



SEDAN CHAIR CHARITIES FUND

抬轎比賽慈善基金

GUIDE / APPLICATION FORM FOR FUNDING 2012-2013

ESTABLISHMENT OF THE FUND

The Sedan Chair Charities Fund was created by Matilda International Hospital under section 88 of the Inland Revenue Ordinance (1974) and is operated exclusively for charitable fundraising purposes under the laws of the Hong Kong Special Administrative Region.

OBJECTIVES OF THE FUND

Donations will be considered to organisations whose functions are specifically for charitable work in Hong Kong and the funding must be utilised in Hong Kong within the year that the funding is made.

CRITERIA FOR DISBURSEMENTS OF FUNDS

- A. Applicants must be a bona-fide non-profit making organisation exempt from tax under Section 88 of the Inland Revenue Ordinance, Cap 112.
- B. Priority will be given to new projects and organisations that have limited access to other funding sources such as the Lotteries Fund, Community Chest and government subvention.
- C. Organisations that received funding in the past will not automatically receive support in 2012. All applicants will be carefully reviewed and evaluated on merit.
- D. Funding for both capital and non-capital projects will be considered. Where funding is provided for capital item(s), the applicant shall be responsible for all future maintenance and repair.

SUBMISSION OF APPLICATION

- E. Funding Applications must be **typed** and submitted in **electronic format** to eris@sedanchairace.org for the attention of the Project Director on or before **30th November, 2012**. Handwritten/hard copies will not be accepted.

APPROVING AUTHORITY

- F. Approval of applications rests with the Sedan Chair Charities Fund Committee.

APPROVAL ALLOCATION

- G. Applicants will be informed in writing in **February the following year** as to whether their application has been approved or not.
- H. Applicants should not enter into any financial commitment in respect of their projects before their applications are approved in writing. Any financial commitment made without the formal approval of the Sedan Chair Charities Fund Committee shall be the sole responsibility of the applicant.
- I. Appropriate acknowledgement of the funding by the Sedan Chair Charities Fund is required during the implementation and the conclusion of the project, and in all publicity items in relation to the project. A plaque should be erected on items of capital expenditure.

OBLIGATION OF SUCCESSFUL APPLICANTS

- J. The Project Director and Members of the Sedan Chair Charities Fund Committee reserve the right to request a site inspection, progress and financial reports and/or final evaluation report.
- K. Any other condition(s) deemed necessary by the Sedan Chair Charities Fund.

PAYMENT OF FUNDS

- L. Payment of funds is effected in the form of a crossed cheque made payable to the organisation.
- M. The full amount will be paid to the organisation in the form of a lump sum cheque at the Cheque Presentation Ceremony to be held in the Spring of 2013.

ENQUIRIES

- N. Further details can be obtained by contacting the Project Director.
 - Tel:** 2849 0448
 - Fax:** 2849 6687
 - E-mail:** eris@sedanchairace.org
 - Address:** Sedan Chair Charities Fund, 41 Mount Kellett Road, The Peak, Hong Kong

FUNDING APPLICATION FORM 2012/2013

PART I

1. Organisation:

Name _____

Address _____

Chairman/Executive Director's name: _____

Contact person (if not as above): _____

Contact person's title: _____

Tel No: _____ Fax: _____ E-mail : _____

2. Brief description of the organisation and services provided:

3. Are you a registered charity in Hong Kong? Yes No

4. Current source(s) of funding:

(Submissions will not be processed without this information. Please Indicate the percentage of total income from each source)

Government subvention
(Please state the Department) _____

Community Chest

Hong Kong Jockey Club

Other(s) (please specify) _____

5. Number of Employees: Full time: _____ Part time: _____

Attach the following with your application:

A. Most recent Annual Report

B. Most recent Audited Accounts

NOTE: If you cannot provide either of the above please provide a copy of your latest Financial Statement in electronic version.

PART II: (Use additional sheets as necessary)

1. **Name of project/programme/service for which you require funding:**

2. **Aims and objectives of project/programme/service:**

3. **Description of project/programme/service:**

4. **Plans for monitoring and evaluating the project/programme/service:**

5. **Is/was the project/programme/service currently/previously funded by other sources?**

Yes No

If so, by whom? _____

6. **Total amount requested from the Matilda Sedan Chair Race Charities Fund:**

HK\$ _____

7. **Name to be on cheque should funding be granted**

8. Detailed breakdown of major items:

A. _____ HK\$ _____
B. _____ HK\$ _____
C. _____ HK\$ _____
D. _____ HK\$ _____
E. _____ HK\$ _____

TOTAL HK\$ _____

Name: _____

Position: _____

Name in Print : _____

Signature : _____

Date: _____