



陳廷驊  
基金會  
The D. H. Chen  
Foundation


# Project Fuel

## 雪中送炭計劃

COVID-19 Emergency Funding Program

English Version





In this moment of uncertainty,  
it's time to remember that  
we are resilient, persistent,  
and not alone.

## Project Introduction

In view of the major socio-economic impacts caused by the COVID-19 outbreak, The D. H. Chen Foundation (“the Foundation”) presents Project Fuel (“the Project”) that will provide emergency financial support to Hong Kong’s small-sized, non-subsided non-government organizations (“the NGOs”) in order to maintain their core operations amid this challenging moment.

The Project will also include Fellowship Program which offers various networking and coaching opportunities to awarded NGOs, empowering them to be more resilient in the face of adversity.

In addition to meeting urgent needs of our community, the Foundation aspires to foster a healthy and long-term development within the NGOs, as well as collaboration among like-minded stakeholders to drive bigger impact.



All awarded NGOs are entitled to **both financial and fellowship support** implemented in two stages:

## Project Content

### Stage I: Financial Support (to be awarded within Q3 2020)

**Supporting each awarded NGO's critical operating expenses with a maximum of HK\$750,000. For example:**

- Overhead (rental, utilities, information technology services, etc.)
- Core operation manpower (executive, finance, administrative, human resources, public relations, information technology staff etc.)

The final amount of the financial support shall be subject to the Foundation's decision.

### Stage II: Fellowship Program (to be commenced by Q4 2020 tentatively)

**Offering tailor-made networking and intellectual exchange opportunities in a 6-month Fellowship Program. Activities include:**

- Peer-support session, one-on-one coaching, and meet-and-greets with various funders etc.

Multiple stakeholders such as the Project's participating NGOs, NGO partners and local funders within the Foundation's network will take part in these activities, in order to foster forward-thinking collaboration and drive collective impact for a greater good.

# Eligibility for Application

1. Registered as a tax-exempt organization under section 88 of the Inland Revenue Department
2. Proven track record prominently serving the Hong Kong community in recent 2 years
3. Not currently receiving recurrent subventions from Social Welfare Department
4. Not currently a Community Chest member
5. No project funded by The Hong Kong Jockey Club for over HK\$5,000,000 in 2019 - 2020
6. Annual expenditure under HK\$10,000,000 in previous financial year (2018/19 or 2019)
7. Ability to demonstrate active plans and alternate arrangements in supporting Hong Kong community during this COVID-19 outbreak
8. Not currently engaged in a multi-year or program-based partnership with The D. H. Chen Foundation

# Application Procedure

1. Please submit application using the online application system : <http://bit.ly/projectfuel> (Applicant will need a Google account to access to the application system)
2. Please fill in all necessary information and submit all supplementary documents through the online application system in ONE single submission.
3. Application period starts from May 25, 2020 at 12pm to June 5, 2020 at 12pm
4. Any application without the submission of all valid documents along with the online application prior to the deadline will not be considered.
5. Only shortlisted applicants will be notified by phone and be invited to a panel meeting within 2 months after the application deadline. Details will be further announced at notification stage.



# Supplementary Documents

Please upload the following documents along with the online application in ONE single submission:

1. Inland Revenue Ordinance Section 88 tax exemption certificate
2. Company registration certificate
3. Most recent set of annual audited accounts available
4. Income / donation summary in previous Financial Year (2018/19 or 2019)(Please categorize the funding source with the relevant amount)
5. Full organizational structure and employee list (with job description and salary amount) in Jan 2020
6. \*Critical overhead and manpower expenses (with descriptions and expenses break down) in April 2020

*\* Fixed costs on rental, utilities, information technology services, etc.,  
and core operation manpower (executive, finance, administrative, human resources, public relations, information technology staff, etc.)*



# Description of Organization

Please prepare responses (bullet-point form preferred) for the following items (to be uploaded within the online application as Word or PDF attachments):

## Organization Needs and Challenges

Please describe the following (word-limit: 400 English words or 1,000 Chinese characters) :

1. Financial crisis that the organization is facing in relation to critical operation support at the present moment; and
2. Most crucial challenge for the organization in relation to long-term organizational development and/or capacity building

## Organization's Past and Present Service

Please describe the following (word-limit: 800 English words or 1800 Chinese characters) :

1. Prominent service to the Hong Kong community for the immediate past two years; and
2. What the organization has done (if any) to support the Hong Kong community during the COVID-19 outbreak


# Program Timeline

Open Application : May 25, 2020 at 12 pm to June 5, 2020 at 12 pm

Panel Meeting of shortlisted applicants: by mid-July 2020

Stage 1 Funding Disbursement : in Q3 2020

Stage 2 Fellowship Program Commencement: in Q4 2020



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For Enquiry:

[projectfuel@dhchenfoundation.com](mailto:projectfuel@dhchenfoundation.com)

\*Please provide us with your contact number via email.  
Our team will get in touch with you shortly.



[www.dhchenfoundation.com](http://www.dhchenfoundation.com)

