



# Hong Kong International Airport Environmental Fund

## Application Guide

(September 2011)

## **1. Introduction**

The Hong Kong International Airport (HKIA) Environmental Fund has been set up by the Airport Authority Hong Kong (AAHK). The purpose is to provide funding support for projects, activities and initiatives that have environmental or conservation value or benefit and may have education or community value within Hong Kong.

### **1.1. Purpose of this Guide**

This Guide provides guidance on applying for the HKIA Environmental Fund (Fund) and describes the basic requirements and responsibilities for recipient organisations. Upon approval of funding by a HKIA Fund Award Committee (Committee), recipient organisations will sign an agreement with the AAHK undertaking to observe the conditions of using the allocated funds.

### **1.2. Objective of HKIA Environmental Fund**

The objective of the Fund is to promote environmental protection, green living and a sustainable lifestyle in Hong Kong.

Projects, activities and initiatives that are eligible for funding include but are not limited to:

- (i) projects that further our understanding of Hong Kong's flora and fauna and the ecosystems; and
- (ii) activities and initiatives that promote "green living" and a sustainable lifestyle, e.g. energy efficiency and carbon reduction, waste reduction, re-use, separation at source, increase in recycling, etc.

## **2. Nature of Projects, Activities and Initiatives**

Projects, activities and initiatives should contribute in a direct and practical way in furthering our understanding of Hong Kong's flora and fauna and the ecosystems and should not be too theoretical in nature.

Projects, activities and initiatives should promote environmental protection, green living and a sustainable lifestyle in Hong Kong.

### **3. Guide to Application**

#### **3.1. Who may apply?**

Local non-profit making organisations (e.g. green groups, community bodies, etc) are eligible to apply.

#### **3.2. What are the funding limits?**

There are no funding limits. Funds may be granted for full or partial support of projects, activities or initiatives.

#### **3.3. What is the duration of each project, activity or initiative?**

Duration of each funded project, activity or initiative will be considered on a case-by-case basis.

#### **3.4. How to apply?**

Applicants have to fill out an application form as attached to this Guide.

The application form should be endorsed by the applicant organisation with signature of the person-in-charge of the organisation and official chop of the organisation.

Completed application form should be returned to the AAHK at least 4 months before the proposed commencement of the project, activity or initiative.

#### **3.5. What are the vetting procedures?**

The Committee has been established to consider the proposed projects, activities or initiatives.

The following steps will be taken after the application is received:

- (i) Upon receipt of an application, the AAHK will send an interim reply to the applicant acknowledging receipt of the application. A reference number will be given to each application for identification purpose. The reference number should be quoted in all future correspondence. Where necessary, the applicant will be requested to provide clarification or supplementary information.
- (ii) Before the Committee considers the application, the AAHK Environmental Manager will assess the proposal and make

comments. The applicant will be invited to provide response to the comments.

- (iii) The applicant will be invited to make a presentation of the proposal to the Committee.
- (iv) The Committee will either approve the application, reject it or request the applicant to provide further information. The Committee will also consider the budget, and where necessary, amend the budget details and set ceilings for individual expenditure items. The AAHK will inform the applicant of the Committee's decision.
- (v) The AAHK will upload information of the approved projects, activities or initiatives on AAHK's website.

### 3.6. What are the vetting criteria?

The following criteria are used in assessing the merits of individual applications:

- (i) Does the project, activity or initiative contribute to or promote environmental protection, green living and/or a sustainable lifestyle in Hong Kong?
- (ii) Do benefits accrue to the local community as a whole, and not just to individuals, a single private organisation or a consortium of private companies?
- (iii) Projects, activities or initiatives must be non-profit making in nature.
- (iv) In considering a proposal, due consideration will be given to:
  - a. the benefit that it will bring to Hong Kong's environment, ecology, flora and fauna, etc.;
  - b. whether there is demonstrable need for the proposed projects, activities or initiatives;
  - c. whether the projects, activities or initiatives described can bring about positive impacts;
  - d. the technical and project management capability of the applicant, as well as the past performance of the applicant, including the effectiveness of past projects, activities or initiatives, and the applicant's ability to comply with the funding conditions;
  - e. the track records of the applicant organisations;
  - f. whether the proposed schedule of implementation is well-planned and practicable, and the duration is reasonable;
  - g. whether the proposed budget is prudent, realistic and cost-effective, with full justification for every expenditure item; and
  - h. whether there is or is likely to be a duplication of the work already or currently carried out by other groups.

### 3.7. Avoidance of conflict of interests

To avoid conflict of interest, members of the Committee who have any connection with an applicant should declare interest and refrain from taking part in the discussion and approval of the relevant application.

### 3.8. When will I know the results?

It normally takes less than 1 month to process an application after receipt. If no additional information is required, the applicant will be informed of the outcome shortly after the Committee decides on funding, as appropriate.

### 3.9. Withdrawal of application

The applicant can write to the AAHK to withdraw an application at any time before an agreement is signed with the AAHK.

To avoid undue delay in processing applications, when feedback / response from the applicant is not received within 2 months, the AAHK will consider the applicant has withdrawn the application and terminate the processing of the application.

### 3.10. Can I resubmit my application?

A declined application may be resubmitted only if it has been revised substantially to address the comments made by the Committee in any earlier review. In completing the application form for a resubmitted application, the applicant should set out clearly the differences of the resubmitted application vis-a-vis the previous one. The revised application will be treated as a new application, and will be subject to the same assessment procedures.

## 4. Application Form

### 4.1. General

All sections of the application form should be completed with supporting documents wherever required. Where the information sought is not applicable or not available, please fill in "NA".

The application form must be typed or printed on both sides of A4 paper and duly signed by the person-in-charge (i.e. the head of the applicant organisation). The completed application form should be submitted in both hard and soft copies.

Acknowledgment will be sent to the applicant after receipt of an application by the AAHK.

## 4.2. Sections of the Projects, Activities or Initiatives Proposal

### 4.2.1. Section A - Data Sheet

This section serves as a summary of an application. Once approval is granted to an application, the information given by the applicant in this section will be put on AAHK's website for public access.

The application form should be endorsed by the applicant organisation with signature of the person-in-charge of the organisation and official chop of the organisation.

### 4.2.2. Section B – Content of Proposal

The recipient organisation must be a local non-profit making organisation or a group formed under a registered non-profit making organisation in Hong Kong.

Details of the project, activity or initiative team must be provided with records in undertaking similar projects, activities or initiatives. The attached C.V. of the team should not be more than 3 pages long.

Upon completion of projects, activities or initiatives, evaluation should be made to assess the effectiveness, where applicable, against performance indicators including, but not limited to:

- (i) number of headcounts, schools, students, companies, buildings or households participating in the programmes of the projects, activities or initiatives;
- (ii) number of volunteers recruited or trained;
- (iii) number of local community organisations involved;
- (iv) types and quantities of recyclables collected;
- (v) quantities of refuse reduced or electricity saved; and
- (vi) number of research papers published; media coverage on the programmes; and increase in environmental awareness (by conducting pre- and post- project, activity or initiative questionnaire survey with participants).

Items that are not supported include:

- (i) renovation fee
- (ii) contingency and uniform (including, but not limited to, items such as cap, T-shirt, badges)
- (iii) capital items such as computer, camera, furniture, etc.
- (iv) souvenirs to participants, except certificate of attendance
- (v) merely form-based or school-based visits
- (vi) reprinting of existing leaflets or education material
- (vii) overseas travel
- (viii) payments to individuals as a reward for their participation in the project, activity or initiative
- (ix) honoraria for speakers who are staff employed for the project, activity or initiative

Funding support may be considered for the following expenses:

- (i) hire of transport
- (ii) meal allowance and travelling expenses on public transport for volunteers
- (iii) hire of temporary / casual workers on a one-off basis
- (iv) hire and decoration of venue, hire of lighting and public address facilities
- (v) procurement of postage, stationery, etc.
- (vi) printing work including publicity materials
- (vii) light refreshments for ceremonies
- (viii) procurement of services such as production of design and artwork
- (ix) premium for public liability insurance
- (x) a modest amount for contest / participation prizes. Cash or cashable items must not be given
- (xi) for admission fee and hire of package tour, 40% of the charge should be paid by the participants

*(Please refer to Appendix 1 for existing level of funding support of expenses.)*

## **5. Conditions for the Use and Allocation of Fund**

### **5.1. Contractual Requirements**

For each project, activity or initiative in which funds have been approved, the recipient organisation has to sign an agreement with the AAHK and comply with all the terms of the agreement.

## 5.2. Use of Funds

The allocated funds shall not be used as payments to individual members of the public as a financial reward for their participation in the activities associated with the projects, activities or initiatives.

The benefits must accrue to the local community as a whole, and not just to individuals, a single private organisation or a consortium of private companies.

## 5.3. Disbursement and Reimbursement of Funds

The recipient organisation will receive up to 40% of the grant upon approval depending on the cash flow requirement and nature of the project, activity or initiative. The recipient organisation may apply for a further disbursement if it proves that the previous payment has been fully spent and that further expenditure is required for undertaking the project, activity or initiative as scheduled. The last 10% of the grant will be released after completion of project, activity or initiative subject to submission of a completion report together with a statement of accounts for the project, activity or initiative, in accordance with the requirement specified in paragraphs 5.4 and 5.5 below.

All revenue received, irrespective of whether it has been declared in the proposal, must be defrayed against the actual expenditure before calculating the amount to be reimbursed as final payment.

Amount to be reimbursed for individual item of the budget will not exceed the approved amount for that item.

The grant could be reduced on a pro-rata basis in the following circumstances:

- (i) the scope and / or activities of the project, activity or initiative are changed;
- (ii) the actual frequency of activities (e.g. seminars) is less than that proposed;
- (iii) the number of participants is less than the proposed number and the grant is allocated according to the number of participants;
- (iv) the number of publications (e.g. leaflets) is less than the proposed number; or
- (v) the duration of project, activity or initiative is reduced.

Any item not on the approved list of budget items will not be reimbursed.

Income derived from the projects, activities or initiatives during the period, including sales of output and interest income generated from cash in hand for the projects, activities or initiatives, should be ploughed back into the account.

Any unspent balance of the grant shall be returned to the AAHK within 2 months after the completion of the project, activity or initiative.

#### 5.4. Progress and Completion Reports

Ongoing projects, activities or initiatives will be monitored and the completed projects, activities or initiatives will be reviewed by the Environmental Manager.

For projects, activities or initiatives lasting more than 6 months, recipient organisations have to submit half-yearly progress reports with information on financial position of their project, activity or initiative together with original receipts for the expenses to be reimbursed.

For project, activity or initiative receiving a grant of more than HK\$150,000 and lasting more than 18 months, recipient organisations are also required to submit once every 12 months a statement of accounts audited by certified public accountants (practicing) within the meaning of section 2 of the Professional Accountants Ordinance (Cap 50). All disbursements will be subject to satisfactory performance and progress of the project, activity or initiative.

All progress reports and completion reports should be signed off by the person-in-charge of the recipient organisation. The recipient organisation may be required to complete post-implementation review on the effectiveness of the project, activity or initiative. Unsatisfactory performance will affect the organisation's future chance of getting funding support, and the organisation's management will be informed.

#### 5.5. Statement of Accounts

Within 2 months of completion of the project, activity or initiative, or before the date specified in the agreement, recipient organisations have to submit a complete statement of accounts attached to the completion report, to the AAHK. If an extension of the submission deadline is required, approval should be obtained from the AAHK.

For the projects, activities or initiatives receiving a grant of or below HK\$150,000, the grant received must be shown in a complete statement of accounts, together with the original copy of invoices and receipts. Auditing will not be required, but the AAHK reserves the right to check all

financial records kept by the recipient organisation relating to the use of the grant.

For the projects, activities or initiatives receiving a grant more than HK\$150,000, the following should be noted:

- (i) the funds should be kept in a separate account opened with a licenced bank to facilitate the checking of all financial records by AAHK and auditors as and when necessary;
- (ii) the statement of accounts attached to the completion report must be audited by certified public accounts (practicing) within the meaning of section 2 of the Professional Accountants Ordinance (Cap 50), providing assurance that the audited accounts properly presented the financial position and that the conditions of grants are met; and
- (iii) for projects, activities or initiatives lasting more than 18 months, recipient organisations are required to submit a statement of accounts audited by certified public accountants (practicing) to the AAHK once every 12 months.

For universities, the funds should be kept by the finance offices and there is no need to open a separate account with a licensed bank. Regardless of the amount of the grant involved in a project, activity or initiative, a statement of accounts certified by the finance office of the university will be acceptable.

#### 5.6. Publicity of Projects, Activities or Initiatives and Results

The recipient organisations should notify the AAHK of the results of projects, activities or initiatives before publicising them. Copies of publications or publicity material produced under the projects, activities or initiatives must be made available to the AAHK within 1 month after the completion of the projects, activities or initiatives.

#### 5.7. Procurement of Goods and Services

The recipient organisations should exercise utmost prudence in procuring goods or services for the projects, activities or initiatives and must adhere to the following procedures unless the AAHK agrees otherwise:

- (i) For every procurement the aggregate value of which is HK\$5,000 or below, quotations from suppliers are not required.
- (ii) For every procurement the aggregate value of which is more than HK\$5,000 but less than HK\$10,000, quotations from at least 2 suppliers should be obtained.

- (iii) For every procurement the aggregate value of which is HK\$10,000 or more, but less than HK\$500,000, quotations from at least 3 suppliers should be obtained.
- (iv) For every procurement the aggregate value of which is HK\$500,000 or more, open tendering should be used.
- (v) The recipient organisation should select the supplier that has submitted the lowest bid. If the lowest bid is not selected, full justifications must be given and prior agreement must be obtained from the AAHK.
- (vi) All quotations and tendering documents should be kept for inspection by the AAHK.

#### 5.8. Acknowledgment of Support and Disclaimer

The source of funding (both the name and logo of AAHK) must be acknowledged in all publicity materials resulting from the projects, activities or initiatives. Use of the name and logo for other purposes is subject to the prior approval of AAHK.

In no circumstances shall the name and logo of AAHK be used for publicity for commercial interest or other purposes which may damage the image and / or cause any liability to AAHK. A disclaimer should be added to all publications and media briefs relating to AAHK funded projects, activities or initiatives: *“Any opinions, findings, conclusions or recommendations expressed in this material/event do not necessarily reflect the views of the Airport Authority Hong Kong.”*

#### 5.9. Suspension / Termination of Funding Support

The AAHK may suspend / terminate support for a project, activity or initiative under the following circumstances:

- (i) if the project, activity or initiative does not commence within 6 months of the approval of the grant and no reasonable explanation has been given;
- (ii) the AAHK considers that the project, activity or initiative has not progressed satisfactorily and no reasonable explanation has been given; or
- (iii) the recipient organisation fails to comply with the funding conditions as set out in this Guide and / or in the agreement and no reasonable explanation has been given.

In each of the above cases of suspension / termination, the AAHK shall give 1 month notice to the recipient organisation, stating the reasons for the suspension / termination.

In cases of suspension, the recipient organisation should demonstrate that measures have been taken to rectify the problems and change the unsatisfactory situation before the AAHK lifts the suspension.

In cases of termination, the balance of the grant or any funding given in advance shall be returned to the AAHK with a statement of accounts for the project, activity or initiative, in accordance with the requirement specified in paragraphs 5.4 and 5.5 above within 2 months from the date of termination. The AAHK will consider possible redeployment of the goods, education materials and computer software acquired for the project, activity or initiative.

The AAHK may suspend / terminate funding support for the project, activity or initiative if the project, activity or initiative is being carried out under any of the circumstances below without prior approval:

- (i) revision to the objectives and / or content;
- (ii) change of team leader;
- (iii) transfer of project, activity or initiative to another organisation; or
- (iv) deferral of completion date of the project, activity or initiative.

#### 5.10. Title of Goods, Educational Materials and Computer Software

The title of goods, educational materials and computer software procured by the fund will remain with the AAHK during the period of projects, activities or initiatives. Upon satisfactory completion of the projects, activities or initiatives, the title of the items may be changed to the recipient organisation on a case-by-case basis.

#### 5.11. Others

The AAHK shall have no responsibility, financial or otherwise, for expenditure or other liabilities arising from the projects, activities or initiatives.

The AAHK may at any time, amend or add to the above conditions, without prior notice to recipient organisations.

HKIA Environmental Fund  
Level of Funding Support for Expenses

Items	Descriptions	Level of Funding Support (HK\$)
1	Booths – including rental payments, decoration and prizes for game booths	<ul style="list-style-type: none"> <li>The ceiling is capped at \$600 per booth.</li> </ul>
2	Production of Exhibition Panel	<ul style="list-style-type: none"> <li>Maximum \$2,000 per panel.</li> <li>The ceiling is capped at \$20,000 per application.</li> </ul>
3	Hire of Speakers / Instructors	<ul style="list-style-type: none"> <li>Maximum \$500 for a speaker for each function.</li> </ul>
4	Insurance for Third Party Liabilities	<ul style="list-style-type: none"> <li>Funding support will be based on the basic requirements.</li> <li>Quotations must be provided.</li> </ul>
5	Admission Fee	<ul style="list-style-type: none"> <li>Participants are required to pay 40% of the admission fee.</li> </ul>
6	Package Tour	<ul style="list-style-type: none"> <li>For hire of package tour, 40% of the charge should be paid by the participants.</li> </ul>
7	Souvenir	<ul style="list-style-type: none"> <li>Maximum unit price: HK\$50</li> </ul>
8	Travel Allowance for Staff and Volunteers	<ul style="list-style-type: none"> <li>Maximum HK\$15 per journey.</li> </ul>
9	Meal Allowance for volunteers only	<ul style="list-style-type: none"> <li>For half day activities – maximum: HK\$34 per day.</li> <li>For full day activities – maximum: HK\$48 per day</li> </ul>
10	Funding Scale for Research Project Support Staff	<ul style="list-style-type: none"> <li>Student Research Assistant (Undergraduate), maximum HK\$50 per hour</li> <li>Research Assistant II (Recent graduate with little or no work experience), maximum HK\$14,330 per month</li> <li>Research Assistant I (First degree graduate with some experience or master's degree holder with no working experience), maximum HK\$17,760 per month</li> <li>Senior Research Assistant (Master's degree holder with working experience or above), maximum HK\$28,450 per month</li> </ul>

Remarks: The funding scale may be adjusted by AAHK as and when necessary.