

「香港交易所社區項目資助計劃」申請須知
(適用於社會企業)

Application Guidance Notes for 'HKEX Impact Funding Scheme'
(for use by social enterprises)

目的 Objective

此計劃旨在以香港交易所慈善基金所支持的四大重點範疇，包括「理財教育」、「多元共融」、「扶貧紓困」及「環境可持續發展」作為基礎，支持社企項目開展嶄新方案、或擴大現行營運業務，以惠及社會有需要人士，並解決各種社區及環境上的問題與困難。

The Scheme supports social enterprises (SEs) to undertake new practices/ ideas or enhance their current practices with a focus on the four focus areas of HKEX Foundation, i.e. **Financial Literacy, Diversity and Inclusion, Poverty Relief and Environmental Sustainability** in order to serve and support the targeted groups, and to address social and environmental challenges.

申請資格 Eligibility

- 具明確的社會目標及營收模式，及
- (a) 載列於香港社會服務聯會（社聯）編製的《社企指南》；或
- (b) 獲香港社會企業總會（社企總會）頒發社企認證；或
- (c) 曾經或現正受惠於政府資助社企的種籽基金及計劃，如社會創新及創業發展基金、「伙伴倡自強」社區協作計劃和「創業展才能」計劃
- Has a clear social mission and revenue model, and
- (a) Listed on the Social Enterprise Directory (SED) managed by the HKCSS; or
- (b) Accredited under the Social Enterprise Endorsement (SEE) Mark administered by the Hong Kong General Chamber of Social Enterprises (HKGCSSE); or
- (c) Previously or currently supported by the government's SE funding schemes, such as the Social Innovation and Entrepreneurship Development Fund (SIE Fund), Enhancing Self-Reliance Through District Partnership Programme (ESR) and Enhancing Employment of People with Disabilities through Small Enterprise Project (3E)

資助規模 Fund Size

每個申請項目為港幣五十萬至一百萬元

The fund size for each proposed project should range from HKD500,000 to HKD1,000,000

項目年期 Duration of Each Project

每個申請項目的執行年期為 12 個月（另設最多 2 個月準備期）

The implementation period of each proposed project should be 12 months (plus a maximum 2 months preparation period)

申請期 Application period

2022 年 3 月 28 日（一）至 2022 年 4 月 30 日（六）晚上 11 時 59 分；所有逾時申請將不獲受理
From 28 March 2022 (Monday) to 11:59 p.m. on 30 April 2022 (Saturday); Late applications will not be accepted

所需文件清單 Required Document checklist

- 申請表格[^] Application Form[^]
- 項目計劃書[^] Project Proposal[^]
- 項目預算[^] Project Budget[^]
- 申請人聲明及同意書[^] Declaration and Consent of the Applicant[^]
- 有效的商業登記證 及/或 獲豁免繳稅之證明狀 A valid Business Registration Certification and/or Certification of tax exemption under section 88 of the Inland Revenue Ordinance
- 根據《社團條例》、《合作社條例》或《公司條例》註冊的相關證明文件 Proven documents of the registration under Society Ordinance, Co-operative Society Ordinance or The Companies Ordinance
- [如適用 If applicable] 附加資訊–意向書[^] Additional Information- Letter of Intent (LOI)[^]

[^]請瀏覽 sebc.org.hk 下載相關文件 Please visit sebc.org.hk for downloading relevant documents

申請程序及注意事項 Application Procedure & Points to Note

- 申請機構須於申請期內，以電郵（hkex_se@hkcss.org.hk）向社聯遞交已填妥的申請表格及所須證明文件；並於電郵主題處標明「申請香港交易所社區項目資助計劃 – 社會企業」
- 郵件(包括所有附件)總大小不得超過 7MB
- 所有文件格式須為 PDF 檔（「項目預算」應為 Excel 檔）
- The application unit should submit the duly completed application form and all required documents to HKCSS-SEBC within the application period via email (hkex_se@hkcss.org.hk), with stating “Apply for the HKEX Impact Funding Scheme – social enterprise” on the email subject
- The total size of the email (including all attachments) should not exceed 7MB
- All documents must be in PDF format (the ‘Project Budget’ should be in Excel format)

評審程序 Vetting Procedure

香港交易所慈善基金及社聯將就項目申請進行審批。社聯可能就項目申請向申請單位索取補充資料或文件。第一輪會面將於 2022 年 5 月 31 日（二）至 2022 年 6 月 2 日（四）期間進行⁺。獲邀進入第一輪會面之申請項目，將於 2022 年 5 月 23 日（一）或之前收到電郵書面通知。（⁺視乎疫情情況，時間可能有所調節）

All applications will be assessed by the HKEX Foundation and the HKCSS. Applicants might be required to provide supplementary information or documents. The first round of interviews will be held between 31 May 2022 (Tuesday) to 2 June 2022 (Thursday)⁺. Projects which gain admission to the interviews will be notified by email on or before 23 May 2022 (Monday). (⁺subject to adjustment depending on the epidemic situation)

評審準則 Vetting Criteria

評審準則 Vetting Criteria	比重 Weighting
社會效益及與主題的相關性 Social impact and its relevance with the focus areas	30%
項目內容及執行計劃 Project content and planning	30%
項目創新性 Project innovativeness	10%
團隊能力與過往經驗 Team capability and track record	15%
可持續性及成本效益 Sustainability and cost effectiveness	15%

申請結果 Notification of Result

審批期為 2022 年 5 月至 8 月期間*。獲選的申請項目將於此日期結束前收到電郵書面通知。屆時仍未收到通知則當作落選論。（*視乎疫情情況，時間可能有所調節）

The vetting period will last from May to August, 2022*. Selected projects will be notified in by email by the end of this date. If no notification is received by then, the applicant will be considered as unsuccessful. (*subject to adjustment depending on the epidemic situation)

基金發放 Payment of Grant

資助金將會分期發放予獲批申請單位之指定銀行帳戶中：

- [1] 獲批申請單位於簽約後，將會收到第一期起動資金
 - [2] 獲批申請單位須每 4 個月遞交進度及財政報告，資助金會分期及按項目表現發放
 - [3] 基金會保留不少於 10%金額，待申請單位完成項目，以及滿足項目指標後發放
- 當中，所有期數及金額將按項目實施年期及需要於合約上訂明。每個分期付款可能會根據最新的支出狀況進行調整。未支付的補助金（如有）可能需要退還。

The funding will be released by installments to the designated bank accounts of the grantees:

- [1] The grantee will receive the first installment after contract signing
- [2] The grantee is required to submit progress and financial reports every 4 months, and the grant will be disbursed by installments and based on project performance;
- [3] Not less than 10% of the approved grant will be reserved as retention money and such amount will be released after the end of the funding period, and upon completion of all project milestones

Of these, all installments and amounts will be specified in the contract based on the project implementation period and actual need. Each installment may be subject to adjustment based on the latest expenditure status. Unspent grants (if any) may need to be refunded.

查詢 Enquiry

陳小姐 Ms Janie CHAN (電話 Tel: 2876 2491 / 電郵 Email: hkex_se@hkcss.org.hk)

汪小姐 Ms WONG Yan Wing (電話 Tel: 2864 2993 / 電郵 Email: hkex_se@hkcss.org.hk)

關於香港交易所慈善基金 About HKEX Foundation

香港交易所慈善基金於 2020 年 6 月成立，旨在加強香港交易所與社區的聯繫並承諾協助解決各種社會和環境上的挑戰。香港交易所慈善基金是根據《稅務條例》第 88 條獲豁免繳稅的認可慈善機構，是香港交易所發展其慈善事業的管道。透過與本地慈善團體合作，香港交易所慈善基金支持「理財教育」、「多元共融」、「扶貧紓困」及「環境可持續發展」四大項目範疇下的社區項目，為有需要人士提供支援。

HKEX Foundation was established in June 2020 to deepen HKEX's connectivity and long-standing commitment to addressing the social and environmental challenges faced by our communities. It is a recognised charitable entity under Section 88 of the Inland Revenue Ordinance. HKEX Foundation supports those in need through partnerships with local charities and funding projects across four focus areas: Financial Literacy, Diversity and Inclusion, Poverty Relief, and Environmental Sustainability.