

**Disaster Relief Fund Grant Application**  
**Frequently Asked Questions**

**Q1. What eligibility criteria do relief organisations have to meet to apply for grants from the Disaster Relief Fund (“DRF”)?**

A1. Relief organisations applying for DRF grants must be charitable institutions registered in Hong Kong and exempt from tax under section 88 of the Inland Revenue Ordinance (Cap. 112).

**Q2. What documents have to be submitted by the relief organisations when applying for the DRF grants for the first time?**

A2. When applying for the DRF grants for the first time, apart from completing and submitting an application form, eligible relief organisations also need to provide annual reports and audited accounts for the past three years, documentary proof of registration in Hong Kong, and documentary proof of charitable institutions exempt from tax under section 88 of the Inland Revenue Ordinance (Cap. 112).

**Q3. Will the Secretariat of the Disaster Relief Fund Advisory Committee (“DRFAC”) process the application if the information in the application form is incomplete?**

A3. Relief organisations are required to submit a duly completed application form to enable the Secretariat to process their applications. If information in the application form is incomplete, the Secretariat will not process the application

concerned.

**Q4. Is there any upper limit for the amount of grant sought?**

A4. The Government will determine the amount of grant for each application having regard to the details of the relief project and the actual circumstances.

**Q5. Will the application be rejected if the relief organisation submits the application form more than three months after the occurrence of the disaster?**

A5. To ensure that the DRF meets the purpose of providing time-critical response, the applicant organisation should submit the application form as soon as possible within three months after the occurrence of the disaster. For disasters that may last for a long time, the applicant organisation may determine the onset date by making reference to other information, such as the date an appeal was made by a government or a relief organisation for disaster relief aid in the country or locality concerned. If the relief organisation fails to submit the application form in a timely manner, the application may not be considered due to failure in meeting the purpose of providing time-critical response or overlap of resources.

**Q6. How long does it take for a grant application to be approved after submission by the relief organisation?**

A6. Upon submission of the application form by the relief organisation, the Secretariat will examine the application and may request supplementary information from the applicant organisation when necessary. As the project details of each application are different, the required processing time also differs. At present, upon receipt of full information from the applicant organisation, the Secretariat targets to notify the organisation of the result

within 12 working days.

**Q7. Is it necessary for the relief organisation to obtain the local government's consent to enter the disaster area to provide relief before submitting the grant application form? Is it acceptable to confirm the local government's consent afterwards?**

A7. To avoid affecting or hindering the relief work on the ground, the relief organisation should obtain the local government's consent and confirm the actual situation of the disaster area first before submitting the grant application to the Secretariat.

**Q8. Due to the ever-changing situation in the disaster areas, relief organisations may find it difficult to propose the exact relief area at the application stage. Can flexibility be allowed for relief organisations in proposing the target relief location(s)?**

A8. We appreciate that the situation in disaster areas change rapidly and there is a pressing need for commencing relief work without delay. Relief organisations engaged in disaster relief often need to promptly adjust their relief operations based on actual circumstances in disaster areas in order to provide timely and appropriate assistance to the victims.

The purpose of requiring relief organisations to fill in the target relief locations in the application form is to enable the DRFAC to know whether the DRF grants will be used in disaster areas in need and to avoid overlap of resources, so as to ensure the most proper use of funds. Organisations may provide a list of target relief locations in the application form and subsequently select the actual relief location(s) from the list based on the latest assessment. It should however be noted that an application which overlaps with the proposals of other applicant organisations in terms of target relief locations and relief support/items for the same disaster may not be considered.