

# **Guide to Beat Drugs Fund Regular Funding Scheme**

## **2022 Funding Exercise**

July 2022

## **Application for the 2022 Funding Exercise of the Beat Drugs Fund Regular Funding Scheme**

This guide provides basic information on the objectives, background and application procedure for the 2022 Funding Exercise of the Beat Drugs Fund Regular Funding Scheme. It also gives the details regarding the processing of applications, the criteria for project selection, the basic conditions of grant, disbursement of grant, and the monitoring of projects approved under Beat Drugs Fund Regular Funding Scheme.

Information about the past projects supported by the Beat Drugs Fund Regular Funding Scheme can be obtained from the website of Narcotics Division at <http://www.nd.gov.hk/en/beat.htm>.

Enquiries on this guide shall be addressed to the Secretariat of the Beat Drugs Fund Association via e-mail to [bdf@sb.gov.hk](mailto:bdf@sb.gov.hk).

July 2022

## Contents

	<u>Paragraphs</u>
Objectives of the Beat Drugs Fund	1
Establishment of BDF	2 – 5
Eligibility of Applicant	6
Application Procedure	7
Maximum Number of Applications, Grant Receivable and Project Duration	8 – 11
Points to Note when Completing the Application Form	12 – 21
Project Evaluation	22 – 26
Vetting and Processing of Application	27 – 29
Priority Areas for the 2022 Funding Exercise	30
Assessment Criteria	31 – 33
Key Conditions of Grant	34 – 45
Arrangement of Fund Disbursement	46 – 50
Monitoring of Funded Project	51 – 57
Conflict of Interest	58 – 60
Upholding of Integrity	61 – 62
Sponsorship and Collaboration	63 – 64
Termination	65
Announcement of Results	66 – 67
Appendix A	– Employment of Relief Teaching Staff
Appendix B	– Points to Note for Application for Administrative Overhead Funding
Appendix C	– Note for Potential Applicants of Funding Exercise (March 2022)
Appendix D	– Details of Priority Areas for the 2022 Funding Exercise
Appendix E	– Marking Scheme
Appendix F1-F3	– Arrangements of Fund Disbursement

## **Objectives of the Beat Drugs Fund**

The Beat Drugs Fund (“BDF”) aims to promote and support worthwhile anti-drug programmes which can help address the drug problems, particularly drug abuse and drug trafficking amongst the youth, and to promote community-wide efforts and programmes in the campaign against drugs in Hong Kong.

## **Establishment of BDF**

2. The Government established BDF in March 1996 with a capital base of \$350 million. In 2010, the Government further injected \$3 billion into BDF to support sustained anti-drug efforts of various organisations in the community. In considering the deployment of resources, the Government needs to take into account the capital base and investment returns to support funding grants on a sustainable basis, amidst market volatility and the funding commitments required. Up to 2021-22, BDF has granted over \$2.1 billion supporting more than 1 900 projects.

3. BDF covers five funding schemes serving designated purposes, namely (a) the Regular Funding Scheme (“RFS”); (b) Special Funding Scheme for Drug Dependent Persons Treatment and Rehabilitation Centres; (c) Healthy School Programme with a Drug Testing Component; (d) “Beat Drugs with Sports” Programme; and (e) Anti-drug Community Awareness Building Programme. RFS operates as an annual funding exercise in general which opens for application by different organisations to respond to the latest drug trends on the preventive education and publicity (“PE&P”), treatment and rehabilitation (“T&R”), and research fronts. Priority will be accorded to applications falling into the priority areas drawn up for each funding exercise.

4. BDF is administered by the Beat Drugs Fund Association (“BDFA”) (incorporated under the Companies Ordinance (Chapter 622 of the Laws of Hong Kong)) on the advice of the Action Committee Against Narcotics (“ACAN”). The Narcotics Division (“ND”) of the Security Bureau provides support for the administration and management of BDF as the Secretariat of BDFA (“the Secretariat”).

5. The ensuing paragraphs outline the application procedure, processing of applications, criteria for project selection, basic conditions of grant, disbursement of grant, and the monitoring of projects approved under BDF RFS.

## Eligibility of Applicant

6. Any organisations or individuals can apply for BDF RFS, provided that the projects under application meet the objectives of BDF and assessment criteria set out in this guide, and the projects are of a non-profit-making nature. Individual applicants must provide documentary evidence that they have obtained support from their affiliated organisations for the project.

## Application Procedure

7. Applicant Organisations/Applicants must duly complete the application form with particular attention to the following -

- (a) Appendix A of the application form is only applicable to projects with “PE&P” or “T&R” as primary or secondary nature as indicated in Part A of the application form; and
- (b) Appendix B of the application form is only applicable to projects with “research” as primary or secondary nature as indicated in Part A of the application form.

All Applicant Organisations/Applicants are required to submit **one printed copy** of the application form, appendix(ces) and annex of detailed budget breakdown of activities, together with a USB flash drive containing softcopy of the application form, appendix(ces) (in **Microsoft Word format**), annex of detailed budget breakdown, and all other supporting documents listed at Part D of the application form. Applications delivered by hand shall reach the BDFA Secretariat (30/F, High Block, Queensway Government Offices, 66 Queensway, Hong Kong) **by 6:00 pm on 7 September 2022 (Wednesday)**. If the applications are submitted by mail, the postmark shall be **on or before 7 September 2022**. If typhoon signal no. 8 or above or black rainstorm warning signal is in force for any duration between 2:00 p.m. and 6:00 p.m. on 7 September 2022, the application deadline will be postponed to 6:00 p.m. on the next working day (Saturday, Sunday and public holiday are non-working days). Late submission of applications or applications with incomplete information will not be further processed.

## **Maximum Number of Applications, Grant Receivable and Project Duration**

8. If the Applicant Organisation is a branch/district/subsidiary organisation affiliated to or under a headquarters or central organisation, or post-secondary institution (including its faculty members) in Hong Kong, it must submit its application via the headquarters, central organisation or head of faculty, and the application shall be signed off by the head of the headquarters, central organisation or faculty. Each headquarter, central organisation, or faculty of post-secondary institution is allowed to submit a maximum of five applications.

9. Grants disbursed by BDF for one single project will not normally exceed \$6 million, and the project duration will not normally exceed three years (except for projects which meet one of the requirements specified in paragraph 10 below).

10. The maximum grants disbursed by BDF for one single project that meets one of the following requirements can be up to \$10 million, and the maximum project duration up to five years –

- (a) regarded by BDFA as exceptionally innovative. Applicant Organisations/Applicants must provide strong and full justifications, and demonstrate clearly as to why and how that project differs from the services or facilities currently available in Hong Kong, and how the project will complement or supplement the existing services or projects that would be worth such a grant amount and/or duration; or
- (b) implemented by medical or allied health service units under the Hospital Authority in respect of projects with T&R as primary or secondary nature.

11. The total maximum grant receivable by one central organisation or faculty of a post-secondary institution and its branches/districts/departments/subsidiary bodies will not exceed \$25 million.

## **Points to Note when Completing the Application Form**

12. Applicant Organisations/Applicants are required to provide the respective amount of grant applied for all activities of their projects in Part V of Appendix A of the application form, and use separate sheet(s) (adopting the

template at Annex to the application form) to provide the detailed by-year budget breakdown for the amount of grant applied for each activity. Applicant Organisations/Applicants are also required to provide itemised breakdown for the whole project in Part C(II) of the application form. When doing so, Applicant Organisations/Applicants should exclude any contingency elements in order not to inflate the estimated project costs. Applicant Organisations/Applicants shall refer to paragraphs 34 – 50 below on the key Conditions of Grant and Arrangement of Fund Disbursement which may have financial implications. In drawing up the budgets for the projects, Applicant Organisations/Applicants are encouraged to adopt more environmental-friendly, energy-conserving and waste-reducing methods in project implementation.

13. Applicant Organisations/Applicants are required to provide the information of project team (including Project Leader/Principal Investigator) and personal emolument in Part C(I) of the application form. Besides, while salaries shall be commensurate with qualifications and experience, as a guiding principle, the level of funding for manpower should not be greater than that for comparable civil service staff needed for similar types of work, and the staff should normally be remunerated at the starting point of the corresponding Government pay scale<sup>1</sup> with reference to similar posts in the Government. If an Applicant Organisation/Applicant has established a pay scale for specific posts, please provide in separate sheets for reference. For projects that will run for more than one year, Applicant Organisations/Applicants may factor in an annual increment that is comparable with the corresponding Government pay scale for the second year of project implementation and beyond. Appointment of staff with salaries higher than the starting point, and/or offer of annual increment for retention of experienced staff may be considered subject to full justifications being provided. Where employment of peer counsellors is proposed in a project, drug rehabilitees themselves rather than their family members should be employed unless the service targets of the project are family members of drug abusers/rehabilitees.

14. For projects involving capital works, the cost of the works shall be based on estimates by professionals in the relevant field supported by documentary proof. Fees for hiring of authorised person(s)/consultant(s) may be included in an application for a capital works project with estimated project cost of more than \$500,000. The engagement of an authorised person/consultant is normally not necessary if the work is simple, straightforward and involves only a fairly small sum of money.

---

<sup>1</sup> Examples: Master Pay Scale, Model Scale I Pay Scale, etc.

15. For research projects, eligible academic researchers may apply for teaching relief in accordance with the details set out at **Appendix A**.

16. Grants by BDF are of a one-off nature. Applicant Organisations/Applicants are required to state in their applications whether the proposed projects, if approved, would entail any outstanding tasks or clients to be served upon the expiry of the grants by BDF. Applicant Organisations/Applicants shall also state clearly how those outstanding tasks would be handled or remaining clients would be served if alternative sources of funding could not be obtained.

17. Applicant Organisations/Applicants are required to provide additional or supplementary information in relation to their applications as and when required by the Secretariat. Nevertheless, Applicant Organisations/Applicants shall endeavour to provide the best and fullest information at the time of their applications, as the Secretariat is not obliged to request for or accept further information or justifications.

18. Applicant Organisations/Applicants may apply for administrative overhead funding by completing the relevant section in Part C(II) of the application form. They are required to provide full justifications, but as the cost components of the administrative overhead may not be separately quantifiable, the provision of a cost breakdown would not be necessary. Any administrative overhead funding granted will not exceed 5% of the approved project costs or actual project expenses (less items to be excluded), whichever is the lower. Points to note in applying for administrative overhead funding are at **Appendix B**.

19. Applicant Organisations/Applicants of research projects must submit information on research ethics/safety approval by completing relevant section in Part E of the application form.

20. To sum up the experience of the 2021 Funding Exercise and to facilitate potential Applicant Organisations/Applicants to prepare for the 2022 Funding Exercise, the Secretariat published a “Note for Potential Applicants of Funding Exercise” (**Appendix C**) in March 2022 which includes a number of useful points to note having regard to the processing of applications received in the 2021 Funding Exercise. Applicant Organisations/Applicants are encouraged to make reference to the above Note when prepare for funding applications.



## *Impact of COVID-19*

21. Applicant Organisations/Applicants should take into account the potential impact and challenges posed by COVID-19 when devising the content of their projects. In particular, they are required to consider if the pandemic situation warrants, whether the proposed services, programmes, activities, etc. could be flexibly delivered by alternative modes (e.g. through online or non-physical means); or whether there is room for rescheduling them to a different time in the project period. The alternative modes of delivering the activities and contingency plan for implementing the project amid COVID-19, where applicable, should be stated in Part V of Appendix A of the application form.

## **Project Evaluation**

22. BDF attaches great importance to assessing the effectiveness of projects sponsored by it. Effective evaluation will not only aid refinement to the implementation of existing projects but also help distil good or exemplary practices for reference by the Government and the anti-drug sector.

23. Applicant Organisations/Applicants are required to include in the application the proposed evaluation method(s) under Parts IX and X of Appendix A of the application form for the project. The method and plan for evaluating the effectiveness of the programme against the stated objectives must be specified. Evaluation shall focus on the output (e.g. the number of clients reached out by the projects) and the outcome (e.g. percentage of clients who demonstrated an improvement in ability to refuse/avoid drug use). Indicators shall be **realistic, quantifiable, measurable, relevant and achievable**. **Over-estimation of output or outcome targets in the proposal must be avoided**. Applicant Organisations/Applicants may consider conducting surveys to obtain quantifiable output and outcome so as to substantiate the effectiveness of the project.

24. T&R projects shall be evaluated using indicators such as quit rate or reduction in drug use over the past 30 days. PE&P projects shall be evaluated using means such as questionnaires/surveys in assessing the improvement in participants' attitude towards drugs, knowledge of drug harms or attitude towards drug abuse after attending relevant programmes. Some examples of output and outcome indicators are available on BDF's website ([https://www.nd.gov.hk/en/beat\\_drug\\_fund\\_2022.html](https://www.nd.gov.hk/en/beat_drug_fund_2022.html)). If other scales are used instead of those listed in BDF's website, the original source from which scales are adopted should be cited and a draft of the scale shall be attached with the application form.

25. Successful Applicant Organisations/Applicants (referred to as “grantees”) will be required to attend evaluation training, and incorporate BDFA’s suggestions on the evaluation methods. All grantees will be required to evaluate their projects in terms of outputs, outcomes, impact and effectiveness by submitting periodical progress reports (at six-month or other specified intervals by the Secretariat) and full reports to BDFA in a format agreeable to BDFA.

26. Grantees will be required to submit pre-programme and post-programme outcome scores of sampled participants and records of agreed programme output in Microsoft Excel files every six months together with the progress reports or the full report. BDFA reserves the right to request submission of updated data files and documentary proof of output at any time. Templates for data entry will be provided by BDFA to the grantees (see also **Monitoring of Funded Project**).

### **Vetting and Processing of Application**

27. After receiving the applications, the Secretariat will seek advice from the relevant Government Bureaux/Departments (“B/Ds”) on whether they support the applications. A Three-Member team and a Vetting Panel comprising members from ACAN and/or its two Sub-committees on PE&P and T&R will be formed. The Three-Member team and Vetting Panel will assess the PE&P and/or T&R components in eligible applications with PE&P or T&R as primary or secondary nature, with the Three-Member team assessing applications for a funding up to \$1 million, and the Vetting Panel considering those for a funding over \$1 million. The Research Advisory Group (“RAG”) will assess the research component in all applications with “research” component as primary or secondary nature. Representatives from relevant Government B/Ds will also participate in the process and provide comments on the applications as and when necessary, while experts or experienced practitioners may also be co-opted as necessary.

28. Applicants may be requested to present their proposals to BDFA, the Three-Member team, Vetting Panel, ACAN, RAG and/or other relevant bodies involved in processing the applications if necessary.

29. The Three-Member team, Vetting Panel, RAG and the Government will duly assess all applications received, and make recommendations for consideration by the full ACAN and then the Governing Committee (“GC”) of BDFA for making a final decision on the funding grants.

## Priority Areas for the 2022 Funding Exercise

30. For the 2022 Funding Exercise, projects falling into the following areas will be accorded priority -

### T&R

- (a) projects that comprise **targeted treatment and outreaching programmes which take into account the latest demographic characteristics of drug abusers and cater for their varying needs in quitting drugs**. They may include cannabis abusers; young adult drug abusers (aged 21 – 35) who could be tertiary students, working adults, professionals or the non-engaged; ethnic minority drug abusers; pregnant drug abusers/drug-abusing parents; men who have sex with men with drug abuse problem, etc.;
- (b) projects that **promote the involvement of family members of drug abusers in the T&R process**. Relationship between drug abusers/rehabilitees and their family members could be fragile and challenging. On the other hand, family support is pivotal throughout the T&R process. Involvement of family members of drug abusers could help engage hidden drug abusers, strengthen the motivation of drug abusers to quit drugs and maintain abstinence, rebuild family relationship, render emotional support to drug abusers/rehabilitees in the T&R process, as well as prevent inter-generational drug abuse patterns;
- (c) projects that **involve and strengthen collaboration among various sectors and disciplines as well as at various levels to help identify and engage drug abusers and help them quit drugs, especially those involving “Ice”, cocaine, cannabis and/or ketamine abuse**. Drug abusers of various backgrounds encounter multi-faceted needs straddling health and emotion, employment and family, etc. Strengthened collaboration involving different key players such as community-based service units, residential drug treatment and rehabilitation centres, medical service units, law enforcement agencies, other welfare service units as well as non-drug social service and community units are encouraged to facilitate concerted efforts for effective delivery of drug treatment;

- (d) projects that **facilitate early identification of drug abusers and intervention through adoption of innovative means and wider use of technology**. Amid the evolving social environment and changing lifestyles, there is a need for adoption of innovative means and wider use of technology for identifying, engaging and reaching out to, amongst others, hidden drug abusers, and also providing T&R services and support;
- (e) projects that **strengthen or provide early medical intervention and support to drug abusers**, especially those with drug-induced psychiatric and/or severe emotional issues, to manage their withdrawal symptoms and stabilise their mental condition which is essential and complementary to more effective drug treatment. Such medical intervention and support could involve treatment in a hospital/clinical setting or in an outreaching mode;
- (f) projects that **strengthen aftercare services for those who have successfully quitted drugs** so as to minimise relapse, facilitate reintegration into society and enhance their employability. Examples include counselling and life planning at post-treatment stage, occupational therapies, vocational training, provision of job placement opportunities, job counselling, mentoring programmes, etc., with a view to helping them settle in stable employment, enhance their self-recognition and self-esteem, thus empowering them to resist the temptation of drugs and stay abstinence;
- (g) projects that **provide structured training or platforms for experience sharing on drug-quitting therapeutic approaches among anti-drug social workers, peer counsellors who are drug rehabilitees, medical professionals and related personnel** to equip them with the necessary skills and knowledge for helping cannabis abusers and also complex cases involving other psychotropic substances to quit drugs and remain drug free. These projects may also involve other relevant streams of social or medical services to help foster a better understanding of the needs of drug abusers, and share good practice or techniques in helping them quit drugs;

## PE&P

- (h) projects that **mobilise the community to stand against cannabis (including tetrahydrocannabinol (THC) and cannabidiol (CBD) products) taking into account the latest requirements, particularly through raising awareness, providing correct information and rectifying mistaken concepts about the drug, helping identify cannabis products, countering the legalisation advocacy, and addressing the challenges presented by the relaxation on the legal use of cannabis in some foreign jurisdictions** among members of the public, especially young people, parents and specific target groups;
- (i) projects that **enhance awareness of the harms of other popular drugs, such as cocaine, “Ice” and ketamine, among members of the public, especially young people, parents and specific target groups**, particularly through promoting attitudinal change towards drugs, building a drug-free culture, encouraging early help-seeking and facilitating identification of hidden drug abusers;
- (j) projects that **enhance the awareness of families, especially at-risk families** (e.g. teenage mothers, parents or family members being ex-drug abusers, and family members being high-risk youth), **of drug harms**, and strengthen the role and abilities of family members in preventing drug abuse, identifying and seeking help early for drug-abusing family members;
- (k) projects that **promote help-seeking, community acceptance of T&R services and facilities and reintegration of rehabilitees** into society;
- (l) projects that **enhance the awareness of the dire consequences of engaging in drug trafficking activities among members of the public, especially young people**;

## Research

- (m) researches on the **characteristics of psychotropic substance abuse, particularly on psychotropic substances which have gained prevalence in Hong Kong** such as “Ice”, cocaine, cannabis and other emerging drugs to provide more information about the

drug harms and to identify suitable treatment methods for application in the Hong Kong's context;

- (n) researches on the **behavioural patterns** (e.g. reasons for hidden drug abuse, drug-taking subculture, relapse and its prevention, and impacts of inter-generational drug abuse) **of different groups of drug abusers** (e.g. female drug abusers, pregnant drug abusers, working drug abusers, and drug abusers of diverse race and sexual orientation); and
- (o) studies on **identifying and collating good practices or protocols based on the findings of the completed BDF RFS research-type projects.**

Further details on the priority areas are at **Appendix D**.

### **Assessment Criteria**

31. The Three-Member team, Vetting Panel, RAG, ACAN and GC of BDFA will consider each application on its own merits. Applications will be assessed on the basis of four major criteria, namely, **Project Strength, Impact, Project Design and Feasibility**, and **Experience and Track Record**. The **marking scheme** to be adopted for the 2022 Funding Exercise with elaboration, weighting and passing mark for each assessment criterion is at **Appendix E**.

32. The following projects are normally **not** considered -

- (a) conventional non-capital works projects spanning more than three years (except for projects which meet one of the requirements specified in paragraph 10 above);
- (b) conventional projects seeking funding over \$6 million (except for projects which meet one of the requirements specified in paragraph 10 above);
- (c) projects eligible for Government subvention;
- (d) projects for production of souvenirs, gifts, leaflets, CDs/DVDs, booklets and/or documentaries, etc. without clear and sufficient information on contents and design;

- (e) projects which have been completed; and
  - (f) projects which have commenced before funding approval is granted.
33. The following cost items are normally **not** allowed -
- (a) administration fees and miscellaneous fees without specific details<sup>2</sup> and supporting justifications;
  - (b) personal emolument of staff at supervisory level of non-governmental organisations receiving Government subvention;
  - (c) utility charges such as electricity, gas, water and fax;
  - (d) costs of fixtures, office furniture, computer or electronic devices, other equipment;
  - (e) costs of overseas trips; and
  - (f) costs of events organised or services provided outside Hong Kong.

### **Key Conditions of Grant**

34. After funding approval is granted and upon acceptance of the approved grant, grantees shall commence the projects within six months from the date of approval of the grant or, if the application is a continuation of an existing project, from a date agreed by BDFA. Written approval of BDFA must be sought if the project cannot commence within this specified period.

35. All the information provided in the application is binding on the grantees. Projected yearly funding requirements and implementation schedule of an approved project, once approved by BDFA, shall be strictly adhered to. **Prior written approval** of BDFA must be obtained should the grantee wish to alter the approved implementation plan or the amounts of individual cost items. Applications for supplementary provisions to cover unforeseen expenditures will not be considered.

---

<sup>2</sup> For the avoidance of doubt, in applying for administrative overhead funding, the provision of a cost breakdown would not be necessary. See paragraph 18 of this Guide.

36. Grantees are required to adopt an open and fair system for staff recruitment, and to follow the approved manpower and salary level.

37. The ownership, copyright and all other intellectual property in, including but not limited to all reports or research, audio-visual products, cassettes, CD-ROMs, scripts, handbooks, printed or electronic materials, plays etc. or such materials so procured or created as a result of the project (hereafter referred to as “project deliverables”), shall be vested in and belong to BDFA. The Secretariat may, during or after the project period, instruct, and the grantee shall allow, any project deliverables to be used by BDFA, ND, other Government B/Ds and/or any other party for any purpose.

38. The grantee shall give appropriate acknowledgement to BDF when implementing the approved project, including in all publicity or published materials (regardless of physical or online) associated with the project. On the other hand, the grantee **must not** publicise or package any activities not approved by BDFA, or the grantee’s other programmes/activities not funded by BDF, as part of the project approved.

39. For equipment procured under the project (including but not limited tablets, virtual reality headsets), the grantee shall also give appropriate acknowledgement to BDF on the physical equipment as well as digital content thereof if available.

40. For a vehicle purchased using BDF, the grantee is required to paint on both sides of the vehicle such words as “Donated by the Beat Drugs Fund” in both English and Chinese. The design of the wording shall be submitted to BDFA for prior approval.

41. For premises fitted out/renovated/constructed using BDF, the grantee is required to install a commemorative plaque in a prominent location within the premises of the project. The plaque shall be of a reasonable size and inscribed with such words as “This centre/building was fitted out/renovated/constructed with donation from the Beat Drugs Fund” in both English and Chinese, and BDF logo has to be displayed. The design and wording on the plaque shall be submitted to BDFA for prior approval.

42. The grantee shall promote the ND’s Anti-drug Telephone Enquiry numbers “186 186” and Anti-drug Instant Messaging Enquiry Service “98 186 186”, ND’s social media accounts (e.g. Facebook and Instagram accounts) as well as other anti-drug messages/materials specified by ND in the grantee’s programmes, activities, publicity materials, publications, etc. where fit and appropriate.



43. The grantee shall render assistance as and when required in any reporting, experience sharing session or other publicity functions organised by BDFA.

44. The books of accounts and all other relevant records and information related to the RFS grant should be retained by the grantees for at least **seven years** after the completion of the project or release of the final payment or in accordance with the prevailing statutory requirements, whichever is the longer. Clear accounts must be kept and these books and records shall, at all reasonable times, be available for inspection by BDFA, any authorised staff of the Secretariat, and the Audit Commission.

45. Where circumstances justify, BDFA may withhold or reclaim any payment from grantee if the grantee fails to observe the conditions of grant.

### **Arrangement of Fund Disbursement**

46. Depending on the amount of grant approved, the grants will be disbursed by either of the following modes -

- (a) **Reimbursement mode** - applies to projects with a grant below \$500,000 for which the grantees choose not to engage auditors. Expenses incurred under the approved project will be reimbursed by BDF every two months up to the end of project. The grantee shall submit claims for reimbursement to BDFA together with the full and original copies of receipted bills, payment vouchers and/or other documentary proofs, etc. from the contractors/suppliers. Release of fund will be subject to the satisfactory progress of project and conditions of grant being met. Details of BDF disbursement arrangements are at **Appendix F1**.
- (b) **Instalment mode** - applies to projects with a grant below \$500,000 for which the grantees choose to engage auditors, and projects with a grant of \$500,000 or above for which the grantees are required to engage auditors. Funds are disbursed according to a pre-determined schedule on the condition that BDFA is satisfied with the project progress, performance of the grantee and its compliance with conditions of grant. Details of BDF disbursement arrangements for projects of different project durations are at **Appendices F2-F3**.

The grantee shall designate a bank account for the project. External qualified auditors shall be engaged by the grantee for the *annual* and *final* (covering the whole project duration) auditing and assurance tasks. Annual/final “audited accounts” shall be submitted in accordance with the requirements of BDFA and include an audit assurance that the conditions of grant stipulated by BDFA are met.

In view of the auditing and assurance requirement, a sum will be allocated to the grantee for engaging external auditors, and the cost on auditing shall be included as a distinct cost item in the approved budget. The maximum funding provision for engaging auditors for any single project is as follows -

<b>Approved Project Duration</b>	<b>Maximum Funding Provision for Engaging Auditors</b>
1 year or below	\$8,000
more than 1 year up to 2 years	\$16,000
more than 2 years	\$24,000

47. Administrative overhead funding approved will be disbursed together with other funds in accordance with the reimbursement or instalment arrangements in paragraph 46 above. Administrative overhead as a cost item shall be duly reflected in the “audited accounts” of the projects concerned for which an auditor is appointed.

48. BDFA will only reimburse the approved amount of grant or the actual expenditures of the project, whichever is the less. No additional funding will be provided. Any additional cost arising from price/ cost changes or unforeseen circumstances will be the grantee’s sole responsibility.

49. A set of procedural guidelines will be provided upon notification of successful applications. Grantees shall comply with the procedural guidelines when implementing the projects.

50. Any unspent grant shall be returned to BDFA within two months upon completion of the project. Grantees will also be required to return to BDFA funds which have not been used for the intended purposes and objectives of the projects.

## Monitoring of Funded Project

51. As stated in paragraphs 22 – 26 above, applicants are required to set out in the application forms specific indicators for evaluating their projects. **Grantees will be required to evaluate their projects using the approved output/outcome indicators in the full reports to be submitted upon project completion.**

52. Grantees will be required to submit progress reports at six-month or other specified intervals during the course of the projects. They will be required to report the evaluation results in accordance with the output and outcome targets set, progress on implementation of various activities under the projects, as well as completed/scheduled project activities. Grantees will also be required to submit to BDFA the evaluation data files together with the progress reports/full reports.

53. The full report is to be submitted within two months upon project completion, and shall cover items in order to assess each project deliverable and their value for dissemination, including but not limited to the following -

- (a) description of the deliverable (e.g. type, title, quantity);
- (b) evaluation of the quality in terms of the output and outcome indicators and dissemination value of the deliverables;
- (c) the dissemination activities conducted (including the date, mode, etc.) and the responses of the participants/recipients to such dissemination activities; and
- (d) a brief description of the elements/experiences contributing to the success of the project and feasibility of continuing the project.

54. Grantees may also be required to present the final reports to GC of BDFA, ACAN or its Sub-committees, and/or RAG for consideration and adoption. Views of their Members will be provided to the grantees and documented for future reference.

55. BDFFA can require grantees not meeting the proposed output or outcome targets to implement remedial actions and report up-to-date progress as and when requested. **Should the performance of a grantee fail to meet the agreed output or outcome targets, the amount of grant may be adjusted by BDFFA accordingly, and the grantee may be required to refund BDFFA where circumstances justify.**

56. To further enhance the transparency of the sponsored projects and to promote effective practices, all grantees are required to submit final reports and deliverables in a suitable digitised format for public access through the website of BDF. Where websites or pages are produced under a project, the weblinks shall also be sent to ND for publishing on BDF's website as appropriate to facilitate retrieval and browsing by members of the public.

57. Members of GC of BDFFA, ACAN or its Sub-committees, ND or any other persons appointed by them may visit the grantees of the approved projects to inspect and review progress from time to time. [In particular, projects with a funding period of more than two years, or those with a fund granted of over \$6 million, will be monitored by two ACAN and/or Sub-committee members. Grantees concerned will be informed if their projects are to be so monitored. Grantees will have to attend meetings with and/or make presentations to representatives of BDFFA from time to time to review/report the progress of the project.

## **Conflict of Interest**

58. The grantee shall uphold the principles of fairness and take reasonable steps to avoid conflict of interest in the processes of staff recruitment and procurement of goods and services, and shall notify the Secretariat in writing of all or any facts which may reasonably be considered to give rise to a conflict of interest situation. The grantee shall also follow, as far as practicable, the good practices set out in the "Best Practice Checklist - Strengthening Integrity and Accountability – Government Funding Schemes Grantee's Guidebook"<sup>3</sup> and other relevant Guides issued by the Independent Commission Against Corruption ("ICAC") from time to time.

---

<sup>3</sup> <https://bit.ly/3azgvyB>

59. A grantee shall -

- (a) ensure, during the project period, that it (including its employees, subcontractors, agents or other personnel) shall not undertake any service, task or job or do anything whatsoever for or on behalf of the grantee or any third party (other than in the performance of the project) which conflicts, or which may be perceived to conflict, with the grantee's duties to BDFA and/or the Secretariat under the project unless and to the extent the Secretariat has been fully informed by the grantee in a timely manner of all the circumstances in which the permission is sought;
- (b) notify the Secretariat in writing of all or any facts which may reasonably be considered to give rise to a situation where the financial, professional, commercial, personal, or other interests of the grantee or any of its directors, employees, agents and contractors, or any of their respective associates or associated persons, conflict or compete, or may conflict or compete, with the grantee's duties to BDFA and/or the Secretariat under the project;
- (c) render its advice or recommendations to BDFA and/or the Secretariat on an impartial basis without giving favour to any particular person, business, company, product, services or equipment in which the grantee and/or the project personnel has a commercial or personal interest. The grantee and the project personnel shall notify BDFA and/or the Secretariat immediately and in writing of any actual or potential financial or other interest any of them or any of their associates or associated persons, or any of the permitted sub-contractors may have in, or any association or connection it or the aforesaid persons may have with, any of the persons, businesses, companies, products, services or equipment proposed or recommended by the grantee or the project personnel; and

- (d) ensure that its associates and associated persons, each of its permitted sub-contractors and the project personnel and his associates and associated persons inform the grantee and keep it informed regularly of all facts which may reasonably be considered to give rise to a situation in which the interests of such persons, conflict or compete, or may conflict or compete, or may be seen to conflict or compete with any interest of BDFA and/or the Secretariat or the grantee's or the project personnel's duties in the project.

60. The provisions of this clause on conflict of interest shall survive the termination of this project (howsoever occasioned) and shall continue in full force and effect notwithstanding such termination.

### **Upholding of Integrity**

61. To uphold the integrity of the directors, staff members (whether permanent or temporary), agents and sub-contractors of the grantee in relation to the project, the grantee shall –

- (a) prohibit the related personnel from offering, soliciting or accepting advantages as defined in the Prevention of Bribery Ordinance (Chapter 201 of the Laws of Hong Kong) to/from any party in relation to the grant and the project, except with the permission of BDFA;
- (b) avoid, during the project period, to undertake any service, task or job or do anything whatsoever which conflicts, or which may be seen to conflict, with the grantee's duties under the grant and the project, and require its directors, staff members (whether permanent or temporary), agents and sub-contractors to observe the same; and
- (c) where a conflict is unavoidable, ensure proper handling of such conflict with the Secretariat duly notified in writing as soon as possible of the circumstances involved and the actions taken to remove/minimise its impact (e.g. with the directors or staff members concerned removed from the related duties).

62. The grantee shall also follow, as far as practicable, the good practices set out in the “Best Practice Checklist - Strengthening Integrity and Accountability – Government Funding Schemes Grantee’s Guidebook” and other relevant Guides issued by ICAC from time to time.

### **Sponsorship and Collaboration**

63. Prior written approval of BDFA is required before a grantee accepts any other sponsorship for a project supported by BDF. In any event, grantees are reminded not to accept any sponsorship (in cash or in kind) from companies dealing in tobacco and cannabis-related products. Likewise, grantees should refrain from engaging in collaboration with such companies unless there are exceptional grounds for advancing the anti-drug cause and with the consent of BDFA.

64. Prior written approval of BDFA is required if a grantee wishes to name a project after a sponsor. The person/unit to be named after is required to contribute towards the cost of the project at a level to be agreed with BDFA.

### **Termination**

65. BDFA may, in its absolute discretion and without prejudice to its accrued rights and actions against a grantee, by giving 30 calendar days’ written notice to the grantee, to terminate the project. Examples of circumstances where BDFA may terminate the project include -

- (a) BDFA is reasonably satisfied that the grantee is in breach of any of conditions of grant and fails to remedy such breach within 30 calendar days of receipt of written notice; or
- (b) BDFA, by written notice, has requested the grantee to take action to provide any of the deliverables and the grantee has failed to take that action within 30 calendar days of receipt of written notice; or
- (c) BDFA is reasonably satisfied that any statement made in the application is incorrect or incomplete in a way which would have affected the original decision to approve the grant; or

- (d) BDFFA is not reasonably satisfied that the purposes and activities of the grantee remain compatible with the objective(s) of the project or BDF; or
- (e) the grantee shall or is likely to go into liquidation (other than a voluntary liquidation for the purpose of amalgamation or reconstruction), or shall or is likely to enter into any supervision or voluntary arrangement providing for a composition in satisfaction of the grantee's debts or a scheme of arrangement of the grantee's affairs, or if a receiver has been or is likely to be appointed over any of its assets; or
- (f) the operation of the project has not been conducted in accordance with the conditions of grant.

### **Announcement of Results**

66. It is expected that the results of the 2022 Funding Exercise would be announced in the first quarter of 2023. Applicants will be informed of the outcome of their applications in writing. Decisions of BDFFA in respect of project approval and conditions of grant shall be final.

67. Applications for the 2023 Funding Exercise are tentatively planned to be invited in the third quarter of 2023.

- End -



Employment of Relief Teaching Staff

Objective

To encourage applications for projects with “research” as primary or secondary nature under the Beat Drugs Fund (“BDF”) Regular Funding Scheme (“RFS”), eligible Applicant Organisation/Applicants may apply for the employment of relief teaching staff for one course.

Eligibility

2. The arrangement is applicable to full-time teaching staff of the University Grants Committee funded institutions in Hong Kong (namely the City University of Hong Kong, Hong Kong Baptist University, Lingnan University, the Chinese University of Hong Kong, the Education University of Hong Kong, the Hong Kong Polytechnic University, the Hong Kong University of Science and Technology, and the University of Hong Kong), Hong Kong Shue Yan University, the Hong Kong Metropolitan University, as well as the Hang Seng University of Hong Kong.

3. The researcher concerned must be the Principal Investigator of project with “research” as primary or secondary nature under BDF RFS.

Conditions of Application

4. Researchers and their related departments/institutions must confirm that the investigators concerned are unable to take time-off to carry out the proposed projects with “research” as primary or secondary nature through re-arrangements of teaching schedule, employment of Research Assistants, utilisation of school holidays, entitled sabbatical or extended period of paid leave. Researchers are required to seek prior approval of their respective departments/institutions and **approval letters for teaching relief from the researchers’ respective departments/institutions shall be submitted together with the application form.** Applications will be examined by the Research Advisory Group and the Governing Committee of the BDF Association (“BDFFA”).

5. Holders of the fund for employment of relief teaching staff are not eligible to apply for another project with “research” as primary or secondary nature under BDF RFS with relief teaching staff again until the first project has been completed and the related final research report has been submitted.

However, they are still eligible to submit new application(s) under BDF RFS if it does not require relief teaching staff.

### **Type of Research Activities**

6. During the period with teaching relief staff, the researcher concerned may conduct personal research and writing. The researcher shall work full-time on the project with “research” as primary or secondary nature funded by BDF and should not accept any teaching assignment (invited seminars and public lectures excluded) or undertake other major research activities for the department/institution. The research project may be performed in or out of Hong Kong as justified by the nature and scope of the research project (e.g. location of archives or subject populations).

### **Duration of Employment**

7. The duration of employment of relief teaching staff should normally range from 6 to a maximum of 12 months for a typical 24 to 36-month project. Upon receipt of the fund under BDF for employment of relief teaching staff, the researcher concerned shall ensure that his or her teaching duties are taken up by a relief teaching staff member during the time-off approved by the department/institution. Failing that, BDFA may terminate the project.

### **Rate of Salary**

8. It is not necessary to find a relief teaching staff member with equivalent salary, status and experience as the teaching staff concerned. The relief teaching staff member is also not supposed to take up non-teaching related duties, such as administrative work, of the teaching staff. As a general principle, the department/institutions are requested to justify that the salaries of relief teaching staff proposed are reasonable and confirmed that such salaries are no more than those of the researcher concerned.

\* \* \*

**Beat Drugs Fund Regular Funding Scheme**  
**Points to Note for Application for Administrative Overhead Funding**

**(A) Coverage**

- Upon application, administrative overhead funding not exceeding 5% of the approved project costs or actual project expenses (less items to be excluded as set out under (B) below), whichever is the lower, may be granted to approved projects to cover the costs of central administrative support as provided by the Applicant Organisations/Applicants to the projects in the following seven areas –
  - (a) service planning, supervisory support and quality assurance;
  - (b) human resource management;
  - (c) accounting management and financial monitoring;
  - (d) risk management, including internal audit, compliance, insurance and compensation claims, complaint handling and incident management;
  - (e) publicity, public relations and corporate communication;
  - (f) rent and rates of office venue, utilities and facility expenses; and
  - (g) information technology facilities and support.

**(B) Items to be excluded from administrative overhead funding**

- The following items are excluded from the computation of the administrative overhead funding –
  - (a) subsidies and gifts, in cash or in kind (e.g. incentive packs, welcome packs, gift or subsidies to participants, and job-seeking subsidies);
  - (b) procurement of fixed assets, equipment and related accessories, vehicles and vessels (e.g. purchase of musical instruments and drug-testing equipment);

- (c) medical/professional expenses directly paid to outsourced medical professionals, clinical psychologists and other professionals (e.g. consultation fees for psychiatric treatment, and costs of IQ tests.);
- (d) honorarium, including but not limited to that paid to guests speakers, instructors, volunteers and rehabilitees;
- (e) outsourced training, occupational courses and interest classes (e.g. procuring computer training courses, and hiring bakery instructors);
- (f) insurance premium; and
- (g) external audit fees.

**(C) Accountability and fund disbursement**

When applying for administrative overhead funding, applicants are required to provide full justifications and elaborate which of the seven areas as set out under (A) above would be covered by the funding. As the cost components covered by the funding may not be separately quantifiable, provision of a cost breakdown would not be necessary.

\* \* \*

## **Regular Funding Scheme of Beat Drugs Fund**

### **Note for Potential Applicants of Funding Exercise**

#### **Introduction**

1. To sum up the experience of the 2021 Funding Exercise of the Regular Funding Scheme of the Beat Drugs Fund (BDF) and to facilitate potential applicants for the next Funding Exercise, we have distilled some useful points to note having regard to the processing of applications received in the 2021 Funding Exercise.

#### **Marking Scheme for 2021 Exercise**

2. Proposed projects received under the 2021 Funding Exercise were assessed according to four criteria, namely -
  - (a) project strength;
  - (b) impact;
  - (c) project design and feasibility; and
  - (d) experience and track record.

The above criteria and their elaborations could be found in Appendix E to the Guide to BDF Regular Funding Scheme - 2021 Funding Exercise (the Guide). (See link:

[https://www.nd.gov.hk/pdf/Guide%20to%202021%20Funding%20Exercise%20BDF%20RFS\\_full\\_eng.pdf](https://www.nd.gov.hk/pdf/Guide%20to%202021%20Funding%20Exercise%20BDF%20RFS_full_eng.pdf))

3. After assessment, the proposed projects may generally be -
  - (a) approved in full; or
  - (b) approved with –
    - (i) a shortened/compressed implementation timetable; and/ or
    - (ii) adjustment(s) made in budget, manpower and/or other cost items; or
  - (c) rejected.

#### **Points to Note**

4. The following paragraphs set out some points to note for reference. The brackets [e.g. (1a), (1b), (2c)] denote the corresponding criteria in the Marking Scheme elaborated in the Guide.

##### **A. Project Strength**

- (a) Project proponents are encouraged to make reference to the priority areas published in the Guide when designing the project. (1a)

## **Appendix C**

- (b) For treatment and rehabilitation (T&R) projects or mixed type projects with T&R elements, project proponents should demonstrate clear therapeutic elements for the effective T&R of drug abusers, and should elaborate how the proposed new service model or non-conventional mode of service delivery will facilitate the T&R process of the proposed specific targets. *(1b)*
- (c) For preventive education and publicity (PE&P) projects or mixed type projects with PE&P elements, project proponents should demonstrate systematically how the programme(s) can convey in-depth anti-drug knowledge. For example, if a project proponent proposes to deliver anti-drug education talks to students, the project proponent should set out the structure, topics, key content(s) of each session of the talks, how speaker(s) with sufficient anti-drug knowledge would be engaged, instead of just stating the number of sessions and name them as anti-drug talks. *(1c)*
- (d) In drawing up PE&P programmes targeting specific groups, project proponents should have regard to their work pattern/habits/cultural background in designing pertinent programmes). *(1c)*
- (e) For PE&P projects or mixed type projects with PE&P elements, project proponents are encouraged to employ new service approaches (e.g. using new methods, new platforms, new educational tools, etc.) to disseminate information of drug harms or other anti-drug messages, in ways which are creative and/or appealing to target groups. *(1c and 1d)*
- (f) Project proponents should endeavor to avoid repeating previous projects with identical elements that have been granted funding multiple times. If there is a demonstrated need for the proposed project, the project proponent should clearly illustrate the service need and consider incorporating new elements in the proposed projects in response to the latest drug situation or service needs. *(1d)*

### **B. Impact**

- (a) For Research projects or mixed type projects with Research elements, project proponents should illustrate how the research could be put into practical application and its impact to the anti-drug cause in Hong Kong. *(2a)*
- (b) Project proponents should ensure that there are adequate and concrete anti-drug elements in their proposals. A simple description of anti-drug elements in the programmes without elaboration on the key content of the programmes or the approach in delivery would be generally considered inadequate. *(2b)*
- (c) For Research projects or mixed type projects with Research elements, project proponents should illustrate and elaborate how the research methodology could be applied to human setting if the test subjects or samples are not human. *(2b)*

## **Appendix C**

- (d) For T&R projects or mixed type projects with T&R elements involving training for frontline practitioners (such as courses or workshops), project proponents should provide sufficient information and concrete course contents (including course outline) to demonstrate the direct benefits of the proposed training that could bring to the delivery of drug T&R services. *(2c)*
- (e) Project proponents should demonstrate clearly how the proposed projects and activities could enhance awareness of drug harms, disseminate anti-drug messages, and change anti-drug attitude of the participants. *(2c)*
- (f) For projects involving creative productions (e.g. production of movies/short films, songs and music, dramas, games, infographics, videos production by key opinion leaders, books, etc.), project proponents should provide sufficient contents or outlines to demonstrate how the proposed projects could bring the intended effect. *(2c)*
- (g) For PE&P projects or PE&P elements of mixed-type projects involving interest classes/sports activities/healthy lifestyle activities intended for members of the general public, project proponents should provide concrete elaboration on how such activities could effectively deliver anti-drug messages to, as well as raising the knowledge of drug harms and anti-drug awareness of, the target service recipients. *(2c)*
- (h) For Research projects or mixed type projects with Research elements, project proponents should provide references of relevant academic/research reports to support the hypothesis. *(2c)*
- (i) For T&R projects or mixed type projects with T&R elements, project proponents should illustrate how the proposed activities and support would enhance the motivation of drug abusers to quit drugs and bring direct impacts on their drug T&R process. *(2c)*
- (j) For online anti-drug publicity (e.g. videos or social media content), project proponents should outline explicitly the anti-drugs elements involved and demonstrate sufficiently wide and effective dissemination of the product. *(2c)*
- (k) For PE&P projects targeting primary school students, it is preferable for project proponents to target those who would be able to better absorb and understand anti-drug messages (e.g. primary 3 to primary 6 students). *(2c)*

### **C. Project Design and Feasibility**

- (a) Project proponents should demonstrate that the proposed schedule and project duration are practicable and reasonable *(3a)*:
  - (i) a shorter project duration could be considered for proposed projects with cyclical activities (e.g. organising two roving exhibitions under a one-year project instead of an annual roving exhibition for two years);

## Appendix C

- (ii) a shorter project duration (say around one year) could be considered for proposed projects if the effectiveness of the proposed operation mode has not yet been tested;
  - (iii) project proponents should be mindful whether the amount of time required for preparatory work (e.g. training for project staff) are overly extensive and substantial compared to the services to be delivered; and
  - (iv) project proponents should avoid submitting applications on projects which are similar to their ongoing ones when the latter would not be completed in the coming calendar year.
- (b) Project with programmes or activities that are well-planned, structured and targeted are more preferred than projects encompassing a variety of activities which are weakly linked or structured and unfocused. (3a)
- (c) Project proponents, when preparing the proposal, should take into account the potentially lasting adverse impact of COVID-19 on the community in the project period and devise fallback plans for project activities. Factors to be considered include (but are not limited to) whether the proposed services, programmes, activities, etc. could be readily switched to alternative modes (e.g. through online or non-physical means); whether there is room for rescheduling them during the project period. (3a)
- (d) In holding anti-drug competitions and providing skill training courses to participants, e.g. movie production, computer animation, artwork production, project proponents should bear in mind that sufficient anti-drug PE&P elements should be incorporated systematically in the relevant competitions and skill training courses. (3b)
- (e) Project proponents should demonstrate that the proposed budget *vis-a-vis* the proposed number of beneficiaries is reasonable, realistic, and commensurate with the purpose (3c):
- (i) project proponents should request a size of staff that is commensurate with projects of similar scale and duration, and provide details and sound justifications on their staff proposals;
  - (ii) project proponents should be mindful of the cost-effectiveness aspect when setting the target size/number of audience/users/readers served compared to the cost of production of movies/mobile apps/games, etc.;
  - (iii) project proponents should aim to distribute publications or souvenirs (if fully justified) with clear anti-drug messages to specific and clear target groups;
  - (iv) project proponents should produce and distribute project publications through electronic means, and should provide strong justifications if the production of printed publications is proposed; and
  - (v) project proponents should, in estimating the budget for organising training



## **Appendix C**

activities for frontline practitioners, make reference to the cost items supported and the respective level of sponsorship under the Social Work Training Fund administered by the Social Welfare Department.

- (f) Project proponents should explain the methodology, rationale and anti-drug service need behind selecting target beneficiaries. *(3c)*
- (g) Project proponents should demonstrate that the proposed numbers of beneficiaries, participants and/or users of the proposed project are realistic *(3c)*:
  - (i) project proponents may consider securing partnership with suitable parties relevant to the proposed projects (e.g. non-governmental organisations, schools or tertiary institutions, ethnic minority groups) to demonstrate that the projects could be implemented smoothly with target outputs met;
  - (ii) project proponents, especially those who are new to anti-drug services, may consider collaborating with stakeholders from the anti-drug sector to demonstrate that the projects could be delivered as proposed;
  - (iii) for Research projects or mixed type projects with Research elements, project proponents should provide clear definition on the target groups/participants to be studied as well as the methodology in selecting participants and illustrate how to recruit participants;
  - (iv) for Research projects or mixed type projects with Research elements, project proponents should give consideration to include a control group as baseline reference as far as practicable when evaluating the impact of the subject matter of the research;
  - (v) for Research projects or mixed type projects with Research elements, project proponents should demonstrate that the proposed range and number of subjects/participants involved are adequate, and be mindful of the sampling fraction (e.g. when conducting quantitative surveys, the sample size should be sufficiently sizeable for statistical meaningful results); and
  - (vi) for Research projects or mixed type projects with Research elements, project proponents should provide information or elaborations on how the drug problems were related or specific to the proposed study targets/participants.
- (h) Project proponents should ensure that they provide details of outcome and output indicators as required in the Guide and application form. *(3e)*
- (i) Project proponents should adopt suitable evaluation methodology for researches and avoid using questionnaires that are too simple, and should provide justifications for adopting the evaluation methodology. *(3e)*
- (j) For Research projects or mixed type projects with Research elements, project proponents should be mindful whether the proposed data collection method (e.g. collecting sensitive information through questionnaires) is practicable. *(3e)*

**D. Experience and Track Record**

- (a) Project proponents' previous records of slippage in implementation of BDF projects, as well as of delay in submitting reports/financial documents may be taken into account in the assessment of their proposed projects. *(4a and 4b)*

**E. Other Budget-related Issues**

- (a) Project proponents should list out budget items in a clear and detailed manner.
- (b) Project proponents should show detailed and itemised breakdown of funding requirements corresponding to each programme activity and by project year.
- (c) Project proponents should be mindful of whether there is a genuine need for food and beverage items, as well as the amount of costs on food and beverage items. They should also avoid excessive or extravagant gifts/allowance/activities/prizes prepared for only a small number of recipients in competitions.
- (d) Project proponents should avoid the provision of direct financial assistance and monetary rewards to individual participants for their participation in T&R programmes, save for vocational-related subsidies.
- (e) Project proponents should provide detailed justifications to demonstrate that any proposed procurement of computers or electronic devices is strictly essential to the implementation of the project, and explain why existing stock of such equipment cannot be used in the project or is inadequate.
- (f) Project proponents should ensure consistency and accuracy in the number of beneficiaries and activities when filling in different parts of the application form.
- (g) Project proponents should set out the specific duties of the proposed staff members.
- (h) Project proponents should ensure that the proposed qualification and experience requirements on staff members are commensurate with their duties and expertise needed, and provide detailed justifications for paying salaries higher than the relevant benchmarks.
- (i) Project proponents should specify the exact period when the project staff member(s) are to be employed (e.g. from 1<sup>st</sup> to 12<sup>th</sup> month/from 13<sup>th</sup> to 24<sup>th</sup> month), so as to facilitate assessment of relevant staff requirement.

**Details of Priority Areas for  
the 2022 Funding Exercise of  
Beat Drugs Fund (BDF) Regular Funding Scheme (RFS)**

**Treatment and Rehabilitation (T&R)**

- (a) Projects that comprise targeted treatment and outreaching programmes which take into account the latest demographic characteristics of drug abusers and cater for their varying needs in quitting drugs. They may include cannabis abusers; young adult drug abusers (aged 21 – 35) who could be tertiary students, working adults, professionals or the non-engaged; ethnic minority drug abusers; pregnant drug abusers/drug-abusing parents; men who have sex with men (MSM) with drug abuse problem, etc.**

As revealed by the 2021 statistics of the Central Registry of Drug Abuse (CRDA), there has been an increase in the total number of reported cannabis abusers since 2018 (i.e. from 404 in 2017 to 994 in 2021), in particular among young drug abusers aged under 21. Meanwhile, the proportion of the newly reported drug abusers being young adults aged 21 to 35 remained relatively high (i.e. 42.8% in 2021). The needs of cannabis abusers could be quite different from those of other drug abusers.

2. In view of the above, the anti-drug sector is encouraged to explore the feasibility and service modes of community-based or residential programmes with more flexible terms and/or targeted services to help drug abusers quit drugs having regard to their varying needs and unique characteristics.

3. The anti-drug sector is also encouraged to continue to explore effective means to help female drug abusers quit drug, including pregnant drug abusers and drug-abusing mothers. As regards ethnic minority drug abusers and MSM drug abusers, having due regard to their specific cultures/subcultures, characteristics and needs, service providers can continue to develop and implement suitable targeted projects to reach out to these groups for providing T&R services to achieve abstinence.

4. Projects may include and not limit to peer snowballing for existing T&R service recipients to encourage their drug-abusing peers to seek help, or outreaching to high-risk youth (e.g. school dropouts) for prevention work and early intervention. With a relatively high proportion of the newly reported

drug abusers being young adults (aged 21 – 35), stepping up outreaching efforts in tertiary institutions, workplaces or other high-risk places, enhancing awareness of help-seeking channels in those contexts, and identifying and encouraging those with drug problems to quit drugs and seek help early, are encouraged.

**(b) Projects that promote the involvement of family members of drug abusers in the T&R process. Relationship between drug abusers/rehabilitees and their family members could be fragile and challenging. On the other hand, family support is pivotal throughout the T&R process. Involvement of family members of drug abusers could help engage hidden drug abusers, strengthen the motivation of drug abusers to quit drugs and maintain abstinence, rebuild family relationship, render emotional support to drug abusers/rehabilitees in the T&R process, as well as prevent inter-generational drug abuse patterns**

5. Relationship between drug abusers/rehabilitees and their family members could be fragile and plagued with mistrust fuelled by conflicts arising from drug-taking. On the other hand, family support is pivotal throughout the lengthy and challenging T&R process from identification, treatment, rehabilitation to minimising relapse and maintaining abstinence. Projects that promote family members' involvement in staying alert to drug-abusing behaviour around them and help impart skills for motivating drug-abusing family members to seek help, quit drugs and maintain abstinence are therefore encouraged.

6. In view of the continued prevalence of “Ice” abuse and increased cannabis and cocaine abuse among youngsters aged under 21 as well as concerns about the adverse impacts of psychotropic substance abuse (PSA) on the mental health of drug abusers, projects that could enhance family members' awareness of the harmful effects of these drugs and their skills in the care and support of the abusers are encouraged.

7. Family support projects seeking to help family members render stronger emotional support to drug abusers/rehabilitees, help relieve the emotional distress of drug-abusing parents and enhance their parenting skills, etc. could be explored with a view to strengthening the motivation of drug abusers to quit drugs and rehabilitees to stay abstinent from drugs, as well as tackling inter-generational drug abuse problems. Closer collaboration with dedicated services can be further explored.

**(c) Projects that involve and strengthen collaboration among various sectors and disciplines as well as at various levels to help identify and engage drug abusers and help them quit drugs, especially those involving “Ice”, cocaine, cannabis and/or ketamine abuse. Drug abusers of various backgrounds encounter multi-faceted needs straddling health and emotion, employment and family, etc. Strengthened collaboration involving different key players such as community-based service units, residential drug treatment and rehabilitation centres, medical service units, law enforcement agencies, other welfare service units as well as non-drug social service and community units are encouraged to facilitate concerted efforts for effective delivery of drug treatment**

8. Given the multi-faceted needs of drug abusers, projects that promote collaboration among various sectors and disciplines to help identify and engage drug abusers and help them quit drugs, especially those strengthening collaboration between medical and social service units, to facilitate case referral and provision of a continuum of services to achieve abstinence, are encouraged. Examples include early engagement of drug abusers in the hospital setting, collaboration with other welfare service units (e.g. those providing family support or child services), and collaboration between community-based and residential T&R service units, to facilitate concerted efforts for the effective delivery of T&R and aftercare services as well as responding to other service needs of drug abusers.

**(d) Projects that facilitate early identification of drug abusers and intervention through adoption of innovative means and wider use of technology. Amid the evolving social environment and changing lifestyles, there is a need for adoption of innovative means and wider use of technology for identifying, engaging and reaching out to, amongst others, hidden drug abusers, and also providing T&R services and other support**

9. Amid the evolving social environment and changing lifestyles, there is a need for wider use of technology and adoption of innovative means for identifying, engaging and reaching out to hidden drug abusers, and also providing T&R services and support for drug abusers. Examples include online outreaching, initial engagement via online means and platforms, tele-medical care and video consultation by medical service units, and other hybrid services with on-site and off-site elements. The anti-drug sector is encouraged to explore newer and more innovative measures to promptly respond to changing circumstances.

**(e) Projects that strengthen or provide early medical intervention and support to drug abusers, especially those with drug-induced psychiatric and/or severe emotional issues, to manage their withdrawal symptoms and stabilise their mental condition which is essential and complementary to more effective drug treatment. Such medical intervention and support could involve treatment in a hospital/clinical setting or in an outreaching mode**

10. Early medical intervention and treatment are essential and complementary to the T&R of drug abusers. This is particularly important for PSAs who suffer from drug-induced psychiatric problems or display severe emotional fluctuation arising from drug abuse since social workers would have difficulties in engaging this group of drug abusers and delivering further T&R services to them when these symptoms are not put under control. In this regard, projects that strengthen or provide early medical intervention to drug abusers to manage their withdrawal symptoms and stabilise their mental condition, which could be inpatient detoxification treatment in a hospital/clinical setting or medical support in an outreaching mode, especially to drug abusers under residential treatment programmes, are encouraged.

**(f) Projects that strengthen aftercare services for those who have successfully quitted drugs so as to minimise relapse, facilitate reintegration into society and enhance their employability. Examples include counselling and life planning at post-treatment stage, occupational therapies, vocational training, provision of job placement opportunities, job counselling, mentoring programmes, etc., with a view to helping them settle in stable employment, enhance their self-recognition and self-esteem, thus empowering them to resist the temptation of drugs and stay abstinence**

11. The road to abstinence is often lengthy and arduous. Relapse is widely known to be a challenge to T&R services. Although it is not the single determinant, it is generally believed that if drug abusers can be engaged in meaningful activities like employment or study, they are better able to stay away from drugs. The anti-drug sector is encouraged to continuously explore and implement projects to sustain the effects of T&R programmes, minimise relapse and facilitate the reintegration of rehabilitated drug abusers into society. Projects may include and not limit to educational and vocational training programmes that suit drug abusers/rehabilitees' capabilities as well as market needs and job trend, occupational therapy and life planning that help drug rehabilitees set realistic life and career goals and rebuild normal life pattern, job placement and job counselling to help drug rehabilitees settle in stable employment, mentoring programmes that could help create more job opportunities for drug rehabilitees and other aftercare services. Job skill training leading to acquisition of vocational qualifications can also enhance the self-recognition and self-esteem of drug rehabilitees, thus empowering them to resist the temptation of drugs and stay abstinence.

**(g) Projects that provide structured training or platforms for experience sharing on drug-quitting therapeutic approaches among anti-drug social workers, peer counsellors who are drug rehabilitees, medical professionals and related personnel to equip them with the necessary skills and knowledge for helping cannabis abusers and also complex cases involving other psychotropic substances to quit drugs and remain drug free. These projects may also involve other relevant streams of social or medical services to help foster a better understanding of the needs of drug abusers, and share good practice or techniques in helping them quit drugs**

12. Feedback from many frontline social workers and medical professionals has suggested increasing difficulties in handling cases with drug-induced psychiatric symptoms as a result of the prevalence of PSA. Some have further pointed to the need for the anti-drug sector to deepen the understanding of the harmful effects of cannabis and the T&R skillsets necessary for engagement and intervention of cannabis abusers who tend to have a more relaxed attitude towards their drug-taking behaviours and are less reluctant to seek help or stay in drug treatment. Projects that can promote more training and experience sharing on drug-quitting therapeutic approaches among social workers, anti-drug practitioners and medical professionals to help drug abusers quit drugs and remain drug free, especially by those who have more experience in handling cannabis cases and other PSA cases, are

therefore encouraged. These projects may also involve other relevant streams of social or medical services, such as those dedicated to family support and/or mental wellness of clients, to help foster a better understanding of the needs of persons with drug problems, and share good practice or techniques in helping them quit drugs.

13. Peer counsellors, who have personal experience in quitting drugs successfully, also make unique contribution to the anti-drug work. Projects that provide more structured and advanced training to peer counsellors may also be explored in order to deepen their understanding of relevant professional knowledge and skills, as well as to enhance their capacity to be involved and engaged in the anti-drug work.

### **Preventive Education and Publicity (PE&P)**

**(h) Projects that mobilise the community to stand against cannabis (including tetrahydrocannabinol (THC) and cannabidiol (CBD) products) taking into account the latest legal requirements, particularly through raising awareness, providing correct information and rectifying mistaken concepts about the drug, helping identify cannabis products, countering the legalisation advocacy, and addressing the challenges presented by the relaxation on the legal use of cannabis in some foreign jurisdictions among members of the public, especially young people, parents and specific target groups**

14. As revealed by the 2021 CRDA statistics, the number of reported cannabis abusers continued to rise, having increased by 33% in 2021 as compared to 2020, and by 48% for those aged under 21. Cannabis remained the most popular drug among young people and among newly reported drug abusers. The seizure of cannabis by law enforcement agencies in 2021 also rose by 95% compared to 2020. The situation is alarming. The legalisation of the so-called “recreational” cannabis by a few overseas jurisdictions and the on-going debate of the same issue in others are not conducive to the correct understanding of the harmful impact of cannabis among the public (especially among young people).

15. Education efforts against cannabis should be strengthened, with emphasis on raising awareness, providing correct information and rectifying mistaken concepts about the drug (such as more pervasively promoting the harms of cannabis as enshrined in authoritative reports, the unlawful nature of



cannabis and THC in Hong Kong, that cannabis remains a drug controlled by the relevant United Nations Drug Conventions, etc.) Initiatives to convey clear and lively messages to members of the public that cannabis and THC are harmful and illegal, and to educate them to identify illegal products, are encouraged. Projects that work to counter the legalisation advocacy are also encouraged.

16. In view of the increased abuse of cannabis in recent years particularly among youngsters, projects that target young people and make more use of social media, appropriate Key Opinion Leaders, web-based initiatives, animation and infographics, etc., which would be appealing and easily accessible, are encouraged. Meanwhile, projects that cover specific target groups (such as young adults, young people who fall outside the school network, high-risk youth, post-secondary/tertiary students including students residing in dormitories, cross-boundary/new arrival students, people from different ethnic groups, and people with different sexual orientation) and address their different needs and characteristics in the relevant initiatives against cannabis, are also welcomed.

17. On the other hand, there have been suggestions from members of the community that whilst parents are commonly concerned with their children taking cannabis, they have limited knowledge of the drug harm and symptoms of possible drug abuse/trafficking of their children. More parental education should be conducted to enhance awareness of the harms of cannabis and strengthen parents' skills to identify cannabis abuse or trafficking among their children for early intervention.

18. At the same time, in view of a wide range of products containing CBD available in the market, its close relationship with THC and the confusion CBD products have caused on the public perception and attitude to cannabis as a dangerous drug, the Government has already proposed to control CBD under the Dangerous Drugs Ordinance (Cap. 134). The Government targets to complete the legislation process within 2022. Once the legislation comes into operation, CBD will become a dangerous drug. CBD consumer products will then be generally prohibited in Hong Kong. Amid more CBD products being available elsewhere, substantial publicity efforts would then be required to educate members of the public that CBD has become a controlled drug, its nature and relationship with THC, and the legal consequences of trafficking in and consuming or possessing CBD.

**(i) Projects that enhance awareness of the harms of other popular drugs, such as cocaine, “Ice” and ketamine, among members of**

**the public, especially young people, parents and specific target groups, particularly through promoting attitudinal change towards drugs, building a drug-free culture, encouraging early help-seeking and facilitating identification of hidden drug abusers**

19. The 2021 CRDA statistics revealed that there was a notable increase in the numbers of reported young drug abusers and cocaine abusers, as compared to those in 2020. “Ice” and ketamine also continued to be among the most popular psychotropic substances abused. There is thus a continued need to enhance general awareness of the harms of these drugs. Young people should obviously be a focus of the relevant efforts.

20. The 2021 CRDA statistics have also revealed that the proportion of newly reported abusers being young adults (aged 21 – 35) remained at a relatively high level (43%); about 38% of the newly reported drug abusers started to abuse drugs at the age of 16 – 20; and the median history of drug abuse of newly reported abusers (i.e. the time for abusers to be reported to the CRDA by reporting agencies from their first drug abuse) standing at 3.4 years. Those who are in or stepping into their young adulthood may commonly face pressure from different sources (e.g. studies, work, family, unemployment, peers and financial burden) that may put them at the risk of drug abuse, but they may not receive frequent anti-drug messages or have ready access to the help network like those who are still in secondary school. On the other hand, for specific groups such as post-secondary/tertiary students including students residing in dormitory, cross-boundary/new arrival students, ethnic minorities and sexual minorities, tailored anti-drug messages on top of those disseminated through mainstream media or channels may be needed in order to strengthen the effect of anti-drug PE&P to them.

21. In the above connection, PE&P projects with approaches that address the needs and characteristics of various specific target groups should be encouraged. Flexible arrangements to suit individual education institutes, course structures, social backgrounds, cultures and customs, and taste and trends (e.g. use of new media and electronic platforms) are welcomed. Furthermore, employers and business operators, where equipped with the knowledge of the drug problem and drug harms as well as skills in identifying drug abusers and encouraging their early help-seeking, can play a helpful role in the anti-drug cause. Projects to disseminate anti-drug knowledge and messages to this group and to build a drug-free culture at workplace are thus also encouraged.

- (j) Projects that enhance the awareness of families, especially at-risk families (e.g. teenage mothers, parents or family members being ex-drug abusers, and family members being high-risk youth), of drug harms, and strengthen the role and abilities of family members in preventing drug abuse, identifying and seeking help early for drug-abusing family members**

22. Family is commonly the first line of defence against drug problems as family members play an important role in preventing drug abuse, identifying drug-abusing family members and seeking help. On the other hand, members of at-risk families are more susceptible to the influence of drugs, be it falling prey to drug abuse themselves or facing the adversities relevant to their drug-abusing family members. Strengthening PE&P efforts targeting families, such as the provision of family-based prevention services with intervention and empowerment methods (e.g. for instilling knowledge of drugs, improving family bonding and communication, handling conflicts between family members, and identifying drug-abusing symptoms), can reduce the risk of drug abuse by family members and improve their resilience against drug problems. Projects with innovative outreaching methods, engagement plans and effective intervention methods for recruiting families, particularly at-risk families, are encouraged.

- (k) Projects that promote help-seeking, community acceptance of T&R services and facilities and reintegration of rehabilitees into society**

23. Drug abusers may be reluctant to seek help given their psychological obstacles. Family members may lack the necessary knowledge to seek help when they suspect that their family members are abusing drugs. Meanwhile, community support and acceptance are essential to helping drug abusers return to normal life and remain abstinent. A supportive social environment is also crucial to setting up new facilities to provide accessible and useful services to persons with drug problems. Advocacy and engagement projects with emphasis on promoting help-seeking, engaging community stakeholder's support for drug rehabilitees' reintegration into society and advocating relocation of T&R facilities into communities are encouraged.

- (l) Projects that enhance the awareness of the dire consequences of engaging in drug trafficking activities among members of the public, especially young people**

24. Law enforcement figures in 2021 saw an increase in the number of

people arrested for drug offences, in particular young people aged under 21, the number for which in 2021 was 678, 32% higher than that in 2020 (514), and 160% higher than that in 2019 (261). In the meantime, amid the COVID-19 pandemic and the resultant travel restrictions, traffickers of drugs made more use of air and sea freight in larger quantities, postal parcels. There was a notable increase in the amount of drugs seized by the Police and the Customs and Excise Department from around 5 600 kilograms (kg) in 2020 to approximately 14 300 kg in 2021, representing a 155% increase. In particular, five major drugs (namely, heroin, cocaine, cannabis, “Ice”, and ketamine) seized registered an increase of 128%, from around 4 700 kg in 2020 to around 10 700 kg in 2021.

25. The situation warrants attention, and enhanced efforts should be made to educate members of the public, especially young people, about the severity of drug offences in Hong Kong, the consequences of committing such offences and the importance of abiding by the law. Projects that could effectively deliver anti-drug trafficking messages, remind members of the public not to fall prey to drug trafficking syndicates by offering themselves as recipients of unknown parcels or cargo, or carrying unknown goods into and out of Hong Kong, and the relevant legal consequences to vulnerable groups, are encouraged.

26. Meanwhile, the proposed decriminalisation of possession of small amounts of drugs in a few foreign jurisdictions may lead young people and members of the public to underestimate or become oblivious to the serious nature of drugs and drug offences. Projects that remind the public of the severity of drug crimes in Hong Kong and many other places in the world, and serve to explain such approach is unsuitable for Hong Kong, are encouraged.

## **Research**

**(m) Researches on the characteristics of PSA, particularly on psychotropic substances which have gained prevalence in Hong Kong such as “Ice”, cocaine, cannabis and other emerging drugs to provide more information about the drug harms and to identify suitable treatment methods for application in the Hong Kong’s context**

27. The prevalence of PSA suggests the need to understand more about the different aspects of the problem. In particular, research studies to look

into the nature and harmful effects of psychotropic substances which have gained prevalence in Hong Kong, such as “Ice”, cocaine and cannabis, are encouraged. Researches that aim at developing more effective treatment models to address the latest PSA problem that could be applied in Hong Kong’s context and for sharing with the anti-drug sector would be given more weight.

- (n) Researches on the behavioural patterns (e.g. reasons for hidden drug abuse, drug-taking subculture, relapse and its prevention, and impacts of inter-generational drug abuse) of different groups of drug abusers (e.g. female drug abusers, pregnant drug abusers, working drug abusers, and drug abusers of diverse race and sexual orientation)**

28. The latest demographic characteristics of drug abusers continue to suggest that it will be useful to study the behavioural patterns (e.g. reasons for hidden drug abuse, relapse and its prevention, and impacts of inter-generational drug abuse) of various sub-groups of drug abusers so as to facilitate more effective intervention, drug-quitting process, relapse prevention and reintegration into the community. Researches that would bring practical benefits to T&R and PE&P initiatives are encouraged.

- (o) Studies on identifying and collating good practices or protocols based on the findings of the completed BDF RFS research-type projects**

29. Since the establishment of BDF RFS in 1996, a total of 77 research-type projects (comprising 64 research projects and 13 mixed-type projects with research elements) have been approved. Projects that conduct a comprehensive review of completed BDF RFS research-type projects to systematically identify and collate good practices or protocols for use and sharing among service units in anti-drug sector with a view to facilitating service refinement are highly encouraged.

\* \* \*

**Marking Scheme for Beat Drugs Fund  
Regular Funding Scheme**

<b>Criteria</b>		<b>Score</b>
<b>1. Project Strength (Weighting: 30%)</b>		
(a)	whether the proposed project carries the theme(s) or falls under the area(s) given priority consideration by the Beat Drugs Fund Association	(maximum score: 30, passing score: 15)
(b)	for Treatment and Rehabilitation projects, whether the proposed projects would fill the service gaps, bring direct benefits to the drug abusers or help develop new models of services	
(c)	whether the proposed project is innovative and can convey in-depth anti-drug knowledge or provide direct effective services to drug abusers	
(d)	whether the project differs from the work currently provided by other organisations or projects supported by the Beat Drugs Fund (BDF), including those funded in two previous Funding Exercises; or whether the projects will bring significant added-value to existing programmes being carried out by the Government, schools or other non-governmental organisations	
<b>2. Impact (Weighting: 30%)</b>		
(a)	whether the proposed project will be able to bring direct benefits to the anti-drug cause in Hong Kong	(maximum score: 30, passing score: 15)
(b)	whether there is a demonstrated need for the proposed project	
(c)	the approach of the proposed project in spreading anti-drug message or providing a continuum of services in helping drug abusers quit drugs and reintegrate into the society. An evidence-based approach in programme design is preferred	

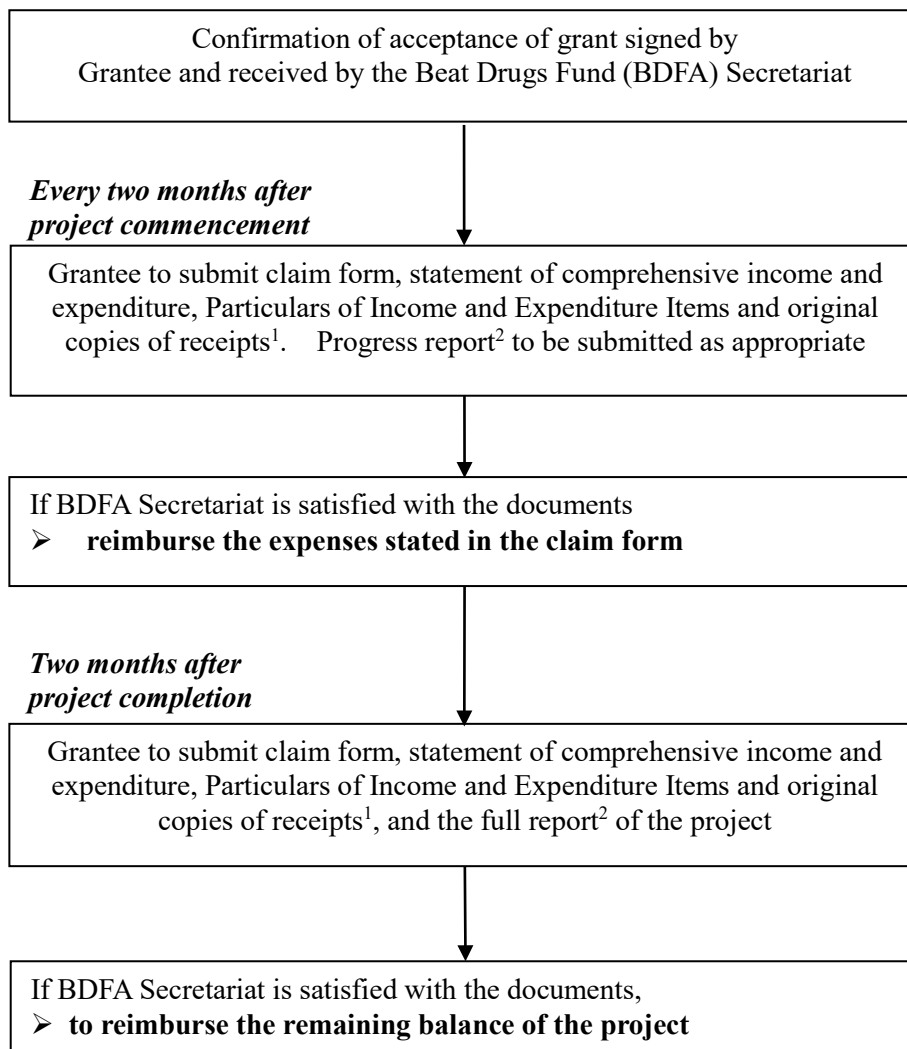
<b>Criteria</b>		<b>Score</b>
<b>3. Project Design and Feasibility (Weighting: 25%)</b>		
(a)	whether the proposed project schedule is well-planned and the duration is practical and reasonable	(maximum score: 25, passing score: 12.5)
(b)	the degree of participants' involvement in the planning and implementation of the project, e.g. the degree of young people's participation in the development and planning of the proposed project	
(c)	whether the proposed budget is reasonable, realistic, and commensurate with the purpose of the project, including the number of beneficiaries/participants/users of the proposed project	
(d)	for capital works projects, whether there will be any problem with recurrent expenditure, e.g. staff and maintenance expenditure	
(e)	the extent to which sound evaluation methods will be utilised and specific outcome indicators are used to assess objectively the programme's effectiveness in achieving the objectives stated in the proposal	
<b>4. Experience and Track Record (Weighting: 15%)</b>		
(a)	past performance of the applicant in using the BDF, including the compliance with the conditions of grant	(maximum score: 15, passing score: 7.5)
(b)	technical and management capability of the applicant	
<b>Total:</b>		(maximum score: 100, passing score: 50)

Note:

Only applications attaining a pass in all the four assessment criteria above will be considered for allocation of funding.

**Beat Drugs Fund Regular Funding Scheme  
Arrangements of Fund Disbursement by Reimbursement**

**(for projects without engagement of auditors)**



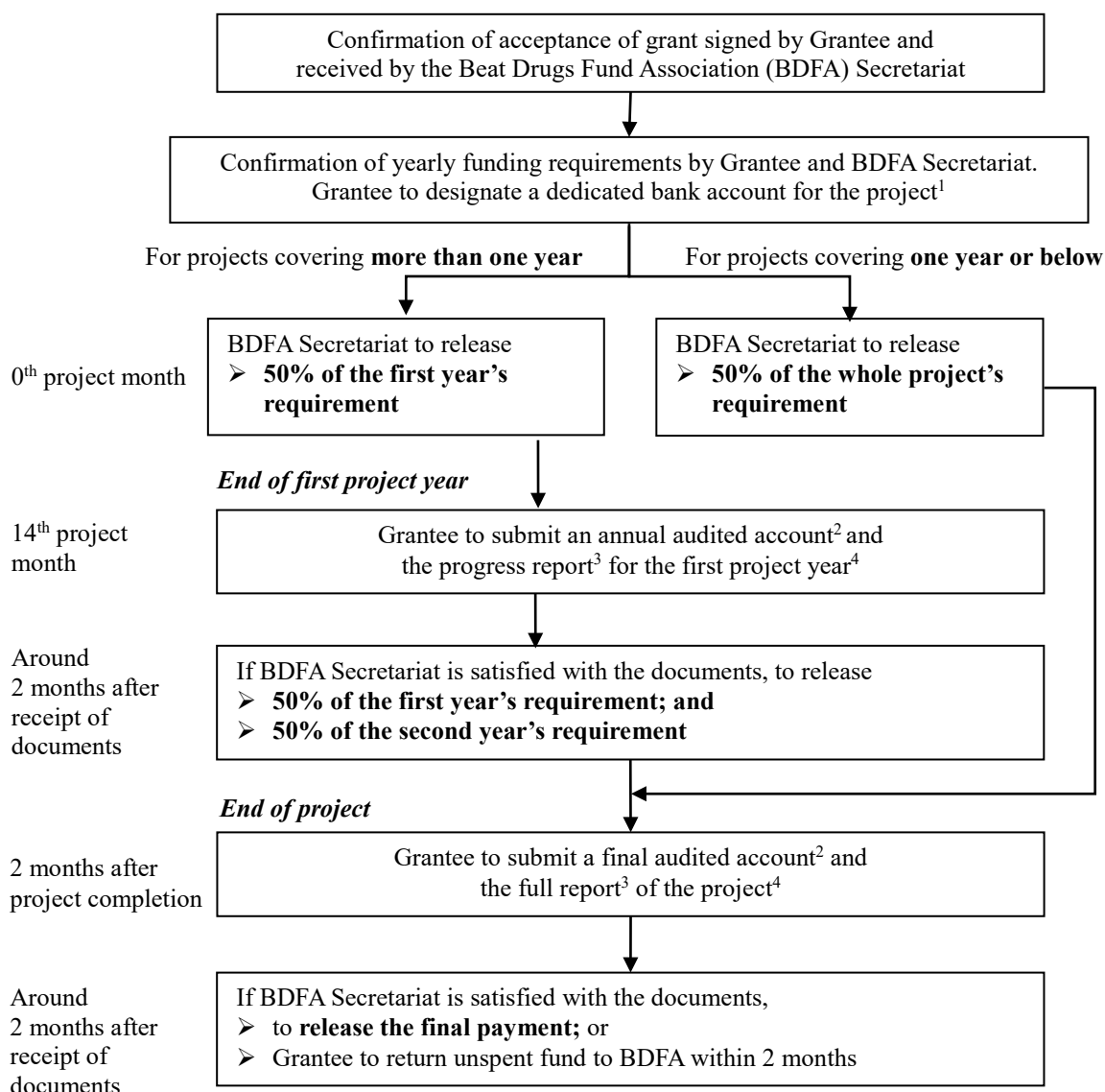
<sup>1</sup> Grantees shall submit the claim form including a section on the project progress since the previous claim, statement of comprehensive income and expenditure, “Particulars of Income and Expenditure Items”, “Claim for Travel Expenses” and “Records of Personal Emolument” as applicable in the prescribed format, original copies of receipts, payment vouchers, etc. substantiating the nature and amount of expenditure. The books of accounts and all other relevant records and information related to the RFS grant should be retained by the grantees for at least **seven years** after the completion of the projects or release of the final payment or in accordance with the prevailing statutory requirements, whichever is the longer. These books and records should, at all reasonable time, be available for inspection by any authorised staff of the BDFA Secretariat and the Audit Commission.

<sup>2</sup> Grantee to submit quad-monthly/half-yearly progress report and/or at other intervals as required by BDFA Secretariat. A full report is required upon completion of the project. The progress report/full report shall be submitted in the prescribed format.



**Beat Drugs Fund Regular Funding Scheme  
Arrangements of Fund Disbursement by Instalments**

**(for projects covering less than 18 months with engagement of auditors)**



<sup>1</sup> Separate bank account for each project is required. In the case that the arrangement cannot be made, income and expenditure shall be recorded and kept separately in a sub-ledger account established for this purpose. Prior agreement of BDFA Secretariat should be sought.

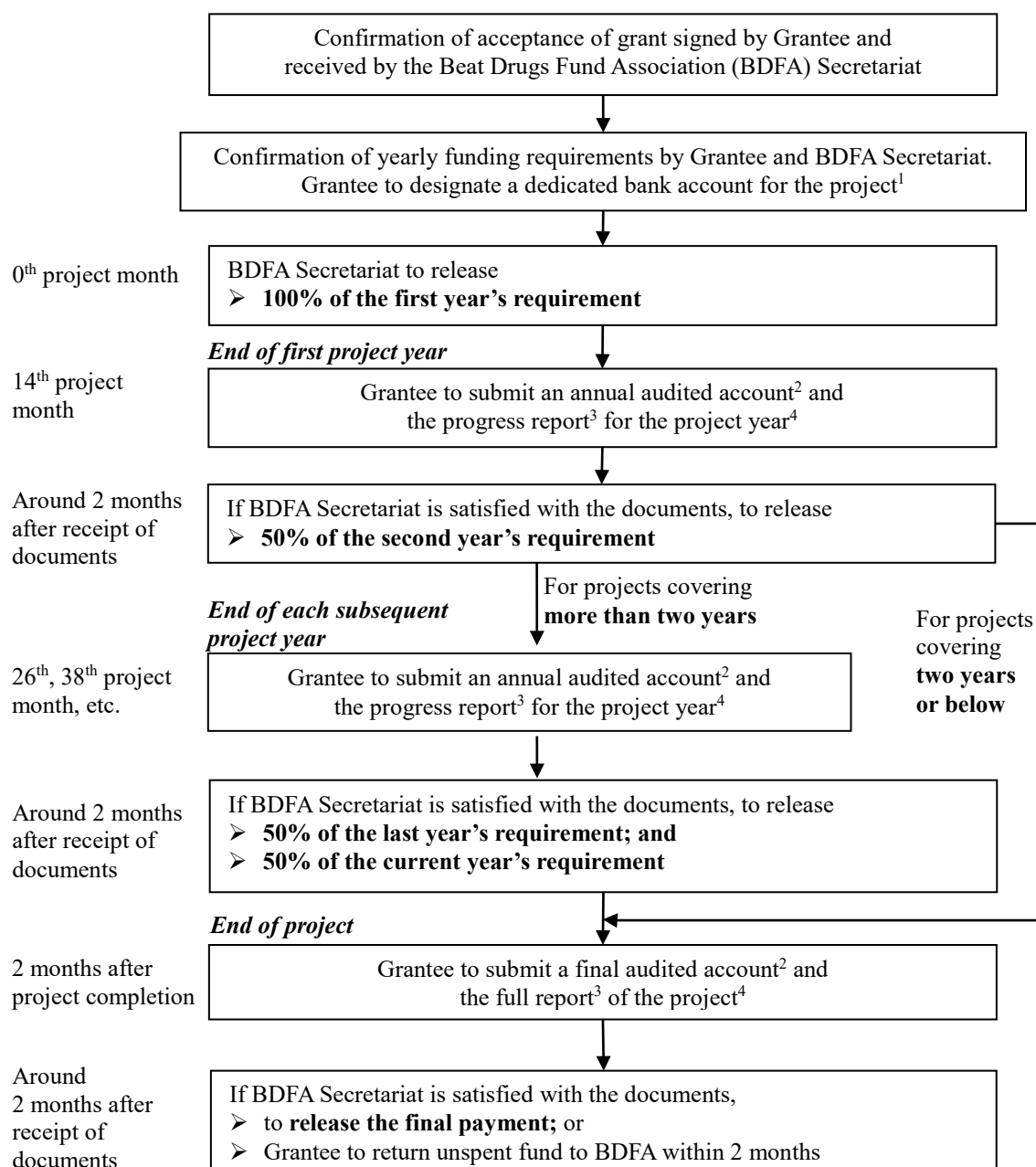
<sup>2</sup> The annual/final “audited account” includes the auditors’ report, statement of financial position, statement of comprehensive income and expenditure and notes to account for the project. Grantees shall submit the audited account, “Particulars of Income and Expenditure Items”, “Claim for Travel Expenses” and “Records of Personal Emolument” as applicable in the prescribed format, original copies of receipts, payment vouchers, etc. substantiating the nature and amounts of expenditure. The books of accounts and all other relevant records and information related to the RFS grant should be retained by the grantees for at least **seven years** after the completion of the projects or release of the final payment or in accordance with the prevailing statutory requirements, whichever is the longer. These books and records should, at all reasonable time, be available for inspection by any authorised staff of the BDFA Secretariat and the Audit Commission.

<sup>3</sup> Grantee to submit quad-monthly/half-yearly progress reports and/or at other intervals as required by BDFA Secretariat. A full report is required upon completion of the project. The progress report/full report shall be submitted in the prescribed format.

<sup>4</sup> The audited account and progress report/full report of the project should be submitted within two months after the end of each project year/completion of the project.

## Beat Drugs Fund Regular Funding Scheme Arrangements of Fund Disbursement by Instalments

(for projects covering 18 months or above with engagement of auditors)



<sup>1</sup> Separate bank account for each project is required. In the case that the arrangement cannot be made, income and expenditure shall be recorded and kept separately in a sub-ledger account established for this purpose. Prior agreement of BDFA Secretariat should be sought.

<sup>2</sup> The annual/final “audited account” includes the auditors’ report, statement of financial position, statement of comprehensive income and expenditure and notes to account for the project. Grantees shall submit the audited account, “Particulars of Income and Expenditure Items”, “Claim for Travel Expenses” and “Records of Personal Emolument” as applicable in the prescribed format, original copies of receipts, payment vouchers, etc. substantiating the nature and amounts of expenditure. The books of accounts and all other relevant records and information related to the RFS grant should be retained by the grantees for at least **seven years** after the completion of the projects or release of the final payment or in accordance with the prevailing statutory requirements, whichever is the longer. These books and records should, at all reasonable time, be available for inspection by any authorised staff of the BDFA Secretariat and the Audit Commission.

<sup>3</sup> Grantee to submit quad-monthly/half-yearly progress reports and/or at other intervals as required by BDFA Secretariat. A full report is required upon completion of the project. The progress report/full report shall be submitted in the prescribed format.

<sup>4</sup> The audited account and progress report/full report of the project should be submitted within two months after the end of each project year/completion of the project.