

Guide to the Beat Drugs Fund Regular Funding Scheme

2024 Funding Exercise

August 2024

Application for the 2024 Funding Exercise of the Beat Drugs Fund Regular Funding Scheme

This guide provides basic information on the objectives, background and application procedure for the 2024 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 the 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 the Narcotics Division of the Security Bureau 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.

August 2024

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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.

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 2023-24, BDF has granted over \$2.5 billion supporting more than 2 300 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 is open 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;
- (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; and
- (c) Appendix C of the application form is only applicable to organisations subvented by the Social Welfare Department.

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 26 September 2024 (Thursday)**. If the applications are submitted by mail, the postmark shall be **on or before 26 September 2024**. 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 26 September 2024, 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 headquarters, 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 the 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 – 54 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 higher than that for comparable civil service staff needed for taking up similar types of work, and the staff should normally be remunerated at the starting point of the corresponding Government pay scale¹ 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 will normally not be considered unless it is fully justified. 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.

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

¹ Examples: Master Pay Scale, Model Scale I Pay Scale, etc.

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 expenses arising from the project 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 Appendix B of the application form.

20. To sum up the experience of the 2023 Funding Exercise and to facilitate potential Applicant Organisations/Applicants to prepare for the 2024 Funding Exercise, the Secretariat published a “Note for Potential Applicants of Funding Exercise” (**Appendix C**) in April 2024 which includes a number of useful points to note having regard to the processing of applications received in the 2023 Funding Exercise. Applicant Organisations/Applicants are encouraged to make reference to the above Note when preparing for funding applications.

Project Evaluation

21. 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. Grantees will be required to, during the project implementation period and upon completion or termination of the project, comply with a series of requirements to evaluate the output(s) and outcome(s) of the project with a view to ensuring that the anticipated effectiveness of the project is achieved (see also **Monitoring of Funded Project**).

22. 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(s) (e.g. the number of clients reached out by the projects) and the outcome(s) (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(s) or outcome(s) targets in the proposal must be avoided**. Applicant Organisations/Applicants may consider conducting surveys to obtain quantifiable output(s) and outcome(s) so as to substantiate the effectiveness of the project.

23. 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. T&R projects shall be evaluated using indicators such as quit rate or reduction in drug use over the past 30 days. Some examples of output(s) and outcome(s) indicators are available on BDF's website (https://www.nd.gov.hk/en/beat_drug_fund_2024.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.

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

25. Grantees of projects without research elements will be required to submit pre-programme and post-programme outcome scores of sampled participants and records of agreed programme output(s) 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(s) 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

26. 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.

27. 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.

28. 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 2024 Funding Exercise

29. For the 2024 Funding Exercise, projects falling into the following areas will be accorded priority –

T&R

- (a) projects that comprise **targeted treatment and outreach programmes which take into account the latest demographic characteristics of drug abusers and cater for their varying needs in quitting drugs**. They may include abusers of psychotropic substances (especially those of cocaine, “Ice” and cannabis); young adult drug abusers (aged 21 – 35) who could be tertiary students, working adults, professionals or the non-engaged; drug abusers of the non-Chinese-speaking community; drug abusers of older age (aged 65 or above); men who have sex with men with drug abuse problem; “chem fun/sex” participants; drug abusers with family members also at risk of drug abuse or with young children, etc.;
- (b) projects that **promote the involvement of family members of drug abusers in the T&R process and aftercare support services**. 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 throughout and after the T&R and recovery process could help identify and 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, 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, work, finance and relationship with family, etc. Strengthened collaboration involving different key players such as community-based service units, residential drug treatment and rehabilitation

centres, medical and allied health 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, reaching out to and engaging, amongst others, hidden drug abusers, and also providing them with T&R services and other support, with due regard to the reliability and effectiveness of such tools;
- (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 quitted drugs** so as to support them to remain complete abstinence, facilitate their 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, promoting and facilitating acceptance of drug rehabilitees by the community to provide them with more opportunities to engage in meaningful career and community activities and, where justified, professional intervention, to help drug rehabilitees review their own capabilities, and set realistic life and career goals, 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 abstinent from drugs;
- (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 psychotropic drug abusers to quit drugs. 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 cocaine, cannabis, tetrahydrocannabinol (THC) and cannabidiol (CBD) products, particularly through raising awareness, providing correct information of harms and rectifying mistaken concepts about the above drugs, publicising the legal consequence of drug trafficking, countering the advocacy for legalising the use of cannabis, addressing the challenges presented by the relaxation on the legal use of cannabis in some foreign jurisdictions and imparting drug refusal skills** among members of the public, especially young people, high-risk youths, parents and specific target groups;
- (i) projects that **enhance awareness of the harms of other popular drugs, especially “Ice”, ketamine, LSD, cough medicine and other new psychoactive substances (e.g. etomidate, street name “space oil”), 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 and awareness of harm in new psychoactive substances;
- (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 **engage members of various sectors and relevant stakeholders** (e.g. frontline security guards, staff in forwarding business, property management staff, cleaning workers, hostel staff, members of owners’ corporations, mutual aid committees, operators/employers of bars/Internet cafés or amusement game

centres and their employees, as well as workers of professional sectors, such as legal, banking, accounting, etc.) **to develop correct understanding of drug harms, identify drug abuse and/ or drug trafficking situations, and seek help from their supervisors, community resources or law enforcement agencies as appropriate;**

- (l) projects that **encourage and engage the public to take more proactive actions in spreading anti-drug messages to people around, which could serve as an important pull factor to discourage relevant persons in drug abuse or drug trafficking;**
- (m) projects that **promote help-seeking, community acceptance of T&R services and facilities and reintegration of rehabilitees into society;**
- (n) projects that **enhance the awareness of the dire consequences of engaging in drug trafficking activities among members of the public, especially young people, socially disadvantaged groups (e.g. ethnic minority groups) and at-risk individuals through online or offline means;**

Research

- (o) researches on the **characteristics of psychotropic substance abuse, particularly on psychotropic substances which have relatively higher or gained prevalence in Hong Kong** such as cocaine, “Ice”, cannabis and other emerging drugs to provide more information about the drug harms and to identify suitable treatment methods and develop effective treatment models for application in Hong Kong’s context;
- (p) 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

- (q) studies on **identifying and collating good practices or protocols based on the findings of the completed BDF RFS projects with a research element.**

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

Assessment Criteria

30. 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 2024 Funding Exercise with elaboration, weighting and passing mark for each assessment criterion is at **Appendix E**.

31. 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, 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.

32. The following cost items are normally **not** allowed –

- (a) administration fees and miscellaneous fees without specific details² 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, telephone and broadband;
- (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 (except for anti-drug activities which meet the requirement specified in paragraph 33 below).

33. The primary focus of BDF is on providing support to anti-drug activities within Hong Kong. Given the availability of various anti-drug education facilities and relevant historical sites in the Greater Bay Area (GBA), the implementation of certain anti-drug activities in other GBA localities driven by needs may help advance the anti-drug cause in Hong Kong. For applications with strong justifications, anti-drug activities proposed to involve a visit to other places in the GBA may be supported under RFS, having considered their cost effectiveness and the benefit/contribution that may be brought to the anti-drug efforts in 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.

² 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.

35. In conducting procurement by using the grant from BDF, the grantee should take into account its continuing duty to safeguard national security and not to engage in any acts or activities which endanger national security. The management of the grantee should exercise professional judgment, sensitivity and prudence in assessing any potential national security risks or issues that may be involved in every stage of the procurement. The duty for the grantee to safeguard national security is a continuing one that subsists throughout every stage of the entire procurement process, including the pre-contract award stage and the contract management stage after contract award. The grantee shall ensure that each of its procurement documents incorporates specific clauses to disqualify tenderers and to terminate the contract made pursuant to the procurement in the interest of national security.

36. 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.

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

38. The ownership, copyright and all other intellectual property in, including but not limited to all reports or research, audio-visual products, cassettes, CD-ROMs, digital content, 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.

39. 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.

40. For equipment procured under the project (including but not limited to 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.

41. 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.

42. 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(s) 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.

43. The grantee is encouraged to suitably display the Government-funded Programme Logo launched in January 2024³ where fit and appropriate.

44. The grantee shall promote the Hong Kong Jockey Club Drug InfoCentre, ND’s anti-drug telephone enquiry service “186 186” and anti-drug instant messaging enquiry service “98 186 186”, ND’s website and 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.

45. The grantee shall seek written approval from ND in advance, via the Secretariat, for using the logos of the Security Bureau, ND and/or Action Committee Against Narcotics in their publicity or published materials (regardless of physical or online) under the project. The grantee shall also suitably feature ND’s overarching theme, logo, slogan, promotional design and anti-drug ambassadors “Agent Don’t” and “Agent Hope”, which are listed on ND’s website.

46. The grantee should show ND’s publicity videos during the implementation of the approved project or in the grantee’s centre/service unit where fit and appropriate.

³ <https://www.info.gov.hk/gia/general/202401/18/P2024011800472.htm>

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

48. 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.

49. 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

50. 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 of 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 –

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

51. Administrative overhead funding approved will be disbursed together with other funds in accordance with the reimbursement or instalment arrangements in paragraph 50 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.

52. 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.

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

54. 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

55. As stated in paragraphs 21 – 25 above, applicants are required to set out in the application forms specific indicators for evaluating their projects. **Grantees will be required to, during the project implementation period and upon completion or termination of the project, comply with a series of requirements to evaluate the output(s) and outcome(s) of the project with a view to ensuring that the anticipated effectiveness of the project is achieved.**

56. The grantee shall submit progress reports (in both softcopy and hardcopy) in the format prescribed by BDFEA at specified intervals during the course of the projects, with detailed arrangements as below –

- (a) for projects without research elements that are running for less than six months, the grantee shall refer to the requirement of submission of full report stated in paragraph 57;
- (b) for projects without research elements that are running for more than six months, the grantee shall submit half-yearly progress report(s) within three weeks from the end of each six-month period. Database storing evaluation data shall also be submitted together;
- (c) for research projects or mixed-type projects with research elements that are running for less than 24 months, the progress reports shall be submitted within three weeks from the end of each four-month period; and
- (d) for research projects or mixed-type projects with research elements that are running for 24 months or longer, the progress reports shall be submitted within three weeks from the end of each six-month period.

The progress report shall report the evaluation results in accordance with the output(s) and outcome(s) targets set, progress of implementation of various activities under the projects, as well as completed/scheduled project activities.

57. Upon completion or termination of the project, the grantee shall submit a full report (in both softcopy and hardcopy) in the format prescribed by BDFEA within two months from the project end date. The full report 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 deliverables (e.g. type, title, quantity); and
- (b) evaluation of the quality in terms of the approved output(s) and outcome(s) indicators and dissemination value of the deliverables (**not applicable** to research projects).

For research projects or mixed-type projects with research elements, the grantee shall also submit a final research report to report the research findings.

58. 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.

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

60. To 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 webpages 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.

61. To further monitor the progress of the projects, Members of GC of BDFA, ACAN or its Sub-committees, ND or any other persons appointed by them shall 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. The grantees concerned will be informed when their projects are to be so inspected. In addition, the grantees may have to attend meetings with and/or make presentations to representatives of BDFA from time to time to review/report the progress of the project.

62. The grantee shall make every effort to fulfil all the project requirements and achieve the project performance targets in terms of output(s)

and outcome(s), and other deliverables. Performance of the project will be evaluated according to the output(s) and outcome(s) indicators as set out in the implementation plan (or if not explicitly mentioned in the implementation plan, those set out in the application). The grantee may also be required to submit additional information and supporting documents for project evaluation purposes. Unsatisfactory performance or poor compliance with the terms and conditions of grant may affect the grantee's future chance of receiving funding support. **BDFa, at its absolute discretion, reserves the right to deduct amount of grant, in part or in full, should the grantee fail to fulfil the project requirements or comply with the terms of conditions of grant.**

Conflict of Interest

63. 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"⁴ and other relevant Guides issued by the Independent Commission Against Corruption ("ICAC") from time to time.

64. 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

⁴ <https://bit.ly/3azgvyB>

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.

65. 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

66. 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).

67. 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

68. 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 or organisations dealing in tobacco and cannabis-related products. Likewise, grantees should refrain from engaging in collaboration with such companies or organisations unless there are exceptional grounds for advancing the anti-drug cause and with the consent of BDFa.

69. 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

70. BDFa may, in its absolute discretion and without prejudice to its accrued rights and actions against a grantee, by giving 21 calendar days' written notice to the grantee, to terminate the project. Examples of circumstances where

BDFFA may terminate the project include –

- (a) BDFFA 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) BDFFA, by written notice, has requested the grantee to take actions to provide any of the deliverables and the grantee has failed to take such actions within 30 calendar days of receipt of written notice; or
- (c) BDFFA 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.

71. BDFFA may immediately terminate the project upon the occurrence of any of the following events –

- (a) the grantee or any of its employees, agents and sub-contractors who are involved in any manner and capacity in the project has engaged or is engaging in any act or activity that constitutes or causes, or is likely to constitute or cause, the occurrence of offences endangering national security or that would otherwise be contrary to the interest of national security; or
- (b) the continued engagement of the grantee or the continued implementation of the project is contrary to the interest of national security; or

- (c) BDFFA reasonably believes that any of the events mentioned above is about to occur.

72. Before and during the implementation of the project, BDFFA may modify or cancel individual project activity(ies) and deduct the related amount of grant at its absolute discretion.

COMPLIANCE WITH LAWS AND CODES OF PRACTICES

73. The grantee shall ensure that in performing their service and carrying out their functions in expending the grant, it complies with all Hong Kong laws (including the Law of the People's Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region and the laws of the Hong Kong in relation to the safeguarding of national security), regulations and by-laws, including without limitation, all those relating to employment terms and conditions.

74. The grantee shall at all times follow the usual code of practice on confidentiality of personal data and comply with the Personal Data (Privacy) Ordinance relating to the protection of personal data of individuals. Where necessary, prescribed consent from the data subjects shall first be obtained before disclosure of personal data to other parties, say publication and dissemination of reports containing personal data of the project beneficiaries, either in hardcopy or softcopy to members of the public.

Announcement of Results

75. It is expected that the results of the 2024 Funding Exercise would be announced in the first quarter of 2025. 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.

76. Applications for the 2025 Funding Exercise are tentatively planned to be invited in the third quarter of 2025.

- 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. Departments/institutions applying for the 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 for the same researcher 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 or involve a different researcher.

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 researcher concerned. The relief teaching staff member is also not supposed to take up non-teaching related duties, such as administrative work, of the researcher. 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) Expenses arising from the project to be excluded in computing the administrative overhead funding

- The following expenses arising from the project 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 2023 Funding Exercise of the Regular Funding Scheme of the Beat Drugs Fund (BDF) and to facilitate potential applications for the next Funding Exercise, we have distilled some useful points to note having regard to the processing of applications received in the 2023 Funding Exercise.

Marking Scheme for the 2023 Exercise

2. Proposed projects received from eligible applicants under the 2023 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 - 2023 Funding Exercise (the Guide). (See link:

https://www.nd.gov.hk/pdf/Guide_to_2023_Funding_Exercise_BDF_RFS_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 activities, budget, manpower and/or other cost items; or
 - (c) rejected.
4. It is the responsibility of the applicants to make sure that they only use the correct application form and submit it by the deadline.

Points to Note

5. 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)*
- (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. Grants by BDF are of a one-off nature and are not recurrent subvention. There is no guarantee that applications similar to previously approved projects would be approved. *(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

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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)*
- (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 detailed 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, 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, help drug rehabilitees maintenance abstinence from drugs and bring direct impacts on their drug T&R process. For some specific support such as vocational training and medical treatment service, project proponents should seek to target drug abusers and/or drug rehabilitees who have successfully quitted drugs in recent times, for example, the past 12 months prior to their participation in the project. *(2c)*
- (j) For online anti-drug publicity (e.g. videos), 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, project proponents should

seek 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);
 - (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 (i.e. the newly-approved project has to commence one year after the approval letter is issued) or when the effectiveness of the latter has yet to be fully tested (e.g. evaluation results not available yet).
- (b) Project with programmes or activities that are well-planned, structured and targeted are more preferred to projects encompassing a variety of activities which are weakly linked or structured and unfocused. (3a)
- (c) Project proponents, when preparing the proposal, should 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 providing skill training courses to participants, e.g. movie production or computer animation, project proponents should bear in mind that sufficient anti-drug PE&P elements should be incorporated systematically in the relevant skill training courses. (3b)

- (e) Project proponents, when preparing the proposal, should clearly outline the anti-drug elements and intended benefits from the anti-drug perspective for activities in the Greater Bay Area. They should also avoid excessive or extravagant cost items.
- (f) Project proponents should demonstrate that the proposed budget *vis-a-vis* the proposed number of beneficiaries is reasonable and realistic (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 give due consideration to the nature and cost of the proposed activities when setting the target size/number of participants for group sessions, and should provide details to explain and demonstrate the need for setting a particularly low target size;
 - (iv) project proponents should aim to distribute publications or souvenirs (if fully justified) with clear anti-drug messages to specific and clear target groups instead of members of the public at large;
 - (v) project proponents should consider producing and distributing project publications through electronic means only, and should provide strong justifications if the production of printed publications is proposed; and
 - (vi) project proponents should, in estimating the budget for organising training 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.
- (g) Project proponents should explain the methodology, rationale and anti-drug service need behind selecting target beneficiaries. (3c)
- (h) 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

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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.
- (i) Project proponents should ensure that they provide details of outcome and output indicators as required in the Guide and application form. *(3e)*
 - (j) Project proponents should adopt suitable evaluation methodology for researches and avoid using questionnaires that are too simple (i.e. questionnaires with only 1-3 items), and should provide justifications for adopting the evaluation methodology. *(3e)*
 - (k) 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 and related items (e.g. SIM cards and routers) is strictly essential to the implementation of the project and the models proposed should be commensurate with actual needs.
- (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 1st to 12th month/from 13th to 24th month), so as to facilitate assessment of relevant staff requirement.

**Details of Priority Areas for
the 2024 Funding Exercise of
the 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 abusers of psychotropic substances (especially those of cocaine, “Ice” and cannabis); young adult drug abusers (aged 21 – 35) who could be tertiary students, working adults, professionals or the non-engaged; drug abusers of the non-Chinese-speaking community; drug abusers of older age (aged 65 or above); men who have sex with men (MSM) with drug abuse problem; “chem fun/sex” participants; drug abusers with family members also at risk of drug abuse or with young children, etc.**

The proportion of psychotropic substance abusers (PSAs) among the reported drug abusers in Hong Kong has remained high in recent years, and cocaine, “Ice” and cannabis have been the most common types of psychotropic substances abused since 2020. As revealed by the 2023 statistics of the Central Registry of Drug Abuse (CRDA), the proportion of PSAs rose from 60% in 2018 to 70% in 2021 and stayed at 69% and 68% in 2022 and 2023 respectively, in particular, more than 99% of the reported young drug abusers aged under 21 abused psychotropic substances. Regarding cocaine, it has been the most common type of psychotropic substance taken among all drug abusers since 2022. The needs of and means to engage cannabis and cocaine abusers could be quite different from those of other drug abusers. Meanwhile, the proportion of newly reported drug abusers being young adults aged 21 to 35 remained relatively high (i.e. 43% in 2023).

2. In view of the above, the anti-drug sector is encouraged to develop and implement a more targeted approach in addressing the needs and characteristics of cocaine, “Ice” and cannabis abusers. This includes community-based or residential programmes with more flexible terms and/or targeted services to help different groups of drug abusers quit drugs.

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3. As for specific groups in particular drug abusers of the non-Chinese-speaking community, drug abusers of older age (aged 65 or above) 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 as early as practicable, or outreaching to high-risk youth (e.g. school dropouts) for preventive 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 and aftercare support services. 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 and recovery process. Involvement of family members of drug abusers throughout and after the T&R process could help identify and 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, 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 and its related problems such as financial distress and lawsuits. 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 behaviours around them and help impart skills for motivating drug-abusing family members to seek help, quit drugs and maintain abstinence are therefore encouraged.

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6. In view of the high prevalence of cocaine and “Ice” abuse among all reported abusers, increasing trend on cannabis and cocaine abuse among reported youngsters aged under 21 as well as concerns about the adverse impacts of psychotropic substance abuse 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 providing the appropriate care and support for these 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 abusers playing various caretaking roles in a family and facing different kinds of pressure, 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, work, finance and relationship with family, etc. Strengthened collaboration involving different key players such as community-based service units, residential drug treatment and rehabilitation centres, medical and allied health 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. The awareness and capacity of personnel who are not working in anti-drug units but may also encounter drug abusers at work (teachers, medical and allied health professionals, etc.) should be enhanced so that they could help in the identification of drug abuse cases and make referrals to T&R service units. Examples include early engagement of drug abusers in the hospital setting, collaboration with other welfare service units (e.g. those

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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, reaching out to and engaging, among others, hidden drug abusers, and also providing them with T&R services and other support, with due regard to the reliability and effectiveness of such tools**

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-care and tele-rehab, online medical 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, with due regard to the reliability and effectiveness of such tools.

- (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

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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 quitted drugs so as to support them to remain completely abstinent, facilitate their 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, promoting and facilitating acceptance of drug rehabilitees by the community to provide them with more opportunities to engage in meaningful career and community activities, and, where justified, professional intervention, to help drug rehabilitees review their own capabilities, and set realistic life and career goals, 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 abstinent from drugs**

11. 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, as well as being able to establish healthy relationships with their families and friends, 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, and professional intervention 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 accredited 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 abstinent from drugs.

- (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 psychotropic drug abusers to quit drugs. 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 practices 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 psychotropic substance abuse. 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 experiences in handling psychotropic substance abuse 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. Specific to cannabis, there is a need for the anti-drug sector to improve 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 more reluctant to seek help or stay in drug treatment. In addition, it usually takes a longer period for the drug abusers to be aware of the harms on their health induced by the use of cannabis.

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 cocaine, cannabis, tetrahydrocannabinol (THC) and cannabidiol (CBD) products, particularly through raising awareness, providing correct information of harms and rectifying mistaken concepts about the above drugs, publicising the legal consequences of drug trafficking, countering the advocacy for legalising the use of cannabis, addressing the challenges presented by the relaxation on the legal use of cannabis in some foreign jurisdictions and imparting drug refusal skills among members of the public, especially young people, high-risk youths, parents and specific target groups**

14. As revealed by the 2023 CRDA statistics, there have been increasing trends in the total number of reported cocaine abusers and in the number of reported cocaine abusers aged under 21 in recent years. Cocaine has been the most common type of psychotropic substance taken among all drug abusers since 2022. Cocaine has even taken over cannabis and became the most common drug abused among reported young abusers in 2023. The seizures of cocaine by law enforcement agencies in 2023 also rose by 56% compared to 2022. The situation is alarming. The legalisation of so-called “recreational” cannabis in a few overseas jurisdictions and the on-going debates on the same issue in others are not conducive to the correct understanding of the harmful impacts of cannabis among the public (especially among young people).

15. Education efforts against cocaine and cannabis should be strengthened, with emphasis on raising awareness, providing correct information and rectifying mistaken concepts about the drug (such as more pervasively promoting their harms as enshrined in authoritative reports, the high potential of dependence for cocaine, the unlawful nature of cannabis and THC in Hong Kong and the fact 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 advocacy for legalising/de-criminalisation are also encouraged.

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16. As further revealed by the 2023 CRDA statistics, 31% of all reported drug abusers and 53% of reported drug abusers aged under 21 cited ‘to identify with peers’ as one of the reasons for taking drugs. In view of the increased abuse of cocaine and cannabis in recent years particularly among youngsters, projects that emphasise imparting drug refusal skills to high-risk youths, strengthening their knowledge on the physical harms of cocaine and cannabis and/or equipping them to become agents for effective dissemination of anti-drug messages are encouraged, so as to equip them to counter peer pressure that lures them to abuse drugs. Also, 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/professionals, young people who fall outside the school networks, high-risk youth, post-secondary/tertiary students including students residing in dormitories, cross-boundary/new arrival students, import labour, people from different ethnic groups, and people with different sexual orientations) and address their different needs and characteristics in the relevant initiatives against cocaine and cannabis, are also welcomed.

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

18. At the same time, the Government has put CBD under the control of Dangerous Drugs Ordinance (Cap. 134) effective from 1 February 2023, which means that the manufacture, import, export, supply, sale, possession, transshipment, etc. of any products containing CBD, are prohibited. In view of the increasing cross-boundary travel after the COVID-19 pandemic, publicity activities to raise the awareness of legal consequences of illegal trafficking of CBD products are encouraged. Activities to disseminate the legal consequences of illegal CBD trafficking by outreaching to the control points or dissemination of such messages through digital means are welcomed.

- (i) Projects that enhance awareness of the harms of other popular drugs, especially “Ice”, ketamine, lysergide (LSD), cough medicine and other new psychoactive substances (e.g. etomidate, street name “space oil”), 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 and awareness of harms of new psychoactive substances**

19. As revealed by the 2023 CRDA statistics, “Ice” and ketamine continued to be two of the most common psychotropic substances abused among reported young people. Regarding cough medicine, as revealed by the 2020/21 Surveys of Drug Use among Students, it is the most common type of drugs abused by upper primary students. In addition, observation from frontline workers indicates that LSD use has become more popular among some young people and they are unaware of its harms. 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 2023 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 35% 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) stood at 6.0 years. There are also signs of increasing abuse of new psychoactive substances with the street name “space oil” (太空油) using etomidate as one of its ingredients. 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 networks 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 dormitories, cross-boundary/new arrival students, non-Chinese-speaking community 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.

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21. In the above connections, 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 tastes 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 problems 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 youths), 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 risks 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 engage members of various sectors and relevant stakeholders (e.g. frontline security guards, staff in forwarding business, property management staff, cleaning workers, hostel staff, members of owners' corporations, operators/employers of bars/Internet cafés or amusement game centres and their employees, as well as workers of professional sectors, such as legal, banking, accounting, etc.) to develop correct**

understanding of drug harms, identify drug abuse and/ or drug trafficking situations, and seek help from their supervisors, community resources or law enforcement agencies as appropriate

23. Drug crimes are hidden and difficult to identify without the support and involvement of different sectors in the community. Certain types of profession, such as frontline security guards, property management staff, cleaning workers and hostel staff may notice signs of drug crimes (including drug taking and trafficking) during their daily work. On the other hand, members of owners' corporations may wish to safeguard the safety of their residents by making timely reports to relevant law enforcement agencies on drug crimes. Seminars or workshops to strengthen the knowledge and skills of the above professions to identify drug crimes and report these crimes to law enforcement agencies (e.g. through Police Drug Reporting Hotline of Narcotics Bureau or e-Reporting Centre of Hong Kong Police Force) are encouraged.

(l) Projects that encourage and engage the public to take more proactive actions in spreading anti-drug messages to people around, which could serve as an important pull factor to discourage relevant persons in drug abuse or drug trafficking

24. The fight against drugs requires the power of members of the public as much as the anti-drug sector. While it is important for anti-drug sector workers to deliver anti-drug messages in the provision of services, it is also useful for members of the public to help spread anti-drug messages in day-to-day life in every corner. In particular, for some target groups such as adolescents, they may sometimes be more receptive to messages from peers and people around instead of experts and authority. Engaging members of the public to take actions to discourage people around them from drug abuse and drug trafficking can be an important pull factor in the fight against drugs, which is also in line with our spirit "Let's Stand Firm. Knock Drugs Out!". It is vital to building a drug-free culture in society. Projects with innovative approaches to engage particular target groups or members of the general public are encouraged.

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

25. 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 from drugs. 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.

(n) Projects that enhance the awareness of the dire consequences of engaging in drug trafficking activities among members of the public, especially young people, socially disadvantaged groups (e.g. ethnic minority groups) and at-risk individuals through online or offline means

26. Law enforcement figures in 2023 saw a slight decrease in the number of young people aged under 21 arrested for drug offences compared with 2018, the number for which was 323, 7% lower than that in 2018 (347). For drugs seized by the Police and the Customs and Excise Department, the total amount decreased by 47%, from around 66 300 kilograms (kg) in 2022 to approximately 35 200 kg in 2023. Yet, the five major drugs (namely, heroin, cocaine, cannabis, "Ice", and ketamine) seized registered a significant increase of 68% from around 7 900 kg in 2022 to around 13 300 kg in 2023.

27. The situation warrants attention, and enhanced efforts should be made to educate members of the public, especially young people, socially disadvantaged groups (e.g. ethnic minority groups) and at-risk individuals, 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, using online or offline means are encouraged.

28. 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

(o) Research studies on the characteristics of psychotropic substance abuse, particularly on psychotropic substances which have relatively higher or gained prevalence in Hong Kong such as cocaine, “Ice”, cannabis and other emerging drugs to provide more information about the drug harms and to identify suitable treatment methods and develop effective treatment models for application in Hong Kong’s context

29. The prevalence of psychotropic substance abuse 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 relatively higher or gained prevalence in Hong Kong, such as cocaine, “Ice” and cannabis, are encouraged. Research studies that aim at developing more effective treatment models to address the latest psychotropic substance abuse problem that could be applied in Hong Kong’s context and for sharing with the anti-drug sector would be given more weight.

(p) Research studies 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 races and sexual orientations)

30. 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. Research studies that would bring practical benefits to T&R and PE&P initiatives are encouraged.

(q) Studies on identifying and collating good practices or protocols based on the findings of the completed BDF RFS projects with a research element

31. Since the establishment of BDF RFS in 1996, a total of 85 research-type projects (comprising 71 research projects and 14 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 encouraged.

* * *

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

Criteria		Score
1. Project Strength (Weighting: 30%)		
(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	
2. Impact (Weighting: 30%)		
(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	

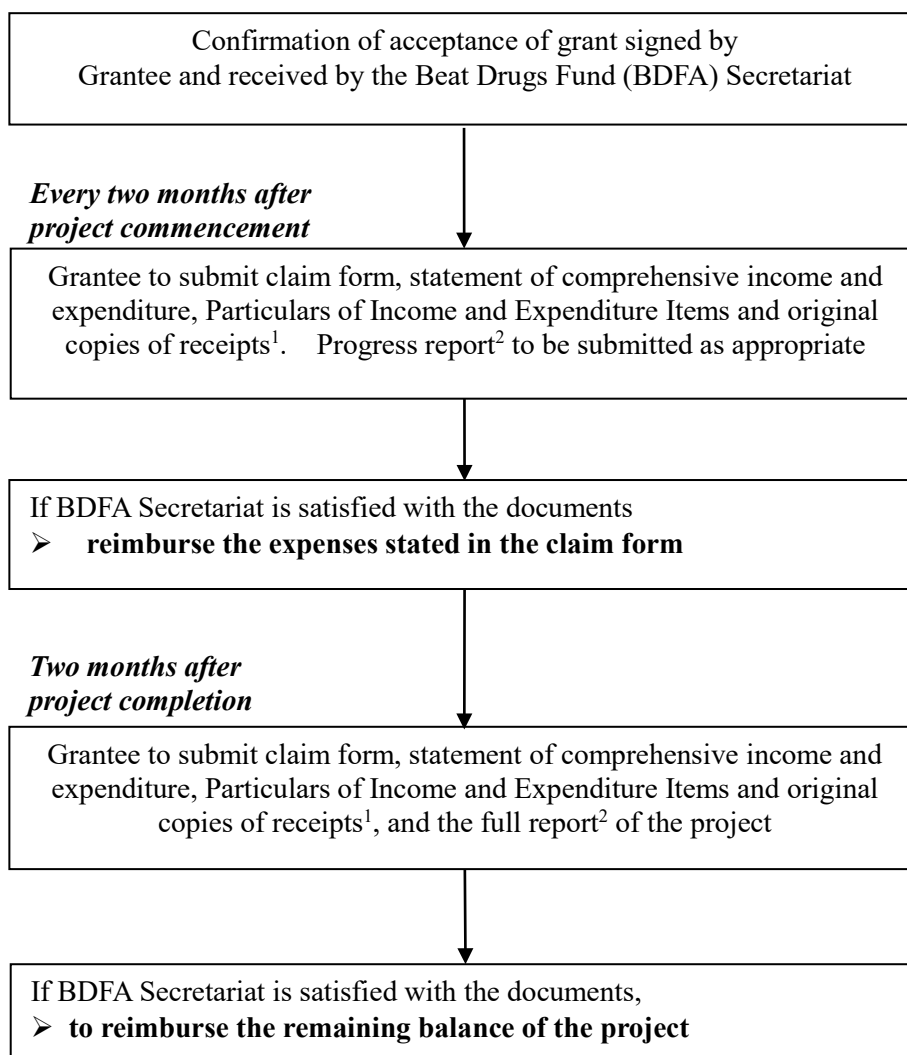
Criteria		Score
3. Project Design and Feasibility (Weighting: 25%)		
(a)	whether the proposed project schedule is well-planned and the duration is practical and reasonable	(maximum score: 25, passing score: 12.5)
(b)	the degree of participants' involvement in the planning and implementation of the project, 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	
4. Experience and Track Record (Weighting: 15%)		
(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	
Total:		(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
(subject to review)**

(for projects without engagement of auditors)

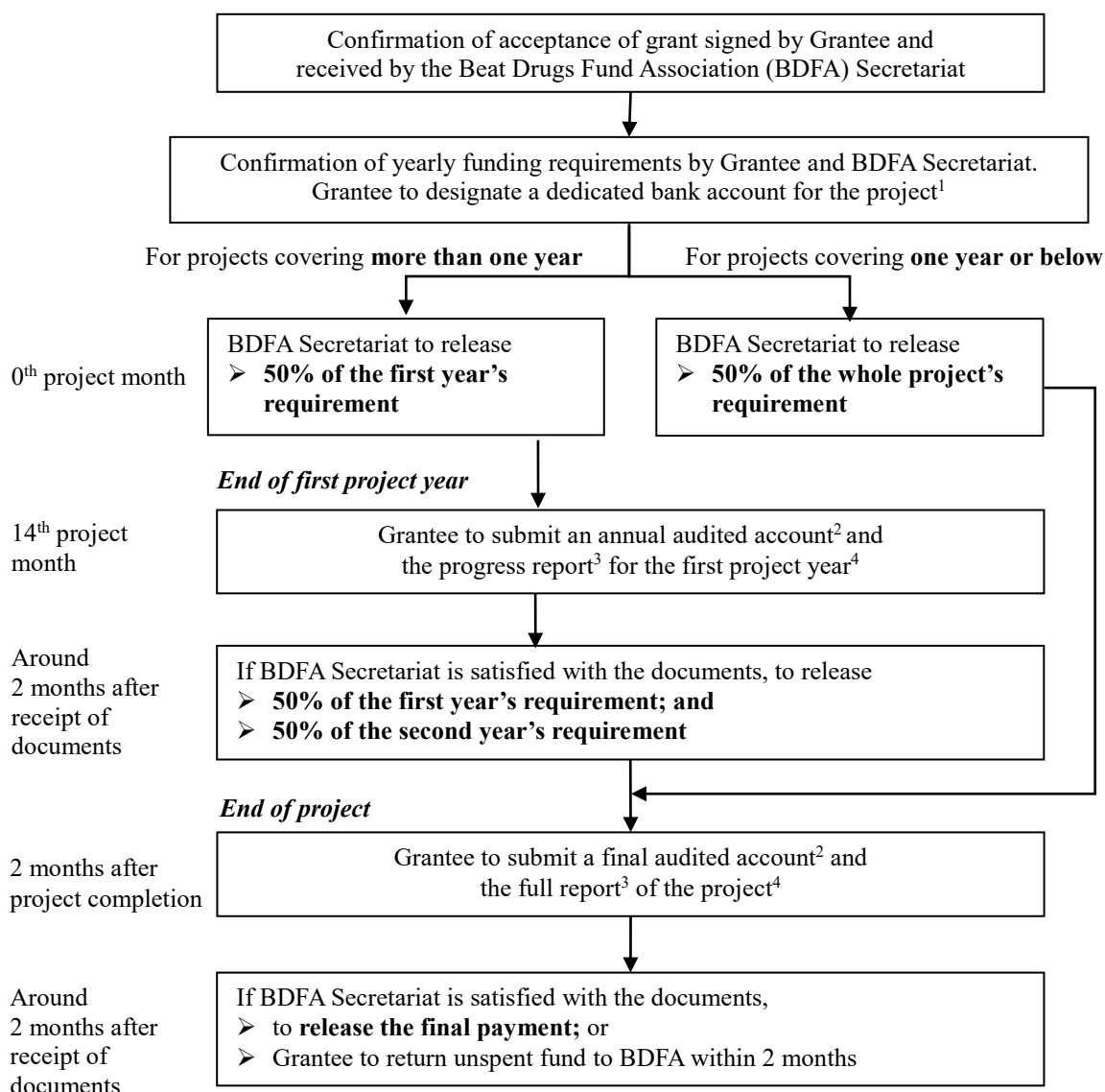


¹ Grantees shall submit the claim form including a section on the project progress since the previous claim, statement of comprehensive income and expenditure, “Particulars of Income and Expenditure Items”, “Claim for Travel Expenses” and “Records of Personal Emolument” as applicable in the prescribed 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.

² 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)



¹ 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.

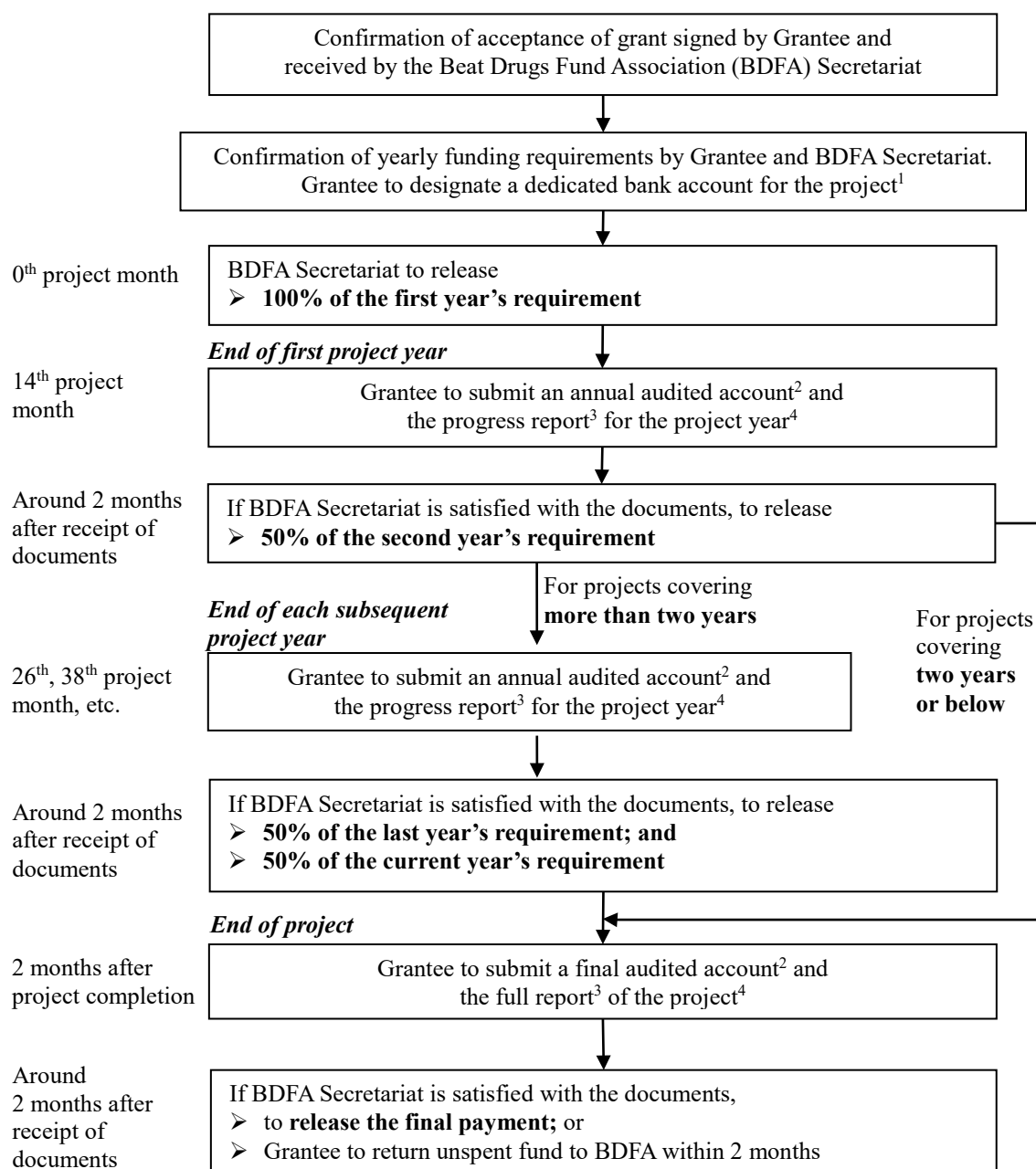
² The annual/final “audited account” includes the auditors’ report, statement of financial position, statement of comprehensive income and expenditure and notes to account for the project. Grantees shall submit the audited account, “Particulars of Income and Expenditure Items”, “Claim for Travel Expenses” 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.

³ 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.

⁴ 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)



¹ 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.

² 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.

³ 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.

⁴ 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.