

# **Regular Funding Scheme of Beat Drugs Fund**

## **Note for Potential Applicants of Funding Exercise**

### **Introduction**

1. To sum up the experience of the 2019 Funding Exercise of the Regular Funding Scheme of the Beat Drugs Fund (BDF) and to facilitate potential applicants for the next Funding Exercise, we have distilled some useful points to note having regard to the processing of applications received in the 2019 Funding Exercise.

### **Marking Scheme for 2019 Exercise**

2. Proposed projects received under the 2019 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 D to the Guide to BDF Regular Funding Scheme - 2019 Funding Exercise (the Guide). (See link: [https://www.nd.gov.hk/pdf/beat\\_drug\\_fund\\_2019\\_2\\_en.pdf](https://www.nd.gov.hk/pdf/beat_drug_fund_2019_2_en.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 budget, manpower and/or other cost items; or
  - (c) rejected.

### **Points to Note**

4. 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 in the Guide.

#### **A. Project Strength**

- (a) Project proponents are encouraged to make reference to the priority areas published in the Guide when designing the project. (1a)
- (b) For treatment and rehabilitation (T&R) projects, project proponents should

demonstrate clear therapeutic elements for the effective T&R of drug abusers. (1b)

## **B. Impact**

- (a) For Research projects, project proponents should illustrate how the research could be put into practical application. (2a)
- (b) Project proponents should ensure that there are adequate anti-drug elements in their proposals. (2b)
- (c) For Research projects, 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) Project proponents should illustrate how the proposed projects and activities could enhance awareness of drug harms, disseminate anti-drug messages, and change anti-drug attitude of the participants. (2c)
- (e) For projects involving creative productions (e.g. production of movies, TV programmes, books, games etc.), project proponents should provide sufficient contents or outlines to demonstrate how the proposed projects could bring the intended effect. (2c)
- (f) For Research projects, project proponents should provide references of relevant academic/research reports to support the hypothesis. (2c)
- (g) For T&R projects, project proponents should illustrate how the proposed activities and support would enhance the motivation of drug abusers to quit drugs and bring direct impacts on their drug T&R process. (2d)

## **C. Project Design and Feasibility**

- (a) Project proponents should demonstrate that 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 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.
  - (b) Project proponents should consider providing sufficient anti-drug training to participants before they join anti-drug competitions, e.g. movie-making, computer animation and photo-taking. (3b)
  - (c) 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.; and
    - (iii) project proponents should aim to distribute publications or souvenirs (if fully justified) to specific and clear target groups instead of members of the public at large.
  - (d) Project proponents should explain the methodology and rationale behind selecting target beneficiaries. (3c)
  - (e) Project proponents should demonstrate that the proposed numbers of beneficiaries, participants and/or users of the proposed project are realistic (3c):
    - (i) project proponents may consider securing partnership with suitable parties relevant to the proposed projects (e.g. non-governmental organisations, schools or tertiary institutions) 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, may consider collaborating with stakeholders from the anti-drug sector to demonstrate that the projects could be delivered as proposed;
    - (iii) for Research projects, project proponents should provide clear definition 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, project proponents should demonstrate that the proposed range and number of subjects/participants involved are adequate, and be mindful of the sampling fraction; and
    - (v) for Research projects, project proponents should provide information or elaborations on how the drug problems were related or specific to the proposed study targets/participants.

- (f) Project proponents should ensure that they provide details of outcome and output indicators as required in the Guide and application form. (3e)
- (g) Project proponents should adopt suitable evaluation methodology for researches and avoid using questionnaires that are too simple, and should provide justifications for adopting the evaluation methodology. (3e)
- (h) For Research projects, project proponents should be mindful whether the proposed data collection method (e.g. collecting sensitive information through questionnaires) is practicable. (3e)

#### **D. Experience and Track Record**

- (a) Project proponents' previous records of slippage in implementation of BDF projects, as well as of delay in submitting reports/financial documents may be taken into account in the assessment 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 be mindful of the costs on food and beverage items compared to the total project cost, and avoid unreasonably expensive or extravagant gifts/allowance/activities.
- (c) Project proponents should ensure consistency and accuracy in the number of beneficiaries and activities when filling in different parts of the application form.
- (d) Project proponents should set out the specific duties of the proposed staff members.
- (e) 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.

**Beat Drugs Fund Secretariat  
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