

Hong Kong Special Administrative Region Disaster Relief Fund

Fast-track Mechanism for Funding Applications

Guidance Notes

The Disaster Relief Fund (“DRF”) fast-track mechanism for funding applications (“fast-track mechanism”) aims to allocate a limited amount of grant through a simplified funding process to enable relief organisations to kick-start their work of providing immediate emergency relief for victims at the initial stage upon the onset of a disaster. Should evaluation of the ground situation confirm the need to provide further support for the victims, relief organisations may submit a funding application for a more comprehensive relief project under the conventional mechanism.

Guidelines and conditions for grants

- (1) In addition to the prevailing guidelines and conditions for DRF grants, relief organisations should also observe the requirements stipulated in the ensuing paragraphs for funding applications under the fast-track mechanism.

Eligibility

- (2) Eligible relief organisations should have completed relief project(s) funded by the DRF within the past two years with a good track record (i.e. with at least one relief project completed and the evaluation report together with audited accounts duly submitted to the satisfaction of the Disaster Relief Fund Advisory Committee (“DRFAC”)¹).

Funding limit

- (3) For each disaster, a relief organisation can submit one funding application under the fast-track mechanism, and the amount of grant applied should be no more than HK\$550,000 per application. If the maximum DRF grant received by an eligible organisation for any projects in the past two years was less than \$550,000, the amount of grant that may be approved under the fast-track mechanism will be no more than that maximum grant previously received by the organisation during that qualifying period.
- (4) Funding applications for completed relief projects and stock replenishment of relief items maintained by relief organisations would not be considered.

¹ Including projects with funding granted through the fast-track mechanism.

Relief localities

- (5) Relief organisations are required to tentatively define the relief area, such as one or more targeted locality at the county level where the relief work may take place. When the evaluation report is submitted, the organisations have to provide details of the localities where the relief project was actually implemented², as well as furnish information to prove that the implementation localities of the relief project fall within the relief area as defined in the Application Form.

Relief items

- (6) Relief items should be confined to food and water³. Relief organisations are required to propose an initial list of the types of food and/or water items to be distributed. The proposed types of food and/or water items must meet the requirement of providing emergency relief to disaster victims. During implementation of the project, the organisations may, in view of the supply of relief items and the actual needs of victims, select the most suitable types of food and/or water items from the list and decide the actual quantities to be procured and distributed.

Application procedures

- (7) Interested relief organisations should submit applications by completing the appended *Application Form*.
- (8) Completed application forms should reach the DRFAC Secretariat by post, fax or email within ten days after the onset of the disaster⁴.

Project completion date

- (9) The projects must be completed within three weeks upon grant approval.

² The relief locality(ies) should be provided at least up to the township/municipality level. If the local government has defined the affected area at a lower geographical level (e.g. at the village level), the relief organisations need to provide further details of the relief localities at that level.

³ The food which is generally distributed to victims includes staple food (such as rice and flour) and supplementary food (such as cooking oil, canned food, biscuits, beans, salt and sugar). Drinking water is provided through different means based on specific situations, for example, distributing bottled water or delivering water by water trucking for location(s) without water sources, and distributing water filters and/or water purification tablets where water sources have become muddy or are contaminated due to the disaster.

⁴ For disasters like flooding and drought for which the problems may have been developing over a period of time, the onset date of the disaster may be determined by making reference to other information, such as when an appeal has been made by a government or a relief organisation for disaster relief aid in the country or territory concerned.

Processing of applications

- (10) The DRFAC Secretariat will process every application according to the requirements under the fast-track mechanism as well as the prevailing guidelines and conditions for DRF grants.
- (11) If necessary, the Secretariat may require the relief organisations to provide further information on the projects.
- (12) The target processing time for each application is within three working days from the date of receipt of full information from the applicant to the date of notification of the result. Longer processing time may be required for exceptional and complex circumstances.

Variations to approved projects

- (13) If variations are necessary for the projects approved under the fast-track mechanism, the relief organisations should follow the existing system to make their own arrangement or seek prior approval from the Secretariat for the variations according to actual circumstances⁵.

Evaluation reports and audited accounts

- (14) Relief organisations in receipt of grants under the fast-track mechanism are required to submit evaluation reports and audited accounts to account for the use of the grants to the Secretariat. If a relief organisation submits further funding application for a full-fledged proposal on the same disaster thereafter which is approved, then it can submit a consolidated evaluation report and audited account on both grants.

⁵ For project variation under the existing system, relief organisations are allowed to make minor adjustments to specific items of the approved project as authorised without seeking prior approval from the DRFAC, including increasing the total number of beneficiaries and/or quantities of relief items by not more than 20%, provided that the total grant amount remains unchanged. If other minor adjustments (such as increasing the total number of beneficiaries and/or quantities of relief items by more than 20%, and extending the project completion date) and/or major variations (such as reducing the number of beneficiaries, and changing the targeted relief localities) are necessary, prior approval must be sought from the Secretariat (details will be stipulated in the grant notification letter).

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Application Form

Section A: Information of the relief organisation	
Name of applicant <i>[See Guidance Notes Item (2)]</i>	
Contact information	<i>(Name and post of officer)</i>
	<i>(Tel. No.)</i>
	<i>(Fax. No.)</i>
	<i>(Email address)</i>
Last approved DRF grant	(Ref. No.: DRFAC /)
Last report submitted to DRF	(Ref. No.: DRFAC /)

Section B: Disaster situation	
Nature of the disaster	
Onset date <i>[See Guidance Notes Item (8)]</i>	
Affected area	Country/territory:
	Province or equivalent:
	County or equivalent:
Disaster situation	<i>[Please state the no. of affected people, deaths, injuries, displaced people, collapsed/damaged houses, the size of affected crop fields and other significant information.]</i>
References	<i>[Please provide supporting information to show that the disaster has stimulated a response by the international community and the application will receive a measure of public support in Hong Kong, e.g. appeal from local governments, relief agencies and the international community, as well as media coverage.]</i>

Section C: Basic information of the project	
Amount of grant sought <i>[See Guidance Notes Item (3)]</i>	HK\$ <i>(rounded to the nearest thousand)</i>
Targeted relief area <i>[See Guidance Notes Item (5)]</i>	Province or equivalent:
	County or equivalent:
No. of beneficiaries	People / Families <i>[Delete as appropriate]</i> If family is the basic unit, the estimated total no. of beneficiaries is:

Section C: Basic information of the project (Continued)		
Relief items	<input type="checkbox"/> Food <input type="checkbox"/> Drinking water	
<i>[See Guidance Notes Item (6)]</i>	List of items: <i>[Types of food and/or water items initially proposed to be distributed]</i>	
Duration <i>[See Guidance Notes Item (9)]</i>		
Whether the relief organisation has a local office	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Whether the relief organisation will have local relief partner(s)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other details	➤ The relief organisation has established suitable code of conduct, disciplinary procedures, recruitment vetting and reporting system to guard against and handle staff misconduct cases properly.	<input type="checkbox"/> Yes
	➤ The local government allows the applicant to provide relief support in the affected area.	<input type="checkbox"/> Yes
	➤ The responsibilities of the relief organisation shall include, among others, the following major aspects of work:	
	➤ Procurement ¹ ;	<input type="checkbox"/> Yes
	➤ Distribution of relief items/delivery of service ¹ ;	<input type="checkbox"/> Yes
	➤ Monitoring of the implementation of the relief project; and	<input type="checkbox"/> Yes
	➤ Submission of an evaluation report and an audited account of the relief project to the Government of the Hong Kong Special Administrative Region ² .	<input type="checkbox"/> Yes
➤ Co-ordination will be arranged with the local government and/or other relief agencies to avoid duplication of resources.	<input type="checkbox"/> Yes	

Remark: Please insert ✓ in the appropriate .

Submitted by: _____ *(Officer's signature)*
 _____ *(Name in BLOCK LETTERS)*
 _____ *(Post title)*
 _____ *(Organisation)*

Date: _____

¹ The work should be executed by the relief organisation or its local office. Its local relief partner can provide assistance if necessary.

² If the evaluation report and audited accounts are prepared with the assistance of its local office/relief partner, the relief organisation should have them vetted before submission.