



Call for Funding Applications - Frequently Asked Questions 撥款申請指引 - 常見問題

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最後更新：2025年6月17日

Eligibility

資格

1. Q: Who is eligible to apply?
問：哪些機構符合申請資格？

A: To better identify and align with OSC's mission to support smaller charities, an organisation will be eligible to apply if it:

- Is a non-profit charitable organisation registered in Hong Kong and exempt from tax under section 88 of the Inland Revenue Ordinance
- Has a current Certificate of Incorporation
- Does not receive Social Welfare Department major subvention allocation
- Does not exceed in the previous financial year annual expenditure of HK\$15 million.

For an organisation to be eligible, it must fulfill all of the above criteria.

Applications are required to submit the following supporting documents during the application

- A copy of the letter issued by the Inland Revenue Department on tax-exemption under section 88 of the Inland Revenue Ordinance (Cap. 112).
- A copy of Certification of Incorporation.
- A copy of the most recent audited financial statement (no earlier than 2023 and within 2025, covering a full fiscal year).
- Board of Directors (list of full names with English and Chinese, same as HKID) and organisation chart.

答：為配合愛心聖誕大行動（OSC）支援小型慈善機構的使命，機構必須滿足以下所有條件方可申請：

- 必須為香港註冊的非牟利慈善機構，並根據《稅務條例》第88條獲豁免繳稅。
- 必須持有有效的公司註冊證書。
- 沒有接受社會福利署的主要經常撥款資助。
- 上一個財政年度的年度開支不超過港幣1,500萬元。

機構必須符合以上所有準則方為合資格申請者。

申請機構必須在提交申請時，同時提交以下證明文件：

- 稅務局發出，根據《稅務條例》（第112章）第88條獲豁免繳稅的信件副本。

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- 公司註冊證明書副本。
- 最近期的經審計財務報表副本（日期不得早於2023年且不遲於2025年，須涵蓋一個完整財政年度）。
- 董事會名單（須列明中英文全名，並與香港身份證上一致）及機構組織架構圖。

2. Q: Can an organisation submit more than one application?

問：一個機構可以提交多於一份申請嗎？

A: Each organisation can only submit one application. However, each centre/service unit within the same non-profit organisation can apply for funding separately.

答：每個機構只可提交一份申請。然而，同一非牟利機構轄下的個別中心/服務單位可分開申請撥款。



3. Q: Is joint application (with primary applicant and co-applicant) acceptable and what are the guidelines regarding funding disbursement and reporting?

問：聯合申請（設有主要申請者和共同申請者）是否獲接納？撥款發放和報告有何指引？

A: Yes, joint application is highly recommended for funding requesting HK\$600,000 or above to encourage collaboration. Please indicate the co-applicant as the "Other Implementing organisations" under "Part A: Applicant Information" in the proposal form. Please be kindly reminded that the lead applicant must be a non-profit charitable organisation registered in Hong Kong and exempt from tax under section 88 of the Inland Revenue Ordinance. The other organisation(s) can be a charity, social enterprise or private company. The primary applicant will hold the direct responsibility for the project agreement, the management of project finances and all reporting requirements. Grant disbursement will be transferred directly to the primary applicant's designated account.

答：可以。為鼓勵合作，申請港幣60萬元或以上撥款的項目，強烈建議採用聯合申請。請在建議書**「甲部：申請者資料」中將共同申請者列為「其他實施機構」**。敬請注意，主要申請者必須是在香港註冊並根據《稅務條例》第88條獲豁免繳稅的非牟利慈善機構。其他合作機構可以是慈善團體、社會企業或私人公司。主要申請者將對項目協議、項目財務管理以及所有報告要求負上直接責任。撥款將直接轉入主要申請者指定的帳戶。

4. Q: Can the "other collaborating applicant" be a subordinate organisation under the primary organisation? Any requirements to submit supporting documents for the "other collaborating applicant"?

問：「其他合作申請者」可以是主要申請機構的附屬單位嗎？是否需要提交「其他合作申請者」的證明文件？

A: Yes, subordinate organisations are welcome to serve as "other collaborating applicant(s), with justification on how the collaboration creates synergy." Only the primary applicant is required to submit supporting documents and meet the eligibility criteria for the funding.

答：可以，歡迎附屬單位擔任「其他合作申請者」，但須提供合作如何產生協同效應的理據。只有主要申請者需要提交證明文件並符合撥款的申請資格。



5. Q: If a sub-unit is self-financed whereas its mother organisation receives subvention from the Social Welfare Department, is it eligible to apply?

問：如果一個附屬單位的經費是自給自足，但其母機構接受社會福利署的資助，該附屬單位是否符合申請資格？

A: No. An organisation, including any of its sub-units, must fulfill all criteria to be eligible. If the sub-unit which the organisation belongs doesn't meet any one of the specified criteria, it is not eligible to apply.

答：不符合。一個機構包括其任何附屬單位，必須滿足所有條件才能符合資格。如果該機構所屬的附屬單位不符合任何一項指定標準，則不具備申請資格。

6. Q: What is the definition of the Social Welfare Department's major subvention allocation?

問：社會福利署主要經常撥款資助的定義是什麼？

A: Please refer to the list published by SWD published for 2024-25

<https://www.swd.gov.hk/en/ngo/subventions/suballoc/subvention/>

答：請參考社會福利署公佈的2024-25年度撥款資助名單：

<https://www.swd.gov.hk/en/ngo/subventions/suballoc/subvention/>



7. Q: A newly established organisation formed less than one year ago and therefore does not have a financial audit report yet. Is this organisation eligible to apply?
問：一個成立不足一年，因此尚未有財務審計報告的新機構，是否符合申請資格？

A: The most recent audited financial statement (no earlier than 2023 and within 2025, covering a full fiscal year) is a mandatory requirement for eligibility. This documentation allows us to verify the organisation's financial expenditure. As such, organisations unable to provide an audited financial statement are not eligible to apply at this time.

答：最近期的經審計財務報表（日期不得早於2023年且不遲於2025年，須涵蓋一個完整財政年度）是申請資格的必要要求。此文件用於驗證機構的年度財政開支。因此，暫時無法提供審計財務報表的機構目前不符合申請資格。

Project Proposal

項目建議書

8. Q: Could our organisation apply for a project which is currently receiving existing grants?
問：本機構能否申請目前正在接受其他資助的項目？

A: No, the funding application must not overlap with any existing grants. If the project is co-sponsored by other parties, please specify additional funding from other sources clearly and indicate the proposed usage of OSC funding to fill in the service gap.

答：不可以，撥款申請的項目內容不得與任何現有資助重疊。如果項目由其他方共同贊助，請清楚列明來自其他來源的額外資助，並指明所申請的愛心聖誕大行動資金將如何用於填補服務的缺口。

9. Q: Could our organisation apply for grants from both OSC and also OSC's donors?
問：本機構可否同時向愛心聖誕大行動以及愛心聖誕大行動的捐助者申請撥款？

A: Applicants should note that if a project or projects are submitted for consideration to OSC and also to one of OSC's donors, only one of those projects can be approved.

答：申請者應注意，如果一個或多個項目同時提交給愛心聖誕大行動和其中一位捐助者審議，最終只會有一個項目獲得批准。



10. Q: Should our organisation submit a budget plan for every financial year or only the whole project?

問：本機構需要為每個財政年度還是只為整個項目提交預算方案？

A: Only one budget plan reflecting the entire project period is needed.

答：只需提交一份預算方案，列明整個項目期間的預算即可。

11. Q: Are there any duration requirements of the project?

問：項目在期限上有沒有要求？

A: Yes, the funded project start date must be on 1 April 2026 unless further request. Project period is ranged from 1 year to 3 years; half yearly project is also accepted. (i.e. 1.5 years, 2.5 years)

答：有，除非另有要求，獲資助項目的開始日期必須為2026年4月1日。項目期限為1年至3年；亦接受以半年為單位的項目期限（即1.5年、2.5年）。



12. Q: Could the project start date be later than April 2026? For example, to align with the school academic calendar to school-related programmes?

問：項目開始日期可否晚於2026年4月？例如，為配合學校的學術日程？

A: All projects must start on 1 April 2026. It is suggested to arrange different project phases, for example preparation and recruitment...etc to fit in the timeline. Please state the justification in the application for consideration.

答：所有項目必須在2026年4月1日開始。建議您安排不同的項目階段，例如籌備和招募等以配合時間表。請在申請中列明理據以供考慮。

13. Q: Does the project need to be related to Christmas?

問：項目需要與聖誕節相關嗎？

A: No specific requirements for the project to be related to Christmas, but please consider the vetting criteria and funding focus area for selecting our beneficiaries.

答：項目沒有規定必須與聖誕節相關，但請考慮甄選準則和撥款重點範疇。

14. Q: What is the word limit for the Proposal Form?

問：建議書的字數限制是多少？

A: keep your Proposal Form (part C-E) to a maximum of ten pages only. For supplementary information, if any, please indicate in the annex (part C11).

答：請將您的建議書（C-E部分）限制在最多十頁。如有任何補充資料，請在**附件（C11部分）中註明。

15. Q: For existing or past beneficiaries who would like to submit a new round of application, any requirements to include new elements/ service to the proposal?

問：對於希望提交新一輪申請的現有或過往受惠機構，建議書是否需要包含新元素/服務？

A: It's not mandatory to include new services as long as they meet the eligibility requirements. However, we recommend providing details on your previous project's outcomes and demonstrating ongoing social needs to support your application.

答：只要符合申請資格，並非強制要求包含新服務。然而，我們建議您提供上一項目的成果詳情，並展示持續的社會需求以支持您的申請。





16. Q: What is the meaning of “volunteering opportunities” in a project proposal?

問：項目建議書中「義工機會」的含義是什麼？

A: "Volunteering opportunities" in your proposal refers to requirements for corporate volunteering to support your project. We prioritize Direct Service Volunteering. Please provide details for each opportunity, including:

- Nature of Volunteering: Clearly state if it's Direct Service or Skilled-Based.
- Volunteer Roles: Specific duties and responsibilities.
- Number of Volunteers: Estimated quantity required.
- Duration/Frequency: Expected time commitment from volunteers.
- Specific Skills: Any necessary expertise for skilled-based roles.
- Project Impact: How volunteers will contribute to project success.

While Direct Service is preferred, Skilled-Based opportunities may be considered based on organisational needs and volunteer capacity.

答：建議書中的「義工機會」是指企業義工支援您項目的需求。我們優先考慮直接服務型義工**。請為每個機會提供以下詳細資訊：

- 義工性質：清楚說明是直接服務型還是技能為本型。
- 義工職責：具體的職責和責任。
- 義工人數：預計所需數量。
- 時長/頻率：義工預期的時間投入。
- 特定技能：技能為本型職位所需的任何專業知識。
- 項目影響：義工將如何為項目成功作出貢獻。

雖然優先考慮直接服務型，但技能為本型的機會亦會根據機構需求和義工能力納入考慮。

Budget and funds

預算與資金

17. Q: What is the maximum funding amount?

問：最高申請資助金額是多少？

A: The maximum funding amount is HK\$1,000,000.

答：最高資助金額為港幣1,000,000元。

18. Q: What is the suggested or maximum distribution for different categories of the project budget?

問：項目預算不同類別的建議或最高分配比例是多少？

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A: Staff cost/ Personal Emoluments should not exceed 50% of the total requested funding, and administrative cost should be kept within 10%. Audit Fee covering the whole project should be included in the budget, to be marked as a separate budget item. Please refer to section D of the proposal form D (screencapped below) for illustration.

答：職員費用/個人薪酬不應超過所申請資助總額的50%，而行政費用應控制在10%以內。涵蓋整個項目的審計費用應包括在預算內，並標註為獨立預算項目。請參考建議書D部分（下圖截屏所示）的說明。

applicants please prepare a detailed project budget in **excel format and online submission.**

Table below is a template; feel free to make adjustment according to specific project needs:

	Item	Budget (Year 1)	Budget (Year 2) If applicable	Total budget
A	Personal Emoluments (must be within 50%)			
B	Programme cost (e.g. Venue, tutor fee, material fee)			
C	Promotion cost			
D	Administrative cost (must be within 10%)			
E	Audit Fee			
F	Miscellaneous			



19. Q: What is the definition of personal emoluments/ staff cost? How to differentiate between “staff” and “program” costs?

問：個人薪酬/職員費用的定義是什麼？如何區分「職員費用」和「項目費用」？

A: To establish a neutral, factual, and cross-checkable budget submission mechanism for NGOs, we propose differentiating manpower costs based on their job nature/function rather than solely on employment type (e.g., part-time vs. freelance).

"Staff Costs" Category: This category would encompass personnel directly involved in program management and coordination. These are the core individuals overseeing the day-to-day execution and strategic direction of the charitable program.

"Program Costs" Category: This category would include personnel whose roles are directly tied to specific program functions or specialized services.

Examples include:

- IT support for a project-specific database or online platform.
- Marketing/communications specialists dedicated to project outreach.
- Copyediting for program materials or reports.
- Project-specific trainers or facilitators.

答：為了建立一個中立、事實和可交叉核對的非政府組織預算提交機制，我們建議根據人力的工作性質/職能來區分其費用，而不是單憑僱用類型（例如，兼職 vs 自由職業者）。

「職員費用」類別：此類別涵蓋直接參與項目管理和協調的人員。這些是負責監督慈善項目日常執行和策略方向的核心人員。

「項目費用」類別：此類別將包括那些職責直接與特定項目功能或專業服務相關的人員。

例子包括：

- 為項目專用資料庫或線上平台提供的資訊科技支援。
- 專門負責項目外展的市場推廣/傳訊專員。
- 項目材料或報告的文案編輯。
- 項目專用的培訓師或協調員。

20. Q: Are there any quotation requirements during procurement?

問：在採購過程中是否有報價要求？

A: Please follow your organisation's procurement policy. For best practices, please refer to ICAC's guide for reference:

https://cpas.icac.hk/UPLoadImages/InfoFile/cate_43/2016/b4e94be0-46d9-4edd-ab-c8-5b89e431e32b.pdf



答：請遵循貴機構的採購政策。有關最佳實踐，請參考廉政公署（ICAC）的指引：
https://cpas.icac.hk/UploadImages/InfoFile/cate_43/2016/b4e94be0-46d9-4edd-ab c8-5b89e431e32b.pdf



21. Q: Is there any flexibility for budget re-allocation after project commencement?

問：項目開始後，預算重新分配方面有彈性嗎？

A: Spending deviations within the same budget category are permissible. However, any variance across categories requires virement approval to be sent to the OSC team. The written approval email shall include:

- A description of justification
- List out proposed change VS original
- Indicate budget variance (if any)
- Outline the impact on project output (if any)
- Assurance that the overall budget amount remains unchanged

答：同一預算類別內的開支差異是允許的。然而，跨類別的任何變動都需要提交撥款轉移申請予愛心聖誕大行動團隊審批。書面批准郵件須包括：

- 理據描述
- 列出建議變動對比原始預算
- 指明預算差異（如有）
- 概述對項目產出的影響（如有）
- 確認總體預算金額保持不變



22. Q: What are the disbursement installments breakdown and timeline?

問：撥款分期發放的細則和時間表是怎樣的？

A: Approved funding will be disbursed in April 2026 after fulfilling the conditions below:

- For projects more than 12 months and up to 2 years:
 - Disbursement
 - 90% of Grant
 - 10% of Grant
 - Disbursement timeline
 - Within 14 working days upon receipt of the Reply Slip signed by Grantee
 - Within 14 working days upon receipt of the Final Report subject to by OSC
 - Conditions of payment
 - Signing of Reply Slip
 - Satisfactory completion and submission of Final Report
- For projects over 2 years:
 - Disbursement
 - 50% of the Grant
 - 40% of the Grant
 - 10% of the Grant
 - Disbursement timeline
 - Within 14 working days upon received Reply Slip
 - Within 14 working days upon received mid-Project Progress Report
 - Within 14 working days upon received Final Report
 - Conditions of payment
 - Signing of Reply Slip
 - Submission of mid-Progress Report
 - Submission of Final Report

答：獲批的資金將在滿足以下條件後於 2026年4月 發放：

- 適用於超過12個月且不超過2年的項目：
 - 撥款比例
 - 90% 資助
 - 10% 資助
 - 撥款時間表



- 收到受資助者簽署的回條後 14 個工作天內
- 最終報告經愛心聖誕大行動審閱後 14 個工作天內
- 付款條件
- 簽署回條
- 圓滿完成並提交最終報告
- 適用於超過2年的項目：
 - 撥款比例
 - 50% 資助
 - 40% 資助
 - 10% 資助
 - 撥款時間表
 - 收到回條後 14 個工作天內
 - 收到項目中期進度報告後 14 個工作天內
 - 收到最終報告後 14 個工作天內
 - 付款條件
 - 簽署回條
 - 提交中期進度報告
 - 提交最終報告



Selection Process

甄選過程

23. Q: What are the vetting criteria?

問：甄選準則是什麼？

A: The proposals will be evaluated by the Selection Committee using the following criteria:

- Mission Alignment
- Directly serve people with demonstrated needs in Hong Kong as identified in OSC's themes
- Measurable Impact
- Ability to prove delivery of positive output, outcome and impact to the beneficiaries via evidence-based evaluation methods
- Innovative pilot
- Demonstrates creativity with unique solutions or fresh methodologies to address identified needs, with priority given to pilot projects
- Long-term Sustainability
- Demonstrates capacity and clear plan to sustain its service and expand its impact after the initial funding ends
- Organizational Capability and Financial Viability
- Proven capability and capacity to effectively deliver project deliverables through transparent governance, accountability, and financial prudence with a reasonable and scalable budget.
- Financially sound with reasonable and scalable budget

答：甄選委員會將根據以下準則評估建議書：

- 使命一致性
- 項目必須直接服務符合愛心聖誕大行動主題中已識別的、具明顯需求的香港群體。
- 可量度影響力
- 能夠透過循證評估方法，證明為受惠者帶來正面的產出、成果和影響。
- 創新先導性
- 展現創意，以獨特的解決方案或新穎的方法來應對已識別的需求，先導性項目將獲優先考慮。
- 長遠可持續性
- 展現能力和清晰計劃，在初期資助結束後維持服務並擴大影響力。
- 機構能力和財務可行性
- 證明具備能力和容量，透過透明的管治、問責制以及具備合理及可擴展預算的審慎理財，有效交付項目成果。

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- 財務穩健，預算合理且可擴展。



24. Q: What is the selection process and timeline?

問：甄選過程和時間表是怎樣的？

A: Please refer to timeline below:

Selection Process Timeline

Milestones	Dates
Funding application opens	2 June 2026
Funding application deadline	14 July 2026 noon
Review & vetting by OSC	15 July-Aug 2026
For Shortlisted Applicants Only	
Shortlisted applicants receives email notification	Early Aug 2026
In-person presentation to OSC Selection Committee	Mid Aug 2026
Due diligence by HKCSS	End Aug 2026
For Final Selected Applicants Only	
Confirmation and Announcement	End Jan 2027
Signing of grant acceptance "Terms & Conditions" & 1st installment funds disbursement	Apr 2027
Project implementation, reporting and media interview	Apr 2027 onwards

答：請參考以下時間表：

甄選過程時間表

里程碑	日期
撥款申請開放	2026年6月2日
撥款申請截止日期	2026年7月14日中午
愛心聖誕大行動進行審閱與審批	2026年7月15日至8月

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只適用於入圍申請者	
入圍申請者收到電郵通知	2026年8月上旬
向愛心聖誕大行動甄選委員會進行親身陳述	2026年8月中旬
香港社會服務聯會進行盡職審查	2026年8月底
只適用於最終獲選申請者	
確認與公佈	2027年1月底
簽署撥款接受**「條款與細則」及第一期資金發放**	2027年4月
項目實施、報告及媒體訪問	2027年4月起

Application

申請

25. Q: How should our organisation submit applications?

問：本機構應如何提交申請？

A: All funding applications should be submitted online only. Please visit the OSC Funding Page (<https://oschk.org/funding>) to read through the funding requirements, complete the online application, and attach proposals and supporting documents.

Note:

Please fill in the form in ENGLISH unless specified.

Please submit all attachments in PDF Format.

Applicants are allowed to edit the information after submission before the deadline. Applicants will be asked to input a login password to access the edit page. Please refer to the instructions to be provided via email after submission.

The submission will be considered final after the deadline on 14 July 2025 at 12 noon.

Towards the application deadline, the online system may be overloaded due to large volume of applications. To ensure timely completion of your online application, it is advisable to submit the application as early as possible.

答：所有撥款申請只接受網上提交。請瀏覽愛心聖誕大行動撥款頁面 (<https://oschk.org/funding>)，閱讀撥款要求、填寫網上申請表，並上傳建議書及證明文件。

注意：

SCMP Charities Limited (IR File No. 91/7320)

19/F, Tower One, Times Square | 1 Matheson Street, Causeway Bay, Hong Kong

T: +852-2680-8159 | E: osc@scmp.com | <https://oschk.org>



除非另有說明，請以英文填寫表格。

請以 PDF 格式提交所有附件。

申請人可以在截止日期前提交後修改資料。申請人將需要輸入登入密碼才能進入編輯頁面。請參考提交後透過電郵提供的指示。

提交將在 2025年7月14日中午12時 截止日期之後被視為最終版本。

臨近申請截止日期，網上系統可能因大量申請而超載。為確保您的網上申請能及時完成，建議您盡早提交申請。