HKEX Charity Partnership Programme
Frequently Asked Questions (FAQs)

I. Eligibility

1. **Eligibility of the Programme:**
   A: Local charitable institutions that are
   - Registered under Section 88 of the Inland Revenue Ordinance (Cap 112) for at least 3 years (since 24 Oct 2021).

2. **If the organisation has been operating for more than 3 years, but obtained registration on 1 Nov 2021, would it meet the eligibility to apply?**
   A: No, the organization does not meet the eligibility for this year's application, as it fails to meet the 3-year registration requirement before the application deadline.

II. Scope of Fund

1. **What is the HKEX Charity Partnership Programme?**
   A: HKEX Foundation has set up the HKEX Charity Partnership Programme (The Programme) aims to support impactful long-term community projects run by local charitable institutions. The Programme, currently in partnership with The Hong Kong Council of Social Service (HKCSS), aims to give back to the community based on four focus areas: Financial Literacy, Diversity and Inclusion, Poverty Relief and Environmental Sustainability, addressing various social and environmental challenges.

   Please click **HERE** to find out more about HKEX Foundation.

2. **What is the funding amount for each project?**
   A: HKD500,000 to HKD 5,000,000 per project.

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3. **What is the project funding period?**

   A: The duration of each proposed project should be 12, 24 or 36 months.

   (Starting from 1 April 2025 and to be completed on 31 March 2026, 2027 or 2028. Each project will have a 1-month preparation period before project launch)

4. **What are the vetting criteria?**

Vetting Criteria	Weighting
Relevance with The Programme's focus areas - Aligns with the HKEX Foundation's focus area(s)	10%
Project output, outcome and social impact - Good understanding on the root cause of the identified problem(s), need(s) of the target beneficiaries and the community/ environment - Clear and relevant intervention model with measurable outputs, outcomes and impact that address the identified social needs - Demonstrated potential to drive structural/systemic change by addressing underlying social and/or environmental challenges	25%
Project content and planning - Effective operational model and/or work plan, make the best use of resources and time - Cost effectiveness of the project - Incorporates measures to ensure financial control and risk management in the project	25%
Project sustainability - Project's scalability and replicability, enabling amplified impact - Impact sustainability beyond the funding period	15%
Organisation's capability and track record - Demonstrates commitment and capability in carrying out all the project deliverables - Experience in executing similar projects, relevant track record and performance - Potential for organisational development through funding support	15%
Innovativeness - Innovative approach in addressing social and/or environmental issues - The project is able to fill the current service gap	10%

5. **Any advantages if my application include more than one focus areas?**

   A: No. The assessment will be based on the vetting criteria including Relevance with The Programme's focus areas (10%), Project output, outcome and social impact (25%), Project content and planning (25%), Project sustainability (15%), Organisation's capability and track record (15%) and Innovativeness (10%).

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6. **Can I submit more than one application?**

    A: Yes, as long as the application meets the eligibility and focus area of the Programme.

7. **Can I apply again to continue on a project previously funded by HKEX Group?**

    A: Yes. However, we encourage applicants to design innovative solutions. Therefore, applicants need to show enhancement built on the project(s) previously funded.

8. **Can I accept any donation or sponsorship from sources other than the Programme?**

    A: If any donation or sponsorship for the project is anticipated, it should be reflected in the budget with details of the donation or sponsorship. Overlapping of resources is not allowed.

III. Application Procedure

1. **When is the application period?**

    A: Please refer to the application timeline below:

Item	Schedule
Application Start	2pm, 23 September 2024 (HKT)
Application Deadline	**5pm, 24 October 2024 (HKT)**
Screening and Interview (If the applicant did not receive any interview invitation, the application could be considered unsuccessful)	Mid-January 2025
Result Announcement	Late February to early-March 2025
Project Period	1 April 2025 to 31 March 2026, 2027 or 2028. (12, 24 or 36 months)
Note: Towards the application deadline, the online system may be overloaded due to large volume of applications. To ensure timely completion of your online application, it is advisable to submit the application as early as possible.	

2. **How do I apply?**

    A: Please click **HERE** to submit an application online.

3. **Where can I find details of the Programme?**

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A: Please click **HERE** for more details.

4. What are the application procedures?

A: Applicants should follow the application procedures below:

i. Eligible NGOs must submit their applications through the online system before the application deadline (i.e. before 5:00 p.m. on 24 October). **Late submission will not be accepted.**

ii. HKCSS will coordinate all successful online applications and verify the information.

iii. After the first round of vetting, HKCSS will invite the shortlisted NGOs to attend interview by the HKEX Foundation and the HKCSS. If applicants did not receive any interview invitation, the application could be considered unsuccessful.

iv. The interviews will be held in mid-January 2025 and the results will be announced in late-February to early-March. Only successful applicants will be notified.

5. What application documents are required?

A: The following documents are required to complete the application:

• Approval letter issued by the Commissioner of Inland Revenue, under section 88 of the Inland Revenue Ordinance (Registration date should be on or before October 24, 2021)

• The latest audited accounts or certified management accounts of the organisation

• Organisation's certificate of incorporation or registration document under the relevant ordinance(s)

• Details of members of highest governing body, such as Board of directors and Executive Committee members (English and Chinese name with title)

• Chart of organisation structure, job duties and biography of the core team members (not more than 200 words per team member)

• Signed declaration form

6. When will the result be announced?

A: HKCSS will invite the selected NGOs to attend interview by the HKEX Foundation and the HKCSS in mid-January 2025 and the results will be announced in late-February to early-March. If the applicant did not receive any interview invitation, the application could be considered unsuccessful.

7. If I cannot submit all required information and document by the application deadline, can I submit it later?

A: No, incomplete applications will not be considered.

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8. **Can I amend my application details after submission?**
    A: No, once your application is submitted, no edits can be made.

9. **Apart from this online platform, can I submit my application by fax, post or other methods?**
    A: No, all applications must be submitted through the online application system:
    https://cppngo.hkcss-co-creation.org.hk/

10. **Can I apply funding from the Programme for new project management staff or administrative staff? Or is it required to assign current staff to work on this project?**
    A: Yes, applicants could decide to hire additional staff or arrange existing staff to assist the project. Please fill-in the details in the "Team Capability and human resources" of the application system.

11. **Do I need to hire an independent accountant to audit?**
    A: Yes, you are required to hire an independent accountant. Please fill in the details in the "Cost of Programme Implementation" of the application system.

IV. Selection and Interview

1. **Will all applicants be invited to the interview?**
    A: No. The applicants will be selected by the HKEX Foundation and HKCSS based on the vetting criteria and then invited to attend interview. If the applicant did not receive any interview invitation, the application could be considered unsuccessful.

2. **When will the interview be held?**
    A: Interview will be held in mid-January 2025. Selected applicants will be invited to the interview by email containing details of the interview.

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V. Technical Enquiries about Online Application

1. **If the applicants forgot password, what should they do?**

   A: Please press "Forgot Password" on the front page of the online application system. Then follow the written instructions on the page.

2. **What should the applicants do if he/she does not receive any email for set up / reset the password?**

   A: Your email service provider' spam filters may mark our email as spam automatically. Please be reminded to check with your spam folders in your email account.

3. **What is the minimum IT requirement for this Online Application System?**

   A: Online Application System is applicable for most of the internet browsers. In order to enjoy the best user experience, we recommend you use the following standard browsers e.g. Google Chrome, Firefox, Safari or Edge

4. **Am I able to save my application for further editing before submission?**

   A: Yes, you can press "Save" button at the bottom of the screen in order to save your unsubmitted application. When the system pops up "Save Successfully", you can log-out the system. Your application form can be changes during the application period. Please note that the Online Application System does not have an auto-save function.   We recommend you save the application constantly.

5. **If my internet connection was interrupted during the application process, what should I do?**

   A: Please log in the system again. The system will display your last-saved information. We recommend you save the application constantly.

6. **How do I know whether the documents are successfully uploaded?**

   A: If the documents are uploaded, it will display as below:
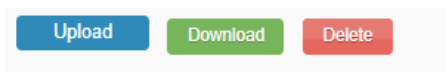
7. **If I wish to re-upload the document, what should I do?**

   A: You can press to re-upload the documents.

   Please note that the previous document will be replaced by the new documents.

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8. **If I have to amend something while I am on the confirming page, what should I do?**

    A: You can still amend the information, as long as you still haven't submitted the application. Please click "Back" to go back to the edit page to edit the information.

9. **What should I do if the expenses item cannot be divided into "Quantity" and "Unit Cost"?**

    A: Please enter "1" as "Quantity" and enter the total amount in "Unity Cost". The actual quantity should be listed in item description.

10. **How do I know the application has been successfully submitted?**

    A: A notification email will be sent to you once we receive your application. If you have not received the notification email, please log in the Application System and double check whether the application has been submitted or not.

11. **Will I receive the copy of my application submitted?**

    A: Yes, the notification email will be sent to you once we receive your application, together with the copy of your application submitted. Your email service provider' spam filters may mark our email as spam automatically. Please be reminded to check with your spam folders in your email account.

12. **Can I review or amend the submitted application?**

    A: If you have submitted the application, you can ONLY REVIEW the application information. Please note that the information cannot be amended once the application is submitted.

13. **What should I do if I cannot access the function of this online platform / encounter any system problem?**

    A: Please try to use a different browser for login, such as Chrome or Firefox. If the problem persists, please take a screenshot and send to the programme's email.

Enquiry

The Hong Kong Council of Social Service

Email: cppngo_hkex@hkcss.org.hk