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勞工及福利局

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社區投資共享基金秘書處



LABOUR AND WELFARE BUREAU
GOVERNMENT SECRETARIAT

Community Investment and Inclusion Fund Secretariat
10/F, West Wing,
Central Government Offices
Tim Mei Avenue, Admiralty, Hong Kong

Community Investment and Inclusion Fund (CIIF) Notes to Grantees

To: CIIF Project Coordinator¹:

All Grantees shall sign the CIIF Conditions of Grant (COG) before their projects commence. Once the COG was signed, Grantee shall be held responsible for implementing the project under the requirements of the COG throughout its validity period. The Notes to Grantees highlights all matters that require special attention from the commencement to the completion of projects, which serves as a reminder rather than a substitute for the COG. Grantees shall go through each clause of the COG to ensure the effective implementation of projects and the optimum use of public fund. CIIF Project Coordinators may reproduce the Notes and distribute them to project staff for reference on a need basis.

1. Matters Requiring Attention Before Projects Commence

1.1 Appointment of Project Coordinator

Project Coordinator who is responsible for the overall management and supervision of fund usage shall not be replaced unless prior written approval has been obtained from the HKSAR Government. In case of replacement, the successor shall not be inferior to his predecessor in terms of experience, knowledge, skills and authority. (COG – clause 9)

1.2 Recruitment of Project Staff

1.2.1 As provided by the COG, Grantee shall ensure that the recruitment of staff shall be processed on a fair and impartial basis. Proper publicity methods of open recruitment (e.g. recruitment advertisements to newspapers and the Labour Department) should be adopted to widely disseminate the message to eligible persons. Throughout the recruitment and selection processes, a declaration of

¹ Unless prior written approval from the Secretariat has been obtained, Project Coordinator shall be one of the persons listed in clause 9.1 of the CoG.

interests system with written guidelines shall be put in place to avoid any conflict of interests. If Grantee intends to recruit project staff in private, they shall provide sufficient justifications to the CIIF Secretariat (the Secretariat) whose prior written consent is required.

1.2.2 Grantee shall put in place a selection mechanism and file all recruitment and selection records for inspection by the HKSAR Government when necessary.

1.2.3 Full-time staff employed with CIIF fund shall only undertake project work during working hours. If the employees are not full-time project staff, their working hours and ratios of salaries paid by the CIIF fund shall be set out. Employees shall meet the requirements of qualifications and experience listed in 2.11 of the approved proposal. The terms and conditions of employment shall not exceed those of their comparable posts in the civil service. Grantee shall submit the relevant documents, including the recruitment advertisements and CIIF-funded Project Manpower Information Form, to the Secretariat as soon as possible after the recruitment exercise. (COG – clauses 8 and 14, and the Best Practice Modules produced by the ICAC)

1.3 Designated Bank Account for the Project

Grantee shall maintain a designated bank account with interest accrued in HK dollars for the Project to enable proper audit trail of the public fund. A copy of the bank account information including account payee names and signing instructions shall be provided to the CIIF Secretariat. (COG – clause 5.5)

1.4 Insurance Coverage

Grantee shall take out a proper insurance policy for the Project and **submit a certified true copy of the insurance policy to the Secretariat before the Project commences.** Grantee shall ensure the validity of the insurance policy throughout the project period and submit a copy of the renewed insurance policy to the Secretariat upon renewal. (COG – clause 10)

1.5 Publicity of Projects

1.5.1 All CIIF-related publicity materials (including project leaflets, pamphlets, souvenirs, uniforms, webpages, etc.) shall show the CIIF sign and indicate that the projects/activities are funded by the CIIF.

1.5.2 Under clause 18 of the COG, all project publicity which involves the CIIF or the

HKSAR Government shall obtain prior approval. Given that the CIIF sign and the publicity materials/platforms of CIIF-funded projects are associated with the HKSAR Government, Grantees shall submit all publicity information and materials related to CIIF-funded projects to the Secretariat for inspection and agreement before they can be produced, published or used. Please refer to the Guidelines for Producing Publicity Materials for details. (See **Annex 1**)

2. Matters Requiring Attention When Projects Are Implemented

2.1 Optimum Use of Fund

- 2.1.1 Grantees shall make optimum use of fund. They may claim for reimbursement of the approved items specified in Schedule III – Approved Budget per the COG. All the expenditure incurred before the effective date of the COG and after or upon the end of its expiry shall not be reimbursed. (COG – clause 5)
- 2.1.2 The CIIF will not support one-off consumption activities or projects without long-term social capital outcomes. In assessing claims for reimbursement, the Secretariat will consider the following factors:
- (i) The major processes of the activities are effectively designed to provide participants with a platform for building up mutual help networks and developing continuous relationships in line with the anticipated objectives and strategies of the approved projects in achieving long-term social capital outcomes;
 - (ii) The claimed items of expenditure have not exceeded the Approved Budget;
 - (iii) The claimed activities are cost-effective; and
 - (iv) In organising activities for participants (e.g. guided visits and family matching day camps), Grantees shall consider the natures of activities and the economic conditions of participants who may share parts of fees (e.g. admission and meal charges. For activities like general sharing sessions and tea exchange gatherings, if they fulfill the requirements set out in 2.1.2 (i) to 2.1.2 (iii) above, the Secretariat will consider granting full subsidy.)
- 2.1.3 In assessing claims for reimbursement, the Secretariat will consider the nature and strategy of individual project, including the following items of the activities: (1) objective; (2) process and content; (3) number and category of participants; (4) income (including fees paid by participants, sponsors of organisations and any other incomes) and expenditure; (5) the participation level of participants (e.g. whether they have taken part or assisted in preparation or organisation of activities); and (6)

assessment of outcome. If necessary, the Secretariat will request Grantee to provide supplementary information for deciding on whether the activities fulfill the criteria listed in 2.1.2 above and whether reimbursement shall be granted or not.

2.1.4 Dietary activities like casserole and snake dinner are not usually supported, except the project adopts an intervention approach of “dietary cultures” and the strategy, content and budget of the activities have been set out in the approved proposal; otherwise prior written approval of the Secretariat shall be obtained.

2.1.5 In claiming for reimbursement of volunteer allowance, Grantee shall pay special attention to the following:

(i) If a volunteer is merely a participant of an activity without any specific role or identity, he will not be eligible for volunteer allowance.

(ii) If a volunteer has a specific role or identity in an activity (e.g. he has taken part or assisted in preparation or organisation of the activity, or he is an instructor or docent in the activity), he will be eligible for volunteer allowance.

(iii) In claiming for reimbursement of volunteer allowance, Grantee shall submit the name list of volunteers and summary of event (including details of individual volunteers’ roles as well as the date and time of participation) to the Secretariat for approval.

2.1.6 In claiming for reimbursements, the documents required are as follows:

(i) all receipts **and** invoices (both the original and duplicate), not reimbursable if only invoices without official receipts are submitted;

(ii) a certified true copy of the monthly statement/passbook of the bank account designated for the CIIF-funded project, and the monthly statement which effectively shows all transactions relating to the operation of the project shall be verified by Project Coordinator who shall sign and affix the seal of the Grantee on it;

(iii) In claiming for reimbursement of staff cost, Grantee shall submit the Project Staff Cost Quarterly Reimbursement Claim Form together with supporting documents of salary, including payroll slips and Mandatory Provident Fund contribution records, which shall be signed and verified by Project Coordinator with the acknowledgement of receipt by the payees; and

(iv) If additional incomes such as donations or sponsors not specified in the Approved Budget have been received in the claimed quarter, Grantee shall submit the relevant information to and notify the Secretariat before receiving the same.

2.1.7 In accordance with clause 6 of the COG, the HKSAR Government has the right to

suspend any grants under the following circumstances: (a) Grantee fails to submit any reports and financial accounts on time; or (b) Grantee declares and/or submits to the HKSAR Government any data, facts or information on the Project and/or Approved Budget which are incomplete, incorrect, untrue or intended to mislead the HKSAR Government. In assessing subsequent applications, the Secretariat will consider whether the Grantee has the above records or not.

- 2.1.8 In accordance with clause 16 of the COG, where there is reason to believe that any term, condition or pledge contained in the COG has been breached, the HKSAR Government has the right to require the immediate return of all or any grants with interests from the Grantee.

2.2 Procurement and Asset Management

- 2.2.1 Under clause 8 of the COG, services and goods shall be procured in an open, fair and value for money manner. No fewer than three written quotations for the purchase of goods and services costing over HK\$5,000 per order would be obtained by Grantee. All Grantees shall accept the lowest offer to specification unless prior approval has been obtained from the Secretariat. Grantee shall properly keep all quotations and tendering documents for the project period, which shall be submitted together with the Quarterly Reimbursement Claim Form.
- 2.2.2 Grantee shall make procurement in accordance with the List of Furniture and Equipment² of the COG. Grantee shall enter each item of Furniture and Equipment worth HK\$1,000 or above in the Fixed Asset Register which shall be submitted to the Secretariat on a quarterly basis. The CIIF-funded organisation/agency shall appoint an asset manager to manage project assets. The Secretariat will deploy staff to conduct inspection when necessary.
- 2.2.3 If the Furniture and Equipment incurs any loss, damage or theft (except fair wear and tear), Grantee shall immediately notify in writing the HKSAR Government.
- 2.2.4 Grantee shall display a conspicuous bilingual notice which shall indicate that the Furniture and Equipment is owned by the HKSAR Government.

2.3 Reallocation of Approved Funds

² According to the definition of the COG, Furniture and Equipment means all assets, furniture, equipment, instruments or machinery listed in the approved project proposal to be used in the project period, which have been approved by the HKSAR Government.

2.3.1 Under clause 5 of the COG, all Grantees shall apply in writing to the Secretariat for reallocation of funds exceeding 15% in total of the amount originally approved at the time of claim. If the reallocation of funds is 15% or less without any adverse impact on the project, Grantee may make the reallocation at discretion provided that a written notification shall be made to the Secretariat as soon as possible under all reasonable and practicable circumstances.

2.3.2 Grantee shall apply in writing for reallocation of funds with sufficient justifications, which shall be submitted together with the Application Form for Reallocation of Approved Funds.

2.4 Timely Submission of Quarterly Report and Reimbursement Claim Form

2.4.1 Under clause 6 of the COG, Grantee shall submit a quarterly report to the CIIF on the following schedule:

Submission Date	Period Covered
20 April	1 January to 31 March
20 July	1 April to 30 June
20 October	1 July to 30 September
20 January	1 October to 31 December

2.4.2 Quarterly submissions include:

- (i) Project Quarterly Performance Report on Key Milestones Form;
- (ii) Project Quarterly Reimbursement Claim Form (Notes to CIIF - Project Quarterly Reimbursement Claim Form at **Annex 2**);
- (iii) Project Staff Cost Quarterly Reimbursement Claim Form;
- (iv) CIIF-funded Project Manpower Information Form (in case of staff changes); and
- (v) Fixed Asset Register (if applicable).

2.5 Annual Audit Report

Under the COG, if any grant of project exceeds HK\$250,000, Grantee shall submit audited **annual accounts within four months after the Project has been implemented for one full year. Grantee shall submit annual audit reports on time, otherwise the Secretariat will consider suspending quarterly reimbursements.** Grantees shall opt for independent audit or being included in the annual audit exercise for Grantees, but in the latter case, Grantees **shall provide the views of independent auditors on the CIIF projects.** If Grantees who opt for being included in the annual audit exercise fail to

provide the independent views of auditors on the projects, they shall conduct independent audits. (COG – clause 6)

The CIIF will provide fund for independent audits, and Grantee shall make procurement under clause 8 of the COG. If the audit fee exceeds HK\$5,000, Grantee shall obtain no fewer than three written quotations which shall be submitted together with the Reimbursement Claim Form for Annual Audit Fee to the Secretariat. The audit fee will be reimbursed on a pro rata basis as follows:

Funding Grant	Ceiling for Audit Fee (Annual)
\$1,000,000 or below	\$5,000
More than \$1,000,000 and Less than or equal to \$5,000,000	\$10,000
More than \$5,000,000	\$20,000

Grantee shall provide a copy of the Notes to Auditors issued by the Secretariat to the audit firm for reference before the audit exercise starts. (The softcopy can be downloaded from the CIIF website.)

3. Matters Requiring Attention Upon Expiry of Project Period

3.1 Submission of Project Final Performance and Audit Reports

Grantee shall submit the Project Final Performance Report (template available for being downloaded at the CIIF website) and the Final Audit Report within four months after the end of the Project. Subject to the acceptance of the Reports by the HKSAR Government, the final quarterly reimbursement shall be granted. (COG – clause 6)

3.2 Reporting on Operation of Fixed Asset

The ownership of the Furniture and Equipment procured with CIIF fund belongs to the HKSAR Government. If the CIIF-funded project will continue to operate for at least two years upon expiry, the Grantee may apply to the HKSAR Government for keeping the asset purchased with CIIF fund for the purpose of continuous development. Grantee shall submit the completed Fixed Asset Register together with the Performance Report for the last quarter to the Secretariat for approval.

4. Support Provided By the Secretariat

The Secretariat will assign each project with a Project Officer for designated support and also a member of the CIIF Committee as mentor. We encourage Grantee to utilise the

existing channels for making enquiries or seeking assistance when necessary. Separately, we will actively exchange views with Grantees and advise them on the strategies and outcomes of their projects. During the project period, we will arrange at least a site visit to the project to promote experience exchanges for the purpose of building social capital together in Hong Kong.

Most of the forms/guidelines are available for being downloaded at the CIIF website (<http://www.ciif.gov.hk>). For enquiries, please feel free to contact subject Project Officer.

Community Investment and Inclusion Fund Secretariat
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