**Annex C**

**Ping Wo Fund Sponsorship Scheme**

**Change Request Form of Approved Project Details**

|  |  |
| --- | --- |
| **Name of Organisation:** |  |
| **Name of Approved Project:** |  |
| **Year of Receiving Funding from Ping Wo Fund (e.g. 2020-21):** |  |
| **Amount of Approved Sponsorship:** |  |
| **Proposed Change(s):** (Please provide an attachment for the details if the space is insufficient.) |
| **(a)** | **Project Schedule** |
|  | * **Change of \*Commencement Date[[1]](#footnote-1) / Completion Date[[2]](#footnote-2)\***
 |
|  |  | From: |  | To: |  |
|  |  | Reason: |  |
|  |  |  |  |
|  | * **Change of Project Schedule (**The updated schedule must be attachedwith clear indication on the proposed changes.)
 |
|  |  | Reason: |  |
|  |  |  |  |
|  |  The above change(s) will / will not\* lead to any change to the approved budget. |
|  |  |
|  | **Responsible Person of the Organisation or Person-in-charge of the Approved Project** |
|  | From: | (Name) | (Post) | (Contact No.) |
|  | To: | (Name) | (Post) | (Contact No.) |
|  |  | (Email address) | (Signature) |
|  |  |
|  | **Project Content** (See Note 1 below.)  |
|  | * **Mode of delivery (For example, from face-to-face to online mode)**
 |
|  | Details: |  |
|  | Reason: |  |
|  |  |  |
|  | * **Target audience[[3]](#footnote-3)**
 |
|  | Details: |  |
|  |  |  |
|  | Reason: |  |
|  |  |  |
|  | * **Other changes, e.g. venue of activities, type of activities, number of performance[[4]](#footnote-4)**
 |
|  | Details: |  |
|  |  |  |
|  | Reason: |  |
|  |  |  |
|  |  |
|  | The above change(s) will / will not\* lead to any change to the approved budget.  |
|  |  |
|  | **Approved Budget** (See Notes 2 and 3 below.) (The updated budget must be attached with clear indication on the proposed changes.) |
|  | Details: |  |
|  |  |  |
|  | Reason: |  |
|  |  |  |

\* Please delete where appropriate and put a “√” in the appropriate 🞏 above.

|  |  |
| --- | --- |
| **Person-in-charge of the Approved Project:** |  |
| **Name:** |  |
| **Signature:** |  |
| **Organisation chop:** |  |
| **Date** |  |

**Notes:**

1. According to part 4.3 of the Guide to Application, prior written approval must be obtained from the Committee on any changes to the approved project, including the content and implementation schedule. If the successful applicant organisation fails to conduct the project as planned and prior approval from the Committee is not obtained, the Committee reserves the right to revoke the sponsorship and require the organisation to refund the amount received (if any).
2. According to paragraph 4.2.4 of the Guide to Application, the actual expenditure on any individual items in the approved budget shall not exceed the sponsorship amount granted by the Committee for the approved item concerned. Prior written approval must be obtained from the Committee on any changes to any individual items of approved budget. The Committee reserves the right not to reimburse a successful applicant organisation for any expenditure amounts exceeding the approved amount for the item concerned. If the actual expenditure of the project is within the approved sponsorship amount but the actual expenditure on some individual items exceed the approved amount, the Committee may exercise discretion to reimburse no more than 120% of the approved amount of the individual items should sufficient justification be provided by the successful applicant organisation.
3. According to paragraph 2.5.4 of the Guide to Application, once an application has been approved by the Committee, any requests for increase in the total amount of sponsorship will not be considered.
1. The project should be started within 3 months upon approval of sponsorship. [↑](#footnote-ref-1)
2. The project should be completed within 2 years upon approval of sponsorship. Application for such extension should be submitted to the Committee with sufficient grounds two months before the original deadline. [↑](#footnote-ref-2)
3. The total estimated number of participants should remain unchanged. Otherwise, the organisation should state such change(s) and provide justifications. [↑](#footnote-ref-3)
4. The outcome / output performance should remain unchanged. Otherwise, the organisation should state such change(s) and provide justifications here. [↑](#footnote-ref-4)