

**Funding Scheme for Women's Development (Women's Commission Stream)**  
**Permissible Items of Expenditure for Projects and Limits of Expenditure**

**(I) Applicable to one-year projects**

Permissible Items of Expenditure	Limits of Expenditure	Remarks
<b>1. Publicity and Printing Materials</b>		
1.1 Publicity (such as posters, banners, leaflets, etc.)	\$7,000	Not exceeding \$3 per poster Not exceeding \$150 per banner Not exceeding \$1 per leaflet  Including design and printing cost
1.2 Printed items (such as questionnaires, reports, pamphlets, portfolio, application forms, admission coupons, invitation cards, notes, certificates)	\$13,000	Printing of questionnaires and reports are limited to organisation which questionnaire and survey activities are implemented
<b>2. Venue / Equipment</b>		
2.1 Hire of venue 2.1.1 Community Hall  2.1.2 Others	According to the current rates as set by Home Affairs Department  \$500 per hour	In general, venues whose hire charges could be fully waived or more affordable shall be given priority in choosing the venue of the project  For an event organised in the funded organisation's own venue, the hire cost will not be funded
2.2 Hire of stage, backdrop and decoration of venue (including the stage)	\$7,500	

<b>Permissible Items of Expenditure</b>	<b>Limits of Expenditure</b>	<b>Remarks</b>
2.3 Hire of equipment (including audio system, public address facilities, lighting, slides, videos and furniture)	Depends	
2.4 Exhibition board (including hire and production of exhibition board)	Maximum no. of board is 10 and each board should not exceeding \$300	
2.5 Booth (including hire of booth bracket and decoration)	Maximum no. of booth is 8 and each booth \$500	
<b>3. Beverages, light refreshments and light meals</b>		
3.1 Beverages and light refreshments	\$59 per head/per day of activity and not exceeding 10% of total approved funding amount	Performers, volunteers, guests and participants involved in activities continuously for less than three hours
3.2 Light meals (including beverages)	\$76 per head/per day of activity and not exceeding 10% of total approved funding amount	Performers, volunteers, guests and participants involved in activities continuously for three hours or more and with a lunch or supper break
<b>4. Souvenir or gift of a token nature / Prizes</b>		
4.1 Souvenir or gift of a token nature (including officiating guests, guests, judges, visiting organisations such as hospitals, homes for the children and homes for the elderly, etc.)	\$370 per activity	Cash or items that may be cashed (e.g. bank coupons) must not be given

Permissible Items of Expenditure	Limits of Expenditure	Remarks
4.2 Prizes (including competition trophies, medals, awards and commendations, and booth games)	\$1,400 per activity	Cash or items that may be cashed (e.g. bank coupons) must not be given  For competition, expenditure including the champion, runner-up, second runner-up, third runner up and merit
<b>5. Honorarium</b>		
5.1 Payment of fees to instructor/speaker/guest <sup>1</sup>	\$250 per hour	Payment of fees to hire experienced and professional coaches in various cultural, recreational and sport activities  Duration of various training courses should not less than 8 hours  The payment of fees to instructor/speaker/guest for each workshop and talk will be based on number of hours to be held
5.2 Adjudicators/referees	Depends	

<sup>1</sup> Funded organisation shall pay fees to a guest if the guest is also the speaker of an event. If honorarium is given to the guest, there shall not be further expenditure on souvenir for the same person.

Permissible Items of Expenditure	Limits of Expenditure	Remarks
5.3 Performers (including master of ceremony) and artists	Performer: \$250 per hour; performing group: not exceeding \$1,000, and total maximum amount on performer and performing group is \$5,000	
<b>6. Transportation</b>		
6.1 Hire of transport (for delivery of activity goods)	Depends	
6.2 Hire of transport (for participants)	Not exceeding \$2,400 per bus	
6.3 Hire of Rehabus (for participants)	\$700 per bus	
6.4 Travelling expenses for volunteers using public transport	\$25 per head/per activity	<p>Volunteers are not allowed to reimburse other allowances except travelling expenses and meal allowances</p> <p>Reimbursement will be made up to the amount of actual expenditure only</p> <p>Volunteers should not reimburse travelling expenses if transportation are not required</p> <p>Taxi fares will only be reimbursed in exceptional circumstances supported by valid justifications</p>
<b>7. Others</b>		
7.1 Administrative expenses of funded organisation	Not exceeding 10% of total approved funding	Including stationery, photocopy, postage, etc.

<b>Permissible Items of Expenditure</b>	<b>Limits of Expenditure</b>	<b>Remarks</b>
	amount	
7.2 Photos (including developing) and video recording	\$1,000	
7.3 Premium for public liability insurance and accident insurance	Depends	
7.4 Contingency	Not exceeding 5% of total approved funding amount	This expenditure shall be used to meet any unforeseen commitment arising from the items of expenditure but shall not be used to disapproved items as shown in the application form

Points to note :

1. Due to the limited financial provision of the Scheme, not every eligible project proposal will be approved and not every activity under the approved project will be granted full funding. As a general rule, the approved funding shall be determined in accordance with the relevant expenditure limits set out as above or as deemed reasonable by WoC, regardless of the amount bid.
2. Reimbursement will be made up to the actual expenditure only.
3. In general, publicity and printing materials should adopt the principles of environmental protection and conservation. To avoid wastage, funded organisations should reduce the quantities of posters, leaflets, DVD, etc. and considered to promote the project through internet.
4. If the funded organisation intends to charge nominal fees from participants to ensure the participation rate of those already enrolled for the activities. The funded organisation must utilise all income in the first instance before the funding under the Scheme is used to meet project expenses. The same arrangement shall apply to sponsorship, cash donations and other funding sources of income.

**(II) Applicable to two-year projects**

<b>Permissible Items of Expenditure</b>	<b>Limits of Expenditure</b>	<b>Remarks</b>
<b>1. Publicity and Printing Materials</b>		
1.1 Publicity (such as posters, banners, leaflets, etc.)	\$14,000	Not exceeding \$3 per poster Not exceeding \$150 per banner Not exceeding \$1 per leaflet  Including design and printing cost
1.2 Printed items (such as questionnaires, reports, pamphlets, portfolio, application forms, admission coupons, invitation cards, notes, certificates)	\$26,000	Printing of questionnaires and reports are limited to organisation which questionnaire and survey activities are implemented
<b>2. Venue / Equipment</b>		
2.1 Hire of venue 2.1.1 Community Hall  2.1.2 Others	According to the current rates as set by Home Affairs Department  \$500 per hour	In general, venues whose hire charges could be fully waived or more affordable shall be given priority in choosing the venue of the project  For an event organised in the funded organisation's own venue, the hire cost will not be funded
2.2 Hire of stage, backdrop and decoration of venue (including the stage)	\$15,000	
2.3 Hire of equipment (including audio system, public address facilities, lighting, slides, videos and furniture)	Depends	

Permissible Items of Expenditure	Limits of Expenditure	Remarks
2.4 Exhibition board (including hire and production of exhibition board)	Maximum no. of board is 10 per activity and each board should not exceeding \$300	
2.5 Booth (including hire of booth bracket and decoration)	Maximum no. of booth is 8 per activity and each booth \$500	
<b>3. Beverages, light refreshments and light meals</b>		
3.1 Beverages and light refreshments	\$59 per head/per day of activity and not exceeding 10% of total approved funding amount	Performers, volunteers, guests and participants involved in activities continuously for less than three hours
3.2 Light meals (including beverages)	\$76 per head/per day of activity and not exceeding 10% of total approved funding amount	Performers, volunteers, guests and participants involved in activities continuously for three hours or more and with a lunch or supper break
<b>4. Souvenir or gift of a token nature / Prizes</b>		
4.1 Souvenir or gift of a token nature (including officiating guests, guests, judges, visiting organisations such as hospitals, homes for the children and homes for the elderly, etc.)	\$370 per activity	Cash or items that may be cashed (e.g. bank coupons) must not be given

Permissible Items of Expenditure	Limits of Expenditure	Remarks
4.2 Prizes (including competition trophies, medals, awards and commendations, and booth games)	\$1,400 per activity	Cash or items that may be cashed (e.g. bank coupons) must not be given  For competition, expenditure including the champion, runner-up, second runner-up, third runner up and merit
<b>5. Honorarium</b>		
5.1 Payment of fees to instructor/speaker/guest <sup>2</sup>	\$250 per hour	Payment of fees to hire experienced and professional coaches in various cultural, recreational and sport activities  Duration of various training courses should not less than 8 hours  The payment of fees to instructor/speaker/guest for each workshop and talk will be based on number of hours to be held
5.2 Adjudicators/referees	Depends	

<sup>2</sup> Funded organisation shall pay fees to a guest if the guest is also the speaker of an event. If honorarium is given to the guest, there shall not be further expenditure on souvenir for the same person.



Permissible Items of Expenditure	Limits of Expenditure	Remarks
5.3 Performers (including master of ceremony) and artists	Performer: \$250 per hour; performing group: not exceeding \$1,000, and total maximum amount on performer and performing group is \$5,000	
<b>6. Transportation</b>		
6.1 Hire of transport (for delivery of activity goods)	Depends	
6.2 Hire of transport (for participants)	Not exceeding \$2,400 per bus	
6.3 Hire of Rehabus (for participants)	\$700 per bus	
6.4 Travelling expenses for volunteers using public transport	\$25 per head/per activity	<p>Volunteers are not allowed to reimburse other allowances except travelling expenses and meal allowances</p> <p>Reimbursement will be made up to the amount of actual expenditure only</p> <p>Volunteers should not reimburse travelling expenses if transportation are not required</p> <p>Taxi fares will only be reimbursed in exceptional circumstances supported by valid justifications</p>
<b>7. Others</b>		
7.1 Administrative expenses of funded organisation	Not exceeding 10% of total approved funding	Including stationery, photocopy, postage, etc.

<b>Permissible Items of Expenditure</b>	<b>Limits of Expenditure</b>	<b>Remarks</b>
	amount	
7.2 Photos (including developing) and video recording	\$2,000	
7.3 Premium for public liability insurance and accident insurance	Depends	
7.4 Contingency	Not exceeding 5% of total approved funding amount	This expenditure shall be used to meet any unforeseen commitment arising from the items of expenditure but shall not be used to disapproved items as shown in the application form

Points to note :

1. Due to the limited financial provision of the Scheme, not every eligible project proposal will be approved and not every activity under the approved project will be granted full funding. As a general rule, the approved funding shall be determined in accordance with the relevant expenditure limits set out as above or as deemed reasonable by WoC, regardless of the amount bid.
2. Reimbursement will be made up to the actual expenditure only.
3. In general, publicity and printing materials should adopt the principles of environmental protection and conservation. To avoid wastage, funded organisations should reduce the quantities of posters, leaflets, DVD, etc. and considered to promote the project through internet.
4. If the funded organisation intends to charge nominal fees from participants to ensure the participation rate of those already enrolled for the activities. The funded organisation must utilise all income in the first instance before the funding under the Scheme is used to meet project expenses. The same arrangement shall apply to sponsorship, cash donations and other funding sources of income.