
How to apply for Hong Kong project funding

- The Hongkong Bank Foundation supports a broad range of community projects in Hong Kong

What we fund

- The Foundation prefers to fund:
 - Directly rather than through third parties or fund-raising events
 - Specific projects rather than general funds
 - One-off programmes in aid of the disadvantaged.
 - Locally-registered organisations under Section 88 of Hong Kong's Inland Revenue Department
- Where possible, applicants for community-based initiatives in Hong Kong are first encouraged to consider the [HSBC Community Partnership Programme](#)

What we don't do

- The Foundation does not give priority to:
 - Individuals, other than through its own established scholarship programmes
 - General fund-raising activities
 - Projects or programmes already underway
 - Open-ended expenditure research studies/surveys, endowment, study tours, overseas trips, conferences/seminars/symposiums, exhibitions, film productions, and book publications

How we evaluate applications

- The Advisory Committee of the Foundation evaluates applications based on the following considerations:
 - The reputation, track record, and financial status/management of the applicant
 - Objectives and proven need for the project
 - Outcomes, measurable impact and their evaluation
 - Feasibility, planning, and project management
 - Budget and cost efficiency
 - Capacity and plan to sustain the programme after the requested sum is spent; and

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- Unique qualities, innovation, synergy with other programmes, and whether there are opportunities to engage HSBC staff

How to apply

- The Foundation’s Advisory Committee meets four times a year. Deadlines for applications in 2018 are 13 February, 11 May, 24 July and 19 October.
- Early submission should allow time for follow-up enquiries from the Foundation if necessary.
- Applications must be written in English and must include the following:
 1. A completed [application form](#).
 2. A full proposal, signed off by authorised staff preferably at headquarters level, consisting of:
 - One page executive summary, with project time frame and requested donation amount and project total cost
 - Descriptions addressing the elements listed on “How we evaluate applications” above; (Please contain core descriptions within four pages, additional information can be presented in the form of appendices.)
 - A comprehensive budget with unit cost information on expense items, and source(s) of funding, if applicable
 - A work timetable outlining key milestones; and
 3. The applicant organisation’s annual report and audited accounts for the past two years.
- Applications should be sent to:

Secretary of the Advisory Committee
The Hongkong Bank Foundation
c/o Corporate Sustainability
Level 10, Tower 2
HSBC Centre
1 Sham Mong Road
Kowloon

 - Applications will not be accepted via facsimile or e-mail