



何鴻毅家族基金

THE ROBERT H. N. HO FAMILY FOUNDATION

General Information and Guidelines

Foundation Mission & Objectives

The Robert H. N. Ho Family Foundation is a private, independent institution dedicated to fostering and promoting arts and culture. It is a significant supporter of the arts, and particularly education in the arts, in Hong Kong and China. It also works to bring a deeper understanding of Chinese arts, both traditional and modern, to the rest of the world.

The Foundation makes grants, engages in strategic partnerships, and creates its own programmes. It focuses on innovative programmes that have multiple and long lasting benefits for their participants and the community. The Foundation believes that it is most effective by focusing on a relatively small number of programmes over periods of time long enough to make a measurable difference.

Guiding Principles

- To build a culture where the arts and artists are respected and valued for their contributions to society.
- To promote the arts as a powerful tool for communication and self development.
- To bring together people and ideas to discover new approaches to the arts and arts education.

Current Focus

Currently, the Foundation is interested in programmes that:

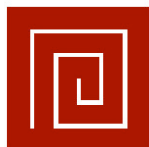
- Develop arts education, particularly by helping students and/or their teachers develop their own creativity and creative thinking skills.
- Nurture and support young people of outstanding potential studying at established institutions to make careers in the arts.
- Revitalize traditional arts and make them relevant to today's society.
- Encourage the growth and innovation of arts organizations in Hong Kong and China.

Guidelines for Applications

Applicants

The Foundation prefers to work with organizations that:

- are established for charitable or non-profit purposes;
- have a sound governance structure in place;
- have a good track record on the administration and delivery of programmes and projects;
- can demonstrate transparency and accountability on the proper use of grants provided;
- are willing to comply with the Foundation's requirements on acknowledgement and publicity, monitoring and reporting, and financial conditions, the extent of which will depend on the programme nature and grant amount.



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Programmes

The Foundation is interested in programmes, projects or initiatives that will meet the Foundation's mission and fall within its current focus.

Grants

Grants requests should be primarily for the direct benefit of the targeted individuals, groups or community sectors. Grants should normally cover programme expenses and costs for personnel delivering the programmes. Grants for the administration of the organizations are not normally considered.

Approved grants are normally released on a reimbursement basis and in stages based on progress made. One-off or advance payment will be considered depending on the nature and funding needs of the programme, financial position of the organizations and the amount of the approved grants to be made by the Foundation.

Where the programme is a new initiative with non-proven outcome, a pilot project on a smaller scale to measure its effectiveness is preferred before a full programme can be considered.

Preliminary Enquiry

Applicants that believe they meet the Foundation's guidelines should first obtain and submit a **Preliminary Enquiry Form** providing concise information on:

- a brief description of the organization
- the needs or issues to be addressed
- the objectives of the programme, its expected outcomes and implications
- the programme duration, funding needs and sources, and the amount of grant requested.

Applicants whose requests appear to have the greatest potential for advancing the Foundation's mission and objectives will be invited for further discussion, and where necessary to submit a **Full Proposal** containing detailed information for consideration.

Submission Dates

Approvals of funding requests are normally considered at the end of each calendar quarter. Preliminary enquiries or full proposal should be submitted to the Programme Manager of the Foundation at least two months before the end of each calendar quarter. Applicants are encouraged to apply as early as possible before the commencement date of the proposed programme.



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List of Information Required for Full Proposal

The following information is required from applicants submitting a full proposal:

About the Applicant

- (1) Brief summary of the organization's objectives, history and key achievements.
- (2) Overview of the organization's governance and administration structure, including board/committee, management and key staff, and volunteer involvement.
- (3) Brief description of the organization's governance, accountability and financial control process.
- (4) Principal sources of funding, percentages of funding spent on (a) fund raising costs and (b) administration costs.

About the Programme

- (5) Details of the proposed programme.
- (6) How can the proposed programme advance the mission of the Foundation, meet its objectives and fall within its focus.
- (7) Where sustainability of the proposed programme is intended, plan for continuation after the grant provided by the Foundation is completed.
- (8) Income and expenditure and cash flow budgets of the programme.

Other Information

- (9) Copy of the organization's registration documents.
- (10) Copy of the organization's latest annual report and audited financial statements.
- (11) Any other information that the organization considers relevant or helpful to the Foundation in making an assessment of the applicant and its programme proposal.