

HCPFC

The Health Care and Promotion Fund Committee

Guidance Notes - Grant Application for Non-Research Health Promotion Projects

This booklet applies to non-research projects and provides the procedures that should be followed to apply for grants, manage projects and submit reports to the Health Care and Promotion Fund Committee.

Please submit applications to:

Research Fund Secretariat Food and Health Bureau 18/F, Murray Building, Garden Road, Central, Hong Kong.
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ATTENTION: Applications will not be considered if the information supplied by the applicants is incomplete or inaccurate. The Government reserves the right to request additional documents and information when processing the applications.

February 2010 (rev.10)

Preamble

This document is designed to provide background information and advice on funding opportunities for non-research health promotion projects offered by the Health Care and Promotion Fund (HCPF).

All applicants are strongly advised to review this document. Special attention should be paid to “Conditions for Use of the HCPF Promotion Project Grants” in Part 3, “Financial Arrangements” in Appendix A and “Items Allowable and Unallowable for Reimbursement” in Appendix B.

Enquiries about this booklet and its contents should be addressed to the Research Fund Secretariat (the Secretariat) by fax: 3150 8993 or email: rfb@fhp.gov.hk.

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PART 1 BACKGROUND

1.1 Fund Administration

- 1.1.1 **Organisation Structure:** The Health Care and Promotion Fund Committee (HCPFC) was established to assume responsibilities for all aspects of the administration and allocation of the health care promotion funds. The HCPFC is supported by a secretariat and the Promotion Sub-committee (PSC).
- 1.1.2 **Function:** The HCPFC functions as a broadly based policy group. It sets guidelines and procedures for grant applications. The PSC provides critical appraisal on applications for health promotion projects. The funding decision of the HCPFC is final.
- 1.1.3 **Setting Policy:** The HCPFC will review health care trends and health needs in Hong Kong on a continuing basis to support its decision making and the formulation and revision of funding policy and priorities.
- 1.1.4 **Composition:** The HCPFC comprises prominent members of the health care system. The PSC has brought together experts with technical skills and experience in a wide spectrum of health sciences to support the work of assessing grant applications and reports.

1.2 Scope of Non-Research Health Promotion Projects

- 1.2.1 The HCPF supports health promotion projects that help people adopt healthier lifestyles by enhancing awareness, changing behaviour or creating an environment that supports good health practices.
- 1.2.2 The HCPF also considers applications which are extensions (or propagation) of effective projects previously funded by the HCPF. These applications are expected to have the following elements:
- Building on a successful HCPF-funded project
 - A good track record of the project team
 - Skills and knowledge to expanded network of community partners
 - Extended group of beneficiaries
 - Self-sustainable after funding period
- 1.2.3 Only non-profit-making projects will be supported.

PART 2 APPLYING FOR A GRANT

2.1 Funding duration and amount

- 2.1.1 Grants are normally awarded for periods of up to 2 years. Grants are intended to cover the direct costs attributable to the project or programme, and should not include the costs of premises and established academic or service staff; in general, contributions will not be made towards the indirect costs of projects. A list of items which may be included in the grant is shown in Appendix B.
- 2.1.2 Successful applications may be awarded full or partial support. Funding for a new project will generally not exceed \$300,000. Total sum of funding for an extended project together with a previous project will generally not exceed \$500,000.
- 2.1.3 Funding is on a one-off basis. Supplementary funding or resubmission for funding will normally not be considered.
- 2.1.4 Project should start within 6 months of the grant approval date and be completed within two years.

2.2 Eligibility

- 2.2.1 Principal applicants must represent a non-profit making organisation, a registered community group or a group formed under a registered non-profit making body.
- 2.2.2 Funding will not be granted to projects in areas already funded by other funding agencies.
- 2.2.3 Applicants who have overdue final or dissemination reports (reports should be submitted within 3 months of the date on which funding ended) or who have not submitted reports of an acceptable standard will not have their applications for new funding considered. Reports, which are finally deemed unsatisfactory, may be taken into consideration in future grant application.

2.3 Availability of Advice

- 2.3.1 Applicants wishing to seek advice on administrative issues regarding application of a HCPF grant may contact the Secretariat by fax: 3150 8993 or email: rfb@fhh.gov.hk.

2.4 Grant Application Forms

- 2.4.1 The Application Form can be obtained from the Secretariat or downloaded from <http://www.fhh.gov.hk/grants>. Applicants must use this standard form, which must be completed electronically. Incomplete applications will not be processed and may result in administrative withdrawal.

2.5 Submission of Applications

- 2.5.1 Applicants are required to submit a complete application package to the Secretariat by the closing date for receipt of applications. Applications received after the closing date will not be considered.
- 2.5.2 The application package should contain:
- The original signed Application Form
 - 2 photocopies of Application Form, double-sided
 - One soft copy (CD ROM, MS Word (PC) format) of the Application Form
- 2.5.3 Applications will not be considered if the information supplied by the applicants is incomplete or inaccurate. The Government reserves the right to request for additional documents and information when processing the applications.

2.6 Funding Decisions

- 2.6.1 Each principal applicant will normally be informed within 6 months of the closing date whether or not the application has been successful.

2.7 Commencement Dates and Expenditure Profiles

- 2.7.1 The “commencement date” is deemed to be the first date on which expenditure is incurred, i.e. the purchase of equipment or the first working day on the project for a member of staff whose salary is funded from the grant.
- 2.7.2 Claims for reimbursement of expenditure are compared with the estimate in the relevant period of the approved budget. The principal applicant and the administering institution should seek endorsement from the HCPFC on any claim which varies from the estimate.

PART 3 CONDITIONS FOR USE OF THE HCPFC PROMOTION PROJECT GRANTS

This section sets out the conditions on which the HCPFC supports non-research health promotion projects. Non-compliance with these terms and conditions by the principal applicant or the administering institution may result in the suspension of the grant and/or impede the principal applicant's and/or the administering institution's future applications.

3.1 *General Terms and Conditions*

- 3.1.1 The project shall be carried out by or under the general direction of the person named in the Application Form as the principal applicant who shall be responsible for the conduct of the project.
- 3.1.2 The HCPFC will withdraw the grant if the project does not commence within 6 months of grant approval date.
- 3.1.3 The principal applicant and the administering institution are responsible for ensuring that the project is completed within the financial limits of the grant and must advise the HCPFC immediately of any occurrences which may prejudice the completion of the project within these limits.
- 3.1.4 The administering institution as named in the Application Form shall be responsible for the provision of the basic facilities required to support the work of the project.
- 3.1.5 The principal applicant and the administering institution shall submit progress, final and dissemination reports as required by the HCPFC.
- 3.1.6 The principal applicant and the administering institution are jointly and severally responsible for ensuring that all conditions contained in this section are complied with.

3.2 *Staff*

- 3.2.1 It is the responsibility of the administering institution to enter into contracts of employment with all persons whose salaries are reimbursed from the grant. Such contracts should provide for the rate of pay normally applicable to the appropriate grades of the persons employed by that administering institution.
- 3.2.2 The administering institution shall comply with the relevant Ordinances such as the Employment Ordinances (Cap.57), the Employee's Compensation Ordinance (Cap.282) and the Mandatory Provident Fund Ordinance (Cap.485).

3.3 *Equipment*

- 3.3.1 Any equipment paid for by the HCPFC, however acquired, shall be, and remain the property of the Government and shall be in the care of, and maintained in good condition by, the administering institution, notwithstanding that the equipment shall be procured in accordance with the procuring requirements of the administering institution.
- 3.3.2 During the period when such equipment is in the care of the administering institution, the Government or its agents shall not be liable for any claims arising out of the presence or use of such equipment and the administering institution shall defend the Government from any such claims.
- 3.3.3 If such equipment is transferred to an institution other than the administering institution named in the Application Form, the receiving institution shall be required to accept responsibility for the care and maintenance of such equipment and also to indemnify the Government and its agents against any claims arising from the removal, installation and

use of such equipment failing which all responsibility and liability therefore shall remain with the administering institution.

- 3.3.4 At the conclusion of the project, or following withdrawal of financial support, the Government, may
- withdraw any such equipment from the administering institution; or
 - on being satisfied in writing by the principal applicant and the administering institution that such equipment shall continue to be used for the benefit of the health care system in Hong Kong, agree that it shall be retained in the care of and maintained by the administering institution; or offer such equipment for sale to the administering institution at an agreed current valuation; or
 - dispose of such equipment in such other way as may be agreed.

3.4 Finance

- 3.4.1 Details of financial arrangements are shown in Appendix A.
- 3.4.2 The principal applicant and the administering institution shall exercise financial control of the grant. All expenditure on the project shall be met in the first instance by the administering institution, which shall submit bimonthly claims for reimbursement to the HCPFC. Such claims shall indicate the category of the expenditure under which they fall to be considered as shown in Appendix 1 of the Application Form.
- 3.4.3 The HCPFC shall not be bound to reimburse claims for expenditure in any category in excess of the maximum stated in the approved budget or in excess of any amended maximum, which has been agreed in accordance with paragraph 3.11.
- 3.4.4 The HCPFC shall pay claims only in respect of expenditure properly incurred during the currency of the grant (as stated in the Application Form), or as has been agreed in accordance with paragraphs 3.11. The administering institution shall be bound to supply such additional financial information as may reasonably be required by the HCPFC.
- 3.4.5 **Grants exceeding \$100,000.** Authorised expenditures, up to 80% of the grant limit, are reimbursed bimonthly. These are compared with the relevant estimate in the approved budget. The remaining 20% is payable subject to the submission of a final report, a dissemination report and an audited account to the satisfaction of the HCPFC.
- 3.4.6 **Grants of \$100,000 or less.** Authorised expenditures, up to 90% of the grant limit, are reimbursed bimonthly. The remaining 10% is payable subject to the submission of a final report, a dissemination report and a certified financial statement to the satisfaction of the HCPFC.

3.5 Confidentiality and Data Protection

- 3.5.1 It is the responsibility of the principal applicant and the administering institution to ensure that the requirements of any data protection are fully observed. In particular the principal applicant shall ensure at all times that any personal data collected in the course of the project shall be securely held and handled and that the anonymity of persons to whom the data refer shall be preserved in any report or publication.
- 3.5.2 The principal applicant and the administering institution shall adhere to the Personal Data (Privacy) Ordinance.

3.6 **Reviews**

- 3.6.1 An authorised member of the HCPFC or a group appointed on its behalf shall, provided reasonable notice have been given, have access to the project materials to discuss its progress with the principal applicant or the staff involved, and to inspect equipment or other materials provided from the grant.
- 3.6.2 The principal applicant and the administering institution shall provide a progress report on a yearly basis and as may be required by the HCPFC. Such reports must conform to the guidelines issued from time to time by the HCPFC. The timing and frequency of such reports, which shall depend on the nature of the project, shall be notified to the principal applicant and the administering institution by the HCPFC.
- 3.6.3 If after due assessment, the project is considered not to be making satisfactory progress, the HCPFC reserves the right to discontinue the provision of financial support under the terms of the grant.
- 3.6.4 Within 3 months of completion of a project, the principal applicant and the administering institution shall provide a final report and a dissemination report to the HCPFC. The reports must also conform to the guidelines issued by the HCPFC.

3.7 **Publicity of Financial Support and Objectives**

- 3.7.1 The HCPFC or the principal applicant and the administering institution may publish details of financial support given for the project and of the objectives of the project.

3.8 **Publication or Disclosure of Results**

- 3.8.1 The HCPFC attaches great importance to the publication of the results of the project undertaken with the support of the grant and the principal applicant and administering institution are required to acknowledge the support given to the work by the Food and Health Bureau and the HCPF in any published or distributed documents.
- 3.8.2 The principal applicant must inform the HCPFC of any publications or publicity materials pertaining to the work containing results, information or technical knowledge connected with the project and shall forward a copy of the material to the HCPFC.
- 3.8.3 The HCPFC may approach former and current principal applicant at intervals in order to ensure that all relevant publications have been entered in the database of the HCPFC.
- 3.8.4 The HCPFC may, in the interests of public health in Hong Kong, inform any Government departments or statutory bodies of any results of the project.
- 3.8.5 The Government reserves the right to publish results, findings and any other information provided in applications and in publicity materials.

3.9 **Intellectual Property Rights**

- 3.9.1 All rights in the results of the project shall jointly belong to the Government and the administering institution as their absolute property. This does not preclude in any way normal academic and professional use of data and documents, subject to the requirements in 3.8.

3.10 **Commercial Application of Results**

- 3.10.1 Commercial use of the project results may not be made without the prior written consent of the Government. The principal applicant and the administering institution must obtain the Government's approval in advance of any proposed discussion or negotiation with any person, company or firm with a view to the commercial use or other exploitation of such results.

3.10.2 The Government reserves the right to be represented in any negotiations held with a view to the commercial use or exploitation of any discovery arising from the project.

3.11 *Variation of Conditions*

3.11.1 No alteration, deletion or addition may be made to any of these conditions or any part of the Application Form without the prior agreement in writing of the HCPFC or (if the change is proposed by the HCPFC) of the principal applicant and the administering institution. In particular:

- any change of substance in the objectives of the project;
- any change of the applicant(s) or the administering institution;
- any change of the maximum expenditure approved for each item of the grant given in the Application Form; and
- any change in the duration of the grant

must be so approved. If the HCPFC does not approve a change proposed by the principal applicant and the administering institution, the HCPFC may cancel or renegotiate the arrangements for support of the project.

3.12 *Liability of the Health Care and Promotion Fund Committee*

3.12.1 Notwithstanding the provision of the grant by the HCPFC, or the compliance by the principal applicant and the administering institution with the conditions of such grant the principal applicant and the administering institution shall remain solely liable for all costs, liability or damages relating to the project and the publication of such work.

3.12.2 Without limiting 3.12.1, the principal applicant and the administering institution shall be solely responsible for claims that the project or any part thereof infringes the intellectual property or other rights of a third party.

APPENDIX A

FINANCIAL ARRANGEMENTS

1. Approval of Grant

- 1.1 Two types of grants are available: Grants of \$100,000 or less; and Grants exceeding \$100,000.
- 1.2 Grants of \$100,000 or less are provided for projects or programmes up to \$100,000, or such greater amount as approved by the HCPFC. Grants exceeding \$100,000 are provided for programmes or projects with a budget not more than \$300,000 or such greater amount as approved by the HCPFC. Both grants are made on actual basis with a pre-approved cash ceiling.

2. Payment of Grant

2.1 Grants of \$100,000 or less

Authorised expenditures, up to the 90% of the grant limit, are reimbursed bimonthly. The remaining 10% is payable subject to the submission of a final report, a dissemination report and a certified financial statement for the grant to the satisfaction of the HCPFC.

The principal applicant and the administering institution must ensure that the expenditure incurred is within the ambit and the scope of the approved budget. A duly completed reimbursement claim form signed by principal applicant and the administering institution and the supporting documents thereof (including, for the latter, the original of all relevant invoices and receipts or, where invoices and receipts are not available for reasons reasonably accepted by the Government, all declaration of expenditure duly signed by the principal applicant and the administering institution) to request payment by the Government no more frequently than every two months from the commencement date.

The administering institution shall submit the certified financial statement within 3 months after the end date or termination of the project, whichever is earlier.

2.2 Grants exceeding \$100,000

Authorised expenditures, up to the 80% of the grant limit, are reimbursed bimonthly. The remaining 20% is payable subject to the submission of a final report, a dissemination report and an audited account to the satisfaction of the HCPFC.

The principal applicant and the administering institution must ensure that the expenditure incurred is within the ambit and the scope of the approved budget. All payments must be properly documented and recorded. However, there is no need to furnish supporting documents in reimbursement claims. The administering institution is required to submit a duly completed reimbursement claim form signed by the principal applicant and the administering institution to request payment by the Government no more frequently than every two months from the commencement date.

An annual certified financial statement must be submitted covering the 12-month period from the project commencement date. The administering institution shall submit an annual certified financial statement within 2 months following the first anniversary of commencement date, and shall submit the audited account within 3 months after the end date or termination of the project, whichever is earlier.

- 2.3 For both grants, claims for reimbursement of expenditures may only cover the period between the commencement date and end date of the project. A final reimbursement claim form shall be submitted together with the audited account (for grants exceeding \$100,000) or with the final report (for grants of \$100,000 or less).

APPENDIX B

ITEMS ALLOWABLE AND UNALLOWABLE FOR REIMBURSEMENT

1. Items Allowable

1.1 Staff Costs

Funds may be requested for the salaries of project staff. Staff cost (full or part-time) includes salary and mandatory provident fund of staff employed. For part-time staff, the aggregated and averaged part-time effort must meet at least the 20% threshold.

For instance, the HCPFC shall reimburse 20% of salary for a project staff provided that 20% of the staff's working time is spent on the project. When applying for reimbursement, the principal applicant should specify the particular staff to which the costs relate and the percentage of time the staff spent on the project.

1.2 Equipment

Maintenance costs, service contracts and spare parts for equipment not purchased specifically for the project but used for a significant portion of the project will be paid on a pro rata basis.

For example, a piece of equipment that is used 50% of the time for an approved project and 50% of the time for other purposes will be covered for half of the maintenance costs. When applying for maintenance costs, the principal applicant should specify the piece of equipment to which the costs relate and the percentage of time the equipment will be in use on the project.

Equipment costing less than \$10,000 should be applied for and charged under the other expenses heading.

1.3 Administrative services

1.3.1 *Cost of Audited Account*

Cost of independent audited account for every grant exceeding \$100,000, up to a maximum of \$5,000.

1.3.2 *Administrative expenses*

Costs such as printing, telephone, fax, postage, etc are allowed where they are separately metered and can be attributed to a specific project.

1.3.3 *Volunteers' subsidies*

Fee for basic drinks and meals and travelling subsidies are allowed but not to exceed \$70 per day per volunteer.

2. Items Unallowable

2.1 Employment of any applicants listed in Section 1 of the Application Form and administrative staff.

2.2 Cost of unspecified activities

2.3 Cost of work already completed, or the writing-up of such work

2.4 Cost of the facilities of the administering institution to which the applicant normally has free access

- 2.5 Severance payment and untaken leave of staff employed
- 2.6 All kinds of insurance costs, such as medical insurance and labour insurance
- 2.7 Procurement of computer equipments and softwares for general use
- 2.8 One-off large-scale events (such as banquets, carnival and tours) are not usually supported
- 2.9 Expenditure solely for recreational/entertainment purposes
- 2.10 Expenditure on souvenirs for guests e.g. flowers, corsages, plaque ,etc.