



SEDAN CHAIR CHARITIES FUND

GUIDE / APPLICATION FORM FOR FUNDING 2017-2018

ESTABLISHMENT OF THE FUND

Sedan Chair Charities Fund was created by Matilda International Hospital under section 88 of the Inland Revenue Ordinance (1975) and is operated exclusively for charitable fundraising purposes under the laws of the Hong Kong Special Administrative Region.

OBJECTIVES OF THE FUND

Donations will be considered to organisations whose functions are specifically for charitable work in Hong Kong and the funding must be utilised in Hong Kong within the year that the funding is made.

CRITERIA FOR DISBURSEMENTS OF FUNDS

- A. Applicants must be a bona-fide non-profit making organisation exempt from tax under Section 88 of the Inland Revenue Ordinance, Cap 112.
- B. Priority will be given to new projects and organisations that have limited access to other funding sources.
- C. Organisations that received funding in the past will not automatically receive support in 2017. All applicants will be carefully reviewed and evaluated on merit every year. Sedan Chair Charities Fund only accepts one application from each organisation annually.
- D. Priority of our funding will be charity projects/programmes that can directly serve and help needy people in either **health, social welfare or educational** aspect, rather than supporting operating cost, salaries, rent or utilities of the charity organisation.

SUBMISSION OF APPLICATION

- E. Funding Applications must be typed and submitted in electronic format to program@sedanchairace.org for the attention of the Executive Committee on or before **30th June, 2017 (Friday)**. Handwritten copies will not be accepted.
- F. If there is any inconsistency or ambiguity between the English version and the Chinese version, the English version shall prevail.

APPROVING AUTHORITY

Approval of applications rests with the Sedan Chair Charities Fund Executive Committee.

APPROVAL ALLOCATION

- G. Applicants will be informed in writing by March 2018 as to whether their application has been approved or not.
- H. Applicants should not enter into any financial commitment in respect of their projects before their applications are approved in writing. Any financial commitment made without the formal approval of the Sedan Chair Charities Fund Executive Committee shall be the sole responsibility of the applicant.

OBLIGATION OF SUCCESSFUL APPLICANTS

- I. The Chairman and Members of the Sedan Chair Charities Fund Executive Committee reserve the right to request a site inspection, progress and financial reports and/or final evaluation report.
- J. Appropriate acknowledgement of the funding by the Sedan Chair Charities Fund is required during the implementation and the conclusion of the project, and in all publicity items in relation to the project, including your website, social media platform (e.g. Facebook page), newsletter or annual report etc.
- K. Any other condition(s) deemed necessary by the Sedan Chair Charities Fund.

PAYMENT OF FUNDS

- L. Payment of funds is effected in the form of a crossed cheque made payable to the organisation.
- M. The full amount will be paid to the organisation in the charity visit in the Spring of 2018.

ENQUIRIES

- N. Further details can be obtained by contacting the office.

Tel: 2849 0449

Fax: 2849 2588

E-mail: program@sedanchairace.org

Address: Sedan Chair Charities Fund, 41 Mount Kellett Road, The Peak, Hong Kong

FUNDING APPLICATION FORM 2017/2018

(Preferred in English)

PART I

1. Organisation:

Name: _____

Address: _____

Chairman/Executive Director's name: _____

Contact Person (if not as above): _____

Contact Person's Title: _____

Tel No: _____ Fax: _____ E-mail : _____

Website: _____

2. Brief Description of the Organisation and Services Provided:

3. Are you a registered charity in Hong Kong? Yes No

4. Are you a member of any accreditation bodies?

(If yes, please specify, e.g. WiseGiving / HKCSS)

5 Current Source(s) of Funding:

(Submissions will not be processed without this information. Please indicate the percentage of total income from each source)

Government subvention
(Please state the Department) _____

Community Chest

Hong Kong Jockey Club

Other(s) (please specify) _____

6. Organisation's Expenditure Allocation

(Please indicate the percentage of total expenditure as compared to the total funds raised in the following categories)

Programme Expenses: _____ %

Administrative Expenses: _____ %

7. Number of Employees: Full time: _____ Part time: _____

8. Have you received any of funding from SCCF?

Yes, I am the beneficiary of SCCF in / since _____
(Please state the year)

No

Attach the following with your application:

- A. The Organisation's Certificate of Incorporation
- B. Proof of Charitable Status in Hong Kong (e.g. non-profit making organisation exempt from tax under Section 88 of the Inland Revenue Ordinance, Cap 112)
- C. Most recent Annual Report
- D. Most recent Audited Accounts

NOTE: If you cannot provide either C or D, please provide a copy of your latest Financial Statement in electronic version.

PART II: (Use additional sheets as necessary)

1. Name of Project:

2. Project Categories:

Education Health Social Welfare

3. Aims and Objectives of Project:

4. Description of Project:

5. Plans for Monitoring and Evaluating the Project:

6. Is/was the project currently/previously funded by other sources?

Yes No

If so, by whom? _____

7. Total Amount Requested:

HK\$ _____

8. Name to be on Cheque Should Funding be Granted

9. Estimated Project Timeline:

10. Estimated No. of Beneficiaries of the Project:

11. Outputs (state what the project will be delivered and its key results)

12. Detailed Breakdown of Major Items:

- A. _____ HK\$ _____ (____ %)
- B. _____ HK\$ _____ (____ %)
- C. _____ HK\$ _____ (____ %)
- D. _____ HK\$ _____ (____ %)

TOTAL HK\$ _____

PART III:

For the Race Team's selection, please give a brief summary of 50-100 words about the project, and how it helps and/or contributes to participants:

Name: _____

Position: _____

Signature: _____

Organisation Chop: _____

Date: _____