



Mental Health Initiatives Funding Scheme (Phase 1) Online Briefing

11 August 2021
3:30 p.m. – 5:30 p.m.



Food and Health Bureau
The Government of the Hong Kong Special Administrative Region

Application Submission



Submission via email

- By **6:00 p.m.** on **31 August 2021** (Tuesday)
- **Electronic version** of the completed **Application Form**, together with the scanned version of **Statement of Application** signed by the officer-in-charge and soft copy of all other **supporting information** (in PDF format)

AND



Submission by post/ courier

- By **6:00 p.m.** on **7 September 2021** (Tuesday)
- **8 printed copies** of the Application Form, signed Statement of Application and the other supporting information

Maximum Number of Applications, Grant Receivable and Project Duration

1 Each applicant organisation is only allowed to submit one application

2 A branch/ district/ subsidiary organisation / department must submit its application via its headquarters/ central organisation/ faculty by having the **Statement of Application signed off by the head of the headquarters/ central organisation/ faculty**



4 Applicant organisation may submit proposal for project –
(a) not exceeding \$500,000; or
(b) exceeding \$500,000 but not exceeding \$2 million

5 **Total maximum grant** receivable by one headquarters/ central organisation/ faculty and its branches/ districts/ subsidiary bodies/ departments will not exceed \$6 million

3 Each headquarters/ central organisation/ faculty of tertiary institution is allowed to submit a maximum of five applications

6 Project duration should not exceed two years



Projects not considered



Projects for production of souvenirs, gifts, leaflets, CDs, booklets and/or documentaries, etc. that does not align with the objectives of this Funding Scheme and without clear and sufficient information on contents and design;



Projects which have been completed;



Projects which have commenced before funding approval is granted; and



Projects which have secured, or are funded by, alternative funding source (including government subvention)

Application Form



申請表



Application
Form

Fund Disbursement Schedule



Acceptance of Grant

Successful applicant shall be required to confirm the acceptance of grant

Project commencement

Grantees shall commence their projects **within three months after acceptance of grant**

1st instalment (50%)

Released by ACMH Secretariat in **the month of project commencement**

Project lasting for 12 months or less

2nd instalment (30%)

Around 6 months after project commencement

By 5th month

- ✓ 3-month progress report
- ✓ Satisfactory performance
- ✓ Compliance with the conditions of grant

Projects lasting for more than 12 months

2nd instalment (30%)

Around 12 months after project commencement

By 11th month

- ✓ 9-month progress report (and one 3-month progress report submitted by 5th month)
- ✓ Satisfactory performance
- ✓ Compliance with the conditions of grant

Final instalment (20% or remaining projected funding requirements)

Around 4 months after project completion

Within 2 months after project completion

- ✓ Final progress report (and 6-monthly progress reports, if any, submitted earlier)
- ✓ Project evaluation report
- ✓ Final audited account (and annual audited account, if any, submitted earlier)
- ✓ Advice on remaining funding requirement

OR Grantee to return the unspent fund to ACMH Secretariat based on actual expenditures

Fund Administration



Conditions of Grant

Project Commencement

After funding approval is granted and upon acceptance of the approved grant, grantees shall commence their projects **within three months.**

Binding Effect

Projected funding requirements and implementation schedule of an approved project, once approved by ACMH, shall be **strictly adhered to.**

Staff Requirement

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

Acknowledgement

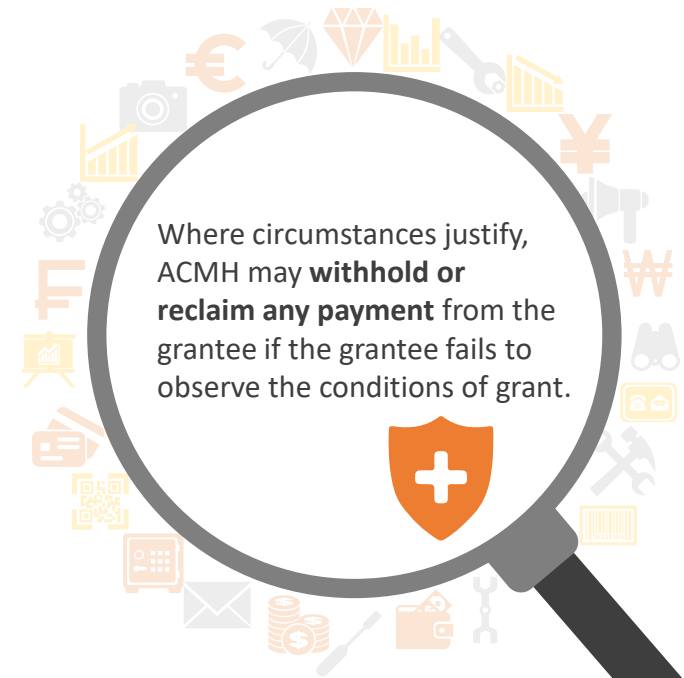
The grantee shall give appropriate acknowledgement to the Funding Scheme and ACMH when implementing the approved project, including in **all publicity or published materials** associated with the project.

Intellectual Property

The ownership, copyright and all other intellectual of the project, shall be vested in and **belong to ACMH and shared with the grantee.**

Retention of Records

The books of accounts and all other relevant records and information related to the Funding Scheme should be retained by the grantee 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.



Fund Administration



Monitoring of Funded Projects

In case the performance of a grantee is not satisfactory and the grantee fails to meet the agreed output or outcome targets, the amount of grant may be adjusted by ACMH accordingly, and the grantee may be required to refund ACMH where circumstances justify.



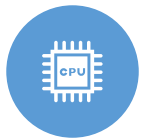
Engagement of Auditors

Engage an external qualified auditor for the annual and final (covering the whole project duration) auditing and assurance tasks.



Conflict of Interest

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.



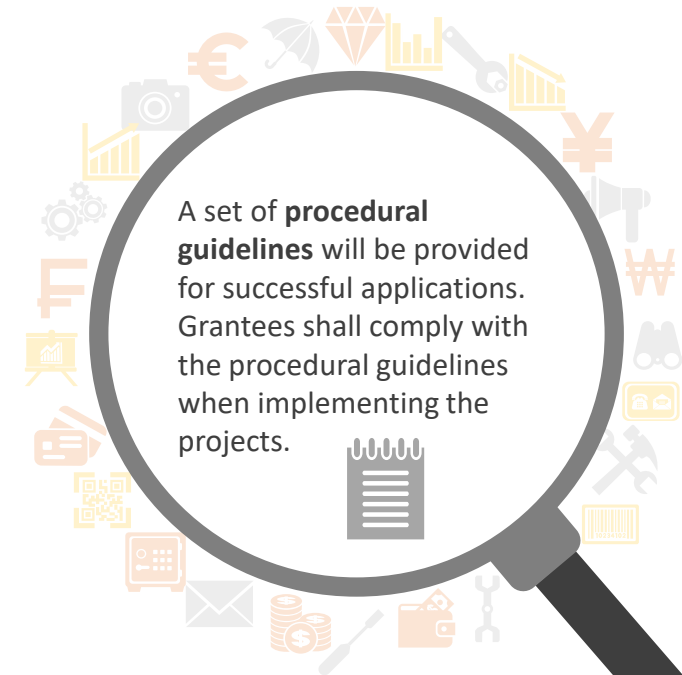
Project Evaluation

Submit progress reports at specified intervals during the project period and project evaluation report around two months after the project period.

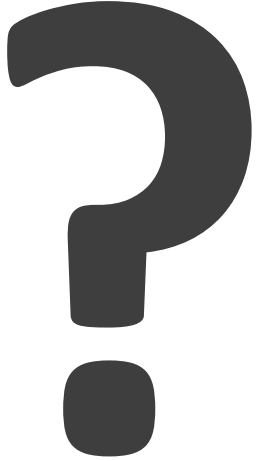


Sponsorship

Written approval of ACMH is required before a grantee accepts any other sponsorship (e.g. gifts and souvenirs for participants) for a project supported by the Funding Scheme. Such sponsorship, if already known at the time of application, should be indicated in the Application Form.



A set of **procedural guidelines** will be provided for successful applications. Grantees shall comply with the procedural guidelines when implementing the projects.



Q&A

