encounter multi-faceted needs straddling health and emotion, work, finance and relationship with family, etc. Strengthened collaboration involving different key players such as community-based service units, residential drug treatment and rehabilitation centres, medical and allied health service units, law enforcement agencies, other welfare service units as well as non-drug social service and community units are encouraged to facilitate concerted efforts for effective delivery of drug treatment;
- (d) projects that provide **structured training or platforms for experience sharing on drug-quitting therapeutic approaches among anti-drug social workers, peer counsellors who are drug rehabilitees, medical professionals and related personnel** to equip them with the necessary skills and knowledge for helping psychotropic drug abusers to quit drugs. These projects may also involve other relevant streams of social or medical services to help

foster a better understanding of the needs of drug abusers, and share good practices or techniques in helping them quit drugs;

Research

- (e) projects that **explore or test new treatment and rehabilitation methods/models** (such as treatment using transcranial magnetic stimulation and integration of Chinese medicine with western-oriented medical approach) **for application in Hong Kong's context**, taking into account the characteristics of the substances abused, particularly those which have relatively higher or gained prevalence in Hong Kong (such as cocaine, “Ice”, cannabis and etomidate); and
- (f) projects that **collect and analyse qualitative information and integrate the findings with the currently available quantitative information**, including the pattern, characteristics and consequences of drug abuse, as well as insider knowledge of the latest drug abuse trends, etc. **to provide a more comprehensive understanding of the drug situation in Hong Kong**. The applicants may adopt an existing framework or develop a new framework (with detailed design and methodologies set out) or adopt/adapt/make reference to the framework previously delivered in the BDF RFS research project “Research Outline Qualitative Information on Drug Abuse Situation in Hong Kong” completed in 2024³ to collect and analyse the qualitative information.

General Areas Eligible for Application

26. General areas eligible for seeking funding from the 2026 RFS under BDF below will also be considered–

³ An earlier BDF RFS research project entitled “Research Outline Qualitative Information on Drug Abuse Situation in Hong Kong” covered, among others, a framework for collecting qualitative data on drug abuse. The research report can be downloaded from the website of the Narcotics Division (https://www.nd.gov.hk/en/research_reports_8.html).

PE&P

- (a) projects that **educate members of the public, especially young people, high-risk youths and other specific target groups and enhance their awareness of drug harms** associated with cocaine, “Ice”, cannabis (including tetrahydrocannabinol (THC) and cannabidiol (CBD) products), etomidate, and other popular drugs, especially ketamine, lysergide (LSD), cough medicine and other new psychoactive **substances**, through, for example, providing correct information of drug harms, countering the advocacy for legalising the use of certain drugs (such as cannabis), imparting drug refusal skills in light of peer pressure, encouraging early help-seeking etc.;
- (b) projects that **engage members of various sectors and relevant stakeholders** (e.g. frontline security guards, staff in forwarding business, property management staff, cleaning workers, hostel staff, members of owners’ corporations, operators/employers of bars/Internet cafés or amusement game centres and their employees, as well as workers of professional sectors, such as legal, banking, accounting, etc.) **to identify drug abuse and/or drug trafficking situations, and seek help from their supervisors, community resources or law enforcement agencies as appropriate**;
- (c) projects that **encourage and engage the public to take more proactive actions in spreading anti-drug messages to people around**, which could serve as an **important pull factor to discourage relevant persons in drug abuse or drug trafficking**;
- (d) projects that **promote help-seeking, community acceptance of T&R services and facilities and reintegration of rehabilitees** into society;
- (e) projects that **enhance the awareness of the dire consequences of engaging in drug trafficking activities** among members of the public, especially young people, socially disadvantaged groups (e.g. ethnic minorities groups) and at-risk individuals through online or offline means;

T&R

- (f) projects that **facilitate early identification**, reaching out to and engaging, among others, youngsters and hidden drug abusers, as well as **intervention**, including the provision of T&R services and other support, **through adoption of innovative means and wider use of technology**, with due regard to the reliability and effectiveness of such tools;
- (g) projects that **strengthen or provide early medical intervention and support**, be it in hospital/clinical setting or in an outreaching mode, **to drug abusers**, especially those with drug-induced psychiatric and/or severe emotional issues, to manage their withdrawal symptoms and stabilise their mental condition which is essential and complementary to effective drug treatment;
- (h) projects that comprise **targeted treatment and outreaching programmes which take into account the latest demographic characteristics of drug abusers and cater for their varying needs in quitting drugs**, such as abusers of psychotropic substances (especially those of cocaine, “Ice”, cannabis, etomidate and/or ketamine); young adult drug abusers (aged 21 – 35) who could be tertiary students, working adults, professionals or the non-engaged; drug abusers of the non-Chinese-speaking community; drug abusers of older age (aged 65 or above); men who have sex with men with drug abuse problem; “chem fun/sex” participants; drug abusers with family members also at risk of drug abuse or with young children, etc.;
- (i) projects that **promote the involvement of family members of drug abusers in the T&R process and aftercare support services** to help identify and engage hidden drug abusers, strengthen the motivation of drug abusers to quit drugs and maintain abstinence, rebuild family relationship, render emotional support to drug abusers/rehabilitees, as well as prevent inter-generational drug abuse patterns;
- (j) projects that **strengthen aftercare services for those who have quitted drugs** so as to support them to remain completely abstinent, facilitate their reintegration into society and enhance their employability. Examples include counselling and life planning at post-treatment stage, occupational therapies, vocational

training, provision of job placement opportunities, job counselling, mentoring programmes, promoting and facilitating acceptance of drug rehabilitees by the community to provide them with more opportunities to engage in meaningful career and community activities, and, where justified, professional intervention, to help drug rehabilitees review their own capabilities, and set realistic life and career goals, etc.;

Research

- (k) projects that examine the **characteristics of emerging substances** to provide more information about the **drug harms** and to **identify suitable treatment methods and develop effective treatment models for application in Hong Kong's context**;
- (l) projects that investigate the **behavioural patterns of different groups of drug abusers** (e.g. female drug abusers, pregnant drug abusers, working drug abusers, and drug abusers of diverse races and sexual orientations), focusing on areas such as reasons for hidden drug abuse, drug-taking subculture, relapse and its prevention, and impacts of inter-generational drug abuse; and
- (m) projects that **identify and consolidate good practices, protocols and guidelines derived from completed BDF RFS projects as well as from other published drug-related researches**, for sharing with service units in the anti-drug sector to facilitate further service refinement.

27. Further details on the priority areas and general areas are at **Appendix B**. All projects are required to suitably feature and echo with International Day against Drug Abuse and Illicit Trafficking on 26th June each year to publicise drug harms and raise public awareness of global anti-drug issues. In addition, the projects are required to celebrate 30th anniversary of the establishment of the Hong Kong Special Administrative Region as appropriate to expound on the importance of a drug-free society as we advance from stability to prosperity.

Assessment Criteria

28. Each application will be considered on its own merits. Applications will be assessed on the basis of four major criteria, namely, **Project Strength**,

Impact, Project Design and Feasibility, and Experience and Track Record. The **marking scheme** to be adopted for the 2026 Funding Exercise with elaboration, weighting and passing mark for each assessment criterion is at **Appendix C**.

29. The following projects are normally **not** considered –
- (a) conventional non-capital works projects spanning more than three years (except for projects which meet one of the requirements specified in paragraph 10 above);
 - (b) conventional projects seeking funding over \$6 million (except for projects which meet one of the requirements specified in paragraph 10 above);
 - (c) projects eligible for Government subvention;
 - (d) projects for production of souvenirs, gifts, leaflets, booklets and/or documentaries, etc. without clear and sufficient information on contents and design;
 - (e) projects which have been completed; and
 - (f) projects which have commenced before funding approval is granted.
30. The following cost items are normally **not** allowed –
- (a) administration fees and miscellaneous fees without specific details⁴ and supporting justifications;
 - (b) personal emolument of staff at supervisory level of non-governmental organisations receiving Government subvention;
 - (c) utility charges such as electricity, gas, water, telephone and broadband;
 - (d) costs of fixtures, office furniture, computer or electronic devices, other equipment;

⁴ For the avoidance of doubt, in applying for administrative overhead funding, the provision of a cost breakdown would not be necessary. See Appendix E of the application form.

- (e) costs of trips outside the Greater Bay Area; and
- (f) costs of events organised or services provided outside Hong Kong (except for anti-drug activities which meet the requirement specified in paragraph 31 below).

31. The primary focus of BDF is on providing support to anti-drug activities within Hong Kong. Acknowledging the various anti-drug education facilities and relevant historical sites in the Greater Bay Area (GBA), those applications proposing anti-drug activities in other places in the GBA will only be considered and supported under RFS with full justifications, having considered their cost effectiveness and the benefit/contribution that may be brought to the anti-drug efforts in Hong Kong.

Key Conditions of Grant

32. After funding approval is granted and upon acceptance of the approved grant, grantees shall commence the projects within six months from the date of approval of the grant or, if the application is a continuation of an existing project, from a date agreed by BDFA. Written approval of BDFA must be sought if the project cannot commence within this specified period.

33. In conducting procurement by using the grant from BDF, the grantee should take into account its continuing duty to safeguard national security and not to engage in any acts or activities which endanger national security. The management of the grantee should exercise professional judgment, sensitivity and prudence in assessing any potential national security risks or issues that may be involved in every stage of the procurement. The duty for the grantee to safeguard national security is a continuing one that subsists throughout every stage of the entire procurement process, including the pre-contract award stage and the contract management stage after contract award. The grantee shall ensure that each of its procurement documents incorporates specific clauses to disqualify tenderers and to terminate the contract made pursuant to the procurement in the interest of national security.

34. All the information provided in the application is binding on the grantees. Projected yearly funding requirements and implementation schedule of an approved project, once approved by BDFA, shall be strictly adhered to. **Prior written approval** of BDFA must be obtained should the grantee wish to alter the approved implementation plan or the amounts of individual cost items.

Applications for supplementary provisions to cover unforeseen expenditures will not be considered.

35. Grantees are required to adopt an open and fair system for staff recruitment, and to follow the approved manpower and salary level.

36. The ownership, copyright and all other intellectual property in, including but not limited to all reports or research, audio-visual products, cassettes, CD-ROMs, digital content, scripts, handbooks, printed or electronic materials, plays etc. or such materials so procured or created as a result of the project (hereafter referred to as “project deliverables”), shall be vested in and belong to BDFA. The Secretariat may, during or after the project period, instruct, and the grantee shall allow, any project deliverables to be used by BDFA, ND, other Government B/Ds and/or any other party for any purpose.

37. The grantee shall give appropriate acknowledgement to BDFA when implementing the approved project, including in all publicity or published materials (regardless of physical or online) relating to the associated activities that have been approved by BDFA. On the other hand, the grantee **must not** publicise or package any activities not approved by BDFA, or the grantee’s other programmes/activities not funded by BDF, as part of the project approved.

38. When formulating the contents on all publicity or published materials relating to the associated activities that have been approved by BDFA with appropriate acknowledgement to BDFA, the grantee shall ensure that the following conditions have been fulfilled –

- (a) the associated activities have been approved by BDFA;
- (b) the messages imparted are in line with the Government’s anti-drug policy; and
- (c) the slogans featured are identical to the ones currently adopted by the Government.

39. For equipment procured under the project, the grantee shall also give appropriate acknowledgement to BDFA on the physical equipment as well as digital content thereof if available.

40. For premises fitted out/renovated/constructed using BDF, the grantee is required to install a commemorative plaque in a prominent location within the premises of the project. The plaque shall be of a reasonable size and

inscribed with such words as “This centre/building was fitted out/renovated/constructed with donation(s) from the Beat Drugs Fund” in both English and Chinese, and BDF logo has to be displayed. The design and wording on the plaque shall be submitted to BDFA for prior approval.

41. The grantee is encouraged to suitably display the Government-funded Programme Logo launched in January 2024⁵ where fit and appropriate.

42. The grantee shall promote the Hong Kong Jockey Club Drug InfoCentre, ND’s anti-drug telephone enquiry service “186 186” and anti-drug instant messaging enquiry service “98 186 186”, ND’s website and social media accounts (e.g. Facebook and Instagram accounts) as well as other anti-drug messages/materials specified by ND in the grantee’s programmes, activities, publicity materials, publications, etc. where fit and appropriate.

43. The grantee shall seek written approval from ND in advance, via the Secretariat, for using the logos of the Security Bureau, ND and/or Action Committee Against Narcotics in their publicity or published materials (regardless of physical or online) under the project. The grantee shall also suitably cover ND’s overarching theme, logo, slogan, promotional design and anti-drug ambassadors “Agent Don’t” and “Agent Hope”, which are listed on ND’s website.

44. The grantee should show ND’s publicity videos during the implementation of the approved project or in the grantee’s centre/service unit where fit and appropriate.

45. The grantee shall render assistance as and when required in any reporting, experience sharing session or other publicity functions organised by BDFA.

46. The grantee shall ensure the responsible use of generative artificial Intelligence (Gen AI) –

- (a) Gen AI refers to the use of various machine learning algorithms to enable computer systems to automatically generate content information such as text, image, audio, video, code or other media, based on vast amounts of data, according to complex human intentions and instructions;

⁵ <https://www.info.gov.hk/gia/general/202401/18/P2024011800472.htm>

- (b) The grantee is responsible for ensuring that all the Gen AI generated content information used in the project is accurate and trustworthy, must not violate laws, public morality, intellectual property rights, or individual privacy as well as must not embarrass BDF and the Government. If the Gen AI requires data to be submitted and stored in an external cloud storage system, the grantee must avoid transmitting personal data and confidential information. If the content information generated by Gen AI is taken from copyrighted materials, the grantee is responsible for ensuring that all source materials are cited and duly acknowledged, and they could be legally used in the concerned research or publicity;
- (c) The grantee should use the Gen AI wisely and protect data privacy when using Gen AI, and shall follow the “Checklist on Guidelines for the Use of Generative AI by Employees” published by the Office of the Privacy Commissioner for Personal Data;
- (d) The grantee should notify BDFA if the output of any pictures, videos, text and publicity materials are generated by Gen AI, or Gen AI has been used during the process of production;
- (e) Regardless of how Gen AI might be used in research projects or mixed-type projects with research elements, including undertaking literature reviews, analysing data and texts, generating code and synthetic data, undertaking transcription of interviews or meetings, etc., the grantee is responsible for upholding the principles of research integrity and ensuring the use of Gen AI is in full compliance with laws and regulations; and
- (f) If Gen AI has been used, the grantee shall document in the research report the name of the Gen AI software and how the software is used. The grantee must also comply with the guidelines on the use of Gen AI set by their university/institution, including but not limited to those relating to ethics, factual accuracies, plagiarism, acknowledgment and attribution in publication.

47. 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 **seven 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. Clear

accounts must be kept and these books and records shall, at all reasonable times, be available for inspection by BDFA, any authorised staff of the Secretariat, and the Audit Commission.

48. Where circumstances justify, BDFA may withhold or reclaim any payment from grantee if the grantee fails to observe the conditions of grant.

Arrangement of Fund Disbursement

49. All the grants will be disbursed by **Instalment mode**. Funds are disbursed according to a pre-determined schedule on the condition that BDFA is satisfied with the project progress, performance of the grantee and its compliance with conditions of grant. Details of BDF disbursement arrangements for projects of different project durations are at **Appendices D1-D2**. The grantee shall designate a bank account for the project. External qualified auditors shall be engaged by the grantee for the *annual* and *final* (covering the whole project duration) auditing and assurance tasks. Annual/final “audited accounts” shall be submitted in accordance with the requirements of BDFA and include an audit assurance that the conditions of grant stipulated by BDFA are met.

50. In view of the auditing and assurance requirement, a sum will be allocated to the grantee for engaging external auditors, and the cost of auditing shall be included as a distinct cost item in the approved budget. The maximum funding provision for engaging auditors for any single project is as follows –

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

51. Administrative overhead funding approved will be disbursed together with other funds in accordance with the arrangements in paragraph 49 above. Administrative overhead as a cost item shall be duly reflected in the “audited accounts” of the projects concerned for which an auditor is appointed.

52. BDFA will only reimburse the approved amount of grant or the actual expenditures of the project, whichever is the less. No additional funding will be provided. Any additional cost arising from price/ cost changes or unforeseen circumstances will be the grantee’s sole responsibility.

53. A set of procedural guidelines will be provided upon notification of successful applications. Grantees shall comply with the procedural guidelines when implementing the projects.

54. Any unspent grant shall be returned to BDFA within two months upon completion of the project. Grantees will also be required to return to BDFA funds which have not been used for the intended purposes and objectives of the projects.

Monitoring of Funded Project

55. As stated in paragraphs 15 – 19 above, applicants are required to set out in the application forms specific indicators for evaluating their projects. **Grantees will be required to, during the project implementation period and upon completion or termination of the project, comply with a series of requirements to evaluate the output(s) and outcome(s) of the project with a view to ensuring that the anticipated effectiveness of the project is achieved.**

56. The grantee shall submit progress reports (in both softcopy and hardcopy) in the format prescribed by BDFA at specified intervals during the course of the projects, with detailed arrangements as below –

- (a) for projects without research elements that are running for less than six months, the grantee shall refer to the requirement of submission of full report stated in paragraph 57;
- (b) for projects without research elements that are running for more than six months, the grantee shall submit half-yearly progress report(s) within three weeks from the end of each six-month period. Database storing evaluation data shall also be submitted together; and
- (c) for research projects or mixed-type projects with research elements the grantee shall submit quarterly progress report(s) within two weeks from the end of each three-month period.

The progress report shall report the evaluation results in accordance with the output(s) and outcome(s) targets set, progress of implementation of various activities under the projects, as well as completed/scheduled project activities. Notwithstanding from the intervals mentioned above, BDFA reserves the right to

request submissions of more frequent progress reports when circumstances warrant.

57. Upon completion or termination of the project, the grantee shall submit a full report (in both softcopy and hardcopy) in the format prescribed by BDFA within two months from the project end date. The full report shall cover items in order to assess each project deliverable and their value for dissemination, including but not limited to the following –

- (a) description of the deliverables (e.g. type, title, quantity); and
- (b) evaluation of the quality in terms of the approved output(s) and outcome(s) indicators and dissemination value of the deliverables (**not applicable** to research projects).

For research projects or mixed-type projects with research elements, the grantee shall also submit a final research report to report the research findings.

58. Grantees may also be required to present the interim reports and/or the final reports to GC of BDFA, ACAN or its Sub-committees, and/or RAG for consideration and adoption. Views of their Members will be provided to the grantees and documented for future reference.

59. BDFA can require grantees not meeting the proposed output(s) and/or outcome(s) targets to implement remedial actions and/or report up-to-date progress as and when requested. **Should the performance of a grantee fail to meet the agreed output(s) and/or outcome(s) targets, the amount of grant may be adjusted by BDFA accordingly, and the grantee may be required to refund BDFA where circumstances justify.**

60. To enhance the transparency of the sponsored projects and to promote effective practices, all grantees are required to submit final reports and deliverables in a suitable digitised format for public access through the website of BDF. Where websites or webpages are produced under a project, the weblinks shall also be sent to ND for publishing on BDF's website as appropriate to facilitate retrieval and browsing by members of the public.

61. To further monitor the progress of the projects, Members of GC of BDFA, ACAN or its Sub-committees, ND or any other persons appointed by them shall visit the grantees of the approved projects to inspect and review progress from time to time. In particular, projects with a funding period of more than two years, or those with a fund granted of over \$6 million, will be monitored by two

ACAN and/or Sub-committee Members. The grantees concerned will be informed when their projects are to be so inspected. In addition, the grantees may have to attend meetings with and/or make presentations to representatives of BDFA from time to time to review/report the progress of the project.

62. The grantee shall make every effort to fulfil all the project requirements and achieve the project performance targets in terms of output(s) and outcome(s), and other deliverables. Performance of the project will be evaluated according to the output(s) and outcome(s) indicators as set out in the implementation plan (or if not explicitly mentioned in the implementation plan, those set out in the application). The grantee may also be required to submit additional information and supporting documents for project evaluation purposes. Unsatisfactory performance or poor compliance with the terms and conditions of grant may affect the grantee's future chance of receiving funding support. **BDFA, at its absolute discretion, reserves the right to deduct amount of grant, in part or in full, should the grantee fail to fulfil the project requirements or comply with the terms of conditions of grant.**

Conflict of Interest

63. The grantee shall uphold the principles of fairness and take reasonable steps to avoid conflict of interest in the processes of staff recruitment and procurement of goods and services, and shall notify the Secretariat in writing of all or any facts which may reasonably be considered to give rise to a conflict of interest situation. The grantee shall also follow, as far as practicable, the good practices set out in the "Best Practice Checklist – Strengthening Integrity and Accountability – Government Funding Schemes Grantee's Guidebook"⁶ and other relevant Guides issued by the Independent Commission Against Corruption ("ICAC") from time to time.

64. A grantee shall –

- (a) ensure, during the project period, that it (including its employees, subcontractors, agents or other personnel) shall not undertake any service, task or job or do anything whatsoever for or on behalf of the grantee or any third party (other than in the performance of the project) which conflicts, or which may be perceived to conflict, with the grantee's duties to BDFA and/or the Secretariat under the project unless and to the extent the Secretariat has been fully

⁶ <https://bit.ly/3azgvyB>

informed by the grantee in a timely manner of all the circumstances in which the permission is sought;

- (b) notify the Secretariat in writing of all or any facts which may reasonably be considered to give rise to a situation where the financial, professional, commercial, personal, or other interests of the grantee or any of its directors, employees, agents and contractors, or any of their respective associates or associated persons, conflict or compete, or may conflict or compete, with the grantee's duties to BDFA and/or the Secretariat under the project;
- (c) render its advice or recommendations to BDFA and/or the Secretariat on an impartial basis without giving favour to any particular person, business, company, product, services or equipment in which the grantee and/or the project personnel has a commercial or personal interest. The grantee and the project personnel shall notify BDFA and/or the Secretariat immediately and in writing of any actual or potential financial or other interest any of them or any of their associates or associated persons, or any of the permitted sub-contractors may have in, or any association or connection it or the aforesaid persons may have with, any of the persons, businesses, companies, products, services or equipment proposed or recommended by the grantee or the project personnel; and
- (d) ensure that its associates and associated persons, each of its permitted sub-contractors and the project personnel and his associates and associated persons inform the grantee and keep it informed regularly of all facts which may reasonably be considered to give rise to a situation in which the interests of such persons, conflict or compete, or may conflict or compete, or may be seen to conflict or compete with any interest of BDFA and/or the Secretariat or the grantee's or the project personnel's duties in the project.

65. The provisions of this clause on conflict of interest shall survive the termination of this project (howsoever occasioned) and shall continue in full force and effect notwithstanding such termination.

Upholding of Integrity

66. To uphold the integrity of the directors, staff members (whether permanent or temporary), agents and sub-contractors of the grantee in relation to the project, the grantee shall –

- (a) prohibit the related personnel from offering, soliciting or accepting advantages as defined in the Prevention of Bribery Ordinance (Chapter 201 of the Laws of Hong Kong) to/from any party in relation to the grant and the project, except with the permission of BDFA;
- (b) avoid, during the project period, to undertake any service, task or job or do anything whatsoever which conflicts, or which may be seen to conflict, with the grantee's duties under the grant and the project, and require its directors, staff members (whether permanent or temporary), agents and sub-contractors to observe the same; and
- (c) where a conflict is unavoidable, ensure proper handling of such conflict with the Secretariat duly notified in writing as soon as possible of the circumstances involved and the actions taken to remove/minimise its impact (e.g. with the directors or staff members concerned removed from the related duties).

67. The grantee shall also follow, as far as practicable, the good practices set out in the “Best Practice Checklist – Strengthening Integrity and Accountability – Government Funding Schemes Grantee's Guidebook” and other relevant Guides issued by ICAC from time to time.

Sponsorship and Collaboration

68. Prior written approval of BDFA is required before a grantee accepts any other sponsorship for a project supported by BDF. In any event, grantees are reminded not to accept any sponsorship (in cash or in kind) from companies or organisations dealing in tobacco and cannabis-related products. Likewise, grantees should refrain from engaging in collaboration with such companies or organisations unless there are exceptional grounds for advancing the anti-drug cause and with the consent of BDFA.

69. Prior written approval of BDFA is required if a grantee wishes to

name a project after a sponsor. The person/unit to be named after is required to contribute towards the cost of the project at a level to be agreed with BDFA.

Termination

70. BDFA may, in its absolute discretion and without prejudice to its accrued rights and actions against a grantee, by giving 21 calendar days' written notice to the grantee, to terminate the project. Examples of circumstances where BDFA may terminate the project include but not limited to –

- (a) BDFA is reasonably satisfied that the grantee is in breach of any of conditions of grant and fails to remedy such breach within 30 calendar days of receipt of written notice; or
- (b) BDFA, by written notice, has requested the grantee to take actions to provide any of the deliverables and the grantee has failed to take such actions within 30 calendar days of receipt of written notice; or
- (c) BDFA is reasonably satisfied that any statement made in the application is incorrect or incomplete in a way which would have affected the original decision to approve the grant; or
- (d) BDFA is not reasonably satisfied that the purposes and activities of the grantee remain compatible with the objective(s) of the project or BDF; or
- (e) the grantee shall or is likely to go into liquidation (other than a voluntary liquidation for the purpose of amalgamation or reconstruction), or shall or is likely to enter into any supervision or voluntary arrangement providing for a composition in satisfaction of the grantee's debts or a scheme of arrangement of the grantee's affairs, or if a receiver has been or is likely to be appointed over any of its assets; or
- (f) the operation of the project has not been conducted in accordance with the conditions of grant; or
- (g) BDFA has had reasonable grounds to believe that the approved project, any matter proposed to be performed or conducted under the project plan, or the person employed or engaged by the approved project breaches or is likely to breach Hong Kong laws.

71. BDFA may immediately terminate the project upon the occurrence of any of the following events –

- (a) the grantee or any of its employees, agents and sub-contractors who are involved in any manner and capacity in the project has engaged or is engaging in any act or activity that constitutes or causes, or is likely to constitute or cause, the occurrence of offences endangering national security or that would otherwise be contrary to the interest of national security; or
- (b) the continued engagement of the grantee or the continued implementation of the project is contrary to the interest of national security; or
- (c) BDFA reasonably believes that any of the events mentioned above is about to occur.

72. Before and during the implementation of the project, BDFA may modify or cancel individual project activity(ies) and deduct the related amount of grant at its absolute discretion.

COMPLIANCE WITH LAWS AND CODES OF PRACTICES

73. The grantee shall ensure that in performing their service and carrying out their functions in expending the grant, it complies with all Hong Kong laws (including the Law of the People's Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region and the laws of the Hong Kong in relation to the safeguarding of national security), regulations and by-laws, including without limitation, all those relating to employment terms and conditions.

74. The grantee shall at all times follow the usual code of practice on confidentiality of personal data and comply with the Personal Data (Privacy) Ordinance relating to the protection of personal data of individuals. Where necessary, prescribed consent from the data subjects shall first be obtained before disclosure of personal data to other parties, say publication and dissemination of reports containing personal data of the project beneficiaries, either in hardcopy or softcopy to members of the public.

Announcement of Results

75. It is expected that the results of the 2026 Funding Exercise would be announced in the first quarter of 2027. Applicants will be informed of the outcome of their applications in writing. Decisions of BDFA in respect of project approval and conditions of grant shall be final.

76. Applications for the 2027 Funding Exercise are tentatively planned to be invited in the third quarter of 2027.

- End -

Regular Funding Scheme of Beat Drugs Fund

Note for Potential Applicants of Funding Exercise

Introduction

1. Beat Drugs Fund (BDF) Association Secretariat has summed up the experience and distilled some useful points to note having regard to the processing of applications received in the 2025 Funding Exercise of the Regular Funding Scheme of the BDF.

Marking Scheme for the 2025 Exercise

2. Proposed projects received from eligible applicants under the 2025 Funding Exercise were assessed according to four criteria, namely -
 - (a) project strength;
 - (b) impact;
 - (c) project design and feasibility; and
 - (d) experience and track record.

The above criteria and their elaborations could be found in Appendix E to the Guide to BDF Regular Funding Scheme - 2025 Funding Exercise (the Guide). (See link: https://www.nd.gov.hk/pdf/Guide_to_2025_Funding_Exercise_BDF_RFS_full_eng.pdf)

3. After assessment, the proposed projects may generally be -
 - (a) approved in full; or
 - (b) approved with –
 - (i) a shortened/compressed implementation timetable; and/or
 - (ii) adjustment(s) made in activities, budget, manpower and/or other cost items; or
 - (c) rejected.
4. It is the responsibility of the applicants to make sure that they only use the correct application form and submit it by the deadline.

Points to Note

5. The following paragraphs set out some points to note for reference. The brackets [e.g. (1a), (1b), (2c)] denote the corresponding criteria in the Marking Scheme elaborated at Appendix C of the Guide.

A. Project Strength

- (a) Project proponents should make reference to the priority areas published in the Guide when designing the project. For example, for 2025 Funding Exercise, projects should prominently feature and promote on International Day against Drug Abuse and Illicit Trafficking, also known as World Drug Day, June 26 each year. (1a)
- (b) For treatment and rehabilitation (T&R) projects or mixed-type projects with T&R elements, project proponents should demonstrate clear therapeutic elements for the effective T&R of drug abusers, and should elaborate how the proposed new service model or non-conventional mode of service delivery will facilitate the T&R process of the proposed specific target groups. (1b)
- (c) For preventive education and publicity (PE&P) projects or mixed-type projects with PE&P elements, project proponents should demonstrate systematically and clearly how the programme(s) can convey anti-drug knowledge. For example, if a project proponent proposes to deliver anti-drug education talks to students, the project proponent should set out the topics, structure, key content(s) (including the proportion of content with anti-drug elements) of each session of the talks as well as relevant qualifications and professional requirements of organisers/speakers, instead of merely stating the number of sessions. (1c)
- (d) In drawing up PE&P programmes targeting specific groups, project proponents should have regard to their work pattern/habits/cultural background in designing pertinent programmes. (1c)
- (e) For PE&P projects or mixed-type projects with PE&P elements, project proponents should employ new service approaches (e.g. using new methods, new platforms, new educational tools, etc.) to disseminate information of drug harms or other anti-drug messages, in ways which are creative and/or appealing to target groups. The new service approaches should have been demonstrated effective in disseminating anti-drug messages. (1c and 1d)
- (f) Project proponents should avoid repeating previous funded projects with identical elements. The project proponent should clearly illustrate the service need and consider incorporating new elements in the proposed projects in response to the latest drug situation or service needs. Grants by BDF are of a one-off nature and are not recurrent subvention. There is no guarantee that applications similar to previously approved projects would fall under any of the priority area. (1d)

B. Impact

- (a) For Research projects or mixed-type projects with Research elements, project proponents should explain the impact of the research outcome to the anti-drug cause in Hong Kong and illustrate how the research could be put into practical application in Hong Kong. *(2a)*
- (b) Project proponents should ensure that there are adequate and concrete anti-drug elements in their proposals. A simple description of anti-drug elements in the programmes without elaboration on the key content of the programmes or the approach in delivery would be generally considered inadequate. *(2b)*
- (c) For Research projects or mixed-type projects with Research elements, project proponents should illustrate and elaborate how the research methodology could be applied to human setting if the test subjects or samples are not human. *(2b)*
- (d) For T&R projects or mixed-type projects with T&R elements involving training for frontline practitioners (such as courses or workshops), project proponents should provide sufficient information and concrete course contents (including course outline) to demonstrate the direct benefits of the proposed training that could bring to the delivery of drug T&R services. *(2c)*
- (e) Project proponents should demonstrate clearly how the proposed projects and activities could enhance awareness of drug harms, effectively disseminate anti-drug messages, and change anti-drug attitude of the participants. *(2c)*
- (f) For projects involving creative productions (e.g. production of live action role-play game (LARP/劇本殺), movies/short films, songs and music, dramas, games, infographics, videos production by key opinion leaders, books, etc.), project proponents should provide detailed scripts, contents or outlines to demonstrate how the proposed projects could bring the intended effect. *(2c)*
- (g) For PE&P projects or PE&P elements of mixed-type projects involving interest classes/sports activities/healthy lifestyle activities, project proponents should provide concrete elaboration on how such activities could effectively deliver anti-drug messages to, as well as increase the knowledge of drug harms and raise the anti-drug awareness of, the participants, instead of just using the last part of the activities to deliver anti-drug messages without relevant co-relation to the activities. *(2c)*
- (h) For Research projects or mixed-type projects with Research elements, project proponents should provide references of relevant academic/research reports to support the hypothesis. *(2c)*
- (i) For T&R projects or mixed-type projects with T&R elements, project proponents should illustrate how the proposed activities and support would enhance the motivation of drug abusers to quit drugs, help drug rehabilitees maintain abstinence from drugs and bring direct impacts on their drug T&R

process. For some specific support such as vocational training and medical treatment service, project proponents should seek to target drug abusers and/or drug rehabilitees who have successfully quitted drugs in recent times, for example, the past 12 months prior to their participation in the project. (2c)

- (j) For projects involve online anti-drug publicity (e.g. videos, drama or LARP), project proponents should outline explicitly the anti-drugs elements involved and explain in detail how the distribution arrangements of the publicity materials can effectively and widely reach the target groups. (2c)
- (k) For PE&P projects targeting primary school students, project proponents should make use of appropriate methods or topics to make anti-drug messages easier for the target groups to absorb and understand. (2c)
- (l) Project proponents should avoid organising debating competition. (2c)

C. Project Design and Feasibility

- (a) Project proponents should ensure the proposed schedule and project duration are practicable and reasonable (3a):
 - (i) a shorter project duration could be considered for proposed projects with cyclical activities (e.g. organising two roving exhibitions under a one-year project instead of an annual roving exhibition for two years);
 - (ii) a shorter project duration (say around one year) could be considered for proposed projects if the effectiveness of the proposed operation mode has not yet been tested;
 - (iii) project proponents should be mindful of whether the amount of time required for preparatory work (e.g. training for project staff) are overly extensive and substantial compared to the services to be delivered; and
 - (iv) project proponents should avoid submitting applications on projects which are similar to their ongoing ones when the latter would not be completed in the coming calendar year (i.e. the newly-approved project has to commence one year after the approval letter is issued) or when the effectiveness of the latter has yet to be fully tested (e.g. evaluation results not available yet).
- (b) Project proponents should organise programmes or activities that are well-planned, structured and targeted, instead of organising a variety of activities which are weakly linked or structured and unfocused. (3a)
- (c) Project proponents, should devise fallback plans for project activities. Factors to be considered include (but are not limited to) whether the proposed services, programmes, activities, etc. could be readily switched to alternative modes (e.g. through online or non-physical means); whether there is room for rescheduling them during the project period. (3a)

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- (d) In providing skill training courses to participants, e.g. movie production or computer animation, sufficient anti-drug PE&P elements (normally, over 25% of the whole training) should be incorporated systematically in the relevant skill training courses. (3b)
- (e) Project proponents should clearly outline the anti-drug elements and intended benefits from the anti-drug perspective for activities. Project proponents should ensure the participants of activities in GBA be Hong Kong residents. Excessive or extravagant cost items should be avoided.
- (f) Project proponents should demonstrate that the proposed budget (*vis-a-vis* the proposed number of beneficiaries) is reasonable and realistic (3c):
 - (i) project proponents should request a size of staff that is commensurate with projects of similar scale and duration, and provide details and sound justifications on their staff proposals;
 - (ii) project proponents should be mindful of the cost-effectiveness aspect when setting the target size/number of audience/users/readers served compared to the cost of production of movies/mobile apps/games, etc.;
 - (iii) project proponents should aim to provide volunteers with clear and correct anti-drug knowledge, the necessary dissemination skills and other training directly related to subsequent volunteer works during the volunteer training period. The number of training hours should be justifiable;
 - (iv) project proponents should give due consideration to the nature and cost of the proposed activities when setting the target size/number of participants for group sessions, and should provide details to explain and demonstrate the need for the proposed target size;
 - (v) project proponents should produce and distribute project publications through electronic means wherever possible. Printed publications will only be allowed with strong justifications provided. Such printed publications should be distributed to specific and clear target groups instead of members of the public at large; and
 - (vi) project proponents should, in estimating the budget for organising training activities for frontline practitioners, make reference to the cost items supported and the respective level of sponsorship under the Social Work Training Fund administered by the Social Welfare Department.
- (g) Project proponents should explain the methodology, rationale and anti-drug service need behind selecting target beneficiaries. (3c)
- (h) Project proponents should demonstrate that the proposed numbers of beneficiaries, participants and/or users of the proposed project are realistic (3c):
 - (i) project proponents should secure partnership with suitable parties relevant to the proposed projects (e.g. non-governmental organisations, schools or

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tertiary institutions, ethnic minority groups) to demonstrate that the projects could be implemented smoothly with target outputs met;

- (ii) project proponents, especially those who are new to anti-drug services, should consider collaborating with stakeholders from the anti-drug sector to demonstrate that the projects could be delivered as proposed;
 - (iii) for Research projects or mixed-type projects with Research elements, project proponents should provide clear definitions on the target groups/participants to be studied as well as the methodology in selecting participants and illustrate how to recruit participants;
 - (iv) for Research projects or mixed-type projects with Research elements, project proponents should give consideration to include a control group as baseline reference as far as practicable when evaluating the impact of the subject matter of the research;
 - (v) for Research projects or mixed-type projects with Research elements, project proponents should demonstrate that the proposed range and number of subjects/participants involved are adequate, and be mindful of the sampling fraction (e.g. when conducting quantitative surveys, the sample size should be sufficiently sizeable for statistically meaningful results); and
 - (vi) for Research projects or mixed-type projects with Research elements, project proponents should provide information or elaborations on how the drug problems were related or specific to the proposed study targets/participants.
- (i) Project proponents should ensure that they provide details of outcome and output indicators as required in the Guide and application form. *(3e)*
 - (j) for Research projects or mixed-type projects with Research elements, project proponents should adopt suitable evaluation methodolog(ies) and provide detailed justifications. Questionnaires that are too simple (i.e. questionnaires with only 1-3 items) should be avoided. *(3e)*
 - (k) For Research projects or mixed-type projects with Research elements, project proponents should be mindful of whether the proposed data collection method is practicable (e.g. collecting sensitive information through questionnaires). *(3e)*
 - (l) For Research projects or mixed-type projects with Research elements, project proponents should elaborate how the research would be put into implementation in Hong Kong. *(3e)*

D. Experience and Track Record

- (a) Project proponents' previous records in implementing the BDF projects, as well as of the timeliness in submitting reports/financial documents will be taken into account in the assessment and vetting of their proposed projects. *(4a and 4b)*

E. Other Budget-related Issues

- (a) Project proponents should list out budget items in a clear and detailed manner.
- (b) Project proponents should show a detailed and itemised breakdown of funding requirements corresponding to each programme activity by project year.
- (c) Project proponents should be mindful of whether there is a genuine need for food and beverage items, as well as the amount of costs on the items. They should also avoid excessive or extravagant gifts/allowance/activities/prizes prepared for only a small number of recipients in competitions.
- (d) Project proponents should avoid the provision of direct financial assistance and monetary rewards to individual participants for their participation in T&R programmes, save for vocational-related subsidies.
- (e) Project proponents should be mindful that requests to cover the following cost items will not be allowed –
 - (i) administration fees and miscellaneous fees without specific details and supporting justifications;
 - (ii) personal emolument of staff at supervisory level of non-governmental organisations receiving Government subvention;
 - (iii) utility charges such as electricity, gas, water, telephone and broadband;
 - (iv) costs of fixtures, office furniture, computer or electronic devices, other equipment;
 - (v) costs of trips outside the Greater Bay Area; and
 - (vi) costs of events organised or services provided outside Hong Kong (except for approved project activities in other Greater Bay Area localities).

(Note: Expenses for cost items specified under (e)(i) to (iv) above shall be covered under the approved lump sum expenditure of “Administrative Overhead”.)

- (f) Project proponents should provide detailed justifications to demonstrate that any proposed procurement of computers, mobile phones or other electronic devices and related items (e.g. SIM cards and routers) is strictly essential to the

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implementation of the project and the models proposed commensurate with actual needs.

- (g) Project proponents should ensure consistency and accuracy in the number of beneficiaries and activities when filling in different parts of the application form.
- (h) Project proponents should set out the specific duties of the proposed staff members.
- (i) Project proponents should ensure that the proposed qualification and experience requirements on staff members are commensurate with their duties and expertise needed, and provide detailed justifications for paying salaries higher than the relevant benchmarks.
- (j) Project proponents should specify the exact period when the project staff member(s) are to be employed (e.g. from 1st to 12th month/from 13th to 24th month), so as to facilitate assessment of relevant staff requirements.

**Beat Drugs Fund Secretariat
September 2026**

**Details of Priority Areas and General Areas Eligible for Application for
the 2026 Funding Exercise of
the Beat Drugs Fund (BDF) Regular Funding Scheme (RFS)**

Applicants are advised to take into account the latest drug situation when drawing up their application proposals. The latest drug situation can be found at the link https://www.nd.gov.hk/en/crda_main_charts_and_tables.html.

I. Priority Areas

Preventive Education and Publicity (PE&P)

- (a) projects that enhance the awareness of young children and families, including at-risk families (e.g. teenage mothers, parents or family members being ex-drug abusers, and family members being high-risk youths), of drug harms, and strengthen the role of family members and enhance their abilities (especially parents) in preventing drug abuse for their children of all age (including children attending kindergartens and primary schools). This includes increasing children’s awareness and knowledge on dangerous drugs, fostering positive anti-drug life values, as well as identifying and persuading drug-abusing family members for early help-seeking**

Family is usually the first line of defence against drug problems and at-risk families are more vulnerable to drug abuse and related adversities. Projects that provide family-based prevention services with intervention and empowerment methods (e.g. instilling knowledge of drugs, improving family bonding and communication, identifying drug-abusing symptoms and persuading drug abusing family members to seek help early) are encouraged. Examples include promoting anti-drug parental education for parents of younger age children, developing age-appropriate preventive education initiatives and tools for children, organising parent-child activities to raise their parent’s family anti-drug awareness and promote positive anti-drug life values as well as formulating effective intervention methods for at-risk families.

- (b) projects that feature the theme of “anti-drug + *n*”, with the italic *n* being activities of culture, arts, leisure and so forth, so as to imbue different walks of life with anti-drug elements and extend the reach of the anti-drug cause to every corner of the society. Applicants are required to demonstrate how the activities (*n*) is relevant to PE&P work by exploring different angles through which participants can associate the activities with the anti-drug cause**

The theme “anti-drug + *n*” marries conventional, everyday-life activities (*n*) in the fields of culture, arts, sports, leisure, wellness and so forth. Projects that use engaging and innovative means to weave anti-drug awareness seamlessly into the fabric of the citizens’ daily life are encouraged.

Treatment and Rehabilitation (T&R)

- (c) **projects that involve and strengthen collaboration among various sectors and disciplines as well as at various levels to help identify and engage drug abusers and help them quit drugs, especially those involving cocaine, “Ice”, cannabis, etomidate, and/or ketamine abuse. Drug abusers of various backgrounds encounter multi-faceted needs straddling health and emotion, work, finance and relationship with family, etc. Strengthened collaboration involving different key players such as community-based service units, residential drug treatment and rehabilitation centres, medical and allied health service units, law enforcement agencies, other welfare service units as well as non-drug social service and community units are encouraged to facilitate concerted efforts for effective delivery of drug treatment**

Given the multi-faceted needs of drug abusers, projects that strengthen collaboration between medical and social service units to ensure early identification, engagement, and a continuum of T&R services for drug abusers are encouraged.

In addition, projects that enhance the awareness and capacity of non-anti-drug personnel (e.g. teachers, medical and allied health professionals, etc.) to facilitate early identification and timely referrals to T&R service units are encouraged. Examples include promoting hospital-based early engagement, fostering partnerships with welfare service units (e.g. those providing family support or child services), and building closer collaboration between community-based and residential T&R service units to deliver tailored, comprehensive care and aftercare services.

- (d) **projects that provide structured training or platforms for experience sharing on drug-quitting therapeutic approaches among anti-drug social workers, peer counsellors who are drug rehabilitees, medical professionals and related personnel to equip them with the necessary skills and knowledge for helping psychotropic drug abusers to quit drugs. These projects may also involve other relevant streams of social or medical services to help foster a better understanding of the needs of drug abusers, and share good practices or techniques in helping them quit drugs**

Given the high proportion of psychotropic substance abusers, frontline social workers and medical professionals are facing increasing difficulties in handling cases with drug-induced psychiatric symptoms. Projects that promote more training and experience sharing on drug-quitting therapeutic approaches among social workers, anti-drug practitioners, medical professionals, and other relevant streams of social or medical services are encouraged. This will foster better understanding of the needs of persons with drug problems and help drug abusers quit drugs and remain drug free.

Cannabis and etomidate abuse often results in a longer period before abusers fully recognize the harms to their physical and mental health, underscoring the importance of early engagement, tailored motivational strategies, and sustained follow-up. Projects that improve the T&R skillsets of the anti-drug sector necessary for early engagement and intervention of abusers are encouraged.

Peer counsellors, who have personal experience in quitting drugs successfully, make unique contribution to the anti-drug work. Projects that provide more structured and advanced training for peer counsellors to deepen their understanding of relevant professional knowledge and intervention skills, as well as to enhance their capacity to be effectively participated in, engage with and support drug abusers throughout the quitting process are encouraged.

Research

- (e) **projects that explore or test new treatment and rehabilitation methods/models (such as treatment using transcranial magnetic stimulation and integration of Chinese medicine with western-oriented medical approach) for application in Hong Kong's context, taking into account the characteristics of the substances abused, particularly those which have relatively higher or gained prevalence in Hong Kong (such as cocaine, "Ice", cannabis and etomidate)**

With new medical advancement and growing popularity of Chinese medicine, projects that explore or test new innovative methods and develop more effective models tailored for application in Hong Kong are encouraged. For projects designed to support the implementation of evidence-based treatment for drug abusers in Hong Kong, applicants are reminded to adopt a robust study design, including but not limited to ensuring sufficiently large sample sizes and the inclusion of appropriate control groups.

- (f) **projects that collect and analyse qualitative information and integrate the findings with the currently available quantitative information, including the pattern, characteristics and consequences of drug abuse, as well as insider knowledge of the latest drug abuse trends, etc. to provide a more comprehensive understanding of the drug situation in Hong Kong. The applicants may adopt an existing framework or develop a new framework (with detailed design and methodologies set out), or adopt/adapt/make reference to the framework previously delivered in the BDF RFS research project “Research Outline Qualitative Information on Drug Abuse Situation in Hong Kong” completed in 2024¹ to collect and analyse the qualitative information.**

While quantitative information provides an overview of prevailing trends of drug use, qualitative information offers critical insights into personal experiences, underlying motivations, and the broader social contexts that shape substance use behaviours, in particular, in view of the increasing concern over hidden drug abuse as partly reflected by the longer time taken for a drug abuser to be first reported by a reporting agency of the Central Registry of Drug Abuse (CRDA) after his/her first drug use. Accordingly, applicants are encouraged to collect and analyse qualitative information and integrate the findings with existing quantitative information. Such quantitative sources include, but are not limited to, statistics from the CRDA, drug-related enforcement statistics (e.g. arrests, prosecutions, and convictions), admission statistics from drug treatment and rehabilitation service agencies, and the findings of triennial surveys on drug use among students in Hong Kong.

¹ An earlier BDF RFS research project entitled “Research Outline Qualitative Information on Drug Abuse Situation in Hong Kong” covered, among others, a framework for collecting qualitative data on drug abuse. The research report can be downloaded from the website of the Narcotics Division (https://www.nd.gov.hk/en/research_reports_8.html).

II. General Areas Eligible for Application

General areas eligible for seeking funding from the 2026 RFS under BDF below will also be considered -

PE&P

- (a) **projects that educate members of the public, especially young people, high-risk youths and other specific target groups and enhance their awareness of drug harms associated with cocaine, “Ice”, cannabis (including tetrahydrocannabinol (THC) and cannabidiol (CBD) products), etomidate, and other popular drugs, especially ketamine, lysergide (LSD), cough medicine and other new psychoactive substances, through, for example, providing correct information of drug harms, countering the advocacy for legalising the use of certain drugs (such as cannabis), imparting drug refusal skills in light of peer pressure, encouraging early help-seeking etc.**

Young people, high-risk youths, students, parents and various diverse groups at risk (such as out-of-school youths, import labour, ethnic minorities, and people with different sexual orientations) will continue to be the targeted group. Projects that strengthen drug-specific education on “ice”, cocaine, cannabis and etomidate and counter advocate drug legalisation, highlight the severe legal consequences of drug offences, especially in terms of drug trafficking, enhance awareness and skills to identify early signs of drug abuse/trafficking for timely intervention as well as impart skills to persuade drug-abusing personnel, especially hidden drug abusers, to seek help early will be considered.

- (b) **projects that engage members of various sectors and relevant stakeholders (e.g. frontline security guards, staff in forwarding business, property management staff, cleaning workers, hostel staff, members of owners’ corporations, operators/employers of bars/Internet cafés or amusement game centres and their employees, as well as workers of professional sectors, such as legal, banking, accounting, etc.) to identify drug abuse and/or drug trafficking situations, and seek help from their supervisors, community resources or law enforcement agencies as appropriate**

Drug crimes are hidden and difficult to identify without the support and involvement of different sectors in the community. Certain types of professions may notice signs of drug crimes (including drug taking and trafficking) during their daily work. Projects involving seminars and workshops to strengthen the knowledge and skills of the above professions

mentioned to identify and report drug crimes will be considered.

- (c) **projects that encourage and engage the public to take more proactive actions in spreading anti-drug messages to people around, which could serve as an important pull factor to discourage relevant persons in drug abuse or drug trafficking**

While it is important for anti-drug sector workers to deliver anti-drug messages in the provision of services, it is also useful for members of the public to help spread anti-drug messages in day-to-day life in every corner. Some target groups such as adolescents may be more receptive to messages from peers and people around instead of experts and authority. Engaging members of the public to take actions to discourage people around them from drug abuse and drug trafficking can contribute in the fight against drugs. Projects with innovative online or offline approaches to engage particular target groups or members of the general public to advocate against misleading rumour about the harm of emerging drugs and the leniency of drug trafficking penalty towards underaged people will be considered.

- (d) **projects that promote help-seeking, community acceptance of T&R services and facilities and reintegration of rehabilitees into society**

Community support and acceptance are essential to helping drug abusers return to normal life and remain abstinent from drugs. A supportive social environment is also crucial to provide accessible and useful services to persons with drug problems. Projects that promote help-seeking, engage community stakeholder's support for drug rehabilitees' reintegration into society and advocate relocation of T&R facilities into communities will be considered.

- (e) **projects that enhance the awareness of the dire consequences of engaging in drug trafficking activities among members of the public, especially young people, socially disadvantaged groups (e.g. ethnic minorities groups) and at-risk individuals through online or offline means**

There is a need to continue educating members of the public, especially young people, socially disadvantaged groups (e.g. ethnic minorities groups) and at-risk individuals, about the severity and legal consequences of drug offences in Hong Kong. Projects that effectively deliver anti-drug trafficking messages and remind members of the public not to fall prey to drug trafficking syndicates by offering themselves as recipients of unknown parcels or cargo, or carrying unknown goods into and out of

Hong Kong will be considered.

T&R

- (f) **projects that facilitate early identification, reaching out to and engaging, among others, youngsters and hidden drug abusers, as well as intervention, including the provision of T&R services and other support, through adoption of innovative means and wider use of technology, with due regard to the reliability and effectiveness of such tools**

Amid the evolving social environment and changing lifestyles, there is a need for adoption of innovative means and wider use of technology for identifying, reaching out to and engaging, among others, youngsters and hidden drug abusers. Timely intervention, including the provision of T&R services and other support for drug abusers is also needed. Projects that explore newer and more innovative means to promptly respond to changing circumstances with due regard to their reliability and effectiveness will be considered. Examples include online outreaching, initial engagement via online means and platforms, tele-care and tele-rehab, online medical consultation by medical service units, and other hybrid services with on-site and off-site elements.

- (g) **projects that strengthen or provide early medical intervention and support, be it in hospital/clinical setting or in an outreaching mode, to drug abusers, especially those with drug-induced psychiatric and/or severe emotional issues, to manage their withdrawal symptoms and stabilise their mental condition which is essential and complementary to effective drug treatment**

Early medical intervention and treatment are essential and complementary to the T&R of drug abusers. This is particularly important for psychotropic substance abusers who suffer from drug-induced psychiatric problems or display severe emotional fluctuation arising from drug abuse. Projects that strengthen or provide early medical intervention to drug abusers to manage their withdrawal symptoms and stabilise their mental condition will be considered. Examples include inpatient detoxification treatment in a hospital/clinical setting or medical support in an outreaching mode.

- (h) **projects that comprise targeted treatment and outreaching programmes which take into account the latest demographic characteristics of drug abusers and cater for their varying needs in quitting drugs, such as abusers of psychotropic substances (especially**

those of cocaine, “Ice”, cannabis, etomidate and/or ketamine); young adult drug abusers (aged 21 – 35) who could be tertiary students, working adults, professionals or the non-engaged; drug abusers of the non-Chinese-speaking community; drug abusers of older age (aged 65 or above); men who have sex with men with drug abuse problem; “chem fun/sex” participants; drug abusers with family members also at risk of drug abuse or with young children, etc.

With the high proportion of psychotropic substance abusers, projects that develop and implement a more targeted approach in addressing the needs and characteristics of cocaine, “Ice”, cannabis, etomidate and ketamine abusers will be considered. Examples include community-based or residential programmes with more flexible terms and/or targeted outreaching efforts and T&R services to identify and help different groups of drug abusers quit drugs and achieve abstinence, having due regard to their specific cultures/subcultures, characteristics and needs.

- (i) projects that promote the involvement of family members of drug abusers in the T&R process and aftercare support services to help identify and engage hidden drug abusers, strengthen the motivation of drug abusers to quit drugs and maintain abstinence, rebuild family relationship, render emotional support to drug abusers/rehabilites, as well as prevent inter-generational drug abuse patterns**

Family support is pivotal throughout the lengthy and challenging T&R process from identification, treatment, rehabilitation to minimising relapse and maintaining abstinence. Projects that promote family members’ involvement in staying alert to drug-abusing behaviours and motivating and supporting drug-abusing family members to seek help; as well as projects that increase family members’ awareness of the harmful effects of drugs and enhance their skills in providing appropriate care and support for drug abusers, both physically and emotionally, will be considered.

- (j) projects that strengthen aftercare services for those who have quitted drugs so as to support them to remain completely abstinent, facilitate their reintegration into society and enhance their employability. Examples include counselling and life planning at post-treatment stage, occupational therapies, vocational training, provision of job placement opportunities, job counselling, mentoring programmes, promoting and facilitating acceptance of drug rehabilites by the community to provide them with more opportunities to engage in meaningful career and community activities, and, where justified, professional intervention, to help drug rehabilites review their own capabilities, and set realistic life and career goals, etc..**

Engaging drug rehabilitees in meaningful activities like employment or study, as well as being able to establish healthy relationships with their families and friends helps maintain abstinence. With a view to sustaining the effects of T&R programmes and facilitating social reintegration, projects that strengthen aftercare services for drug rehabilitees will be considered. Examples include educational and market-oriented vocational training programmes or job placement that suit drug abusers/rehabilitees' capabilities; professional intervention that help drug rehabilitees set realistic life and career goals and rebuild normal life pattern and stable employment, as well as job skill training leading to acquisition of accredited vocational qualifications that enhance self-recognition and self-esteem of drug rehabilitees.

Research

- (k) projects that examine the characteristics of emerging substances to provide more information about the drug harms and to identify suitable treatment methods and develop effective treatment models for application in Hong Kong's context**

Drug markets are becoming more complex, evolving quickly and offering a wider variety of drug products for abuse. Projects that investigate the nature and harmful effects of emerging substances gaining prevalence in Hong Kong will be considered. Greater weight will be given to projects that develop corresponding treatment models applicable to the Hong Kong context as well.

- (l) projects that investigate the behavioural patterns of different groups of drug abusers (e.g. female drug abusers, pregnant drug abusers, working drug abusers, and drug abusers of diverse races and sexual orientations), focusing on areas such as reasons for hidden drug abuse, drug-taking subculture, relapse and its prevention, and impacts of inter-generational drug abuse**

Studies on the behavioural patterns (e.g. reasons for hidden drug abuse, relapse and its prevention and impacts of inter-generational drug abuse) of various sub-groups of drug abusers are useful in facilitating more effective intervention, drug-quitting process, relapse prevention and reintegration into the community. Projects which help understand behavioural patterns of various sub-groups of drug abusers and bring practical benefits to T&R and PE&P initiatives will be considered.

- (m) projects that identify and consolidate good practices, protocols and guidelines derived from completed BDF RFS projects as well as from other published drug-related researches, for sharing with service units in the anti-drug sector to facilitate further service refinement**

Since the establishment of BDF RFS in 1996, a total of 92 research-type projects (comprising 77 research projects and 15 mixed-type projects with research elements) have been approved. Projects that conduct a comprehensive review of completed BDF RFS research-type projects, as well as from other published drug-related researches to systematically identify and collate good practices or protocols for use and sharing among service units in anti-drug sector with a view to facilitating service refinement will be considered.

* * *

**Marking Scheme for Beat Drugs Fund
Regular Funding Scheme**

Criteria		Score
1. Project Strength (Weighting: 30%)		
(a)	whether the proposed project carries the theme(s) or falls under the area(s) given priority consideration by the Beat Drugs Fund Association	(maximum score: 30, passing score: 15)
(b)	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	
(c)	whether the proposed project is innovative and can convey in-depth anti-drug knowledge or provide direct effective services to drug abusers	
(d)	whether the project differs from the work currently provided by other organisations or projects supported by the Beat Drugs Fund (BDF), including those funded in two previous Funding Exercises; or whether the projects will bring significant added-value to existing programmes being carried out by the Government, schools or other non-governmental organisations	
2. Impact (Weighting: 30%)		
(a)	whether the proposed project will be able to bring direct benefits to the anti-drug cause in Hong Kong	(maximum score: 30, passing score: 15)
(b)	whether there is a demonstrated need for the proposed project	
(c)	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	

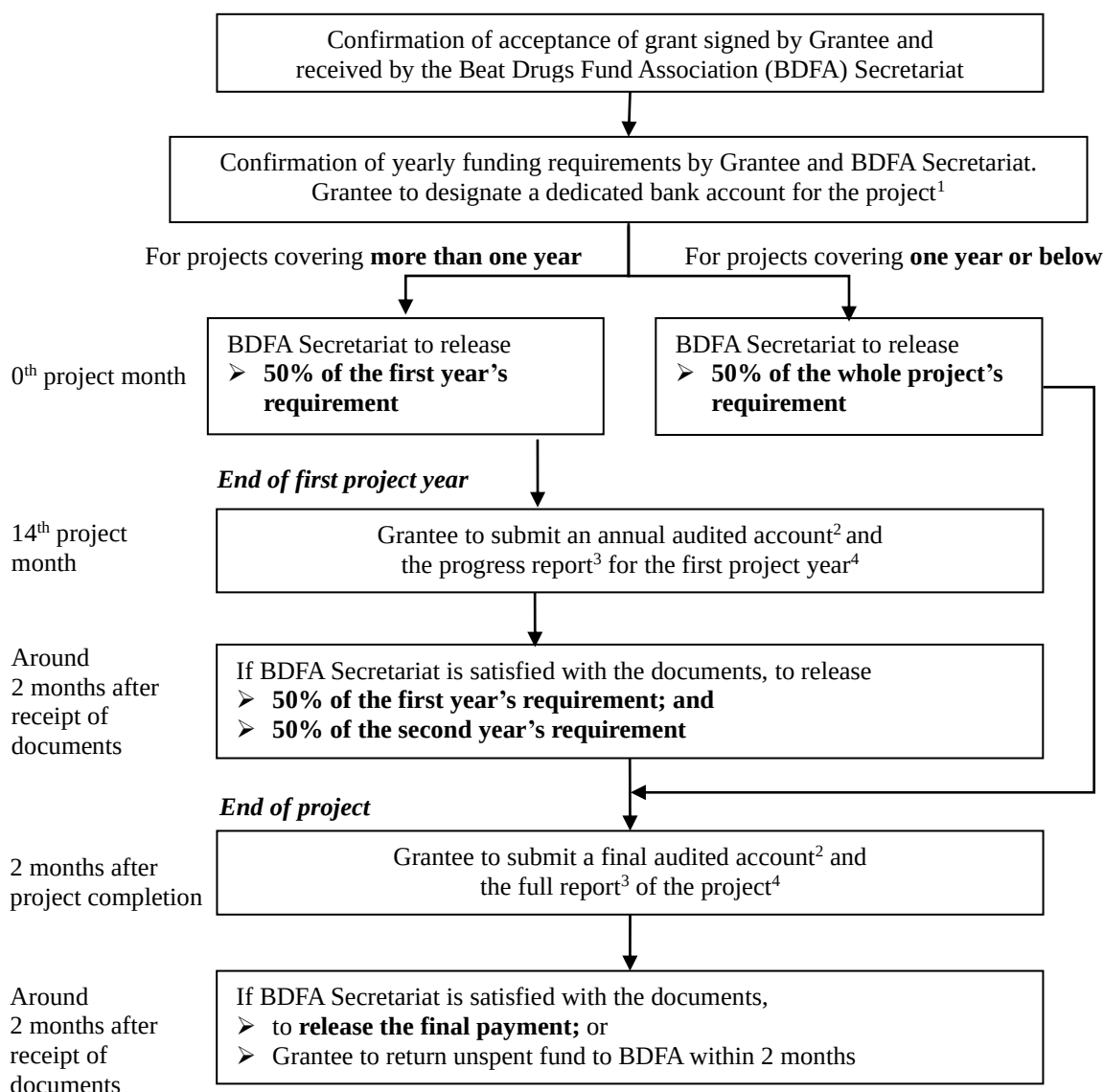
Criteria		Score
3. Project Design and Feasibility (Weighting: 25%)		
(a)	whether the proposed project schedule is well-planned and the duration is practical and reasonable	(maximum score: 25, passing score: 12.5)
(b)	the degree of participants’ involvement in the planning and implementation of the project, e.g. the degree of young people’s participation in the development and planning of the proposed project	
(c)	whether the proposed budget is reasonable, realistic, and commensurate with the purpose of the project, including the number of beneficiaries/participants/users of the proposed project	
(d)	for capital works projects, whether there will be any problem with recurrent expenditure, e.g. staff and maintenance expenditure	
(e)	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	
4. Experience and Track Record (Weighting: 15%)		
(a)	past performance of the applicant in using the BDF, including the compliance with the conditions of grant	(maximum score: 15, passing score: 7.5)
(b)	technical and management capability of the applicant	
Total:		(maximum score: 100, passing score: 50)

Note:

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

Beat Drugs Fund Regular Funding Scheme Arrangements of Fund Disbursement by Instalments

(for projects covering less than 18 months with engagement of auditors)



¹ Separate bank account for each project is required. In the case that the arrangement cannot be made, income and expenditure shall be recorded and kept separately in a sub-ledger account established for this purpose. Prior agreement of BDFA Secretariat should be sought.

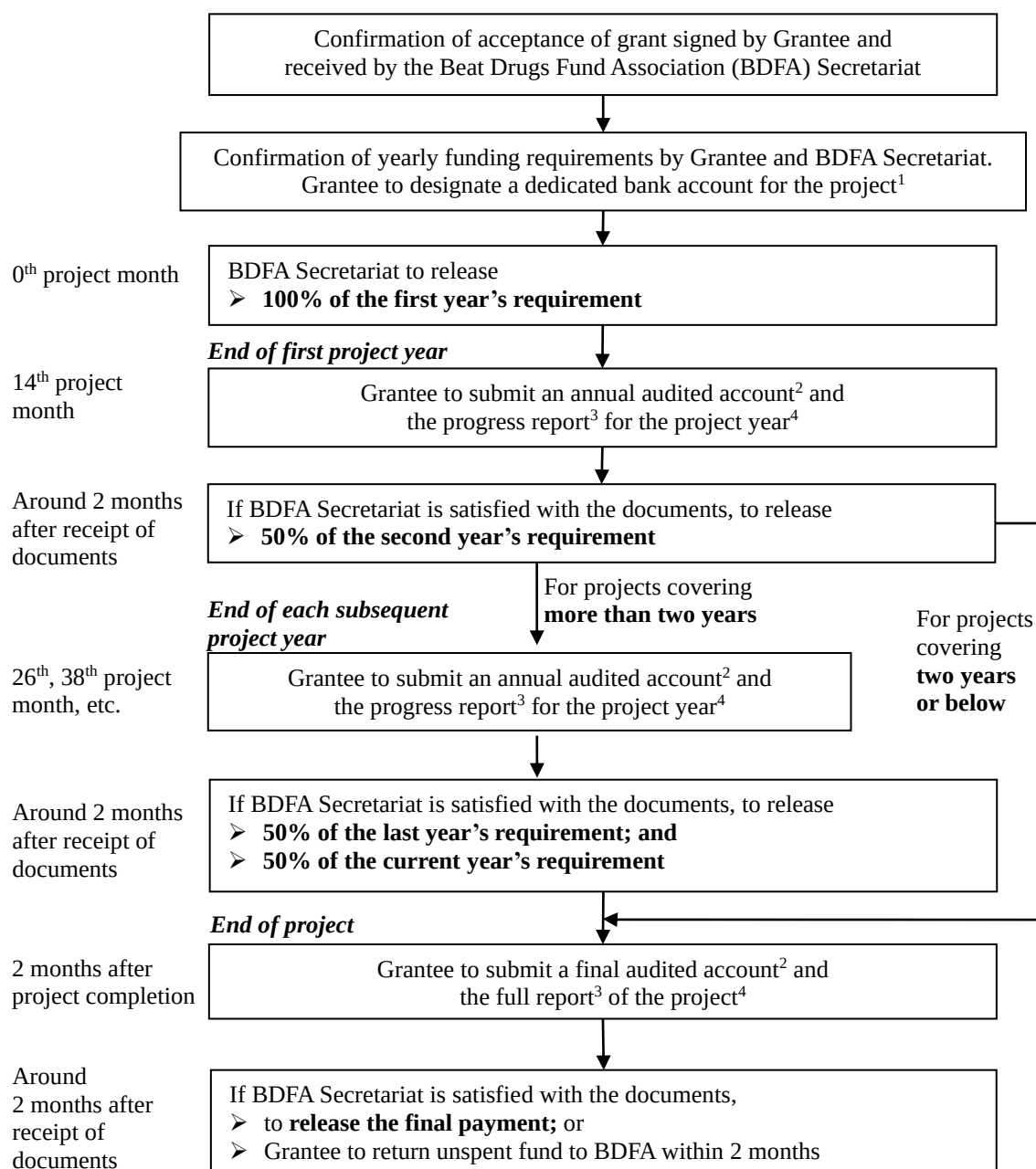
² The annual/final “audited account” includes the auditors’ report, statement of financial position, statement of comprehensive income and expenditure and notes to account for the project. Grantees shall submit the audited account, “Particulars of Income and Expenditure Items”, “Claim for Travel Expenses” and “Records of Personal Emolument” as applicable in the prescribed format, original copies of receipts, payment vouchers, etc. substantiating the nature and amounts of expenditure. 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 **seven years** after the completion of the projects or release of the final payment or in accordance with the prevailing statutory requirements, whichever is the longer. These books and records should, at all reasonable time, be available for inspection by any authorised staff of the BDFA Secretariat and the Audit Commission.

³ Grantee to submit quarterly/half-yearly progress reports and/or at other intervals as required by BDFA Secretariat. A full report is required upon completion of the project. The progress report/full report shall be submitted in the prescribed format.

⁴ The audited account and progress report/full report of the project should be submitted within two months after the end of each project year/completion of the project.

Beat Drugs Fund Regular Funding Scheme Arrangements of Fund Disbursement by Instalments

(for projects covering 18 months or above with engagement of auditors)



¹ Separate bank account for each project is required. In the case that the arrangement cannot be made, income and expenditure shall be recorded and kept separately in a sub-ledger account established for this purpose. Prior agreement of BDFA Secretariat should be sought.

² The annual/final “audited account” includes the auditors’ report, statement of financial position, statement of comprehensive income and expenditure and notes to account for the project. Grantees shall submit the audited account, “Particulars of Income and Expenditure Items”, “Claim for Travel Expenses” and “Records of Personal Emolument” as applicable in the prescribed format, original copies of receipts, payment vouchers, etc. substantiating the nature and amounts of expenditure. 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 **seven years** after the completion of the projects or release of the final payment or in accordance with the prevailing statutory requirements, whichever is the longer. These books and records should, at all reasonable time, be available for inspection by any authorised staff of the BDFA Secretariat and the Audit Commission.

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