

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 Date¹ / Completion Date^{2*}**

From: _____ To: _____

Reason: _____

- Change of Project Schedule** (The updated schedule must be attached with clear indication on the proposed changes.)

Reason: _____

The above change(s) will / will not* lead to any change to the approved budget.

(a) 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)

(b) Project Content (See Note 1 below.)

- Mode of delivery (For example, from face-to-face to online mode)**

Details: _____

¹ The project should be started within 3 months upon approval of sponsorship.

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.

Reason: _____

Target audience¹

Details: _____

Reason: _____

Other changes, e.g. venue of activities, type of activities, number of performance²

Details: _____

Reason: _____

The above change(s) will / will not* lead to any change to the approved budget.

(c) 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.

¹ The total estimated number of participants should remain unchanged. Otherwise, the organisation should state such change(s) and provide justifications.

² The outcome / output performance should remain unchanged. Otherwise, the organisation should state such change(s) and provide justifications here.

Person-in-charge of the Approved Project:

Name:

Signature:

Organisation chop:

Date

Notes:

1. According to paragraph 4.3.1 of the Guide to Application, prior written approval must be obtained from the Committee on any changes to the approved project, including the content. The Committee reserves the right to terminate the sponsorship and demand repayment of any advance payments already made to the successful applicant organisation if the project is not carried out along the approved proposal.
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 2.5.5 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.