INTRODUCTION

The Opportunity Fund was launched in 2020 as a continuation of Resolve’s support to our alumni. This fund aims to foster cross-cohort collaboration in the social justice and inclusion space in Hong Kong. It is a small seed grant to kickstart or scale-up your project. This is your chance to turn ideas for equality into action as you pursue your social justice journey. As we know early-stage funds are not always available, we offer this critical resource. We also know that the application process can sometimes be tedious and intimidating.

PURPOSE OF THE OPPORTUNITY FUND

We hope that the Opportunity Fund can:

● Support you financially on your social justice journey
  ○ Alumni will be eligible to apply for small grants (each grant up to HK$50,000) to support your project. (For your reference, the average grant size of the Opportunity Fund is $24,373 HKD.)

● Help you build your capacity for grant-writing
  ○ Our application and reporting process will be similar to processes required by external grants. We hope that this will be a more supportive and flexible environment for you to gain experience in writing applications for grants
  ○ We offer one-on-one consultation sessions to assist you with the application process
  ○ We can help find teammates for your project in our alumni network

● Give you more clarity on what you want to achieve in your social justice journey

We consider ourselves to be a learning organization too! With the experience of the last round of Opportunity Fund, we will have altered some requirements and the review process. Please take the time to read the guidelines thoroughly. The information in these Guidelines may be adjusted over time. We welcome any comments or feedback on the Opportunity Fund.

WHAT APPLICATIONS WE WILL CONSIDER

Resolve’s mission is to empower future community leaders to bring about inclusive social change. We believe in a more inclusive Hong Kong, where every voice has a say in its future.
The Opportunity Fund is intended to help support projects that create ripple effects to achieve this mission together.

Your project must align with Resolve’s mission and objectives and demonstrate a direct impact on your current social justice work and/or Hong Kong’s greater social justice landscape.

We will consider applications that:

- Build your capacity or broaden your knowledge as a social justice leader
- Raise awareness for your social justice cause in the wider community
- Create transformative social justice changes in the community you serve
- Foster collaboration, especially among alumni and/or across marginalized communities
- Allow you to advance social justice work sustainably

**ELIGIBILITY**

- Alumni who have participated in Resolve's previous Fellowship Programs in 2017 to 2022 and have opted in to the alumni network are eligible to apply for the Opportunity Fund.
- You can apply individually or in teams of up to four. We encourage you to reach out to other alumni to team up.
- We understand that you may want to form a team with friends who are not Resolve alumni. To ensure transparency and assess the feasibility of the project, we only require the PRIMARY APPLICANT to be a Resolve alumnus.
- Starting from round 5, an alumnus will be granted the Opportunity Fund up to 2 times, individually or in a team. The Opportunity Fund may still be granted for a third and last time to grantees of round 1-4.
- Current grantees can apply for the next round after providing a 1-page update on the on-going project activities and expenses.

For the avoidance of doubt, Resolve reserves the right to make all decisions in relation to the Opportunity Fund (including the selection of successful applicants).

**REVIEW PROCESS**

- Applicants must fill and submit the application form, either in word format or through JotForm
- Eligible projects will be invited to present their project in front of our Review Committee. You can use a powerpoint presentation or alternate methods of presentation. Please note it is NOT mandatory to present with a deck.
- Each project will get a total time of 25 mins with 15 mins to present followed by 10 mins Q&A.

**SELECTION CRITERIA**

We will evaluate your application based on certain key criteria, including (but not limited to) the following:

- Alignment of your project with Resolve’s mission and objectives
- Feasibility and readiness of your project
● Impact of your project on your social justice journey and your community
● Level of collaboration with other groups/organization
● Level of project idea innovation

PROJECT DELIVERY

● Successful grantees will sign Acknowledgement Forms prior to receipt of grants.
● The project must commence within 1 month of signing the Acknowledgement Form and receiving the grant.
● We will organize a project management training for grantees that will focus on capacity-building of alumni through skill sharing and learning.
● Depending on the individual project timeline, an interim check-in will be scheduled between Resolve and grantees.
● All projects must complete within 12 months of signing the Acknowledgement Form.
● Upon completion of the project, grantees must submit a final report using Resolve’s template within one month.
# TIMELINE

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Dates</th>
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<tbody>
<tr>
<td><strong>Application period</strong></td>
<td></td>
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<tr>
<td>Opening of application period</td>
<td>June 1 (Thursday)</td>
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<td>One-on-one consultations with Resolve</td>
<td>June 1- July 6</td>
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<td>Contact Payal to schedule a consultation session on WA 5596 9368 or email: <a href="mailto:payal@resolvehk.org">payal@resolvehk.org</a></td>
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<tr>
<td>Application deadline</td>
<td>July 8 (Saturday)</td>
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<tr>
<td><strong>Review period</strong></td>
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<tr>
<td>Review Day</td>
<td>July 23 (Sunday) 10 am - 2:30 pm*</td>
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<tr>
<td>Present your project in front of our Review Committee</td>
<td>*Each project will be allotted 25 mins</td>
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<tr>
<td>Announcement of successful applicants</td>
<td>July end</td>
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<tr>
<td><strong>Project delivery</strong></td>
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<tr>
<td>Grantees to sign Acknowledgement Form</td>
<td>Aug 1 - Aug 20</td>
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<tr>
<td>Project Management Training</td>
<td>Aug 20 (Sunday) 2 pm - 5 pm</td>
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<tr>
<td>Commencement of project</td>
<td>Within 1 months of signing Acknowledgement Form and receiving the grant</td>
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<tr>
<td>Interim check-in between Resolve and grantees</td>
<td>Dependent on individual project timeline</td>
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<tr>
<td>Completion of project</td>
<td>Within 12 months of signing the Acknowledgement Form</td>
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<tr>
<td>Final report</td>
<td>Within 1 month after completion of project</td>
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FAQ

General Questions

1. **What is the minimum and maximum fund ask?**

   The minimum fund ask is $5,000 HKD and maximum is $50,000 HKD.

2. **If I am working with other alumni on a project, how should we submit the application?**

   This is welcomed! Please submit a single application. You will be asked to provide the names of all alumni involved in the project and each alumni’s specific role. Although we will ask for one alumni to be the primary point of contact, each alumni will be jointly and severally responsible for the submitted application form’s contents and the Opportunity Fund’s requirements.

3. **Can I apply for more than one project?**

   No. You may only submit one application (EITHER as an individual OR as a part of a group) under each cycle of the Opportunity Fund.

4. **What if there are significant changes to my selected project or if it’s cancelled before it starts?**

   We understand that unexpected changes might happen. In that case, please let us know of the changes in writing as soon as you can. Resolve will discuss with you if the fund could be used differently or if it would need to be refunded to support others. You are expected to proactively communicate with us the changes to seek approval before they take place.

Funds

1. **Can I apply for other external funds for the same project?**

   Yes. We encourage you to apply for other external funds so as long as those external funds do not cover the same lines of expense* under your project. If you do have changes in the sources or use of your external funding for the project during the application period or in the course of executing your project, please notify us as soon as you can.

   *For example, if you are submitting an application for an in-person event. You cannot apply to the Opportunity Fund and an external fund to both cover food costs, but you can apply to the Opportunity Fund to cover food costs, and another fund to cover transportation costs.

2. **Will I receive all the funding I applied for?**

   Depending on the number of applications we receive and the total amount asked, we may give full or partial funding. For your reference, the average grant size for our four rounds of the Opportunity Fund was $24,373 HKD.