

2019-20



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申請表格可於青年發展委員會網址(<http://www.ydc.gov.hk>)下載

Application form can be downloaded  
from the website of the Youth Development Commission

查詢電話Telephone: 3509 7033

主辦及資助機構

Co-organised & Sponsored by



民政事務局  
Home Affairs Bureau

青年發展委員會  
Youth Development Commission

# Application Guidelines

## Introduction

The Funding Scheme for International Youth Exchange (the Scheme) aims to provide funding for non-governmental organisations (NGOs) to organise international exchange projects with local young people as the targets so that more in-depth international exchange opportunities will be provided for young people to widen their global exposure and broaden their international horizons.

The Scheme is co-organised by the Home Affairs Bureau (HAB) and the Youth Development Commission (YDC). The Task Force on Youth Exchange and Internship (the Task Force), set up under the YDC, will be responsible for vetting applications under the Scheme.

The content of these Application Guidelines (the Guidelines) may be reviewed and updated in light of actual operational experience. Future amendments will be announced through the YDC's website (<http://www.ydc.gov.hk>). Should there be any inconsistencies between the Chinese and English versions of the Guidelines, the Chinese version shall prevail. Should there be any inconsistencies between the content of the Guidelines and the "Guidelines on the Use of Funding under the Funding Scheme for International Youth Exchange", the latter shall prevail.

## Eligibility Criteria

1. An applicant organisation shall be a non-profit making organisation, a statutory body or a charitable organisation. In the case of a non-profit making organisation, the applicant organisation shall furnish the following documentary proofs:
  - (a) a Certificate of Incorporation issued under the Companies Ordinance; or a Notification of Establishment of a Society or a Certificate of Registration of a Society issued under the Societies Ordinance; and
  - (b) a Constitution or a Memorandum and Articles of Association, duly signed by the Chairman and another office-bearer of the organisation concerned to the effect that it is a true copy. The Constitution or the Memorandum and Articles of Association submitted must include a clause specifying that the organisation concerned is non-profit making, and/or that its members shall not take any shares of its profits, and upon dissolution of the organisation, its members shall not take any shares of its profits or assets.

If the applicant organisation is a charitable one, it is required to furnish a copy of the supporting document proving its eligibility for tax exemption under section 88 of the Inland Revenue Ordinance.

2. The person-in-charge of the organisation and the person-in-charge of an exchange project shall not be the same person. The person-in-charge of the

organisation shall be a person authorised by the organisation or delegated under the relevant ordinance(s) to act as the organisation's representative. He/She shall also be the overseer of the funded exchange project. If the organisation is a school, the principal of the school can be the person-in-charge of the organisation.

3. A joint application made by two or more organisations is allowed under the Scheme with all of them being the organisers. The applicant organisations are required to specify clearly their respective obligations. **Each registered organisation can submit only one application.**
4. Funding application for exchange projects that have already commenced will not be accepted.
5. The applicant organisation must submit a letter of intent issued by the overseas host organisation(s) to facilitate the arrangements of exchange activities.

### **Features of Exchange Projects**

1. Exchange projects seeking funding support are required to have the following elements:
  - (a) exchange projects may include outbound visits, bilateral visits or multilateral activities; and
  - (b) the whole exchange project must include suitable complementary activities held in Hong Kong, covering pre-tour activities (such as team-building activities and workshops) and post-tour concluding activities (such as debriefing and experience sharing sessions, as well as other activities like exhibitions for the exchange activity and sharing experience with the public).
2. Activities that are solely for sight-seeing or touring purposes should be kept to a minimum (generally no more than one-third of the total duration of the activities) and there should not be any activities solely for entertainment purpose.
3. Each participant of an exchange project may receive at most 14 days (for Asian countries) or 21 days (for non-Asian countries) of funding support (including the time for travelling to and from the destination). Applicant organisations may apply for funding support for their exchange projects with a duration exceeding 14 or 21 days, but all the expenditure involved in the additional days will not be covered by the Scheme.
4. The number of Hong Kong participants eligible for funding should be between 10 and 30 in an exchange project.
5. An exchange project should have at least 10 eligible Hong Kong participants. If a successful applicant organisation eventually fails to organise an exchange project with at least 10 eligible participants, the Government will withdraw the funding allocated. The funded organisation is required to return funding received to the Government within one month.
6. All activities under the exchange project (including pre-tour activities and post-tour concluding activities) must be organised and completed between

1 May 2019 and 31 May 2020, but preparatory work for the exchange project may commence prior to the announcement of application results under the Scheme. The post-tour concluding activities should be completed within two months upon the return of the exchange tour to Hong Kong.

7. For regions covered under the Scheme, please refer to **Appendix 1**.

### **Arrangements for Exchange Projects**

1. The applicant organisation must undertake to ensure the safety of its participants going on an overseas exchange and make arrangements to support them in daily life and in emergency situations during the exchange. Among others, staff to provide immediate support in overseas countries must be arranged.
2. The applicant organisation must arrange its staff to accompany all participants of the exchange project to assemble in and depart from Hong Kong. Upon completion of the exchange activity, the relevant staff are also required to escort those participants back to Hong Kong.
3. The applicant organisation shall take out insurance (including public liability insurance, third party liability insurance, etc.) in respect of the exchange project (including overseas activities) from authorised insurers in Hong Kong, and take out travel insurance from authorised insurers in Hong Kong for the participants during the overseas exchange period. The latter insurance shall include medical cover against illnesses and accidents as well as cover against expenses arising from international support services.
4. The applicant organisation must arrange suitable and safe overseas accommodation for its participants.

### **Eligibility of Participants**

1. A person shall fulfill the following conditions in order to be regarded as an eligible participant under the Scheme:
  - (a) aged between 12 and 35 (as at the departure date of the exchange tour);
  - (b) holder of a valid Hong Kong Permanent Identity Card; and
  - (c) has not participated in any international exchange projects under the Scheme in previous year and in the current year.
2. The number of Hong Kong young participants aged between 25 and 35 can only make up no more than 30% of the total number of eligible participants.
3. For a bilateral or multilateral exchange project, participants of an inbound exchange tour will be eligible for funding support only if they are also young people from overseas aged between 12 and 35 as at the departure date of the tour and holding valid proof of identity. Moreover, the number of young participants from overseas aged between 25 and 35 can only make up no more than 30% of the total number of eligible inbound participants.

### **Supporting Staff**

1. Supporting staff from Hong Kong accompanying the tour and providing assistance to participants of an exchange project in overseas countries are eligible for funding support. Such supporting staff must be hired or appointed by the funded organisation. The ratio of supporting staff to eligible participants cannot be greater than 1:10. In other words, for every 10 eligible Hong Kong participants, only one supporting staff accompanying the tour at most can be funded. The remaining eligible Hong Kong participants, if fewer than 10, will not be counted.
2. A maximum of three supporting staff can be funded in an exchange project. Among the supporting staff accompanying the tour, at least one of them should have had the experience in leading three or more exchange/internship tours to the Mainland or overseas in the past three years, which each tours should last for not less than three days and two nights.

### **Assessment Criteria**

1. Assessment of funding applications will take into account the following factors:
  - (a) the track record (if applicable) of the applicant organisation in organising overseas exchange tour(s);
  - (b) whether the objectives, aims and content of the exchange project meet the purposes stated above;
  - (c) the target participants of the exchange project and their number;
  - (d) the content and creativity of the exchange project, as well as the depth and practicability of its exchange activities ;
  - (e) the level of participation fee set for the exchange project;
  - (f) the cost-effectiveness of the exchange project;
  - (g) the mechanism to promote and sustain the objectives of the exchange project;
  - (h) whether a well-established self-assessment mechanism in place for the exchange project;
  - (i) the overall arrangements for the exchange project (including publicity, recruitment, complementary activities, promotion, etc.);
  - (j) the feasibility of the exchange project; and
  - (k) the arrangements for an exchange tour (including itinerary, accommodation, staff deployed to provide support during the exchange to be conducted overseas, etc.).
2. Priority projects:

Exchange projects containing the following elements will be given priority:

  - (a) its exchange activities can help promote the understanding of the Belt and Road Initiative among our young people;
  - (b) the applicant organisation recruits participants through open recruitment; and
  - (c) the itinerary include visits to (i) governmental organisation (ii) large scale and well-known enterprise or (iii) spot with unique features.
3. The Task Force will vet applications based on the above considerations. The

allocation of funding and the amount to be granted are subject to the decision of the Task Force. **The decision of the Task Force shall be final and binding on the applicant organisation.**

### **Funding Criteria**

1. Please refer to **Appendix 2** for the Reference Guide on Funding Allocation.
2. The maximum funding amount for an exchange project is HK\$400,000.
3. Applications for a funding amount below HK\$100,000 will not be considered.
4. Only eligible participants and eligible supporting staff from Hong Kong accompanying the tour will be funded under the Scheme. All expenses incurred by ineligible participants and other staff of the exchange project **will not be funded**.
5. Visits to Hong Kong theme parks arranged for inbound exchange tours will not be funded.
6. The Task Force will examine the funding amount requested by the applicant organisation and give due assessment. Requests for reimbursement of the funding amount for all of the above projects should be made on an accountable basis. The allocation of funding and the amount to be granted are subject to the decision of the Task Force. If the actual expenses of the funded participants are less than the funding amount, the amount of funding will be reduced. No surplus resulting from an entire exchange project is allowed. If the expenditure of an exchange project is less than its income (including donations, funding from the organisation, sponsorships, etc.), the funding amount will be reduced to offset the surplus. **The decision of the Task Force shall be final and binding on the applicant organisation.**

### **Guidance Notes for Funding Applications**

1. The applicant organisation must briefly describe in the application form the details and effectiveness of the exchange project(s) that it had organised over the past three years (if applicable), for the Task Force to make reference.
2. The exchange project and its relevant activities must not be used for political, religious or commercial publicity for an individual or an organisation.
3. Expenses incurred for the exchange project in respect of activities held prior to the announcement of the application results under the Scheme will not be reimbursed except for the expenses for reservation of accommodation, air tickets and / or rental deposits of venues for complementary activities, as well as the expenses for publicity and recruitment of participants.
4. Fee collected from funded participants (if applicable) cannot be used to subsidise the expenses incurred during the exchange project by ineligible participants and by those staff members who are not funded.
5. The YDC and the HAB shall not assume any responsibilities for any claims, demands or liabilities arising from the funded international exchange project. The applicant organisation shall take out insurance against relevant items (including public liability insurance, third party liability insurance, etc.) for the exchange project (including overseas activities) organised by itself from



authorised insurers in Hong Kong, and take out travel insurance from authorised insurers in Hong Kong for the participants during the overseas exchange period. The latter insurance shall include medical cover against illnesses and accidents as well as the expenses for international support services.

6. If the applicant organisation intends to organise an exchange project jointly with / in collaboration with other organisation(s) or to apply for / accept sponsorships from other NGOs in cash or in kind, it shall provide the details of estimates of income and expenditure in the application form. Under no circumstances shall the organisation accept any sponsorships from a corporate involving illegal or unlawful businesses, or businesses that are in direct conflict with the policies of the Government (such as those relating to tobacco, advocacy of gambling and obscenity). In addition, the organisation shall not accept any personal donations or title sponsorships in respect of the exchange project. The Task Force will not consider any exchange project applications which have sought, are seeking or will seek funding support from other government organisations or under other funding schemes.
7. In the notification letter issued to the funded organisation, the Task Force will state the amount of funding to be allocated and attach the “Guidelines on the Use of Funding under the Funding Scheme for International Youth Exchange”. The funded organisation shall organise its exchange project according to the details as specified in the application submitted. No changes whatsoever are allowed. **If changes to the content of the exchange project have been made without the consent of the Task Force and the organisation fails to provide reasonable justifications, the Task Force will put the matter on record as reference for assessing future funding applications. The Task Force also reserves the right to withdraw funding. In that case, the organisation must return the amount of advance payment received within one month.**
8. The successful applicant organisation, having accepted funding support, is required to act in compliance with the “Guidelines on the Use of Funding under the Funding Scheme for International Youth Exchange” issued together with the notification letter. The funded organisation is required to submit an activity report, a statement of income and expenditure (certified by an independent certified public accountant or public auditor), an auditor’s report, an evaluation report and activity information (e.g. publications, photographs, video discs, etc.) to the Task Force **within three months upon completion of the exchange project.**
9. **Upon completion of the project, the funded organisation is required to submit an auditor’s report issued by an independent certified public accountant or public auditor when applying for reimbursement of the remaining funds. It must be stated in the auditor’s report that all the expenses claimed for the exchange project are within the funding scope as approved by the Task Force and are in line with the clauses set out in the “Guidelines on the Use of Funding under the Funding Scheme for International Youth Exchange” issued by the Task Force.** Submission of relevant expenditure receipts in relation to the exchange project is not required, but such receipts must be retained for seven years for the Task Force

to conduct random checks on the expenditure of the funded organisation. The expenses for preparing the auditor's report can be included as one of the expenditure items of the exchange project. **If the funded organisation fails to submit the relevant reports within the specified timeframe or if the statement of income and expenditure is not compiled in accordance with the requirements laid down in the relevant guidelines, the Task Force will put the matter on record as reference for assessing future funding applications. The Task Force also reserves the right to withdraw the funding. In such case, the funded organisation must return the amount of advance payment received, if applicable, within one month.**

10. The funded organisation **must invite** a representative of the Task Force to attend its activities held in Hong Kong (e.g. pre-tour seminars, training sessions, briefing sessions, post-tour experience sharing sessions, exchange activities to receive youth visiting Hong Kong, etc.) **at least once** in relation to the exchange project funded under the Scheme, so that the representative can appreciate the progress of the activity and give advice on the arrangements of the activities.
11. When the Task Force has vetted the statement of income and expenditure, the funded organisation is required to upload the same statement verified by an independent certified public accountant or public auditor to the Internet for no less than one year. The organisation must provide the relevant URL address / web link (e.g. the link to the organisation's official website, Google Drive, Dropbox, Microsoft OneDrive, etc.) and the date of upload to the Task Force. Also, the funded organisation is required to provide the statement of income and expenditure for inspection upon written request by members of the public within three years after the statement has been vetted by the Task Force.
12. Publications and audio/visual materials relating to the exchange project must not infringe others' copyright or intellectual property rights and must not be produced for sale. Otherwise, the offender has to assume liability on his/her own.
13. The organisation must ensure that all personal data of participants collected under the Scheme will be handled in accordance with the relevant provisions of the Personal Data (Privacy) Ordinance (Cap. 486).
14. The funded organisation must ensure that participants aged below 18 have obtained a written consent from their parents or legal guardians to join the relevant exchange activities prior to departure.
15. The funded organisation must comply with disclosure requirements as stipulated in the law and obtain consent from participants before disclosing the latter's personal data on the application form to the YDC Secretariat (Secretariat). Such data will be used by the Government for opinion surveys, assessment studies, training/sharing sessions, execution of daily functions for the Scheme, monitoring the funded organisation's performance and for other uses related to the matters above. Details will be announced later in the "Guidelines on Use of Funding under the Funding Scheme for International Youth Exchange".
16. Before submitting the application for its exchange project to the Secretariat, the applicant organisation must confirm that all the information given is true,



complete and correct. The Task Force reserves all rights to take further actions if, after the application deadline, the organisation is found to have submitted incorrect or false information.

17. Successful applicant organisations are required to provide the information and enrolment details of their exchange projects for the YDC to upload the same to its website ([www.ydc.gov.hk](http://www.ydc.gov.hk)) and/or other government websites for publicity purpose.
18. In submitting an application, the applicant organisation should take various factors (including safety) into consideration before making a decision on which country they wish to carry out exchange activities. Applications proposing destinations on black or red travel alert will not be considered. In planning the trip for an exchange activity, the applicant organisation must take heed of the personal safety of participants, carefully consider the risks of going to the target country, pay attention to the Outbound Travel Alert (OTA) or any travel advice issued by government departments and take out travel insurance as appropriate. As the list of countries included in the OTA will be updated from time to time, the applicant organisation shall keep abreast of the latest OTA issued by government departments when planning and implementing the relevant exchange activities.

### **Application Procedures**

1. **Deadline for application: by 5:00 p.m. on 31 January 2019.** The application form and relevant documents must reach the Secretariat no later than the application deadline. The date on postmark for the application submitted by post will be deemed to be the date of submission. Late submissions will not be considered. Applications by fax or via email will not be accepted by the Task Force.
2. A complete set of the following documents should be submitted to the YDC Secretariat on 13/F, West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong before the application deadline (please mark “(Name of the applicant organisation): Application for the Funding Scheme for International Youth Exchange” on the envelope):
  - (a) a completed application form (including the exchange project proposal with detailed itinerary / project content / accommodation / transport arrangements and other information, as well as the estimates of income and expenditure) (an original copy and 3 photocopies);
  - (b) the registration documents and relevant documentary proofs of the applicant organisation (4 photocopies) (For details, please refer to the content in paragraph 1 of the Eligibility Criteria above);
  - (c) a letter of intent issued by the overseas host organisation (4 photocopies) (the applicant must provide a letter of intent from the overseas host organisation stating its willingness to arrange the itinerary to receive the tour. **If the applicant fails to submit the letter of intent, its exchange project proposal will not be considered**);
  - (d) a soft copy of the completed application form in MS Word format with attachments (the application form can be downloaded from the YDC’s website ([www.ydc.gov.hk](http://www.ydc.gov.hk)) saved in a USB or a compact disc); and

**In case of discrepancies, all the information contained in the printed copy of the application form shall prevail.**

3. **The application will not be processed if the applicant organisation fails to provide all the required information or the information provided is incorrect. The Task Force also reserves the right to take further actions.** All submitted application form and other documents, whether the application is accepted or not, will not be returned to the applicant organisation.
4. If the applicant organisation wishes to receive acknowledgment of receipt of its application, please complete and return the relevant reply slip so that the Secretariat can take follow-up action.
5. The Secretariat expects that applicants will be informed of the results of their applications in writing in the second quarter of 2019.

### **Enquiries**

For enquiries about the Scheme, please contact the Secretariat on 3509 7033 or visit the YDC's website ([www.ydc.gov.hk](http://www.ydc.gov.hk)).

**Regions covered under the Funding Scheme  
for International Youth Exchange**

<b>Region</b>	<b>Examples of countries*</b>
South America	Argentina, Brazil, Chile
North America	Canada, United States
Australia and New Zealand	Australia, New Zealand
Northern Europe	Denmark, Finland, Norway
Western Europe	United Kingdom, Germany, France
Central Europe and Eastern Europe	Czech Republic, Poland
Middle East and Africa	Israel
Japan and Korea	Japan, Korea
Southeast Asia	Thailand, Malaysia, Indonesia, Vietnam
South Asia	Nepal, Sri Lanka
Central Asia, West Asia and Northeast Asia	Mongolia, Azerbaijan, Kazakhstan, Russia

\* *The examples of countries are for reference only.*

### **Reference Guide on Funding Allocation**

Applicant organisations can make reference to the following guidelines on funding allocation in preparing estimates of income and expenditure for their exchange projects:

- (I) Maximum sponsorship per day for each participant during the period of overseas exchange project (only for eligible Hong Kong young participants and Hong Kong supporting staff)

<b>Region</b>	<b>Maximum Grant per Day for Each Participant# (HK\$)</b>
South America	2,960
North America	1,450
Australia and New Zealand	1,450
Northern Europe	1,450
Western Europe	1,040
Central Europe and Eastern Europe	1,040
Middle East and Africa	710
Japan and Korea	930
Southeast Asia	530
South Asia	700
Central Asia, West Asia and Northeast Asia	1,410

*# The maximum sponsorship per day for each participant as listed above covers expenditure on the tour, including flight tickets, transport, accommodation, meals, etc. Other expenses (such as expenses for publicity and translation services) will be funded separately (see Part (III) for details).*

## (II) Items not funded

1. As a general rule, expenses on the following items will not be funded:
  - (a) activities which are not cost-effective, benefit only a small number of people and incur enormous expenses;
  - (b) purchase of equipment, furniture, stationery, recurrent expenditure, staff emoluments, etc. and central administrative overheads;
  - (c) purchase of souvenirs for guests;
  - (d) activities solely for recreational/entertainment purposes, such as a single fun fair or carnival;
  - (e) meal gatherings; and
  - (f) prizes in the form of cash or cashable items (e.g. bank gift cheques).

## (III) Items that may be funded

1. Expenses for the following items will be considered by the Task Force to be funded on individual merits:
  - (a) daily expenses for day camps held in Hong Kong (the fees for eligible young participants of bilateral visits or multilateral exchange activities who are paying an exchange visit in Hong Kong);
  - (b) daily accommodation fees in Hong Kong (the fees for eligible young participants of bilateral visits or multilateral exchange activities who are paying an exchange visit in Hong Kong);
  - (c) allowances for voluntary workers (only applicable to activities held in Hong Kong);
  - (d) expenses for the production of teaching materials for promotion, programme booklets and reports;
  - (e) launching/kickoff/closing ceremonies, sharing activities (e.g. training camp activities before the exchange activity) or exhibitions;
  - (f) expenses for publicity and recruitment;
  - (g) charges of insurance, including travel insurance, public liability insurance and third party liability insurance;
  - (h) audit fees; and
  - (i) miscellaneous expenses (e.g. translation services).
2. When vetting the budget and disbursing the remaining funding, the Task Force will process the above expenditure items on an accountable basis and in accordance with its internal funding guidelines.