

Elder Academy Development Foundation

Funding Guidelines –Elder Academies in Primary and Secondary Schools

1. All school sponsoring bodies/schools and collaborating welfare organisations/bodies/parent-teacher associations receiving funding support for implementing the Elder Academy Scheme in primary and secondary schools (hereinafter collectively referred to as “the responsible party”) must comply with the requirements set out herein.

(1) Funding guidelines

2. The Committee on Elder Academy Development Foundation (the Committee) will grant funding in two equal instalments to a newly set up elder academy. The first payment will be made upon approval of the proposed programme while the second payment will be made after the elder academy has submitted its review report, i.e. in the second year after the said approval is given. For a “Two-year Programme” submitted by an established elder academy for its continued operation, the Committee will make payment in a lump sum after the programme is approved. However, both types of funding may also be granted in several instalments if the Committee considers that there is a special need to do so.

3. The responsible party must spend the funding directly on the expenditure on activities pertaining to the elder academies, such as conducting elder academy courses, procurement of supplies and promotional materials for the elder academy.

4. The responsible party must plough back any profit generated from the programme (including the fees collected from participants and interest income) into the programme, and first exhaust all other financial resources before using the funding.

5. The funding must not be used for activities or matters of the following nature:

- (i) primarily for profit-making purpose;
- (ii) mainly one-off consumer events (leisure or entertainment activities such as banquets, trips);

- (iii) services or projects currently receiving or eligible for government subvention or subsidies from other organisations;
- (iv) involving beneficiaries and venues outside the Hong Kong Special Administrative Region of the People's Republic of China (HKSAR);
- (v) involving non-essential expenditure of no direct benefit to participants;
- (vi) for the promotion of any individual/organisation/body in order to achieve fame or for the personal benefit of an individual; and
- (vii) in breach of existing government policies.

6. The responsible party must ensure that staff recruitment is processed in an open and fair manner. Proper publicity methods of open recruitment (e.g. placing recruitment advertisements in newspapers and with the Labour Department) must be adopted to widely disseminate the information to eligible persons. Throughout the recruitment and selection processes, a system of declaration of interests with written guidelines should be put in place to avoid any conflicts of interest. If the funded party intends to recruit programme staff through procedures other than open recruitment, sufficient justifications and prior written approval from the Secretariat of the Committee are required. The responsible party is also required to put in place a selection mechanism and file all recruitment and selection records for inspection by the HKSAR Government as and when necessary.

7. The funding for a newly set up elder academy is valid for three years while the funding for a "Two-year Programme" submitted by an established elder academy is valid for two years.

8. Any unspent balance, after deduction of the total expenditure approved for the programme, must be returned in full by a crossed cheque to the Trustee of the Elder Academy Development Foundation (the Foundation) within three months upon expiry of the specified valid period.

9. If justified, and with the approval of the Elderly Commission (EC), the Committee may claw back from the responsible party any funding already granted.

(2) Programme implementation

10. The elder academy programme mainly cover elderly persons aged 60 or above. Enrolment of those over 55 may also be accepted if there are surplus places. In this connection, the responsible party may decide at its discretion on a case by case basis.

11. The name of the academy must include the words “Elder Academy”.

12. Elder academy will automatically join the Elder Academies Cluster in the respective districts. The responsible party must provide course information to the Elder Academies Cluster for distribution to interested elders. At the same time, the responsible party must provide information on the participants (including the type of courses, the number of students, age groups and study hours) to the Elder Academies Cluster for its coordination of the academic records of students and and data analysis purpose.

13. In the event of premature termination of the programme during the preparation or implementation stage, the responsible party must inform the Committee in writing immediately and state the reasons.

14. The responsible party should, as far as possible, offer courses within three months from a specified date after obtaining approval for setting up a new elder academy. The responsible party must provide full justifications if it fails to offer courses according to the specified date.

15. The responsible party is required to offer one compulsory health course and one elective course within six months from a specified date after obtaining approval for setting up a new elder academy. The responsible party who fails to do so must return the first instalment of funding in full to the Trustee of the Foundation, and the responsible party will not be granted the second instalment of funding.

16. The responsible party is required to offer at least 12 courses within three years from a specified date after obtaining approval for setting up a new elder academy (“Three-year Programme”). Of these courses, at least two must be health courses and each course must have an enrolment of at least eight elderly participants. As for the “Two-year Programme” submitted by an established elder academy, at least eight courses must be offered within two years from a specified date after obtaining approval for the programme. Of these courses, at least one must be a health course

and each course must have an enrolment of at least eight elderly participants. The responsible party who fails to offer the required number of courses must return the funding approved for offering courses to the Trustee of the Foundation on a pro rata basis ^{Note 1}.

17. Under the “Three-year Programme”, the responsible party is allowed to spend not more than \$9,600 on administrative expenditure. As for the “Two-year Programme”, the responsible party is allowed to spend not more than \$6,400 on administrative expenditure. Payment to staff assisting in implementing an elder academy programme is counted as administrative expenditure with an aim to allow the academy greater flexibility in deploying administrative staff to prepare courses. Course expenditure (e.g. costs on classrooms, insurance and instructors) should be met by the funding granted for this purpose.

18. The responsible party of a newly set up elder academy is required to form a management committee comprising elderly members who should be allowed to take part in the administration and planning of courses and activities for the academy. The responsible party who fails to form the management committee due to various reasons must return in full the funding of \$10,000 granted for this purpose.

19. The responsible party must, as far as possible, create a webpage on its website for the elder academy to ensure that the latest news and course information of the elder academy are readily accessible to the elderly.

20. Open bidding should be adopted in procurement of goods and services by the responsible party to ensure openness and cost-effectiveness. For procurement of goods or services with a value of more than HK\$5,000, at least two quotations must be obtained. For procurement of goods or services with a value of more than HK\$50,000, at least five quotations must be obtained.

21. The responsible party, its co-organiser(s) and staff are required to complete the Declaration and Undertaking by Staff Involved in Procurement of Goods and Services to declare any interest when making procurement of goods/services for an approved programme, and are prohibited from soliciting, accepting or offering any advantages

^{Note 1} If an elder academy fails to offer the required number of courses or meet the minimum enrolment requirement, a repayment of \$6,000 (\$5,200 for organising the course and \$800 for administrative cost) must be made in respect of each course not offered or failing to meet the minimum enrolment requirement.

during the preparation for or implementation of a programme. If there is a conflict of interest, the responsible party must decide whether the co-organiser(s) or staff concerned should abstain from involving in the procurement exercise and record the reasons for its decision. The Declaration and Undertaking by Staff Involved in Procurement of Goods and Services (in Word format) is available for download from the website of the Elder Academy (<http://www.elderacademy.org.hk/en/doc/index.html>).

22. The responsible party should meet the principles of transparency, fairness, openness and value for money in making procurement with the funding. The responsible party is advised to make reference to the Corruption Prevention Best Practices issued by the Independent Commission Against Corruption, which is available for download from its website (<http://www.icac.org.hk>), for guidance on procurement where appropriate.

23. All the quotations and documents in relation to the procurement for the programme must be retained for seven years for inspection by authorised persons of the Labour and Welfare Bureau (LWB), EC, the Committee, the Trustee of the Foundation and the Audit Commission as and when necessary.

24. The responsible party must provide in the Fixed Asset Record Form information of the installations and equipment (e.g. digital cameras and tablet computers) procured for conducting elder academy courses. Upon completion of the programme, the responsible party is required to inform the Committee of the disposal of the installations and equipment (e.g. whether the installations and equipment will be given to another elder academy for running similar programmes or be written off due to damage) and submit supporting documents which must be duly signed and certified correct by an authorised person of the responsible party. The Fixed Asset Record Form (in Word format) is available for download from the website of the Elder Academy (<http://www.elderacademy.org.hk/en/doc/index.html>).

25. If the elder academy receiving funding support will continue to operate upon completion of the programme, the assets funded by the Foundation including installations and equipment (e.g. digital cameras and tablet computers) can be retained for the purpose of implementing future programmes. The funded party must fill in the Fixed Asset Record Form and submit it together with the final review report to the Secretariat of the Committee for filing.

26. The responsible party must acknowledge the support of the “Elder Academy Development Foundation” as appropriate in the implementation of the programme.

It must be indicated in all press releases, publicity materials and publications that the programme is funded by the “Elder Academy Development Foundation”

27. The responsible party must take out insurance for all participants of the programme and assume full liability, and is required to indemnify the LWB, EC, the Committee and the Trustee of the Foundation against any liability arising from the activities of the programme.

28. The LWB, EC, the Committee and the Trustee of the Foundation reserve the right to conduct on-site inspections of the activities.

(3) Reporting and provision of information

29. The responsible party is required to submit review reports to the Committee on specified dates during the implementation of the programme. The reports should cover the use of funding, and an evaluation of the progress and effectiveness of the programme.

30. The responsible party is required to submit a final review report to the Committee within three months upon expiry of the funding’s valid period. The report should provide details of the programme, numbers of elderly participants, students and volunteers, number of courses offered, statement of accounts, relevant documents (e.g. activity rundown, photos and attendance register) and financial statements. The financial statements must be signed and certified correct by the responsible party before the original copies are submitted to the Secretariat of the Committee.

31. The responsible party must keep a separate set of books and accounts for the programme. All books, accounts and relevant records and information including receipts ^{Note 2} must be kept properly (for seven years after completion of the programme) for inspection at reasonable times by authorised persons of the LWB, EC, the Committee, the Trustee of the Foundation and the Audit Commission. The responsible party should make its own copies of the review report and financial statements for record purpose.

^{Note 2} If the required receipts are not provided to prove minor expenses or procurement, a note specifying details of the expenses/procurement and activities concerned, and duly signed and certified correct by an authorised person of the responsible party has to be provided.

32. The Secretariat of the Committee will conduct random checks on the financial statements and the relevant receipts submitted by the responsible party of an elder academy so as to verify the use of funding. To facilitate the random checks to be carried out by the Secretariat's staff, the responsible party is required to have the original copies of receipts affixed to A4 size white paper and numbered corresponding with the numbering of the expenditure items on the financial statements. The responsible party should also make copies of the receipts printed on thermal paper for retention, lest the images will fade over time and make it difficult to verify the information contained therein.

33. The responsible party is obliged to provide information for the LWB, EC, the Committee, the Trustee of the Foundation and their entrusted bodies for the purpose of examining or reviewing the programme.

34. The responsible party agrees that the financial statements and relevant information it provides may be disclosed (e.g. on the internet) by the LWB, EC, the Committee and the Trustee of the Foundation for public inspection.

35. The LWB, EC, the Committee and the Trustee of the Foundation reserve the right to seek all remedies if any of the data, facts or information contained in the reports or financial statements submitted by the responsible party to the Committee is incomplete, incorrect, untrue or is intended to mislead the LWB, EC, the Committee and the Trustee of the Foundation.

(4) Undertaking and responsibilities of the responsible party

36. The responsible party is required to sign an Undertaking on the Use of Funding Provided by the Elder Academy Development Foundation to reaffirm its commitment to complying with the objectives and modes of operation stated in the Brief Guide to Elder Academy Scheme and meeting all the requirements set out in the Funding Guidelines. The LWB, EC, the Committee and the Trustee of the Foundation reserve the right to seek all remedies for any violation of the requirements.

37. Under no circumstances will the LWB, EC, the Committee and the Trustee of the Foundation be held liable for any debt or loss arising from running an elder academy programme.

38. The LWB, EC, the Committee and the Trustee of the Foundation reserve the right to take actions against any applicant who obtains approval for funding by fraudulent means or malpractice, or any recipient for misuse of the approved funding. Such actions may include the lodging of a complaint of misconduct with the relevant authority or professional body as well as legal actions to claim for the granted funding.

(5) Amendments to the Funding Guidelines

39. Where necessary, the LWB, EC, the Committee and the Trustee of the Foundation may amend the Funding Guidelines and the organisations/bodies/parent-teacher associations receiving funding support from the Foundation will be informed of such amendments.

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Secretariat of the Committee on the Elder Academy Development Foundation
Elderly Commission

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