

MAYOR OF LONDON

Hong Kong Community Fund

16 March 2023

AGENDA

- Background of the GLA's Hong Kong Integration Programme
- Introduction to the Hong Kong Community Fund
- Who is Groundwork London?
- Online application form and tips
- Programme key dates
- Case studies
- Q&A

This meeting will be recorded, apart from the Q&A section.



BACKGROUND



- Following China's imposition of the National Security Law on the people of Hong Kong in July 2020, the UK government introduced a new immigration route for Hong Kong British National Overseas (BN(O)) status holders, providing the opportunity for them and their family members to live, work and study in the UK.
- The BN(O) visa route was expended in February 2022, allowing adult children (i.e. those aged 18-24) to apply for the BN(O) visa independently of their parents. These changes were applied in October 2022.
- From January 2021 to the end of September 2022, 150,600 applications were submitted for the visa, with London deemed a popular destination. The Government estimates that between 258,000 and 322,000 BN(O) status holders, and their dependants, could take up the route over five years.

BACKGROUND

- The Department for Levelling Up, Housing & Communities establish 12 Welcome Hubs across the UK to prepare for BN(O) arrivals, co-ordinate practical advice and improve access to services for the community. The Greater London Authority (GLA) is one of these Welcome Hubs.
- In 2021, the GLA created the Welcoming Hongkongers Fund to support Hongkongers, to make them feel welcomed and build a sense of belonging in their new communities.
- The Welcoming Hongkongers Fund was a success as various organisations and community groups designed and delivered many activities that created a positive impact on the lives of many Hongkongers in London.



THE HONG KONG COMMUNITY FUND

- What support is available?
- Who can apply?
- What activities can be funded?
- How to apply?

THE HONG KONG COMMUNITY FUND

- What support is available?
 - **Development grant** between £1,000 and £10,000
 - **Impact grant** between £10,001 and £20,000
 - We expect to fund approximately 10 development grants and 10 impact grants.
 - The overall grant allocation will be flexible to meet the different needs of the programme.
 - Delivery of projects should begin in June 2023 and end in December 2023.
 - All successful applicants will be invited to join our Hong Kong Civil Society Incubator Programme.
- Who can apply?
- What activities can be funded?
- How to apply?

THE HONG KONG COMMUNITY FUND

- What support is available?
 - **Who can apply?**
 - **Development grant** between £1,000 and £10,000
 - Available for both unconstituted and constituted groups to apply with annual turnover of £200,000 or under according to the last published financial accounts
 - For organisations that are not legally constituted: you must have a sponsor organisation that fulfils one of the following criteria:
 - Registered charity
 - Charitable Company (limited by guarantee)
 - Community Amateur Sports Club
 - Excepted or exempted charity
 - Charitable Incorporated Organisations (CIO)
 - Charitable Company (limited by guarantee)
 - Community Benefit Society
 - Community Interest Company (CIC)
 - All application organisations or sponsor organisations must have at least two Trustees/Directors/Management Committee members who are not related and have a charitable dissolution clause within their governing document.
 - What activities can be funded?
 - How to apply?
-

THE HONG KONG COMMUNITY FUND

- What support is available?
- **Who can apply?**
 - Development grant between £1,000 and £10,000
 - **Impact grant** between £10,001 and £20,000
 - Available for constituted groups.
 - You are allowed to apply for a grant up to 50% of your annual turnover. Your turnover is the amount of money which comes into your organisation within the last accounting year.
 - All application organisations must have at least two Trustees/Directors/Management Committee members who are not related and have a charitable dissolution clause within their governing document.
- What activities can be funded?
- How to apply?

THE HONG KONG COMMUNITY FUND

- What support is available?
- **Who can apply?**
 - Development grant between £1,000 and £10,000
 - Impact grant between £10,001 and £20,000
 - Hong Kong-led groups and organisations will be prioritised.
 - We also welcome applications from other organisations, particularly those who are experienced working on one of the intersectional needs.
 - All organisations who are recipients of The Welcoming Hongkongers Fund are welcome to re-apply, as we are keen to support them to continue, expand or reformulate their existing projects.
- What activities can be funded?
- How to apply?

THE HONG KONG COMMUNITY FUND

- What support is available?
 - Who can apply?
 - **What activities can be funded?**
 - Promote a sense of welcome and belonging for both existing and newly arrived Hongkongers in London
 - Support Hongkongers with intersectional needs: children and young Hongkongers, older Hongkongers, LGBTQI+ Hongkongers, and Hongkongers with disabilities
 - Champion Hong Kong cultures, identities and heritage
 - Foster connection amongst Hongkongers and their wider communities
 - Support the wellbeing needs of Hongkongers
 - Enable Hongkongers to access and thrive in employment, skills and training
 - Grow the capacity of Hong Kong led civil society
 - Increase Hongkongers' confidence to navigate their new communities/ environment
 - Promote non-party political civic and democratic participation
 - How to apply?
-

THE HONG KONG COMMUNITY FUND

- What support is available?
- Who can apply?
- What activities can be funded?
- **How to apply?**
 - Applications are accepted from 22nd February 2023.
 - The deadline for applications is 27th March 2023 (9am).
 - Applications should be submitted via the Groundwork's online portal.

WHO IS GROUNDWORK LONDON?

- Groundwork London is an environmental and social regeneration charity, working closely with communities.
- We work under three interlocking themes:
 - Creating better spaces
 - Greener Living and Working
 - Improving People's Prospects



KEY CONTACTS IN GROUNDWORK LONDON

- **Rachil Kotidi** – Senior Programmes Officer (Grants)
- **Dostyar Dost** – Programmes Assistant (Grants)
- **Contact details:**
 - Email: HKcommunityfund@groundwork.org.uk
 - Telephone: 0207 239 1292 / 07726695812
 - [Website](#) of the Hong Kong Community Fund

GLA AND GROUNDWORK LONDON

- The GLA and Groundwork London are collaborating closely on this fund.

Groundwork London	GLA
<ul style="list-style-type: none">• Support during application stage	<ul style="list-style-type: none">• Support should your application be successful
<ul style="list-style-type: none">• Provide capacity, support and consultation	<ul style="list-style-type: none">• First point of contact during your grant journey, if your application is successful
<ul style="list-style-type: none">• Provide support to potential applicants, including technical assistance	<ul style="list-style-type: none">• Contact successful applicants to agree on project delivery dates and goals prior to signing Grant Agreement
<ul style="list-style-type: none">• Answer your queries via phone and email, circulating important updates via email and on their webpage	

APPLICATION FORM

- All applications need to be submitted via the **Online Application Portal BBGM**
- Deadline is **Monday 27th March 2023 (9am)**
- You can find the links to the application form portal on Groundwork's HK Community Fund [webpage](#)
 - **Development grant** (between £1,000 to £10,000): application link [here](#)
 - **Impact grant** (between £10,001 to £20,000): application link [here](#)
- For first-time applicants, when you get into the Online Application Portal BBGM, you will be asked to create a new account.
- You do not need to complete your application in one-go. You can start your application, save it and return to it at a later date.

APPLICATION FORM – DISCLAIMER

Completing This Form Section 1. Applicant Details X Section 2. About your Organisation Section 3. Project Information Section 4. Project Participants Section 5. Project Timeline Section 6. Budget breakdown & References Section 7. GDPR Declaration

Hong Kong Community Fund

Impact Grant – from 10,001 to £20,000

Disclaimer:

Please note that decisions to grant funding are subject to a formal decision-making process. You must not place any reliance whatsoever on the support of the GLA until formally notified in writing that your application has been successful and your authorised signatory(ies) has executed and returned a funding agreement, which will be sent to you by Groundwork London. To apply for this grant-funding please complete this form by 9am on Monday 27th March 2023. Please refer to the objectives and assessment criteria of the grant scheme which can be found in the e [Programme Prospectus](#). Groups can apply for a grant up to £20,000. Groups applying for this fund should be legally constituted. The funding amount groups can apply for should not be more than 50% of their annual turnover, as published in their last annual financial accounts. Grants will be distributed once there is satisfactory completion of due diligence and we have received a signed grant agreement.

If you have any questions and/or concerns about providing financial and/or other due diligence documents, please contact us for more advice. Our contact details are HKCommunityfund@groundwork.org.uk or +44 07726695812. Accordingly, any expenditure that you incur or commit to in the course of preparing your proposal prior to formal notification and execution and return of the funding agreement is incurred and/or committed to entirely at your own risk.

You do not need to complete this application in one go. You can return to this application at a later time. Please remember to click 'Save & Finish Later' before closing this window on your browser if you would like to complete your application at a later time.

* Please tick the box to confirm you answer 'Yes' to the above statements

☐

You will need to review this text and check this box, in order to proceed to the next step

APPLICATION FORM – SECTION 1

Section 1 – Applicant's Contact Details:

* 1.1. First Name

* 1.2. Last Name

* 1.3. Title

1.4. Are you applying as an individual or as an organisation?

* 1.5. Organisation Name (if applicable)

* 1.6. Is your organisation constituted? If yes, please select which type:

* 1.7. Phone Number

* 1.8. Email Address

* 1.9. Correspondence Address

Including postcode and London Borough you/your organisation are based in

- All questions in this section is related to your contact details.
- Most questions are mandatory (*)
- Please ensure you provide us with the correct information, so we can contact you in the future.

APPLICATION FORM – SECTION 1 (CONTINUED)

Registered Company Number (if applicable)

Registered Charity Number (if applicable)

A copy of your organisation's constitutional documents.

Choose file **

Upload

* Confirmation that your organisation has a bank account requiring two signatories

Please Select

Confirmation that your organisation holds, or will hold prior to the beginning of the project, all the relevant policies, procedures, permissions, insurances etc. to deliver the proposed work (e.g. safeguarding, DBS Checks, public liability insurance).

Please Select

* Confirmation your organisation has an annual turnover of £200,000 or less in the last financial year.

Please Select

Please note that we may ask you to provide evidence if you have answered 'yes' to any of the above questions. You will have 72 hours to provide evidence if a request is made. If you do not have any of the above documentation, you need to have them in place before the start of your project. If you have any concerns about obtaining these documentation, please contact us on 07726695812 and we will try our best to provide advice wherever appropriate.

- All questions in this section is related to your organisation.
- The purpose of asking for the constitutional documents listed in this section is for us to verify your organisation's legal status.
 - *NB: If your group is unconstituted, you should provide details and documents of your sponsor organisation.*
- You can submit your application online **without** uploading documents at this stage, but we will ask you for them, should your application is successful.

If you are having problems with obtaining any documents, please contact us, so we can advise on you a case-by-case basis.

APPLICATION FORM – SECTION 2

* 2.1. Please briefly describe the mission and priorities of your project/organisation. (max 100 words)

100
100

Please provide us with details of other groups or organisations you may partner with to deliver this project. (max 200 words)

If so, please provide information about the relationship and how tasks will be allocated.

200
100

2.3. Is your organisation equity-led? Please provide details. (max 100 words)

Organisations that are equity-led are those where at least 75% of the organisation's Trustees and at least 50% of staff members have personal experience of the issues they are tackling, or the communities that their projects are supporting.

100
100

* 2.4. Where did you find out about the Hong Kong Community Fund? (max 100 words)

100
100

- All questions in section 2 is related to information about your organisation.
- Be clear and specific with your responses
- Be aware of word count.
- Q 2.2: If you are partnering with other organisations, please provide a clear outline of responsibilities that each partner will carry out.

APPLICATION FORM – SECTION 3

*** 3.1. Proposed Project Name:**

Your Project title should make sense in relation to your activities, and be memorable for your participants.

*** 3.2. Please provide us with an outline of your project idea. (max 400 words)**

Please tell us about things such as:

What is the overall ambition or aim for the project?

What types of activity will your project include?

Why does this project matter to you?

How did this project idea come about? Have you carried out any research or consultation? If your organisation does not have much experience working with Hongkongers, please describe how your current understanding of their needs, and how you will reach out, engage with and support them.

What 'gap' is your project attempting to fill?

How will your provided services meet your project aims?

How will you engage with your target participants?

What are the reasons why you believe that your project will be a success?

What do you think the lasting benefits of your project will be?

If your project intends to meet any intersectional needs of Hongkongers, please give concrete example to demonstrate this.

*** 3.3. In what ways do you expect your project will benefit the priority needs of Hongkongers particularly those most at risk of marginalisation? (max 300 words)**

- All questions (3.1-3.6) in this section is related to your project.
- Questions in green are guidance questions. You may wish to respond to them when you write your answers in this section.
- Be clear and specific with your answers – we want to see how your project addresses the needs of the Hong Kong community and give examples to demonstrate your expertise!

APPLICATION FORM – SECTION 4

What is the estimated number of participants who will be involved in your project?

Please include the totals of the following categories:

* 4.1. Estimated Number of Direct Participants

* 4.2. Estimated Number of Indirect Participants

* 4.3. Estimated Number of Volunteers

If no volunteers in the project, please type 0

Direct participants are people who will directly access or attend your services or activities.

Indirect participants are people who will benefit as a result of your project delivery, despite not directly engaging with it. This can include other family members or the wider community.

Volunteers are people who you expect to help with project delivery.

- All questions in this section are about participants who you hope to reach through your project.
- Green text provide further explanation to these questions.
- Be realistic with the number of participants you hope to reach during your project's lifecycle.

APPLICATION FORM – SECTION 5

It is important that projects can be completed on time and within the agreed budget. This section will demonstrate whether your project plan meets the overall aims and, is achievable and realistic.

5.1. Please enter your overall project start and ends dates below:

Project start and end dates entered in this section of the application are only proposed dates. If your application is successful, these dates will be discussed and agreed during your call with the Grants Officer and when you sign the grant agreement. Please remember, any expenditure you incur or commit to in the course of preparing your proposal prior to formal notification and execution and return of the funding agreement, is incur or commit to at your own risk.

* Project Start Date:

* Project End Date:

5.2. Project Plan

Please complete the project plan using the table below. You must list at least 5 activities. You may wish to list more if you feel this will support your application.

'Activity type' is where you can provide a brief description of the type of the activity. This can be workshops, events, social gatherings etc.

'Estimated Start and Completion Date' is where you input the date the activity is planned to start and be completed. You advise you to input the dates as per the following example: **01/05/2023-01/06/2023** to ensure that the exact dates are showing for each Activity.

'Actions' is where you can provide a more detailed description of the activity. This can include what materials you need, how you will evaluate and capture the impact of the activity and how you will gather feedback from participants.

* Activity Type

* Estimated Start and Completion Date

* Actions

- All questions in this section are about your proposed project activities.
- Dates entered in this section are **proposed** dates only – these dates will be confirmed again between successful applicants and GLA at a later date.
- List at least 5 activities in this section.
- Be clear and specific about your activity type and actions – tell us why each of the proposed activity is important and how it meets your project aims!

APPLICATION FORM – SECTION 6

6.1. Please outline your project budget below.

Please include a clear and detailed indication of different cost items, as this helps with the decision-making process.

Here are some examples of clear and detailed cost item/description:

Workshop venue hire in community centre, @£50 per hour, 3.5 hours per session x 2 sessions

Staff time, recruiting participants and engaging with community, @£15 per hour, 15 hours

Please break down your budget into logical items, for example don't have items that include both staff time and materials in one.

* 1. Cost Item/ Description

* Amount Requested

6.2. Is there any match funding (in kind or otherwise) for your project? (100 words max)

Please note that match funding is not required for this programme and we would expect the GLA to be the majority funder.

Please describe who is providing any match funding, what it is for and the amount.

Please include any volunteer time.

100

100

- Question 6.1 is related to your project budget.
- List all cost items you wish to be funded for, e.g. venue hire, staffing cost etc.
- Use the calculator button to obtain total funding request.

APPLICATION FORM – SECTION 6 (CONTINUED)

6.1. Please outline your project budget below.

Please include a clear and detailed indication of different cost items, as this helps with the decision-making process.

Here are some examples of clear and detailed cost item/description:

Workshop venue hire in community centre, @£50 per hour, 3.5 hours per session x 2 sessions

Staff time, recruiting participants and engaging with community, @£15 per hour, 15 hours

Please break down your budget into logical items, for example don't have items that include both staff time and materials in one.

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Please describe who is providing any match funding, what it is for and the amount.

Please include any volunteer time.

100

100

- Questions 6.2-6.4 are about details of match-funding (if any), your organisation's Equity and Equal Opportunities Policy and references.
- Q.6.4 References – you can use the template provided on the online application portal, or you can upload your references in PDF format.

APPLICATION FORM – SECTION 7

Please tick the box to confirm that you have understood the Privacy Information above, know your rights and how your data will be used.

☐

Please tick the box to confirm that you understand the above regarding Freedom of Information.

☐

Feedback:

Whether your Application form is successful or unsuccessful, we'd like to hear your thoughts about the application process. We may send out a short survey and we

Monitoring and Evaluation:

If you are successful in being awarded a grant, you will need to complete some monitoring and evaluation to allow assessment of the success of your project and of funding.

Sharing other information with you:

Sharing information with you on potential sources of future funding and information on other areas of Groundwork's charitable work. We will only contact you for these

When your grant is complete, Groundwork and the Greater London Authority will keep your contact details if you have consented to our email newsletter. We will rev

You have the right to withdraw your consent at any time either by clicking the "unsubscribe" button or contact us directly by one of the following methods:

Email: info@groundwork.org.uk

Phone: 0121 236 8565


Post: Groundwork UK, Lockside, 5 Scotland Street, Birmingham, B1 2RR

- This section is about GDPR.
- It explains why and how we will treat the data you provided.
- We know that your personal data is important and we treat any data you provided very carefully.
- You need to review this page and check both boxes in order to continue to the next section.

FINAL TIPS FOR APPLICANTS

- Plan ahead and leave enough time for yourself to complete the application.
- Give yourself enough time to obtain due diligence documentations. Get in touch with us if you have questions about this!
- There may be some maintenance work on the BBGM online application platform. This means you may not be able to access the portal for a short period of time. This does **not** cancel your saved in-progress application. We attempt to schedule these work during weekends and/or late evenings to avoid disruptions.
- Be clear, realistic and specific with your responses. Refer to the Assessment Criteria on p.6 and 7 of the Programme Prospectus when you write your response.
- Any other questions, please contact us on HKcommunityfund@groundwork.org.uk or 0207 239 1292 / 07726695812 – we are here to help!

PROGRAMME KEY DATES

- 
- 22nd February 2023 **Application opens**
 - 27th March 2023 (9am) **Application closes**
 - 21st-28th April 2023 **Application outcome announced**
 - Week commencing 1st May 2023 **Induction session for grantees with provisional offer**
 - Introduce the team
 - Talk about next steps and support available – due diligence checks

PROGRAMME KEY DATES

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 - 27th March 2023 (9am) **Application closes**
 - 21st-28th April 2023 **Application outcome announced**
 - Week commencing 1st May 2023 **Induction session for grantees with provisional offer**
 - May 2023 **Due diligence checks and signing of grant agreement**
 - Due diligence is an investigation or exercise of care that a reasonable organisation is expected to take before entering into an agreement or contract with another party.
 - This includes, but not limited to, reviewing organisation and financial information of an individual and/or organisation who is entering into the contract.
 - The GLA is committed to investing time and resources to this due diligence check, as believe the safety of Hongkongers is important.
 - We are here to help you through this process.
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PROGRAMME KEY DATES

- 
- 22nd February 2023 **Application opens**
 - 27th March 2023 (9am) **Application closes**
 - 21st-28th April 2023 **Application outcome announced**
 - Week commencing 1st May 2023 **Induction session for grantees with provisional offer**
 - May 2023 **Due diligence checks and signing of grant agreement**
 - Beginning of June 2023 **Project delivery begins**
 - October 2023 **Submission of mid-project report**
 - Beginning of December 2023 **Project delivery ends**
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TESTIMONIAL – UK WELCOMES REFUGEES

“The micro grant of GLA 2022 was an amazing journey for me. The staffs from the GLA and groundwork are responsive and sensible. The incubator provided by GLA was brilliant. The trainings provided by the incubator was great. The guest speakers are experienced that they help us to tackle the problems in different developmental stages of the organization.”

The incubator was resourceful. It helped the grantees from different organizations to build up a mutual support network. Such kind of qualities and relationship are more than my expectation. I recommended you all to apply this grant. Thank you so much.”

Hei Chow, Senior Organizer, UK Welcomes Refugees



陪你行一次！漫步South Bank 著名景點導賞團

Let's Walk Once Together! South Bank Walking Tour

日期及時間：8/10/2022（六）14:00-16:30

集合地點：Sir Winston Churchill Statue, Parliament Square Garden (SW1P 3JX) <https://goo.gl/maps/FSDypwJPTJQ3waci9>

對象：新到英國的香港人及本地義工

費用：免費

備註：參加者可按體力情況選擇解散目的地

內容：由義工陪你認識South Bank河畔著名景點及好去處。（活動以廣東話進行）

路線：Big Ben, London Eye, National Theatre, Modern Tate（解散地點1）

London Bridge, Tower Bridge, Borough Market（解散地點2）

報名/查詢：Scan QR code填報名表，
或WhatsApp 07895512451（阿禮 UKWHK）



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倫敦免費西廚入門烹飪班

Free local cookery class in London

日期及時間：24/9/2022（六）及 1/10/2022（六）10:00-14:00

活動地點：GCDA - Woolwich Common Community Centre,
16 Leslie Smith Square, London, SE18 4DW

對象：年滿19歲，新到英國，居住在大倫敦地區的香港人及本地義工

費用：免費（包括導師費，材料費及場地費）

備註：參加者需填妥申請表格，在活動當日提供身份文件及地址證明

內容：認識英國食材、學習基本食材使用方法及基本烹飪技巧。

交流港英飲食文化。（活動以英語進行，職員可提供廣東話翻譯）

報名/查詢：Scan QR code填報名表，
或WhatsApp 07895512451（阿禮 UKWHK）



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gcda
Good Community Development and Action

TESTIMONIAL – HONG KONG WATCH

"Our grant focused on political and civic education for Hong Kongers in London. We held a mixture of seminars, town hall discussions and community events to explore the ways in which Hong Kongers can get involved. Engagement was high throughout and we particularly enjoyed partnering with local organisations to co-host events.

Our Q&A session with MPs in Parliament was a key highlight, although it was the week that Kwasi Kwarteng was sacked as Chancellor and replaced by Jeremy Hunt so a couple of MPs had to pull out of the session. This was a challenge, but we adapted quickly to ensure that the event ran smoothly."

*Harri Thomas, BNO Policy Advisor, Hong Kong Watch
Grantee of the Welcoming Hongkongers Fund*



TESTIMONIAL – PROJECT T.E.M.P

“Hongkong’s diaspora experienced unpredicted and adverse suffering in the past few years. We have hope and strive to build a new life, but we need to rest emotionally. T.E.M.P, integrated mindful activities and soft pastel artwork, is our project to take a step toward exploring our inner treasures and energy for moving forward in our pathway. We reached targets in two tiers of workshops, including youth, parents, and couples.

Despite different expectations, most participants found that the project was safe for them to express and release unspoken emotions. They became more aware of mental health and learnt that those negative emotions could be transformed into positive ones.”



Pandora Liu, Project T.E.M.P

Grantee of the Welcoming Hongkongers Fund



QUESTIONS?

Recording will stop now.

Any frequently asked questions and answers will be posted on Groundwork's Hong Kong Community Fund [website](#).