

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 aims at facilitating NGOs to promote their proposal for business sponsorship from the business sector.

How to enter?

- An eligible NGO may enter the proposal for posting on PFD web-page ***at any time*** by submitting a completed **Annex 1**. As the PFD web-page will be updated monthly (last working day of a month), 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 one piece of proposal at any one time.
- Each proposal, in the format of Annex 1, 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.
- The Secretariat of PFD reserves the right to withhold/reject the request of posting if the proposal fails to meet the basic requirements of the PFD.

How to delete the posting?

- When the proposal is engaged and no longer open for sponsorship, the NGO is required to inform the Secretariat of PFD by mail (The Secretariat, Partnership Fund for the Disadvantaged, Social Welfare Department, Room 311, 3/F, Lady Trench Training Centre, 44 Oi Kwan Road, Wan Chai, Hong Kong.) or by fax (3468 2720) a completed **Annex 2** to delete the post.
- NGOs may also request to delete the post for other reasons by using Annex 2.
- Upon receipt of Annex 2, 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 will be posted for 6 months generally and those NGOs concerned may submit fresh proposals for posting. The Secretariat of PFD reserves the right of final decision of deleting the post.