

(Sample)

Sir David Trench Fund for Recreation (Main Fund) Non-Capital Works Project 2020-21 Guidelines for Successful Applicants

1. Form Completion

After acquiring the items listed in Section 1 of the Notification of Grant Approved, the organisation / centre should submit a claim to the sponsoring department for a disbursement to the organisation / centre. Disbursement is based on actual purchase of items approved. Payment is released by the Treasury after all submitted documents, including the Notification of Grant Approved, are checked in order. To enable disbursement to be made without delay, applicants should ensure that all the relevant figures in the documents (including the date on the invoices / receipts) are presented clearly.

For disbursement of grant, the organisation / centre should complete Section 2 in the original copy of the Notification of Grant Approved in the ways described below (Photocopy of the Notification will not be accepted) -

- a) “From” - please fill in the name of organisation / centre. This should be identical to the name of organisation / centre printed in Section 1 (i.e. left-hand column of the Notification).
- b) “To” - please fill in the name and address of sponsoring department, e.g.

xxx Department (xxx Section)

8/F., xxx House

No. xx Queen’s Road East

Wanchai, Hong Kong

- c) “Please arrange for the disbursement of HK\$_____ as detailed below” – please enter the total amount claimed.
- d) “No. of Units Claimed”, “Total Amount per Invoices” and “Amount Claimed” - these details are related to the items described in Section 1 of the Form and must be stated against the items (Item No. and Particulars) listed in Section 1. All items approved must be purchased. "No. of Units Claimed" must be the same as "No. of Units" of the items shown in Section 1. In case of price variation, the surplus of one item can be used to

cover the deficit of another item provided that the “No. of Units Claimed” is the same as the “No. of Units” approved. However, the total amount claimed should not exceed the total amount approved in Section 1. The amount exceeded the approved grant should be met by the organisation / centre.

- e) “Payment should be made to” - please enter the particulars of payee(s) and amount paid to each payee, including the name and address of the payee.
- f) Please enter name and phone no. of contact officer of the organisation / centre.
- g) “Date” and “Signature” - the Notification must be signed by a senior official (e.g. Director, Chairman or General Secretary etc.) of the organisation / centre.

Section 2 of the Notification must not be detached from Section 1, which is regarded as an authentic proof of the approved grant. Original receipts and invoices must be attached to the claim. It is proposed that the organisation / centre should keep a photocopy of the Notification after disbursement of grant for record purpose. In case that grant for all items cannot be claimed in one lot, the organisation / centre should use a photocopy of the Notification in the second (and subsequent) submission(s) of claim.

2. Conflict of Interest

The successful applicant should advise its members or employees or agents to avoid any conflict of their private interest, whether past, present or future, with their official duties in the successful applicant and declare any such conflict to the successful applicant which should report the same promptly to the Secretariat. Potential conflict of interest, if any, should be declared in the reply slip.

The successful applicant should agree to allow the Commissioner of the Independent Commission Against Corruption (ICAC) or its authorised representatives to examine the management and control procedures of the successful applicant and agree to follow and act upon any corruption prevention advice rendered by the ICAC.