



RAINBOW FOUNDATION LIMITED

Guidance Notes for Service Event Application

1 Beneficiary Eligibility Criteria

Applicant organization is eligible to apply if it is:

- A member of the Hong Kong Council of Social Service (HKCSS)
- A charitable institution being exempt from tax under Section 88 of Hong Kong's Inland Revenue Ordinance
- A charitable institution, community centre or school serving following beneficiary types:
 - Underprivileged children and youth (orphans, children and youth from single parent/low income families or physically ill)
 - Individuals with disabilities (with valid "Registration Card for People with Disabilities")
 - Individuals with chronic illness
 - Individuals from rehabilitation center (former drug addicts/ former prisoners/ former mentally disabled)
 - Low income families
 - Low income and living alone elderly (aged 65 or above or with valid Senior Citizen Card)
 - Low income new arrivals
 - Ethnic minorities and refugees
 - Homeless

※ Rainbow Foundation (RF) has the right to examine supporting documents of participants.

2 Application Procedure

RF targets to serve 40,000 underprivileged people each year. RF will email an **invitation letter** with **Guidance Notes for Service Event Application** to selected organizations.

- Applicant organization should complete the **Online Application Form** together with the supporting documents (**Tax Exemption under Section 88 of Hong Kong's Inland Revenue Ordinance or Certificate of Registration of a School**) within the application period specified in the invitation letter. Website as below:
https://application.rainbowfoundation.org.hk/service_event_apply_form.jsp
- Service events are applicable on Monday to Sunday including public holidays, with suggested time at 10am-4pm.
- Applicant organization must provide 3 event dates on the Online Application Form for consideration.
- The application will not be considered under the following situations:
 - Application received after the specified application period
 - Application with missing or incorrect information
 - The applicant fails to provide the supporting documents specified.
- Applicant organization should submit ONE application only in each invitation.
- Successful applicant will receive the **Event Confirmation Letter** and **Payment Arrangement Notification** (if applicable). Please sign with company chop as a confirmation to the program arrangement before the specified deadline and return it to us by fax at 2988-8664 or email to info@rainbowfoundation.org.hk.



3 Quota

- Successful applicant can choose to carry out the activity in several dates, with minimum of 20 participants and maximum of 250 participants per date (including staff and volunteers). The total number of participants per year shall not exceed 250.
- RF reserves the right to decide the total number of participants per application as well as the event date.
- Successful applicant should appoint sufficient number of staff or volunteers to look after the participants throughout the event. Staff to participant ratios should refer to the “safety guidelines on outdoor activities of Social Welfare Department” as below:

	Family	Children (aged below 12)	Youth (aged 12-18)	Adults (aged above 18)	Elderly (aged above 60)	Persons with disabilities			
						Hearing impaired	Mild intellectual handicapped/ Visually impaired/ Ex-mentally ill	Moderate to severe intellectual handicapped/ Spastics	Wheelchair/ Physically handicapped
Tour/ Day Camp	1:20	1:10	1:16	1:20	1:14	1:8	1:4	1:2	1:1
Overnight Camp	1:16	1:8	1:16	1:16	1:12	1:8	1:4	1:2	1:1

4 Transportation Arrangement

Successful applicant shall arrange their own coach or rebus for participants, and bear the cost of all expenses.

- All coaches and rebus entering Ma Wan Island require a **Ma Wan Prohibited Zone Permit (PZP)**. Successful applicant shall contact **Ma Wan Park Management Services Office (MSO)** directly to apply for the permit.
- Coaches and rebus already included in the Master List can enter Ma Wan between 9:00am and 9:00pm daily without requiring to apply for PZP via Form 2.
- Otherwise, prior application of Ma Wan Prohibited Zone Permit via **Form 2** is required.
 - Please fax “**Application Form for Access of Bus to Ma Wan Park (Form 2)**” to MSO (Fax: 3446-1230) on or before 11:00am, no later than 2 working days prior to the date of entry, then follow up with a phone call (Tel: 3446-1163).
 - Please select bus entry time on **Form 2**, e.g. tick “08:00-09:00” if you plan to enter Ma Wan before 9am.
 - Once the application is approved, MSO will fax the “**Notice for Redemption of Prohibited Zone Permit**” to the applicant 2 working days prior to the event date. The applicant shall pass the redemption notice to the coach driver and remind him/her that he/she must bring along with the redemption notice to collect the PZP at **the Distribution Point adjacent to the Tsing Yi View Point Carpark entrance** on the event day, and enter Ma Wan within the approved time-slot as shown on the PZP.
 - For any inquiries, please contact MSO for more information (Tel: 3446-1163).
- To consider other transportation to Ma Wan, please visit Park Island Transport Company website <http://www.pitcl.com.hk>.



5 Meal Arrangement (if applicable)

- RF will order meals in Noah's Ark for the successful applicant.
- The person-in-charge of the organization should arrive at designated meal venue 5-10 minutes prior to the designated meal time to collect all meals, and coordinate seating arrangement and food distribution for all participants.
- If the total number of participants is over 50, they will be divided into groups to have meal at different venues or time slots.

6 Payment Terms (if applicable)

- Successful applicant is required to make payment 2 weeks prior to the event date. Payment can be made by crossed cheque (payable to "Rainbow Foundation Limited") or direct transfer to HSBC account 808-623649-001.
- Please write the organization name, contact person and mobile number on the bank-in slip, and fax or email it to us together with the Event Payment Form.
- Payment will not be refunded once the application is approved and confirmed.

7 Guaranteed Attendance and Cancellation of Event

- Successful applicant should notify RF the exact number of participants 30 minutes prior to arrival on the event date. In order to prevent any wastage of resources, the organization must guarantee 90% attendance rate on the event date. Otherwise, RF will charge the organization HKD\$200 per absentee for all costs associated.
- The organization cannot cancel the event once the application is approved and confirmed. Otherwise, RF will charge the organization HKD\$200 per participant for all costs associated.



8 Adverse Weather Arrangement

Activities will be conducted according to the following weather arrangements. If the successful applicant has particular weather arrangement to follow, please notify RF in advance.

Standby Signal No. 1	The event will continue as usual.	
Amber Rainstorm Warning Signal / Thunderstorm Warning	The event will continue as usual, but outdoor activities will be suspended.	
Strong Wind Signal No. 3	Kindergarten and Special Schools	<ul style="list-style-type: none">• If the pre-warning/warning is hoisted at <u>8 a.m. on the event day</u>, the event will be canceled and rescheduled.• If the warning is hoisted <u>during the event</u>, the event will continue, but outdoor activities will be suspended.
	Other Schools and NGOs	The event will continue as usual, but outdoor activities will be suspended.
Red / Black Rainstorm Warning / No. 8 Gale or Storm Signal or above	<ul style="list-style-type: none">• If the pre-warning/warning is hoisted at <u>8 a.m. on the event day</u>, the event will be canceled and rescheduled.• If the warning is hoisted <u>during the event</u>, the event will be suspended immediately.	
High Winds Announcement	<ul style="list-style-type: none">• RF will notify the organization when Tsing Ma Bridge is closed due to high winds signal.• If the high wind signal is in effect <u>before/during the event</u>, the event will continue, the organization can take the Park Island Ferry from Central Pier No. 2 to Ma Wan.	

Remarks: It is Rainbow Foundation's adverse weather arrangement. Regarding the exceptional circumstances and special needs from an individual applicant organization, the final decision shall be made by RF on a case-by-case basis.

9 Precautionary Measures

- In accordance with the latest government measures Prevention and Control of Disease (Requirements and Directions), we will adopt and adjust relevant epidemic prevention measures.

10 Survey & Acknowledgement

- Upon the completion of a service event, participants will be asked to complete a survey to help improving the service quality.
- As a token of appreciation to donors, we welcome the successful applicant to write a Thank You Letter.
 - Please use the organization letterhead and state the event date, number of participants, beneficiary types, event feedback, organization background, and sign by organization representative with organization chop in.
 - Please email the color scan of the Thank You Letter with event photos to info@rainbowfoundation.org.hk in attached. We will forward to our donors for their continuous support in serving more underprivileged. RF reserves the right to use the pictures for promotional purpose.
 - Should there be any concern on the use of pictures, please specify in the Thank You Letter.



11 Event Photo, Video and Media

- RF shall take photos and videos during the event and reserves the right to use any participant photo and video for future publicity purposes. If the applicant organization does not agree with the above arrangement, please inform us by email in advance.
- If the applicant organization wants to arrange media interview for the event, prior written consent to RF is required. Please also indicate it on the Online Application Form.

※ **All of the above information is subject to change without prior notice.**

※ **In case of dispute, the decision of Rainbow Foundation shall be final.**

