

2026-27 Women Empowerment Fund (First Round)

Guide to Application

(I) Introduction

- 1.1 The Government of the Hong Kong Special Administrative Region of the People's Republic of China ("HKSAR") attaches great importance to women's contribution to the community and the work of supporting women. In his 2022 Policy Address, the Chief Executive announced that a Women Empowerment Fund ("WEF") would be set up under the Women's Commission ("WoC") and the annual funding for the WEF would be around HK\$20 million for six years starting from 2023-24. Subsequently, the Chief Executive announced in the 2025 Policy Address that the annual funding for the WEF would be increased from HK\$20 million to HK\$30 million to further promote women's development.
- 1.2 The WEF aims to empower women, regardless of their age, occupation, background, etc., to realise their full potentials in their respective arenas, ultimately achieving the goal of promoting women's development in Hong Kong.
- 1.3 The projects under the WEF comprise general projects and thematic projects. The thematic projects of 2026-27 (first round) are the "Guangdong-Hong Kong-Macao Greater Bay Area Exchange Programme" ("Exchange Programme"), the "Programme on Women's Participation in Community Services" ("Community Services Programme") and the "Programme on Women's Career Development" ("Career Development Programme").
- 1.4 This Guide is applicable to general projects and the thematic projects of the Community Services Programme and the Career Development Programme. Please also read Annexes I to III of this Guide for the respective Supplementary Guidelines for application. The Guide to Application for the Exchange Programme is available in Chinese only.

(II) Eligibility for Application

- 2.1 Women's groups or non-governmental organisations fulfilling the following criteria are eligible for submitting applications:
 - (a) (i) a company incorporated under the Companies Ordinance (Cap. 622) or under the former Companies Ordinance (Cap. 32); or
 - (ii) a society established in Hong Kong under the Societies Ordinance (Cap. 151); or

- (iii) a statutory body or a body incorporated in Hong Kong by statute; and
 - (b) the respective company / society / body must be non-profit-making or charitable in nature.
- 2.2 If the applicant organisation is a non-profit-making women's group or non-governmental organisation registered in accordance with the law, it must provide a certificate of incorporation / registration issued under the law and a Constitution or a Memorandum and Articles of Association. The Constitution or the Memorandum and Articles of Association submitted must include, as proof, a clause specifying that the applicant organisation is non-profit-making, and / or its members shall not take any shares of its income or assets. Moreover, upon dissolution of the organisation, its members shall not take any shares of its income or assets. The applicant organisation shall also declare in the application form that it has not shared in the past and will not share during the term of the project its income or assets with its members.
- 2.3 If the applicant organisation is a charitable women's group or non-governmental organisation registered in accordance with the law, it must provide a certificate of incorporation / registration issued under the law and a copy of documentary proof of tax exemption under section 88 of the Inland Revenue Ordinance (Cap. 112).
- 2.4 For projects co-organised with other organisations, that co-organiser must comply with the eligibility requirement specified in paragraph 2.1 as well. The applicant organisation must provide in the application form information about the co-organiser and clearly specify their respective responsibilities, as well as the certificate of incorporation / registration and the Constitution or the Memorandum and Articles of Association of the co-organiser. The applicant organisation shall be responsible for all matters relating to the application. If the application is approved, the relevant funding will be disbursed to the applicant organisation. Entrusted entities that purely provide support through provision of venue, tutor, services or assistance in promotion will not be considered as co-organisers. The applicant organisation shall not add any co-organisers after the project is approved.
- 2.5 The WoC reserves the right to disqualify an applicant organisation and / or co-organiser on the ground that the applicant organisation and / or co-organiser has engaged, is engaging or is reasonably believed to have engaged or be engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security, or to exclude as necessary the applicant organisation and / or co-organiser from being eligible for application in the interest of national security or to protect the public interest, public morals, public order or public safety of Hong Kong.

(III) Application for Funding

3.1 Application Procedures and Deadline for Submission

3.1.1 The WEF conducts two rounds of applications each year. Except for the Exchange Programme, there is no limit on the number of applications each eligible applicant organisation may submit in each round, provided that it can demonstrate the ability to complete each project. For the Exchange Programme, each eligible applicant organisation can only submit one application in each round.

3.1.2 The applicant organisation must submit the application form either in paper or electronically to the Secretariat of the WoC (“the Secretariat”) **on or before 5:00 p.m. on 11 June 2026 (Thursday)**. **Late applications will not be accepted and will not be carried forward to the next round of application.**

(a) Paper application

The application form can be downloaded from the WEF website (www.wef.gov.hk). Applicant organisations are required to submit the documents (i) to (iv) below by post or in person to the Secretariat:

- (i) the designated application form and the budget form in original copies, which are completed, signed and stamped (electronic signature and electronic stamp are not accepted);
- (ii) one soft copy of the completed application form (in MS Word format) and the budget form (in MS Excel format) saved on USB (Note: the information contained therein must be the same as that in (i) above, and **the printed version shall prevail in matters concerning the application**);
- (iii) documentary proof that the applicant organisation and co-organiser (if any) meet(s) the eligibility for application set out in paragraph 2.1; and
- (iv) other relevant documents (if any).

(b) Electronic application

Applicant organisations can fill in the application form on the Government e-Form website (<https://www.wef.gov.hk/en/downloads.html>) and upload the electronic files of the required documents according to the specified format and requirements¹, including but not limited to a signed and stamped (electronic signature and electronic stamp are not accepted) Part F of the e-Form – “Declaration”. **If the applicant organisation does not provide the required and clearly visible documents on time or does not upload the signed “Declaration”, the application will not be considered and the applicant organisation will not be notified.**

- 3.1.3 For applications submitted by post, the postmark date on the envelope shall be the date of application. The applicant organisation should ensure that sufficient postage is affixed before posting so as to avoid unsuccessful delivery of application. Any underpaid / unpaid mail items will be returned or disposed of by the Hongkong Post. **Late applications and applications submitted by email or by fax will not be considered.** If a Black Rainstorm Warning Signal, Typhoon Signal No.8 or above, or “extreme conditions” is issued by the Hong Kong Observatory between 9:00 a.m. and 5:00 p.m. on the closing date of application, the application deadline will be postponed to 5:00 p.m. on the next working day.
- 3.1.4 The applicant organisation must provide the details of each activity under the proposed project and draw up the budget. All amounts must **be denominated in Hong Kong dollars.**
- 3.1.5 It is the responsibility of the applicant organisation to ensure that the application form and relevant documents submitted are complete and accurate. **The application will not be considered if the application form is not duly completed, or the applicant organisation fails to submit all the required documents and information set out in this Guide and the application form.**

¹ The applicant organisation shall prepare electronic files of the required supporting documents in accordance with the following requirements:

- (i) the files should be stored in JPG, JPEG, PNG, PDF, XLS or XLSX format;
- (ii) the documents contained in the files should be clearly visible (resolution of 200 dpi or above); and
- (iii) the e-Form supports the uploading of 10 files with a total capacity of 10 MB. If the total number or size of the files to be uploaded exceeds the maximum capacity, the files should be merged or compressed beforehand.

If necessary, the WoC will request the applicant organisation to provide files or originals of supporting documents that are more clearly visible for vetting of the application.

- 3.1.6 The Secretariat may request the applicant organisation to provide supplementary documents and information and / or seek clarification from the applicant organisation in relation to the application submitted. The applicant organisation shall reply to the Secretariat in writing within the specified period. Failure to reply within the specified period will result in the application not being considered by the WoC without further notice. Please note that if the Secretariat makes the above request, it does not imply that the related application has met the eligibility criteria of the WEF.
- 3.1.7 All submitted application documents and materials, whether accepted or not, will not be returned to the applicant organisation. The applicant organisation should make its own copies of these documents for record purposes.
- 3.1.8 Duplicate application or application using a non-designated form will not be processed.
- 3.1.9 The applicant organisation is required to consider in detail whether it has adequate ability to implement the project according to the details stated in the application form and whether the proposed project is feasible, including but not limited to whether it can recruit sufficient participants to join the project, whether it can arrange for suitable tutors and venues, and whether the format and content of proposed project can achieve the anticipated outcomes.

3.2 Notification of Application Results

- 3.2.1 Under normal circumstances, the applicant organisation will be notified of the results of the application in writing in around three months after the application deadline. Under no circumstances shall an application be deemed to be successful unless and until the applicant organisation had been notified in writing by the WoC that the application is successful.
- 3.2.2 The WoC reserves the right to announce the application results and to disclose the list of successful applicant organisations (“funded organisations”), project title, the funding amounts and other related information without the prior consent of any applicant organisation.

3.3 Acceptance of Funding by the Organisation

- 3.3.1 If the proposed project is approved, the WoC will issue an Approval Letter to the funded organisation. If the applicant organisation accepts the funding and agrees to abide by all the terms and conditions set by the Government / WoC in respect of the WEF, it should return the duly signed Acceptance Advice of Funding Allocation and Declaration and other documents specified by the WoC (if any) within the specified period set out in the Approval Letter, and commence the activities within three months from the effective date stated in the Approval Letter.
- 3.3.2 The funded organisation must organise the funded project and use the funds in accordance with the project details stated in the application form, the Approval Letter, the Acceptance Advice of Funding Allocation and Declaration, the Undertaking Form (if any) and the Rules for Implementing Projects and Using Allocated Fund (“the Rules”), and all instructions, terms and conditions issued by the Government / WoC from time to time in relation to the WEF. Otherwise, the Government / WoC has the right to revoke the funding and the funded organisation must return all disbursed funds within one month.
- 3.3.3 The Government / WoC may revoke the funding approval at any time before the duly signed Acceptance Advice of Funding Allocation and Declaration is received from the funded organisation. **If the WoC has not received the signed Acceptance Advice of Funding Allocation and Declaration and other related documents (if any) from the funded organisation by the specified date stated in the Approval Letter, the Government / WoC will consider that the funding is not accepted by the applicant organisation without further notice to the organisation.**

3.4 Withdrawal of Application

- 3.4.1 The funded organisation may inform the WoC in writing to withdraw the application within 14 days upon the receipt of the Approval Letter. Such withdrawal is irrevocable. The WoC will keep a record of the organisation’s withdrawal and the organisation’s future funding applications will be affected.
- 3.4.2 Upon receipt of the written notice of withdrawal, any approval, conditional approval or approval-in-principle previously issued by the WoC shall cease to be valid.

(IV) Funding Criteria

- 4.1 The amount of funding approved for individual projects is determined on a case-by-case basis. **The final funding amount shall be as deemed reasonable by the Government / WoC regardless of the amount sought.** The funding caps for different projects are as follows:

Project	Duration	Funding Cap (HK\$)
General Projects	1 year	400,000
	2 years	800,000
Community Services Projects	1 year	400,000
Career Development Projects	1 year	500,000
	2 years	1,000,000

- 4.2 When drawing up the budget, the applicant organisation must list out all income sources as well as all expenditure items and their detailed breakdowns. The proposed expenditure items must suit the actual needs, be detailed, reasonable and properly justified. The amount sought must be supported by evidence, prudent and pragmatic.
- 4.3 The staff costs of full-time / part-time staff who serve the participants of the funded project for their direct benefit, the costs for renting equipment and venue (except for renting the applicant organisation's own venue), as well as other one-off non-recurrent direct expenditure (such as the cost of the auditor's report, expenses on consumables, and publicity expenses for the funded project) may be included in the budget of the proposed project.
- 4.4 To encourage more women to participate in the funded project, the applicant organisation may organise children activities which are beneficial to their mind and body (such as arranging class activities for children) during the period when the women are participating in the activities under the project allowing women participants to place their children under the care of the organisation. The WoC will consider subsidising the related expenses of providing child care services. The applicant organisation should provide details of the children activities and related expenditure items in the application form together with the proposed women activities. Such arrangement is only applicable to children activities which are held in parallel with the WEF-funded women activities.

- 4.5 The applicant organisation shall ensure that its proposed budget meets the following requirements (if applicable):
- (a) the applicant organisation shall use their own resources to implement the project as far as practicable. If it is necessary to procure teaching materials / other materials for the activities, the applicant organisation should calculate the required quantity of such materials based on the principle of sharing and reuse, so as to ensure the cost-effectiveness of resource utilisation;
 - (b) in general, venues of which the rental charges could be fully waived or are more affordable (e.g. community halls or community centres) shall be given priority as the project venue. For an activity held in the funded organisation's own venue, the rental charges will not be funded;
 - (c) the applicant organisation should first consider renting a venue with audio equipment if such equipment needs to be rented;
 - (d) if the venue provider offers a discounted rate or waives the rental charges of the venue for non-profit-making charitable organisations, the applicant organisation shall rent the venue in its own name. Only the expenditure at a discounted rate for non-profit-making / charitable organisations can be funded;
 - (e) if the applicant organisation needs to organise activities at a venue with special equipment, or at a specific venue due to special considerations, it should state it clearly in the application form and the budget and provide the relevant information;
 - (f) the travelling expenses in local public transportation (excluding taxi) of each volunteer shall not exceed HK\$50 per day per activity. Reimbursement of travelling expenses is made on an accountable basis and should not be in the form of a fixed amount of subsidy. Volunteers must not receive any remuneration or allowance. The participants of activities and staff of the funded organisation (including co-organisers) are not regarded as volunteers;
 - (g) for distribution of goodies / souvenirs to participants, the value of each goodie / souvenir shall not exceed HK\$20, and the maximum amount approved for each activity (not for a session under the activity) is HK\$505. Such expenditure shall be included under the miscellaneous and contingency expenses;
 - (h) if the proposed project involves a district or territory-wide competition, each prize shall not exceed HK\$520 and the maximum amount approved for prizes for each competition shall be HK\$2,100, and no prizes in the form of cash or cashable items (e.g. gift cheque) shall be included;

- (i) each prize for a booth game or similar activity shall not exceed HK\$20 and the maximum amount approved for prizes for each booth activity shall be HK\$1,520, and no prizes in the form of cash or items redeemable for cash (e.g. gift cheque) shall be included;
- (j) the funded organisation shall ensure that the staff costs of full-time / part-time staff who serve the participants of the funded project for their direct benefit (including overtime allowance for existing staff and Mandatory Provident Fund contributions for existing staff arising from the implementation of the project) shall not exceed 30% of the total approved budget for the activities of the project. The actual funding amount will be adjusted according to the total approved funding amount of the project and shall not exceed the above-mentioned ceiling. Such full-time / part-time staff must be employed and remunerated by the funded organisation. The Secretariat reserves the right to request the organisation to submit a statement about the budget on staff salaries, including but not limited to the specific title and duties of the staff, and the necessity of such expenditure in achieving the aim of the project;
- (k) the total amount of publicity expenses shall not exceed 10% of the total approved budget for the activities of the project. The actual funding amount will be adjusted according to the total approved funding amount of the project and shall not exceed the above-mentioned ceiling;
- (l) administrative expenses shall not exceed 10% of the total approved budget for the activities of the project, discounting the salary expenses of full-time / part-time employees of the funded organisation (including co-organisers) who are responsible for implementing the funded project. In general, administrative expenses include administrative costs incurred in the implementation of the project, such as photocopying costs, postage and transportation costs for delivery of materials (which must be incurred directly from the activities under the project and must be calculated on the basis of using the cheapest means of transportation in each case). The actual funding amount will be adjusted according to the total approved funding amount of the project and shall not exceed the above-mentioned ceiling;
- (m) miscellaneous and contingency expenses shall not exceed 10% of the total approved budget for the activities of the project. In general, miscellaneous expenses include the design and printing of participant certificates, goodies / souvenirs as an incentive for participants, as well as cleansing and disinfection goods. The actual funding amount will be adjusted according to the total approved funding amount of the project and shall not exceed the above-mentioned ceiling; and

- (n) for projects with a final funding amount exceeding HK\$50,000, the funded organisation shall submit a financial report with the accounts audited and an auditor's report issued by an independent Certified Public Accountant (CPA) or auditor. The expenditure ceiling of hiring services from a CPA or an auditor is determined according to the total approved funding amount for the activities of the project. The details are set out below:

Total approved funding amount (HK\$)	Ceiling for audit fee (HK\$)
Below \$200,000	\$8,275
\$200,000 – \$499,999.9	\$12,410
\$500,000 or above	\$16,550

- 4.6 The funding provided by the WEF **shall not be used** for the following expenditure items: costs for maintaining the applicant organisation's (including the co-organiser's) own operation or administration (including but not limited to costs for setting up or refurbishing the organisation's office; costs involved in the decoration, repair and maintenance of its building and office facilities; rent and rates; telephone, fax and broadband charges; utility charges for water, electricity and town gas; general administrative and office expenses; and entertainment and travelling expenses incurred by the applicant organisation's administrative staff), purchase of durable assets (e.g. equipment, devices and furniture), purchase of non-expendable items, improvement of the organisation's own equipment or services, procurement of prizes and guest souvenirs in the form of cash or cashable items (e.g. gift cheque), production of goods to be sold, disbursement of any form of remuneration or allowance to participants (including transportation allowance paid to participants for attending the activities), purchase of uniforms for participants and staff (including volunteers), purchase of drinks, refreshments and meals, and other expenditure items which will not bring direct benefit to participants.

- 4.7 The following types of activities will **not** be funded:

- (a) activities which are not cost-effective, benefitting only a small number of people while the expenditure involved is unreasonable or substantial;
- (b) providing one-on-one service to participants (e.g. one-on-one tutorial, therapy or counselling sessions);
- (c) activities of a purely recreational / entertainment / sightseeing nature, such as funfairs or carnivals;
- (d) activities with the sole purpose of distributing daily necessities, food or gifts to target beneficiaries;
- (e) physical exchange activities outside Hong Kong;
- (f) dining and travel activities;

- (g) activities that may give undue credit or publicity to an individual, an organisation, a political party or related political association;
- (h) activities that are intended for the exclusive or personal / organisational / group benefit of a / an individual / organisation / group, such as performances for the organisation's annual events, training for the organisation's employees and provision of the organisation's own services;
- (i) activities that disburse a fixed amount of cash allowance and / or cash relief;
- (j) activities that are launched for profit-making, fund-raising, commercial, religious or political purposes;
- (k) projects that are organised, co-organised, co-hosted or commissioned by offices of Legislative Council Members or District Council Members, related political parties or organisations of a political nature;
- (l) activities that receive sponsorship or donations in cash or in-kind from companies selling tobacco or alcohol, or from organisations which are the service or equipment contractors of the project;
- (m) activities that receive sponsorship by an individual or a title sponsor, or that are subsidised by other funding schemes of the Government;
- (n) activities which, in the opinion of the Government / WoC, are likely to constitute or cause the occurrence of offences endangering national security or purposes contrary to the interest of national security; or
- (o) activities that are in conflict with the policies and interests of any government bureau or department.

(V) Assessment of Applications

5.1 Assessment Panel

- 5.1.1 A working group ("WG") is set up under the WoC to assess eligible applications and make recommendations on funding allocation.

5.2 Assessment Criteria and Process

- 5.2.1 The WoC will only consider applications that satisfy all the eligibility criteria set out in this Guide and the application form. The WoC will consider and determine the applications according to the factors set out below:

- (a) the background of the applicant organisation (including co-organisers) (e.g. whether the applicant has organised activities of a similar scale and nature before and whether its track record and performance are satisfactory);

- (b) the contents and arrangements of the project
 - (i) whether the concepts, objectives and contents of all the activities of the proposed project are in line with the objectives of the WEF and the themes of the projects;
 - (ii) whether the contents are rich, in-depth and innovative (including the objectives, details, frequency and format of each activity);
 - (iii) the design, organisation and arrangement of the project (including whether the activities are well-organised, with due consideration for the different needs of target beneficiaries; how the organisation matches its resources to achieve synergy; and whether the activities are sustainable and scalable); and
 - (iv) the feasibility and overall arrangement of the project (including administrative support;
- (c) financial arrangements
 - (i) whether the budget is well thought out and prudent, whether the proposed income and expenditure items are reasonable with justifications, whether the project is cost effective, etc.;
 - (ii) other sources of funding (including internal funding from the organisation, other funding sources, sponsorships and donations in cash or in-kind); and
 - (iii) the level of participation fee to be charged (if any);
- (d) target groups of participants, promotion and publicity (including the promotion and publicity strategies, the recruitment procedures and mechanisms, the assessment criteria and the estimated number of participants);
- (e) the expected outcomes, key performance indicators, methods / mechanisms for measuring performance and evaluating effectiveness of the project, etc.;
- (f) risk assessment and contingency plan (a risk assessment on project implementation shall be conducted and a comprehensive contingency plan shall be formulated to deal with unexpected situations); and
- (g) other factors which the WoC considers relevant.

5.2.2 If the project contains the following elements, a higher priority will be accorded:

- (a) the project is scalable, i.e. it can be scaled up or expanded by replicating the successful strategies to benefit diverse groups of women;

(b) the group of participants consists of youths, professionals, ethnic minorities, new arrivals or persons with disabilities (please specify in Part C of the application form); and

(c) it is a territory-wide project.

5.2.3 Not every eligible project in each round will be approved and not every activity under the approved project will be granted funding. If a project is not approved, the application will not be carried forward to the next round of application automatically.

5.2.4 In assessing applications, where necessary, the WoC may take into account comments on the proposed project made by relevant government bureaux or departments and professionals in relevant fields from their perspectives, as well as the track record of the applicant organisation in implementing projects under other funding schemes administered by the Government.

5.2.5 The Government / WoC reserves the right to disclose the information provided by the applicant organisation to a third party for the purpose of assessing the application.

5.2.6 The Government / WoC may prescribe additional terms and conditions based on actual needs and may stipulate specific terms and conditions on the use of approved funds on a case-by-case basis.

5.2.7 The Government / WoC has no obligation to accept or support any submitted application. The decision on the approval of application and amount of funding shall rest with the Government / WoC. **The decision made by the Government / WoC is final and absolute and cannot be disputed by the applicant organisation.**

(VI) Disbursement of Funds

6.1 To assist the funded organisation in meeting the initial costs and liquidity requirements of the project, the WoC may, upon written application by the funded organisation, consider releasing an advance of not more than 50% of the approved amount upon confirmation of acceptance of the funding by the funded organisation.

- 6.2 For better management of the fund, the WoC recommends the funded organisation to open and maintain a separate risk-free interest-bearing bank account (“Project Account”) under its registered name with a licensed bank registered under the Banking Ordinance (Cap. 155) solely and exclusively for processing and transacting all receipts and payments of the project. All project funds, including the approved fund under the WEF, cash contribution from the funded organisation and sponsor(s) and all project-related income must be deposited into the Project Account. All project payments must be paid out from the Project Account. All project funds must be kept in the Project Account by the funded organisation until such funds are spent (or paid) or returned to the Government by the funded organisation according to the terms and conditions prescribed in the Rules.
- 6.3 The funded organisation must ensure that all interests generated from the Project Account are reflected in the financial report and audited accounts (if applicable) of the project.
- 6.4 Without prejudice to any other rights or remedies which the Government may have, the funded organisation may be required to compensate the Government for loss of interest income if the project funds are not properly handled in accordance with paragraph 6.2 above.
- 6.5 The WoC will make a lump sum reimbursement or pay the remaining balance after deducting the advance payment upon the completion of the project. The funded organisation should submit the request for reimbursement within two months from the completion of the project or before a specified date (whichever is earlier). Otherwise, the funding will be canceled after the specified date without further notice.
- 6.6 The Government / WoC will arrange for the disbursement of the project’s remaining funds to the funded organisation, subject to the funded organisation’s compliance with the terms and conditions prescribed by the Government / WoC (including but not limited to those in this Guide, the Approval Letter, the Acceptance Advice of Funding Allocation and Declaration, the Undertaking Form (if any) and the Rules) and the implementation of the funded project to the WoC’s satisfaction, the WoC’s acceptance of documents provided by the organisation on the funded project’s deliverables such as summary report on participant opinion survey, final report, financial report, progress report (if applicable), auditor’s report (if applicable) and any other additional reports and / or documents as requested by the Government / WoC regarding the funded project, as well as the WoC’s confirmation of the organisation’s observance of all requirements concerning project implementation and the use of funding.

- 6.7 Expenditure incurred before the formal approval of the project in writing by the WoC (i.e. before the effective date as stated in the Approval Letter) will not be funded.
- 6.8 Unless the WoC approves otherwise, expenditure incurred after the completion of the funded project, except for expenditure items which by its nature must be incurred after such completion (such as expenses for hiring services from a CPA or an auditor), will not be funded by the WoC.
- 6.9 The funding for the funded project will be disbursed on an accountable basis. The amount of funding for an approved expenditure item shall not exceed the approved funding cap of the item. If the actual expenditure is less than the approved funding amount, only the actual amount of expenditure will be reimbursed by the Government / WoC. The actual amount reimbursed by the Government / WoC will also depend on the actual number of activities organised. If some of the activities cannot be conducted as planned, the funding amount may be reduced proportionally regardless of the actual expenditure. Furthermore, if the outcome of the funded project fails to meet the expected target, the Government / WoC reserves the right to reduce or revoke the funding.
- 6.10 The funded organisation may decide whether to impose a refundable deposit on participants as needed. If the organisation opts to impose a refundable deposit on participants, it must enter into an agreement with them in respect of the collection of the deposit before the commencement of the activity. The organisation is responsible for explaining the terms and conditions of the agreement to the participants to ensure that they fully understand it before signing. If the WoC considers it necessary for the funded organisation to impose a refundable deposit on participants, the organisation must do so according to the WoC's instruction. All records pertaining to the agreement shall be properly kept for seven years after the completion of the project for the WoC's inspection as and when necessary.
- 6.11 The funded organisation may charge a reasonable fee from participants and must list a breakdown of the fee in the proposed budget. If the funded organisation wish to raise the participants' fee after the approval of the project, it must submit an application with full justifications to the WoC. The WoC reserves the right to request the funded organisation to submit the relevant information for consideration.
- 6.12 Irrespective of whether it has so declared in the application, the funded organisation shall utilise all income (including any interest generated from the project fund) in the first instance before the funding under the WEF is used to meet project expenses. The same arrangement shall apply to sponsorship, cash donations and other funding sources of income. All records pertaining to the receipt of income shall be kept for seven years after the completion of the project for the Government's / WoC's inspection as and when necessary.

- 6.13 The Government / WoC will not provide additional funding to the funded organisation other than the funds approved for the project. In case the actual expenditure of the project exceeds the approved budget, the funded organisation is required to cover the shortfall on its own.
- 6.14 In any case, the funded organisation must return to the Government any unspent funding (including all unspent advance payment and interest income) within one month after the acceptance of the submitted financial report and auditor's report (if applicable) by the WoC.
- 6.15 All expenses should be prudent, pragmatic and economical to achieve the maximum cost effectiveness. The funded organisation shall use the funding in accordance with the approved budget attached to the Approval Letter and for the sole and exclusive purpose of implementing and completing the funded project directly. Any expense outside the approved budget is not reimbursable.
- 6.16 The Government / WoC reserves the right to cancel or reduce the approved funding for the funded project if the Government / WoC considers that the funded organisation has used the approved funding or any part thereof for any purpose other than the specified purposes or that the expenditure items are unreasonable.
- 6.17 The Government / WoC may require the funded organisation to return all or any part of the funding to the Government / WoC and refer the case to law enforcement agencies (if applicable) should any irregularities or criminal elements are discovered after the disbursement of funds to the funded organisation.
- 6.18 No reimbursement will be made for any unapproved expenses. The Government / WoC reserves the right to make the final decision on whether or not to disburse the funding. The final funding amount shall be as deemed reasonable by the Government / WoC. The decision of the Government / WoC shall be final and cannot be disputed by the funded organisation.

(VII) Project Implementation

7.1 Overall Arrangement

- 7.1.1 The person-in-charge of the organisation must be a person authorised by the funded organisation or authorised to represent the organisation in accordance with the relevant regulations (such as Companies Ordinance (Cap. 622)) and a responsible person of the project. Such person is required to sign the Acceptance Advice of Funding Allocation and Declaration as well as the Undertaking Form (if any), oversee the implementation of the project, monitor the funding to ensure its proper use in accordance with the approved budget, adhere to the principle of economy in the use of funds, etc.
- 7.1.2 The applicant organisation must appoint an officer-in-charge of the project for each project and such person is responsible for implementing the project, submitting the related reports of the project, liaising with the Secretariat, reporting on the progress or performance of the project, etc.
- 7.1.3 The funded organisation is required to designate an officer as authorised person to provide support for the implementation of the project. It should also designate an employee or a member as procurement officer to procure goods and / or services for the project.
- 7.1.4 The officer-in-charge of the project shall not be the same person as the person-in-charge of the organisation or the authorised person.
- 7.1.5 If any other organisation is delegated to organise the activities of the project, the applicant organisation must serve as the organiser of these activities, participate in their supervision and planning, and appoint a representative to take part in them.
- 7.1.6 In terms of recruitment and publicity, the funded organisation should endeavour to recruit women participants through various open channels. Participants must not be confined to members of the funded organisation. The funded organisation should adopt open, fair and impartial procedures and criteria in the recruitment of participants.

- 7.1.7 The funded organisation shall submit all publicity materials for the activity and all articles bearing the names of the WoC and the WEF (if any) (whether or not funded by the WEF) to the Secretariat for approval **at least 14 days prior to** the activity. The WoC has the right to request the funded organisation to postpone the activity, or reduce or revoke the funding, if the funded organisation fails to comply with this requirement. The funded organisation shall bear any additional expenses of administration or reproduction of publicity materials and articles, etc. arising from its failure to submit the publicity materials and articles on time. If the funded organisation prints or produces any publicity materials and articles (whether or not funded by the WEF) without the approval of the WoC, the Government / WoC has the right to revoke the funding. If the Government / WoC decides to revoke the funding, the funded organisation must refund the amount received (if any).
- 7.1.8 For its own protection, the funded organisation must take out an appropriate insurance plan for the funded project with an insurance company authorised under the Insurance Ordinance (Cap. 41), including but not limited to employees' compensation and public liability insurance covering all risks (with coverage for occupiers' liability), to meet any claims arising from or in connection with the funded project.
- 7.1.9 The applicant organisation shall not seek funding from other government bureaux / departments / funding schemes for the same project. Upon acceptance of the WEF funding, the funded organisation shall not accept any other forms of sponsorship, including funding or in-kind sponsorship, from the Government (except for a fee waiver granted in accordance with established rental guidelines for renting Government premises) for the same funded project during the period of project implementation.
- 7.1.10 In general, the funded organisation may accept sponsorships and donations in cash or in-kind. Under no circumstances is the applicant organisation allowed to seek and / or accept donations that may, in the opinion of the Government / WoC, be in direct conflict with the policies and interests of the WEF or any government bureau or department (including but not limited to donations and / or sponsorships from businesses involving tobacco, alcohol and advocacy of gambling or obscenity). If the Government / WoC considers the acceptance of sponsorships and donations by the organisation inappropriate, the Government / WoC reserves the right to revoke the funding and the funded organisation must refund the amount received (if any).

- 7.1.11 If the applicant organisation needs additional funding to meet the costs of activities which exceed the funding cap or to cope with expenditure items which are not approved, it may commit internal resources and / or apply for financial assistance from parties outside the Government and / or charge the participants, provided that the details are included in the budget of the application form. To avoid duplication of resources, the Government / WoC will not approve an activity which has already secured funding from other sources of the Government. If the application result of other funding sources has yet to be known at the time of submission of application to the WoC, the applicant organisation must inform the WoC of the concerned result within seven days upon receipt of the result. If the applicant organisation wishes to apply for funding from parties other than the Government after the application is approved or during the implementation of the funded project, written approval from the WoC must be obtained. If the applicant organisation fails to comply with the requirement, the Government / WoC may revoke the funding. If the applicant organisation has secured funding from other sources, the Government / WoC may revoke or reduce the approved funding amount.
- 7.1.12 If the applicant organisation needs additional funding to implement the project, the funded organisation must first consider other sources of income (such as internal resources) before consideration is given to imposing a fee on participants or raising such fee.
- 7.1.13 The funded organisation shall uphold the principles of openness, impartiality, fair competition and value for money in procuring goods and services with the funding in accordance with the requirements of the Rules.
- 7.1.14 The funded organisation or any person involved in any way in the funded project or any of its or his associated persons or companies (including co-organisers) shall not participate in the quotation for procurement of goods and services.
- 7.1.15 The funded organisation is required to provide information on the funded project as requested by the Secretariat to facilitate the handling of enquiries or complaints. Where necessary, the Secretariat may refer the enquiries or complaints to the funded organisation, which shall actively co-operate and provide the necessary assistance.
- 7.1.16 Between 1 December 2025 to 30 November 2026, alumni² of the Capacity Building Mileage Programme (“CBMP”) who apply for activities under the **general projects** funded by the WEF and meet the eligibility criteria for such activities shall be given priority in acceptance by the funded organisations.

² Only applicable to alumni who had enrolled in CBMP courses between 1 November 2021 and 31 October 2025. The funded organisation reserves the right to request applicants to present documents such as student cards or certificates (including but not limited to CBMP Certificates from Level 1 to Level 6 and Qualifications Framework Level 2 Certificate of Attendance) to verify their alumni identity.

7.1.17 A CBMP alumni who participated fully in an activity of **any WEF funded project** between 1 December 2025 and 31 December 2028 can request the funded organisation to issue a “WEF Certificate of Attendance” within three months. Upon receiving the request, the funded organisation shall check the relevant records and issue the certificate to the CBMP alumni within one month from the date of the request. The funded organisation shall comply the instructions, terms and conditions issued by the Government / WoC from time to time in respect of the WEF / or CBMP transitional arrangement.

7.2 Monitoring of the Project

7.2.1 The funded organisation shall implement the project in accordance with the approved project details specified in the application form. Should there be any changes, the funded organisation must apply in writing to the Secretariat at least 21 days prior to the activity. Such changes can only be made upon written approval from the Secretariat. The funded organisation shall bear any additional expenses incurred as a result of the changes. If the funded organisation fails to conduct the project as planned and prior approval from the WoC is not obtained, the Government / WoC reserves the right to revoke the funding and require the funded organisation to refund the amount received (if any) within one month.

7.2.2 In the event that the funded organisation decides to cancel the whole project or an individual activity under the project after acceptance of the funding, the funded organisation must provide reasonable explanation and seek the approval of the WoC. If a planned activity is suddenly cancelled due to unforeseen circumstances, the funded organisation shall give written notice with reasonable explanation to the Secretariat immediately. If the WoC considers that the cancellation of the activity is the responsibility of the funded organisation (e.g. due to its negligence), no more reimbursement shall be made and the funded organisation shall be required to return within one month to the Government / WoC the full / partial amount disbursed (if any).

7.2.3 The Government / WoC reserves the right to reduce the funding amount proportionally based on the reduced scope and scale of activities under the funded project where prior written approval has been given by the WoC. The Government / WoC has the absolute right to decide on the final funding amount to be approved.

7.2.4 If the funded organisation fails to report on the progress of the project at the request of the WoC without a reasonable explanation, the WoC will treat the organisation as having cancelled the entire project or individual activities under the project, and will request the organisation to refund the amount received (if any). The WoC will record the case accordingly for future reference in assessing the organisation’s funding applications.

- 7.2.5 The funded organisation shall ensure that the activities under the funded project will not be held or promoted concurrently with any activities that are not under the funded project (such as distributing materials of other projects and / or providing information which is irrelevant to the funded project to the participants on the same occasion). The publicity materials of the activity can only cover the activities of the funded project.
- 7.2.6 The funded organisation shall submit, in accordance with the requirements of the Rules, a final report, photographs and videos (saved on USB), promotional materials, publications (if any), a summary report on the participant opinion survey of each activity, the statistical table on the number of participants, a financial report, an auditor's report (if applicable), and any other relevant information (e.g. audio-visual materials and sound recordings) to the WoC within two months after the completion of the project or by the specified date (whichever is earlier).
- 7.2.7 If the final funding amount is HK\$50,000 or below, the funded organisation shall submit a financial report on income and expenditure with all original receipts duly certified by the officer-in-charge or authorised person of the project to apply for the disbursement of the remaining funding. If the final funding amount exceeds HK\$50,000, the funded organisation shall submit a financial report with the accounts audited and an auditor's report issued by an independent CPA or auditor. The aim of such a requirement is to assure the Government and the WoC that all expenditure items under the funded project fall within the scope of the approved expenditure items (including sub-items) stipulated in the approved budget attached to the WoC's Approval Letter, and the administration and management of the project (including the use of the funds) are in compliance with the requirements set out in the Approval Letter, the Acceptance Advice of Funding Allocation and Declaration, the Undertaking Form (if any), the Rules and other guidelines specified by the Government / WoC (if applicable). The funded organisation is not required to submit the original receipts for payments under the project but such receipts should be kept for seven years for checking by the Government / WoC as and when necessary. The expenses for hiring services from a CPA or an auditor can be listed as one of expenditure items of the funded project.
- 7.2.8 If the funded organisation fails to provide the required reports or compile the reports in accordance with the WoC's requirements, the WoC will record the case for future reference in assessing the organisation's funding applications. The Government / WoC also has the right to revoke the funding. If the funding is revoked, the funded organisation must refund the amount received (if any) within one month.

7.2.9 For two-year projects, apart from the reports to be submitted upon project completion, the funded organisation is required to submit a progress report every six months from the approval of funding. All progress reports should be submitted within one month after each six-month period.

7.3 Arrangements for Visit / Attendance in Activities by the WoC

7.3.1 The WoC may appoint authorised representatives to inspect or attend as observers in any session of the activities of the funded project. The WoC will normally inform the funded organisation of the related arrangements, but it may also conduct the inspection or observation without prior notice to the organisation.

7.3.2 The funded organisation should inform the Secretariat of the details, such as date, time and venue, of an activity under the funded project by submitting the Notification of Activity of Funded Project Form at least 14 days prior to the activity. The Government / WoC has the right to request the funded organisation to postpone the activity, reduce or revoke the funding if the funded organisation fails to comply with this requirement or conduct the activity without prior notification to the WoC. The funded organisation shall bear any additional expenses incurred due to the postponement (if any).

7.3.3 The funded organisation is required to brief the WoC and / or its WG on the progress and result of the project as and when necessary in accordance with the Secretariat's requirements. The WoC may appoint a third party organisation to assess a funded project. The funded organisation shall assist and facilitate the relevant assessment.

7.3.4 During the project period and / or following the completion or termination of a funded project, the funded organisation may be invited to attend the Government's / WoC's meeting / sharing sessions to present the progress and / or outcomes of the funded project and to gain experience from the occasion for future reference. Furthermore, the Government / WoC may from time to time invite and / or request the funded organisation to attend activities which they deem appropriate (including but not limited to development training and seminars). If invited, the funded organisation shall delegate its representative(s) to attend and participate in the meeting / sharing sessions / activities.

7.3.5 Participants of activities may be invited to share their views on their participation in the funded project through the mass media; participate in activities mentioned in paragraph 7.3.4 above and / or participate in other activities organised by the Government / WoC. The funded organisation shall assist in arranging the relevant activities and encourage the invited participants to join the activities.

(VIII) Others

8.1 Prevention of Bribery

- 8.1.1 The funded organisation shall observe the Prevention of Bribery Ordinance (Cap. 201) and shall inform its project team, directors, employees, agents, consultants, contractors and other personnel who are in any way involved in the project that they shall not offer to or solicit or accept from any person any money, gifts or advantages (as defined in the Prevention of Bribery Ordinance) in relation to the project.
- 8.1.2 The offer of an advantage to members of the WoC or the WG with an intention to influence the result of the application is an offence under the Prevention of Bribery Ordinance (Cap. 201). Any such offer by an applicant organisation or its directors, employees, agents, consultants, contractors and other personnel who are in any way involved in the project will render the application invalid and not further considered. If funding has already been approved for the application of an applicant organisation, the Government / WoC has the right to revoke or terminate the grant and hold the organisation concerned liable for any losses or damages which the Government / WoC may sustain. The Government / WoC will also refer the case to law enforcement agencies for follow up (if applicable).

8.2 Intellectual Property

- 8.2.1 The Government shall be the exclusive owner of the materials created or developed by the funded organisation for the approved project (“Project Materials”). All the intellectual property rights in the Project Materials shall vest in the Government at the time they are created.
- 8.2.2 All information, works and materials (including drafts and unfinished versions) developed, drafted, written, prepared, produced, created, collected, compiled or submitted for the funded project shall not infringe upon the copyright, intellectual property rights or any other rights of any person and shall not be used for sale, otherwise the funded organisation shall be responsible for any claims or liabilities so incurred. If the funded organisation intends to include or use materials created by others, prior approval from the copyright owner must be sought.

8.3 Personal Data

- 8.3.1 The funded organisation shall ensure that the various requirements of the Personal Data (Privacy) Ordinance (Cap. 486) are complied with when collecting personal data (including but not limited to those of participants and staff) in the course of implementation of the funded project.

- 8.3.2 Personal data provided during the application process will be used by the Government / WoC to process the application, conduct studies and surveys as well as enforce its rights and powers under the Approval Letter. The provision of personal data in the application form is voluntary. However, if the applicant organisation does not provide sufficient information, the Government / WoC may not be able to process its application.
- 8.3.3 The funded organisation shall seek each participant's consent for disclosing the personal data provided in the activity participation form to the Secretariat. The Government / WoC may use such data to verify the eligibility of participants, conduct opinion surveys, carry out evaluation studies, organise training / sharing sessions, perform the day-to-day operations of the WEF, monitor the performance of the funded organisation, meet the requirements of disclosure as prescribed by law, and fulfil any other purpose related to the above matters.
- 8.3.4 Photographs and / or video clips submitted by the funded organisation may be posted on the website(s) of the Government / the WoC and / or the WEF and / or used in activities organised by the Government and / or the WoC. The funded organisation should ensure that all stakeholders agree to and are aware of the arrangement.

(IX) Important Notes

- 9.1 Before submission of the application, the applicant organisation shall confirm that all information provided therein is true, complete and accurate. The Government / WoC reserves the right to pursue legal action if it is found that the applicant organisation has submitted wrong or false information or withheld any material information. If the organisation uses false information to obtain the funding or provide forged documents, the Government / WoC will refer the case to the police and the person involved shall bear legal liability.
- 9.2 The Government / WoC shall not in any circumstances be liable for making any compensation to an applicant organisation.
- 9.3 Under no circumstances shall the Government / WoC be liable for any claims, demands or liabilities arising from a funded project. The funded organisation shall bear on its own any legal liability arising from the funded project.

- 9.4 When implementing a funded project, the funded organisation shall ensure the project’s compliance with all laws and legislation applicable to the Hong Kong Special Administrative Region (“Hong Kong”), including but not limited to laws and legislation in force or applied in Hong Kong from time to time, those related to safeguarding national security (including the Law of the People’s Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region applied in Hong Kong in accordance with the Promulgation of National Law 2020 (L.N. 136 of 2020) and the Safeguarding National Security Ordinance (6 of 2024) (“National Security Law”), all legal provisions applicable to Hong Kong, as well as requirements and rules imposed from time to time by the Government or the WoC (“the relevant laws, legislation and government / WoC requirements”). The funded organisation shall also remind all its directors, partners, management, employees, agents or contractors involving in the funded project to comply with the relevant laws, legislation and government / WoC requirements. In the event that the funded organisation or any of its directors, partners, management and employees, or any personnel, agents or contractors involved in the implementation of the funded project is found to have violated the relevant laws, legislation and government / WoC requirements, the Government / WoC may withdraw, suspend or terminate the approved funding.
- 9.5 It is the responsibility of the funded organisation to obtain all approvals and licences that are necessary for carrying out the funded project and to ensure that, during the implementation of the funded project, all activities contents and formats, information produced, shown and / or distributed in relation to the activity (e.g. publicity materials, publications, audio / visual productions, questionnaires, messages, written materials and images) are consistent with the approved project details as set out in the application form (including the concepts of the project, the objectives and details of the activities) and the facts, and are in compliance with the Basic Law of the Hong Kong Special Administrative Region of the People’s Republic of China (“the Basic Law”) and all laws and statutes applicable to Hong Kong, including the Hong Kong National Security Law. For the avoidance of doubt, the funded organisation will not be exonerated from any legal liability by virtue of the Government’s / WoC’s funding of the project. The Government / WoC reserves the right to hold the organisation accountable for all losses, claims, legal proceedings, liabilities, damages (including any direct or indirect damages), harm (including any direct, special, indirect, or consequential harm of any nature whatsoever) or any expenses or costs incurred from breaches of the relevant laws, regulations and requirements of the Government / WoC, this Guide, the Approval Letter, the Acceptance Advice of Funding Allocation and Declaration, the Undertaking Form (if any) and the Rules.

- 9.6 If the funded organisation is found to be in breach of the approved details of the project set out in the application form, the terms and conditions of the Approval Letter, the Acceptance Advice of Funding Allocation and Declaration, the Undertaking Form (if any) and the Rules, the instructions or terms and conditions issued by the Government / WoC from time to time in respect of the WEF and / or any Hong Kong laws and statutes (including but not limited to National Security Law (as stated in paragraph 9.4 above)) after the Government's / WoC's disbursement of approved funds, the Government / WoC may exercise the right to require the funded organisation to return the disbursed funds and cancel the disbursement of the remaining funds.
- 9.7 If the funded organisation is found to have failed to use the funds in good faith, to have failed to enforce the terms of the grant or to have committed any default, including failure to comply with the approved details of the project set out in the application form (except for changes agreed in advance by the WoC), the terms and conditions of the Approval Letter, the Acceptance Advice of Funding Allocation and Declaration, the Undertaking Form (if any) and the Rules, the instructions or terms and conditions issued by the Government / WoC from time to time in respect of the WEF without providing a reasonable explanation, the Government / WoC shall have the right not to disburse the funds and the organisation has to refund the full amount of the funds received (if any). In addition, the Government / WoC has the right to request the funded organisation to refund all amounts received for other funded projects. The WoC will record the organisation's conduct and its future funding applications will be affected.
- 9.8 In no event shall the Government be liable for any loss or damage incurred by a third party as a result of, or in connection with, the funded project or for any claim for loss or damage in connection with the project.
- 9.9 The funded organisation shall not assign, transfer, subcontract or otherwise dispose of any or all of its interests, rights, benefits or obligations under the approved project details as set out in the application form, the Approval Letter, the Acceptance Advice of Funding Allocation and Declaration, the Undertaking Form (if any) and the Rules unless prior written approval of the Government / WoC has been obtained.
- 9.10 The Government / WoC shall in no circumstances be liable for any losses and / or responsibilities incurred in the funded project. The funded organisation shall be responsible for any losses and responsibilities incurred in the funded project and shall make up the shortfall on its own to complete the funded project.
- 9.11 The decision made by the Government / WoC in relation to the funding arrangements, including but not limited to the maximum funding amount approved, is final and absolute and cannot be disputed by the funded organisation.

(X) Not a Binding Agreement

- 10.1 Nothing in this Guide shall constitute a contract. Notwithstanding anything provided in other paragraphs of this Guide, no binding agreement will be made between the Government and the funded organisation unless and until an agreement is duly executed by all parties thereto.
- 10.2 The Government and the WoC shall have the right to prescribe and revise from time to time the details of funding as they see fit in the light of individual funding applications. No objection can be made by the funded organisation.
- 10.3 The content of this Guide may be reviewed and updated based on actual operational experience. Subsequent amendments will be promulgated via the WEF website (www.wef.gov.hk) and / or by the Secretariat.
- 10.4 This Guide sets out the details and arrangements of the general projects, the Community Services Programme and the Career Development Programme under the WEF. If there is any inconsistency or ambiguity between the Chinese and the English versions, the Chinese version shall prevail.

(XI) Enquiries

- 11.1 For enquiries, please contact the WEF Implementation Team of the WoC Secretariat:

Address : Home and Youth Affairs Bureau
3/F, The Hub, 23 Yip Kan Street, Wong Chuk Hang,
Hong Kong
Email : wef@hyab.gov.hk
Telephone : 3845 4518

Women's Commission
May 2026

Guide to Application (Supplementary Guidelines)
for General Projects

(I) Requirements of general projects

G1.1 The themes for the general projects include:

- (1) enhancing women's awareness on their physical and mental health (including work and family life balance, stress management and mental health awareness);
- (2) helping women to cope with different roles in family and society (such as providing them with training on child and elderly care and enhancing women's awareness of their rights);
- (3) motivating women to enhance their personal attributes and achieve their full potential (such as providing workshops on strengthening positive thinking, communication skills and self-understanding); and
- (4) facilitating women's use of new information and communication technologies (including prevention of cyber fraud, use of artificial intelligence, mobile phone shooting skills and video production).

G1.2 The proposed project must satisfy the following requirements:

- (a) the project must be related to **one of the themes** set out in paragraph G1.1 above;
- (b) the project must be **non-profit-making** in nature;
- (c) all activities must be **carried out in Hong Kong** and the target beneficiaries must be Hong Kong residents; and
- (d) **the project must not incur any additional expenditure for the Government.**

G1.3 The applicant organisation shall organise suitable projects tailored to different themes and the needs of different groups of women, encompassing activities of diverse modes and nature. Such activities should incorporate elements of flexibility, diversity, interactivity, fun and innovation. They can be in the format of workshops, sharing sessions, talks, competitions, visits, publications, etc.

G1.4 To boost the effectiveness of the projects, the activities would better be sustainable and scalable, empowering different groups of women through a series of events or ongoing activities.

- G1.5 The applicant organisation should accord priority to organising physical activities in order to enhance the effectiveness of the funded project.
- G1.6 General projects are of either one-year or two-year duration. The funded organisation must complete one-year and two-year projects within 12 months and 24 months respectively from the effective date set out in the Approval Letter issued by the WoC.
- G1.7 The total duration of each training course shall not be less than 8 hours.

(II) Funding Criteria

- G2.1 For general projects, **the funding cap for each one-year or two-year project is HK\$400,000 and HK\$800,000 respectively.** The amount of approved funding for individual projects is determined on a case-by-case basis. The final funding amount shall be as deemed reasonable by the Government / WoC regardless of the amount sought.
- G2.2 The honorarium payable to an instructor / guest / speaker of the activity shall not exceed HK\$350 per hour. Only the time spent on the delivery of the activity by the instructor / guest / speaker shall be counted (the time spent on the preparation of teaching materials / activity materials shall not be counted).
- G2.3 In general, the project that involves only interest classes, recreation and sports classes or similar activities (e.g. training course on singing technique, dancing class, calligraphy class), or the project with proposed content similar to that of a previously funded project of the applicant organisation, will be given a lower priority. Besides, regarding two-year projects, if the activities are repeated during the two-year period (e.g. multiple training courses of identical contents are proposed to be held in the same district during the two-year period), the WEF will usually not consider the funding application for the activities held in the second year.

Guide to Application (Supplementary Guidelines)
for Thematic Project – Programme on Women’s Participation in
Community Services

(I) Requirements of the Community Services Programme

- C1.1 The Community Services Programme aims to encourage women to make use of their own strength to jointly plan and launch community services projects, thereby promoting care and inclusion.
- C1.2 Under the Community Services Programme, the applicant organisation is required to **set a theme for the community services project**, which should meet the prevailing needs of society such as supporting the disadvantaged / communities in need (including but not limited to the elderly, carers, grassroots families, people with disabilities, new arrivals and ethnic minorities) and enhancing communication between generations. The applicant organisation is also required to **determine the target beneficiaries of the community services activities** and the target beneficiaries must be Hong Kong residents.
- C1.3 The proposed project must satisfy the following requirements:
- (a) **a theme on community services must be set** and all activities must be relevant to the theme;
 - (b) must consist of the following **three parts**:
 - (i) **Training course**
The applicant organisation must provide participants with a series of **training courses covering two perspectives**. The first perspective relates to generic skills, such as knowledge of volunteer work, skills of organising activities, communication skills and leadership ability; the second perspective focuses on the skills required for conducting community services activities [see paragraph C1.3(b)(ii)], with an aim to enhancing participants’ understanding of the chosen theme and target beneficiaries of the community services project. For instance, if the theme of the community services project is “caring about the health of the elderly”, the organisation may develop courses to enhance participants’ knowledge of the mental health, body functions and eating habits of the elderly, so that they can better understand the actual needs of the target beneficiaries.

The organisation must **organise at least one training course covering generic skills (i.e. the contents under the first perspective) and one training course covering the skills required for conducting community services activities (i.e. the contents under the second perspective).** **The total duration of each training course shall not be less than eight hours.** The organisation should provide details of the content and duration of each session under each training course in the application form and formulate the related budget.

(ii) **Community services activity**

The applicant organisation is required to propose **at least three community services activities** to provide services to the target beneficiaries with due regard to their needs. The target beneficiaries must be Hong Kong residents. The activities can be in any format, such as community visits, provision of community care services, and provision of household cleaning / maintenance services to the disadvantaged. After completing the training course in the first part, women participants are responsible for planning the detailed arrangements for the community services activities and implementing them, including but not limited to formulating the detailed contents of the activities and the implementation schedule, recruiting target beneficiaries as well as making publicity arrangements and volunteer arrangements. Each woman participant is required to **implement at least three community services activities and the actual number of service hours (excluding preparation time) spent by each participant under each activity shall not be less than three hours.** If there are more than three community service activities, participants may choose to plan and implement any three of them. The organisation should provide details of the proposed community services activities including their objective, content, format and anticipated implementation date in the application form and formulate the related budget.

(iii) **Sharing session**

Women participants will share their experiences and lessons learnt from the project. The organisation should provide details of the sharing session in the application form and formulate the related budget.

If a proposed community services project does not include the three parts mentioned above and / or meet the requirements in the respective part, for example, the duration of each training course is less than 8 hours, or the duration of each community services activity is less than 3 hours, the application will not be processed.

- (c) must be **non-profit-making** in nature;
- (d) all activities must be carried out in **physical format in Hong Kong**;
- (e) **the number of women participants for each community services project shall not be less than 15** and all participants must be Hong Kong residents; and
- (f) the project **must not incur any additional expenditure for the Government**.

- C1.4 The funded organisation is required to monitor the level of involvement of women participants and assist them in planning and implementing the community services activities, such as providing appropriate guidance to women in organising activities and report in the final report.
- C1.5 The project would preferably be sustainable with an aim to encouraging women participants' ongoing participation in training courses, community services activities, sharing sessions and other services or activities.
- C1.6 The funded organisation is not allowed to disburse any form of remuneration or allowance to women participants.
- C1.7 The community services activities can be in any format. However, visits to target beneficiaries for the sole purpose of distributing daily necessities, food or gifts, or similar activities, will not be funded.
- C1.8 Women participants may bring their children to join the community services activities, but they must not be the beneficiaries of any activities under the project.
- C1.9 To enhance the publicity effect, the funded organisation may also organise other activities such as district exhibitions, event reviews as well as sharing sessions with community engagement.
- C1.10 The duration of each project under the Community Services Programme is one year and the funded organisation must complete the funded project (including training courses, community services activities, sharing sessions and other activities (if any)) within 12 months from the effective date set out in the Approval Letter issued by the WoC.

(II) Funding Criteria

- C2.1 The funding cap for each project under the Community Services Programme is **HK\$400,000**. The amount of approved funding for individual projects is determined on a case-by-case basis. The final funding amount shall be as deemed reasonable by the Government / WoC regardless of the amount sought.
- C2.2 The honorarium payable to an instructor / guest / speaker of the activity shall not exceed HK\$350 per hour. Only the time spent on the delivery of the activities by the instructor / guest / speaker shall be counted (the time spent on the preparation of teaching materials / activity materials shall not be counted).
- C2.3 In general, not more than 40% of the total approved budget of the community services project shall be spent on the community services activities, including gifts for target beneficiaries (if applicable). The expenditure items of community services activities may include the cost of materials purchased for organising activities for target beneficiaries, travelling expenses of volunteers, etc.

Guide to Application (Supplementary Guidelines)
for Thematic Project – Programme on Women’s Career Development

(I) Requirements of the Career Development Programme

- D1.1 The Career Development Programme aims to encourage women to pursue self-enhancement and improve their workplace skills and competitiveness, thereby empowering them to re-enter the workforce, seek promotions or transformations, and start their own career.
- D1.2 The applicant organisation should set **the project theme**, which **should be related to job transformation or career development**, in accordance with the current needs of women. Examples of such themes include facilitating women’s re-entry into the workforce, offering courses on professional knowledge or vocational skills, or providing startup support.
- D1.3 The proposed project must satisfy the following requirements:
- (a) **a theme on career development must be set** and all courses / activities must be relevant to the theme;
 - (b) the project must be **non-profit-making** in nature;
 - (c) all activities must be **carried out in Hong Kong** and the target beneficiaries must be Hong Kong residents; and
 - (d) the project **must not incur any additional expenditure for the Government.**
- D1.4 The applicant organisation should organise suitable projects related to various themes and the needs of different groups of women, especially career development under the current market / economic climate, encompassing activities of diverse modes and nature. The activities should incorporate elements of flexibility, diversity, interactivity, fun and innovation.

- D1.5 Each project must have no fewer than 15 women participants and the total duration of each training course must be no less than 8 hours. The applicant organisation should provide a course framework / details of the activities related to the theme and explain how the objectives of the project can be achieved. Aside from classroom-based teaching, the Career Development Programme also encourages the applicant organisation to provide supplementary learning activities such as coaching, work placement, visits to enterprises and field studies to enhance learning effectiveness. The applicant organisation should accord priority to face-to-face learning / in-person activities. If the course / activity requires both face-to-face and online learning modes, then face-to-face learning / in-person activities should account for no less than 75% of the total learning / activity hours.
- D1.6 The career development projects are of either one-year or two-year duration. The funded organisation must complete one-year and two-year projects within 12 months and 24 months respectively from the effective date set out in the Approval Letter issued by the WoC.

(II) Funding Criteria

- D2.1 For career development projects, the funding cap for each one-year or two-year project is **HK\$500,000 and HK\$1,000,000 respectively**. The amount of approved funding for individual projects is determined on a case-by-case basis. The final funding amount shall be as deemed reasonable by the Government / WoC regardless of the amount sought.
- D2.2 Fees for course development or initial planning of the project / course (including but not limited to consultant fees, compilation of teaching materials or syllabuses) shall not exceed 40% of the total expenditure of the entire project.
- D2.3 Honorarium is calculated on the basis of the actual time spent by the instructor / guest / speaker on the delivery of project activities. The time spent on the preparation of teaching materials / activity materials shall not be included. The specific funding caps are as follows:

Basic rate of funding	Projects that offer placement opportunities / are placement-tied	Courses recognised under the Qualifications Framework
\$350 / hour	\$450 / hour	\$500 / hour

- D2.4 In general, the project that involves only interest classes, recreation and sports classes or similar activities (e.g. training course on singing technique, dancing class, calligraphy class), or the project with proposed content similar to that of a previously funded project of the applicant organisation, will be given a lower priority. Besides, regarding two-year projects, if the activities are repeated during the two-year period (e.g. multiple training courses of identical contents are proposed to be held in the same district during the two-year period), the WEF will usually not consider the funding application for the activities held in the second year.
- D2.5 Projects with the following factors may receive priority consideration:
- (a) recognised under the Qualifications Framework; or
 - (b) provide placement / employment opportunities.