



## COUNTRYSIDE CONSERVATION FUNDING SCHEME



### Guide to Application



**Nature Conservation Management Agreement Projects,  
Formulation of Proposals on Restoration of Built Heritage,  
Cultural Rehabilitation/Revitalisation Projects, or  
Research Activities on Countryside Conservation and Revitalisation**

*(Version 1.4, August 2021)*

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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 NNCP, nature conservation management agreement scheme was proposed, and funding support for the scheme has been provided by the Environment and Conservation Fund (ECF)<sup>1</sup>.

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 \$500-million Countryside Conservation Funding Scheme (CCFS) is also established under the CCO to provide 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. 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, 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<sup>2</sup> of the remote countryside, except Lantau<sup>3</sup>.

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

<sup>2</sup> To avoid overlapping of funding support by various funding schemes under different government bureaux/departments, the conservation and/or revitalisation of (i) architectural and cultural aspects of graded historical buildings assessed by the Antiquities Advisory Board and (ii) intangible cultural items included in the Representative List of the Intangible Cultural Heritage of Hong Kong and the Intangible Cultural Heritage Inventory of Hong Kong published by the Intangible Cultural Heritage Office of the Leisure and Cultural Services Department (LCSD) are not eligible under the CCFS.

<sup>3</sup> Lantau projects fall under the ambit of the Lantau Conservation Fund under the Sustainable Lantau Office of the Civil Engineering and Development Department.

## **1.1 Purpose of this Guide to Application**

This Guide to Application (Guide) provides guidance on funding application for Nature Conservation Management Agreement Projects (MA), Formulation of Proposals on Restoration of Built Heritage (BH), Cultural Rehabilitation/Revitalisation Projects (CR) and Research Activities on Countryside Conservation and Revitalisation (RA) under the CCFS, and describes the basic requirements and responsibilities for recipient organisations. Upon approval of funds, recipient organisations are required to sign an agreement with the Government undertaking to observe the conditions of using the allocated grant and the approved budget.

## **1.2 Nature of Projects**

- 1.2.1 MA projects must contribute to enhancing the ecological or nature conservation of the sites concerned through management agreements between NPOs and landowners and/or tenants. Under these management agreements, NPOs may provide landowners and/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 enclaves<sup>4</sup> or in country parks listed in *Appendix 1*.
- 1.2.2 BH projects aim at formulating proposals on how to restore/revitalise the target built heritage, which should include relevant studies that support the feasibility of the proposals.
- 1.2.3 CR projects aim at enhancing public appreciation and awareness in cultural conservation of the target cultural assets, which should be unique or representative to the local community of the site under application.
- 1.2.4 RA projects should aim at harnessing the local and/or overseas experience and knowledge and injecting novel solutions and elements to tackle local challenges on remote countryside conservation and revitalisation.

## **1.3 Number of Projects to be Approved in Each Round**

The number of applications to be approved in each round of the CCFS is subject to the merits of the applications and the discretion of the Advisory Committee on Countryside Conservation (ACCC).

## **1.4 Administration**

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

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<sup>4</sup> 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.

## **2 APPLICATION AND VETTING PROCEDURES**

### **2.1 Eligible Sites**

- 2.1.1 The eligible sites for MA and BH projects include the priority sites for enhanced conservation and private land in country park enclaves or in country parks, excluding those located on Lantau (please refer to *Appendix 1*).
- 2.1.2 The eligible sites for CR and RA projects include remote countryside areas where public transportation<sup>5</sup> is not accessible within 500m walking distance of the site, excluding those located on Lantau.

### **2.2 Eligible Architectural and Cultural Assets**

The conservation and/or revitalisation of (i) architectural and cultural aspects of graded historical buildings assessed by the Antiquities Advisory Board and (ii) intangible cultural items included in the Representative List of the Intangible Cultural Heritage of Hong Kong and the Intangible Cultural Heritage Inventory of Hong Kong published by the Intangible Cultural Heritage Office of the LCSD are not eligible under the CCFS. Applications for conservation and/or revitalisation of these architectural and cultural assets will not be considered.

### **2.3 Eligible Applicant and Co-organising/ Assisting/ Supporting Organisations**

- 2.3.1 Eligible applicant and co-organising/ assisting/ supporting organisations must be local NPOs (e.g. universities, community bodies and green groups) or groups formed under a local NPO (but excluding organisations registered under the Societies Ordinance (Cap. 151)), which are exempted from tax under section 88 of the Inland Revenue Ordinance (Cap. 112).
- 2.3.2 The applicant and co-organising/assisting/supporting organisations 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 other equivalent document, and a list of the principal persons-in-charge and their positions, as evidence of proof.

### **2.4 Essential Requirements**

- 2.4.1 The objective of MA projects is to enhance the ecological or nature conservation of lands under private ownership through management agreement between NPOs and landowners and/or tenants for exchanging the management rights over their land or their cooperation with financial incentives. If the applicant organisation has not provided adequate evidence to demonstrate that such management agreement is involved in the project, the application will not be considered.
- 2.4.2 The ecological or nature conservation enhancement activities of a MA project should be primarily conducted on private lands, if part of the site concerned is under

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<sup>5</sup> Public transportation includes railways, buses, minibuses, ferries ("kaitos" excluded) and tram.

Government ownership, the application may still be considered subject to its merits. Nevertheless, the applicant organisation is encouraged to apply for the short-term tenancy of the Government land concerned prior to its application for funding support from the CCFS.

- 2.4.3 It is the applicant organisation's responsibility to check the land status of the land/premises under application and obtain consent from the concerned private land owner(s)/tenant(s)/relevant government department(s) for implementing the project prior to its application for funding support from the CCFS.
- 2.4.4 In addition, target built heritage to be studied for future restoration or revitalisation works under the BH could be under private ownership or the Government, the applicant organisation should assess the feasibility of securing consent from relevant premises owner(s)/government department(s) and include the assessment in the application.

## 2.5 Funding Limits

### MA projects

- 2.5.1 The ecological or nature conservation part of the MA projects should observe a funding cap of **\$13 million for each application**. If there are additional elements proposed in the MA project that can enhance revitalisation of architectural and/or cultural aspects and supplement the execution of the nature conservation aspect of the project, an **extra funding of up to \$2 million<sup>6</sup>** can be applied for those enhancement elements.
- 2.5.2 To allow projects with more flexibility, the applicant organisation may apply for a variation of funding components with a maximum of \$12 million for the ecological or nature conservation part, and \$3 million for its architectural and/or cultural revitalisation efforts under the same MA project, but the total funding limit for each application should not exceed \$15 million. Funds may be granted for full or partial support of projects.

### BH, CR or RA projects

- 2.5.3 The funding cap for these three types of projects is **\$3 million for each application**.

## 2.6 Duration of Each Project

Each of the project under the CCFS application should not last for more than three years. The minimum duration for each MA or CR project should be at least 12 months. MA and CR projects will be considered for renewal subject to the merits of the respective renewal proposals.

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<sup>6</sup>Please refer to Section 4.6 on Built Heritage and Cultural Assets Conservation for detail.

## **2.7 Application Procedure**

- 2.7.1 Applications are accepted all-year-round and will be assessed in three rounds every year, with three cut-off dates of applications for each round of application assessment.
- 2.7.2 Applicant organisations have to fill in an application form which can be obtained from the CCFS webpage ([http://www.epd.gov.hk/epd/english/environmentinhk/conservation/ccfs/ccfs\\_main.html](http://www.epd.gov.hk/epd/english/environmentinhk/conservation/ccfs/ccfs_main.html)).
- 2.7.3 The person-in-charge of the proposed CCFS 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 (Address: 22/F, Chinachem Exchange Square, 1 Hoi Wan Street, Quarry Bay, Hong Kong).
- 2.7.4 The exact cut-off date of each round of application will be announced in the CCFS webpage ([http://www.epd.gov.hk/epd/english/environmentinhk/conservation/ccfs/ccfs\\_main.html](http://www.epd.gov.hk/epd/english/environmentinhk/conservation/ccfs/ccfs_main.html)). Applications submitted after the cut-off date will be considered in the next round of assessment.
- 2.7.5 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 the Secretariat, the application will be considered as withdrawn and the application will not be further processed.

## **2.8 Vetting Procedure**

- 2.8.1 All eligible CCFS applications received will first be examined by Assessment Panel (AP) comprising members from EPD and relevant government departments according to the criteria set out in Sections 2.9 or 2.11 below depending on the types of project.
- 2.8.2 The initial assessments and recommendations of the AP will then be submitted to the Vetting Subcommittee (VSC) under the ACCC for discussion. Applicant organisations may be invited to the VSC meetings to briefly present their project proposals and anticipated results, and answer enquiries of the VSC members, on a need basis. The VSC will discuss the applications and make recommendations to the ACCC for consideration of the applications and the funding amount, as appropriate. Information of the approved projects will be uploaded onto the CCFS webpage ([https://www.epd.gov.hk/epd/english/environmentinhk/conservation/ccfs/ccfs\\_approved\\_projects.html](https://www.epd.gov.hk/epd/english/environmentinhk/conservation/ccfs/ccfs_approved_projects.html)).
- 2.8.3 Decisions of the approving authority in respect of project applications will be final.

## **2.9 Vetting Criteria for MA Applications**

- 2.9.1 The following broad criteria (a1) or (a2) to (g) will be used in assessing the merits on nature conservation aspect of individual MA applications.

- (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;
- 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;
- (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;
- (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;
- (d) whether the project's schedule of implementation is well-planned and practicable, and the duration is reasonable;
- (e) whether the proposed budget is reasonable and realistic, and whether the project is cost-effective, with full justification for every expenditure item;
- (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; and
- (g) whether the project includes appropriate educational activities to effectively promote nature conservation and raise awareness of the local community in nature conservation as part and parcel of the MA project.

2.9.2 For applications of renewal of MA projects previously supported by ECF or CCFS, the responses on items (h) and (i) below will be considered in assessing their applications:

- (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.

## **2.10 Additional Targets of MA Applications**

For application for MA projects 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.

## **2.11 Vetting Criteria for BH, CR and RA Applications**

The following broad criteria (1a) or (1b) or (1c) to (6a) or (6b) will be used in assessing the merits of the BH, CR and RA applications.

- (1a) For applications for BH project: the capability to formulate proposal on how to restore / revitalise the target built heritage for the proposed use and mode of operation after restoration;
- or
- (1b) For applications for CR project: the capability to enhance public appreciation and awareness of cultural conservation of the target cultural assets; and whether the target cultural assets are unique or representative to the local community of the site under application;
- or
- (1c) For applications for RA project: the capability to harness the local and/or overseas experience and knowledge, and propose novel solutions and elements which can tackle local challenges on remote countryside conservation and revitalisation;
- (2) the potential of the project (including social one) in bringing to remote village revitalisation and the betterment to Hong Kong citizens;
- (3) the viability of the proposal on its ability to maintain and upkeep of project objectives, and whether its schedule of implementation is realistic and reasonable;
- (4) the technical and project management capability of the applicant organisation and its track records;
- (5) whether the proposed budget is pragmatic, and whether the project is cost-effective, with full justification for every expenditure item; and
- (6a) For applications for CR project: whether the project includes appropriate educational activities to effectively promote village revitalisation or conservation in the community as part and parcel of the project.
- or
- (6b) For applications for BH or RA project: whether the project includes proposed educational and/or other relevant activities to effectively promote village revitalisation or conservation in the community as part and parcel of project.

## **2.12 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/or refrain from taking part in the



discussion of that application by leaving the venue where the deliberation takes place during the meeting. This is particularly applicable 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.

### **2.13 Vetting Time**

The ACCC normally meets on three times every year. Under normal circumstances and if no additional information is required, the applicant organisation will be informed of the outcome shortly after the concerned ACCC meeting in which its application is being considered.

### **2.14 Withdrawal**

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

### **2.15 Resubmission of Application**

For previously rejected applications, the applicant organisations can revise the content of their applications and resubmit the revised applications. These applications, together with other new applications, will be considered on equal footing at the next round of assessment. In completing the application form for a resubmitted application, the applicant should set out clearly the differences of the resubmitted application vis-à-vis the previous one.

### 3 APPLICATION FORM

There are two types of application forms, one for MA projects and the other for BH, CR or RA projects. Please use appropriate application form to submit application. Each application form should be for one application only.

#### 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 Target Site

Please attach a map to the application form showing the target site. For CR and RA projects, the map should also show the nearest location where public transportation can reach.

##### 3.2.3 Duration of Project

Give the commencement and completion dates and duration of project.

##### 3.2.4 Nature and Purpose of the Project

###### MA projects

In clear and specific terms, state how the project will contribute to enhancing the nature conservation of the sites concerned through management agreements between the applicant organisation and landowners and/or tenants. Under these agreements, the

applicant organisation may provide landowners and/or 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.

#### BH and CR projects

The applicant organisation should state the significance of the target built heritage or cultural assets to the local community of the sites concerned, and how the restoration/revitalisation will make contributions.

#### RA projects

In clear and specific terms, state how the research activities will harness the acquired knowledge to tackle local challenges on remote countryside conservation and revitalisation.

#### 3.2.5 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 registered under the Companies Ordinance (Cap. 622) and are exempted from tax under Section 88 of the Inland Revenue Ordinance (Cap. 112) in Hong Kong.

#### 3.2.6 Details of Project Team

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

#### 3.2.7 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.

#### 3.2.8 Details of Agreement made with Land and/or Premises Owners and/or Tenants for the Proposed Project

#### MA projects

Provide adequate evidence to demonstrate that management agreement with land and/or premises owner(s) and/or tenant(s) is involved in the project for conservation of the concerned land and/or premises. If the application site involves government land, the application organisation should seek relevant department's in-principle agreement before submitting application.

### BH, CR and RA projects

Confirm whether in-principle agreement has already obtained from the concerned land and/or premises owners and/or tenants to be involved in the project, and provide detailed information. If the application site involves government land and/or premises, the application organisation should seek relevant department's in-principle agreement before submitting application.

#### 3.2.9 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. Please note the requirements stipulated in Section 2.3.

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.

#### 3.2.10 Project Details

##### MA projects

The following information should be provided –

- (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.

##### *Notes:*

*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.*

### BH projects

The applicant organisation should provide an assessment of the restoration/revitalisation value of the target built heritage(s); an explanation of its uniqueness/representativeness to the local community of the site concerned; a methodology of the proposed restoration/revitalisation and the preliminary feasibility; a rough estimate of budget of restoration and time required; a proposal for the purpose/use, mode of operation of the built heritage after restoration; a proposal for educational and/or other activities to promote village revitalisation or conservation in the community; and an outline of the study (including the scope of feasibility study) to confirm the feasibility of the detailed built heritage restoration proposal to be formulated, etc.

### CR projects

The application should include an assessment on the importance, time dependence, and conservation value of rehabilitating/revitalising the selected cultural assets; an explanation of the uniqueness/representativeness of the cultural assets to the local community of the site concerned; details of how to enhance public appreciation and awareness of cultural conservation of the target cultural assets; educational elements to promote cultural rehabilitation and village revitalisation or conservation in the community, etc.

### RA projects

The application should include details on whether there is a demonstrable need for the research activities including the local challenges on remote countryside conservation and revitalisation; the scope of research on the local and/or overseas experience and knowledge; proposed educational and/or other activities to promote village revitalisation or conservation in the community; etc. The application should clearly state whether similar research activities have been undertaken in the past or at present, and a list of all related researches (both planned and completed) in local context should also be provided.

#### 3.2.11 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.

#### 3.2.12 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. Consent from key stakeholders, e.g. owner(s) of private land/premises in the site under application, should be obtained prior to submitting the application. Sufficient time should be incorporated into the workplan for seeking approval from all relevant authorities.

For applications with built heritage restoration proposals, the applicant organisation should demonstrate the proposed restoration of the built heritage

could significantly benefit local community and the public. The applicant organisation should submit a publicity programme and Public Access Arrangement Plan, which include an implementation plan and a maintenance plan that would allow a longer term of use at the restored built heritage for public access beyond the project period.

The proposed provision of public access to the restored built heritage and publicity programme should comprise at least 50% of the project period. For example, for a 3-year project, the restoration works of the built heritage should be completed in 18 months or less. The remaining project period should be allowed for public access to the built heritage. If there is any slippage or delay on the proposed restoration works such that the requirement on providing public access to the built heritage for at least 50% of the original project period cannot be fulfilled, the Secretariat may request the recipient organisation to implement measures such as extending the project period to fulfil the above requirement without additional funding support. The application organisation should specify in the proposal the intended operator, mode of operation and the tentative opening hours of the restored built heritage. It is the responsibility of the recipient organisation to ensure the structural safety of the building(s) for public access.

For MA projects, the provision of public access should extend beyond one more term of the project period subject to mutual agreement between the project organisation and the premise owners. For BH, CR and RA projects, the proposed public access period shall be considered by VSC and reported to ACCC, having regard to the merits of individual projects.

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

### 3.2.13 Deliverables and Expected Achievements

State the deliverables and achievements of the project with the proposed schedule which give quantifiable results of the project.

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.

For MA projects, prospective indicators include but not limit to the following:

- area of land conserved/managed (breakdown by habitat types/habitat management measures should be provided);
- 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.);

For all projects, prospective indicators include but not limit to the following:

- number of landowners/tenants, participating in the project/number of partnerships formed;
- number of volunteers recruited or trained;
- 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, architectural/cultural conservation and revitalisation;
- number of public education/community engagement programmes organised and the number of participants in each of these programmes;
- number of walk-in visitors to project sites/visitor centre;
- number of publications produced;
- number of media coverage on the project; and
- number of questionnaires / engagement workshops 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.

### 3.2.14 First Time Applicant

For applicant organisation which applies 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 similar activities to the application; and
- (d) documentary proof of the applicant and co-organising/assisting/supporting organisation's non-profit-making status.

## 4 BUDGET GUIDELINES

The application should be accompanied by a detailed budget for the project in Excel format as prescribed in the application form. 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, BH, CR and RA projects. 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, compiling the proposal or conducting research activities.
- 4.1.2 Funding for project staff may be supported, the salary of which will be considered on a case-by-case basis. For MA projects, 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 of MA projects 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. For BH, CR and RA projects, detailed breakdown and full justification for all individual items of staff cost should be provided in the application and the approval will be subject to the merits of individual project.
- 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 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 for MA Projects**

4.6.1 In the course of enhancing ecological or nature conservation of sites in private ownership for MA projects, funding for the reinstatement/restoration of built heritage and/or addition of built structure that could potentially bring benefits to the project operation and the general public will be considered.

4.6.2 It is the responsibility of the recipient organisation to ensure such initiatives are planned and implemented in accordance with relevant prevailing statutory requirements and guidelines.

4.6.3 Applicant organisation should indicate clearly which budget items are related to the proposed 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 the actual expenditure of public educational 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 \$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 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 for ACCC's consideration.

#### **4.8 Other Sponsorships and Percentage Contribution to CCFS Projects**

- 4.8.1 For MA projects, applicant organisations are encouraged to seek sponsorships from other sources to fund part of the projects financially supported by the 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.
- 4.8.2 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**

- 5.1.1 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 5.4. 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 3.2.12 above, after completion of the works.
- 5.1.2 For ALL projects (MA, BH, CR and RA), the recipient organisation should, within one month after the commencement of the project, submit an inception report to the Secretariat. The inception report should include (i) detail programme showing the proposed implementation method, timelines of various activities/events and the scheduled milestones of key deliverables; (ii) project organisation chart; and (iii) the agreed partnership with relevant organisations and landowners/premise owner and/or tenants/operators.

### **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 should submit a proposed disbursement schedule in the application form for consideration. The initial disbursement should normally lie between 25-50% of the approved grant and substantiated by the projected cash flow requirement and the nature of the project. The first part of the initial disbursement would be capped at 25% of the grant before commencement of the project and the remaining part would be released upon acceptance of the inception report. The final 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 the Secretariat in accordance with the requirement specified in Section 5.5 below. Disbursement of the remaining of the approved grant 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 the Secretariat 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 and sponsorship from other sources to fund part of the projects, 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, except for the approved amount re-invested into the Project as set out in Section 5.3.7 below.
- 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 the Secretariat 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 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 All revenue/income and sponsorship stipulated in Section 5.3.2 are considered as the Generated Project Income. With VSC's agreement, the Generated Project Income could be allowed to re-invest to other value-added conservation related items (such as promotional/educational activities) during the project period. The new related items will be reported to ACCC for record. Under no circumstances, the project income should be applied to other uses outside the project scope and be spent prior to the VSC's agreement and after project completion. Any unspent project income shall 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 and relevant government departments. 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 \$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 and relevant government departments 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 an approved grant of more than \$300,000, the audited accounts should be audited by CPA (practising). If an extension of the submission deadline is required, prior approval should be obtained from the Secretariat. EPD and relevant government departments 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 \$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 the Secretariat reserves the right to check all financial records kept by the recipient organisation relating to use of the grant.
- 5.5.4 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 cooperate with ICAC and give it all the assistance when required.

- 5.5.5 Where an audited account by CPA (practising) is required to submit with the progress / completion report, the audited 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.
- 5.5.6 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 noncompliance. The “Notes for Auditors and Sample Auditor’s Report” could be downloaded from the CCFS webpage ([http://www.epd.gov.hk/epd/english/environmentinhk/conservation/ccfs/ccfs\\_main.html](http://www.epd.gov.hk/epd/english/environmentinhk/conservation/ccfs/ccfs_main.html)).
- 5.5.7 All progress and completion reports should be signed by the person-in-charge, dated and affixed with the chop of the recipient organisation. For MA projects, the progress and completion reports should be submitted in such format as prescribed in the Progress/Completion Report Form.
- 5.5.8 Unsatisfactory performance will affect the organisation’s future chance of getting funding. The organisation’s management will be informed.
- 5.5.9 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 the Secretariat, 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, progress report(s), completion report and other publications or publicity materials.

## **5.7 Publicity of Project Events and Results**

- 5.7.1 It is the recipient organisation’s responsibility to provide the schedule, information, details and any updates of all the project activities/events prior to carrying out the activities/events in a timely manner to the Secretariat.
- 5.7.2 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.
- 5.7.3 The recipient organisation should notify the Secretariat of the project results before publicising them. Copies of publications or publicity materials produced under the project must be made available to the Secretariat within one month after completion of the project.

- 5.7.4 Project findings will be uploaded on the website of EPD/AFCD as appropriate for public access.
- 5.7.5 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 distributed in a way which may adversely affect CCFS's image, or cause any liability to CCFS.
- 5.7.6 For publicity materials produced under CCFS-funded projects or activities, the size of the name and/or logo of the organisers/co-organising/assisting/supporting/sponsoring bodies should not be larger, or placed in a more prominent position, than those of the CCFS and CCO.
- 5.7.7 For the purpose of identification, the recipient organisation should issue suitable work identity cards for staff and/or volunteers carrying out activities under approved projects funded by CCFS. Staff and/or volunteers should not wear other uniforms apart from those of the recipient organisation. Where other means of identification is proposed, prior approval should be obtained from the Secretariat.
- 5.7.8 The recipient organisation is obliged to submit a copy/sample/artwork of all publicity materials proposed, produced or used for the project or its activities for review by the Secretariat as and when required, and should follow the advice of the Secretariat on the format and presentation of such materials whenever required.
- 5.7.9 When considering the location and arrangements for displaying publicity materials, the recipient organisation should comply with the relevant legislation and regulations, and obtain the endorsement of all relevant authorities, Government departments and other relevant parties, including consultation of parties affected as appropriate. CCFS's funding support for the project should in no way be construed as support for the proposed location and arrangements for the display of such publicity materials.

## **5.8 Procurement of Capital Items, Goods and Services**

- 5.8.1 The recipient organisation is obliged to adhere to a high standard of integrity and spend the grant in an open, fair and accountable manner. It is advised to observe the Best Practice Checklist issued by the Corruption Prevention Department of the ICAC, namely “Strengthening Integrity and Accountability – Government Funding Schemes Grantee’s Guidebook” which can be downloaded from the ICAC website – [http://www.icac.org.hk/filemanager/en/content\\_218/GranteeBPC.pdf](http://www.icac.org.hk/filemanager/en/content_218/GranteeBPC.pdf)
- 5.8.2 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 the Secretariat agrees otherwise –

- (a) for every procurement the aggregate value of which is \$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 \$5,000 but less than \$50,000, quotations from at least two suppliers should be obtained ;
- (c) for every procurement the aggregate value of which is \$50,000 or more, but less than \$500,000, quotations from at least three suppliers should be obtained ;  
and
- (d) for every procurement the aggregate value of which is \$500,000 or more, but less than \$1,400,000, quotations from at least five suppliers should be obtained ;  
and
- (e) for every procurement the aggregate value of which is \$1,400,000 or more, open tendering should be used.

5.8.3 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 the Secretariat.

5.8.4 In procuring goods or services, the tender document should not specify the brand, models and manufacturer for fairness' sake.

5.8.5 In case the recipient organisation intends to procure the items from a company/organisation/individual without following the open procurement process in Section 5.8.2 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 the Secretariat will not be required.

5.8.6 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.

5.8.7 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 5.8.2 to 5.8.6 above.

5.8.8 All quotations and tendering documents should be kept for inspection by the Secretariat.

## **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 CCFS and CCO) 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. Recipient organisation should also follow the requirements in the Logo Application Manual for acknowledgement of funding source. The “Logo Application Manual” can be downloaded from the CCFS webpage ([https://www.epd.gov.hk/epd/english/environmentinhk/conservation/ccfs/ccfs\\_application.html](https://www.epd.gov.hk/epd/english/environmentinhk/conservation/ccfs/ccfs_application.html)).
- 5.10.2 The name and logo of CCFS and CCO may be used and printed onto various categories of publicity materials with a view to promulgating the contribution of the CCFS and CCO. 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 CCFS/CCO/AFCD for other purposes is allowed subject to the prior approval of CCO/AFCD.
- 5.10.4 In no circumstances shall the name and logo of CCFS/CCO/AFCD be used for publicity for commercial interest or other purposes which may damage the image and/or cause any liability to CCFS/CCO/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 The Secretariat may suspend/terminate funding granted to a project under any of 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 by the recipient organisation;
  - (b) the Secretariat considers that the project has not progressed satisfactorily and no reasonable explanation has been given by the recipient organisation;

- (c) the person-in-charge 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 the Secretariat as appropriate to take over the role of person-in-charge;
- (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; and
- (e) if the required permit/licence/consent from the relevant authority/private land owner/tenants is no longer granted at any stage of the project.

5.11.2 In each of the above cases of suspension/termination of funding granted, the Secretariat 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 the Secretariat will lift the suspension. In case of termination, the balance of the grant or any funding given in advance shall be returned to CCFS. The Secretariat 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 the Secretariat in consultation with the ACCC. Such major changes include –

- (a) revision to the budget (except for those revision described in Section 5.3.3);
- (b) change of the person-in-charge; or
- (c) transfer of the project to another organisation.

5.11.6 The Secretariat 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 the Secretariat for prior approval.

5.11.8 The recipient organisation would be required to report the progress of the ongoing 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 application results 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 and  
Formulation of Proposals on Restoration of Built Heritage**

Note: Sites on the Lantau (in shade) are excluded under the CCFS.

**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

No.	Name of site	Area in ha (About)
60	*Yung Shue O	32
61	*Cheung Sheung	16
62	Tai Hom	5
63	Wong Chuk Long	4
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 CCFS Projects  
(with effect from 18 February 2021)**

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

Items	Level of Funding Support (HK\$)
7. <b>Hire of Speakers/Instructors</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• For speaker / instructor requiring professional qualification: maximum \$320 per hour for a speaker / instructor (qualification should be supported by certificates issued by relevant authorities).</li> <li>• The funding support may be adjusted upwards on the merit of each case. Prior approval from the Secretariat should be obtained before the expenditure concerned is incurred.</li> <li>• Honoraria for speakers who are staff employed for the project are normally not supported.</li> </ul>
8. <b>Insurance for Third Party Liabilities</b>	<ul style="list-style-type: none"> <li>• Funding support will be based on the basic requirements.</li> <li>• Quotation must be provided.</li> </ul>
9. <b>Transportation</b> – including hire of coach and launch and hire of van/lorry for transportation of materials	<ul style="list-style-type: none"> <li>• Maximum \$2,600 per coach (round trip).</li> <li>• The amount of funding support is based on the actual expenditure.</li> <li>• Quotations must be provided.</li> <li>• For hire of launch and van/lorry, the applicant organisation should specify and provide justification for the size of launch to be hired.</li> </ul>
10. <b>Admission Fee</b>	<ul style="list-style-type: none"> <li>• Participants are required to pay 40% of the admission fee.</li> </ul>
11. <b>Package Tour</b>	<ul style="list-style-type: none"> <li>• For hire of package tour, 40% of the charge should be paid by the participants.</li> </ul>
12. <b>Souvenir</b> (for officiating guests and judges only for function other than ceremony)	<ul style="list-style-type: none"> <li>• Maximum unit price: \$65.</li> </ul>
13. <b>General Expenses</b> – including stationery, films and film development, video tapes and etc.	<ul style="list-style-type: none"> <li>• The ceiling of funding support is capped at 10% of the approved total budget, or actual expenditure, whichever is the less.</li> <li>• Detailed breakdown on items to be charged to general expenses must be provided in the application for assessment.</li> </ul>
14. <b>Travel Allowance</b> (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"> <li>• Maximum \$20 per journey.</li> <li>• The funding support may be adjusted upwards on the merit of each case.</li> </ul>



Items	Level of Funding Support (HK\$)
15. <b>Meal Allowance</b> (for volunteers only)	<ul style="list-style-type: none"> <li>• Maximum \$50 per volunteer for activities lasting 3-5 hours (excluding preparation / travelling time).</li> <li>• Maximum \$90 per volunteer for activities lasting more than 5 hours (excluding preparation / travelling time).</li> </ul>
16. <b>Project Staff</b> (for MA projects only)	<ul style="list-style-type: none"> <li>• The ceiling of expenditure should normally be below 50% of the approved total budget or actual expenditure for the project, whichever is the less.</li> </ul>
17. <b>Direct labour cost</b> involved in conducting nature conservation or related activities on the site	<ul style="list-style-type: none"> <li>• Maximum \$80 per hour for each labour.</li> </ul>
18. <b>Administrative and Overhead Costs</b> (Note : only applicable to NPOs (including green groups) without government subventions)	<ul style="list-style-type: none"> <li>• The ceiling is capped at 10% of the approved total budget or actual expenditure, whichever is the less.</li> <li>• Detailed breakdown on items to be charged to the administrative and overhead costs must be provided in the application for assessment.</li> </ul>
19. <b>Contingency Items</b>	<ul style="list-style-type: none"> <li>• Only supported with full justification to the satisfaction of the Secretariat in consultation with the ACCC.</li> </ul>

Remarks: The level of funding granted may be adjusted by the Secretariat as and when necessary. For the latest version, please refer to the CCFS webpage ([http://www.epd.gov.hk/epd/english/environmentinhk/conservation/ccfs/ccfs\\_main.html](http://www.epd.gov.hk/epd/english/environmentinhk/conservation/ccfs/ccfs_main.html)).