

Frequent Asked Question (FAQ)

Q: Should the welfare NGO submit one application form covering all the venues under the organization?

A: Each application form shall cover one premise only. If there are more than one premises under a welfare NGO, separate submissions are required.

Q: What should be submitted for application?

A: The following shall be submitted

Submit by post or by hand

- i. Original copy of the completed application*

Submit by email

- i. Soft copy of the completed application*
- ii. Copy of documentary proof of welfare NGO premises receiving recurrent subvention from the Social Welfare Department*
- iii. Copy of documentary proof of non-profit-making organization (e.g. proof showing the eligible welfare NGO is exempted from taxes under section 88 of the Inland Revenue Ordinance (Cap.112))*
- iv. Copy of schematic electrical wiring diagrams for the entire premise*
- v. Copy of lighting layout drawings for the existing lighting fixtures*
- vi. Copy of A/C layout drawings for the existing A/C installation*
- vii. Copy of building layout plan*
- viii. Copy of electricity bills for the past 3 years*
- ix. Spreadsheet on the inventory information of existing air-conditioners and lighting equipment (please download the template in the website and fill in accordingly)*
- x. Schedule of Accommodation*

Q: How to distinguish the priority among the applications?

A: The following will be considered:

- i. cost effectiveness and energy saving potentials*
- ii. site accessibility and safety issues*
- iii. conditions of the existing AC and lightings and site readiness for VSAC / LED lighting installation works*
- iv. availability of supporting documents and supplementary information*
- v. availability of welfare NGO premises to suit the tentative works programme/ schedule;*
- vi. ability of the eligible welfare NGO premises to operate and maintain the VSAC / LED lighting to be installed under Green Welfare NGOs for*

the entire lifetime of the equipment concerned; and

- vii. *whether the eligible welfare NGO premises have received / will receive alternative sources of funding for VSAC / LED lighting installations/ energy audit exercise.*

Q: Is it mandatory to apply for all 3 types of energy saving project, i.e. i) replacement of variable-speed air-conditioners ii) replacement of LED lighting and iii) conducting energy audit?

A: *Welfare NGO can apply any type of energy saving project according to their need. However, the Welfare NGO which applied for all three categories of works will serve a higher priority.*

Q: What is the maintenance arrangement after the replacement work?

A: *EMSD's contractor will provide maintenance service in the first year after completion of works. All maintenance responsibility shall be borne by the owner (Welfare NGO) after the defect liability period.*

Q: Will all equipment indicated in the submitted inventory list be replaced?

A: *Whether VSAC / LED lighting can be installed at a premise under "Green Welfare NGOs" will be subjected to the specific conditions of individual sites. The below are the typical issues for not installing the VSAC / LED light.*

- i. *Equipment which installed within 5 years and/or in locations not covered under Schedule of Accommodation*
- ii. *The existing air conditioning unit is already inverter type and/or Energy efficiency Label Grade 1, Variable Refrigerant Volume (VRV) air-conditioning unit,*
- iii. *The existing lighting installation is already LED light*
- iv. *Location with site safety and accessibility concern (installation at high level, no access platform to or undesirable support frame for existing air-conditioners and lighting, etc.)*
- v. *Premises which is on a declared monument or graded historic building*
- vi. *Premises which planned to end their services/ stop receiving recurrent subvention from SWD in the coming 3 years from the application date;*
- vii. *No ownership of existing air-conditioners and lighting;*
- viii. *There are restrictions set out in the land lease / tenancy agreements*

Please also note that all associated works such as concrete or platform reinforcement, change of location, addition of cooling capacity, rewiring,

replacement of light fitting, lighting design etc. is not included in the scheme.

Q: Any follow up action is required after the project?

A: Welfare NGO may consider the Energy Management Opportunities as suggested in the energy audit report provided after the energy audit. "Eco Building Fund" by CLP/ "Smart Power Building Fund" by HKE/ other charity fund, etc. maybe applied for such energy improvement. Welfare NGO require to submit a progress report each year (e.g. no later than 1 month after the cut-off date) for the entire lifetime of the VSAC / lighting concerned / year-round energy consumptions and any energy improvement projects incurred. Template of the progress report will be provided by the Government.