

# **Guide to Beat Drugs Fund Regular Funding Scheme**

## **2019 Funding Exercise**

August 2019

## **Application for the 2019 Funding Exercise of the Beat Drugs Fund Regular Funding Scheme**

This guide provides basic information on the objectives, background and application procedure for the 2019 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 and disbursement of grant, the basic conditions for grant and the monitoring of projects approved under the Fund.

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

Enquiries on this guide shall be addressed to the Secretariat of the Beat Drugs Fund Association by mail to 30<sup>th</sup> Floor, High Block, Queensway Government Offices, 66 Queensway, Hong Kong, by telephone at 2867 2737 or 2867 2286, by fax at 2810 1790, or via e-mail to [bdf@sb.gov.hk](mailto:bdf@sb.gov.hk).

August 2019

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## **Objectives of the Beat Drugs Fund**

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

## **Establishment of the Fund**

2. The Government established the Fund in March 1996 with a capital base of \$350 million. In 2010, the Government further injected \$3 billion into the Fund to support sustained anti-drug efforts of various organisations in the community. In considering the deployment of resources, the Government needs to keep the capital base intact to ensure a steady stream of investment returns to support funding grants on a sustainable basis, amidst market volatility and the funding commitments required. Up to 2018-19, the Fund has granted over \$1.4 billion supporting more than 1 300 projects.

3. The Fund covers five funding schemes serving designated purposes, namely (a) the Regular Funding Scheme (RFS); (b) Healthy School Programme with a Drug Testing Component; (c) Special Funding Scheme for Drug Dependent Persons Treatment and Rehabilitation Centres; (d) Anti-drug Community Awareness Building Programme; and (e) “Participate in Sports, Stay Away from Drugs” programme. RFS operates as an annual funding exercise in general which opens 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. The Fund is administered by the Beat Drugs Fund Association (BDFA) (incorporated under the Companies Ordinance (Cap. 622)) 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 the Fund as the Secretariat of BDFA (the Secretariat).

## **Eligibility of Applicant**

5. Organisations and individuals can apply for the Fund, provided that the projects under application meet the objectives of the Fund and assessment criteria set out in this guide, and the projects are of a non-profit-making nature.

Individual applicants must provide proof that they have obtained support from their affiliated organisations for the project.

## **Application Procedure**

6. All applicants are required to complete and submit **six printed copies** of the Application Form. The Applications forms shall be completed in the following manner -

- (a) for PE&P, T&R and mixed type<sup>1</sup> projects with research components: applicants shall complete all Parts of the Application Form;
- (b) for PE&P, T&R and mixed type projects without research components: applicants shall complete all Parts except Part E of the Application Form; and
- (c) for research projects: applicants shall complete all Parts except Part D of the Application Form.

An electronic version of the completed Application Form (in **MS Word format**), together with **all** other supporting documents, stored in CD-ROM or DVD-ROM must also be submitted with the printed copies. Applications delivered by hand shall reach the office of BDFA (30/F, High Block, Queensway Government Offices, 66 Queensway, Hong Kong) **at or before 6:00 pm on 16 September 2019<sup>2</sup>**. If the applications are submitted by mail, the postmark shall be **on or before 16 September 2019**. Late applications or applications with incomplete information will not be further processed.

## **Maximum Number of Applications, Grant Receivable and Project Duration**

7. If the applicant is a branch/district/subsidiary organisation affiliated to or under a headquarters or central organisation, or tertiary 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

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<sup>1</sup> Mixed types projects are those containing T&R and other components.

<sup>2</sup> 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 16 September 2019, the application deadline will be postponed to 6:00 p.m. on the next working day (Saturday is non-working day).

headquarters, central organisation, or faculty of tertiary institution is allowed to submit a maximum of five applications.

8. Grants disbursed by the Fund for one single project will not normally exceed \$6 million, and the project duration will not normally exceed three years, except for projects which are regarded by BDFA as exceptionally innovative, in which case the maximum grant can be up to \$10 million for one single project, and the maximum project duration up to five years.

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

### **Points to Note when Completing the Application Form**

10. Applicants are required to provide at Part G (and Part H if applicable) of the application form the overall budget, as well as detailed and itemised breakdown of the costs of their projects. When doing so, applicants should exclude any contingency elements in order not to inflate the estimated project costs. Applicants shall refer to paragraphs 30 - 43 below on the Conditions of Grant and Arrangement of Fund Disbursement which may have financial implications. Applicants are encouraged to adopt more environmental-friendly, energy-conserving and waste-reducing methods in project implementation.

11. As mentioned at paragraph 8 above, grants disbursed by the Fund for one single project will not normally exceed \$6 million, and the project duration will not normally exceed three years. Should an applicant propose a project with estimated costs of over \$6 million and/or duration of more than three years, the applicant must provide strong and full justifications, and demonstrate clearly as to why and how that 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.

12. If a proposed project involves the employment of additional staff, the applicant shall submit detailed duty list(s) of the additional staff and explain why the duties cannot be taken up by the existing staff of the organisation. Besides, while salaries shall be commensurate with qualifications and experience, as a guiding principle, the level of funding for manpower should not be superior than that for comparable civil service staff needed for similar types of work, and

the staff should normally be remunerated at the starting point of the corresponding Government pay scale<sup>3</sup> with reference to similar posts in the Government. For projects that will run for more than one year, applicants may factor in an annual increment that is comparable with the corresponding Government pay scale for the second year of project implementation and beyond. Appointment of staff with salaries higher than the starting point, and/or offer of annual increment for retention of experienced staff may be considered subject to full justifications being provided with the application.

13. For projects involving capital works, the cost of the works shall be based on estimates by professionals in the relevant field supported by documentary proof. Fees for hiring of authorised person(s)/consultant(s) may be included in an application for a capital works project with estimated project cost of more than \$500,000. The engagement of an authorised person/consultant is normally not considered necessary if the work is simple, straightforward and involves only a fairly small sum of money.

14. For research projects, eligible academic researchers may apply for teaching relief in accordance with the details set out at **Appendix A**.

15. Grants by the Fund are of a one-off nature. 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 the Fund. 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.

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

17. Applicants may apply for administrative overhead funding by completing the relevant section in Part G of the application form. They are required to provide full justifications, but as the cost components of the administrative overhead may not be separately quantifiable, the provision of a cost breakdown would not be necessary. Any administrative overhead funding granted will not exceed 5% of the approved project costs or actual project expenses (less items to be excluded), whichever is the lower. Points to note in

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<sup>3</sup> Examples: Master Pay Scale, Model Scale I Pay Scale, etc.

applying for administrative overhead funding are at **Appendix B**.

## **Project Evaluation**

18. The Fund 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.

19. Applicant is required to include in the application the proposed evaluation method(s) under Part D of the application form for his project. The method and plan for evaluating the effectiveness of the programme against the stated objectives must be stated. Evaluation shall focus on the output (e.g. the number of clients reached out by the projects) and the outcome (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 or outcome targets in the proposal must be avoided.** The applicant may consider conducting surveys to obtain quantifiable output and outcome so as to substantiate the effectiveness of the project.

20. T&R projects shall be evaluated using indicators such as quit rate or reduction in drug use over the past 30 days. 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. Some examples of output and outcome indicators are available on the Fund's website ([www.nd.gov.hk/en/beat\\_drug\\_fund\\_2019.htm](http://www.nd.gov.hk/en/beat_drug_fund_2019.htm)). If other scales are used instead of those listed in the Fund'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.

21. Successful 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 outputs, outcomes, impact and effectiveness by submitting periodical progress reports and full reports to BDFA in a format agreeable to BDFA.

22. Grantees will be required to submit pre-programme and post-programme outcome scores of sampled participants and records of agreed programme output in Microsoft Excel files every six months together with the

progress reports or the full report. BDFFA reserves the right to request submission of updated data files and documentary proof of output at any time. Templates for data entry will be provided by BDFFA to the grantees (see also **Monitoring of Funded Project**).

### **Vetting and Processing of Application**

23. After receiving the applications, ND will seek advice from the relevant Government Bureaux/Departments (B/Ds) on whether they support the applications. A Three-Member team and a Vetting Panel comprising members from ACAN and/or its two Sub-committees on PE&P and T&R will be formed. The Three-Member team and Vetting Panel will assess eligible non-research-type applications, with the Three-Member team assessing applications for a funding up to \$1 million, and the Vetting Panel considering those for a funding over \$1 million. The Research Advisory Group (RAG) will assess research-type applications. Representatives from relevant Government B/Ds will also participate in the process and provide comments on the applications as and when necessary, while experts or experienced practitioners may also be co-opted as necessary.

24. Applicants may be requested to present their proposals to BDFFA, the Three-Member team, Vetting Panel, ACAN, RAG and/or other relevant bodies involved in processing the applications if necessary.

25. The Three-Member team, Vetting Panel, RAG and the Government will duly assess all applications received, and make recommendations for consideration by the full ACAN and then the Governing Committee (GC) of BDFFA for making a final decision on the funding grants.

### **Priority Areas for the 2019 Funding Exercise**

26. For the 2019 Funding Exercise, projects falling into the following areas will be accorded priority -

#### T&R

- (a) projects that take into account the **latest demographic characteristics of drug abusers and cater for their varying needs**. They may include young adults (aged 21 - 35), female drug abusers including pregnant women/mothers, ethnic minorities (EMs) and

sexual minorities. The projects could be on a pilot basis, community or residential based, or involve treatment in a hospital setting or in an outreaching mode;

- (b) projects that **support family members of drug abusers**, which could serve as a means of engaging hidden drug abusers in families, strengthening the motivation of drug abusers to quit drugs, as well as preventing inter-generational drug abuse patterns;
- (c) projects that **promote/strengthen collaboration among various sectors and service modes to tackle the increasingly complex psychotropic substance abuse (PSA) cases, especially those involving “Ice”, cocaine and/or cannabis abuse, and to facilitate a continuum of T&R services for drug abusers**. Key players may involve community-based service units, residential drug treatment and rehabilitation centres, medical services, law enforcement agencies, other welfare service units as well as non-governmental organisations or bodies serving specific groups;
- (d) projects that **facilitate early identification of drug abusers and intervention**, including but not limited to peer snowballing, closer collaboration with parties which may have contact with drug abusers in their services for case referral, etc.;
- (e) projects that **strengthen aftercare services for those who have successfully quitted drugs** so as to minimise relapse and facilitate reintegration into society. Examples include counselling at post-treatment stage, occupational therapies, vocational training, provision of job placement opportunities, job counselling, mentorship programmes, etc.;
- (f) projects that **provide structured training or platforms for experience sharing among anti-drug workers, medical professionals and related sectors/personnel** to equip them with the necessary skills and knowledge of handling the increasingly complex PSA cases;

## PE&P

- (g) projects that **enhance awareness of drug harms of cannabis**, particularly in providing correct information on the harms of cannabis abuse, rectifying mistaken concepts and helping identify

cannabis products, among members of the public especially young people, students and parents;

- (h) projects that **enhance awareness of drug harms of other popular drugs such as cocaine and “Ice”, among the general youth, high-risk youth, students, EMs and/or sexual minorities**, who may be at risks of drug abuse, particularly in providing preventive education on the harms associated with drug abuse, rectifying mistaken concepts and promoting attitudinal change towards drugs, encouraging early help-seeking, and enhancing knowledge of the serious consequences of committing drug-related offences;
- (i) projects that **enhance awareness of the drug problem among young adults (aged 21 - 35), young persons who fall outside the school network, employers and/or business operators**, increase understanding of the harms of prevalent drugs, develop resilience towards drug temptation, facilitate identification of hidden abusers, encourage early help-seeking, and establish a drug-free culture at workplace;
- (j) projects that **enhance the awareness of families, especially at-risk families** (e.g. teenage mothers, parents or family members being ex-drug abusers, and family members being high-risk youth), of the drug problem, and **strengthen the role and abilities of family members** in reducing the risk of drug abuse, identifying hidden abusers early and encouraging early help-seeking;
- (k) projects that **promote community acceptance of T&R services and facilities and reintegration of rehabilitees** into the society;

### Research

- (l) researches on the **characteristics of PSA, particularly on psychotropic substances which have gained prevalence in Hong Kong** such as “Ice”, cocaine and cannabis to provide more information about the drug harms and to identify suitable treatment methods; and
- (m) researches on the **behavioural patterns** (e.g. reasons for hidden drug abuse, relapse and its prevention, and impacts of inter-generational drug abuse) **of different groups of drug abusers** (e.g. female drug abusers, pregnant drug abusers, working drug abusers,

and drug abusers of EMs).

Further details on the priority areas are at **Appendix C**.

### **Assessment Criteria**

27. The Three-Member team, Vetting Panel, RAG, ACAN and GC of BDFA will consider each application 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 2019 Funding Exercise with elaboration, weighting and passing mark for each assessment criterion is at **Appendix D**.

28. The following projects are normally **not** considered -

- (a) conventional non-capital works projects spanning more than three years;
- (b) conventional projects seeking funding over \$6 million;
- (c) projects eligible for Government subvention;
- (d) projects for production of souvenirs, gifts, leaflets, CDs, 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.

29. The following cost items are normally **not** allowed -

- (a) administration fees and miscellaneous fees without specific details<sup>4</sup> and supporting justifications;
- (b) personal emolument of staff at supervisory level of non-government organisations receiving Government subvention;

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<sup>4</sup> For the avoidance of doubt, in applying for administrative overhead funding, the provision of a cost breakdown would not be necessary. See paragraph 17 of this Guide.

- (c) utility charges such as electricity, gas, water and fax;
- (d) costs of fixtures, office furniture, computer or electronic devices, other equipment;
- (e) costs of overseas trips; and
- (f) costs of events organised or services provided outside Hong Kong.

### **Conditions of Grant**

30. After funding approval is granted and upon acceptance of the approved grant, grantees shall commence their projects within six months. Applications for extension of deadline will normally not be entertained.

31. All the information provided in the application is binding on the applicant. 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.

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

33. The grantee shall give appropriate acknowledgement to the Fund when implementing the approved project, including in all publicity or published materials associated with the project.

34. For assets purchased using the Fund, BDFA has the right to require the grantees to return them to the Fund upon project completion. For vehicle purchased using the Fund, the grantee is required to paint on both sides of the vehicle such words as “Donated by the Beat Drugs Fund” in both English and Chinese. The design of the wording shall be submitted to BDFA for prior approval.

35. For premises fitted out/renovated/constructed using the Fund, 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 from the Beat Drugs Fund” in both English and Chinese, and the Fund’s logo has to be displayed. The design and wording on the plaque shall be submitted to BDFA for prior approval.

36. The ownership, copyright and all other intellectual property in, including but not limited to, all reports of research, audio-visual products, cassettes, CD-ROMs, scripts, handbooks, printed or electronic materials, etc. or such materials so procured or created as a result of the project, shall be vested in and belong to BDFA. BDFA may use the reports or other such materials for any purpose at any time, and the grantee is allowed to use the reports or other such materials for academic pursuits or other good cause with the prior approval of BDFA.

37. 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. These books and records shall, at all reasonable times, be available for inspection by any authorised staff of the Secretariat and the Audit Commission.

38. 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**

39. Depending on the amount of grant approved, the grants will be disbursed by either of the following modes -

(a) **Reimbursement mode** - applies to projects with a grant below \$500,000 for which the grantees choose not to engage auditors. Expenses incurred under the approved project will be reimbursed by the Fund every two months up to the end of project. The grantee shall submit claims for reimbursement to BDFA together with the full and original copies of receipted bills, payment vouchers and/or other documentary proofs, etc. from the contractors/suppliers. Release of fund will be subject to the satisfactory progress of project and conditions of grant being met. Details of the fund disbursement arrangements are at **Appendix E1**.

(b) **Instalment mode** - applies to projects with a grant below \$500,000 for which the grantees choose to engage auditors, and projects with

a grant of \$500,000 or above for which the grantees are required to engage auditors. 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 the fund disbursement arrangements for projects of different project durations are at **Appendices E2-E3**.

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.

In view of the auditing and assurance requirement, a sum will be allocated to the grantee for engaging external auditors, and the cost on 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-

<b>Approved Project Duration</b>	<b>Maximum Funding Provision for Engaging Auditors</b>
1 year or below	\$8,000
more than 1 year up to 2 years	\$16,000
more than 2 years	\$24,000

40. Administrative overhead funding approved will be disbursed together with other funds in accordance with the reimbursement or instalment arrangements in paragraph 39 above. The funding as a cost item shall be duly reflected in the “audited accounts” of the projects concerned for which an auditor is appointed.

41. BDFA will only reimburse the approved amount of grant or the actual cost of the project, whichever is the less. No additional funding will be provided. Any increase in cost arising from inflation or unforeseen requirements shall be borne by the grantees.

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

43. 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**

44. As stated in paragraphs 18 - 22 above, applicants are required to set out in the application forms specific indicators for evaluating their projects. **Grantees will be required to evaluate their projects using the approved output/outcome indicators in the full reports to be submitted upon project completion.**

45. Grantees will be required to submit progress reports at six-month or other specified intervals during the course of the projects. They will be required to report in accordance with the output and outcome targets set, progress on implementation of various activities under the projects, as well as completed/scheduled project activities. Grantees will also be required to submit to BDFA the evaluation data files together with the progress reports/full reports.

46. The full report is to be submitted within two months upon project completion, and 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 deliverable (e.g. type, title, quantity);
- (b) evaluation of the quality in terms of the output and outcome indicators and dissemination value of the deliverables;
- (c) the dissemination activities conducted (including the date, mode, etc.) and the responses of the participants/recipients to such dissemination activities; and
- (d) a brief description of the elements/experiences contributing to the success of the project and feasibility of continuing the project.

47. Grantees may also be required to present 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.

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

49. To further 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 the Fund. Where websites or pages are produced under a project, the weblinks shall also be sent to the ND for publishing on the Fund's website as appropriate to facilitate retrieval and browsing by members of the public.

50. Members of GC of BDFFA, ACAN or its Sub-committees, ND or any other persons appointed by them may 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 larger amount of fund granted, will be monitored by two ACAN and/or Sub-committee members. Grantees concerned will be informed if their projects are to be so monitored. Grantees will have to attend meetings with representatives of BDFFA from time to time to review the progress.

## **Conflict of Interest**

51. The principles of fairness and avoidance of conflict of interest must be upheld in the processes of staff recruitment and procurement of goods and services. Grantees shall also follow, as far as practicable, the good practice set out in the Best Practice Checklist - Strengthening Integrity and Accountability – Government Funding Schemes Grantee's Guidebook ("Best Practice Checklist") issued by the Independent Commission Against Corruption (ICAC) from time to time. The "Best Practice Checklist" is available from the homepage of the Corruption Prevention Advisory Service of ICAC<sup>5</sup>.

52. A grantee shall -

- (a) ensure, during the grant/agreement period, that it (including its employees, subcontractors, agents or other personnel) shall not

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<sup>5</sup> <http://cpas.icac.hk>.

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 agreement) which conflicts, or which may be perceived to conflict, with the grantee's duties to BDFA and/or the Secretariat under the agreement unless and to the extent the Secretariat has been fully 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 grant/agreement;
- (c) render its advice or recommendations to BDFA and/or 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 Secretariat or the grantee's or the project personnel's duties in the project.

## **Sponsorship**

53. Prior written approval of BDFA is required before a grantee accepts any other sponsorship for a project supported by the Fund.

54. 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 normally required to contribute towards the cost of the project at a level to be agreed with BDFA.

## **Termination**

55. BDFA may, in its absolute discretion and without prejudice to its accrued rights and actions against a grantee, by giving 30 calendar days' written notice to the grantee, to terminate the project. BDFA may terminate the project if-

- (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 action to provide any of the deliverables and the grantee has failed to take that action 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 the Fund; 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.

### **Announcement of Results**

56. It is expected that the results of the 2019 Funding Exercise would be announced in the first quarter of 2020. 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.

57. Applications for the next funding exercise are tentatively planned to be invited in the third quarter of 2020.

- End -

**Employment of Relief Teaching Staff**

**Objective**

To encourage research applications under the Beat Drugs Fund (the Fund), eligible applicants may apply for the employment of relief teaching staff for one course.

**Eligibility**

2. The arrangement is applicable to full-time teaching staff of the University Grants Committee funded institutions in Hong Kong (namely the City University of Hong Kong, Hong Kong Baptist University, Lingnan University, the Chinese University of Hong Kong, the Education University of Hong Kong, the Hong Kong Polytechnic University, the Hong Kong University of Science and Technology, and the University of Hong Kong), Hong Kong Shue Yan University, the Open University of Hong Kong, as well as the Hang Seng University of Hong Kong.

3. The researcher concerned must be the principal investigators of the Fund's research project concerned.

**Conditions of Application**

4. Researchers and their related institutions must confirm that the investigators concerned are unable to take time-off to carry out the proposed research projects through re-arrangements of teaching schedule, employment of Research Assistants, utilisation of school holidays, entitled sabbatical or extended period of paid leave. Researchers are required to seek prior approval of their respective departments/institutions and letters from the researchers' respective departments/institutions approving teaching relief shall be submitted. Applications will be examined by the Research Advisory Group and the Governing Committee of the Beat Drugs Fund Association (BDFFA).

5. Holders of the fund for employment of relief teaching staff are not eligible to apply for another research project under the Fund with relief teaching staff again until the first project has been completed and the related final report has been submitted. However, they are still eligible to submit new application(s) under the Fund if it does not require relief teaching staff.

## **Type of Research Activities**

6. During the time-off, the researcher concerned may conduct personal research and writing. They shall work full-time on the proposed research project sponsored by the Fund and should not accept any teaching assignment (invited seminars and public lectures excluded) or undertake other major research activities. The research may be performed in or out of Hong Kong as justified by the nature and scope of the research project (e.g. location of archives or subject populations).

## **Duration of Employment**

7. The duration of employment of relief teaching staff should normally range from six to a maximum of 12 months for a typical 24 to 36-month project. Upon receipt of this fund for employment of relief teaching staff, the researcher concerned shall ensure that his or her teaching duties are taken up by a relief teaching staff member during the time-off approved by the institution. Failing that, BDFA will withdraw the award of funds.

## **Rate of Salary**

8. It is not necessary to find a relief teaching staff member with equivalent salary, status and experience as the teaching staff concerned. The relief teaching staff member is also not supposed to take up non-teaching related duties, such as administrative work, of the teaching staff. As a general principle, the institutions are requested to justify that the salaries of relief teaching staff proposed are reasonable and confirmed that such salaries are no more than those of the teaching staff concerned.

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

**(A) Coverage**

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

**(B) Items to be excluded from administrative overhead funding**

- The following items are excluded from the computation of the administrative overhead funding –
  - (a) subsidies and gifts, in cash or in kind (e.g. incentive packs, welcome packs, gift or subsidies to participants, and job-seeking subsidies);
  - (b) procurement of fixed assets, equipment and related accessories, vehicles and vessels (e.g. purchase of musical instruments and drug-testing equipment);

- (c) medical/professional expenses directly paid to outsourced medical professionals, clinical psychologists and other professionals (e.g. consultation fees for psychiatric treatment, and costs of IQ tests.);
- (d) honorarium, including but not limited to that paid to guests speakers, instructors, volunteers and rehabilitees;
- (e) outsourced training, occupational courses and interest classes (e.g. procuring computer training courses, and hiring bakery instructors);
- (f) insurance premium; and
- (g) external audit fees.

**(C) Accountability and fund disbursement**

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

\* \* \*

**Details of Priority Areas for  
the 2019 Funding Exercise of  
Beat Drugs Fund Regular Funding Scheme**

**Treatment and Rehabilitation (T&R)**

- (a) Projects that take into account the latest demographic characteristics of drug abusers and cater for their varying needs. They may include young adults (aged 21 - 35), female drug abusers including pregnant women/mothers, ethnic minorities (EMs) and sexual minorities. The projects could be on a pilot basis, community or residential based, or involve treatment in a hospital setting or in an outreaching mode**

As revealed by the 2018 statistics of the Central Registry of Drug Abuse (CRDA), a relatively high proportion of the newly reported drug abusers is in their young adulthood (aged 21 - 35). They need help in respect of job and adaptation skills to prepare for a normal life after completing the T&R programmes. In addition, many of them may already have their own families and are parents. This points to the need for projects to take into account the way those family circumstances may impact on the individual. Moreover, there may be difficulties for some drug abusers who are in employment to quit their jobs or those who have substantial family commitments to join residential programmes in drug treatment and rehabilitation centres.

2. In view of the above, the anti-drug sector is encouraged to continue to explore the feasibility and service modes of residential programmes with more flexible terms for those abusers who can only afford a shorter break from their routine.

3. The anti-drug sector is also encouraged to continue to explore effective means to help female drug abusers, including pregnant drug abusers and drug-abusing mothers. As regards drug abusers of EMs and sexual minorities, having due regard to their specific cultures, characteristics and needs, service providers can continue to develop and implement suitable targeted projects to reach out to these groups for providing T&R services.

**(b) Projects that support family members of drug abusers, which could serve as a means of engaging hidden drug abusers in families, strengthening the motivation of drug abusers to quit drugs, as well as preventing inter-generational drug abuse patterns**

4. Family relation is one of the main factors which impacts on the success or otherwise of the rehabilitation of a drug abuser. Family support is important throughout the process from identification, treatment, rehabilitation to minimising relapse. Projects that enhance family members' involvement in staying alert to drug abusing behaviour around them and help to impart skills for motivating drug abusing family members to seek help are encouraged.

5. In view of the continued prevalence of "Ice" abuse as well as increased cocaine and cannabis abuse among youngsters aged under 21 and concerns about the mental health of the abusers, projects that could enhance family members' awareness of the harmful effects of these drugs and their skills in the care and support of the abusers are encouraged. Family support projects seeking to help relieve the emotional distress of drug abusing parents and enhance their parenting skills could be explored with a view to strengthening their motivation to quit drugs and tackling inter-generational drug abuse problems. Closer collaboration with dedicated services can be further explored.

**(c) Projects that promote/strengthen collaboration among various sectors and service modes to tackle the increasingly complex psychotropic substance abuse (PSA) cases, especially those involving "Ice", cocaine and/or cannabis abuse, and to facilitate a continuum of T&R services for drug abusers. Key players may involve community-based service units, residential drug treatment and rehabilitation centres, medical services, law enforcement agencies, other welfare service units as well as non-governmental organisations (NGOs) or bodies serving specific groups**

6. The drug history of drug abusers suggests that they may already have suffered from serious or even irreversible bodily and brain damage before any T&R service can reach them. They may have their own families and children, and their drug taking behaviour will have taken its toll on the families involved, which will further complicate the cases. Many frontline social workers have continued to face the challenge of not just

handling the abusers' physical discomfort or bodily dysfunction, but also the psychiatric symptoms induced by prolonged substance abuse (e.g. hallucination, depression, paranoid delusions, and mania). As evidenced by the prevalent "Ice", cocaine and/or cannabis abuse cases, before these symptoms are put under control with medical help, it would be difficult to engage the drug abusers to provide effective anti-drug counselling and treatment. For specific drug abuser groups, the cases can be more complicated.

7. Projects that promote collaboration among various sectors and service modes, especially those strengthening collaboration between medical and social service units, to facilitate case referral and provision of a continuum of services, are therefore encouraged. Examples include outreaching medical support to drug abusers, early engagement of drug abusers in the hospital setting, collaboration with other welfare service units (e.g. those providing family support or child services), and collaboration between community-based and residential T&R service units, to facilitate concerted efforts for the effective delivery of T&R and aftercare services as well as responding to other service needs of drug abusers.

**(d) Projects that facilitate early identification of drug abusers and intervention, including but not limited to peer snowballing, closer collaboration with parties which may have contact with drug abusers in their services for case referral, etc.**

8. Having regard to the drug history of drug abusers, the anti-drug sector is encouraged to continue to explore means to facilitate early identification of drug abusers so that they could be offered help before drugs cause serious/irreversible damage to their health and well-being. Projects may include and not limit to peer snowballing for existing T&R service recipients to encourage their drug-abusing peers to seek help, or outreaching to high-risk youth (e.g. school dropouts) for prevention work and early intervention. Newer and more innovative methods may also be tried and developed, and their effectiveness evaluated.

9. The anti-drug sector can also continue to explore closer collaboration with parties (such as medical professionals and medical social workers) which have contact with drug abusers in their services for case referral. With a relatively high proportion of the newly reported drug abusers being young adults (aged 21 - 35) and the continued prevalence of PSA especially among youngsters, projects that step up outreaching efforts in tertiary institutions, workplaces or other high-risk places, enhance

awareness of help-seeking channels in those contexts, and identify and encourage those with drug problems to quit drugs and seek help early, are encouraged.

- (e) **Projects that strengthen aftercare services for those who have successfully quitted drugs so as to minimise relapse and facilitate reintegration into society. Examples include counselling at post-treatment stage, occupational therapies, vocational training, provision of job placement opportunities, job counselling, mentorship programmes, etc.**

10. The road to abstinence is often lengthy and arduous. Relapse is widely known to be a challenge to T&R services. It is generally believed that abusers, if can be engaged in meaningful activities like employment or study, are better able to stay away from drugs although this is not the single determinant. The anti-drug sector is encouraged to continuously explore and implement projects to sustain the effects of T&R programmes, minimise relapse and facilitate the reintegration of rehabilitated drug abusers into the society. Projects may include and not limit to educational and vocational training programmes, occupational therapies, job placement, job counselling, mentorship programmes and other aftercare services. Job skill training leading to acquisition of vocational qualifications can also enhance the self-recognition and self-esteem of drug rehabilitees, thus empowering them to resist the temptation of drugs, and to live a responsible life.

- (f) **Projects that provide structured training or platforms for experience sharing among anti-drug workers, medical professionals and related sectors/personnel to equip them with the necessary skills and knowledge of handling the increasingly complex PSA cases**

11. Feedback from many frontline social workers and medical professionals has suggested increasing difficulties in handling cases with drug induced psychiatric symptoms as a result of the prevalence of PSA and the popularity of “Ice”, cocaine and cannabis. Projects that can promote more training and experience sharing among social workers, anti-drug workers and medical professionals, especially by those who have more experience in handling PSA cases, are encouraged. These projects can also involve other relevant streams of social or medical services, such as those dedicated to family support and/or mental wellness of clients, to help foster a better understanding of the needs of persons with drug problems, and share good practice or techniques in handling them.

## **Preventive Education and Publicity (PE&P)**

- (g) Projects that enhance awareness of drug harms of cannabis, particularly in providing correct information on the harms of cannabis abuse, rectifying mistaken concepts and helping identify cannabis products, among members of the public especially young people, students and parents;**

12. As revealed by the 2018 CRDA statistics and findings of the 2017/18 Survey of Drug Use among Students, the number of cannabis abusers, especially those aged under 21, increased notably. Under the possible impact of the recent legalisation of recreational cannabis and extensive availability of a wide range of cannabis products (including food and drinks) in some overseas jurisdictions, young people may have the mistaken belief that cannabis is not harmful or adopt a more relaxed attitude towards this drug. These developments suggest that anti-drug education efforts need to be stepped up to enhance awareness of the drug harms of cannabis, provide correct information on the harms of cannabis abuse, rectify mistaken concepts and help identify cannabis products which are unlawful in Hong Kong, among members of the public especially young people, students and parents. Projects using means and avenues that are popular among the youth are encouraged.

- (h) Projects that enhance awareness of drug harms of other popular drugs such as cocaine and “Ice”, among the general youth, high-risk youth, students, EMs and/or sexual minorities, who may be at risks of drug abuse, particularly in providing preventive education on harms associated with drug abuse, rectifying mistaken concepts and promoting attitudinal change towards drugs, encouraging early help-seeking, and enhancing knowledge of the serious consequences of committing drug-related offences**

13. The 2018 CRDA statistics also revealed increased cocaine abuse, especially among youngsters aged under 21. “Ice”, despite a lower number of abusers reported, continued to be the most popular psychotropic substance abused. There is thus a continued need to enhance awareness of the harms of these drugs, rectify mistaken concepts and promote attitudinal change towards these drugs.

14. The CRDA statistics showed that about 37% of the newly reported drug abusers started to abuse drugs at the age of 16-20. While the Narcotics Division has engaged NGOs and implemented school-based initiatives to provide specific anti-drug education programmes to students at upper primary to secondary levels, some young groups including the general youth not connected to main-stream schools, high-risk youth, post-secondary/tertiary institute students, EMs and sexual minorities may not have received frequent anti-drug messages and may not have a proper understanding of the help network. Therefore, PE&P projects with tailored approaches in disseminating anti-drug information and enhancing knowledge of the legal consequences of committing drug-related offences for these groups should be sustained. Flexible arrangements to suit individual education institutes, course structures, social backgrounds, cultures and customs, and taste and trends (e.g. use of new media and electronic platforms) are encouraged.

- (i) Projects that enhance awareness of the drug problem among young adults (aged 21 - 35), young persons who fall outside the school network, employers and/or business operators, increase understanding of the harms of prevalent drugs, develop resilience towards drug temptation, facilitate identification of hidden abusers, encourage early help-seeking, and establish a drug-free culture at workplace**

15. The CRDA statistics have revealed that the proportion of newly reported abusers being young adults (aged 21 - 35) remained at a relatively high level. Young adults and young persons falling outside the school network may commonly face pressure from different sources (e.g. family, work, unemployment, peers and financial burden) that may put them at the risk of drug abuse, but they may not receive frequent anti-drug messages and reminders. In this connection, employers and business operators, if equipped with the knowledge of the drug problem and drug harms as well as skills in identifying drug abusers and encouraging their early help-seeking, can play a helpful role in the anti-drug cause. Projects to disseminate anti-drug knowledge and messages to young adults, young persons outside the school network, employers and/or business operators are therefore encouraged. Projects that can facilitate employers and/or business operators to instill an anti-drug awareness at workplace or implement anti-drug measures/initiatives are welcomed.

- (j) Projects that enhance the awareness of families, especially**

**at-risk families (e.g. teenage mothers, parents or family members being ex-drug abusers, and family members being high-risk youth), of the drug problem, and strengthen the role and abilities of family members in reducing the risk of drug abuse, identifying hidden abusers early and encouraging early help-seeking**

16. Family members are stakeholders in combating the drug problem. In particular, members of at-risk families are more susceptible to the influence of drugs. Provision of family-based prevention services comprising intervention and empowerment methods (e.g. for improving family bonding and communication, handling conflicts between family members, and identifying drug-abusing symptoms) can reduce the risk of drug abuse and encourage drug-abusing family members to seek help early. Projects with innovative outreaching methods and engagement plans for recruiting target groups are encouraged.

**(k) Projects that promote community acceptance of T&R services and facilities and reintegration of rehabilitees into the society**

17. Community support and acceptance are essential to helping drug abusers return to normal life and remain abstinent. A supportive social environment is also crucial to setting up new facilities to provide accessible and useful services to persons with drug problems. Projects that promote community support for drug rehabilitees' reintegration into society and for relocation of T&R facilities are encouraged.

**Research**

**(l) Researches on the characteristics of PSA, particularly on psychotropic substances which have gained prevalence in Hong Kong such as "Ice", cocaine and cannabis to provide more information about the drug harms and to identify suitable treatment methods**

18. The prevalence of PSA suggests the need to understand more about the different aspects of the problem. In particular, research studies to look into the nature and harmful effects of psychotropic substances which have gained prevalence in Hong Kong, such as "Ice", cocaine and cannabis, are encouraged. Researches that aim at developing more effective treatment models to address the latest PSA problem are welcomed.

- (m) **Researches on the behavioural patterns (e.g. reasons for hidden drug abuse, relapse and its prevention, and impacts of inter-generational drug abuse) of different groups of drug abusers (e.g. female drug abusers, pregnant drug abusers, working drug abusers, and drug abusers of EMs)**

19. The latest demographic characteristics of drug abusers continue to suggest that it will be useful to study 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 so as to facilitate more effective intervention, treatment and rehabilitation.

\* \* \*

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

<b>Criteria</b>		<b>Score</b>
<b>1. Project Strength (Weighting: 30%)</b>		
(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	
<b>2. Impact (Weighting: 30%)</b>		
(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	

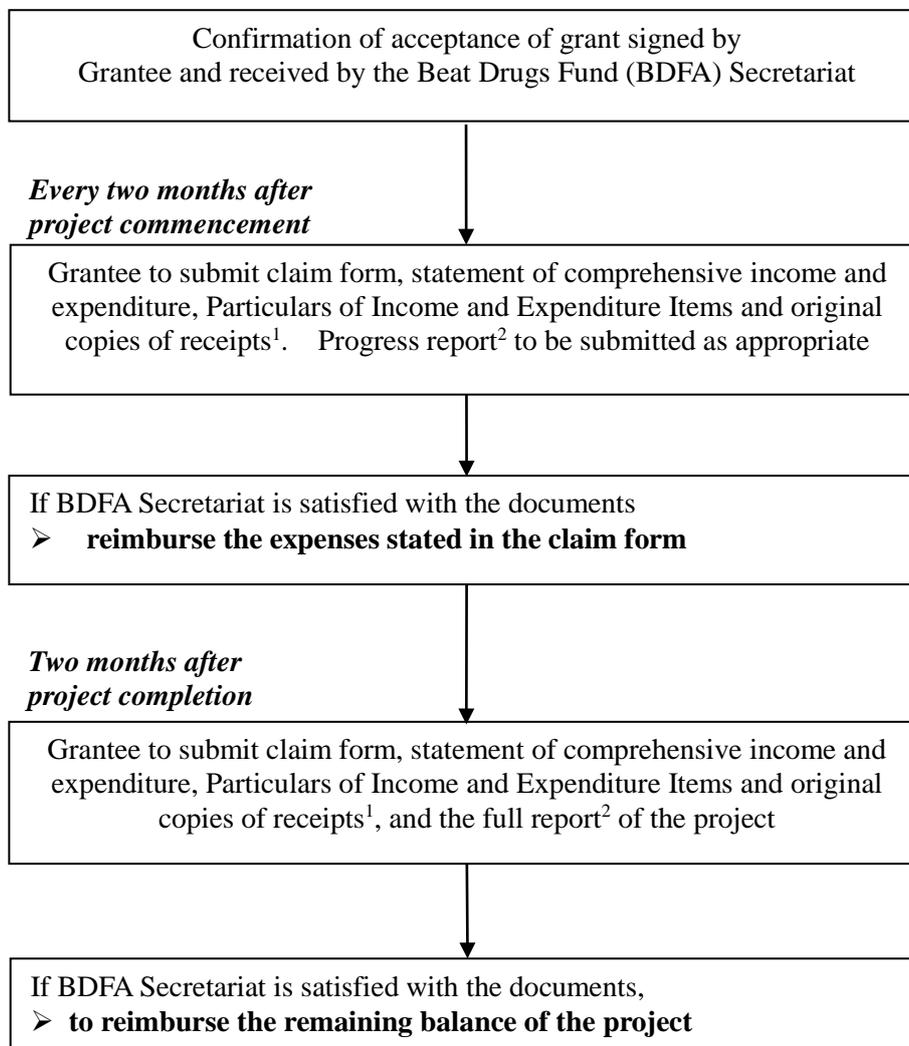
<b>Criteria</b>		<b>Score</b>
<b>3. Project Design and Feasibility (Weighting: 25%)</b>		
(a)	whether the proposed project schedule is well-planned and the duration practical and reasonable	(maximum score: 25, passing score: 12.5)
(b)	the degree of participants' involvement in the planning and implementation 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 and realistic, 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	
<b>4. Experience and Track Record (Weighting: 15%)</b>		
(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	
<b>Total:</b>		(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 Reimbursement**

**(for projects without engagement of auditors)**

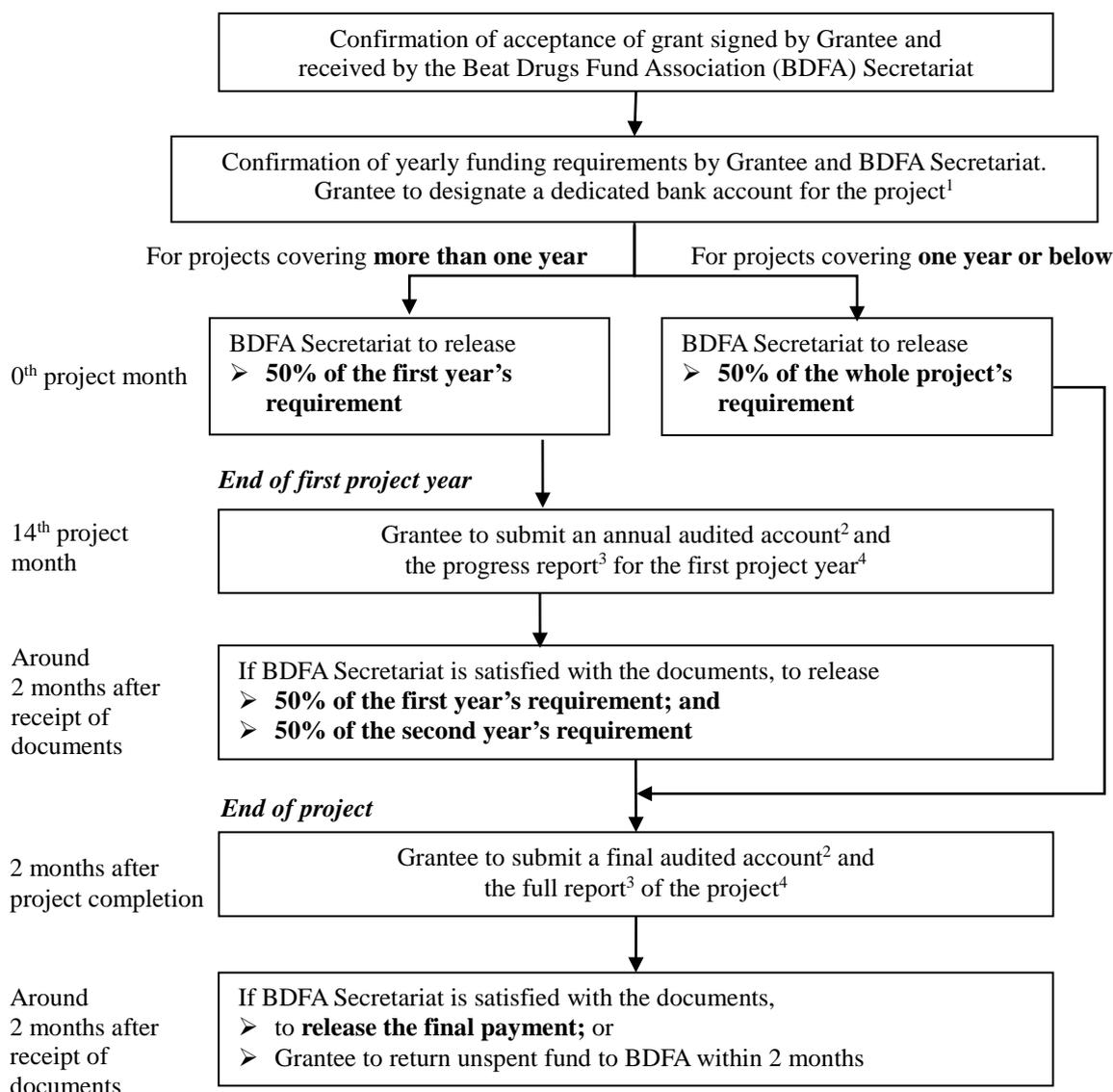


<sup>1</sup> Grantees shall submit the claim form including a section on the project progress since the previous claim, statement of comprehensive income and expenditure, “Particulars of Income and Expenditure Items”, “Claim for Travel Expenses” and “Records of Personal Emolument” as applicable in the prescribed format, original copies of receipts, payment vouchers, etc. substantiating the nature and amount 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.

<sup>2</sup> Grantee to submit quarterly/half-yearly progress report 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.

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

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



<sup>1</sup> 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.

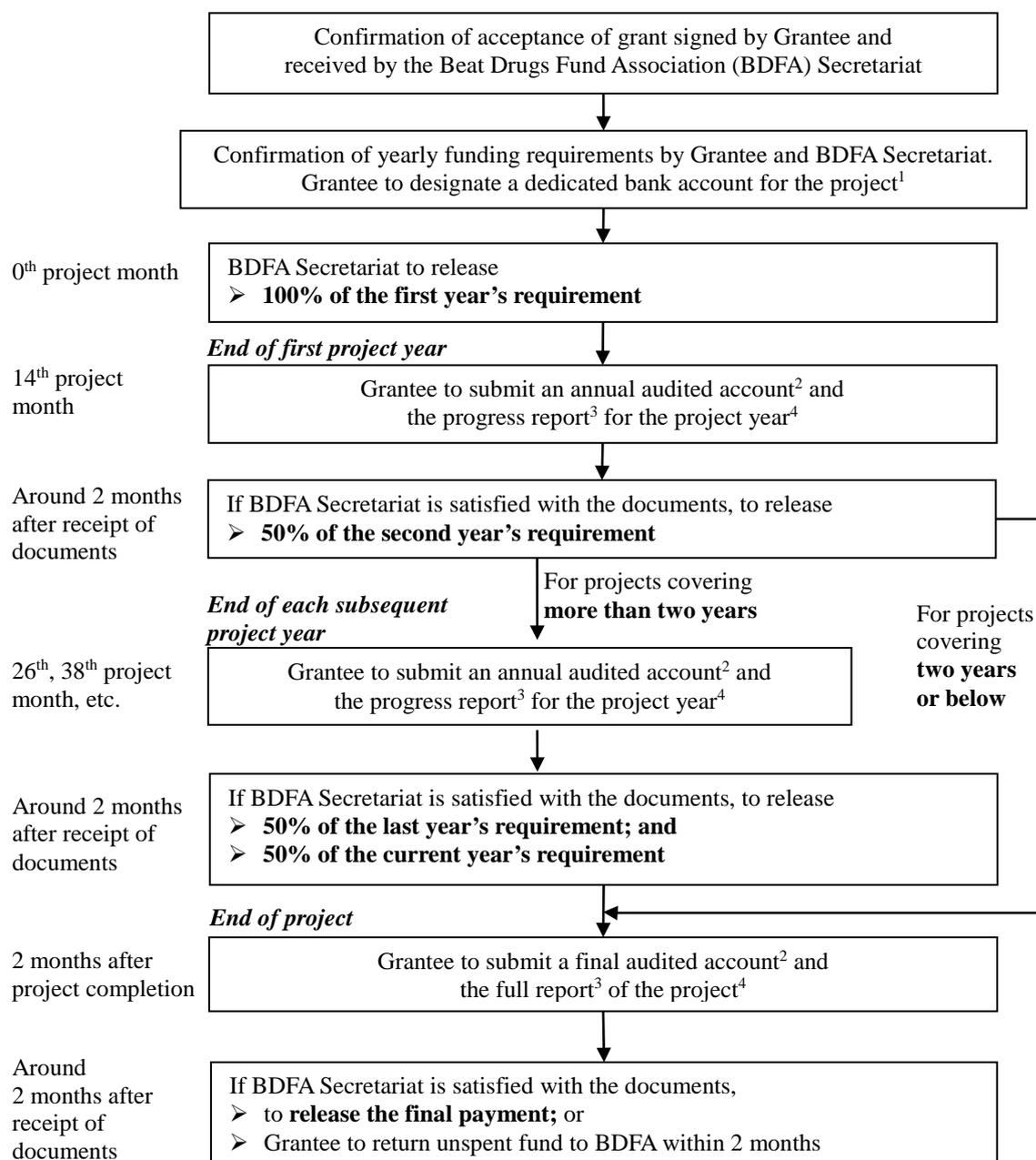
<sup>2</sup> The annual/final “audited account” includes the auditors’ report, statement of financial position, statement of comprehensive income and expenditure and notes to account for the project. Grantees shall submit the audited account, “Particulars of Income and Expenditure Items”, “Claim for 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.

<sup>3</sup> 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.

<sup>4</sup> 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)



<sup>1</sup> 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.

<sup>2</sup> 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.

<sup>3</sup> 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.

<sup>4</sup> 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.