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## How to apply for Hong Kong project funding

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

## What we fund

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- 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

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- 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

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- 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

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- 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