

Guidelines for Grants from the Disaster Relief Fund

I. Coverage

- (1) Grants should only be made in cases of a specific disaster, not an on-going problem.
- (2) Grants should only be made in cases of disasters of such nature and scale that stimulate a response by the international community.

II. Assessment of Proposals

- (3) Grants should be made in response to-
 - (a) appeals made to the international community by a government or a relief organisation for disaster relief aid in the country or locality concerned; or
 - (b) applications submitted by a relief organisation for a disaster relief project being or to be carried out by the organisation. Retroactive funding is not supported.
- (4) The appeal/application should be based on humanitarian grounds. Political considerations will not be taken into account.
- (5) The appeal/application should have received a measure of public support in Hong Kong.
- (6) Any application by a relief organisation should be supported by a proposal outlining the nature and scale of the aid project, the number and type of beneficiaries and the size of grant required.
- (7) The relief organisation should have demonstrated a sound track record in providing similar types of disaster relief services and activities.
- (8) The size of the grant should be sufficient to make an impact.
- (9) When there is more than one application of a similar nature and for the same disaster, regard should be given to the likely number of beneficiaries, the promptness with which the relief may be provided and the nature of the relief to be provided.

III. Conditions of Grant

- (10) Individual grants should take the form of one-off cash payments.
- (11) The grant should be given to the government concerned or to a reputable relief organisation in the field.
- (12) Up to 5% of the grant may be used to cover overheads or other administrative costs. The rest should be spent entirely on disaster relief services and activities.
- (13) The government/relief organisation concerned should be required to submit an evaluation report and/or an audited account as appropriate to the Government of the Hong Kong Special Administrative Region on the use of the grant within a specified period.