

本署檔號 Our Ref.: SWD/S/115/6
電 話 Tel. No.: 2116 4294
圖文傳真 Fax. No.: 2575 6537

4 August 2005

The Chairman/Agency Head
Non-governmental Organisation (NGO)
operating welfare services

Dear Sir/Madam,

**Posting of NGOs' Proposals for Business Sponsorship
On the Web-page of Partnership Fund for the Disadvantaged (PFD)**

I am pleased to inform you that the Department is extending the service of posting NGOs' proposals for business sponsorship on the PFD web-page. All NGOs eligible for applying PFD are invited to use the service to publicize their service proposals in order to solicit support from business corporations. General information on this posting arrangement is listed in **Annex 1**.

As the objectives of PFD is to encourage both NGOs and the business sector to reach out to one another to establish sustainable partnership relationship in the implementation of welfare programmes benefiting the disadvantaged in Hong Kong, the Department would facilitate the relationship building through various means, including appropriate dissemination of information between both sectors. While we have established hyperlinks of the PFD webpage with the homepages of business chambers, NGOs may make their service initiatives known to the business corporations by posting their service proposals on the PFD webpage. Interested business corporations may then contact the NGO, directly or through the Secretariat of PFD, to deliberate the details about sponsorship or cooperation on the proposal.

If you are interested in posting up your service proposals for business sponsorship on PFD web-page, please complete the attached **Annex 2** and return the **hard copy** to our office by mail. While we have uploaded a copy of this letter and the annexes on the PFD webpage in SWD Homepage (<http://www.swd.gov.hk/>), you are also welcome to use the Enquiry Hotline at 2116 4294 for further enquiries.

Yours sincerely,

(FU Tsun-hung)
for Director of Social Welfare

Encls.

General Information on the Arrangement of Posting NGOs' Proposals for Business Sponsorship on PFD Web-page

What is the Objective?

- The posting of NGOs' proposals for business sponsorship on the PFD web-page is aimed at facilitating NGOs and business corporations to build up partnership relationship by enhancing the dissemination of information between both sectors.

How does it work?

- By posting their service proposals on PFD web-page, NGOs may make their service initiatives known to business corporations browsing the web-page. Interested business corporations may then contact the NGO, directly or through the Secretariat of PFD, to deliberate the details about sponsorship or cooperation on the proposal.

Who can use the service?

- Only NGOs eligible for applying PFD may use the service, i.e. welfare NGOs registered as approved charitable institutions and trusts of a public character under Section 88 of the Inland Revenue Ordinance.

How to enter?

- An eligible NGO may enter the proposal for posting on PFD web-page ***at any time*** by submitting a completed **Annex 2**. As the PFD web-page will be updated monthly, the proposal will be uploaded at the nearest update if it is received one week before. Otherwise, it will be uploaded at the next update.
- Each NGO may post 1 piece of proposal at any one time.
- Each proposal, in the format of Annex 2, is limited to a ***maximum length of 4 pages*** while the "Details of Proposed Project" is limited to **2 pages**.
- NGOs should post only those proposals which are open for business sponsorship.

How to delete the posting?

- When the proposal is engaged and no long open for sponsorship, the NGO is required to inform the Secretariat of PFD by returning by mail (The Secretariat, Partnership Fund for the Disadvantaged, Social Welfare Department, Room 3012, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong.) or by fax (2575 6537) a completed **Annex 3** to delete the posting.
- NGOs may also delete the posting for other reasons by using Annex 3.
- Upon receipt of Annex 3, the proposal will be deleted from the web-page at the nearest update if they are received one week before. Otherwise, it will be deleted at the next update. Meanwhile, the NGO may submit a fresh proposal for posting.
- Proposals posted for 6 months will be removed and those NGOs concerned may submit fresh proposals for posting.