

Information Required for Application of Grant under the Hong Kong Special Administrative Region Disaster Relief Fund

Summary

Summary of the application (normally includes the amount of grant being sought).

Background of the disaster

A brief description of the disaster and the current situation, e.g. how many people affected, the extent of the damage, etc.

Background of the organisation

A brief description of the history, objective and activities of the organisation. Information should also be provided concerning the expenditure of relief operations carried out by the organisation in the most recent three years and their funding base; staffing position of the HK office of the organisation and number of staff responsible for relief projects; details of individual relief operation in these three years with respect to the nature, location, number of beneficiaries, expenditure etc.

Relief Plan

A brief description of the relief plan, e.g. what items and how many of the items will be purchased, how many people will benefit from the relief materials, how will the relief materials be distributed, target relief areas, estimated time needed to complete the relief plan, etc.

Budget

A breakdown on the proposed use of the grant, e.g.

Items	Amount (HK\$)
(a) Food for victims	\$XXX
(b) Medical supplies for victims	\$XXX
.....	
() Administrative Costs (with details and not exceeding the 5% ceiling)	\$XXX

Submission

The application with all supporting documents should be forwarded to the Secretariat of the Disaster Relief Fund Advisory Committee at the following address:

Room 2561, Central Government Offices,
2 Tim Mei Avenue, Tamar, Hong Kong

Tel: 2810 2578
Fax: 2537 1782
E-mail: drf@csso.gov.hk