

Bosco Charity Association Fund

鮑思高慈善協會基金

Guidelines for Application for Funding

申請基金指引

ESTABLISHMENT OF THE FUND

基金之成立

1. The Bosco Charity Fund is established and operated by Bosco Charity Association Ltd.
1. 鮑思高慈善基金是由鮑思高慈善協會有限公司成立及管理。

OBJECTIVES OF THE FUND

成立基金之目的

2. Purpose of the charity fund is for supporting the operation and projects of the Don Bosco Youth Centres (Don Bosco Oratories) in Hong Kong , and other clubs or associations in Hong Kong with similar charity purposes.
2. 鮑思高慈善基金成立之目的，旨在支持在香港成立之鮑思高青年中心(鮑思高慶禮院)，及其他在本港成立之相關慈善團體及組織之營運及項目。

CRITERIA FOR DISBURSEMENTS OF FUNDS

撥款準則

3. Following are the criteria for disbursement of Charity Fund:
3. 以下是慈善基金撥款準則：
 - a. Applicants must be a bona-fide non-profit making organisation dedicated to youth work in pursuance of the Salesian cause.
 - a. 申請者必須是非牟利組織，並致力遵從慈幼之宗旨，竭力為青少年服務。
 - b. Priority will be given to new projects and organisations that have limited access to other funding sources such as the Lotteries Fund, Community Chest and government subvention.
 - b. 未曾接受或向其他資助來源，如獎券基金、公益金及政府補貼申請資助之新項目及組織，將獲優先考慮。

- c. Organisations that received funding in the past will not automatically receive support in every subsequent applications. All applications will be carefully examined and evaluated on prudent principles. Approval will be based on merit or if and when it is deemed fit.
- c. 曾獲資助之組織，並不代表其後之所有申請將會自動取得資助。所有申請，將受仔細審查及審慎評估。只有被認可有價值及合適之項目，才會獲得批准。
- d. Funding for both capital and non-capital projects will be considered. Where funding is provided for capital item(s), the applicant shall be responsible for all future maintenance and repair.
- d. 資本項目及非資本項目之撥款申請均可申請。如申請撥款用於資本項目，申請者需負責日後之保養及維修。

SUBMISSION OF APPLICATION

申請程序

- 4. The Association will call for applications by invitation in September of the year for projects in the following year.
- 4. 本會將在九月份開始接受來年資助項目之有關申請。
- 5. The Association will also accept invited applications on an ad hoc but need basis.
- 5. 本會亦接受特發但有迫切需要之申請。
- 6. Application must be made by submission in completion of the application form issued by the Association.
- 6. 申請者必須填妥及交回本會指定的申請表格。

APPROVING AUTHORITY

評審

- 7. Approval of applications rests with the General Committee of Bosco Charity Association Limited.
- 7. 鮑思高慈善協會有限公司理事會保留評審結果的最終決定權。

APPROVAL ALLOCATION

批准通知

- 8. Applicants will be informed in writing in December of the year of application as to whether their application has been approved or not.
- 8. 無論申請是否被接納，所有申請者將在十二月獲發書面通知。

9. Applicants should not enter into any financial commitment in respect of their projects before their applications are approved in writing. Any financial commitment made without the formal and prior approval of the General Committee shall be the sole responsibility of the applicant.
9. 申請者在收到書面確認其申請撥款獲批前，不應就有關之項目作出任何財務承諾。所有在撥款正式獲批前及未得到理事會應可之財務承諾，將由申請者自行負責。
10. Appropriate acknowledgement of the funding by the Bosco Charity Fund is required at the implementation and the conclusion of the project, and in all publicity items in relation to the project. All capital items have to be clearly marked as donation from the Bosco Charity Fund.
10. 獲資助組織必須確保在獲資助項目進行期間，有關的一切推廣及宣傳資料和刊物，展示鳴謝鮑思高慈善基金的聲明。如屬設施資助項目，需要清晰標明由鮑思高慈善協會所捐贈。

OBLIGATION OF SUCCESSFUL APPLICANTS

成功申請者之義務

11. The Bosco Charity Association may request for site inspection, progress and financial reports and/or final evaluation report.
11. 鮑思高慈善協會可能要求實地探訪了解情況，也可要求呈交進度報告，財務報告，及/或最終評估報告。
12. An applicant is obliged to comply with any other conditions deemed necessary by the Bosco Charity Association as stated in the approval agreement.
12. 申請者必須遵守所有由鮑思高慈善協會詳列在其批准協議中所訂定之條款。

PAYMENT OF FUNDS

款項發放

13. Payment of funds is effected in the form of a crossed cheque made payable to the applicant organisation.
13. 撥款將以劃線支票發放予申請組織。
14. The full amount will be paid to the applicant organisation in the form of a cheque at the Presentation Ceremony to be held on a date and venue as set by the Bosco Charity Association.
14. 申請撥款之全數將在由鮑思高慈善協會指定之日期及地點，以支票頒贈儀式中發放。

ENQUIRIES

查詢

15. Further details can be obtained by contacting the Project Director of Bosco Charity Association Limited
15. 如有其他查詢, 請與鮑思高慈善協會有限公司項目董事聯絡。

April 2013
2013 年 4 月

Bosco Charity Association Ltd
鮑思高慈善協會有限公司

Tel: 28560038

電話: 2856 0038

Fax: 25656628

傳真: 2565 6628

Address: 11/F, Effectual Building, 16 Hennessy Road, Wanchai, Hong Kong.

地址: 香港灣仔軒尼詩道 16 號宜發大廈 11 樓