

Guide to Application for The Ping Wo Fund Sponsorship Scheme 2021-22

I. Objective

- 1.1 The Ping Wo Fund Sponsorship Scheme (“the Scheme”) is launched by the Ping Wo Fund Advisory Committee (“the Committee”) to encourage community organisations to organise public education projects or activities in order to prevent and alleviate gambling-related problems.

II. Application for Sponsorship

2.1 Eligibility criteria for applicant organisation

- 2.1.1 An applicant organisation shall be a registered non-profit-making organisation (including a charitable organisation) or a statutory body. The applicant organisation is required to indicate its eligibility in the application form and provide the relevant supporting documents¹ by the application deadline². Failure in providing supporting documents by the application deadline may render the application invalid.
- 2.1.2 When an organisation and its unit(s) submit an application, they shall be regarded as a single group. Each group is allowed to submit only one application (i.e. one proposed project). If an organisation and its unit(s) have submitted more than one application, the applicant organisation/unit(s) should decide which application they would pursue prior to the Assessment Panel meeting(s). If the organisation and its unit(s) fail to reach an agreement on the application to be pursued, the Committee reserves the right to decide whether the applications will be further processed and, if so, which one will be processed.
- 2.1.3 If a joint application is made (i.e. an application jointly made by two or more eligible organisations), a principal or lead organisation must be indicated and be responsible for matters relating to the application. All organisations making a joint application shall state clearly in the application form their respective responsibilities.
- 2.1.4 If the applicant organisation intends to accept financial support and/or commercial sponsorship in kind from, other than the Ping Wo Fund (“the Fund”), any persons,

¹ A charitable organisation eligible for tax exemption under section 88 of the Inland Revenue Ordinance shall provide a copy of the relevant supporting document issued by the Inland Revenue Department. Other non-profit-making organisation shall provide the following supporting documents for verification: (a)(i) a certificate of incorporation issued under the Companies Ordinance; or (ii) a notification of establishment of a society issued under the Societies Ordinance; or (iii) a certificate of registration of a society issued under the Societies Ordinance; **and** (b)(i) a Constitution or (ii) a Memorandum of Association and/or Articles of Association duly signed by the Chairman and one other office-bearer of the organisation concerned to the effect that it is a true copy. **The Constitution or the Memorandum of Association and/or Articles of Association must clearly indicate that members of the organisation shall not take any shares of the profits or assets upon dissolution.**

organisations or Government departments, it is required to provide the relevant details in the estimated income and expenditure in the application form or the Committee has the right to withdraw the sponsorship. Under no circumstances will the applicant organisation be allowed to seek and/or accept donations and/or commercial sponsorships that may be, in the opinion of the Committee, in direct conflict with policies and interests of the Fund or any Government bureaux or departments (e.g. donations and/or commercial sponsorships from tobacco companies or alcoholic drinks companies). If the Committee considers the acceptance of donations and/or commercial sponsorships by an applicant organisation inappropriate, it will not process the application.

2.2 Requirements on a proposed project

2.2.1 The proposed public education projects/activities must bear direct relevance to the objective of the Scheme (*see paragraph 1.1 of this Guide*).

2.2.2 The applicant organisations are encouraged to organise programmes that could:

- (a) promote the important message of “Healthy Living • No Gambling” to the general public;
- (b) raise public awareness of the risks involved in various new and popular gambling channels;
- (c) promote proper concepts of financial management and developing positive values³;
- (d) strengthen the message of anti-gambling to high-risk groups; or
- (e) be in line with the prevention of gambling-related problems associated with the Federation Internationale de Football Association (“FIFA”) World Cup 2022⁴.

2.2.3 **Priority would be given to programmes focusing on the public education on problems associated with illegal online gambling.** The applicant organisations which propose such programmes should state clearly in its application the type(s) of illegal online gambling activities the programmes would be focused on (such as online casino, sports / e-sports betting, betting through gaming applications, etc.), the target audience (i.e. the general public or at-risk online gamblers) and how the programmes could help prevent and alleviate problems associated with illegal online gambling. The applicant organisations may also be invited to share with the Assessment Panel their knowledge on illegal online gambling and the associated problems (see part III).

2.2.4 Activities with young people or families as targeted groups of beneficiaries are

³ The programmes which promote concepts of financial management and development of positive values should show their direct relevance with anti-gambling.

⁴ The FIFA World Cup 2022 is scheduled for 21 November 2022 to 18 December 2022 in Qatar.

encouraged.

- 2.2.5 The proposed project must take place in Hong Kong and they must not be used for profit-making, fund-raising, commercial, religious or political purposes, or be in direct conflict with policies of the Fund or the Government.
- 2.2.6 Applications for sponsorship of activities that have already commenced will not be considered.
- 2.2.7 The applicant organisation must assign a person-in-charge to supervise the implementation of the project, monitor the proper use of the sponsorship in accordance with the approved budget, observe the principle of economy when using the sponsorship, liaise with the Secretariat to the Ping Wo Fund Advisory Committee (“the Secretariat”) and report on the progress of the project.

2.3 Application procedures and deadline for submission

- 2.3.1 Applicant organisations are required to submit the duly completed Application Form (at **Annex**) to the Committee by post or by email **on or before 5:00 p.m. on 10 September 2021 (Friday)** –

Address: 13/F, West Wing, Central Government Offices,
2 Tim Mei Avenue, Tamar, Hong Kong
(office hours: 9:00 a.m. - 6:00 p.m., Monday to Friday,
excluding public holidays)

Email: pingwofund@hab.gov.hk

For postal applications, the postmark will be taken as the submission date, while the date of acknowledging receipt will be deemed the same for application by email. Applications submitted by fax, late applications or applications with incomplete information will **not** be considered. If a Black Rainstorm Warning Signal or Typhoon Signal No. 8 or above is issued by the Hong Kong Observatory between 9:00 a.m. and 5:00 p.m. on 10 September 2021, the deadline for submission will be extended to 5:00 p.m. on the following working day.

- 2.3.2 **The duly completed Application Form (at Annex) with the signature of the person-in-charge, and the following documents must be submitted at the time of application:**
 - (a) a project proposal (including details of proposed activities);
 - (b) a copy of the organisation’s registration document; and
 - (c) the supporting documents detailed in *footnote 1* as applicable.

2.3.3 Applications will not be considered by the Assessment Panel (see part III) if applicant organisations fail to provide the documents required by the application deadline. All submitted applications, whether approved or not, will not be returned.

2.3.4 Applicant organisations must provide clarification and supplementary information before the deadline as specified in the request made by the Committee for further processing of their applications.

2.4 Notification of results

2.4.1 Under normal circumstances, the applicant organisations will be notified of the results in writing in around two months after the date of assessment. The Committee's decision shall be final and binding on all applicant organisations.

2.4.2 The Committee reserves the right to disclose the list of successful applicant organisations, titles of approved projects, amounts of sponsorship and other information relevant to the approved projects without prior consent of applicant organisations.

2.5 Acceptance of sponsorship

2.5.1 A written notification specifying the activities approved and the amount of sponsorship approved will be issued to the successful applicant organisation. The approved activities should be organised in accordance with the details set out in the project proposal and the written notification.

2.5.2 If the successful applicant organisation accepts the offer of sponsorship and agrees to comply with the guidelines set out in the written notification, it has to return a duly signed Letter of Acceptance to the Committee within the time-frame specified in the written notification and **take forward the relevant activities within three months upon approval of the sponsorship.**

2.5.3 Any requests for an extension of the above three-month period must reach the Committee with full justifications within two months upon approval of the sponsorship.

2.5.4 The Committee may withdraw the approved amount of sponsorship at any time prior to its receipt of the organisation's duly signed Letter of Acceptance. If the Committee has not received the duly signed Letter of Acceptance from the successful applicant organisation upon expiry of the time specified in the written notification, it shall be deemed that the organisation has not accepted the offer of sponsorship.

2.5.5 Once an application has been approved by the Committee, any requests for an increase in the amount of sponsorship will not be considered.

2.6 Withdrawal of an application

2.6.1 A successful applicant organisation may write to the Committee to withdraw its

application within seven calendar days upon receipt of the written notification referred to in paragraph 2.5.1. Such withdrawal is irrevocable.

- 2.6.2 On receipt by the Committee of the notice of withdrawal referred to in paragraph 2.6.1, any approvals, conditional approvals or approvals-in-principle issued by the Committee shall cease to be valid.

III. Assessment of Applications

3.1 Assessment Panel

- 3.1.1 An Assessment Panel will be set up by the Committee to assess the proposed projects on a quality basis and advise on the approval of sponsorship.

- 3.1.2 **Applicant organisations will be invited to present their proposed projects directly to the Assessment Panel for consideration and assessment.** The presentation should include but not limited to, the proposed project scope, targeted group(s) of participants, estimated outcome, budget, etc. **For applicant organisations which have previously received sponsorship by the Fund, they should be prepared to brief the Assessment Panel details of those sponsored activities including the feedback of the participants and output of activities** (e.g. mini-movie produced). Presentation with visual aids (e.g. PowerPoint presentation) is highly encouraged. If an applicant organisation refuses to give or does not give a presentation, its application will not be considered.

- 3.1.3 The offer of an advantage to any government officials or members of the Assessment Panel for the purpose of influencing the outcome of an application is an offence under the Prevention of Bribery Ordinance (“PBO”) (Cap. 201). Any such offers by an applicant organisation or its director(s), employee(s), agent(s), consultant(s), contractor(s) and other personnel involved in the project will render the application invalid. No further consideration will be given to such application. Even if the application has been approved, the Committee has the right to cancel or terminate the offer of sponsorship to the applicant organisation.

3.2 Assessment criteria and procedures

- 3.2.1 Only those applications which are in compliance with all the eligibility criteria as set out in this Guide will be submitted to the Assessment Panel for consideration. In assessing each application, the Assessment Panel will consider the relevant proposed project on the basis of the following:

- (a) theme and content of the project (which must be in line with the objective of the Scheme and the relevant requirements) (*see paragraphs 1.1 and 2.2 of this Guide*);

- (b) organisation, arrangements and management of the project (the project should be well-thought-out and appropriate, the logistics and staff management should be considered to be satisfactory);
- (c) project scope (e.g. number of participating schools/community organisations and anticipated number of beneficiaries) and the implementation timetable;
- (d) financial arrangements (the project should have a detailed budget and be cost-effective);
- (e) background of the applicant organisation;
- (f) creativity in the project in terms of content where the use of social media platforms, production of mini-movie series or adoption of other creative approaches are encouraged by the Committee;
- (g) performance indicators of the project (e.g. deliverables, key milestones, targets and approaches for performance measurement and effectiveness evaluation); and
- (h) any other factors that the Assessment Panel may consider relevant.

3.2.2 When assessing an application, the Assessment Panel may, if necessary, take into account the comments on the proposal from relevant Government bureaux/departments and professionals from the relevant perspectives, and the track record of the applicant organisation in implementing projects under other funding schemes administered by the Government.

3.2.3 The Committee reserves the right to disclose the information provided by applicant organisations to a third party for the purpose of assessing applications.

3.2.4 A detailed breakdown of items to be sponsored under application should be included in the project proposal. Applicants can apply for sponsorship from the Fund for the whole activity or for individual items of the project.

IV. Sponsorship

4.1 Project budget

4.1.1 The maximum sponsorship of each proposed project shall be HK\$350,000. The sponsorship level may, however, be raised to HK\$600,000 for large-scale and/or territory-wide programmes that can bring long-term effects and benefit a large number of participants. **Examples of projects receiving more than HK\$350,000 in the past three years include the production of anti-gambling mini-movie for broadcasting in primary and secondary schools, the Internet and TV channels; anti-gambling drama performances in primary and secondary schools, shopping malls and public places.** That said, whether the sponsorship amount could be raised to more than

HK\$350,000 should be determined on a case-by-case basis and the actual sponsorship amount approved for each programme will be subject to the merits of individual applications.

- 4.1.2 Under the Scheme, direct sponsorship will be provided to a successful applicant organisation to meet only the costs of specified expenditure items necessary for the organisation of activities under the approved project. In drawing up its budget, the applicant organisation should take note of the need to ensure cost-effectiveness of the project.
- 4.1.3 In general, the sponsorship provided under the Scheme shall not be used for meeting recurrent expenditure, such as operational expenses of offices including but not limited to those involved in the setting up of an office for the applicant organisation, the provision of facilities at the premises and for the office, the costs for fitting-out, repair and maintenance; rent and rates; expenses on utilities, local and long-distance telephone calls, fax and broadband services; the purchase of fixed assets (e.g. equipment, furniture); the production of items for sale; expenses on souvenirs for guests, gifts for activities (including those given to service targets), refreshments and snacks, uniforms for participants and miscellaneous items; entertainment expenses incurred by administrative staff of the successful applicant organisation; and payments to members of the successful applicant (who provide services not only for the programme) for their services rendered in connection with the programme. Any expenses incurred for the above purposes will not be sponsored.
- 4.1.4 The required amount of sponsorship must be proposed with reasonable grounds and the operational plan and budget (especially the expenditure items) must be prudent, realistic and justified.
- 4.1.5 An applicant organisation shall ensure that its proposed budget satisfies the following requirements:
- (a) the total expenditure on publicity (including expenses for opening/closing ceremonies (if any)) shall not exceed 10% of the total expenditure of the project. **For programmes focusing on the public education on problems associated with illegal online gambling**, the Committee may exercise discretion to allow a higher percentage of expenditure being allocated for publicity on a case-by-case basis **if online marketing is adopted for reaching out to at-risk illegal online gamblers**;
 - (b) the amount of honorarium given to a guest speaker shall not exceed HK\$1,000 per session (three hours as one session);
 - (c) the meal allowance (if any) for each volunteer of the project shall not exceed HK\$40 (half day) or HK\$80 (whole day);

- (d) an applicant organisation may apply for reimbursement of travelling expenses only if such expenses arise directly from the project and must be calculated on the basis of the most economical mode of transport available on each occasion. Taxis may be used only for exceptional cases and with sufficient grounds; and
- (e) the sum of the costs incurred in preparing an auditor's report, the miscellaneous / contingency expenses and the administration costs shall not exceed HK\$15,000 or 5% of the total expenditure of the project. (whichever is lower).

4.1.6 Generally speaking, the remuneration expenses involved in activities of the project under application shall not exceed 50% of the total sponsorship. Unless prior approval is granted by the Committee after taking into account the nature and actual needs of the activity, the actual remuneration expenses should not exceed 50% of the total sponsorship approved.

4.1.7 Subject to the requirements in paragraph 2.1.4, an applicant organisation may provide or solicit funding support from its internal resources and/or from other sources (such as funding or commercial sponsorship from third parties) to meet part of the total expenditure of the project.

4.2 Disbursement of sponsorship

4.2.1 Sponsorship will be disbursed in two instalments: Half (50%) of the total sponsorship approved will be disbursed as an advance payment upon successful applicant organisation's confirmation of acceptance of the sponsorship. The remaining half (50%) will be disbursed in the form of reimbursement according to the actual expenditure of the project upon its completion and subject to the vetting of the project report and the statement of income and expenditure by the Committee.

4.2.2 The successful applicant organisation shall abide by the requirements set out in this Guide and the written notification and implement the approved project to the satisfaction of the Committee. The successful applicant organisation is required to submit **a project report and a financial report to the Committee for vetting within three months upon completion of the approved project.** The successful applicant organisation is also required to submit **a progress report of the approved project to the Committee** if circumstances so warrant. The financial report shall include:

- (a) audited accounts prepared by an independent registered Certified Public Accountant ("CPA"), in which there shall be an income and expenditure statement, a balance sheet, a cash flow statement and notes to the accounts; and
- (b) an auditor's report, in which the independent registered CPA shall expressly state whether the amount to be reimbursed has been used in line with the requirements of this Guide and those in the written notification.

Any delay in submission of the project report and financial report by the successful

applicant organisation may affect the application by the same organisation in the coming year.

4.2.3 **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.**

4.2.4 All expenditure items must be supported by an original receipt. Delivery notes or quotations cannot be taken as supporting documents for payments. All receipts must be numbered, signed and verified by the person-in-charge of either the project or the organisation, together with the organisation's official seal. The name and signature of the person-in-charge should be the same as those provided in the project proposal. All receipts submitted to the Committee by successful applicant organisations will not be returned.

4.2.5 If the actual expenditure of the project is less than the approved sponsorship amount, reimbursement will be made up according to the amount of actual expenditure. Any unspent balance of funds paid in advance should be returned to the Committee at the time of submission of the financial report. The amount must be settled by issuing a crossed cheque or a bank cashier order payable to "The Secretary for Home Affairs Incorporated – The Ping Wo Fund".

4.2.6 Should a reduction been made to the scope and scale of the approved project, the Committee has the right to deduct the amount of approved sponsorship accordingly. The Committee has the absolute discretion to determine the final amount of sponsorship.

4.3 Changes to project details

4.3.1 Prior written approval must be obtained from the Committee on any changes to the approved project, including the content and the implementation schedule. 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.

4.3.2 The successful applicant organisation should inform the Committee of any changes to the responsible person of the organisation or the person-in-charge of the project within two weeks after the change.

V. **Project Implementation**

5.1 **Monitoring of projects**

- 5.1.1 A project under application **must be completed within two years** upon approval of the sponsorship. Application for an extension of the completion deadline must reach the Committee with sufficient grounds two months before the original deadline approved for the project. The Committee will handle the case based on individual circumstances.
- 5.1.2 The successful applicant organisation shall provide to the Committee details of the approved projects (including the date(s), time and venue(s) of activities) at least two weeks before they are held. Members of the Committee or the Secretariat or the representatives designated by the Committee may attend and inspect the approved projects with or without prior notification.
- 5.1.3 In recruiting staff for the project, the successful applicant organisation shall abide by the principles of openness, fairness and competitiveness. Directors or staff members of the successful applicant organisation taking part in a recruitment exercise (e.g. as a recruitment panel member) are all required to declare any conflicts of interest and should not participate in the selection process if a candidate of the relevant post under consideration is his/her family member, relative or close personal friend or any otherwise giving rise to a (actual, potential or perceived) conflict of interest. Failure to take precaution to avoid any perceived conflicts of interest or to properly handle such cases may give rise to criticism about favouritism, abuse of authority or even allegations of corruption. The Committee may require the successful applicant organisation to return to the Committee all or any of the approved funds provided should any irregularities or criminal elements be discovered after the disbursement of the funds to the organisation.
- 5.1.4 The successful applicant organisation shall exercise care in procuring goods or services for the approved project. For the procurement of goods or services, the successful applicant organisation shall adhere to the following procedures:
- (a) for every procurement where the aggregate value is more than HK\$5,000 but less than HK\$50,000, quotations from at least two suppliers shall be obtained. The successful applicant organisation shall select the supplier with the lowest bid. If the supplier with the lowest bid is not selected, full justifications must be given; and
 - (b) for every procurement where the aggregate value is HK\$50,000 or above, quotations from at least five suppliers shall be obtained. The successful applicant organisation shall select the supplier with the lowest bid. If the supplier with the lowest bid is not selected, full justifications must be given.

5.1.5 Unless prior approval from the Committee is obtained, the successful applicant organisation, any persons involved in any way in the approved project, or any persons or companies associated with the successful applicant organisation shall not participate in the quotation or tendering exercise.

5.1.6 For the avoidance of doubt, the successful applicant organisations must ensure the observance of the Law of the People's Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region, the provisions of all applicable laws of the Hong Kong Special Administrative Region and requirements and regulations imposed from time to time by the relevant authorities applicable to the approved projects.

5.2 Suspension or termination of sponsorship

5.2.1 The Committee reserves the right to suspend or terminate its sponsorship of an approved project in case of any irregularities (be it observed at the inspection (see paragraph 5.1.2) or identified through other means. Irregularities will include but are not limited to the following:

- (a) the successful applicant organisation drops the approved project, or persistently or flagrantly fails to carry out the whole or part of the approved project in accordance with the project proposal and written notification;
- (b) the successful applicant organisation is wound up or becomes bankrupt;
- (c) the successful applicant organisation or any of its personnel involved in the approved project is found to have committed an offence under the Law of the People's Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region, all applicable laws of the Hong Kong Special Administrative Region (including but not limited to PBO) and requirements and regulations imposed from time to time by the relevant authorities applicable to the approved projects;
- (d) the successful applicant organisation fails to submit relevant reports mentioned in paragraph 4.2.2 within the prescribed time, or the relevant reports submitted do not meet the requirements of this Guide;
- (e) any parts of the approved sponsorship amount are not spent in accordance with the budget approved by the Committee;
- (f) there is a breach of the terms or conditions of the written notification; or
- (g) the Committee considers it appropriate to terminate the approved project in the public interest. For example, when the successful applicant organisation fails to carry out or complete an activity (such as failure to recruit a sufficient number of eligible participants for the activity) as set out in the approved project proposal

within the specified period, it is regarded as an irregularity (see sub-paragraph (a) above). When processing future sponsorship applications (whether made under the Scheme again or other schemes) submitted by the successful applicant organisation, the Committee may also take into account the track record of whether the organisation has implemented the approved project properly.

- 5.2.2 In case the Committee decides to terminate its sponsorship of the approved project, the successful applicant organisation is required to return to the Committee all payments made by the Committee under the Scheme immediately, together with interest as well as administrative, legal and other costs incurred by the Committee accordingly.

5.3 Claims and liabilities

- 5.3.1 The Committee shall not accept any responsibilities for any claims, demands or legal liabilities arising from approved projects. Successful applicant organisations should take out public liability insurance for their activities.

- 5.3.2 Under no circumstances shall the Committee accept responsibilities for any deficits arising from approved projects. Successful applicant organisations shall be responsible for all deficits arising from such projects. The successful applicant organisation is required to make up the shortfall on its own in order to complete the approved project.

5.4 Insurance

- 5.4.1 The successful applicant organisation or its agent(s) shall take out appropriate insurance policies, including but not limited to employee compensation and public liability insurance covering all risks (including coverage for occupier's liability), to meet any claims arising from or in connection with its approved project.

5.5 Intellectual property rights

- 5.5.1 It is the responsibility of the successful applicant organisation to ensure its compliance with the intellectual property laws of Hong Kong. Under no circumstances shall the Fund and the Committee be held liable for an infringement of intellectual property rights caused by the successful applicant organisations.

- 5.5.2 "Project materials" refers to all deliverables, works of authorship and materials, including but not limited to all reports, teaching/training or other materials, studies, data compiled, diagrams and charts, photographs, videos, drawings, specifications, documents and all drafts thereof, as well as working papers in any forms, developed, written, prepared, produced, created, collected or supplied for the project by the successful applicant organisation, its management teams, partners, employees, authorised sub-contractors, collaborating schools, agents or volunteers.

- 5.5.3 "Intellectual property rights" means patents, trademarks, 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.

- 5.5.4 The ownership of the project materials and the intellectual property rights therein (other than those project materials where their intellectual property rights are vested in a third party) shall be and shall remain vested in the successful applicant organisation immediately at the time the project materials are created.
- 5.5.5 The successful applicant organisation shall, at its sole cost and expense, grant for the benefits of the Fund, the Committee, the Government (including the Secretariat), its authorised users, assignees and successors-in-title an irrevocable, non-exclusive, worldwide, perpetual, royalty-free, transferable and sub-licensable licence to use the project materials for any purposes in relation to the Scheme. For any parts of the project materials where the successful applicant organisation is not empowered to further grant the licence, the successful applicant organisation shall, prior to the use of the third party materials, procure at its own expense the grant of such rights to the Fund, the Committee, the Government (including the Secretariat), its authorised users, assignees and successors-in-title from the relevant third party intellectual property right owners.
- 5.5.6 The successful applicant organisation must ensure that (a) the implementation of the approved project, its own performance in organising the approved project, or the use, operation or possession of the project materials and/or any other materials or documents (submitted by the successful applicant organisation under the Scheme or any part thereof for any purposes contemplated by the Scheme) by the Fund, the Committee, the Government (including the Secretariat), its authorised users, assignees and successors-in-title does not and will not infringe the intellectual property rights of any persons; and (b) the exercise of any rights granted in this Guide by the Fund, the Committee, the Government (including the Secretariat), its authorised users, assignees and successors-in-title will not infringe any intellectual property rights, performer's rights or moral rights of any persons.

5.6 Handling of information

- 5.6.1 The Committee, the Government (including the Secretariat) and the Assessment Panel are committed to ensuring that all personal data provided in application forms under the Scheme are handled in accordance with the relevant provisions of the Personal Data (Privacy) Ordinance ("PDPO") (Cap. 486). In this regard, such personal data may be used by the Government for the following purposes: (a) processing and verifying applications for sponsorship; (b) disbursing payments of sponsorship (if any) under the Scheme and obtaining refunds of such payments; (c) maintaining the operation of the Scheme; (d) conducting credit checks; (e) monitoring the compliance with the project proposal and written notification; (f) making disclosure subject to the requirements of any applicable legislations; (g) compiling statistics and carrying out researches; and (h)

achieving any purposes relating to the above.

5.6.2 Personal data provided in application forms will be kept in confidence. However, such data may be disclosed by the Committee, the Government (including the Secretariat) and the Assessment Panel to any of the following persons for the purposes set out in paragraph 5.6.1:

- (a) any persons who are involved in the Scheme;
- (b) subject to item (c), any other persons owing an obligation of confidence to the Committee, the Government (including the Secretariat) and the Assessment Panel;
- (c) the public (to whom the name of the successful applicant organisation responsible for implementing the approved project and the names of directors of the organisation are disclosed); and
- (d) any persons to whom the Committee, the Government (including the Secretariat) or the Assessment Panel is obliged to disclose the data subject to any legislative requirements.

5.6.3 A data subject may make a request to the Secretariat for access to his/her personal data under the PDPO. A photocopying fee will be charged by the Secretariat for the provision of the data. In addition, if the data subject considers that the data provided to the Government is inaccurate, he/she may, after access to his/her personal data, request in writing a correction to such data. The Data Access Request Form (Form No. OPS003) issued by the Privacy Commissioner for Personal Data should be used to make requests for access to personal data provided in various application forms.

5.6.4 The Committee, the Government (including the Secretariat) and the Assessment Panel have the right to, for the purposes set out in paragraph 5.6.1, make use of or disclose any information provided by an organisation in relation to its application.

5.7 Indemnity

5.7.1 The successful applicant organisation shall fully and effectively indemnify and keep indemnified the Fund, the Committee, the Government (including the Secretariat), its authorised users, assignees and successors-in-title against: (i) all actions, claims (whether or not approved, compromised, settled, withdrawn or discontinued) and demands threatened to initiate, brought or established against the Fund, the Committee and the Government (including the Secretariat); and (ii) all costs (including all legal fees, other fees and costs awarded, payments, charges and expenses), losses, damages and legal charges suffered or to be incurred by the Fund, the Committee and the Government (including the Secretariat). The above circumstances arise directly or indirectly out of or in connection with: a breach of confidence under the general law; the use of any personal data in contravention of the provisions of the PDPO; a breach of the written notification by the successful applicant organisation; wilful misconduct, irregularities,

unauthorised act or deliberate omission by the successful applicant organisation; or any allegations or claims that the use, operation or possession of the project materials or the exercise of any rights granted under the written notification infringes the intellectual property rights of any persons.

5.8 Prevention of bribery

5.8.1 The successful applicant organisation shall observe the PBO and inform its project team, directors, employees, agents, consultants, contractors and other personnel who are in any way involved in the project that they shall not offer to, solicit or accept from any person any money, gifts or advantages (as defined in the PBO) in relation to the project.

5.9 No assignment

5.9.1 The successful applicant organisation, if without prior written approval of the Committee, shall not assign, transfer, subcontract or otherwise dispose of any of or all of its interests, rights, benefits or obligations under the written notification.

VI. Acknowledgement of Sponsorship

6.1 The successful applicant organisation shall include the following acknowledgement on its articles (including audio-visual materials, sound recordings, images or written materials) produced and sponsored under the Scheme:

**“The project is funded by the Ping Wo Fund Sponsorship Scheme.”
(with the logo of the Ping Wo Fund)**

6.2 Regarding arrangements for the distribution of publicity materials:

- (a) the successful applicant organisation is required to distribute the publicity materials produced by the Fund in various approved activities. It is also required to state clearly the required quantity of publicity materials and the target date(s) for distribution in its application form;
- (b) the successful applicant organisation may distribute publicity materials produced at its own cost in its activities; and
- (c) for the production of publicity materials sponsored by the Fund and tailored for the nature of the activities, prior approval of the Committee shall be obtained on the design and quantity of such materials.

VII. Enquiries

7.1 For enquiries about the Scheme, please contact the Secretariat at 3509 8008.

**Secretariat to the Ping Wo Fund Advisory Committee
July 2021**