



COUNTRYSIDE CONSERVATION FUNDING SCHEME
鄉郊保育資助計劃



Guide to Application



Nature Conservation
Management Agreement Projects

(Latest version in October 2019)

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1. INTRODUCTION

The Government has announced in 2004 a New Nature Conservation Policy (NNCP) to better achieve the nature conservation objectives, especially enhancing conservation of ecologically important sites which are in private ownership. Under the new policy, nature conservation management agreement (MA) scheme with landowners was proposed. Funding support for MA scheme has been provided by the Environment and Conservation Fund (ECF)¹.

Following the announcement in the 2017 Policy Address, the Countryside Conservation Office (CCO), tasked to co-ordinate conservation projects and promote sustainable development of remote countryside, was established under the Environmental Protection Department (EPD) in July 2018. A Countryside Conservation Funding Scheme (CCFS) is also established providing financial support to non-profit making organisations (NPOs) and villagers for organising diverse and innovative conservation activities or projects based on an interactive and co-operative approach, including the MA scheme under the NNCP. To cater for the need for sustainable and holistic conservation efforts in Hong Kong's rural countryside covering a wide spectrum of areas ranging from natural environments/habitats, built heritage [particularly the non-graded historic buildings], cultural assets and history, etc., the CCFS provides an integrated funding source for countryside conservation projects covering ecological or nature conservation, and revitalisation of architectural and cultural assets of the remote countryside [except Lantau²].

1.1 Purpose of this Guide to Application

This Guide to Application (Guide) provides guidance on funding application for MA projects under the CCFS and describes the basic requirements and responsibilities for recipient organisations. Upon approval of funds by the Advisory Committee on Countryside Conservation (ACCC), recipient organisations will sign an agreement with the Government undertaking to observe the conditions of using the allocated grant and the approved budget.

1.2 Nature of MA Projects

MA projects must contribute to enhancing the ecological or nature conservation of the sites concerned through management agreements between NPOs and landowners or tenants. Under these agreements, NPOs may provide landowners or tenants with financial incentives in exchange for management rights over their land or their cooperation in enhancing ecological or nature conservation of the priority sites, private land in country park enclaves³ or in country parks listed in *Appendix 1*.

1.3 Administration

¹ The ECF Committee is a statutory body, which comprises mainly non-officials, and was set up in 1994 under the Environment and Conservation Fund Ordinance (Cap. 450) to advise Secretary for the Environment on the use of funds. Under the Ordinance, the Secretary is the trustee responsible for the administration of the Fund.

² Lantau projects fall under the ambit of another funding scheme to be set up under the Sustainable Lantau Office of the Civil Engineering and Development Department.

³ Country park enclaves are sites that are surrounded by or are adjacent to country parks, but are not part of the country parks. A list of country park enclaves can be found at Appendix 1.

The CCFS will be publicised twice every year for open invitation with a view to promoting funding applications of MA projects at the eligible sites.

An Assessment Panel, comprising members from the EPD and the Agriculture, Fisheries and Conservation Department (AFCD), will be established to consider the applications.

The administration of grants for the approved MA projects is undertaken by the Secretariat of the CCFS (Secretariat).

2. APPLICATION AND VETTING PROCEDURES

2.1 Eligible Sites

Eligible sites under the CCFS include the priority sites for enhanced conservation and private land in country park enclaves or in country parks, except for those located on Lantau.

2.2 Eligible Applicants

Local non-profit making organisations (e.g. universities, community bodies and green groups), groups formed under a local non-profit making organisation, or organisations which are exempt from tax under section 88 of the Inland Revenue Ordinance (Cap. 112) are eligible to apply.

The applicant organisation should provide a copy of the organisation's registration document, a copy of the letter issued by the Inland Revenue Department on tax-exemption under section 88 of the Inland Revenue Ordinance (Cap. 112), a copy of the articles of association or constitution, as well as a list of the principal persons-in-charge and their positions, as an evidence of proof.

2.3 Funding Limits

The ecological or nature conservation part of all MA projects should observe a funding cap of HK\$13 million for each project. Notwithstanding this, if there are additional elements proposed in the MA project that can enhance revitalisation of architectural and cultural aspects⁴ and supplement the execution of the nature conservation aspect of the project, an extra funding of up to HK\$2 million⁵ can be applied for those enhancement elements. To allow projects with more flexibility, the applicant organisation may apply for a variation of funding components with a maximum of HK\$12 million for the nature conservation part and HK\$3 million for its architectural and cultural revitalisation efforts under the same MA project, while the total funding limit for each project should not exceed HK\$15 million. Funds may be granted for full or partial support of projects.

2.4 Duration of Each Project

Each MA project should last for at least 12 months and not more than three years.

2.5 Application Procedure

Normally, applications will be invited twice every year. Applicant organisations have to fill in an application form which can be obtained from the CCFS website (http://www.epd.gov.hk/epd/english/environmentinhk/conservation/ccfs/ccfs_main.html)

⁴ The revitalisation of architectural and cultural aspects of graded historical buildings assessed by the Antiquities Advisory Board are not eligible under the CCFS. Moreover, priority of funding support for intangible cultural items will be given to those not included in the Intangible Cultural Heritage Inventory of Hong Kong published by the Intangible Cultural Heritage Office of the Leisure and Cultural Services Department.

⁵ Please refer to Section 4.6 on Built Heritage and Cultural Assets Conservation for detail.

The person-in-charge of the proposed MA project should be the head or deputy head of the applicant organisation. Completed application form should be signed by the person-in-charge, dated and affixed with the chop of the applicant organisation. The completed form should be submitted to the Secretariat of the Countryside Conservation Funding Scheme, Environmental Protection Department (Address: 22/F, Chinachem Exchange Square, 1 Hoi Wan Street, Quarry Bay, Hong Kong) by the deadline as specified in each round of the invitation exercise.

Invitation for applications and deadline for receiving applications will be announced in the CCFS website (http://www.epd.gov.hk/epd/english/environmentinhk/conservation/ccfs/ccfs_main.html). Late applications will not be processed. To avoid undue delay in processing application, where feedback /response from the person-in-charge is not received within two weeks from the date of request for such information from EPD, the application will be considered as withdrawn and the application process will be terminated.

2.6 Vetting Procedure

All applications received will firstly be vetted by an Assessment Panel comprising members from EPD and AFCDD. The Assessment Panel will assess each application according to the criteria set out in Section 2.7 below. The recommendations will then be submitted to the Vetting Subcommittee of the ACCC for discussion. The Vetting Subcommittee will discuss the applications and make recommendations to the ACCC for decision. Information of the approved projects will be uploaded onto the CCFS website (http://www.epd.gov.hk/epd/english/environmentinhk/conservation/ccfs/ccfs_main.html).

Decisions of the ACCC in respect of project approvals and conditions of grants will be final.

2.7 Vetting Criteria

The following broad criteria (a1) or (a2) to (g) will be used in assessing the merits on nature conservation aspect of individual applications. A marking scheme based on the broad criteria is implemented to vet and evaluate the relative merits of individual applications and select the most meritorious applications for funding support. The respective weighting for each broad criterion is provided in brackets.

(a1) for applications for conservation in the priority sites for enhanced conservation: the benefits that the project will bring to enhance the nature conservation and ecological values of the site concerned, better achieving the nature conservation objectives, and evaluating the effectiveness of this new conservation measure (20%);

OR

(a2) for applications for conservation in private land in country park enclaves or country parks: the benefits that the project will bring to enhance the nature conservation or ecological values of the site concerned, better achieving the nature conservation objectives, and evaluating the effectiveness of this new conservation measure (20%);

- (b) the sustainability of the project including its resource implications, participation of the landowner(s)/tenant(s) and local community, nature and enforceability of the management agreement concerned (20%);
- (c) the technical and project management capability of the applicant organisation, as well as its track record, including the effectiveness of past projects, and its ability to comply with funding conditions (20%);
- (d) whether the project's schedule of implementation is well-planned and practicable, and the duration is reasonable (10%);
- (e) whether the proposed budget is reasonable and realistic, and whether the project is cost-effective, with full justification for every expenditure item (10%);
- (f) whether the applicant organisation has demonstrated their utmost efforts in seeking alternative sources of funding so as to achieve 5% contribution to the total budget, and whether it would be more appropriate for the project to be funded by other sources (10%);
- (g) whether the project includes appropriate education activities to effectively promote nature conservation and raise awareness of the local community in nature conservation as part and parcel of the MA project (10%);

For applications modelled on MA projects previously supported by ECF or CCFS, their applications will not be considered until the responses on items (h) and (i) below are received to the satisfaction of the Assessment Panel:

- (h) where the application is modelled on a MA project previously supported by ECF or CCFS, whether the applicant organisation has demonstrated, by reference to the said previous MA project, the achievements made with respect to enhancing the nature conservation or ecological values of the site concerned in the new application; and
- (i) regard to (h) above, where the total amount of expenses under its/their respective broad expenditure item deviated from the approved budgets of the said previous MA project by a substantial amount, say 30%. The applicant organisation shall justify the differences.

Having regard to the nature of MA projects, projects could be considered on a renewable basis to continue the conservation programmes.

2.8 Additional Targets

For application with additional target(s) on built heritage and/or cultural assets conservation, the applicant organisation should provide details and demonstrate how such site specific items could add values to the MA project. The applicant organisation should clearly explain how the tangible and intangible benefits could be brought, and public awareness on nature conservation could be raised by implementing such measures.

2.9 Avoidance of Conflict of Interests

To avoid conflict of interest, members of the ACCC who are directly or indirectly related to an application will be required to declare interest and refrain from taking part in the discussion of that application by leaving the venue where the deliberation takes place during the meeting. This will apply to members who are part of the project team and/or members who belong to the same organisation, owners or tenants of the sites concerned, etc.

2.10 Vetting Time

It normally takes within six months to process a new application and three months for projects modelled on MA projects previously supported by ECF or CCFS. If no additional information is required, the applicant organisation will be informed of the outcome shortly after the ACCC meeting, which is normally held half-yearly.

2.11 Withdrawal

The applicant organisation can write to the EPD to withdraw an application at any time before an agreement is signed with the Government.

3. APPLICATION FORM

3.1 General

- 3.1.1 All sections of the application form should be completed with supporting documents wherever required. Where the information sought is not applicable or not available, please fill in “N.A.”.
- 3.1.2 The application form must be typed and printed on both sides of a paper. It should be duly signed by the person-in-charge (i.e. the Head or Deputy Head of the applicant organisation), dated and affixed with the chop of the applicant organisation. The completed application form should be submitted in both hard and soft copies (in word format).
- 3.1.3 Please give clear and concise information. Additional pages may be attached to the application form if necessary.
- 3.1.4 Acknowledgment will be sent to the applicant organisation after receipt of an application.

3.2 Project Proposal

The applicant organisation should submit a project proposal covering the details of the programme.

3.2.1 Project Title

State the project title, in both English and Chinese.

3.2.2 Duration of Project

Give the commencement and completion dates and duration of project.

3.2.3 Nature and Purpose of the Project

In clear and specific terms, state how the project will contribute to enhancing the conservation of the sites concerned through management agreements between the applicant organisation and landowners/tenants. Under these agreements, the applicant organisation may provide landowners/tenants with financial incentives in exchange for management rights over their land or their cooperation in enhancing conservation of the priority sites, private land in country park enclaves or country parks.

The applicant organisation should specify if the project would provide added benefits on the conservation and promotion of built heritage and/or cultural assets, and how the enhancement on built heritage and/or cultural assets conservation would facilitate promotion of and raise public awareness on nature conservation.

3.2.4 Name of Applicant Organisation

Give the Chinese and English name of the applicant organisation, which must be a local NPO or a group formed under a NPO, or organisation which is exempt from tax under section 88 of the Inland Revenue Ordinance (Cap. 112) in Hong Kong.

3.2.5 Details of Team Members

Give details of the project team structure, the project leader and the supporting staff.

3.2.6 Role of the Applicant Organisation

State the role the applicant organisation will play in organising and implementing the project. Projects in which the applicant organisation does not make a major contribution will not be eligible for funding support.

3.2.7 Details of other Co-organising/Assisting/Supporting/Sponsoring Bodies for the Project

Give details of other co-organising/assisting/supporting/sponsoring bodies and written consent from these bodies.

If the project involves repairing works of privately owned building(s) for architectural and/or cultural conservation purpose, the applicant organisation is required to provide written consent from owner(s) of the privately owned building(s) involved.

Applicant organisations should note that the co-organising/assisting/supporting/sponsoring bodies should not bring the Government into disrepute or give rise to any actual or perceived conflict of interest, there should not be undue publicity for the co-organising/assisting/supporting/sponsoring bodies, and for sponsoring bodies and private property owners, the sponsorship and/or the repaired private property is/are not aimed to generate commercial benefits.

3.2.8 Project Details

State the following –

- (a) the target site;
- (b) the target taxonomic groups / species to be conserved;
- (c) the target habitats and proposed area of land to be conserved under the management agreement;
- (d) the target built heritage, cultural assets, if any; and
- (e) the proposed activities.

Note: The applicant organisation may add other targets which are considered relevant to support the application. Details should be included to illustrate the

scale and merit of each item, e.g. a utility structure is required for accommodating personnel, equipment and/or supply. Its design should take into consideration of the site context, to refurbish a derelict structure or erect a modest addition of traditional style could add values to the rural countryside. If the application includes new structure, e.g. shed or refurbishment, its size, nature, justification and estimated costs should be provided, details on the disposal of the structure after the expiry of the project should be described.

3.2.9 Method of Implementation of Project

State clearly the implementation method to be employed and show how this could help achieve the purpose of the project.

3.2.10 The Workplan and Timetable

State the following –

- (a) Workplan - Give a detailed workplan describing the various activities that will be carried out under the project. Sufficient time should be incorporated into the workplan for seeking approval from all relevant authorities and consent from relevant stakeholders.

For application with built heritage conservation, the workplan proposed by the applicant organisation should include a baseline programme for progress review and a proposed arrangement for public access to the building(s) for appreciation and publicity programme after the completion of the maintenance works. The proposed provision of public access to the building(s) and publicity programme should comprise at least 50% of the project period. For example, for a 3-year project, the maintenance works of the built heritage should be completed in 18 months or less and for the remaining 18 months or more should be arranged for public access to the building. If there is any slippage or delay on the proposed maintenance works such that the requirement on providing public access to the building(s) for at least 50% of original project period cannot be fulfilled, EPD may request the recipient organisation to extend the period for public access to fulfil the requirement without additional funding support. It is the responsibility of the recipient organisation to ensure the structural safety of the building(s) for public access.

- (b) Timetable - Give a timetable showing the length and sequence of the various activities in the project.

3.2.11 Deliverables and Expected Benefits

State the expected achievements of the project with the proposed schedule –

- (a) Deliverables - give quantifiable results of the project.
- (b) Expected Benefits – give qualitative results of the project to the community.

Upon submission of progress report and completion of project, evaluation should be made to assess the effectiveness of the project, where applicable, against performance indicators with proposed schedule of meeting the targeted numbers including, but not limited to –

- (a) area of land conserved/managed (breakdown by habitat types / habitat management measures should be provided);
- (b) biodiversity conserved (e.g. number of species of target taxonomic group recorded, change in species richness/abundance of target taxonomic groups / species, number of species of conservation concern recorded, etc.)
- (c) number of landowners / tenants, participating in the project / number of partnerships formed;
- (d) number of volunteers recruited or trained;
- (e) number of local community organisations (e.g. schools, companies or local interest groups) approached to form partnership to promote nature conservation and raise public awareness on nature conservation;
- (f) number of public education / community engagement programmes organised and the number of participants in each of these programmes;
- (g) number of walk-in visitors to project sites / visitor centre;
- (h) number of publications produced;
- (i) number of media coverage on the project; and
- (j) number of questionnaires conducted.

Qualitative benefits may include changes in knowledge, awareness, attitudes and behaviour of the general public and local communities towards nature / architectural / cultural conservation.

Given the uniqueness of individual projects, the applicant organisations could include additional targets and indicators based on the circumstances of their programmes to evaluate the effectiveness of their projects.

3.2.12 First Time Applicant

For applicant organisation which applies on MA projects for the first time, please provide the following information –

- (a) background information of the organisation;
- (b) information about key members of the organisation and the person-in-charge of the project;
- (c) experience in organising environmental activities; and

(d) documentary proof of the organisation's non-profit making status.

4. BUDGET GUIDELINES

The application should be accompanied by a detailed budget for the project in Excel format. Each income and expenditure item should be reasonable, realistic and clearly broken down. All expenditure items must be incurred between the commencement and completion dates of the project supported with the original or the certified copy of receipts and/or invoices for expenses. For items which “will not normally be supported”/“may only be supported with full justification”/“only supported on a case-by-case basis”, please provide detailed justifications in the form of an attachment to this application. Please refer to *Appendix 2* for level of funding support for expenses.

Note for Applicant Organisations: Any increase in cost arising from inflation or unforeseen requirements will be the responsibility of the recipient organisations. Request of budget variation for additional funding after project approval will not be considered.

4.1 Manpower

- 4.1.1 The applicant organisation is expected to have the ability to supervise and the expertise to undertake the MA project. Hence, no funding will be granted for employment of additional supervisory/administrative staff, hire of professional advisors or training course for staff of the recipient organisation for undertaking the project.
- 4.1.2 Funding for project staff may be supported, the salary of which will be considered on a case-by-case basis. The total amount for covering the cost of project staff should normally be below 50% of the approved total budget or actual expenditure, whichever is the less. Under exceptional circumstances and if the applicant organisation can fully justify to the satisfaction of the Assessment Panel and the ACCC, funding for the cost of project staff exceeding 50% may be considered.
- 4.1.3 Direct labour cost involved in conducting nature conservation or related activities on the site concerned may be supported. The actual amount to be granted will depend on the modus operandi of the project.

4.2 Minor Works and Equipment

- 4.2.1 Funding for minor works will be considered on a case-by-case basis.
- 4.2.2 Funding for purchase of equipment will be considered on a case-by-case basis. Please refer to Section 5.8 for funding requirement and arrangement of equipment and other capital items.
- 4.2.3 Maintenance costs of the approved minor works and equipment up to the end of the project period or the first two years upon installation/purchase, whichever is earlier, will be considered.

4.3 Production of Publications and Websites

- 4.3.1 Funding for production of practical and promotional guides such as that on eco-tours and nature conservation will be considered. Details of publication

arrangements and relevant budget should be provided in the application for overall assessment.

4.3.2 Funding for website design and maintenance costs will be considered.

4.4 Purchase of Educational Materials and Computer Softwares

Expenses on educational materials and computer softwares will be considered on the condition that the educational materials and computer softwares are essential. Please refer to Section 5.9 for funding requirement and arrangement of educational materials and computer softwares.

4.5 Rental Payment

Funding for renting land and premises necessary for the implementation of the project (e.g. land for implementing nature conservation or related activities or premises for establishment of a site office to conduct the activities) may be considered. The actual amount will depend on the size and location of the selected land/premises. This does not apply to land/premises under the possession of the recipient organisation, its office bearers or persons associated with the recipient organisation.

4.6 Built Heritage and Cultural Assets Conservation

4.6.1 In the course of enhancing ecological or nature conservation of sites in private ownership, funding for the reinstatement of existing facilities and/or addition of built structure that may potentially bring benefits to operators and the general public will be considered.

4.6.2 The applicant organisation should provide details in the application and stipulate whether such initiatives are planned and implemented in accordance with established principles and guidelines.

4.6.3 Applicant organisation should indicate clearly if the budget items are related to built heritage and/or cultural assets conservation.

4.7 Others

4.7.1 All essential elements of an application will be considered in an integral manner.

4.7.2 Funding for public education activities in connection with the project, hire of transport, light meals for unpaid voluntary workers and premium for public liability insurance will be allowed. The level of funding for such expenses is set out in Appendix 2.

4.7.3 For applications from NPOs without receiving government subventions, general administrative and overhead costs incurred from the project will be considered, subject to a cap of 10% of the total approved grant or actual expenditure of the project, whichever is less. For projects receiving a grant less than HK\$300,000 and lasting less than 18 months, the recipient

organisation has to submit the original or the certified copy of receipts and/or invoices for expenses to evidence its actual expenditure. (Note: the applicant organisation should declare in the application form whether it receives government subventions or not and notify the Secretariat once if there is any change of this status)

- 4.7.4 Requests for funding for contingency items will be considered on a case-by-case basis.
- 4.7.5 Overseas travel will **not** normally be supported. Overseas participants in a local function are normally expected to pay for their own traveling and living expenses.
- 4.7.6 Funding will **not** be granted to the recipient organisation for renting or purchasing materials already in the recipient organisation's stock.
- 4.7.7 Funding for payments to individuals as a reward for their participation in the activities organised under a MA project will **not** be granted.
- 4.7.8 The applicant organisations should provide a proposed payment schedule in the application form in accordance with the conditions in Section 5.3 below to the Secretariat for ACCC's consideration.

4.8 Other Sponsorships and Percentage Contribution

The applicant organisations are encouraged to seek sponsorships from other sources to fund part of the projects applying for CCFS and should demonstrate their utmost efforts in seeking alternative funding, including income-generating activities and private sponsorships, so as to achieve 5% contribution to the total approved budget. In the event the 5% contribution could not be achieved, the applicant organisation's attempts and efforts (e.g. as reflected by number of potential sponsors approached and amount of sponsorship secured) should be given with due consideration in the application and vetting process, and recommendation could be made to the ACCC for accepting a lower contribution.

The applicant organisations should clearly indicate in their submission details (including the source, amount, and income to be generated) regarding sponsorships outside CCFS. Applicant organisations should note that the other funding sources should not bring the Government into disrepute or give rise to any actual or perceived conflict of interest, there will not be undue publicity for the funding bodies, and the sponsorship is not aimed to generate commercial benefits. Applicant organisations' intention to seek other sponsorships should be stated if details are not available when their applications are submitted.

5. CONDITIONS FOR THE USE AND ALLOCATION OF GRANT FROM CCFS

5.1 Contractual Requirements

For each project for which funds have been approved, the recipient organisation has to sign an agreement with the Government and comply with all the terms of the agreement. The recipient organisation should submit a copy of bank statement showing the name and account number of the bank account in the recipient organisation's as required in Section 5.5. For projects receiving funding for architectural and/or cultural conservation works in privately owned building(s), the recipient organisation should submit a copy of the agreement with the owner(s) of the building(s) involved, showing commitment from the owner(s) to comply with the requirement for public access to the building(s), as stated in Section 3.2.10 above, after completion of the works.

5.2 Use of Grant

- 5.2.1 The allocated grant shall not be used as payments to individual members of the public as a financial reward for their participation in the activities associated with the project.
- 5.2.2 The project must accrue benefits to the district/local community as a whole, and not just an individual, a single private organisation or a consortium of private companies.

5.3 Disbursement and Reimbursement of Funds

- 5.3.1 The recipient organisation will receive between 25-50% of the grant upon approval depending on the cash flow requirement and nature of the project. The recipient organisation should submit a proposed plan for disbursement in the application form for consideration. The last 10% of the approved grant will normally only be released after completion of the project, subject to submission of a completion report together with a final audited account to the satisfaction of EPD/AFCD in accordance with the requirement specified in Section 5.5 below. Disbursement of the remaining of the approved amount would normally be divided equally by the number of half-yearly progress reports required, and be rounded down to cent. Any deviations from the above guidelines for disbursement schedule would only be considered under exceptional circumstances. Interim payment may be released to the recipient organisation subject to the endorsement of the progress report and statement of account or an annual audited account by EPD/AFCD normally within 2 months.
- 5.3.2 All revenue/income received/derived from the project (including sales of output, fees generated from activities conducted and interest income generated from cash in hand for the project) during the project period, irrespective of whether it has been declared in the application, must be defrayed against the actual expenditure before calculating the amount to be reimbursed as the final payment; or ploughed back into the project account as set out in the agreement signed between the Government and the recipient organisation.

- 5.3.3 Amount to be reimbursed for individual items of the budget will not exceed the approved amount for that item. However, the recipient organisation may seek prior written approval from EPD to increase the original approved amount of an individual item by up to 20% provided that the total amount to be reimbursed will not exceed the total approved grant.
- 5.3.4 The grant could be reduced on a pro-rata basis in the following circumstances –
- (a) the scope and/or activities of the project have been changed;
 - (b) the actual area of the site conserved under the management agreement is less than originally proposed;
 - (c) the actual frequency of activities conducted (e.g. field visits) is less than originally proposed;
 - (d) the number of participants is less than originally proposed and the grant allocated is decided according to the number of participants;
 - (e) the number of publication (e.g. leaflets) is less than originally proposed;
 - (f) the duration for providing public access to the building(s) with built heritage conservation is less than 50% of the project period; or
 - (g) the duration of the project has been reduced.
- 5.3.5 Any item not on the approved list of budget items will not be reimbursed.
- 5.3.6 Any unspent balance of the grant shall be returned to CCFS within two months after completion of the project.
- 5.3.7 Income derived from the project after the project period, including sales of output, should be returned to CCFS for offsetting part or whole of the funded amount. Failure to report and return such income to CCFS will render the organisation ineligible for future applications.

5.4 Project Account and Interest

- 5.4.1 The recipient organisation should deposit the CCFS grant received into a risk-free interest-bearing account in its name opened with a licensed bank in Hong Kong to facilitate the checking of all financial records by the Government and auditors as and when necessary.
- 5.4.2 Interest incomes generated from the CCFS grant and other receipts for a project have to be defrayed against the actual expenditure before calculating the amount to be reimbursed as the final payment, if any.
- 5.4.3 The recipient organisation may be required to compensate the Government for loss of interest income if the CCFS grant is not properly handled. Where necessary, the Government will initiate legal action for suitable remedies.

5.5 Progress, Completion and Financial Reports

- 5.5.1 Ongoing projects are monitored and completed projects are reviewed by EPD/AFCD. The recipient organisation has to submit a half-yearly progress report with a statement of account once every six months to the Secretariat. For projects receiving a grant more than HK\$300,000 and lasting more than 18 months, recipient organisations are also required to submit, once every 12 months, an annual audited accounts audited by certified public accountant (practising) (CPA (practising)) within the meaning of section 2 of the Professional Accountants Ordinance (Cap 50) to the Secretariat. Except for the first disbursement, all disbursements will be subject to satisfactory performance or progress of the project. EPD/AFCD may carry out on-site visits or surprise checks to examine the progress and achievements of the project at any time.
- 5.5.2 Within two months after completion of the reporting period / project or before the date specified in the agreement, the recipient organisation has to submit a progress report with a statement of account and, if applicable, an annual audited account; a completion report with a final audited account to the Secretariat (for projects with a grant of more than HK\$300,000 approved by the ACCC, the audited accounts should be audited by CPA (practising)). If an extension of the submission deadline is required, prior approval should be obtained from EPD. EPD/AFCD will assess the success or effectiveness of the project by comparing the project results against its original objectives and targets as set out in the application.
- 5.5.3 For any project with the approved grant of or below HK\$300,000, the grant received must be shown in a complete statement of account, together with the original copy of invoices and receipts or their certified copy. Auditing will not be required, but EPD/AFCD reserves the right to check all financial records kept by the recipient organisation relating to use of the grant.

The Independent Commission Against Corruption (ICAC) is authorised to review the procedures and practices of the funding scheme to prevent corruption and related malpractices, including the obtaining of any information or record kept by recipient organisations for inspection and analysis. The recipient organisations shall fully co-operate with ICAC and give it all the assistance when required.

- 5.5.4 Where a statement of account audited by CPA (practising) is required to submit with the progress / completion report, the statement of account to be certified by the CPA (practising) should show the approved budgets of the respective items with the corresponding expenditure, and provide assurance that the audited accounts properly presented the financial position of the project and that the conditions of the grant from CCFS are met.

The CPA (practising) are required to express an audit opinion as to whether the recipient organisation of the project have complied, in all material respects, with all the requirements set out in the “Notes for Auditors and Sample Auditor’s Report” and to make full disclosure of any material non-compliance. The “Notes for Auditors and Sample Auditor’s Report” could be

downloaded from the CCFS website (http://www.epd.gov.hk/epd/english/environmentinhk/conservation/ccfs/ccfs_main.html)

- 5.5.5 All progress and completion reports should be signed by the person-in-charge, dated and affixed with the chop of the recipient organisation and submitted in such format as prescribed in the Progress/Completion Report Form.
- 5.5.6 Unsatisfactory performance will affect the organisation's future chance of getting funding. The organisation's management will be informed.
- 5.5.7 Late submission of the audited accounts may lead to suspension or termination of the funding support for the project.

5.6 Intellectual Property Rights Arising from Projects and the Use of Project Results

- 5.6.1 Unless negotiated and agreed otherwise with EPD, the recipient organisation will solely own all intellectual property rights arising from the project.
- 5.6.2 The recipient organisation is required to grant unconditionally and irrevocably to the Government the right to publish results, findings and any other information provided in the application for MA project, progress report(s), completion report and other publications or publicity materials.

5.7 Publicity of Project Events and Results

- 5.7.1 The recipient organisation should, as far as practicable, publicise the project results or any events related to the project through publications, seminars, workshops, conferences and exhibitions etc.. It should also provide information about the events to EPD/AFCD.
- 5.7.2 The recipient organisation should notify EPD/AFCD of the project results before publicising them. Copies of publications or publicity materials produced under the project must be made available to EPD/AFCD within one month after completion of the project.
- 5.7.3 Project findings will be uploaded on the websites of EPD/AFCD for public access.
- 5.7.4 Projects which receive funding support from the CCFS, including the activities, publicity and other events organised under the projects, as well as their related educational, publicity and other related materials, should not be used for purposes of personal, political, commercial or religious publicity of any individuals or organisations. Nor should any such activities, events or materials arising from a CCFS-funded project be presented in a way as to induce public perception of any personal, political, commercial or religious publicity of any kind, or misrepresent any association of any individuals or organisations with the CCFS. In addition, activities and events organised and materials produced under the projects should not be implemented or

- 5.8.1 The recipient organisation should exercise utmost prudence in procuring capital items, goods or services for the project and must adhere to the following procedures unless EPD agrees otherwise –
- (a) for every procurement the aggregate value of which is HK\$5,000 or below, quotations from suppliers are not required for most items unless specified in the *Appendix 2* ;
 - (b) for every procurement the aggregate value of which is more than HK\$5,000 but less than HK\$10,000, quotations from at least two suppliers should be obtained ;
 - (c) for every procurement the aggregate value of which is HK\$10,000 or more, but less than HK\$500,000, quotations from at least three suppliers should be obtained ; and
 - (d) for every procurement the aggregate value of which is HK\$500,000 or more, open tendering should be used.
- 5.8.2 The recipient organisation should select the supplier that has submitted the lowest bid. If the lowest bid is not selected, full justifications must be given and prior agreement must be obtained from EPD.
- 5.8.3 In procuring goods or services, the tender document should not specify the brand, models and manufacturer for fairness' sake.
- 5.8.4 In case the recipient organisation intends to procure the items from a company/organisation/individual without following the open procurement process in Section 5.8.1 above, it has to provide details, justifications and its relationship with the company/organisation/individual in the application form. If the application is approved, subsequent approval from EPD will not be required.
- 5.8.5 The recipient organisation should take stock of any capital items procured with the grant from CCFS. The person-in-charge of the recipient organisation is required to report the status of capital items procured with the grant, which should be listed out in the progress report with photos and conditions of the items attached therein. Photos of all capital items procured with the grant should be taken afresh for each progress report submission.
- 5.8.6 In the case of universities, they may adhere to their established/current standard procurement procedures provided that the established/current procurement procedures are not less stringent than that described in Sections 5.8.1 to 5.8.5 above.
- 5.8.7 All quotations and tendering documents should be kept for inspection by EPD/AFCD.

5.9 Capital Items, Educational Materials and Computer Softwares

- 5.9.1 For capital items such as computer, digital camera, Tablet PC, projector, etc., the recipient organisation should deploy its resources, where possible, and

those acquired in previously ECF/CCFS funded projects for implementation of the proposed project. Strong justifications including the proposed usage rate and the use of equipment items to enhance project effectiveness have to be provided for acquisition of the above equipment and other asset items.

- 5.9.2 The title of capital items, educational materials and computer softwares procured with the grant from CCFS will remain with the Government during the project period. Upon completion of the project or the expiry or termination of the project, whichever is earlier, the Secretariat may require the recipient organisation to dispose of the capital items, educational materials and computer softwares at market price or make other arrangements for disposal. The recipient organisation should comply with such requirement and credit the sale proceeds to the project account.

5.10 Acknowledgement of Support and Disclaimer

- 5.10.1 The source of funding (both the name and logo of EPD/CCFS) must be acknowledged in all publicity materials relating to the project. Failure in making proper acknowledgment may result in suspension or termination of funding support and affect the future applications.
- 5.10.2 The name and logo of EPD/CCFS may be used and printed onto various categories of publicity materials with a view to promulgating the contribution of the CCFS. Examples of publicity materials include publicity leaflets/posters/banners; reports and publications of project outcome; and advertisements on paper and electronic media.
- 5.10.3 Use of the name and logo of EPD/CCFS or AFCD for other purposes is allowed subject to the prior approval of EPD/AFCD.
- 5.10.4 In no circumstances shall the name and logo of EPD/CCFS or AFCD be used for publicity for commercial interest or other purposes which may damage the image and/or cause any liability to EPD/CCFS or AFCD. A disclaimer should be added to all publications and media briefs related to CCFS-funded projects: *“Any opinions, findings, conclusions or recommendations expressed in this material/ event do not necessarily reflect the views of the Government of the Hong Kong Special Administrative Region.”*

5.11 Suspension/Termination of Funding Granted

- 5.11.1 EPD may suspend/terminate funding granted to a project under the following circumstances –
- (a) if the project does not commence within six months after approval of the grant and no reasonable explanation has been given;
 - (b) EPD/AFCD considers that the project has not progressed satisfactorily and no reasonable explanation has been given;
 - (c) the project leader leaves the recipient organisation prior to completion of the project and there is no one available who has been involved in

the project and considered suitable by EPD/AFCD to take over the role of team leader; or

- (d) if the recipient organisation fails to comply with the funding conditions as set out in this Guide and/or the approval letter and no reasonable explanation has been given.

5.11.2 In each of the above cases of suspension/termination of funding granted, EPD shall give one month's notice to the recipient organisation, stating the reasons for the suspension/termination. In cases of suspension, the recipient organisation should demonstrate that measures have been taken to rectify the problems and the unsatisfactory situation has been redressed before EPD will lift the suspension. In case of termination, the balance of the grant or any funding given in advance shall be returned to CCFS. EPD/AFCD will, in consultation with the ACCC, consider possible redeployment of the capital items, educational materials and computer softwares acquired for the project.

5.11.3 Any suspension or termination of a project will affect the organisation's chance of getting financial support from CCFS or similar funding in future. The organisation's management will be informed.

5.11.4 The grant from CCFS shall be entitled to be refunded by the recipient organisation of part or all of a grant which has been used other than in accordance with the terms of the approved project.

5.11.5 Any major changes to the project must be approved by EPD in consultation with the ACCC. Such major changes include –

- (a) revision to the budget;
- (b) change of the team leader; or
- (c) transfer of the project to another organisation.

5.11.6 EPD may suspend/terminate funding granted to the project if the project is being carried out under any of the above circumstances in Section 5.11.5 without prior approval.

5.11.7 Any proposed minor changes to a project should be submitted to EPD/AFCD for prior approval.

5.11.8 The recipient organisation would be required to report the progress of the ongoing MA projects regularly to the ACCC.

5.12 Probity

5.12.1 The applicant organisation shall observe the Prevention of Bribery Ordinance, Cap. 201 ("PBO") and shall advise its associates, associated persons, Project Team, directors, employees, agents, consultants, contractors and other personnel who are in any way involved in the project (including the co-organising/assisting/supporting/sponsoring bodies, if any) (collectively, the "Relevant Personnel") that they are prohibited from offering, soliciting or

accepting any advantages as defined under the PBO, such as money, gifts, loans, discounts, favour, etc. in the conduct of or in relation to the project.

- 5.12.2 The offer of an advantage to any government officers or the Chairperson or Members of the ACCC while having business dealing with them or with a view to influencing the approval of the application is an offence under the PBO. Any such offer by the applicant organisation, or the Relevant Personnel may cause conflict of interest with the government officers involved in CCFS or the Chairperson or Members of the ACCC and those be seen as such will render the application null and void. The Government may also cancel the application approved and hold the applicant organisation liable for any loss or damage which the Government may sustain.
- 5.12.3 The applicant organisation shall ensure that the Relevant Personnel shall avoid conflict of interest situations as and when necessary and not to disclose any confidential information in the conduct of or in relation to the project.
- 5.12.4 The applicant organisation shall ensure that the Relevant Personnel shall not accept lavish, unreasonably generous or frequent entertainment, or which is likely to give rise to any actual, potential or perceived conflict of interest situations.

5.13 Others

- 5.13.1 The applicant organisation shall bear all responsibility, financial or otherwise, for expenditure or other liabilities from the projects.
- 5.13.2 The Government and ACCC shall bear no responsibility, financial or otherwise, for expenditure or other liabilities arising from the projects.
- 5.13.3 The Government may at any time, if he considers fit, amend or add to the above conditions, without prior notice to recipient organisations.

**List of Sites for Implementation of
Nature Conservation Management Agreement Projects**

Sites on the Lantau are in shade.

A. Priority Sites for Enhanced Conservation

1. Ramsar Site
2. Sha Lo Tung
3. Tai Ho
4. Fung Yuen
5. Luk Keng Marsh
6. Mui Tsz Lam and Mau Ping
7. Wu Kau Tang
8. Long Valley and Ho Sheung Heung
9. Deep Bay Wetland outside Ramsar Site
10. Cheung Sheung
11. Yung Shue O
12. Sham Chung

B. Country Park Enclaves

(represents Country Park Enclaves which are also Priority Sites for Enhanced Conservation)*

(^ represents Country Park Enclaves which have been incorporated into Country Parks)

No.	Name of site	Area in ha(About)
1	Shap Yi Wat	3
2	Ngau Liu and Kwun Yam Shan	72
3	Wong Chuk Yeung	37
4	*Sha Lo Tung	56
5	*Kai Kuk Shue Ha, Ho Lek Pui and Ham Hang Mei	8
6	*Ho Pui, *Tin Sam, *Sam Ka Tsuen, *San Uk Tsuen, *San Uk Ha, *Lo Wai, *Leng Pui and *Kau Tam Tso	98
7	Wong Yi Chau and Hei Tsz Wan	9
8	Pak Tam Chung	2
9	Tsak Yue Wu	15
10	Tai Long, Lam Uk Wai, Lung Mei Tau, Tai Wan and Ham Tin	46
11	Pak Tam	5
12	Shek Hang	3
13	Tai Mong Tsai, She Tau, Ping Tun, Tit Kim Hang, Tam Wat, Tai Po Tsai, San Tin Hang, Tso Wo Hang, Wong Chuk Wan and Wong Mo Ying	126
14	Wong Keng Tei and Tsam Chuk Wan	36
15	*Sham Chung	32
16	Fan Lau Tsuen	24

No.	Name of site	Area in ha(About)
17	Pak Fu Tin	3
18	Lung Mei and Tai Long	28
19	Ngong Ping	103
20	Lai Chi Yuen	5
21	Shui Tseng Wan	2
22	Yi Long	7
23	Shui Hau Wan	1
24	*Mau Ping, *Mau Ping Lo Uk, Mau Ping San Uk, and Wong Chuk Shan	45
25	^Kam Shan	1
26	Site near Chuen Lung	10
27	Site near Tso Kung Tam	9
28	Tin Fu Tsai	53
29	Tsing Fai Tong	26
30	Sheung Tong	10
31	Sheung Fa Shan	26
32	^Yuen Tun	19
33	Ping Shan Chai	15
34	Hung Shek Mun Tsuen	10
35	Lai Tau Shek	10
36	Sam A Tsuen	23
37	^Sai Lau Kong	2
38	Siu Tan	20
39	Kop Tong, Mui Tsz Lam and Lai Chi Wo	91
40	So Lo Pun	29
41	Kuk Po San Uk Ha, Kuk Po Lo Wai, Yi To, Sam To, Sze To and Ng To	64
42	Fung Hang	9
43	Yung Shue Au	18
44	^Fan Kei Tok	5
45	Chau Mei, Tai Tong, Chau Tau and Sha Tau	26
46	Pak A	11
47	Tung A	10
48	Pak Lap	6
49	Pak Tam Au	14
50	To Kwa Peng	9
51	Chek Keng	31
52	Tai Tan, Uk Tau, Ko Tong, Ko Tong Ha Yeung	67
53	Tung Sam Kei	4
54	Ko Lau Wan, Mo Uk, Lam Uk, Lau Uk and Tse Uk	33
55	^Sai Wan	17
56	Hoi Ha	8
57	Pak Sha O, Pak Sha O Ha Yeung	29
58	Nam Sham Tung	5
59	Lai Chi Chong	16
60	*Yung Shue O	32
61	*Cheung Sheung	16
62	Tai Hom	5
63	Wong Chuk Long	4

No.	Name of site	Area in ha(About)
64	Site near Wong Mau Kok	3
65	Luk Wu, Upper Keung Shan, Lower Keung Shan, Cheung Ting and Hang Pui	155
66	Tsin Yue Wan	4
67	Ngau Kwo Tin	7
68	Tei Tong Tsai	15
69	Yi Tung Shan	7
70	Man Cheung Po	2
71	^Site near Nam Shan	6
72	Site near Peaked Hill	5
73	*Tai Ho and Site near Wong Kung Tin	277
74	Yi O	23
75	Site near Ngau Wu Tok	5
76	Site near Tai Po Mei	6
77	Shui Mong Tin	2

C. Private Land in Country Parks

Private lands inside the following country parks:

- Aberdeen Country Park
- Clear Water Bay Country Park
- Kam Shan Country Park
- Kiu Tsui Country Park
- Lam Tsuen Country Park
- Lantau North Country Park
- Lantau North (Extension) Country Park
- Lantau South Country Park
- Lion Rock Country Park
- Lung Fu Shan Country Park
- Ma On Shan Country Park
- Pat Sin Leng Country Park
- Plover Cove Country Park
- Plover Cove (Extension) Country Park
- Pokfulam Country Park
- Tai Tam (Quarry Bay Extension) Country Park
- Sai Kung East Country Park
- Sai Kung West Country Park
- Shek O Country Park
- Shing Mun Country Park
- Tai Lam Country Park
- Tai Mo Shan Country Park
- Tai Tam Country Park
- Sai Kung West Country Park (Wan Tsai Extension)

**Level of Funding Support for Expenses of
Nature Conservation Management Agreement Projects
(with effect from 18 October 2019)**

Items	Level of Funding Support (HK\$)
1. Publicity – including items such as banners, posters, leaflets, postage, etc.	<ul style="list-style-type: none"> • The ceiling is capped at 20% of the approved total budget. • The applicant organisation is free to manoeuvre with the grant among the various approved ‘publicity’ items.
2. Opening / Closing Ceremony – including invitation, souvenirs for officiating guests, set up and decoration, backdrop, rental payment of venue, PA system, etc.	<ul style="list-style-type: none"> • The ceiling is capped at 20% of the approved total budget. • The applicant organisation is free to manoeuvre with the grant among the various approved ‘opening / closing ceremony’ items.
3. Venue Setup – including rental payment of venue and related equipment or systems (for all activities other than opening / closing ceremony), set up and decoration, backdrop, etc.	<ul style="list-style-type: none"> • The ceiling is capped at 30% of the approved total budget. • Quotations must be provided. • Request of funding to cover charges for use of in-house equipment / facilities of the applicant organisation is normally not supported. If such support is necessary due to special reasons, prior agreement of EPD / AFCDD must be secured and the expenditure for rental is set at 20% of the current market price for renting the items concerned.
4. Booths – including rental payments, decoration and prizes for game booths	<ul style="list-style-type: none"> • The ceiling is capped at \$850 per booth.
5. Production of Exhibition Panel	<ul style="list-style-type: none"> • Maximum \$2,700 per panel. • The ceiling is capped at \$27,300 per application. • Applicant organisation is encouraged to borrow exhibition panels from EPD (Hotline: 2835 1012).
6. Prizes for Competition	<ul style="list-style-type: none"> • Maximum \$2,000 per set of both trophies and prizes for each competition. Cash or cashable items must not be given.
7. Hire of Speakers/Instructors	<ul style="list-style-type: none"> • Maximum \$650 for a speaker / instructor for each function lasting 3 hours or more. For function lasting less than 3 hours, maximum \$200 per hour for a speaker / instructor. • For speaker / instructor requiring professional qualification: maximum \$320 per hour for a speaker / instructor (qualification should be

Items	Level of Funding Support (HK\$)
	<p>supported by certificates issued by relevant authorities).</p> <ul style="list-style-type: none"> The funding support may be adjusted upwards on the merit of each case. Prior approval from EPD / AFCD should be obtained before the expenditure concerned is incurred. Honoraria for speakers who are staff employed for the project are normally not supported.
8. Insurance for Third Party Liabilities	<ul style="list-style-type: none"> Funding support will be based on the basic requirements. Quotation must be provided.
9. Transportation – including hire of coach and launch and hire of van/lorry for transportation of materials	<ul style="list-style-type: none"> Maximum \$2,600 per coach (round trip). The amount of funding support is based on the actual expenditure. Quotations must be provided. For hire of launch and van/lorry, the applicant organisation should specify and provide justification for the size of launch to be hired.
10. Admission Fee	<ul style="list-style-type: none"> Participants are required to pay 40% of the admission fee.
11. Package Tour	<ul style="list-style-type: none"> For hire of package tour, 40% of the charge should be paid by the participants.
12. Souvenir (for officiating guests and judges only for function other than ceremony)	<ul style="list-style-type: none"> Maximum unit price: \$65.
13. General Expenses – including stationery, films and film development, video tapes and etc.	<ul style="list-style-type: none"> The ceiling of funding support is capped at 10% of the approved total budget, or actual expenditure, whichever is the less. Detailed breakdown on items to be charged to general expenses must be provided in the application for assessment.
14. Travel Allowance (for Staff and Volunteers) (Note: For staff, only allow for travelling from workplace to workplace, both under the project)	<ul style="list-style-type: none"> Maximum \$20 per journey. The funding support may be adjusted upwards on the merit of each case.
15. Meal Allowance (for volunteers only)	<ul style="list-style-type: none"> Maximum \$50 per volunteer for activities lasting 3-5 hours (excluding preparation / travelling time). Maximum \$90 per volunteer for activities lasting more than 5 hours (excluding preparation / travelling time).

Items	Level of Funding Support (HK\$)
16. Project Staff	<ul style="list-style-type: none"> The ceiling of expenditure should normally be below 50% of the approved total budget or actual expenditure for the project, whichever is the less.
17. Direct labour cost involved in conducting nature conservation or related activities on the site	<ul style="list-style-type: none"> Maximum \$80 per hour for each labour.
18. Administrative and Overhead costs (Note : only applicable to NPOs (including green groups) without government subventions)	<ul style="list-style-type: none"> The ceiling is capped at 10% of the approved total budget or actual expenditure, whichever is the less. Detailed breakdown on items to be charged to the administrative and overhead costs must be provided in the application for assessment.
19. Contingency Items	<ul style="list-style-type: none"> Only supported with full justification to the satisfaction of EPD / AFCD in consultation with the ACCC.

Remarks: The level of funding granted may be adjusted by EPD / AFCD as and when necessary. For the latest version, please refer to the Internet homepage of:

- Countryside Conservation Funding Scheme - http://www.epd.gov.hk/epd/english/environmentinhk/conservation/ccfs/ccfs_main.html