

2022-23

Women's Commission

Funding Scheme For Women's

Development

(WoC Stream) (Second Round)

Briefing Session



婦女事務委員會
Women's Commission

Objectives

- To encourage the community in organising **programmes and activities conducive to women's development**, Women's Commission (WoC) has launched the Funding Scheme for Women's Development (Funding Scheme) since 2012 and invited **women's groups and non-governmental organisations (NGOs) providing services for women** to submit applications



Themes

Working hand in hand
to develop new
impetus for women

Enhancing women's
employability and
empowering them to
live a splendid life

Promoting women's
health and enabling
them to live a happy life

Empowering women
and bringing their
strengths into full play



婦女事務委員會
Women's Commission

Themes

Enhancing women's employability and empowering them to live a splendid life

- To strengthen support for women to cater for their daily lives so as to enable them to join the labour force;
- To enhance women's working ability and skills; or
- To provide information or latest updates related to the labour market.

Promoting women's health and enabling them to live a happy life

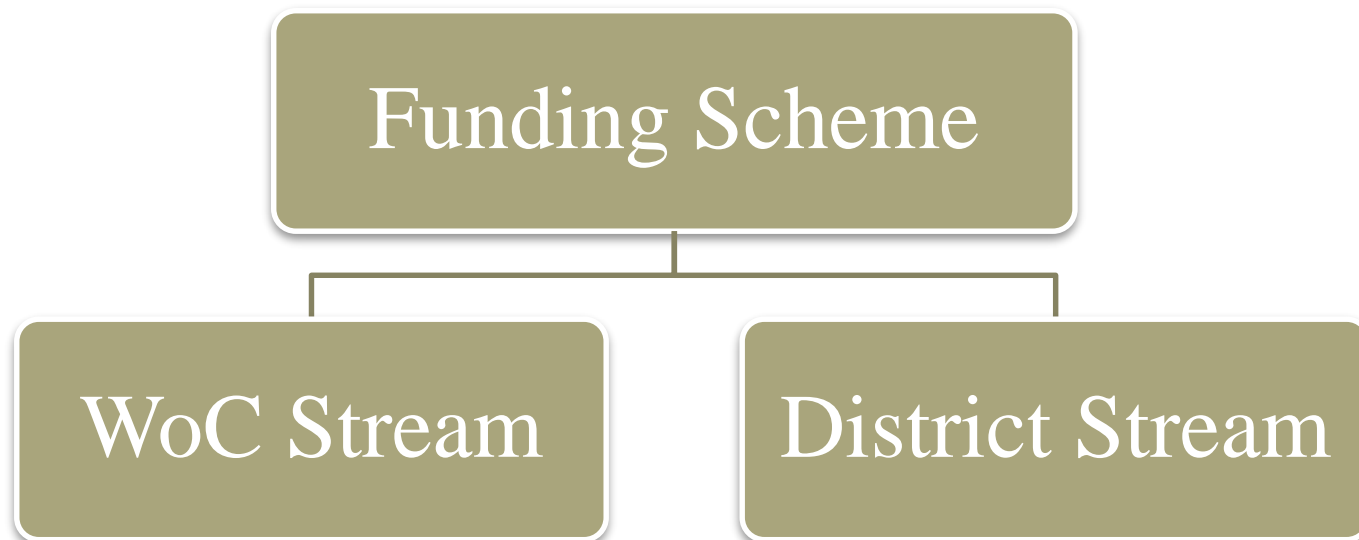
- To promote a healthy lifestyle through healthy eating habit and regular exercises;
- To promote the importance of achieving work-life balance;
- To enhance public awareness of and promote preventive measures on household duty-related injuries;
- To promote the value of equal sharing of family responsibilities; or
- To intensify women's awareness of psychological and mental health.

Empowering women and bringing their strengths into full play

- To develop, enhance and consolidate the abilities of women such as communication skills, emotional management skills, leadership skills as well as their abilities to deal with family related issues and to serve the community.



Funding Scheme



- **Regional or territory-wide activities**
- **\$3 million**
- **Two rounds of application each year (approximately in the 2nd and 4th quarter)**

- District level activities in single district
- \$1 million
- One round of application each year (approximately in the 2nd quarter)



Eligibility for Application

Women's groups and NGOs fulfilling the following criteria are considered eligible for submitting applications –

- A company incorporated under the Companies Ordinance (Cap. 622 or under the former Companies Ordinance as defined in Cap. 622);
- An organisation registered in Hong Kong under the Societies Ordinance (Cap. 151); or
- A charitable institution or trust of a public character registered under the Inland Revenue Ordinance (Cap. 112).



The Funding Scheme (WoC Stream) - Overview

Duration and Funding Caps

- **One-year project** : funding cap is **\$200,000**
- **Two-year project** : funding cap is **\$400,000**
- **Three-year project** : funding cap is **\$600,000**

Regional or Territory-wide Requirement

- Applicants should organise programmes in **more than one districts** among the 18 districts

Themes

- Projects must tie in with **one of the three themes**



The Funding Scheme (WoC Stream) – Overview (Cont'd)

| Duration | Project Completion Date | Final Report Submission Date |
|------------|-------------------------|------------------------------|
| One-year | 30 September 2023 | 31 October 2023 |
| Two-year | 30 September 2024 | 31 October 2024 |
| Three-year | 30 September 2025 | 31 October 2025 |



Assessment and Funding Process

- Collecting funding application forms
- Checking the completeness of submitted applications
- The Working Group on Collaboration and Promotion (WGCP) under WoC will examine each application and approve funding amount according to the assessment criteria
- Applicants will be notified of the application results in writing (within three months after the application deadline - around February 2023)



Assessment and Funding Process (Cont'd)

- Funded organisations shall submit **the Letter of Acceptance** and **Undertaking of Receipt of Advance Payment** within the specified deadline
- Advance Payment: **not exceeding 30% of the total approved funding amount**
- Reimbursement of the balance of funding
WoC Secretariat will process the reimbursement on the completion of the project and upon receipt of the final report and financial report (with original receipts) from the funded organisation.



Assessment Criteria

| | |
|--------------------------------------|--|
| Theme | ➤ whether the objectives of the project are in line with the objectives and theme(s) of the Scheme |
| Target audience/ participants | ➤ the target audience/participants and the anticipated number of participants of the project |
| Contents | <ul style="list-style-type: none">➤ contents of the project (including the formats, number of sessions, publicity, etc.), feasibility, and implementation➤ continuity of the project and the time required to finish the whole project (Applicable for Women's Commission Stream Two-year projects)➤ whether the project can achieve long-term development of women and its scalability, i.e. whether it can be scaled up or expand by replicating the successful strategies to cover more target participants (Applicable for Women's Commission Stream Three-year projects)➤ If the application involves a two-year or three-year project, the application should clearly state how participants are able to improve in a progressive way at different stages. |



Assessment Criteria (Cont'd)

| | |
|------------------------------------|---|
| Financial arrangement | <ul style="list-style-type: none">➤ whether the proposed budget is prudent and cost-effective➤ other financial support (including other funding sources, sponsorship and donations in cash or in kind)➤ whether the project is more appropriate to be implemented with other government funding or departmental provision |
| Expected outcome | <ul style="list-style-type: none">➤ expected outcome of the project, for example, whether the project has a sustainable impact on the community or the target audience/participants |
| Background of the applicant | <ul style="list-style-type: none">➤ whether the applicant has experience in conducting projects of similar scale and nature |



Points to Note

- The following types of projects will **not** be funded:
 - a) Projects that involve one-off activities purely for entertainment or publishing (e.g. banquets, picnics, trips and publications);
 - b) Projects that may give undue credit or publicity to an individual, a commercial firm, a political party or association;
 - c) Projects that are intended for the exclusive or personal benefit of an individual



Points to Note (Cont'd)

- The following types of projects will **not** be funded:
 - d) Projects that disburse a fixed amount of cash allowance and/or cash relief;
 - e) Projects that are launched primarily for profit-making or fund-raising purposes;
 - f) Projects that are organised, co-organised or co-hosted by Offices of Legislative Council Members or District Council Members or political parties; and
 - g) Projects that receive sponsorship or donations in cash or in kind from companies selling tobacco or hard liquor, or from organisations which are the service or equipment contractors of the projects.



Monitoring Mechanism

| Monitoring Mechanism | Items |
|-------------------------------|---|
| Submission of Final Report | <ul style="list-style-type: none"> ➤ Final Report ➤ Samples of promotional materials produced for the funded project ➤ Photographs of each activity conducted under the funded project and its softcopy (in JPEG format of not less than 5 mega pixels) ➤ A financial report on the income and expenditure (with all original receipts duly certified by the officer-in-charge of the project or the authorised person of the organisation) ■ For projects with approved funding exceeding \$100,000, the funded organisation shall submit a financial report with the accounts audited by an independent Certified Public Accountant (“CPA”) ➤ A summary report on participants’ responses to questionnaire together with the original participants’ questionnaires. |
| Submission of Progress Report | <ul style="list-style-type: none"> ➤ For two-year and three-year projects, the funded organisation is required to submit a progress report every six months upon funding approval, apart from submitting reports upon completion of the project. |



Monitoring Mechanism (Cont'd)

| Monitoring Mechanism | Items |
|----------------------|--|
| WoC visit | <ul style="list-style-type: none">➤ WoC and its authorised representatives may participate in any related activities of the funded project as observers to examine the progress of the project. They may also conduct visits to the relevant venues of the activities.➤ WoC will normally inform the funded organisations of the arrangement of visit but WoC and its authorised representatives can also conduct the visit without prior notice. |



Points to Note for Applicants

| Theme | Target Elements | Form of Activities (note: past examples for reference) |
|--|--|---|
| Unleashing the women work force | <ul style="list-style-type: none"> ✧ To enhance women's working ability and skills ✧ To provide information related to the job market and job opportunities ✧ To encourage women to join the work force and provide support | <ul style="list-style-type: none"> ✧ Workplace skills training courses, workshops; ✧ Job fairs, career exhibitions, talks; ✧ Experiencing sessions, enterprise visits, support groups on job searching etc. |
| Caring about women's health | <ul style="list-style-type: none"> ✧ To promote healthy life style ✧ To intensify awareness of psychological and mental health ✧ To relief stress from household duties or work | <ul style="list-style-type: none"> ✧ Health talks, disease prevention exhibitions; ✧ Training courses, workshops; ✧ Sharing sessions, emotion counselling support groups etc. |
| Working for women's empowerment | <ul style="list-style-type: none"> ✧ To enhance personal attributes ✧ To enhance the ability to deal with family related issues ✧ To enhance the ability to serve the community | <ul style="list-style-type: none"> ✧ Training courses, workshops or talks about enhancing communication skills, emotional management skills, leadership skills etc.; ✧ Talks, sharing sessions or support groups related to family-caring, dealing with family disputes etc.; ✧ Volunteer services, support group mentor training workshops etc. |



Points to Note for Applicants (Cont'd)

- In the case of **one-year projects**, activities should cover **at least two target elements under one of the themes**. If only a single target element is covered, the organisation should achieve the target element under this theme through a variety of activities.
- If the application involves a **two-year or three-year project**, in addition to covering the target elements, **the application should clearly state how participants are able to improve in a progressive way at different stages**.
- An organisation **should not repeat a single event or a cycle of events with the same content** during the second or third year project implementation period. If this is the case, WoC will generally only approve activities in the first year.



Other Points to Note

- **No limit** on the number of applications from each applicant, provided that it can demonstrate the ability to complete each project.
- Applicants **must** organise **regional or territory-wide activities**, i.e. applicants should organise activities in more than one districts.
- All activities under the funded project must be carried out in **Hong Kong**.



Other Points to Note (Cont'd)

- When submitting an application, applicants should refer to the permissible items of expenditure and expenditure limits at Annex A to the Funding Guidelines. The **amount sought should not exceed the funding cap.**
- Expenditure incurred before the formal approval of the project issued by WoC in writing will not be reimbursed under the Scheme.
- Due to the limited financial provision of the Scheme, WoC will consider the priority of applications in each round according to the assessment criteria. In other words, **not every eligible project proposal in each round will be approved** and **not every activity under the approved project will be granted in full.**



Other Points to Note (Cont'd)

- The funding allocated to the project shall **not** be used for **recurrent expenditure** (i.e. ongoing cost for running an office), **purchasing durable assets** (e.g. equipment and furniture, etc.), **improving facilities or services of the organisation, producing items for sale, disbursing travelling allowance to participants.** Reimbursement for expenditure incurred for these mentioned purposes will not be approved.



Submission of Application

- Closing date: **5:00pm, 2 November 2022**
- Applications should be submitted **by mail** or **in person** to the WoC Secretariat, 12/F, West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong.
- Late application will not be considered and they will not be carried forward to the next round of application automatically.
- Postmark date would be treated as the date of submission if application is delivered by post.



Enquiry

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Thank you!