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/symposia, 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
  – 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 three times a year. Deadlines for applications in 2019 are 18 February, 29 July and 28 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