

Maritime and Aviation Training Fund (MATF) Logistics Promotion Funding Scheme (LPFS) Final Report of Approved Project

Notes for Applicant Organisation:

1. To facilitate monitoring and evaluation of the implementation of each approved project under LPFS, the grantee has to submit Final Report with the audited accounts to the Secretariat. Final Report has to be submitted within **TWO MONTHS** upon the completion of the project.
2. The grantee is required to carry out the project **STRICTLY** in accordance with the relevant terms and conditions of the funding agreement including, among others, the approved project proposal (i.e. the application form, "project proposal" in short below) and all instructions and requirements as given by the Secretariat or Government from time to time in respect of the project. Any modification, amendment or addition to the project or the funding agreement, including but not limited to the change of project period, project scope, budget, replacement of the project coordinator, will require **PRIOR WRITTEN APPROVAL** from the Subcommittee on Infrastructure and Promotion (SIP) or the Secretariat.
3. The Secretariat reserves the right to withhold any further disbursement of the final payment to an approved project. Circumstances which may result in this include but are not limited to: the failure of the grantee to comply with the terms and conditions stipulated in the funding agreement; the failure or likely failure of the grantee to further execute/complete the project; the reports or financial statements submitted by the grantee do not meet the requirements specified in the funding agreement and/or application guide; a large credit balance is still remaining in the project account, etc.
4. All sections of this report have to be properly filled in. Please insert "N/A" if the information sought is not applicable or not available. If there is insufficient space for the information, please give details on a separate sheet to be attached to this report.
5. Completed Final Report has to be submitted to the Secretariat via email (lpfs_sec@hkpc.org), preferably in MS Word format.

Section A – Project Details

1. Grantee Information

Reference No. _____

Name in English: _____

Name in Chinese: _____

Project Duration

As stated in the funding agreement: (months)

Actual: dd/mm/yyyy – dd/mm/yyyy (months)

Project Summary: _____

2. Project Title

English: _____

Chinese: _____

3. Project Objective(s)

• _____

4. Project Deliverable(s)

(Please list out all deliverable(s).)	Description/Purpose(s)	Venue/ Location	Target and expected no. of participants	Amount of Funding Approved (HK\$)

5. Overall Assessment on the Effectiveness of the Project

Please provide details about the achievements of the project-to-date. These achievements can be summary of major promotional activities, statistics such as number of participants to activities, number of visitors to exhibition booths, number of promotional material distributed, clicks and impression of online advertisement, feedback from participants of promotional activities, or users of deliverables, etc.

Summary of Major Activities

[Put content here]

[Put photos here]

Media Coverage:

[List media coverage here]

Statistics and Feedback from Participants of Promotional Activities

Target and expected no. of participants

-

Actual no. of participants

- [Please list actual no. of participants here]

Evaluation Survey

An evaluation survey was conducted to all participants after the event. A total of XX participants have responded to the survey.

- [Add detail results in point form]

Positive feedback from industry practitioners

- [Add detail results in point form, if any]

Please refer to Annex X – Survey Results for more information.

6. Recommendations on Improvements for Future Activities

- [Add detail results in point form]

Section B – Actual Expenditure incurred				
Expenditure Category	Expenditure Item	Approved Budget ¹ (HK\$)	Actual Expenditure (HK\$)	Details of project implementation
(i) Additional manpower	(1)			Change request ☐ Yes (details:) ☐ No
	(2)			Change request ☐ Yes (details:) ☐ No
	(3)			Change request ☐ Yes (details:) ☐ No
	(4)			Change request ☐ Yes (details:) ☐ No
	(5)			Change request ☐ Yes (details:) ☐ No
	<i>Subtotal:</i>			
(ii) Additional equipment	(1)			
	(2)			
	(3)			
	<i>Subtotal:</i>			
(iii) Other direct costs	(1)			Change request ☐ Yes (details:) ☐ No
	(2)			Change request

¹ Please refer to Section C of the Approved Application Form.

Expenditure Category	Expenditure Item	Approved Budget ¹ (HK\$)	Actual Expenditure (HK\$)	Details of project implementation
				☐ Yes (details:) ☐ No
	(3)			Change request ☐ Yes (details:) ☐ No
	(4)			Change request ☐ Yes (details:) ☐ No
	(5)			Change request ☐ Yes (details:) ☐ No
	(6)			Change request ☐ Yes (details:) ☐ No
	(7)			Change request ☐ Yes (details:) ☐ No
	(8)			Change request ☐ Yes (details:) ☐ No
	(9)			Change request ☐ Yes (details:) ☐ No
	(10)			Change request ☐ Yes (details:) ☐ No
	(11)			Change request ☐ Yes (details:) ☐ No
	(12)			Change request ☐ Yes (details:) ☐ No
	(13)			Change request ☐ Yes (details:) ☐ No
	<i>Subtotal:</i>			

	Approved Budget (HK\$)	Actual Expenditure (HK\$)
(A) Total Project Cost:		
(B) Sponsorship from Other Sources (if any): (Please specify:)		
(C) Total Grant Fundable: (C = A-B)		

Section C – Declaration

I, on behalf of, _____, declare that –
(Name of Grantee)

- (A) Our organisation confirm that we complied with the procedures and guidelines set out in paragraphs 5.5.1 to 5.5.4 of the “Guide to Application for the Logistics Promotion Funding Scheme” in procurement exercises conducted during the implementation of the Approved Project and/or otherwise as endorsed by the SIP;
- (B) Our organisation confirm that for the project that received funding support from LPFS, they had not received/would not receive other sources of funding support provided by the Government or the Mainland authorities, or other sources of sponsorships/donations;
- (C) Our organisation confirm that we have maintained our organisation's eligibility as specified in Section 2.1 of the Guide to Application, “Eligibility of Applicants” throughout the project implementation period;
- (D) Our organisation authorises the Secretariat to handle the personal data/information provided in this form and other information relating to the application in accordance with paragraph 8.10 of the Guide to Application. Our organisation also authorises HKPC and HKSAR Government to verify the information provided in this Application with the related Government bureaux/ departments and organisations;
- (E) Our organisation has not received any other government funding for the proposed project;
- (F) All factual information provided in this final report as well as the accompanying information are true and accurate and reflect the status of affairs as at the date of submission. Our organisation undertakes to inform the Secretariat immediately if there are any subsequent changes to the above information (in particular, subsequent approval of funds by other government funding sources after this final report is submitted);
- (G) Our organisation understand that any wilful provision of false information or withholding any material information would lead to termination of the project, refund of any grant plus the interest generated from the project account, and the possibility of being prosecuted;
- (H) Our organisation understands that it is the responsibility of an Applicant Organisation to complete and submit final report timely and truthfully and to provide all supporting documents. Any misrepresentation or omission of information may lead to rejection of the application and/or full recovery by HKSAR Government via HKPC of any grant which has been awarded. It is an offence in law to obtain property/pecuniary advantage by deception or assisting persons to obtain property/pecuniary advantage. Any person who does so may be liable to legal proceedings;
- (I) Our organisation has complied with all applicable laws (including the Law of the People’s Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region), regulations and by-laws of Hong Kong during the implementation of the project; and
- (J) Our organisation will indemnify the Government against all losses, liabilities and claims that it may suffer, incur or subject to in relation to this final report or the project.

Authorised signature with organisation chop

Name of signatory

Name of Applicant Organisation

Position

Date

Appendix 1 – Supporting Documents Required for Final Report Submission

Please put a “√” in the box or fill it with black colour (if applicable) to indicate that copies of the relevant documents will be submitted together with this Final Report to the Secretariat of the LPFS.

Manpower:

- ☐ For each and every new staff hired for project implementation, job advertisement record(s), invitation(s) issued to all potential candidate(s), interview and evaluation record(s) demonstrating openness, fairness and competitiveness in staff recruitment;
- ☐ Employment agreement(s) /company letter(s) for each and every existing staff / new staff hired for project implementation;
- ☐ Timesheet(s)/company letter(s), salary slip(s), and bank transaction record with breakdown for each and every existing staff / new staff hired for project implementation;
- ☐ MPF contribution record(s) of each and every existing staff / new staff hired for project implementation; (if applicable);
- ☐ Response to all clarification(s) sought by the Secretariat (if any);
- ☐ Others: _____

Event details:

- ☐ Final report form with detailed information on event arrangement and implementation;
- ☐ Copy of event rundown and leaflet;
- ☐ Copy of all content (e.g. text, image, photo, video, design, print, delivery note/report, etc.) produced for the event;
- ☐ Copy of post-event survey questionnaire and result report;
- ☐ Copy of pre-event publicity material (e.g. online/offline advertisement, press release, printed materials) with result report;
- ☐ Copy of post-event publicity material with result report (if any);
- ☐ Correspondence(s) among event organiser and stakeholder(s) in relation to event arrangement and implementation as requested by the Secretariat (if any);
- ☐ Response to all clarification(s) sought by the Secretariat (if any);
- ☐ Others: _____

Procurement:

- ☐ **One** copy of written quotation for each and every expenditure item(s) with an aggregate value not exceeding HK\$50,000;
- ☐ **Two** copies of written quotations for each and every expenditure item(s) with an aggregate value exceeding HK\$5,000 but not exceeding HK\$50,000;
- ☐ **Three** copies of written quotations for each and every expenditure item(s) with an aggregate value exceeding HK\$50,000 but not exceeding HK\$300,000;
- ☐ **Five** copies of written quotations for each and every expenditure item(s) with an aggregate value exceeding HK\$300,000 but not exceeding HK\$1.36 million;

- ☐ For each and every quotation(s) and/or tender response(s) received, a copy of **Annex 4 of Guide to Application - Quotation Invitation to Supplier and Confirmation Form by Supplier (Regarding Probity, Anti-collusion and Anti Bid-Rigging Requirements)** signed off by the issuer of the quotation(s) and/or tender response(s);
- ☐ Tender document, all response(s) submitted by tenderee(s) and tender evaluation record for each and every expenditure item(s) with an aggregate value exceeding HK\$1.36 million;
- ☐ For each and every expenditure item(s) procured via tender exercise, tender advertisement record(s), invitation(s) issued to all potential tenderee(s) demonstrating the publication of tender on channels which are easily accessible by the general public;
- ☐ Invoice(s), receipt(s) and bank transaction record with breakdown for each and every expenditure item(s);
- ☐ Proof of delivery (e.g. image, photo, print, delivery note/report, etc.) for each and every expenditure item(s);
- ☐ Correspondence(s) among event organiser and supplier(s) in relation to event arrangement and implementation as requested by the Secretariat (if any);
- ☐ Response to all clarification(s) sought by the Secretariat (if any);
- ☐ Others: _____

– End –