

HONG KONG BAPTIST UNIVERSITY

MEMORANDUM

To: To All Staff
From: Prof Yiu-Kwan Fan, Vice-President (Development)
Ref: VPD/2005/0726/017(m)
Date: 26 July 2005

Matching Grant Scheme 2005 Updates

I. UGC Guidelines

1. Following the approval given by the Finance Committee of the Legislative Council, the University Grants Committee (UGC) issued on 13 July 2005 a set of principles and guidelines ("[UGC Guidelines](#)", see [Attachment 1](#)) regarding the Matching Grant Scheme which will begin on 1 August 2005 and end on 28 February 2006.
2. With the UGC Guidelines in hand, I would like to highlight a few details that are now more clearly defined:
 - a) Only donations paid to the University after 31 July 2005 are eligible for matching. It is the receipt date as recorded in the University bank statement that counts.
 - b) It is IMPORTANT that donations received should not be banked in before 1 August 2005. From that date on, all donations should be quickly forwarded to the Finance Office with the "Donation Received" Form which has just been revised according to the UGC Guidelines ([Attachment 2, please use this version now](#)).
 - c) All donations must be reported to the UGC on a monthly basis. Any omission for the month will not be accepted by UGC for matching. At the close of each month, the Finance Office must have all the donation information required for reporting. It is imperative that you inform the Finance Office of any donations at the earliest time possible or near the end of the month in which the donations are received.
3. For all applications for matching, Departments/Offices through which the donations are received should ascertain that the donors are aware of, and have no objection to, their donations being matched.
4. Only for individual donations at \$1 million or above that the University has to report to UGC whether the donors agree to have their names disclosed by UGC to the public. For donations below \$1 million, it is not necessary to seek the wish of the donors regarding name disclosure for the purpose of UGC. However, if it is for other purposes such as disclosing the donors' names by the University or its units on the web or in newsletters, the donors' consent should be obtained.

5. Attention should also be paid to the “Eligibility for Matching” in the UGC Guidelines under “Broad Operating Principles” (A) and Detailed Guidelines (A).

II. The Incentive Plan within the University

1. The Incentive Plan as described in my earlier memo of 5 July will be valid for implementation during the term of this round of the Matching Grant Scheme.
2. If an allocation of fund under the Incentive Plan is to be made, it will be stated in a memo to the Dean of Faculty/School, or to the President/Vice-President (for non-teaching offices), after the University has been notified by the UGC of the amount of matching funds granted for the month. Not all donations reported to the UGC may be matched. This can happen in cases such as that the UGC funds have been exhausted. If this happens, notice will be served by the University Advancement Office to all Departments and Offices by email.

III. Your support is vital

This round of the Matching Grant Scheme only lasts for seven months. Moreover, the guaranteed minimum of \$45 million (“floor”) set aside by the UGC will only be valid for the first six months (i.e. ending on 31 January 2006). Any donations beyond the “floor” will have to compete with that of other institutions in terms of the receipt date. It does take the efforts of all University members to meet the challenge in such a short timeframe.

If you have questions to ask or ideas to share on fundraising, please feel free to contact me (extn. 7506), or Mrs Lily Chan, Acting Director of University Advancement (extn. 7878).

Let us work together for the advancement of the University.

Prof Yiu-Kwan Fan

Attachments:

- 1) UGC Guidelines
- 2) Updated “Donation Received” Form also available at UAO web site
http://www.hkbu.edu.hk/~uao/staffOnly/Donation_Received_Form_D05_01.doc

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