

“Red Ribbon in Action” AIDS Education Funding Scheme Guide to Application

(I) Introduction

- 1.1 The “Red Ribbon in Action” AIDS Education Funding Scheme (Funding Scheme) was set up by the Red Ribbon Centre (RRC) to encourage local community groups to organise and implement HIV/AIDS-related health promotion and education programmes by providing funding and technical support.
- 1.2 The RRC would like to invite local community groups, including but not limited to seniors, women, youth groups, kaifong welfare associations, trade and industrial organisations, companies’ volunteer teams, student organisations or educational institutions, to apply for the Funding Scheme and implement HIV/AIDS-related health promotion and education programmes among respective groups who will further promote related messages among their families and peers.

(II) Objectives of the Funding Scheme

- 2.1 Encourage organisations in different sectors to organise and implement HIV/AIDS-related health promotion and education programmes; and
- 2.2 Arouse the awareness and concern of the public towards HIV/AIDS and its influences on society.

(III) Eligibility

- 3.1 Groups/institutions/organisations/schools fulfilling the following criteria are considered eligible for submitting applications:
 - (a) a society established under the Societies Ordinance (Cap. 151);
 - (b) a non-governmental organisation incorporated under the Companies Ordinance (Cap. 622) or Companies (Winding Up and Miscellaneous Provisions) Ordinance (Cap. 32);
 - (c) a charitable institution or trust of a public character exempt from tax under the Inland Revenue Ordinance (Cap. 112); or
 - (d) a government school or an institution established or registered under the Education Ordinance (Cap. 279) / Post Secondary Colleges Ordinance (Cap. 320) / Vocational Training Council Ordinance (Cap. 1130).
- 3.2 Groups/institutions/organisations established or registered under other Ordinances might contact RRC to enquire about the eligibility for application.
- 3.3 **Applicants are required submit a valid certificate under the relevant Ordinance.**

- 3.4 Different units or service centers under the same organisation should submit applications independently, provided that each service unit can only submit one application in each application period (see paragraph 5.1.1 below).

(IV) Terms of the Funding Scheme

4.1 General Terms

- 4.1.1 The head of the organisation shall assist and supervise the implementation of the programme under the Funding Scheme (the Funded Programme).
- 4.1.2 The head of the organisation must recommend a person-in-charge for the Funded Programme (both of whom shall not be the same person and shall belong to the same organisation). The person-in-charge of the Funded Programme must be aged 18 or above.
- 4.1.3 The Funded Programme can be implemented by a working group. The number and age of the group members are not limited.
- 4.1.4 Successful applicants must appoint representative(s) to attend the briefing session of the Funding Scheme. The date and time of the briefing session will be announced after the application deadline of each phase.
- 4.1.5 The funded organisation must comply with additional terms and conditions attached by RRC.

4.2 The Funded Programme

- 4.2.1 The Funded Programme, including the organised activities and publicity, as well as their related educational, publicity and other related materials, must be non-profit making and should not be used for purposes of personal, political, commercial or religious publicity of any individuals or organisations.
- 4.2.2 If the funded organisation intends to conduct the Funded Programme in conjunction with any other projects, prior written approval must be obtained from RRC.
- 4.2.3 If applicants intend to accept funding from any organisations other than RRC for the Funded Programme, prior written consent from RRC must be obtained. Under no circumstances shall the applicant accept funding from illegal sources, or from companies whose businesses have direct conflict with the Government policies (such as tobacco, alcohol, gambling and obscenity related businesses).
- 4.2.4 All activities under the Funded Programme must be carried out in Hong Kong.
- 4.2.5 The Funded Programme must be started within the specified commencing period (see

paragraph 5.1.1) (e.g. recruitment and implementation of activities), and all activities under the Funded Programme must be completed within one year after the commencement of the first activity of the Programme. Organisation must complete and return the "Programme Schedule" to RRC one week before the start of each activity.

4.2.6 RRC is entitled to attend the activities of the Funded Programme. The funded organisation must keep in close contact with our staff to follow up the progress of the Programme.

4.2.7 RRC reserves the right to terminate the funding if it considers that the applicant is unable to implement or complete the Funded Programme, or if the Funded Programme is against the objectives of the Funding Scheme.

4.2.8 The funded organisation has the responsibility to ensure that activities undertaken in the Funded Programme (including articles and promotional materials produced) comply with the laws of Hong Kong. It may be liable to legal action for failure to abide by the laws of Hong Kong. For the avoidance of doubt, the funded organisation will not be exonerated from legal liability by virtue of RRC's funding of the Programme.

4.2.9 The funded organisation must procure insurance (including public liability insurance and third party liability insurance, etc.) from a recognised insurance company in Hong Kong for the Funded Programme.

4.2.10 RRC will not be liable for any claims, requests and legal liabilities incurred by the Funded Programme.

4.3 **Activity Content Requirements**

4.3.1 The content of the activities must meet the objectives of the Funding Scheme.

4.3.2 Activity themes:

(a) must include information related to HIV/AIDS, such as knowledge of HIV/AIDS, safer sex, proper use of condom, HIV testing or reducing stigma against people living with HIV, etc.

(b) secondary topics can include knowledge of sexually transmitted infections (STIs), sex education or drug abuse, etc.

4.3.3 The funded organisation must ensure that each participant receives the information related to HIV/AIDS from the Funded Programme.

4.3.4 **HIV/AIDS-related educational materials such as presentation slides produced by the organisation, printed educational materials, etc., must be sent to RRC for review ONE week prior to the activity to ensure the accuracy of the information.**

4.3.5 The funded organisation should refer to the websites of the Centre for Health Protection (www.chp.gov.hk) and RRC (www.rrc.gov.hk) when preparing educational materials on HIV/AIDS and STIs to ensure the accuracy of the information.

4.3.6 The funded organisation is not allowed to change the content of the programme (including the programme budget and format, etc.) except with the prior approval from RRC under special circumstances.

4.4 **Publicity and Production of Articles**

4.4.1 All printed or online publicity materials (including audio-visual materials, sound recordings, pictures, written materials) under the Funded Programme must prominently display the statement **“The programme is funded by the Red Ribbon Centre”** with prior approval obtained from RRC.

4.4.2 RRC reserves the rights to use all productions funded by the Funding Scheme.

4.4.3 Publications and audio-visual productions funded by the Funding Scheme must not infringe the copyrights or intellectual property rights of others and should not be used for sales.

4.4.4 Articles (including audio-visual materials, sound recordings, pictures and written materials) funded by the Funding Scheme must not contain content that:

(a) would incite hatred against, and/or denigrate or insult any person, organisation or community of persons; or

(b) would be in breach of any law, rule or regulation currently in force in Hong Kong.

4.4.5 Articles (including audio-visual materials, sound recordings, pictures and written materials) funded by the Funding Scheme must comply with the Control of Obscene and Indecent Articles Ordinance (Cap. 390).

4.4.6 Articles (including audio-visual materials, sound recordings, pictures and written materials) funded by the Funding Scheme must not contain anything that would infringe any intellectual property rights or any rights of portrait, privacy, secrecy or publicity. The funded organisation is responsible for ensuring that there is no such infringement. If the funded organisation intends to use materials created by others, prior approval from the copyright owner must be sought. RRC will not be held responsible for any claims or liabilities incurred by the funded organisation in connection with any claim that the content of the funded organisation’s production infringes the copyright or intellectual property rights of others.

4.4.7 Any activities or articles funded by the Funding Scheme shall not bring either the Hong Kong

Special Administrative Region (HKSAR) Government or other government(s) into disrepute, or affect the relations between the HKSAR Government and other government(s), or embarrass the HKSAR Government or other government(s).

4.4.8 The funded organisation shall make the following acknowledgement on articles (including audio-visual materials, sound recordings, pictures and written materials) funded by the Funding Scheme - **“The content of this article represents the opinion of our organisation only. It does not represent the position of the HKSAR Government”**.

4.5 Funding and Permissible Items of Expenditure

4.5.1 The total funding amount for each application is **capped at HK\$10,000** and the funding amount will be finalized by RRC after assessment.

4.5.2 Funding should only be used to implement the approved Programme.

4.5.3 The funding will be disbursed on a reimbursement basis.




4.5.4 The funding should only be used after the date of approval of the Programme.

4.5.5 Each item of expenditure must not exceed the approved funding amount.

4.5.6 The following expenses are not eligible for funding:

- (a) Expenses for purchasing non-consumable items (such as equipment, software, furniture, etc.);
- (b) Expenses not directly related to the approved programme;
- (c) Recurrent expenses (such as staff salaries, office rentals, equipment, water and electricity charges, etc.).

4.5.7 Permissible items of expenditure and limits of expenditure are:

Permissible Items of Expenditure	Limits of Expenditure	Remarks
Publicity  The cost of producing electronic or printed version of publicity materials (such as posters, leaflets, notebooks, etc.)	As deemed reasonable under the Funding Scheme	 Including design, compose and printing cost.  The principle of environmental protection/conservation should always be observed.

Permissible Items of Expenditure	Limits of Expenditure	Remarks
<p>Activity materials (consumables)</p> <ul style="list-style-type: none"> ✦ Purchase of materials (consumables) required for the activities 	As deemed reasonable under the Funding Scheme	<ul style="list-style-type: none"> ✦ If the activity is related to cooking, the cost of ingredients will be deemed as activity materials.
<p>Venue/Equipment</p> <ul style="list-style-type: none"> ✦ Hire of venue, decoration and hire of equipment, including lighting and audio system and equipment or software required for the activities 	As deemed reasonable under the Funding Scheme	
<p>Fees/Honorarium</p> <ul style="list-style-type: none"> ✦ Fees/honorarium to guest/speaker/experienced and professional tutor for various activities, as well as adjudicators for various competitions 	<p>Not exceeding 20% of the proposed budget under normal circumstances</p> <p>Fees: not exceeding \$500 per hour/ per head</p> <p>OR</p> <p>Honorarium: not exceeding \$100 per head per activity</p>	<ul style="list-style-type: none"> ✦ The payment of fees must be on an hourly basis, with a minimum of one hour and a maximum of six hours per day. ✦ Either honorarium or fees is allowed for the subsidy of services provided by guest/speaker/tutor. ✦ If a guest/tutor/speaker is hired on a fee basis, relevant proof of qualification and/or certificate <u>must be submitted</u>. ✦ If a guest/tutor/speaker is hired on an honorarium basis, proof of qualifications/certificate is <u>not</u> required.
<p>Camping fee (including catering)</p> <ul style="list-style-type: none"> ✦ Day camp, overnight camp or training camp expenses 	Not exceeding 50% of the proposed budget under normal circumstances	<ul style="list-style-type: none"> ✦ If catering or transportation are covered in the camping fee, such expenses will not be applicable to have further subsidies.

Permissible Items of Expenditure	Limits of Expenditure	Remarks
<p>Transportation</p> <ul style="list-style-type: none"> Transport expenses including the transportation cost between meeting points and event locations and between event locations 	<p>Not exceeding 20% of the proposed budget under normal circumstances</p>	<ul style="list-style-type: none"> All participants/volunteers/staff are eligible for applying funding while the same means of transport are used. Taxi fares will only be reimbursed in exceptional circumstances supported by valid justifications. If special transportation arrangement is needed for individual participants, please provide reasonable justifications.
<p>Prize/Souvenir</p> <ul style="list-style-type: none"> Prizes for winners, souvenirs for participants, or souvenirs for guests/ adjudicators 	<p>Not exceeding 20% of the proposed budget</p> <p>OR</p> <p>the sum of an average of \$20 per head of participants</p> <p>(whichever is lower)</p>	<ul style="list-style-type: none"> Prizes/souvenirs should preferably bear HIV/AIDS educational value. Prizes/souvenirs should not be valuables. Prizes/souvenirs in the form of cash or items redeemable for cash (e.g. cash coupons and bank vouchers) are not eligible for subsidy.
<p>Light Refreshments/Light Meals</p> <ul style="list-style-type: none"> Including beverages 	<p>Light refreshment: not exceeding \$20 per head/per day of activity</p> <p>OR</p> <p>Light meals: not exceeding \$50 per head/per day of activity</p> <p>AND</p> <p>not exceeding 30% of the proposed budget or \$2,000</p> <p>(whichever is lower)</p>	<ul style="list-style-type: none"> Volunteers, participants, performers and officiating guests without receiving honorarium/ fees are eligible for subsidy. Those involved in activities continuously for 2 hours or more can apply for refreshment subsidy. Those involved in activities continuously for four hours or more can apply for light meal subsidy. Either refreshments or light meals will be subsidised on the same activity day. Those who are in receipt of honorarium/ fees are not eligible for subsidy.

(V) Application for Funding

5.1 Application Procedures

5.1.1 Applications are accepted all year round and processed in two phases:

Phase	Application Period	Deadline of Application	Programme Commencing Date
Phase 1	1 May to 31 October	6 p.m., 31 October	January to June of the next year
Phase 2	1 November to 30 April	6 p.m., 30 April	July to December of the same year

5.1.2 In case the deadline of application falls on a Saturday, Sunday or Public Holiday, the deadline of application will be extended to the next working day.

5.1.3 In case the Tropical Cyclone Warning Signal No. 8 or above or a Black Rainstorm Warning Signal is in force for any duration between 3:00 p.m. and 6:00 p.m. on the day of the application deadline, the deadline for application will be extended to the next working day.

5.1.4 Eligible organisations are required to submit the applications using the specified “application proposal template”. The template can be downloaded from the following website: www.rrc.gov.hk/doc/rra_application_proposal.docx

5.1.5 The application shall submit the following documents to RRC **in person or by post** (Address: Red Ribbon Centre, 2/F, Wang Tau Hom Jockey Club Clinic, 200 Junction Road East, Kowloon) **or by email** (rrc@dh.gov.hk) on or before the deadline of application of each phase of application:

(a) a completed application proposal with the signatures of the person-in-charge of the programme and the head of the organisation, and the organisation chop; and

(b) a copy of documentary proof of eligibility to apply (please refer to paragraph 3 above);

(Service hours of RRC: from 9:00 a.m. to 6:00 p.m. on Monday to Friday (exclude Public Holiday))

5.1.6 In case the application proposal is submitted by post, the date of the postmark should not be later than the deadline of application for each phase.

5.1.7 **Late application will not be carried forward to the next phase of application.** The applicant may resubmit the application in the next phase after revising the content of the proposal.

5.1.8 All submitted applications, whether accepted or not, will not be returned.

5.2 Assessment Process and Criteria

5.2.1 Upon receipt of an application, RRC will examine the programme proposal to confirm whether it meets the objectives, the eligibility for application and the requirement (please refer to

paragraph 3 & 4.1-4.4) of the Funding Scheme, and whether the proposed items of expenditure fall within the list of permissible items of expenditure and the relevant expenditure limits in paragraph 4.5.

- 5.2.2 In addition to the activity content requirements, the objectives, innovative ideas, target groups and number of participants, cost effectiveness, design and selection of appropriate activities in bringing out the relevant themes, and implementation methods of the proposed programme will all be considered in the assessment process.
- 5.2.3 Programme conducting “life skills-based education (LSBE) on HIV/AIDS and sex” in schools targeting students will be given priority. For details about life skills-based education, please refer to https://www.rrc.gov.hk/english/target_youth_lsbe.html.
- 5.2.4 Programme can be held in the form of educational carnivals. Events that are purely entertainment in nature will not be considered.
- 5.2.5 Applicants may be requested to provide clarification or supplementary information on the application within a specified period during the assessment process as necessary. However, it should be noted that applicants should provide the best and fullest information in their applications, and RRC is not obliged to request additional information from applicants. Failure to provide the relevant information may result in the application not being considered.
- 5.2.6 As a general rule, the approved funding shall be determined in accordance with the relevant expenditure limits in paragraph 4.5 or as deemed reasonable by RRC, regardless of the amount applied.

5.3 Payment Arrangements

- 5.3.1 **Within one month after the completion** of the programme, funded organisations should submit the **hard copy and electronic copy** of the following reports, documents and deliverables to RRC:
 - (a) the Programme Report;
 - (b) the Financial Report with original and copy of receipt(s) and related documents;
 - (c) all feedback forms completed by the participants;
 - (d) physical and electronic copies of promotional materials, publications and audio-visual materials/sound recordings (if any) produced for the Funded Programme; and
 - (e) photographs of activities conducted under the Funded Programme and their softcopies (in JPEG format of not less than 5 mega pixels).

- 5.3.2 RRC will reimburse funding after verifying that the programme has achieved the specified objectives and has met the terms of the Funding Scheme according to the documents and receipts submitted by the applicant organisation.
- 5.3.3 The funded organisation must provide a bank account under the name of the organisation for reimbursement. All payments will not be made to a bank account (including any member of the organisation) other than the name of the applicant organisation.

(VI) Personal Information Collection Statement

- 6.1 The personal information collected in the application form will only be used by RRC for communication purposes.
- 6.2 The personal data provided by applicants is mainly for use within RRC but it may also be disclosed with the applicant's consent to relevant parties if required.
- 6.3 Applicants have a right of access and correction with respect to the personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance.
- 6.4 For enquiries concerning personal data provided, including the making of access and corrections, please contact RRC at Tel: 3143 7200 or via email (rrc@dh.gov.hk).