

UBS HONG KONG OPEN 2017 CHARITY CUP

GRANT APPLICATION GUIDELINES

(Deadline: Must be Hand-Delivered or Postmarked by 30th June 2017)
No late applications will be accepted.

The following will provide you with a brief introduction to our organization and guidelines for the UBS Hong Kong Open 2017 Charity Cup Grant Program.

Friends of Asia Hong Kong

Friends of Asia Hong Kong was incorporated in 2014 as a result of a vision to promote health, wellness and education in Hong Kong. We aim to be an advocate for healthy living in the mental and physical sense, also stressing the importance of illness prevention. Our goal is to provide resources, care, and opportunity to children, youth, women and those in need, with programming centered around sports, health, education and recreation.

UBS Hong Kong Open Charity Cup

The UBS Hong Kong Open is one of the region's most prestigious golf championships. Established in 1959, it is also one of the oldest professional sporting events in Hong Kong. The event is hosted by the Hong Kong Golf Club and is co-sanctioned by the European Tour, the Hong Kong Golf Club, Asian Tour and the Hong Kong Golf Association, with UBS being the Title Sponsor. The event is supported by the Mega Event Fund and is held at the Hong Kong Golf Club in Sheung Shui, New Territories.

Friends of Asia Hong Kong is the designated Official Charity Partner for this prestigious tournament. Since 2015 we have organized various charity initiatives during the tournament, with our major fundraiser being the Charity Cup which includes a charity golf tournament and a charity dinner concert.

Together we aim to drive our charity efforts and raise funds through the tournament to support the underprivileged community and help make a significant social impact in Hong Kong. In addition, all funds raised (less operating expenses) will be matched dollar-for-dollar by Friends of Asia Hong Kong.

Eligibility

Applicants must be registered non-profit charitable organizations which are exempt from tax under Section 88 of the Inland Revenue Department of the Hong Kong SAR government in accordance to Section 88 of the Inland Revenue Ordinance (Cap.112).

Program Funding Areas

Funding from this event is aimed to fund programs that will make a significant impact on the local community. It should support direct program needs and not overhead costs and endowment funds. The Charity Cup funds programs that benefit Hong Kong's underprivileged disadvantaged children, youth, women, special needs, disabled and the underprivileged families in the following areas:

- Developing Sports Programs
- Promoting Healthcare
- Promoting Healthy living (physical and mental)
- Developing Preventive Medicine
- Improving Education Opportunities

Funding Considerations

The Grant Committee will be made up of representatives from the UBS Hong Kong Open Charity Cup organizing committee and respected community leaders. In evaluating the applications, the Grant Committee will consider the following, but not limited to, the following criteria:

Program theme	<ul style="list-style-type: none"> • Program objective • Does it provide an unfilled need for HK's underprivileged community? • Does it fit in with the organizers' mission?
Program sustainability	<ul style="list-style-type: none"> • Is it a recurrent program? • How sustainable is it beyond the funding period?
Cost effectiveness	<ul style="list-style-type: none"> • How cost effective is the program vs its impact? • What percentage is allocated to direct program needs vs overhead costs?
Program impact	<ul style="list-style-type: none"> • What is the potential reach of the program? • How in-depth is the program penetration to its audience?

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| Program Innovation | <ul style="list-style-type: none"> • Are there any long term outcome expected beyond the program period? • Is this a new program/concept? • How can it arouse public interest? • How creative is the approach taken to address community issues? • How is the program communicated to its audience? |
| Organization's structure | <ul style="list-style-type: none"> • Is the organizations' structure well-set up to run the program effectively? • What kind of commitment is involved? |

What We Do Not Fund

- Organizations whose beneficiaries are not Hong Kong-based
- Religious-affiliated organizations or promoting religious activities
- Organizations promoting particular political views
- Endowment campaigns
- General overhead and operating costs such as rent, travel expenses, equipment maintenance and administrative expenses

Funding Level

The minimum grant for each approved Application (i.e. total amount sought of in the Proposal) is HK\$300,000.00 and the maximum grant is HK\$1,000,000.00.

Important Dates

June 2017	Application Period
July 2017	Processing of Applications
Late July 2017	Notification of Applicant Finalist List
Mid August 2017	Finalists Presentation and Panel Interview
Early September 2017	Notification of Beneficiaries Selection Result
Mid September 2017	Public Announcement of UBS Hong Kong Open Charity Cup and Selected Beneficiaries

21-29 November 2017 UBS Hong Kong Open Tournament and Charity Cup period
Early March 2018 Disbursement of Funds

Please note the above dates are for reference only and FOAHK reserves the right to make changes to any of the above dates at its sole discretion.

Program Timeline and Monitoring

Approved program must be completed within 2 years of the receipt of that year's grant and must commence within 3 months of the funding receipt date. The budget plan must reflect this time period.

Selected charities are required to submit a mid-term and a final report for the funded program. An audited final budget of the program must also be submitted together with the final report.

Selected charities must produce a short video clip (no more than 2 minutes) of the program highlighting the program's audience, impact, scope and/or beneficiaries testimonials. This video must be submitted 6 months after the program has commenced.

UBS HK Open organizers and FOAHK staff may visit the charities and their programs periodically, request information about the programs or set up meetings with the charities to monitor the program progress.

Grant Application Process

Please mail application to: **Friends of Asia Hong Kong**
18/F, Central 88,
No.88 Des Vouex Road Central,
Hong Kong

Information required:

- Grant Application Form (can be downloaded from FOAHK or UBS Hong Kong Open website)
- Memorandum and Articles of Association (for first time applicants)
- Certificate of Incorporation (CI) and confirmation letter from IRD showing tax-exempt under Section 88 status (for first time applicants)
- Latest list of Board of Directors/Executive Committee of the organization
- Latest annual report of the organization
- Latest audited financial statements of the organization

- Final progress report, if applicable (if your organization received our grant in the previous year, please submit the final progress report together with your current application)

If any of the above items are not submitted, your application will be considered incomplete and review of the application may be delayed or declined. We may also request for supplementary information where necessary.

We will notify you the result of your application through written correspondence at the end of July. Those who are selected for final presentation and panel interview will also be notified in the same period.

Final grant award notifications will occur at the beginning of September through written correspondence.

In the event of any dispute, Friends of Asia Hong Kong reserves the right to make the final decision.

CONFIDENTIALITY

All information provided by you will be treated in strict confidence and will only be used for the purpose of reviewing your application.

General Enquiries

Friends of Asia Hong Kong

Tel: 2877-6318

Email: info@FriendsOfAsiaCharity.com