



Hong Kong Sanatorium & Hospital Village Volunteers Walk For A Vision Notes to Beneficiary

Introduction

1. Established in April 2009, the Hong Kong Sanatorium & Hospital (HKSH) Village Volunteers, which consists of HKSH staff members, doctors, nursing students, alumni of the School of Nursing and retired staff, has been taking part in various community and fundraising activities in order to promote the health and wellness of people in Hong Kong through care and love.
2. The annual Walkathon “Walk For A Vision” which takes place every March or April, is one of the major fundraising events organised by the HKSH Village Volunteers. It has so far raised funds for Ebenezer School & Home for the Visually Impaired, Make-A-Wish Hong Kong, The New Voice Club of Hong Kong, The Children’s Thalassaemia Foundation, St. James’ Settlement, Ronald McDonald House Charities of Hong Kong, and Little Life Warrior Society.

Application of Sponsorship

1. Applicants should be a charitable organisation under Section 88 of the Inland Revenue Ordinance that have a project / programme in need of funding which is focused on improving the medical health of the community. HKSH Village Volunteers is looking for projects that will have a positive impact on the largest number of lives. Funds raised for this project will be available two months after the walkathon.
2. Sponsorship seekers should submit a brief letter and an application form which containing a brief description of your organisation and its goals and objectives, the amount requested, and an explanation of the intended use and allocation of the funds. You may also include other supporting information that may be helpful in our review. The letter, the application form and any other materials should be sent to: Corporate Communications Manager (Community Service) by email: corporateaffairs@cad.hksh.com or by post:
Department of Corporate Affairs
Hong Kong Sanatorium & Hospital
2 Village Road, Happy Valley, Hong Kong
3. Applications are welcome throughout the year. Only one Beneficiary is supported in each walkathon. The confirmed Beneficiary will be notified three months before the date of walkathon. Applicants should submit their applications by end of October if they would like to apply for the beneficiary in the next year.

Consent to Sponsorship

1. The Beneficiary will provide a letter of consent to the sponsorship raised through Walk For A Vision.
2. The Beneficiary will provide proof of document to identify the non-profit status, e.g. exemption letter from Inland Revenue Department, company registration, etc.

Acknowledgement of Sponsorship

1. The Beneficiary shall acknowledge HKSH and / HKSH Village Volunteers in publication materials, a ceremony or any other means related to the sponsored project as agreed.
2. The Beneficiary will provide a report of the sponsored project within three months after the completion of the project.
3. The Beneficiary will inform the HKSH Village Volunteers of any amendments toward the sponsored project.

**HKSH Village Volunteers
Walk for Vision
Beneficiary Application Form**

I. Organisation Information

| | |
|---------------------------|--|
| Name of Organisation | |
| Address | |
| Tel | |
| Email | |
| Website | |
| Business Registration No. | |

| | |
|----------------|--|
| Contact Person | |
| Job Title | |
| Tel | |
| E-mail | |

| | |
|--|--|
| Which Year of Beneficiary are You Applying for | |
| Application Submission Date | |

II. Project Information

Please address each of the following criteria in your application. Please attach another page if you need more space or provide appendices to support your application if needed.

| |
|--|
| Project Name and Dates |
| |
| Sponsorship Amount |
| |
| Objective/Purpose of the Project What goals will be achieved and how the results will be determined /measured |
| |
| Target Group Who will use or benefit from the project? Why do they need the project? What difference does it make? |
| |

Project Plan and Description

Describe your project in detail, including the methodology to be used, how the donation will be spent, stakeholder involvement and include a plan of action and timetable, describe any other related activities that will be conducted that support this project but are not part of this sponsorship application.

Project Sustainability

Describe the expected long-term effects of the project.

Evaluation

How will you measure/assess the success of your project?

Budget

Please provide an itemised budget for the whole project (including income and expenditure)

Further Information (If any)