



## 2018-19 Application for Funding

Prior to filling out the application form, please review AWA's Funding Policy and Guidelines below, available in both English and Chinese.

### CHARITABLE DONATIONS COMMITTEE FUNDING POLICY AND GUIDELINES

#### MISSION

The purpose of the Charitable Donations Committee (CDC) is to allocate funds, raised annually by members of the American Women's Association (AWA), to charitable organizations in Hong Kong which directly benefit and improve the welfare of people residing in Hong Kong. These monetary grants are made possible by our members' dedication and hard work in organizing and participating in fundraising events throughout the year.

#### OBJECTIVE

Our goal is to be responsive to the needs of people residing in Hong Kong by providing funds to Hong Kong charities and non-profit organizations that offer effective and efficient solutions to existing problems, making a positive difference for those most in need.

#### FUNDING CATEGORIES

The AWA funds programs addressing the needs of five specific groups

Children and Youth	Low-income Individuals
The Disabled	Women and Girls
The Elderly	

in the following areas:

Health & Social Services
Humanitarian Services
Education

The AWA gives special consideration to new and pilot projects addressing significant needs, and to programs that serve women and girls exclusively, benefit the low-income population, and/or are ineligible for Government/Community Chest or Jockey Club funding.

## **FUNDING GUIDELINES**

- All Applications for funding are reviewed based on the information submitted and site visits by CDC members and are subject to approval by the AWA's Board of Directors.
- The AWA only accepts one application from each organization annually.
- The application must be written in English.
- The AWA does not support political organizations or functions.
- Funds can only be allocated to Hong Kong Registered Charities.
- Funding can only be used to benefit people who reside in Hong Kong.
- All awards are granted in the name of the American Women's Association.
- Organizations receiving AWA funds cannot disburse them in their own names to individuals or to another charitable organization.
- All grant funds awarded are considered restricted funds to be used only for the purposes outlined in the grant acceptance letter sent by the AWA. The funds must be used by May 31 of the year following the receipt of the grant. Funds that haven't been used by the deadline must be returned to the AWA.
- Upon completion of the project, the grant recipient must send the relevant project report and financial report to the AWA by August the following year, i.e. for grants awarded in May/June 2019, the reports must be received by August 31, 2020.
- The AWA does not fund capital campaigns, general sponsorship, ongoing administrative salaries, ongoing rent or utilities.

## **美國婦女會**

### **慈善捐款委員會**

### **基金政策及指引**

#### **使命**

本會的慈善捐款委員會的目的是把每年從會員中所籌得的善款分配給予香港本地的慈善機構，從而為香港居民提高福利服務的水平。本會的捐款是每年透過會員的努力和貢獻於籌畫以及參與本會的慈善活動而籌得來的。

#### **宗旨**

本會的目標是響應本港市民在社會福利上的需求，為針對現有問題提而供有效及完善方案的香港慈善機構及非牟利機構提供經濟協助，從而為真正有需要的人士作出正面的改變。

#### **基金分配**

美國婦女會基金著重於以下五類別人士的需要:

- 兒童及青少年

- 低收入人士

- 傷殘人士                      - 婦女

- 長者

提供以下服務:

- 衛生和社會服務

- 人道服務

- 教育

本會亦特別關注針對婦女需要、低收入階層、以及/或不附合政府/公益金或香港賽馬會協助的新辦機構或項目。

### **美國婦女會基金申請指引**

- 基金申請審核會基於申請表上所提供的資料，本會慈善捐款委員會會員到機構中心作實地考察，並得本會董事會同意核實後才會批出基金給予該機構。
- 本會每年只會接受每個本地機構的一個申請。
- 只接受英文申請書及有關資料。
- 本會基金並不支持政治團體及活動。
- 本會基金只會分配給在香港登記的慈善機構。
- 本會基金只受惠於香港本地居民。
- 本會基金會以美國婦女會的名義捐出。
- 獲得本會捐出基金的慈善機構不能把基金轉讓或分拆給其他機構。
- 本會所籌得的基金屬限制基金- 因此，獲本會批出基金的機構只容許將基金用於本會所發出的批出通知書上所列明的項目。所批出的基金必需於批發日一年後的 5 月 31 日或之前使用。限期後的剩余基金必需歸還予本會。
- 項目完成後，補助金接受人需要在明年八月前將有關項目財務報告送交 AWA (如在 2019 年 5 月尾或 6 月初發放基金，項目報告及財務報告必須於 2020 年 8 月 31 日前交回慈善捐款委員會。)
- 本會並不資助機構的資金營運，贊助，行政開支，租金及雜務。

## INSTRUCTIONS

1. Please complete the following application by typing your response in English (no font size smaller than 10 pt.).
2. Please submit the application by **email** to [charities@awa.org.hk](mailto:charities@awa.org.hk).
3. **All applications must be received by Noon on Monday, September 3, 2018.** An e-mail shall be sent to confirm the receipt of your application.
4. Applications received after the above deadline will not be considered unless there is an official deadline extension.
5. All requests are subject to the AWA review process, and organizations will be notified in writing about the final decision by early May 2019. However, if your application has not progressed beyond the first round of review, you shall receive a notification earlier in 2019. Please refrain from contacting the AWA office to inquire about the status of your application.
6. Please note that AWA funding rarely exceeds 100,000 HKD.



## 2018-19 Application for Funding

### Cover page

**The American Women's Association grants funds only to entities registered in Hong Kong as charities or non-profit organizations.**

<b>APPLICANT INFORMATION</b>	
Organization Name:	Amount Requested: HK\$
Mailing Address:	
Person in charge of application (LAST NAME in capital letters) Mr./Ms./Miss	Title/position:
E-mail Address:	Telephone #:
Organization Website (if available):	
Name and address of location for which you are requesting funds: (if different from mailing address)	
Directions to location, including MTR and/or bus routes:	
Address in Chinese:	
If you are a Hong Kong Registered Charity, please provide registration number:	
If you are not a Charity but a Hong Kong registered non-profit organization, please provide a copy of the confirmation letter from the Inland Revenue Department under Sec. 88:	
Year Incorporated:	Charity Budget:
Number of full time staff	Number of part time staff
Please indicate exact name and mailing address for check to be issued (should you be selected to receive funding):	
<b>Please provide a one paragraph description of your organization's MISSION and main SERVICES:</b>	
<b>Please provide a summary of your organization's RECIPIENTS and NUMBER OF PEOPLE SERVED:</b>	
<b>Please provide a one sentence SUMMARY OF THE PROJECT:</b>	

**Who is the target group of the program/project for which you are requesting funds? Check all that apply.**

<input type="checkbox"/> Children and Youth	<input type="checkbox"/> Low-income population
<input type="checkbox"/> The Disabled	<input type="checkbox"/> Women and Girls
<input type="checkbox"/> The Elderly	

**Is your program/project focused in any of the following areas? Check all that apply.**

<input type="checkbox"/> Education	<input type="checkbox"/> Humanitarian Services
<input type="checkbox"/> Health & Social Services	

**Does your grant request meet any of the following funding priorities? Check all that apply.**

<input type="checkbox"/> New Program addressing significant needs	<input type="checkbox"/> Serving women and/or girls exclusively
<input type="checkbox"/> Pilot Project addressing significant needs	<input type="checkbox"/> Serving the low-income population
<input type="checkbox"/> Grant request ineligible for Government/Community Chest/Jockey Club funding	

**Proposal Body:**

Please type your proposal, including responses to the following questions:

1. GENERAL INFORMATION:

1. Name, e-mail, telephone number, and one paragraph biography of the chief executive and program manager, if different
2. List of Board Members and their affiliations
3. Number of volunteers or list volunteer affiliations
4. Current services provided

2. PROJECT SUMMARY:

Please provide a summary of your proposal to include the following:

1. Project Purpose and Outline: What are the mission and objectives of this project? What vital community challenge does this project seek to address? How are you going to address these needs?
2. Recipients: Who is the target group of your project? How many people will benefit from this project? Are the recipients residing in Hong Kong? What impact will the project have on the beneficiaries (short-term and long-term)?
3. Collaboration: Are there any similar existing projects or organizations that are addressing the same community need? If so, are there reasons/plans to consolidate your efforts? If not, how is your project unique?
4. Action Plan: What steps must be taken to accomplish your goals? Include a staffing plan and timeline.
5. Project Funding Plan: What is the project budget and how will you use the AWA funding? Please provide a complete project budget, aligned with the Action Plan outlined above.
6. Sustainability: Please address plans for the long-term sustainability of this project. If applicable, provide a list of other potential and actual funding sources.
7. Evaluation: Describe how you will track progress toward project goals and evaluate the effectiveness of the proposed project. How will you measure success.

### 3. ORGANIZATION'S FINANCIAL INFORMATION SUMMARY

Date of last audit

Please attach the last audited financial statements.

Funding sources:

- Current and past fiscal year funding sources. Please specify dollars provided by each source. Please specify ALL sources of funding, including Government Subvention, Jockey Club and Community Chest.
- Please specify to what extent any of these funds can be applied to the program for which you are requesting funds.
- Expected funding sources for next fiscal year.
- Past AWA support or funding. If applicable, provide purpose, date and amount.
- If proposal project is a new program, provide plan for project to be self-funded within two to three years.

*Thank you for considering AWA for funding. For co-ordination purpose, we shall follow-up with the contact person appointed in the application.*