

Chief Executive (CE)'s Community Project List 2018

This circular memorandum invites the submission of bids for the CE's Community Project List 2018.

Background

2. Every year, the Hong Kong Jockey Club Charities Trust makes funds available to the CE for allocation to projects which will benefit the community. About \$100 million was allocated to three projects in the 2017 exercise.

Eligibility and Selection Criteria

3. The CE's Community Project List is intended to give financial support to projects undertaken by non-governmental organisations and quasi-public bodies. All applications must be submitted via the relevant policy bureau, but government bureaux and departments themselves are not eligible to apply.

4. The Jockey Club has indicated that its donations should be spent on innovative and worthwhile community projects. The general criteria for the selection of projects are set out at Annex A. In view of the Trustees' preference for supporting more sizeable projects, projects costing less than \$10 million will normally be accorded a low priority and are therefore unlikely to be selected. Projects involving the use of funding for acquisition of land or premises will normally not be considered. Also, applications which were repeatedly resubmitted in the past few years will also stand a low chance of success. Priority will be given to projects with nil or minimal recurrent implications. Policy bureaux should consider carefully the recurrent implications before supporting individual bids. If the recurrent implications involve several bureaux/departments, the initiating bureau must co-ordinate and submit a consolidated return, and confirm that recurrent funding for all requirements has been secured. Priority will also be given to those projects supported by relevant policy bureaux but which would not be funded by the General Revenue Account of the Government.

5. The theme for the CE's Community Project List 2018 is "**Innovation**". Priority of funding will be given to community projects that are in line with the theme. That said, applications which fall outside the thematic area may also be considered.

6. Policy bureaux/departments should critically scrutinise applications, and encourage/assist bodies under their purview to put forward proposals with high quality and standards.

Project Proposal

7. Each application should include the following information –

- (a) a project form;
- (b) a separate, one-page summary of the project;
- (c) a breakdown of the estimated capital cost, cashflow projection and annual recurrent cost (indicating also the source of recurrent funding already secured);
- (d) an implementation schedule; and
- (e) background of the applicant and track record in implementing similar projects.

The project form is at Annex B. A guidance note on how to complete the form is at Annex C.

Submission of Applications

8. Policy bureaux are requested to indicate the level of support and **prioritise** the project applications that they recommend. They should also ensure that –

- (a) all information required in paragraph 7 above is provided;

- (b) the information provided, especially the project budget, is accurate;
- (c) the merits and justifications of the project have been critically reviewed and endorsed;
- (d) all project applications nominated by the same policy bureau should be consolidated and prioritised on **one** list; and
- (e) the Labour and Welfare Bureau (LWB) be informed of major changes to project information.

Approval of Projects

9. We expect the results to be available in August 2018. Approved projects should generally commence within six months after acceptance of the Jockey Club's donation; otherwise, the funding may be withdrawn. The Jockey Club's contribution should also be properly acknowledged. Please note that funding is granted by means of reimbursement of project expenses rather than as a lump sum.