



Mental Health Initiatives Funding Scheme (Phase 2) Online Briefing

15 July 2022
3:30 p.m. – 5:00 p.m.



Health Bureau

The Government of the Hong Kong Special Administrative Region

Application Submission



Submission via email

- By **6:00 p.m. on 3 August 2022** (Wednesday)
- **Electronic version** of the completed **Application Form**, together with the scanned version of the duly signed **Statement of Application** and soft copy of all other **supporting information** (in PDF format)

AND



Submission by post/ courier

- By **6:00 p.m. on 10 August 2022** (Wednesday)
- **3 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 headquarters, central organisation, or post-secondary institution is allowed to submit a maximum total of **five applications**

2 Each applicant organisation can submit **more than one application** as long as the applications are endorsed by the headquarters/central organisation/post-secondary institution.

3 **Headquarters, central organisations or post-secondary institutions** are responsible for **coordinating the applications** prepared and submitted by their branches/district offices/subsidiary organisations or faculties/departments by **signing the Statement for Application** for each application

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

5 **Total maximum budgets** applied by by one headquarters/ central organisation/ post-secondary institution including its branches/ district offices/ subsidiary organisations or faculties/ departments for a total of five applications **should not exceed \$10 million**

6 Project duration should **not exceed two years**



Projects normally not considered

- Projects being implemented under Phase 1 of the Funding Scheme
- Unsuccessful applications under Phase 1 of the Funding Scheme
- Projects that do not target at providing support services to local residents in Hong Kong
- Projects for production of souvenirs, gifts, leaflets, CDs, booklets and/or documentaries, etc. that do not align with the objectives of the 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
- Projects which have secured, or are funded by, alternative funding source (including government subvention)

Some Points to Note

- Diversity among projects submitted through the same institution
- Facilitation of self-help in the long run
- Collaboration to extend service coverage
- Service-oriented (vs Research-oriented) projects
- Means to identify hidden persons with mental health needs
- Quality vs Quantity in terms of the priority areas involved
- Services/Programmes with longer-term impact on beneficiaries beyond project period
- Services/Programmes less preferred

Application Form



第二期申請表



Phase 2
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 within **one month after 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

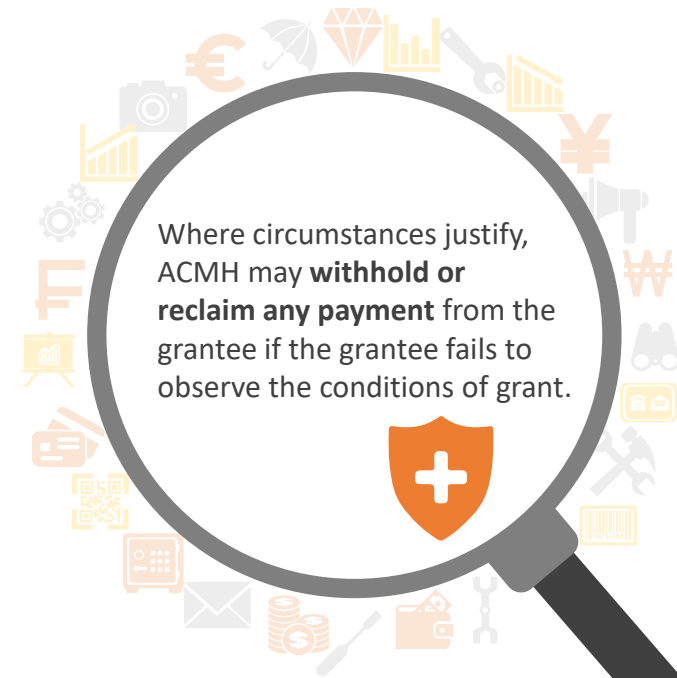
The grantee shall give appropriate acknowledgement to the Funding Scheme and ACMH when implementing the approved project, including in **all publicity or published materials** associated with the project.

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.



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

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.



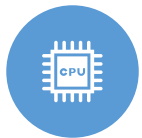
Engagement of Auditors

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.



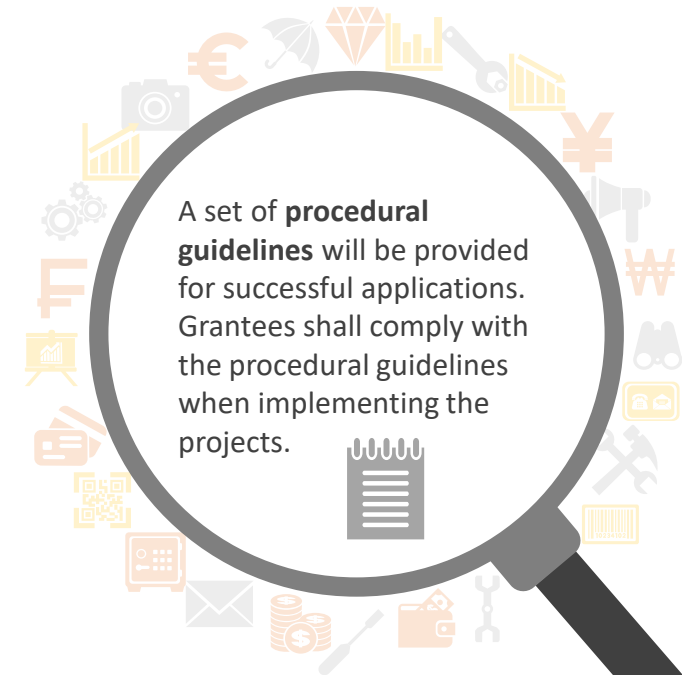
Project Evaluation

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

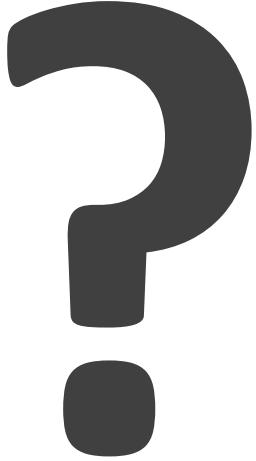


Sponsorship

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

