



COUNTRYSIDE CONSERVATION FUNDING SCHEME



Guide to Application



**Nature Conservation Management Agreement Projects,
Formulation of Proposals on Restoration of Built Heritage,
Cultural Rehabilitation/Revitalisation Projects, or
Research Activities on Countryside Conservation and Revitalisation**

(Version 1.7, September 2023)

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1 INTRODUCTION

1.1 Purpose of this Guide to Application

- 1.1.1 This Guide to Application (hereafter “the Guide”) provides guidance on funding application for Nature Conservation Management Agreement (hereafter “MA”) Projects, Formulation of Proposals on Restoration of Built Heritage (hereafter “BH”), Cultural Rehabilitation/Revitalisation Projects (hereafter “CR”) and Research Activities on Countryside Conservation and Revitalisation (hereafter “RA”) under the Countryside Conservation Funding Scheme (“CCFS”), and sets out the key requirements and responsibilities for applicant organisation (hereafter “applicant”).
- 1.1.2 Enquiries on the Guide, the application form or any other matters in relation to the CCFS shall be addressed to the Secretariat of Countryside Conservation Funding Scheme (hereafter “Secretariat”).
- 1.1.3 Should there be any discrepancy between the English and Chinese version of the Guide, the English version shall prevail.

1.2 Background

- 1.2.1 The Government announced in 2004 a New Nature Conservation Policy (“NNCP”) to better achieve the nature conservation objectives, especially enhancing conservation of ecologically important sites which are in private ownership. Under the NNCP, nature conservation management agreement scheme was proposed, and funding support for the scheme had been provided by the Environment and Conservation Fund (“ECF”)¹.
- 1.2.2 Following the announcement in the 2017 Policy Address, the Countryside Conservation Office (“CCO”), tasked to co-ordinate conservation projects and promote sustainable development of remote countryside, was established under the Environmental Protection Department (“EPD”) in July 2018 and has been transferred to operate under the Environment Branch of the Environment and Ecology Bureau (“EEB”) with effective from 1 January 2023. A \$500-million CCFS is also established under the CCO to provide financial support to non-profit-making organisations and villagers for organising diverse and innovative conservation activities or projects based on an interactive and co-operative approach. To cater for the need for sustainable and holistic conservation efforts in Hong Kong’s rural countryside covering a wide spectrum of areas ranging from natural environments/habitats, built heritage, cultural assets and history, etc., the CCFS provides an integrated funding source for countryside conservation projects covering

¹ The ECF was set up in 1994 under the Environment and Conservation Fund Ordinance (Cap. 450). The ECF Committee is a statutory body, which comprises mainly non-officials, to advise the Secretary for Environment and Ecology on the use of funds. Under the Ordinance, the Secretary is the trustee responsible for the administration of the Fund.

ecological or nature conservation, and revitalisation of architectural and cultural assets² of the remote countryside, except Lantau³.

1.3 Nature of Projects

- 1.3.1 MA projects must contribute to enhancing the ecological or nature conservation of the sites concerned through management agreements between applicant and landowners and/or tenants. Under these management agreements, applicant may provide landowners and/or tenants with financial incentives in exchange for management rights over their land or their cooperation in enhancing ecological or nature conservation of private land in priority sites, country park enclaves⁴ or country parks listed in *Appendix 1a*.
- 1.3.2 BH projects aim at formulating proposals on how to restore/revitalise the target built heritage, which shall normally include relevant studies that support the feasibility of the proposals. Proposals for funding for the reinstatement/restoration of built heritage that could bring significant benefits to the community and general public will also be considered.
- 1.3.3 CR projects aim at enhancing public appreciation and awareness in cultural conservation of the target cultural assets, which shall be unique or representative to the local community of the site under application.
- 1.3.4 RA projects aim at harnessing the local and/or overseas experience and knowledge and injecting novel solutions and elements to tackle local challenges on remote countryside conservation and revitalisation.

² To avoid overlapping of funding support by various funding schemes under different government bureaux/departments, the conservation and/or revitalisation of (i) architectural and cultural aspects of graded historical buildings assessed by the Antiquities Advisory Board and (ii) intangible cultural items included in the Representative List of the Intangible Cultural Heritage of Hong Kong and the Intangible Cultural Heritage Inventory of Hong Kong published by the Intangible Cultural Heritage Office of the Leisure and Cultural Services Department (LCSD) are not eligible under the CCFS.

³ Lantau projects fall under the ambit of the Lantau Conservation Fund under the Sustainable Lantau Office of the Civil Engineering and Development Department.

⁴ Country park enclaves are sites that are surrounded by or are adjacent to country parks, but are not part of the country parks. A list of country park enclaves can be found at Appendix 1a.

2 APPLICATION FOR FUNDING SUPPORT

2.1 Eligible Sites

- 2.1.1 The eligible sites for MA and BH projects include private land in priority sites, country park enclaves or country parks, excluding those located on Lantau (*please refer to Appendix 1a*).
- 2.1.2 The eligible sites for CR and RA projects include remote countryside areas where public transportation⁵ is not accessible within 500m walking distance of the site, excluding those located on Lantau. (*please refer to Appendix 1b*).
- 2.1.3 Projects that do not meet requirements as stated in Sections 2.1.1 and 2.1.2 are not eligible for funding support from the CCFS and the applications will not be considered.

2.2 Eligible Architectural and Cultural Assets

- 2.2.1 The conservation and/or revitalisation of (i) architectural and cultural aspects of graded historical buildings assessed by the Antiquities Advisory Board and (ii) intangible cultural items included in the Representative List of the Intangible Cultural Heritage of Hong Kong and the Intangible Cultural Heritage Inventory of Hong Kong published by the Intangible Cultural Heritage Office of the LCSD are not eligible under the CCFS. Applications covering conservation and/or revitalisation of these architectural and cultural aspects or items will not be considered.

2.3 Eligible Applicant and Co-organising/Supporting Organisations

- 2.3.1 Only organisations having legal capacities to enter into contract and satisfying at least one of the following criteria are eligible to apply for funding support under the CCFS:

(a) Local Tax-exempt Charities having Legal Personality⁶

When submitting an application, the applicant and co-organising/supporting organisations shall provide:

- (i) a copy of the letter issued by the Inland Revenue Department on tax-exemption under section 88 of the Inland Revenue Ordinance (Cap. 112);
- (ii) a copy of the organisation's registration document;
- (iii) a copy of the articles of association or other equivalent document; and
- (iv) a list of the principal persons-in-charge and their positions.

(b) Local Registered and Non-profit-making Companies

When submitting an application, the applicant and co-organising/supporting organisations shall provide:

- (i) a copy of the letter issued by the Inland Revenue Department on tax-exemption under section 88 of the Inland Revenue Ordinance (Cap. 112);

⁵ Public transportation includes railways, buses, minibuses, ferries ("kaitos" excluded) and tram.

⁶ Excluding organisation registered under the Societies Ordinance (Cap. 151).

- (ii) a copy of the certificate of incorporation issued by the Companies Registry pursuant to the Companies Ordinance (Cap. 622) or the former Companies Ordinance (Cap. 32);
- (iii) a copy of the articles of association or other equivalent document; and
- (iv) a list of directors and their positions.

(c) Local Non-profit-making Post-secondary Education Institutions

Post-secondary education institutions refer to the degree-awarding higher education institutions listed on the Education Bureau's website⁷ and the member institutions which provide manpower training under the Vocational Training Council⁸.

When submitting an application, the applicant and co-organising/supporting organisations shall provide:

- (i) a copy of the letter issued by the Inland Revenue Department on tax-exemption under section 88 of the Inland Revenue Ordinance (Cap. 112);
- (ii) a copy of the institution's own ordinance/Post Secondary Colleges Ordinance (Cap. 320) as documentary proof of its establishment, or other documentary proof as accepted by the Secretariat (please confirm with the Secretariat whether the documents are valid documentary proof); and
- (iii) a list of board members and their positions.

2.3.2 Each application must be submitted by a single organisation as described in Section 2.3.1 above. The applicant shall be the single contact point and accountable for its proposed project. The applicant is allowed to collaborate with other organisations to implement the proposed project, with the latter to act as co-organising/supporting/sponsoring bodies.

2.4 Essential Requirements

2.4.1 The objective of MA projects is to enhance the ecological or nature conservation of lands under private ownership through management agreement between applicants and landowners and/or tenants for exchanging the management rights over their land or their cooperation with financial incentives. The applicant has to provide adequate evidence to demonstrate that such management agreement has been made or will likely to be made in the foreseeable future. Otherwise, the application will not be considered.

2.4.2 The ecological or nature conservation enhancement activities of a MA project shall be primarily conducted on private lands, if part of the site concerned is under government ownership, the application may still be considered subject to its merits. Nevertheless, the applicant is encouraged to apply for the short-term tenancy of the government land concerned prior to its application for funding support from the CCFS.

2.4.3 It is the applicant's responsibility to check the land status of the land/premises (e.g. target built heritage to be studied for future restoration or revitalisation works of the BH under application and obtain agreement in principle from the concerned private

⁷ <https://www.edb.gov.hk/en/edu-system/postsecondary/local-higher-edu/institutions/index.html>

⁸ <https://www.vtc.edu.hk/html/en/institutions.html>

land owners/tenants/relevant government departments for implementing the project prior to its application for funding support from the CCFS.

- 2.4.4 The projects must be non-profit-making in nature. The benefits of the projects must accrue to the community as a whole, and not just to individuals, or a single or a consortium of private organisation/companies.
- 2.4.5 It is the applicant's responsibility to ascertain all statutory requirements involved in the implementation of the proposed project, such as planning applications, places of public entertainment licence, environmental impact assessments, etc., and to obtain all necessary endorsement from relevant authorities prior to the commencement of the associated activities. The applicant shall specify its plan, budget and time frame for obtaining such endorsements in the application, which will be taken into account in the assessment. For avoidance of doubt, fund for the parts of the proposal or activities of the application requiring the relevant endorsements will only be released after such endorsements are obtained. Furthermore, any non-compliance with any statutory requirements can also affect the release of fund.
- 2.4.6 For more details regarding the application submission arrangements, please refer to the Important Notes in the application form.

2.5 Funding Limits and Duration of Each Project

- 2.5.1 Each project will generally be subject to the funding and duration limits in the following project stream:

Project Type	Funding Limit (\$ million)	Duration Limit
MA ^{9,10}	15	1 to 3 years
BH	3	3 years
CR	3	1 to 3 years
RA	3	3 years

- 2.5.2 The amount of aggregate funding each applicant can obtain under the CCFS in any 3 years' time is subject to the limits below –
- (i) \$15 million for MA project(s);
 - (ii) \$8 million for non-MA projects; and
 - (iii) \$20 million for MA and non-MA projects.
- 2.5.3 Applications involving individual projects exceeding the funding and/or duration limits as stipulated in Section 2.5.1, or applicants with aggregate funding amount

⁹ The ecological or nature conservation part of the MA projects should observe a funding cap of **\$13 million for each application**. If there are additional elements proposed in the MA project that can enhance revitalisation of architectural and/or cultural aspects and supplement the execution of the nature conservation aspect of the project, an **extra funding of up to \$2 million** can be applied for those enhancement elements.

¹⁰ To allow projects with more flexibility, the applicant may apply for a variation of funding components with a maximum of \$12 million for the ecological or nature conservation part, and \$3 million for its architectural and/or cultural revitalisation efforts under the same MA project, but the total funding limit for each application should not exceed \$15 million. Funds may be granted for full or partial support of projects.

exceeding the limits as stipulated in Section 2.5.2, will be considered on a case-by-case basis, having regard to full justifications, such as status of the applicants, the benefits and merits of the proposed projects, etc.

2.6 Submission of Application

- 2.6.1 The application and approval processes will normally be **completed within six months** after the cut-off date of application.
- 2.6.2 Applicants have to fill in an application form which can be obtained from the CCFS webpage (https://www.eeb.gov.hk/en/conservation/ccfs/ccfs_main.html).
- 2.6.3 The person-in-charge of the applicant (hereafter “Person-in-charge”) shall be one of the principal persons-in-charge/directors/office-bearers/board members as shown in the documentary proof provided by the applicant in accordance with Section 2.3.1, or any other person as accepted by the Secretariat. The Person-in-charge shall have the authority to sign the agreement on behalf of the applicant, be accountable for the project implementation, and be responsible for endorsing project submissions. Completed application form shall be signed by the Person-in-charge, dated and affixed with the chop of the applicant. The completed form shall be submitted to the Secretariat (Address: 22/F, Chinachem Exchange Square, 1 Hoi Wan Street, Quarry Bay, Hong Kong). Any application without the signature of an acceptable Person-in-charge or without the official chop will not be considered.
- 2.6.4 Where the Secretariat requests for additional information and no feedback/response from the applicant is received within 14 calendar days from the date of such request, the application will be considered as withdrawn and the application will not be further processed.
- 2.6.5 Notwithstanding the above, the Secretariat has absolute discretion in deciding how to process the applications received.

2.7 Application Form

- 2.7.1 There are 2 types of application forms, one for MA projects and the other for BH, CR or RA projects. Please use appropriate application form to submit application. Each application form shall be for one application only.
- 2.7.2 All sections of the application form shall be completed with supporting documents wherever required. Where the information sought is not applicable or not available, please fill in “N.A.”.
- 2.7.3 The application form must be typed and printed on both sides of a paper. It shall be duly signed by the Person-in-charge, dated and affixed with the chop of the applicant. The completed application form shall be submitted in both hard and soft copies (using the e-form provided by the Secretariat).
- 2.7.4 Please give clear and concise information. Additional pages may be attached to the application form if necessary.

2.7.5 Acknowledgment will be sent (by email) to the applicant after receipt of an application.

Guidelines on Specific Sections of Application Form

2.7.6 Project Location (Section B – Part 5)

Please attach a map to the application form showing the project location and area, and provide photos showing existing condition and detail of the project site. For MA projects, please provide habitat maps showing existing and future project area and its surrounding area. For CR and RA projects, the map shall also show the nearest location where public transportation can reach.

2.7.7 Purpose and Benefits of the Project (Section B – Parts 7 to 8)

MA Projects

In clear and specific terms, state how the project would contribute to enhancing the nature conservation of the sites concerned through management agreements between the applicant and landowners and/or tenants. Under these agreements, the applicant may provide landowners and/or tenants with financial incentives in exchange for management rights over or their cooperation in enhancing conservation of the sites concerned.

The applicant shall specify if the project would provide added benefits on the conservation and promotion of built heritage and/or cultural assets, and how the enhancement on built heritage and/or cultural assets conservation would facilitate promotion of and raise public awareness on nature conservation.

Additional Targets of MA Projects

For application for MA projects with additional targets on built heritage and/or cultural assets conservation, the applicant shall provide details and demonstrate how such site specific items could add values to the MA project. The applicant shall clearly explain how the tangible and intangible benefits could be brought, and public awareness on nature conservation would be raised by implementing such measures.

BH and CR Projects

The applicant shall state the significance of the target built heritage or cultural assets to the local community of the sites concerned, and how the restoration/revitalisation would make significant contributions towards remote village revitalisation and countryside conservation.

RA Projects

In clear and specific terms, state how the research activities would harness the acquired knowledge to tackle the site-specific or in more general terms challenges on remote countryside conservation and revitalisation.

2.7.8 Owners/Tenants of the Land or Buildings Involved for Conducting the Project and Associated Activities (Section B - Part 14)

It is the applicant's responsibility to check the ownership of the land and/or buildings involved and obtain agreement in principle from the land owners/building owners/tenants/relevant government departments concerned for implementing the project, and shall provide relevant documentary proof in the application stage. Lot numbers or addresses of premises involved shall be provided during the application stage.

2.7.9 Details of Co-organising/Supporting Bodies for the Project (Section B - Part 13)

The applicant shall provide during the application stage written confirmation from the co-organising/supporting bodies setting out the roles of the latter in the proposed project and their agreement to participate in the project. For eligibility and essential requirements in relation to co-organising/supporting bodies, please refer to Sections 2.3.1 and 5.3.2.

2.7.10 Details of Sponsoring Bodies for the Project (Section B - Part 17)

The applicant shall provide written confirmation from the sponsoring bodies setting out the sponsorship (cash or in-kind or both) to be provided by the latter and their agreement to participate in the project. If the sponsorship is still under consideration, the applicant shall provide information on its chance of success or its actions to secure the sponsorship. Please see Section 5.3.2 for essential requirements in relation to sponsoring bodies.

2.7.11 Project Details (Section B - Parts 9 to 11)

MA Projects

The following information shall be provided:

- (a) the target site;
- (b) the target taxonomic groups/species to be conserved;
- (c) the target habitats and proposed area of land to be conserved under the management agreement;
- (d) the target built heritage, cultural assets, if any; and
- (e) the proposed activities.

Notes:

The applicant may add other targets which are considered relevant to support the application. Details shall be included to illustrate the scale and merit of each item, e.g. a utility structure is required for accommodating personnel, equipment and/or supply. Its design shall take into consideration of the site context, to refurbish a derelict structure or erect a modest addition of traditional style could add values to the remote countryside. If the application includes new structure, e.g. shed or refurbishment, its size, nature, justification and estimated costs shall be provided, details on the disposal of the structure after the expiry of the project shall also be described.

BH Projects

The applicant shall provide the following information:

- (a) Assessment of the restoration/revitalisation benefits/value of the target built heritage;
- (b) Explanation of its uniqueness/representativeness of the target built heritage to the local community of the site concerned;
- (c) Detailed outline of the study (including the scope of feasibility study) and/or a methodology of the proposed restoration/revitalisation;
- (d) Budget breakdown and programme of feasibility study and/or the restoration/revitalisation plan;
- (e) The purpose/use, mode of operation, management and maintenance responsibility, and the public access arrangement of the built heritage after restoration, with relevant consent/agreement sought;
- (f) Proposed educational and/or other activities to promote village revitalisation or conservation in the community; and
- (g) Potential use of restored built heritage beyond project completion.

CR Projects

The applicant shall provide the following information:

- (a) Assessment on the importance, time dependence, and conservation value of rehabilitating/revitalising the selected cultural assets;
- (b) Explanation of the uniqueness/representativeness of the cultural assets to the local community of the site concerned;
- (c) Details of how to enhance public appreciation and awareness of cultural conservation of the target cultural assets; and
- (d) Educational elements to promote cultural rehabilitation and village revitalisation or conservation in the community, etc.

RA Projects

The applicant shall provide the following information:

- (a) Purposes and objectives of the research activities, including how it would contribute to remote countryside conservation and revitalisation;
- (b) Scope of research on the local and/or overseas experience and knowledge;
- (c) Proposed educational and/or other activities to promote village revitalisation or conservation in the community; etc.;
- (d) Whether similar research activities have been undertaken in the past or at present, and a list of all related researches (both planned and completed) in local context shall also be provided;
- (e) Whether the research results will be open to the public or other researchers.

2.7.12 The Workplan and Timetable (Section B – Parts 9 to 11)

- (a) Workplan - Give a detailed workplan describing the various activities that will be carried out under the project. Agreement in principle from key stakeholders, e.g. owners of private land/premises in the site under application, shall be obtained prior to submitting the application. Sufficient time shall be incorporated into the workplan for seeking approval from all relevant authorities.

For applications with built heritage restoration proposals, the applicant shall demonstrate the proposed restoration of the built heritage could significantly benefit local community and the public. The applicant shall submit a publicity programme, and public access arrangement plan which include an implementation plan and a management and maintenance plan that will allow a longer term of use at the restored built heritage for public access beyond the project period.

The proposed provision of public access to the restored built heritage and publicity programme shall comprise at least 50% of the project period. For example, for a 3-year project, the restoration works of the built heritage shall be completed in 18 months or less. The remaining project period shall be allowed for public access to the built heritage. If there is any slippage or delay on the proposed restoration works such that the requirement on providing public access to the built heritage for at least 50% of the original project period cannot be fulfilled, the Secretariat may request the applicant to implement measures such as extending the project period to fulfil the above requirement without additional funding support. The applicant shall specify in the proposal the intended operator, mode of operation, management and maintenance responsibility, and the tentative opening hours of the restored built heritage. It is the responsibility of the applicant to ensure the structural safety of the buildings for public access.

For MA projects, the provision of public access shall extend beyond one more term of the project period subject to mutual agreement between the project organisation and the premise owners. For BH, CR and RA projects, the proposed public access period shall normally extend beyond the project period, having regard to the circumstances of individual projects.

“Public access” means ordinary members can be able to, without undue difficulty, gain access to the relevant buildings/sites. It does not necessarily mean the sites must be opened and guarded during the prescribed hours. For instance, a requirement for making prior booking may be allowed. The applicant shall provide information on how it will ensure public access and related arrangements.

- (b) Timetable - Give a timetable showing the length and sequence of the various activities in the project.
- (c) Statutory requirement - It is the applicant’s responsibility to ascertain all statutory requirements involved in the implementation of the proposed project, such as planning applications, lands-related applications, etc., and to obtain all necessary endorsement from relevant authorities prior to the commencement of the associated activities. The applicant shall specify its plan and time frame for obtaining such endorsements in the application, which will be taken into account in the assessment.

2.7.13 Key Performance Indicators and Deliverables of Project (Section B - Part 15)

The applicant shall list out deliverables and propose at least five project-specific key performance indicators (KPIs) in phases to quantify project contributions in

accordance with the programme. Such deliverables shall be quantified if possible. Given the uniqueness of individual project, the applicant can propose tailor-made indicators based on its activities and programme to cover at least three different dimensions, including Engagement of Stakeholder(s); Effectiveness of the Proposed Conservation and Revitalisation Initiatives and Public Awareness to evaluate the effectiveness of the project. Different dimensions may have a set of indicators. A practical target level shall be set for each indicators. Details shall be included to illustrate the scale and merits of each item. Some typical examples are given below for reference:

- (a) area of wetland or farmland conserved/managed/rehabilitated (breakdown by habitat types/habitat management measures shall be provided);
- (b) biodiversity conserved (e.g. number of species of target taxonomic group recorded, change in species richness/abundance of target taxonomic groups/species, number of species of conservation concern recorded, etc.);
- (c) number of education and engagement programmes organised in relation to countryside conservation/cultural rehabilitation/village revitalisation and the number of participants;
- (d) behavioural changes of the participants/villagers;
- (e) number of journals, papers, manuscripts submitted or presented. Dissemination of the project findings and results through e-newsletters, websites, social media platforms, exhibitions, online seminars/workshops, etc.;
- (f) number of media coverage on the programmes;
- (g) technologies transferred to stakeholders; and
- (h) effectiveness of the research prototype.

Unless otherwise stated in the application form or with the Secretariat's prior agreement, all deliverables and KPIs set out in the application form shall become conditions to grant in the case of an approved application.

2.7.14 Sustainability (Section B - Part 18)

The applicant shall provide a proposal with timeline, if feasible, setting out how and how long the project would become sustainable in future. For projects involving recurrent expenditure, the applicant has to demonstrate that such expenses will be incurred only within a specified duration or that the project will become self-financed or get funding other than from the CCFS after a specific time period.

3 BUDGET GUIDELINES

- 3.1 The application shall be accompanied by a detailed budget for the project in Excel format as prescribed in the application form. Each income and expenditure item shall be reasonable, realistic, clearly broken down and well justified. All expenditure items should be grouped into categories to facilitate monitoring and reallocation, must be incurred between the commencement and completion dates of the project and supported with the original or the certified copy of receipts and/or invoices for expenses upon request. Please refer to *Appendix 2* for level of funding support for expenses.**
- 3.2 For proposed project period lasting more than one year, the budget shall be broken down for each year.**
- 3.3 For items that are to be “considered on a case-by-case basis” as stated below, please provide detailed justifications. Please refer to *Appendix 2* for level of funding support for expenses.**
- 3.4 Any increase in cost arising from whatever reasons will be the responsibility of the applicants, and request for budget variation or additional funding after project approval will not be considered.**
- 3.5 Manpower and General Expenses**
 - 3.5.1 The applicant is expected to have the ability to supervise and the expertise to undertake the MA, BH, CR and RA projects. Hence, no funding will be granted for employment of supervisory/administrative staff, engagement of professional advisors or provision of training course for staff of the applicant, compilation of the proposal and conduction of the research activities for undertaking the project.
 - 3.5.2 Funding for project staff may be supported, the salary of which will be considered on a case-by-case basis.
 - 3.5.3 To prevent double benefits, the funds must not be used in any way to remunerate any staff if they are receiving any forms of salary/remuneration/honorarium/allowance on a full-time basis by other funding sources. In case a project staff member to be remunerated by the CCFS is working on the project on a part-time basis, his/her salary should be apportioned accordingly. The applicant who fails to comply with the rules of prevention of double benefits will be required to refund the Government the benefits overpaid to the applicant with interest. Other penalty for such failures is also possible.
 - 3.5.4 Direct labour cost involved in conducting nature conservation or related activities on the site concerned may be supported. The actual amount to be granted will depend on the modus operandi of the project.
 - 3.5.5 Any unused fund in an expenditure item, like project staff cost, is not allowed to be reallocated to other expenditure items unless prior approval from the Secretariat has been obtained.
 - 3.5.6 Funding for General Expenses including audit fee and rental payment for renting land and premises necessary for the implementation of the project (e.g. land for implementing conservation or related activities, or premises for establishment of a site

office to conduct the activities) etc. may be supported. Detailed breakdown on items to be charged to General Expenses must be provided.

3.5.7 The supported amount of rental payment for renting land and premises to implement the project will depend on the size and location of the selected land/premises. If the land/premises are under the possession of the applicant, its office bearers or persons associated with the applicant, no rental payment will be supported.

3.5.8 For MA projects, Manpower Expenses on Administrative Staff and General Expenses costs shall normally be below 50% of the approved total budget or actual expenditure, whichever is the less. Under exceptional circumstances and if the applicant of MA projects can fully justify to the satisfaction of the Assessment Panel (hereafter “AP”) and the Advisory Committee on Countryside Conservation (hereafter “ACCC”), funding for the Manpower and General Expenses costs exceeding 50% may be considered. For BH, CR and RA projects, detailed breakdown and full justification for all individual items of staff cost shall be provided.

3.6 Minor Works and Equipment

3.6.1 Funding for minor works will be considered on a case-by-case basis. Please specify the purpose of the proposed procurement, justifications and its relationship with the applicant and related parties.

3.6.2 Funding for purchase of equipment will be considered on a case-by-case basis. Please refer to Section 5.13 for funding requirement and arrangement of equipment and other capital items.

3.6.3 Maintenance costs of the approved minor works and equipment up the first two years upon installation/purchase, whichever is earlier, will be considered.

3.7 Production of Publications and Websites

3.7.1 Funding for production of practical and promotional guides such as that on eco-tours and nature conservation will be considered. Details of publication arrangements and relevant budget shall be provided in the application.

3.7.2 Funding for website design and maintenance costs of the website up to the first two years upon installation/purchase will be considered.

3.8 Purchase of Educational Materials and Computer Softwares

3.8.1 Expenses on educational materials and computer softwares will be considered on the condition that the educational materials and computer softwares are essential. Please refer to Section 5.14 for funding requirement and arrangement of educational materials and computer softwares.

3.9 Built Heritage and Cultural Assets Conservation for MA Projects

3.9.1 In the course of enhancing ecological or nature conservation of sites in private ownership for MA projects, funding for the reinstatement/restoration of built heritage

that could potentially bring benefits to the project operation and the general public will be considered.

3.9.2 Applicant shall indicate clearly which budget items are related to the proposed built heritage and/or cultural assets conservation.

3.10 Others

3.10.1 Funding for the actual expenditure of public educational activities in connection with the project, hire of transport, light meals for unpaid voluntary workers and premium for public liability insurance may be allowed. The level of funding for such expenses is set out in *Appendix 2*.

3.10.2 For applications from applicants receiving government subventions, general administrative and overhead costs incurred from the project will *not* be supported. For applicant without receiving government subventions, such costs incurred from the project will be considered, subject to a cap of 10% of the total approved grant or actual expenditure of the project, whichever is less. For projects receiving a grant less than \$300,000 and lasting less than 18 months, the applicant has to submit the original or the certified copy of receipts and/or invoices for expenses to evidence its actual expenditure. (Note: The applicant shall declare in the application form whether it receives government subventions or not and notify the Secretariat once if there is any change of this status).

3.10.3 Requests for funding for contingency items will be considered on a case-by-case basis.

3.10.4 Overseas travel will *not* normally be supported. Overseas participants in a local function are normally expected to pay for their own traveling and living expenses.

3.10.5 Funding will *not* be granted to the applicant for renting or purchasing materials already in the applicant's stock.

3.10.6 Funding for payments to individuals as a reward for their participation in the activities organised will *not* be granted.

3.10.7 The applicants shall provide a proposed payment schedule in the application form in accordance with the conditions in Section 5.5 below for the ACCC's consideration.

3.11 Sponsorships/Income and Percentage Contribution to CCFS Project

3.11.1 For MA projects, the applicant is encouraged to generate income and/or seek sponsorships from other sources to fund part of the project. Sponsorships could also be in-kind or in the form of non-monetary collaboration (e.g. venue location, volunteers, event supplies etc.). The applicant shall clearly indicate in its application details of the income and sponsorships including the source and amount. The applicant shall note that the acceptance of other funding sources shall not bring the Government into disrepute, or give rise to any actual or perceived conflict of interest, or involve undue publicity for the funding bodies, or generate commercial benefits.

3.11.2 The availability of alternative funds (both confirmed and being applied for) will be taken into account when an application is considered. Any efforts to seek sponsorship

from the private sector for the project should be highlighted. In case the applicant has sought/obtained other sponsorships to cover the budget items not to be funded by the CCFS, the applicant shall include details of the sponsorships in the application form. The applicant shall inform the Secretariat in case there are any changes to the sponsorships after project approval. It will be up to the applicant to agree with their sponsors on how to use the sponsorships and how to handle the unspent balance of the sponsorships.

3.11.3 The applicant shall not accept any sponsorships, donations or advertisements which, in the reasonable opinion of the Government, may jeopardise the image or reputation of the Government. In particular, the applicant shall not accept sponsorships, donations or advertisements from, nor be in association in any form or manner with:

- (a) entities with political affiliations;
- (b) any person in the tobacco or tobacco-related industry;
- (c) any person in the smoking products (including electronic cigarettes and heat-not-burn products) industry or any industry related thereto; or
- (d) any person in the alcohol industry for events specifically aimed at young people under 18.

3.11.4 The applicant's commitment to generate income and secure sponsorships will be taken into account in the assessment. The applicant shall demonstrate their utmost efforts in seeking income and/or sponsorship so as to achieve 5% contribution to the total approval budget. In the event the 5% contribution could not be achieved, full justification (e.g. as reflected by number of potential sponsors approached and amount of sponsorship secured) shall be given with due consideration in the application and vetting process, and recommendation could be made to the ACCC for accepting a lower contribution. Any income and sponsorships must be ploughed back to support the project. The amount of income and sponsorship shall be stated in the budget, and must be deducted from the proposed project expenditure before calculating the amount of funding to be sought.

4 ASSESSMENT OF APPLICATIONS

4.1 Vetting Procedure

- 4.1.1 All eligible CCFS applications received will first be assessed by the AP comprising members from EEB and relevant government departments according to the criteria set out in Sections 4.2 or 4.3 below as applicable.
- 4.1.2 The assessments of the AP will then be submitted to the Vetting Subcommittee (“VSC”) under the ACCC. Applicants may be invited to the VSC meetings to present their applications and answer enquiries. The VSC will discuss the applications and make recommendations to the ACCC for consideration of the applications and the funding amount, as appropriate. The approval or otherwise of an application is entirely at the discretion of the ACCC.
- 4.1.3 Information on the approved projects will be uploaded onto the CCFS webpage (https://www.eeb.gov.hk/en/conservation/ccfs/ccfs_approved_projects.html).
- 4.1.4 Notwithstanding anything to the contrary in the application documents, the Government reserves the right to disqualify an application on the grounds that the applicant has engaged, is engaging, or is reasonably believed to have engaged or be engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or otherwise the exclusion is necessary in the interest of national security, or is necessary to protect the public interest of Hong Kong, public morals, public order or public safety.

4.2 Vetting Criteria for MA Applications

- 4.2.1 The following broad criteria (a1) or (a2) to (g) will be used in assessing the merits on nature conservation aspect of individual MA applications.
- (a1) For applications for conservation in the Priority Sites for Enhanced Conservation: the benefits that the project would bring to enhance the nature conservation and ecological values of the site concerned, better achieving the nature conservation objectives, and evaluating the effectiveness of this new conservation measure;
- or
- (a2) For applications for conservation in private land in country park enclaves or country parks: the benefits that the project would bring to enhance the nature conservation or ecological values of the site concerned, better achieving the nature conservation objectives, and evaluating the effectiveness of this new conservation measure;
- (b) the measurable expected output and outcome of the project, reflected by clear performance/output indicator, and whether the outreach rate has been maximised;
- (c) the sustainability of the project including its resource implications, alternative sources of funding, participation of the landowners/tenants and local community, nature and enforceability of the management agreement concerned, positive impact and self-sustainability in the long run. The applicant’s commitment to generate income and secure sponsorships will be taken into a significant account in the assessment;

- (d) the technical and project management capability of the applicant, as well as its track record, including the effectiveness of past projects, and its ability to comply with funding conditions;
- (e) whether the project's schedule of implementation is well-planned and practicable, and the duration is reasonable;
- (f) whether the proposed budget is reasonable and realistic, and whether the project is cost-effective, with full justification for every expenditure item; and
- (g) whether the project includes appropriate educational activities to effectively promote nature conservation and raise awareness of the local community in nature conservation as part and parcel of the MA project.

4.2.2 For application for MA projects involving additional elements on revitalisation of architectural and/or cultural assets, considerations will be given with reference to the criteria listed in Section 4.3 in assessing the application.

4.2.3 For applications of renewal of MA projects previously approved, the responses on items (h) and (i) below will be considered in assessing their applications:

- (h) where the application is modelled on a MA project previously supported by ECF or CCFS, whether the applicant has demonstrated, by reference to the said previous MA project, the achievements made with respect to enhancing the nature conservation or ecological values of the site concerned, and improving other aspects such as cost effectiveness, project mode or scope, demonstrable project outputs and benefits with credible monitoring and evaluation mechanisms, and diminishing reliance on the CCFS funding support without compromising project performance in the new application; and
- (i) regard to (h) above, where the total amount of expenses under its/their respective broad expenditure item deviated from the approved budget of the immediately previous MA project by 30% or more, the applicant shall justify the differences.

4.3 Vetting Criteria for BH, CR and RA Applications

4.3.1 The following broad criteria (a1) or (a2) or (a3) to (g) will be used in assessing the merits of the BH, CR and RA applications, as well as the parts covering the built heritage and/or cultural assets conservation in MA application.

(a1) For applications for BH project: the need and the capability to formulate restoration/revitalisation of the target built heritage for bringing significant benefits to the community and general public while preserving the merits and desirable features/form of the target heritage; degree of public access and mode of operation after restoration/revitalisation;

or

(a2) For applications for CR project: the capability to enhance public appreciation and awareness of cultural conservation of the target cultural assets; and whether

the target cultural assets are unique or representative to the local community of the site under application;

or

- (a3) For applications for RA project: the capability to harness the local and/or overseas experience and knowledge, and propose novel solutions and elements which can tackle local challenges on remote countryside conservation and revitalisation;
- (b) the measurable expected output and outcome of the project, reflected by clear performance/output indicator, and whether the outreach rate has been maximised;
- (c) the long term impacts/benefits of the project (including social ones) to remote countryside conservation and village revitalisation and the betterment to Hong Kong residents;
- (d) the viability of the proposal on its ability to maintain and upkeep of project objectives, and whether its schedule of implementation is realistic and reasonable;
- (e) the technical and project management capability of the applicant and its track records;
- (f) whether the proposed budget is pragmatic, and whether the project is cost-effective, with full justification for every expenditure item; and
- (g) whether the project includes appropriate educational and/or other relevant activities to effectively promote village revitalisation or conservation in the community as part and parcel of the project.

4.4 Withdrawal

- 4.4.1 The applicant can write to the Secretariat to withdraw an application at any time before an agreement with the Government is signed.

4.5 Revision of Application for Resubmission

- 4.5.1 For previously rejected applications, the applicants can revise the content of their applications and resubmit the revised applications. These applications, together with other new applications, will be considered at the next round of assessment in absolute discretion of ACCC. In completing the application form for a resubmitted application, the applicant shall set out clearly the differences of the resubmitted application vis-à-vis the previous one.

5 PROJECT IMPLEMENTATION

5.1 Contractual Requirements

- 5.1.1 For each project for which funds have been approved, the applicant has to sign an agreement with the Government and comply with all the terms of the agreement. The applicant shall submit a copy of bank statement showing the name and account number of the bank account opened in the name of the applicant organisation as required in Section 5.6. For projects receiving funding for architectural and/or cultural conservation works in privately owned building(s), the applicant shall submit a copy of the agreement with the owner(s) of the building(s) involved, showing commitment from the owner(s) to comply with the requirement for public access to the building(s), as stated in Section 2.7.12 above, after completion of the works.
- 5.1.2 For ALL projects (MA, BH, CR and RA), the applicant shall, within one month after the commencement of the project, submit an inception report to the Secretariat. The inception report shall include (i) detailed arrangement of the proposed implementation method, project programme of activities/events, key deliverables; and timeline to obtain necessary permission/statutory approval for proposed project works, if any; (ii) project organisation chart; and (iii) the agreed partnership with relevant organisations and landowners/premise owner and/or tenants/operators. The inception report shall be signed by the Person-in-charge, dated and affixed with the chop of the applicant.

5.2 Administration

- 5.2.1 The administration of grants for the approved CCFS projects is undertaken by the Secretariat.

5.3 Essential Requirements

- 5.3.1 It is the responsibility of the applicant to ensure all initiatives are planned and implemented in accordance with relevant prevailing statutory requirements and guidelines.
- 5.3.2 The applicant shall ensure that the relevant personnel of applicant/co-organising/supporting/sponsoring bodies shall not bring the Government into disrepute or give rise to any actual or perceived conflict of interest, or involve undue publicity for the co-organising/supporting/sponsoring bodies, or generate commercial benefits.

5.4 Use of Grant

- 5.4.1 The allocated grant 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 project.
- 5.4.2 The project must accrue benefits to the district/local community as a whole, and not just an individual, a single private organisation or a consortium of private companies.

5.5 Disbursement and Reimbursement of Funds

- 5.5.1 The applicant shall submit a proposed disbursement schedule in the application form for consideration. The initial disbursement shall normally lie between 25-50% of the approved grant and substantiated by the projected cash flow requirement and the nature of the project. The first part of the initial disbursement will be capped at 25% of the grant before commencement of the project and the remaining part will be released upon acceptance of the inception report. The final 10% of the approved grant will normally only be released after completion of the project, subject to completion of all project deliverables, achievement of KPIs by end of the project, submission of a completion report together with a final audited account to the satisfaction of the Secretariat in accordance with the requirement specified in Section 5.8. Disbursement of the remaining of the approved grant will normally be divided equally by the number of half-yearly progress reports required, and be rounded down to cent. Interim payment may be released to the applicant subject to the endorsement of the progress report and statement of account with financial position of the project and/or an annual audited account by the Secretariat normally within two months. The financial position of the project submitted by the applicant shall reflect the spending level and projected expenditure for the project. Any deviation from the above guidelines for disbursement schedule will only be considered under exceptional circumstances.
- 5.5.2 All revenue/income received/derived from the project (including sales of output, fees generated from activities conducted and interest income generated from cash in hand for the project) during the project period and sponsorship from other sources to fund part of the projects, irrespective of whether it has been declared in the application, must be defrayed against the actual expenditure before calculating the amount to be reimbursed as the final payment; or ploughed back into the project account as set out in the agreement signed between the Government and the applicant, except for the approved amount re-invested into the Project as set out in Section 5.5.8 below.
- 5.5.3 Amount to be reimbursed for individual items of the budget will not exceed the approved amount for that item. However, the applicant may seek prior written approval from the Secretariat to increase the original approved amount of an individual item by up to 20% provided that the total amount to be reimbursed will not exceed the total approved grant.
- 5.5.4 The grant could be reduced by the Secretariat at its absolute discretion and on a pro-rata basis in the following circumstances –
- (a) the scope and/or activities of the project have been changed;
 - (b) the actual area of the site conserved is less than that set out in the application form and/or funding agreement (hereafter “originally targeted”);
 - (c) the actual frequency of activities conducted (e.g. field visits) is less than originally targeted;
 - (d) the number of participants invited is less than originally targeted;
 - (e) the number of publication (e.g. leaflets) is less than originally targeted;
 - (f) the duration for providing public access to the building(s) with built heritage conservation is less than originally targeted; or

(g) the duration of the project is less than originally targeted.

5.5.5 In the case of unsatisfactory performance or for any reason that the applicant is unable to attain the project targets, the Secretariat, with the ACCC's advice, reserves the right to reduce the amount of the grant based on the performance of the applicant, by taking into account of the progress already made in implementing the project, percentage of the quantifiable deliverables/performance targets completed/achieved and/or other factors deemed relevant.

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

5.5.7 Any unspent balance of the grant shall be returned to the CCFS within one month after completion of the project.

5.5.8 All revenue/income and sponsorship stipulated in Section 5.5.2 are considered as the Generated Project Income. The Generated Project Income could be allowed to re-invest to other value-added conservation related items (such as promotional/educational activities) during the project period. The new related items shall be reported to the ACCC for agreement. Under no circumstances the project income shall be applied to other uses outside the project scope and be spent prior to the VSC's agreement and after project completion. Any unspent project income shall be returned to the CCFS for offsetting part or whole of the funded amount. Failure to report and return such income to the CCFS will render the organisation ineligible for future applications.

5.6 Project Account and Interest

5.6.1 The applicant shall deposit the CCFS grant received into a risk-free interest-bearing account in its name opened with a licensed bank in Hong Kong to facilitate the checking of all financial records by the Government and auditors as and when necessary. This requirement is not applicable to post-secondary education institutions provided that the CCFS grant is kept and operated by their respective finance offices.

5.6.2 Interest incomes generated from the CCFS grant and other receipts for a project have to be defrayed against the actual expenditure before calculating the amount to be reimbursed as the final payment, if any.

5.6.3 The applicant may be required to compensate the Government for loss of interest income if the CCFS grant is not properly handled. Where necessary, the Government will initiate legal action for suitable remedies.

5.7 Project Monitoring and Evaluation Mechanism

5.7.1 Evaluation on progress reports and completion report shall be made to assess the level of achievement against the scope and requirements set out in accordance with the application form, the effectiveness of the project, where applicable, against the KPIs with the proposed schedule. Failure in meeting any project targets/deliverables may affect subsequent applications.

5.8 Progress, Completion and Financial Reports

- 5.8.1 Ongoing projects are monitored and completed projects are reviewed by EEB and relevant government departments. The applicant has to submit a half-yearly progress report and a statement of account with projected expenditure once every six months to the Secretariat. For projects receiving a grant of more than \$300,000 and lasting more than 18 months, applicants are also required to submit, once every 12 months, an annual audited accounts audited by certified public accountant (practising) (CPA (practising)) within the meaning of Section 2 of the Professional Accountants Ordinance (Cap. 50) to the Secretariat. Except for the first disbursement, all disbursements will be subject to the progress and satisfactory performance of the project. EEB and relevant government departments may carry out on-site visits or surprise checks to examine the progress and achievements of the project at any time.
- 5.8.2 Within two months after completion of the reporting period/project or before the date specified in the agreement, the applicant has to submit a progress report with a statement of account and, if applicable, an annual audited account; a completion report with a final audited account to the Secretariat (for projects with an approved grant of more than \$300,000, the audited accounts shall be audited by CPA (practising)). If an extension of the submission deadline is required, prior approval shall be obtained from the Secretariat. EEB and relevant government departments will assess the success or effectiveness of the project by comparing the project results against its original objectives and targets as set out in the application.
- 5.8.3 The auditing requirements stated in 5.8.1 and 5.8.2 are not applicable to post-secondary education institutions provided that a statement of account, covering past 12 months, is certified by their respective finance offices.
- 5.8.4 For any project with the approved grant of or below \$300,000, the grant received must be shown in a complete statement of account, together with the original copy of invoices and receipts or their certified copy. Auditing will not be required, but the Secretariat reserves the right to check all financial records kept by the applicant relating to use of the grant.
- 5.8.5 The Independent Commission Against Corruption (ICAC) is authorised to review the procedures and practices of the funding scheme to prevent corruption and related malpractices, including the obtaining of any information or record kept by applicants for inspection and analysis. The applicant shall fully co-operate with ICAC and give it all the assistance when required.
- 5.8.6 Where an audited account by CPA (practising) is required to submit with the progress/completion report, the audited account to be certified by the CPA (practising) shall show the approved budgets of the respective items with the corresponding expenditure, and provide assurance that the audited accounts properly presented the financial position of the project and that the conditions of the grant from the CCFS are met.
- 5.8.7 The CPA (practising) are required to express an audit opinion as to whether the applicant of the project has complied, in all material respects, with all the requirements set out in the “Notes for Auditors and Sample Auditor’s Report” and to make full disclosure of any material noncompliance. The “Notes for Auditors and Sample

Auditor's Report" could be downloaded from the CCFS webpage (https://www.eeb.gov.hk/en/conservation/ccfs/ccfs_main.html).

5.8.8 All progress, completion reports and statement of account shall be signed by the Person-in-charge, dated and affixed with the chop of the applicant. The statement of account shall be submitted in such format as prescribed in the Template Statement of Account. For MA projects, the progress and completion reports shall be submitted in such format as prescribed in the Progress/Completion Report Form.

5.8.9 Unsatisfactory performance will affect the organisation's future chance of getting funding. The organisation's management will be informed.

5.8.10 Late submission of the audited accounts may lead to suspension or termination of the funding support for the project.

5.9 Record Keeping and Right of Inspection

5.9.1 The applicant shall maintain, for a minimum period of seven years after the completion of the project, full and proper books of accounts and records in respect of the project.

5.9.2 The applicant shall allow the Secretariat and its authorised representatives to access to all or any of the books and records for conducting audit, inspection, and verification. Upon request by the Secretariat, the applicant shall provide the requested information to the Secretariat within 10 working days.

5.10 Personal Data

5.10.1 The personal data of any individual provided by the applicant whether in the application for the grant or from time to time for the purpose of the project may be used by the Government and the ACCC, for the purposes of processing the application, administering the grant, monitoring the project, exercising its rights and powers under the agreement and all other purposes arising from or incidental to the aforementioned purposes.

5.10.2 The applicant has to ensure that the relevant individual to whom the personal data belongs has acknowledged and consented that the personal data provided may be disclosed to other government departments or bureaux, other public bodies or the public or such other person as the Government considers appropriate having due regard of the purposes mentioned in Section 5.10.1 above.

5.10.3 An individual to whom the personal data belongs has the right of access and correction with respect to personal data as provided for in Sections 18 and 22 of, and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance (Cap. 486). The right of access includes the right to obtain a copy of the personal data provided.

5.10.4 Enquiries concerning the personal data collected, including the making of access and correction, should be addressed to the Secretariat.

5.11 Intellectual Property Rights Arising from Projects and the Use of Project Results

- 5.11.1 In this Section, Intellectual Property Rights means patents, trade marks, service marks, trade names, design rights, copyright, domain names, database rights, rights in know-how, new inventions, designs or processes and other intellectual property rights whether now known or created in future (of whatever nature and wherever arising) and in each case whether registered or unregistered and including applications for the grant of any such rights.
- 5.11.2 The applicant shall unconditionally grant or in case it is not empowered to do so, shall at its own costs and expenses procure the grant of an irrevocable, non-exclusive, royalty-free, worldwide, perpetual and sub-licensable and transferable licence for the benefits of the Government, its authorised users, assigns and successors-in-title to do any of the acts restricted by copyright under Sections 22 to 29 of the Copyright Ordinance (Cap. 528) in respect of the application form and all its accompanying materials to be submitted by the applicant (hereafter “Submitted Items”) for all purposes contemplated by or incidental to this Guide, the application and approved grant including without limitation the application assessment, monitoring of the progress of the approved project, evaluation, review, audit and record keeping in relation to the funding support. Such licence shall include without limitation the rights to copy, possess, process, archive and keep the Submitted Items, and to distribute copies of the Submitted Items to EEB personnel, the AP, the VSC, the ACCC, advisors, consultants, scholars, experts, and the related government bureaux and departments.
- 5.11.3 With respect of any works, deliverables or materials of which the Intellectual Property Rights subsisting therein are vested in a third party and are used (including replication, distribution and/or publication thereof), contained or incorporated in the Submitted Items (hereafter “Third Party Materials”), the applicant shall obtain or procure at its own costs and expenses prior to such use or incorporation of the Third Party Materials, the prior written consent or licences from the owners of the relevant Intellectual Property Rights, which allow the applicant and its authorised users, the Government, its authorised users, assigns and successors-in-title, to use the Third Party Materials in any manner and for any purposes provided in Section 5.11.2 above. The Government reserves the right to require the applicant to submit the aforementioned written consent or licences concerned for verification.
- 5.11.4 The applicant shall inform the Government in writing of the existence of any Third Party Materials and any restrictions whatsoever affecting the use of the Submitted Items such as restrictions on doing the acts restricted by copyright stated in Section 5.11.2 above.
- 5.11.5 The applicant shall indemnify and keep the Government, its authorised users, assigns and successors-in-title fully and effectively indemnified against all actions, expenses, losses, damages, claims, liabilities, proceedings, demands, charges, costs and any awards and costs which may be agreed to be paid in settlement of any proceedings and liabilities of whatsoever nature arising out of or in connection with any allegation and/or claim that any Intellectual Property Rights or any other rights of any person have been infringed due to (i) the applicant’s failure to comply with any of the provisions in this Section 5.11; (ii) the exercise by the Government, its authorised users, assigns or successors-in-title of any of the rights granted under this Guide (including without limitation this Section 5.11); or (iii) the use, custody or possession by the

Government, its authorised users, assigns or successors-in-title of any of the Submitted Items in relation to the application and funding support.

5.11.6 The Government has the right to require the applicant to vest in the Government the Intellectual Property Rights subsisting in any works, deliverables, materials or assets created, developed, made, supplied or constructed by or on behalf of the applicant which are supported by the funding approved under the CCFS. The applicant shall execute any agreements, deeds, instruments or documents (or procure that the same be executed) as required by the Government to give such effect.

5.11.7 This Section shall survive the termination or completion of the application of the applicant for funding support from the CCFS and be binding on the applicant.

5.12 Publicity of Project Events and Results

5.12.1 It is the applicant's responsibility to provide the schedule, information, details and any updates of all the project activities/events prior to carrying out the activities/events in a timely manner to the Secretariat.

5.12.2 The applicant shall, as far as practicable, publicise the project results or any events related to the project through publications, seminars, workshops, conferences and exhibitions etc.

5.12.3 The applicant shall notify the Secretariat on publishing all data and/or project results. Copies of publications or publicity materials produced under the project must be made available to the Secretariat within one month after completion of the project.

5.12.4 All data and findings of the project shall be made available to the Secretariat for publicising on Government platforms at absolute discretion of the Secretariat, for public access at any time.

5.12.5 Projects which receive funding support from the CCFS, including the activities, publicity and other events organised under the projects, as well as their related educational, publicity and other related materials, shall not be used for purposes of personal, political, commercial or religious publicity of any individuals or organisations. Nor shall any such activities, events or materials arising from a CCFS-funded project be presented in a way as to induce public perception of any personal, political, commercial or religious publicity of any kind, or misrepresent any association of any individuals or organisations with the CCFS. In addition, activities and events organised and materials produced under the projects shall not be implemented or distributed in a way which may adversely affect the CCFS's image, or cause any liability to the CCFS.

5.12.6 For publicity materials produced under the CCFS-funded projects or activities, the size of the name and/or logo of the organisers/co-organising/supporting/sponsoring bodies shall not be larger, or placed in a more prominent position, than those of the CCFS and the CCO.

5.12.7 For the purpose of identification, the applicant shall issue suitable work identity cards for staff and/or volunteers carrying out activities under the projects funded by the CCFS. Staff and/or volunteers shall not wear other uniforms apart from those of the

applicant. Where other means of identification is proposed, prior approval from the Secretariat is required.

5.12.8 The applicant is obliged to submit a copy/sample/artwork of all publicity materials proposed, produced or used for the project or its activities for review by the Secretariat as and when required, and must follow any request of the Secretariat on the format and presentation of such materials. The appearance of publicity materials containing any message (whether, explicit and/or implicit) which will/may possibly constitute or cause the occurrence of any offences endangering national security or otherwise may be contrary to the interest of national security shall strictly be prohibited.

5.12.9 When considering the location and arrangements for displaying publicity materials, the applicant shall comply with the relevant legislation and regulations, and obtain the endorsement of all relevant authorities, government departments and other relevant parties, including consultation of parties affected as appropriate. The CCFS's funding support for the project shall in no way be construed as support for the proposed location and arrangements for the display of such publicity materials.

5.13 Procurement of Capital Items, Goods and Services

5.13.1 The applicant is obliged to adhere to a high standard of integrity and spend the grant in an open, fair and accountable manner. It is required to observe the Best Practice Checklist issued by the Corruption Prevention Department of the ICAC, namely "Strengthening Integrity and Accountability – Government Funding Schemes Grantee's Guidebook" which can be downloaded from the ICAC website – http://www.icac.org.hk/filemanager/en/content_218/GranteeBPC.pdf

5.13.2 The applicant shall exercise utmost prudence in procuring capital items, goods or services for the project and must adhere to the following procedures unless the Secretariat agrees otherwise in advance –

- (a) for every procurement the aggregate value of which is \$5,000 or below, quotations from suppliers are not required for most items unless specified in the *Appendix 2*;
- (b) for every procurement the aggregate value of which is more than \$5,000 but less than \$50,000, quotations from at least two suppliers shall be obtained;
- (c) for every procurement the aggregate value of which is \$50,000 or more, but less than \$500,000, quotations from at least three suppliers shall be obtained;
- (d) for every procurement the aggregate value of which is \$500,000 or more, but less than \$1,400,000, quotations from at least five suppliers shall be obtained; and
- (e) for every procurement the aggregate value of which is \$1,400,000 or more, open tendering shall be used.

5.13.3 The applicant shall 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 Secretariat.

5.13.4 In procuring goods or services, the tender document shall not specify the brand, models and manufacturer.

5.13.5 In case the applicant intends to procure the items from a company/organisation/individual without following the process in Section 5.13.2 above, it has to provide details, justifications and its relationship with the company/organisation/individual in the application form. If the application is approved, subsequent approval from the Secretariat will not be required.

5.13.6 The applicant shall take stock of any capital items procured with the grant from the CCFS. The Person-in-charge is required to report the status of capital items procured with the grant, which shall be listed out in the progress report with photos and conditions of the items attached therein. Photos of all capital items procured with the grant shall be taken afresh for each progress report submission.

5.13.7 In the case of universities, they may adhere to their established/current standard procurement procedures provided that the established/current procurement procedures are not less stringent than that described in Sections 5.13.2 to 5.13.6 above.

5.13.8 All quotations and tendering documents shall be kept for inspection by the Secretariat. Please refer to Section 5.9 above for requirements on record keeping.

5.14 Capital Items, Educational Materials and Computer Softwares

5.14.1 For capital items such as computer, digital camera, tablet PC, projector, etc., the applicant shall deploy its resources, where possible, and those acquired in previously ECF/CCFS funded projects for implementation of the proposed project. Strong justifications including the proposed usage rate and the use of equipment items to enhance project effectiveness have to be provided for acquisition of the above equipment and other asset items.

5.14.2 The title of capital items, educational materials and computer softwares procured with the grant from the CCFS will remain with the Government during the project period. Upon completion of the project or the expiry or termination of the project, whichever is earlier, the Secretariat may require the applicant to dispose of the capital items, educational materials and computer softwares at market price or make other arrangements for disposal. The applicant shall comply with such requirement and credit the sale proceeds to the project account.

5.15 Acknowledgement of Support and Disclaimer

5.15.1 The source of funding (both the name and logo of the CCFS and the CCO) must be acknowledged in all publicity materials relating to the project. Failure in making proper acknowledgment may result in suspension or termination of funding support and affect the future applications. Applicant shall also follow the requirements in the Logo Application Manual

(https://www.eeb.gov.hk/en/conservation/ccfs/ccfs_application.html)

for acknowledgement of funding source.

5.15.2 The name and logo of the CCFS and the CCO may be used and printed onto various categories of publicity materials with a view to promulgating the contribution of the CCFS and the CCO. Examples of publicity materials include publicity leaflets/posters/banners; reports and publications of project outcome; and advertisements on paper and electronic media.

5.15.3 Use of the name and logo of the CCFS/CCO/Agriculture, Fisheries and Conservation Department (AFCD) for other purposes requires prior approval of the CCO/AFCD. In no circumstances shall the name and logo of the CCFS/CCO/AFCD be used for publicity for commercial interest or other purposes which may damage the image and/or cause any liability to the CCFS/CCO/AFCD. A disclaimer shall be added to all publications and media briefs related to the CCFS-funded projects: *“Any opinions, findings, conclusions or recommendations expressed in this material/event do not necessarily reflect the views of the Government of the Hong Kong Special Administrative Region.”*

5.16 Suspension/Termination of Funding Granted

5.16.1 The Secretariat may suspend/terminate funding granted to a project under any of the following circumstances –

- (a) if the project does not commence within six months after approval of the grant and no reasonable explanation has been given by the applicant;
- (b) the Secretariat considers that the project has not progressed satisfactorily and no reasonable explanation has been given by the applicant;
- (c) the Person-in-charge leaves the organisation prior to completion of the project and there is no one available who has been involved in the project and considered suitable by the Secretariat as appropriate to take over the role of Person-in-charge;
- (d) if the organisation fails to comply with the funding conditions as set out in this Guide and/or the approval letter and no reasonable explanation has been given; and
- (e) if the required permit/licence/consent from the relevant authority/land owner/tenants is no longer available at any stage of the project.

5.16.2 The Secretariat may immediately terminate funding granted to a project upon the occurrence of any of the following events:

- (a) The organisation has engaged or is engaging in acts or activities that are likely to constitute or cause the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security;
- (b) The continued engagement of the organisation/contractor or the continued performance of the project is contrary to the interest of national security; or
- (c) The Government reasonably believes that any of the events mentioned above is about to occur.

- 5.16.3 In each of the cases of suspension/termination of funding granted pursuant with Section 5.16.1 above, the Secretariat shall give one month's notice to the organisation. In cases of suspension, the organisation shall demonstrate that measures have been taken to rectify the problems and the situation has been redressed to the satisfaction of the Secretariat before the Secretariat may lift the suspension. In case of termination, the balance of the grant or any funding given in advance shall be returned to the CCFS. Furthermore, the organisation shall properly keep all the capital items, educational materials and computer softwares acquired for the project, and dispose them or return them to the Government as requested by the Secretariat.
- 5.16.4 Any suspension or termination of a project will affect the organisation's chance of getting funding or other support from the CCFS in future. The organisation's management will be informed.
- 5.16.5 The grant from the CCFS shall be entitled to be refunded by the organisation of part or all of a grant which has been used other than in accordance with the terms of the approved project.
- 5.16.6 Change of the Project Leader must be approved in advance by the Secretariat. The Secretariat will consult the ACCC before granting approval for major changes including, but not limited to,
- (a) revision to the budget (except for those revisions described in Section 5.5.3);
 - or
 - (b) transfer of the project to another organisation.
- 5.16.7 The Secretariat may suspend/terminate funding granted to the project if the project is being carried out under any of the above circumstances in Section 5.16.6 without prior approval.
- 5.16.8 The organisation has the obligation to report the progress of the ongoing projects to the Secretariat, whether through regular reports or upon the Secretariat's requests anytime.

5.17 **Probity**

- 5.17.1 The organisation shall observe the Prevention of Bribery Ordinance, Cap. 201 ("PBO") and shall advise its associates, associated persons, Project Team, directors, employees, agents, consultants, contractors and other personnel who are in any way involved in the project (including the co-organising/supporting/sponsoring bodies, if any) (collectively, hereafter "Relevant Personnel") that they are prohibited from offering, soliciting or accepting any advantages as defined under the PBO, such as money, gifts, loans, discounts, favour, etc. in the conduct of or in relation to the project.
- 5.17.2 The offer of an advantage to any government officers or the Chairperson or Members of the ACCC while having business dealing with them or with a view to influencing the application results is an offence under the PBO. Any such offer by the applicant, or the Relevant Personnel may cause conflict of interest with the government officers involved in the CCFS or the Chairperson or Members of the ACCC and those be seen as such will render the application null and void. The Government may also cancel the

application approved and hold the applicant liable for any loss or damage which the Government may sustain.

5.17.3 The applicant shall ensure that the Relevant Personnel shall avoid conflict of interest situations as and when necessary and not to disclose any confidential information in the conduct of or in relation to the project.

5.17.4 The applicant shall ensure that the Relevant Personnel shall not accept lavish, unreasonably generous or frequent entertainment, or which is likely to give rise to any actual, potential or perceived conflict of interest situations.

5.18 Indemnity

5.18.1 The applicant shall indemnify and keep indemnified each of the Government, Secretariat, each member of the ACCC, and any assigns and successors-in-title of each of them (collectively, hereafter “Indemnified Parties”) fully and effectively indemnified against (i) all losses, damage, liabilities, and costs (including all legal fees and other awards, costs, payments, charges and expenses on a full indemnity basis) suffered or incurred by an Indemnified Party; and (ii) all action, proceedings, claims, and demands threatened, brought or established against an Indemnified Party (whether or not successful, compromised, settled, withdrawn or discontinued) (collectively, hereafter “Third Party Claims”); and everything mentioned in (i) above due to such Third Party Claims, which in any case arise directly or indirectly in connection with, out of or in relation to:

- (a) any breach of the terms of the project by the applicant, regardless of whether such breach was caused by the applicant or any member of the Project Team; or
- (b) any act or omission or negligence of the applicant or any member of the Project Team in the implementation of the Project; or
- (c) any allegation or claim that the use, operation or possession of the project deliverables or the materials or the exercise by an Indemnified Party of any right granted under the funding agreement in relation to such Materials infringes any intellectual property rights of any persons; or
- (d) any warranties or representations made by the applicant in the funding agreement, or in the approved proposal or in the approved budget or in any document (including in any of the reports) or information provided by the applicant to the Secretariat, the ACCC or the Government from time to time being untrue, misleading, forged or incomplete; or
- (e) any failure of the applicant or of the Project Team to comply with or observe any applicable law or regulation (regardless of the law or regulation of which jurisdiction in the implementation of the project).

5.19 Others

5.19.1 The applicant shall bear all responsibility, financial or otherwise, for expenditure or other liabilities from the projects.

5.19.2 The Government and the ACCC shall bear no responsibility, financial or otherwise, for expenditure or other liabilities arising from the projects.

5.19.3 The Government may at any time, if it considers fit, amend or add provision to this Guide, without prior notice to any party.

**List of Sites for Implementation of
Nature Conservation Management Agreement Projects and
Formulation of Proposals on Restoration of Built Heritage**

Note: Sites on the Lantau (in shade) are excluded under the CCFS.

A. Priority Sites for Enhanced Conservation

No.	Name of Site
A1	Ramsar Site
A2	Sha Lo Tung
A3	Tai Ho
A4	Fung Yuen
A5	Luk Keng Marsh
A6	Mui Tsz Lam and Mau Ping
A7	Wu Kau Tang
A8	Long Valley and Ho Sheung Heung
A9	Deep Bay Wetland outside Ramsar Site
A10	Cheung Sheung
A11	Yung Shue O
A12	Sham Chung

B. Country Park Enclaves

(* represents Country Park Enclaves which are also Priority Sites for Enhanced Conservation)

(^ represents Country Park Enclaves which have been incorporated into Country Parks)

No.	Name of Site	Area in ha (About)
B1	Shap Yi Wat	3
B2	Ngau Liu and Kwun Yam Shan	72
B3	Wong Chuk Yeung	37
B4	*Sha Lo Tung	56
B5	*Kai Kuk Shue Ha, Ho Lek Pui and Ham Hang Mei	8
B6	*Ho Pui, *Tin Sam, *Sam Ka Tsuen, *San Uk Tsuen, *San Uk Ha, *Lo Wai, *Leng Pui and *Kau Tam Tso	98
B7	Wong Yi Chau and Hei Tsz Wan	9
B8	Pak Tam Chung	2
B9	Tsak Yue Wu	15
B10	Tai Long, Lam Uk Wai, Lung Mei Tau, Tai Wan and Ham Tin	46
B11	Pak Tam	5
B12	Shek Hang	3
B13	Tai Mong Tsai, She Tau, Ping Tun, Tit Kim Hang, Tam Wat, Tai Po Tsai, San Tin Hang, Tso Wo Hang, Wong Chuk Wan and Wong Mo Ying	126

No.	Name of site	Area in ha (About)
B14	Wong Keng Tei and Tsam Chuk Wan	36
B15	*Sham Chung	32
B16	Fan Lau Tsuen	24
B17	Pak Fu Tin	3
B18	Lung Mei and Tai Long	28
B19	Ngong Ping	103
B20	Lai Chi Yuen	5
B21	Shui Tseng Wan	2
B22	Yi Long	7
B23	Shui Hau Wan	1
B24	*Mau Ping, *Mau Ping Lo Uk, Mau Ping San Uk, and Wong Chuk Shan	45
B25	^Kam Shan	1
B26	Site near Chuen Lung	10
B27	Site near Tso Kung Tam	9
B28	Tin Fu Tsai	53
B29	Tsing Fai Tong	26
B30	Sheung Tong	10
B31	Sheung Fa Shan	26
B32	^Yuen Tun	19
B33	Ping Shan Chai	15
B34	Hung Shek Mun Tsuen	10
B35	Lai Tau Shek	10
B36	Sam A Tsuen	23
B37	^Sai Lau Kong	2
B38	Siu Tan	20
B39	Kop Tong, Mui Tsz Lam and Lai Chi Wo	91
B40	So Lo Pun	29
B41	Kuk Po San Uk Ha, Kuk Po Lo Wai, Yi To, Sam To, Sze To and Ng To	64
B42	Fung Hang	9
B43	Yung Shue Au	18
B44	^Fan Kei Tok	5
B45	Chau Mei, Tai Tong, Chau Tau and Sha Tau	26
B46	Pak A	11
B47	Tung A	10
B48	Pak Lap	6
B49	Pak Tam Au	14
B50	To Kwa Peng	9
B51	Chek Keng	31
B52	Tai Tan, Uk Tau, Ko Tong, Ko Tong Ha Yeung	67
B53	Tung Sam Kei	4
B54	Ko Lau Wan, Mo Uk, Lam Uk, Lau Uk and Tse Uk	33
B55	^Sai Wan	17
B56	Hoi Ha	8

No.	Name of site	Area in ha (About)
B57	Pak Sha O, Pak Sha O Ha Yeung	29
B58	Nam Sham Tung	5
B59	Lai Chi Chong	16
B60	*Yung Shue O	32
B61	*Cheung Sheung	16
B62	Tai Hom	5
B63	Wong Chuk Long	4
B64	Site near Wong Mau Kok	3
B65	Luk Wu, Upper Keung Shan, Lower Keung Shan, Cheung Ting and Hang Pui	155
B66	Tsin Yue Wan	4
B67	Ngau Kwo Tin	7
B68	Tei Tong Tsai	15
B69	Yi Tung Shan	7
B70	Man Cheung Po	2
B71	^Site near Nam Shan	6
B72	Site near Peaked Hill	5
B73	*Tai Ho and Site near Wong Kung Tin	277
B74	Yi O	23
B75	Site near Ngau Wu Tok	5
B76	Site near Tai Po Mei	6
B77	Shui Mong Tin	2

C. Private Land in Country Parks

Private lands inside the following country parks:

No.	Name of Site	No.	Name of Site
C1	Aberdeen Country Park	C13	Plover Cove Country Park
C2	Clear Water Bay Country Park	C14	Plover Cove (Extension) Country Park
C3	Kam Shan Country Park	C15	Pokfulam Country Park
C4	Kiu Tsui Country Park	C16	Tai Tam (Quarry Bay Extension) Country Park
C5	Lam Tsuen Country Park	C17	Sai Kung East Country Park
C6	Lantau North Country Park	C18	Sai Kung West Country Park
C7	Lantau North (Extension) Country Park	C19	Shek O Country Park
C8	Lantau South Country Park	C20	Shing Mun Country Park
C9	Lion Rock Country Park	C21	Tai Lam Country Park
C10	Lung Fu Shan Country Park	C22	Tai Mo Shan Country Park
C11	Ma On Shan Country Park	C23	Tai Tam Country Park
C12	Pat Sin Leng Country Park	C24	Sai Kung West Country Park (Wan Tsai Extension)

**List of Remote Villages for Implementation of
Cultural Rehabilitation/Revitalisation Projects and
Research Activities on Countryside Conservation and Revitalisation**

D. List of Remote Villages

No.	Name of Remote Villages	District
D1	Sha Po	Islands excluding Lantau
D2	Tai Yuen	
D3	Ko Long	
D4	Wang Long	
D5	Tai Wan San Tsuen	
D6	Tai Wan Kau Tsuen	
D7	Lo Tik Wan	
D8	Tai Peng	
D9	Lo So Shing	
D10	Yung Shue Ha	
D11	Tung O	
D12	Luk Chau	
D13	Po Toi	
D14	Lai Chi Wo	
D15	Kap Tong	
D16	Mui Tsz Lam	
D17	Sam A	
D18	Kuk Po	
D19	Fung Hang	
D20	Yung Shue Au	
D21	Kau Tam Tso	
D22	So Lo Pun	
D23	Ap Chau	
D24	Kat O (<i>Kat O is partly within Country Park</i>)	
D25	Ngau Shi Wu	Sai Kung
D26	Tsat Muk Kiu	
D27	Wong Mo Ying	
D28	She Tau	
D29	Tam Wat	
D30	Tit Kim Hang	
D31	Shek Hang	
D32	Ping Tun	
D33	Wong Yi (Nai) Chau	

No.	Name of Remote Villages	District	
D34	Pak Tam Chung (Sheung Yiu)	Sai Kung	
D35	Tai Long		
D36	Uk Cheung		
D37	Ma Nam Wat		
D38	Pak A		
D39	Tung A		
D40	Pak Lap		
D41	Yim Tin Tsai		
D42	Sai Wan		
D43	Tai No		
D44	Tai No Sheung Yeung		
D45	Wong Keng Tsai		
D46	Long Ke		
D47	Tai She Wan		
D48	Shap Yi Wat		Sha Tin
D49	Mau Tat		
D50	Kong Pui Tsuen		
D51	Kwun Yam Shan		
D52	Mau Tso Ngam		
D53	Lo Shu Tin		
D54	Mui Tsz Lam (Sha Tin)		
D55	Ma On Shan Tsuen		
D56	Mau Ping		
D57	Wong Chuk Shan		
D58	Shek Lung Tsai		
D59	Ngong Ping		
D60	Fu Yung Pit		
D61	Nim Au		
D62	Cheung Lek Mei		
D63	Wo Sheung Tun		
D64	Ho Lek Pui		
D65	Ngau Wu Tok		
D66	Au Pui Wan		
D67	Shek Lau Tung	Tai Po	
D68	Sha Lo Tung Cheung Uk		
D69	Sha Lo Tung Lei Uk		
D70	Siu Om Shan		
D71	Yin Ngam		
D72	Ping Chau Chau Mei		
D73	Ping Chau Chau Tau		
D74	Ping Chau Sha Tau		
D75	Ping Chau Tai Tong		

No.	Name of Remote Villages	District
D76	Sham Chung	Tai Po
D77	Pak Sha O	
D78	To Kwa Peng	
D79	Chek Keng	
D80	Cheung Sheung	
D81	Tan Ka Wan	
D82	Kau Lau Wan	
D83	Lai Chi Chong	
D84	Nam Shan Tung	
D85	Ping Shan Chai	
D86	Tung Sam Kei	
D87	Ping Chau Nai Tau	
D88	Tap Mun	
D89	Tsing Fai Tong	Tsuen Wan
D90	Sheung Fa Shan	
D91	Sheung Tong	
D92	Ha Tong Lek	

Level of Funding Support for Expenses of CCFS Projects

Item	Level of Funding Support (\$)
1. Publicity – including items such as banners, posters, leaflets, postage, etc.	<ul style="list-style-type: none"> • The ceiling is capped at 20% of the approved total budget. • The applicant is free to manoeuvre with the grant among the various approved ‘publicity’ items.
2. Opening/Closing Ceremony – including invitation, souvenirs for officiating guests, set up and decoration, backdrop, rental payment of venue, PA system, etc.	<ul style="list-style-type: none"> • The ceiling is capped at 20% of the approved total budget. • The applicant is free to manoeuvre with the grant among the various approved ‘opening/closing ceremony’ items.
3. Venue Setup – including rental payment of venue and related equipment or systems (for all activities other than opening/closing ceremony), set up and decoration, backdrop, etc.	<ul style="list-style-type: none"> • The ceiling is capped at 30% of the approved total budget. • Quotations must be provided. • Request of funding to cover charges for use of inhouse equipment/facilities of the applicant is normally not supported. If such support is necessary due to special reasons, prior agreement of the Secretariat must be secured and the expenditure for rental is set at 20% of the current market price for renting the items concerned.
4. Booths – including rental payments, decoration and prizes for game booths	<ul style="list-style-type: none"> • The ceiling is capped at \$850 per booth.
5. Production of Exhibition Panel	<ul style="list-style-type: none"> • Maximum \$2,700 per panel. • The ceiling is capped at \$27,300 per application. • Applicant is encouraged to borrow exhibition panels from Environmental Protection Department (Hotline: 2835 1012).
6. Prizes for Competition	<ul style="list-style-type: none"> • Maximum \$2,000 per set of both trophies and prizes for each competition. Cash or cashable items must not be given.

Item	Level of Funding Support (\$)
7. Hire of Speakers/Instructors	<ul style="list-style-type: none"> • Maximum \$650 for a speaker/instructor for each function lasting three hours or more. For function lasting less than three hours, maximum \$200 per hour for a speaker/instructor. • For speaker/instructor requiring professional qualification: maximum \$320 per hour for a speaker/instructor (qualification shall be supported by certificates issued by relevant authorities). • The funding support may be adjusted upwards on the merit of each case. Prior approval from the Secretariat shall be obtained before the expenditure concerned is incurred. • Honoraria for speakers who are staff employed for the project are normally not supported.
8. Insurance for Third Party Liabilities	<ul style="list-style-type: none"> • Funding support will be based on the basic requirements. • Quotation must be provided.
9. Transportation – including hire of coach and launch and hire of van/lorry for transportation of materials	<ul style="list-style-type: none"> • Maximum \$2,600 per coach (round trip). • The amount of funding support is based on the actual expenditure. • Quotations must be provided. • For hire of launch and van/lorry, the applicant shall specify and provide justification for the size of launch/van/lorry to be hired.
10. Admission Fee	<ul style="list-style-type: none"> • Participants are required to pay 40% of the admission fee.
11. Package Tour	<ul style="list-style-type: none"> • For hire of package tour, 40% of the charge shall be paid by the participants.
12. Souvenir (for officiating guests and judges only for functions other than ceremony)	<ul style="list-style-type: none"> • Maximum unit price: \$65.
13. Manpower and General Expenses – including Direct Labour Cost, Audit Fee, Rental Payment and Administrative and Overhead Costs, etc. (Note: Administrative and Overhead Costs are only applicable to applicants without government subventions)	<ul style="list-style-type: none"> • For MA projects, the ceiling of ‘Manpower Expenses on Administrative Staff’ and ‘General Expenses’ shall normally be below 50% of the approved total budget or actual expenditure for the project, whichever is the less. • The ‘Direct Labour Cost’ involved in conducting nature conservation or related activities on site is capped at \$80 per hour for each labour. • For applicants with government subventions, the ceiling of ‘Administrative and Overhead Costs’ which are grouped under ‘Manpower and General Expenses’ is capped at 10% of the approved total budget, or actual expenditure, whichever is the less. Detailed breakdown on items to be charged must be provided in the application for assessment.

Item	Level of Funding Support (\$)
14. Project Staff (for MA projects only)	<ul style="list-style-type: none"> The ceiling of expenditure shall normally be below 50% of the approved total budget or actual expenditure for the project, whichever is the less.
15. Administrative and Overhead Costs (Note : only applicable to applicants (including green groups) without government subventions)	<ul style="list-style-type: none"> The ceiling is capped at 10% of the approved total budget or actual expenditure, whichever is the less. Detailed breakdown on items to be charged must be provided in the application for assessment.
16. Travel Allowance (for staff and volunteers) (Note: For staff, only allow for travelling from workplace to workplace, both under the project)	<ul style="list-style-type: none"> Maximum \$20 per journey. The funding support may be adjusted upwards on the merit of each case.
17. Meal Allowance (for volunteers only)	<ul style="list-style-type: none"> Maximum \$50 per volunteer for activities lasting 3-5 hours (excluding preparation / travelling time). Maximum \$90 per volunteer for activities lasting more than 5 hours (excluding preparation / travelling time).
18. Contingency Items	<ul style="list-style-type: none"> Only supported with full justification to the satisfaction of the Secretariat in consultation with the ACCC. Prior approval from the Secretariat should be sought before actualising the expenditure.

Remarks: The level of funding granted may be adjusted by the Secretariat as and when necessary.
For the latest version, please refer to the CCFS webpage
(https://www.eeb.gov.hk/en/conservation/ccfs/ccfs_main.html)