2016 Charity Donation on the theme of “Community Building” / “Life and Death Education”

Guide to Application

- **Deadline for application**: 31 March 2016

- **Briefing Session**

  A briefing session will be held to explain to applicants details of the application procedures and requirements. Interested organizations should complete the enrolment form at *Annex II*. The deadline for enrolment is **24 February 2016 (Wednesday)**. Details of the briefing session are as follows –

  - **Date**: 2 March 2016 (Wednesday)
  - **Time**: 11:00 am – 12:00 pm
  - **Venue**: Lecture Hall, Hong Kong Science Museum, 2 Science Museum Road, Tsimshatsui East, Kowloon
Introduction

In early 20th century, a group of leading members of the Chinese community petitioned the government to have their own permanent cemetery. Eventually in 1913, the government set a piece of land in Aberdeen for the purpose of constructing the first permanent cemetery for Chinese – Aberdeen Chinese Permanent Cemetery. The Board of Management of the Chinese Permanent Cemeteries (BMCPC) was founded to manage the cemetery. BMCPC became a statutory body under the Chinese Permanent Cemeteries Ordinance (Cap. 1112) (the Ordinance) in 1964. At present, BMCPC manages four cemeteries, namely Aberdeen Cemetery, Tsuen Wan Cemetery, Cape Collinson Cemetery and Junk Bay Cemetery. The four cemeteries together provide over 300,000 lots and niches. Under the Ordinance, BMCPC may donate to any charity operating for the benefit of persons of the Chinese race in Hong Kong.

This donation exercise aims to provide sponsorship to charitable organizations to organize training or activities that tie in with the theme of “Community Building” / “Life and Death Education”.

“Community Building” is a process to foster and to actualize the shared values among members of the community. These shared values include:-

- As citizens of Hong Kong, we have a moral and civic responsibility to be concerned about the welfare of others in the community;
- As a member of the community in Hong Kong, we need to make contributions to the community and care about the less fortunate people and accept them; and
- Everybody has the responsibility to build the community. Whatever our social status, we need to appropriately contribute our time, talents and resources for the benefit of others and the community.

The projects should contribute significantly to the above theme of “Community Building” by:

- Cultivating broader public participation in local affairs, or
- Enhancing cohesion and harmony in the community

“Life and Death Education” projects should attain the following objectives:

- Enhance proper knowledge and positive attitude towards life and death so that people can face death positively, conveying the message of care and love for their family members;
- Provide services and bereavement support for patients and families to cope with the anxiety and grief towards death;
- Develop positive and resilient outlook on life and promoting community participation by learning how valuable life is as death is an unavoidable natural reality;
- Encourage and assist in advance end-of-life care planning.

BMCPC also administers another donation exercise which provides sponsorship to charitable organizations for their capital projects and procurement of furniture and equipment. For details, please refer to guide to application for Annual Charity Donation 2016.
Eligibility for Donation

Local charitable organizations which are legally registered and have been approved charitable institutions and trusts of a public character under section 88 of the Inland Revenue Ordinance are eligible to apply. Applications from non-profit making (non-section 88) organisations would be accepted provided that the projects are of charitable nature with written recommendations from District Office(s) or relevant department(s) certifying that they are non-profit making organisations. The proposed activities should either be joint projects with relevant government departments or are strongly supported by relevant government departments.

Guidance Notes for Application

1. BMCPC will assess the applications on their merits and will take into consideration comments from relevant government departments (if any). BMCPC reserves the right to approve / reject any application for donation without explanation and the decision of BMCPC will be final. Donation may be granted for full or partial support of projects.

2. The project should commence within three months after being notified of the result of application and should be completed within one year after commencement of project.

3. The budget for each project should not be less than $75,000. Application for donation at $300,000 or above may be required to give a presentation to the Selection Panel during the vetting process.

4. The approved project must be non-profit making and should not be serving any political, religious or business purposes.

5. Each organization should submit no more than 2 applications under the same service category.

6. BMCPC will NOT consider an application:
   a. if it is a combination of various small-scale and unrelated projects;
   b. if it is a request for retrospective grants;
   c. if the expenses are incurred prior to the formal notice of donation approval;
   d. if the project benefits only a small number of people but incurs enormous expenses.

7. BMCPC normally will not support programme organized outside Hong Kong (including study tours / visits to the Mainland China or other overseas countries). Furthermore, if an organization has been granted donations from BMCPC for the same or similar projects within the preceding three years, the application will normally not be supported.

8. The approved project should be implemented in accordance with the project details as specified in the application. Applicants are therefore strongly advised to think carefully with respect to the projects details before submitting the applications. Request for variation after donation approval is granted (e.g. change of model, item quantity etc.) will only be considered if there is a change in circumstances which are unforeseeable at the time of submission of applications.

9. Past performance of the applicant in the approved project(s) of BMCPC (if any) would
form a basis for BMCPC’s consideration of the applicant’s current application.

10. If Organization has planned to visit cemetery facilities (e.g. burial grounds, niches or garden of remembrance) in their Life and Death Education project, they must visit BMCPC’s facilities.

**Budget and Quotations**

1. Project proposals must include a detailed breakdown of activities applying for donation. The budget provided should include itemized cost breakdown in reasonable detail. **Request without detailed breakdown will not be considered.**

2. BMCPC will apply maximum support level for certain commonly requested items. For details, please refer to **Annex I.** Without detailed justifications and substantiating document (where applicable), the maximum support level should be applied in all cases.

3. BMCPC in general will **not support** applications for grant solely for entertainment purposes, such as **variety shows, carnivals or booth games.** Maximum support level will be applied for expenses on such activities and related cost items as set out in **Annex I.**

4. Other items generally **not supported** include:-
   - **a.** expenses on tutor / coach / venue rental charged by units / centres / divisions of the same parent organization as the applicant;
   - **b.** uniform for volunteers;
   - **c.** rental of office space, utilities expenses including electricity, gas, water, telephone, government rent and rates; and
   - **d.** health screening not conducted by qualified health practitioners.

5. BMCPC will only consider providing staff cost under very special circumstances. Each case will be considered on its own merit and where the existing staff members do not possess the required expertise to implement the proposed project. Employment of additional staff should only be for the implementation of the proposed project. The applicant should submit detailed duty lists of the additional staff and ensure that the staff employed under BMCPC’s funding shall be fully responsible for the implementation of the project. The maximum sponsorship of the additional staff will be **50% of the total staff cost.** In other words, the applicant should bear **no less than 50% of the applied staff cost.** In addition, the **applied sum on staff cost should not exceed 50% of the total project sum.** Recruitment of staff shall be processed on a fair and impartial basis. **The terms and conditions of employment shall not exceed those of the comparable posts in the civil service.**

6. For publication and production of educational materials, details such as content and distribution of the materials should be provided and **copyright of the captioned items should belong to BMPCPC.** Quantity of educational materials produced should be reasonable and cost-effective.

7. Except for the commonly requested items at Annex I, **item(s) with a total sum of $10,000 or above must be substantiated by appropriate quotation(s).** For easy reference, please mark item number on the quotations to be submitted (e.g. Q1, Q2).
Guide to Application for 2016 Charity Donation on the theme of “Community Building” / “Life and Death Education”

Application Procedures

1. The Application Form (Form: CB16A) can be downloaded from the web site of BMCPC: [http://www.bmcpc.org.hk](http://www.bmcpc.org.hk)

2. Applicants are required to submit applications, in two sets, which should include:
   a. Application Form duly signed by authorized personnel and imprinted with organization chop;
   b. A copy of the applicant’s Certificate of Registration/Certificate of Incorporation;
   c. A copy of the certificate issued by the Inland Revenue Department confirming that the applicant is exempted from tax for the purpose of section 88 of the Inland Revenue Ordinance; or a copy of relevant documents certifying that the applicant is a non-profit making organization and the project applying for donation is of charitable nature with written recommendations from District Office(s) or relevant department(s) or the project is a joint project with relevant government department;
   d. Evaluation report(s) and financial account(s) of similar projects implemented in recent years;
   e. A CD-ROM containing softcopy of the Application Form.

3. Application should be delivered to:

   The Secretariat, The Board of Management of the Chinese Permanent Cemeteries, 34/F., Wu Chung House, 213 Queen’s Road East, Wanchai, Hong Kong.

Deadline of Application

31 March 2016 at 5:30 p.m.

(Date on postmark should not be later than the closing date. Late submissions will not be considered. Applications by fax or e-mail will not be accepted.)

Notification of Result

1. Applicants will be informed of the result in writing in August 2016.

2. Unsuccessful applicants may request for return of their application forms and relevant documents within 3 months after notification of results. All unclaimed documents will be destroyed afterwards.
**Maximum Support Level for Commonly Requested Items**

*Applicants must refer to the maximum support level, where appropriate, before completing the project budget.*

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>I. Expenses on organizing ceremonial activities, variety shows, carnival etc.</strong> (includes the venue rental expense and the cost for hiring artists)</td>
<td>Should not exceed 15% of the total project sum or $45,000 (whichever is lower)</td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>Rental of Public Address System</td>
<td></td>
</tr>
<tr>
<td>A1</td>
<td>Opening / Closing Ceremony or Simple Ceremony</td>
<td>$1,500</td>
</tr>
<tr>
<td>A2</td>
<td>Variety Show and Carnival etc.</td>
<td>$3,000</td>
</tr>
<tr>
<td>B</td>
<td>Booth Games (includes rental of booth, booth decoration and prize etc.)</td>
<td>$1,800 for each booth</td>
</tr>
<tr>
<td><strong>II. Expenses on Promotional Items</strong> (includes postage fee for promotional items)</td>
<td>Should not exceed 15% of the total project sum</td>
<td></td>
</tr>
<tr>
<td><strong>III. Expenses on refreshment, meal, gift / souvenirs and prizes for participants &amp; service recipients, etc.</strong></td>
<td>Should not exceed 10% of the total project sum or $30,000 (whichever is lower)</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Gift pack for visit</td>
<td>$50 each</td>
</tr>
<tr>
<td>D</td>
<td>Competition Prize 1</td>
<td>$2,500 per set</td>
</tr>
<tr>
<td><strong>IV. Other items</strong></td>
<td>Should not exceed 10% of the total project sum</td>
<td></td>
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<tr>
<td>E</td>
<td>Volunteer Allowance</td>
<td></td>
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<tr>
<td>E1</td>
<td>For activity of three consecutive hours</td>
<td>$60 each</td>
</tr>
<tr>
<td>E2</td>
<td>For activity of six consecutive hours or above</td>
<td>$80 each</td>
</tr>
<tr>
<td>F</td>
<td>Trainer’s Fee / Traveling Allowance and Judging Allowance 2 (payment is made according to the actual training / competition hours)</td>
<td></td>
</tr>
<tr>
<td>F1</td>
<td>General Speaker</td>
<td>$250 per hour</td>
</tr>
<tr>
<td>F2</td>
<td>Speaker with professional qualifications</td>
<td>$600 per hour</td>
</tr>
</tbody>
</table>
## Annex 1

**Guide to Application for 2016 Charity Donation on the theme of “Community Building” / “Life and Death Education”**

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>G</strong></td>
<td>Camp Fee</td>
<td></td>
</tr>
<tr>
<td>G1</td>
<td>Education Camp, Communion Camp – Day Camp $^3$ (includes meal expenses)</td>
<td>$105 each</td>
</tr>
<tr>
<td>G2</td>
<td>Education Camp, Communion Camp – Residential Camp $^3$ <em>(includes meal expenses)</em></td>
<td>$200 each</td>
</tr>
<tr>
<td><strong>H</strong></td>
<td>Traveling Fee</td>
<td></td>
</tr>
<tr>
<td>H1</td>
<td>Rental of Coach</td>
<td>$1,845 (round-trip)</td>
</tr>
<tr>
<td><strong>I</strong></td>
<td>Exhibition</td>
<td></td>
</tr>
<tr>
<td>I1</td>
<td>Rental of display board stand</td>
<td>$100 each</td>
</tr>
<tr>
<td>I2</td>
<td>Production of exhibition board (two sides)</td>
<td>$300 each</td>
</tr>
<tr>
<td>I3</td>
<td>Extension Stand (includes design and production)</td>
<td>$300 each</td>
</tr>
<tr>
<td><strong>J</strong></td>
<td>Photo taking – Portrait (includes make-up)</td>
<td>$50 each</td>
</tr>
<tr>
<td><strong>K</strong></td>
<td>Insurance (e.g. public liability insurance coverage) $^4$</td>
<td>Should not exceed 2% of the total project sum</td>
</tr>
<tr>
<td><strong>L</strong></td>
<td>Miscellaneous (includes photo-taking, small amount of stationery, photocopying and small amount of expenses)</td>
<td>Should not exceed 5% of the total project sum</td>
</tr>
</tbody>
</table>

The following items are **not** supported and therefore should **not** be included in the project budget:

- Souvenirs for guests
- Consolation banquet for guests / adjudicators
- Leisure camp
- Project survey / research fee
- Project audit fee
Remarks:

1. Prizes should normally be of memorial nature. Cash or cash redeemable gift (e.g. gift cheques) is not accepted.

2. If recruitment of external trainer is required, the organizer should give full explanation to BMCPC for reasons of not deploying internal staff to take up the responsibilities. In general, BMCPC will not consider manpower shortage a valid reason. To justify the need of employing external trainer(s), applicants are required to provide details of skill and knowledge requirements of trainers. Speaker fee would also be included in the calculation of staff cost.

3. Organization should provide detailed proposal and itinerary of the day camp or residential camp when submitting applications.

4. BMCPC will not accept any responsibilities in any kind for any claims, demands or liabilities arising from the supported project. Organizations should arrange public liability insurance and travel insurance for the project concerned. The travel insurance, if applicable, should include illness and accident hospitalization insurance cover and worldwide emergency assistance service.
2016 Charity Donation on the theme of “Community Building” / “Life and Death Education” Briefing Session

Date: 2 March 2016 (Wednesday)
Time: 11:00 am – 12:00 pm
Venue: Lecture Hall, Hong Kong Science Museum,
2 Science Museum Road, Tsimshatsui East, Kowloon
Deadline of enrolment: 24 February 2016 (Wednesday)
Method of enrolment: By fax, email, mail or in person to the BMPC Secretariat
Address: 34/F., Wu Chung House, 213 Queen's Road East, Wanchai, HK
Fax No. : 3020 5710 Email: donation@bmcp.org.hk

★★ Enrolments are on a first come first served basis. ★★

Reply Slip
Please return the completed enrolment form to the BMPC Secretariat
(Fax : 3020 5710 Email: donation@bmcp.org.hk)

We are interested in attending the Briefing Session of 2016 Charity Donation on the theme of “Community Building” / “Life and Death Education” on 2 March 2016

Name of Organization :

Name of Participant(s) : 1. ____________________________ 2. ____________________________
Telephone No. : ____________________________ Fax No. : ____________________________
E-mail Address :

_________________________________________  __________________________________
Signature                                      Date

Note :
- The BMPC Secretariat will confirm via email the number of participants invited to attend the briefing session two days before the event.

For Official Use Only

2016 Charity Donation on the theme of “Community Building” / “Life and Death Education”

Acknowledgement Slip

Thank you for your interest in the Briefing Session organized by the BMPC 2016 Charity Donation on the theme of “Community Building”/”Life and Death Education”. We would like to confirm that your enrolment is:

☐ accepted. _____ person(s) of your organization can attend the briefing session to be held on 2 March 2016.
The name of participants(s) : 1. _____________________________________________ 2. _____________________________________________

☐ not accepted as the briefing session is oversubscribed.

_________________________________________  __________________________________
Date                                      Date

The Board of Management of
the Chinese Permanent Cemeteries