



Our Ref. : (X) in SWD 0075-0005-0010-0015-2627-0000A
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Lotteries Fund Projects Section
36/F, Dah Sing Financial Centre
248 Queen's Road East
Wan Chai, Hong Kong

By email only

13 April 2026

To: Chairpersons / Heads of Non-governmental Organisations (NGOs)
applying for Block Grant for 2026-27

Dear Sir / Madam,

**Allocation from the Lotteries Fund for
Block Grant for 2026-27**

<Name of NGO>

(Grant Code:)

I am pleased to inform you that a Block Grant (BG) of \$ for 2026-27 has been approved for your organisation.

Acceptance of BG Allocation

2. To confirm your acceptance of the above BG allocation for 2026-27, please complete and **return the acknowledgement slip at Annex on or before 24 April 2026**. Please note that the BG will be disbursed to your organisation in four equal instalments on a quarterly basis within the financial year. Action will be taken to effect the first payment after receipt of your return.

Conditions for the Use of BG

3. When utilising BG, all non-governmental organisations (NGOs) must follow the procedures and comply with all the relevant requirements as set out in Chapter 1 (on general issues), Chapter 4 (on guidelines governed the BG and its use) and Chapter 6 (on procurement and stores management) of the **LF Manual** which is available on SWD website with access link copied below. The BG may be reclaimed fully or partly by this Department if your organisation fails to meet any of the relevant conditions.

Chinese version of the LF Manual:

https://www.swd.gov.hk/storage/asset/section/51/tc/Chin_LF_Manual.pdf

English version of the LF Manual:

https://www.swd.gov.hk/storage/asset/section/51/en/Eng_LF_Manual.pdf



Submission of Audited Financial Statement and Schedule of Use by 31 October 2027

4. Your organisation is required to prepare an audited financial statement for the year ending 31 March 2027 in the format specified in **Annex 4.1 of the LF Manual**. A schedule about details of the use of BG in 2026-27 in the format of **Annex 4.2 of the LF Manual** should also be attached to the audited financial statement. These two documents should be submitted to the Finance Branch of this Department **no later than 31 October 2027**. You are reminded that if an NGO fails to meet this requirement, this Department may withhold the disbursement of the BG or may reserve the right to retrieve the allocated BG from the NGO.

Safeguarding National Security

5. Your organisation should exercise professional judgement, sensitivity and prudence in assessing any potential national security risks or issues that may be involved in every stage of the procurement. In making procurement by using public resources, including allocations from the LF, NGOs should take into account their duty to safeguard national security and not to engage in any acts or activities which endanger national security. **The duty of the NGOs to safeguard national security is a continuing one that subsists throughout every stage of the entire procurement process, including the pre-contract award stage and the contract management stage after contract award.** Specific clauses to allow disqualification of tenderers and termination of contracts in the interest of national security should be introduced in the contracts for procurement.

Enquiries

6. For further enquiries, please contact the following office/officers at their respective telephone numbers –

Payment matters

Lotteries Fund Unit, Finance Branch 2961 7502 / 2961 7238

Other enquiries

Lotteries Fund Projects Section, Subventions Branch

Miss Ruby LI, Social Work Officer (LF)2 2832 4340

Aidan LAI, Executive Officer II (LF)3 2832 4376

Miss Victoria CHAN, Executive Officer II (LF)4 2116 5347

Miss Yannie WONG, Executive Officer II (LF)6 2832 4332

Yours faithfully,

(Signed)

(Ms Emily HO)
for Director of Social Welfare

Encl.

Annex – Acknowledgement Slip