

Jockey Club “COVID-19 Emergency Fund” Phase Two

Information Note

Aim

Responding to the latest wave of the pandemic, The Hong Kong Jockey Club Charities Trust (“the Club”) injects HK\$100 million to its COVID-19 Emergency Fund (“the Fund”) to provide fast-track grants to NGOs offering quick, specific and innovative services to people hard-hit by the pandemic, fostering mutual help in the community to fight against the pandemic.

Background

Established in February 2020 with the Club’s injection of HK\$100 million, more than 200 organisations have received grants from the Fund to implement over 240 projects and have helped over one million people from various sectors. In view of the rapid and serious fifth wave of the COVID-19 since January 2022, the Hong Kong Government has tightened the social distancing measures and raised the response level to Emergency, indicating the risk of health impact caused by COVID 19 is high and imminent. People who are financially deprived and from vulnerable groups are particularly hard hit. The second phase of the Fund was therefore rolled out on 21 February 2022 for providing imminent support to local vulnerable communities in mitigating the impact caused by the fifth wave of the COVID-19.

Categories of Assistance

The Fund provides one-time emergency grants of up to \$500,000 to eligible organisations in support of their programmes in three categories of assistance:

- 1) Timely support on mental health and wellness: Provide support to individuals or families in distress with programmes such as online counseling and emotional support, peer support, and mental wellness programmes.
- 2) Short term tangible support on daily necessities: Provide vulnerable and low-income communities with short term and rapid tangible support on essential daily necessities, such as food and other basic necessities.
- 3) Urgent support for the vulnerable groups who are seriously impacted by the pandemic: Support may range from online learning support, parenting guidance, tele-health advice and online exercise classes.

Priorities of the Fund will be given to projects providing timely support for the financially deprived and vulnerable groups, such as low-income families with young children, the elderly, and people with disabilities who are homebound or with limited mobility.

All proposed project activities are in compliance with Government COVID-19 related measures and restrictions, and to be conducted under safe environment to avoid risk of infection. Precautionary measures should be seriously taken and social-distancing strictly observed.

Eligibility

The Fund only allows applications from eligible organisations and not from individuals. Eligible organisations are those with a charitable character as listed below:

- 1) Subvented organisations in the Lump Sum Grant Subvention System¹; or
- 2) Past or current grantees of The Hong Kong Jockey Club Charities Trust²; or
- 3) Organisation members of The Hong Kong Council of Social Service; or
- 4) Organisations registered under Education Ordinance (the nature of request shall benefit the education sector or the community at large, and not purely serve an individual school).

As the Fund is designed to support as many organisations as possible, hence, one organisation can only make one application.

Application Process

The application process has four stages, as follow:

- 1) **Initial request**: Interested organisations share their initial ideas and plans through an online form at <https://www.surveymonkey.com/r/COVID19EF2>. The Fund will follow up to understand and discuss the submitted ideas.
- 2) **Proposal submission**: Organisations may refine their initial requests based on discussion with the Fund. The head of an interested organisation can then submit a full proposal, including a cover letter, to the Fund.
- 3) **Proposal assessment and approval**: The Fund will process and assess the suitability of any submitted proposal, and may contact the applicants for further discussion.
- 4) **Project reporting**: Successful applicants provide the Fund with a report of the use of fund within one month of service completion.

Application Deadline

The Fund will open for application between 21 February and 30 June 2022

Application and Enquiries

Only online submission will be accepted. Organisations are required to make an initial request online at <https://www.surveymonkey.com/r/COVID19EF2>. General enquiries can be made via COVID-19@hkjc.org.hk or calling 2966 8745, 2966 7454 or 2966 5597 during office hours from 9am to 5pm, Monday through Friday.

¹ The five organizations under conventional modes of subvention are also eligible.

² Which are typically charitable institutions exempt from tax under Section 88 of the Inland Revenue Ordinance.

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Frequently Asked Questions

Eligibility

1. Can my organisation apply to the Fund if my organisation does not fall under one of the four types of eligible organisations?

Your organisation will not be eligible to apply if it does not fall under one of the four types of eligible organisations.

2. Do I need to use the funding for all three categories of assistance?

The funding must be used for at least one of the categories of assistance, or any combination of the categories.

3. Can I apply for funding exceeding \$500,000?

The Fund is designed to support as many organisations as possible. Hence, it limits the funding to below \$500,000 per application. If you would like to propose a programme of a greater scale, you are advised to email us at COVID-19@hkjc.org.hk.

4. Can my organisation make more than one application?

The Fund is designed to support as many organisations as possible. Hence, one organization can only make one application. Priorities of the Fund will be given to projects providing timely support for the financially deprived and vulnerable groups, such as low-income families with young children, the elderly, and people with disabilities who are homebound or with limited mobility.

5. Since the Fund is not designed to support individual schools, can my school join effort with a few more schools to apply for the Fund?

The Fund intends to support projects for the community or education sector at large. Any proposal for individual school(s) is/are not accepted.

6. My organisation already has approved projects from the previous rounds of the Jockey Club COVID-19 Emergency Fund in 2020 or the Jockey Club Community Sustainability Fund, can my organisation still apply for the Fund again?

Yes, as long as your organisation fulfills the eligibility criteria, you can apply and the Fund will assess each case based on project merits.

Application Process

7. Can I submit a proposal without filling out the Initial Request (Online Form)?

Organisations MUST fill out the Initial Request (Online Form) before submitting a proposal. We will respond to your request after receiving your Initial Request.

8. How quickly will I know the result of my application?

Organisations can expect to hear back from us within 10 working days after submission of their formal applications.

9. Is there a deadline for submitting applications?

Deadline for application is 30 June 2022, and will process applications on a rolling basis until then.

10. Is there a reporting requirement?

A final report will be required on the impact and account for the spending within one month of service completion.

Finance-related

11. How quickly will I receive funding after my application has been approved?

The Trust will try to disburse the Fund as soon as practical, but it may take up to 15 working days to successful applicants in view of the influence on operations by pandemic situation. Organisations are allowed to deploy their own funding to kick off the programme before they receive funding from the Fund. The Fund will cover these in-advance expenses, subject to the final project agreement and presentation of clear record.

12. Do I need to submit all the receipts for reimbursement?

Funding will be disbursed to successful applicants, rather than reimbursed, to ensure timely response to the current pandemic situation. You are advised to keep all receipts for audit purpose.

13. Do I need an independent account/book to account for this donation?

Organisations can make their own decisions on this accounting arrangement, but they must record the donation amount in their organisation's audit reports.

14. Will I be audited?

Recipients of funding from the Fund will be required to report to the Trust their actual use of fund. You are therefore advised to retain any necessary documents for auditing purpose.