

## 2016 HKGTA Charity Foundation - Active Youth Grants Application Form

Name of Contact	
Name of Organisation	
Postal Address	
Email Address	
Contact Telephone	
Briefly describe your Organisation and purpose	
Grant amount requested (HKD)	
What sport or activity does the grant application relate to?	
Provide an overview of the suggested programme. (Max 150 words)	
What is the aim/ purpose of your proposal? What do you hope to achieve? (Max 150 words)	
Please explain how the programme will deliver your objectives. Provide details of how it is unique/ creative/ or tailored to the target audience etc. (Max 100 words)	
Describe who your target audience is and how they will benefit from the programme? (Max 100 words)	
If you are awarded the grant, how do you plan to successfully implement this proposal? Please provide details of any previous programmes you have delivered. (Max 150 words)	
Demonstrate the need for the grant funds and a breakdown of grant usage. (Max 150 words)	
What are the benefits of the proposed programme? How will you measure the benefits? (Max 150 words)	
Do you plan to promote your proposed programme via the media and/or social media? If yes, please give details. (Max 100 words)	
When and over what time frame will the funds be spent?	
<b>You may attach any relevant supporting documents to the application.</b> For example, you may wish to provide case studies about past activities for reference.	
<b>The applicant agrees to the Terms &amp; Conditions outlined below</b> <input type="checkbox"/>	
<p>If you have any queries about your eligibility or the details required when applying for this grant, please contact the HKGTA Charity Foundation:          Email: <a href="mailto:info@hkgtafoundation.org">info@hkgtafoundation.org</a>          Tel: (852) 3110-8823          Applications can be submitted online, or alternatively you can return a signed copy of the completed application form and mail to: <b>HKGTA Charity Foundation, Active Youth Grant, 81 Tai Chung Hau, Sai Kung.</b></p> <p><b>NB: Applications must be submitted by 5pm on 2 December 2016. Incomplete or late applications will not be considered. The Advisory Committee's decision is final and is not subject to appeal.</b></p>	

## Youth Grant Terms & Conditions

Please read the following terms and conditions carefully. By submitting the applications, the applicant (“Applicant”) is deemed to have read, understood and agreed all the below terms and conditions.

1. **Eligibility:**

- a. To be eligible for the grant (“Grant”) under this scheme (“Scheme”), an Applicant shall be a non-profit making organisation. In particular, the Articles of Association of an Applicant shall prohibit the distribution of income and property amongst its members to an extent at least as great as is imposed on the Hong Kong Golf & Tennis Academy Charity Foundation Limited (“Foundation”) by virtue of paragraph 5 of Part A of the Articles of Association of the Foundation.

2. **Submission:**

- a. There is no limit on the number of applications each organisation can submit. The submission must include a fully completed application form, in English or Chinese.
- b. Applications must be submitted by 5pm on 2 December 2016. Incomplete or late applications will not be considered.
- c. The Foundation may require the successful Applicants to provide information and details (including personal data as defined in the Personal Data (Privacy) Ordinance, Cap.486) (“Information”) of the participants of the programme(s) (“Programmes”) for which the Applicants have applied for the Grant. The Foundation shall use these Information for (i) evaluation and analysis of the Grant, the Scheme and the Programmes ; (ii) contacting the participants for case studies; (iii) carrying out case studies; (iv) preparing and publishing cover stories on cases about the participants; and (v) promoting the Foundation and the objectives of the Foundation (collectively “Uses”). By submitting their applications, the Applicants undertake that they have obtained or would have obtained the consent of the participants of the Programmes for the transfer of the Information to the Foundation for the Uses. The Applicants shall provide to the Foundation proof of the participants’ consent as set out above within 14 days of receiving the Foundation’s request.
- d. The Foundation reserves the right to revise or cancel the Scheme without prior notification.
- e. All decisions regarding the Grant and the Scheme (including the duration of the Grant Application Period) shall be made by the Foundation which shall be final and binding on the Applicants.
- f. Organisations chaired by employees of the Foundation, and of all their subsidiaries, affiliates, and their immediate families (spouse, parents, children, siblings and their respective spouses) and individuals living in the same household as such employees are ineligible to apply for the Grant or participate in the Scheme.
- g. The Foundation reminds Applicants of the nature and limitations of the internet and is not responsible for any problems or technical malfunctions of any communications network, online system or computer hardware or software failure that may affect entry to the application of this Grant.

- h. The Foundation is in no way liable for the reproduction or indirect access via third party web site or home page access which reproduction misstates or omits any of the information or terms and conditions connected with this Scheme.
- i. The Applicant is responsible for gaining all appropriate clearances, permissions and releases for the Grant application.
- j. Grant applications become the exclusive property of the Foundation and will not be returned or acknowledged.

**3. Notification of Grant Awards:**

- a. The Foundation will announce the result on 6 February 2017 and shall notify the successful Applicants by email or telephone. Successful Applicants must confirm the acceptance of the Grant by email within 10 working days of notification. If a successful Applicant does not confirm the acceptance of the Grant by the said date, the Foundation reserves the right to revoke the Grant to such Applicant and award that to another Applicant.
- b. Subject to receiving the confirmation of acceptance of the Grant and the Activity Schedule (as defined in 4 below) from a Successful Applicant (“Recipient”), funding (“Funds”) will be provided to such Recipient in the following manner:
  - (i) if the amount awarded is less than or equal to HK\$50,000, the amount awarded shall be provided to the Recipient by 30 April 2017;
  - (ii) if the amount awarded is more than HK\$50,000, HK\$50,000 shall be provided to the Recipient by 30 April 2017 and the balance of the amount awarded shall be provided to the Recipient by 30 June 2017.
- c. Please refer to ‘Judging’ section for the judging criteria.

**4. Further Requirements for Successful Grant Application:**

- a. Successful Applicants who have accepted the Grant (“Recipients”) are required to provide background information about their organisation as well as profiles of the key people who will be responsible for the Programme that the Grant is funding.
- b. For each Grant awarded, the Recipient will be required to prepare, sign and submit an activity schedule (“Activity Schedule”) setting out:
  - 1. activity details
  - 2. agreed actions over a maximum 8-month period
  - 3. funding amounts and usage breakdown
  - 4. payment method
  - 5. reporting and measurement requirements
- c. Funds must be spent on the project or activity as described in the application and outlined in the Activity Schedule, unless changes are agreed and accepted by the Foundation in written form. Funds must also be spent within 8-months of submission of the Activity Schedule; otherwise the Foundation reserves the right to revoke the Grant and/or demand a refund of the Funds provided but not yet spent according to the Activity Schedule.
- d. Any unspent balance of the Funds after completion of the Programme or 10-month from the submission of the Activity Schedule shall be refunded to the Foundation. Such refund shall be made by cheque payable to “Hong Kong Golf & Tennis Academy Charity Foundation Limited.”

- e. Without prejudice to any other rights of the Foundation, the Foundation is entitled to revoke the Grant from a Recipient and demand the refund of funds already released to such Recipient in the event that (i) it has come to the knowledge of the Foundation that such Recipient has failed to apply the funds in accordance with the Programme proposed in the Application; (ii) such Recipient has failed to comply with the reporting requirements set out in the Activity Schedule; (iii) such Recipient has failed to comply with the requirements as set out in these Terms and Conditions; or (iv) the provision of funds to such Recipient has, for whatever reasons, become in breach of the objects of the Foundation as set out in its Articles of Association.
  - f. Recipients shall report to the Foundation on the Programmes regularly. Unless otherwise required by the Foundation, a Recipient shall provide a written report on the Programme at each of the following intervals: first month, third month and sixth month from the date of its acceptance of the Grant. The said report shall include details of the progress of the Programme, activity outcomes and the application of funds.
  - g. By applying for this Grant under the Scheme, an Applicant consents that the Foundation can use its Grant application, together with its name, likeness, image and/or voice (including photograph, film and/or recording of the same) in any media for an unlimited period without charge.
  - h. All Recipients agree to assist the Foundation to publish stories about how they have used their Grant and the result achieved. Case studies on Recipients may be written and used in publications or websites including but not limited to <http://www.hkgtafoundation.org/>
  - i. The Foundation shall have no obligation (express or implied) to use or publish any submissions.
5. **Judging:**
- a. An independent Advisory Committee selected by the Foundation in its sole discretion, consisting at least one representative from the Foundation, will select the successful Applicants from among all eligible submissions based on the following criteria:
    - 1. The ability of the organisation to deliver the Programme. (20%)
    - 2. The effectiveness of the proposed Programme – whether it is unique, creative, or tailored to the target audience. (25%)
    - 3. The tangible need for the Grant. (25%)
    - 4. The benefits the Programme will bring to the community. (30%)
  - b. The Foundation reserves the right to cancel the Scheme if it does not receive a sufficient number of eligible and qualified applications.
  - c. The Advisory Committee's decision is final and binding and is not subject to review or appeal.
  - d. The Chinese version of these Terms and Conditions are for reference only. In case of discrepancies between the provisions of the English version and the Chinese version, the English version will prevail.

### **Personal Information Collection Statement**

1. You are required to provide the mandatory information on the form for the Foundation's handling of your application and related purposes. If you do not provide the Foundation with the mandatory information, the Foundation may not be able to process your application for this Programme.
2. You have the right to request access to and correction of your personal data held by the Foundation. To update your personal details or request access to your personal data, please contact our Personal Data Privacy Officer at 30/F, New World Tower 1, 18 Queen's Road Central Hong Kong or e-mail to [privacy@hkgta.com](mailto:privacy@hkgta.com).