

The Hongkong Bank Foundation – Application Form for Funding Proposal

Date of Application Submission: _____

Part One - About Your Organisation

1) Organisation name: _____

2) Website URL: _____

3) Annual income in the latest audited accounts: _____

Year

4) Is the Organisation:

▪ registered under Section 88 of the Inland Revenue Ordinance?	<input type="checkbox"/> Yes Month/Year _____	<input type="checkbox"/> No
▪ government subvented or funded by a government scheme?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
▪ funded by prevalent grant making organizations such as the Community Chest and/or the Hong Kong Jockey Club Charitable Trust within the last 3 years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
▪ A member of the Hong Kong Council of Social Service Wise Giving Scheme	<input type="checkbox"/> Yes	<input type="checkbox"/> No
▪ funded by the Hongkong Bank Foundation and/or HSBC before?	<input type="checkbox"/> Yes Month/Year of the latest funding _____	<input type="checkbox"/> No

5) For formal correspondence in future, please provide the name and title of the head of the organisation:

6) Correspondence Address:

- 7) Please provide the full name of the current Board of Directors or members of the highest governing body.

Position	Full English Name (matched with HKID/Travel document) (Surname, Given names)	Name in Chinese (matched with HKID/Travel document), where applicable

- 8) Please provide the number of employees of the organisation basis of last annual report or account.

Full-time employee	Part-time employee	Total number of employee

All data collected will be held confidentiality to the extent possible within our legal and regulatory framework and in accordance with our policies in place from time to time.

Part Two – About the Project

- 1) Project name _____
- 2) Key data:
 - Project time frame _____
 - Requested sum of donation _____
 - Number of direct beneficiaries _____
 - Number of indirect beneficiaries _____
 - Other impact measurement _____
- 3) Other funding obtained or sources approached _____
- 4) Contact person for the project _____
 - Name and title _____
 - Email address _____
 - Telephone number _____

Check List

▪ A completed Application Cover Page	<input type="checkbox"/> Yes	<input type="checkbox"/> No
▪ A full proposal with the endorsement and signature of the head of the organisation	<input type="checkbox"/> Yes	<input type="checkbox"/> No
▪ A one page executive summary to the project proposal	<input type="checkbox"/> Yes	<input type="checkbox"/> No
▪ Annual reports and audited accounts for the last 2 years <i>If they are available online, please provide the URL without sending us a hard copy.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
▪ If your organisation is not registered under Section 88 of the Inland Revenue Department, please include your Registration Certification showing non-profit status.	<input type="checkbox"/> Yes	<input type="checkbox"/> No