

## Social Work Training Fund

### Application form for grant on running courses/seminars/workshops/lectures<sup>1</sup>

**Important Points to Note:**

- (1) Applicant organisations should read the Guide to Applications for Partial Sponsorship in 2011-12 before completing this form.
- (2) Please type or print every item clearly.
- (3) Please complete all sections of this form and use extra sheet whenever necessary.
- (4) Please complete one form for one proposed activity.
- (5) Please use other prescribed forms for activities other than the captioned one.

**A. PROPOSED ACTIVITY**

(1) Title : (English) \_\_\_\_\_

(Chinese) \_\_\_\_\_

(2) Aims and objectives :  
\_\_\_\_\_

(3) Programme content :  
\_\_\_\_\_

(4) Programme details :

<u>Date</u>	<u>Training Format</u>	<u>Time and Duration (no. of hours)</u>	<u>No. and Rank of RSW trainees</u>	<u>No. of non-RSW trainees (if any)<sup>2</sup></u>	<u>Total no. of trainees</u>
	(e.g. lecture, seminar, workshop)				

(5) Venue (with justification): \_\_\_\_\_

(6) Proposed trainer(s) : \_\_\_\_\_

(7) (a) Reasons and/or information for engaging the trainer(s), such as trainer's experience/qualifications in similar training programmes and, if applicable, reasons for engaging more than one trainer:  
\_\_\_\_\_

(b) Is trainer's c.v. attached?      Yes                      No

(8) Method(s) of evaluation : \_\_\_\_\_  
*Please insert a "✓" in appropriate boxes.*

<sup>1</sup> For application for grant to run courses/seminars/workshops/lectures, the programme has to fall within the scope of Social Work Training Fund sponsorship, i.e. (i) specialised or advanced social work knowledge and skills; and (ii) management skills related to social work practice.

<sup>2</sup> In accordance with the Social Workers Registration Ordinance (Cap. 505) and the Social Work Training Fund Ordinance (Cap. 1100), any reference to social worker shall be construed to mean a registered social worker and the training of social workers may include social work students. Organisations may, provided that no marginal cost will be incurred, enroll on top of the social work participants an extra 20% of non social work participants. For instance, if the total number of social work participants is 25, provided that no marginal cost will be incurred, five non social work participants (i.e. 20% of the 25 RSW participants) may be enrolled. SWTF will not provide funding support for these non social work participants. The amount of grant will be reduced according to the proportion of this group of participants in a programme.

**B. TARGET TRAINEES**

- (1) Estimated number of social work trainees in each grade/rank : \_\_\_\_\_  
\_\_\_\_\_
- (2) Service setting(s) of social work trainees : \_\_\_\_\_
- (3) Job duties of social work trainees (related to the proposed activity) :  
\_\_\_\_\_

**C. RATIONALE FOR THE TRAINING AND THE FORMAT**

- (1) In what way can the training equip social workers to tackle pressing or emerging social issues, improve their social work knowledge and skills and/or related professional competence for social work practice and generate greater degree of benefit and cost-effectiveness?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- (2) What is(are) the reason(s) for choosing this training format (including the proposed duration, number of sessions, venue, and number and rank(s) of the target trainees)?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**D. RECORD OF PAST ACTIVITIES**

- (1) Any activity of a similar nature held in the previous two years?  
Yes                      How many? \_\_\_\_\_                      No  
If yes, please complete items (2) to (10) below. Please use extra sheet for more than one activity.
- (2) Title : \_\_\_\_\_
- (3) Objectives: \_\_\_\_\_
- (4) Content: \_\_\_\_\_
- (5) Duration with date(s) indicated : \_\_\_\_\_
- (6) Organiser(s) : \_\_\_\_\_
- (7) Number and grade/rank of participants : \_\_\_\_\_
- (8) Is the said activity funded by the Social Work Training Fund?                      Yes                      No
- (9) Feedback : \_\_\_\_\_
- (10) Reason for re-conducting this programme :  
\_\_\_\_\_  
\_\_\_\_\_

*Please insert a “✓” in appropriate boxes.*

**E. BUDGET BREAKDOWN FOR THE PROPOSED ACTIVITY<sup>3</sup>**

<u>ITEM(S)<sup>4</sup></u>	<u>ESTIMATED AMOUNT</u> (\$)	<u>AMOUNT SOUGHT FROM THE FUND<sup>5</sup></u> (\$)
<u>Expenditure</u>		
Total(1)/Sub-total(2):	(1)	(2)
Central administrative cost (3):	(3)	(3)
<i>(not exceeding 10% of the Sub-total at (2))</i>		
Total(4):	(4)	(4)
<i>[(4)=(2)+(3); please see Note 5]</i>		

<u>SOURCE(S)</u>	<u>ESTIMATED AMOUNT</u> (\$)	<u>REMARKS</u> <i>(e.g. pending result of application for funds from other sources)</i>
<u>Income<sup>6</sup></u>		

**F. DETAILS OF APPLICANT ORGANISATION**

- (1) Name of organisation : \_\_\_\_\_
- (2) Name and post of responsible officer : \_\_\_\_\_
- (3) Phone no.: \_\_\_\_\_ (4) Fax no. : \_\_\_\_\_
- (5) Email : \_\_\_\_\_
- (6) Name of contact person (if different from (2) above) \_\_\_\_\_
- (7) Phone no.: \_\_\_\_\_ (8) Fax no.: \_\_\_\_\_
- (9) Email : \_\_\_\_\_
- (10) Address : \_\_\_\_\_
- (11) Date of application : \_\_\_\_\_
- (12) Signature of responsible officer : \_\_\_\_\_

<sup>3</sup> Please provide a balanced budget as far as possible and give an itemised breakdown of expenditure and income, including the amount of sponsorship sought from SWTF, the central administrative cost at not more than 10% of the requested sponsorship (if necessary), the amount of income to be borne by staff or agency, and other sources of income.

<sup>4</sup> The level of grant on "Miscellaneous" items (such as printing of course handouts), if approved, is capped at HK\$500 per application. Expenses on the items of "publicity", "drinks", "refreshments", "venue decoration", "transportation", "souvenirs" and "postage" are not supported.

<sup>5</sup> If approved, the maximum grant will not exceed 50% of the recognised budget plus central administrative cost, if applicable. The amount reimbursed for each item will not exceed 50% of the amount approved by SWTF or 50% of the actual amount incurred by the applicant for items previously approved by SWTF, whichever is the less.

<sup>6</sup> All anticipated/actual incomes received for the activities, including fees from participants and funding from sources other than the applicant, will be deducted in calculation of the grant unless they are to cover the non-supported items or the non-covered amount of the supported items. If course fees are to be charged, the amount charged on all participants should be the same.

Remarks

1. The information provided will be used for processing your application for the Social Work Training Fund. The information may be divulged to other departments/bureaux/agencies for the same purpose or where the disclosure is permitted or required by law.
2. The Social Work Training Fund Committee may not be able to process the application if information provided is not sufficient.
3. For correction of or access to personal data contained in this application, please contact the following officer:

Senior Executive Officer  
(Staff Development and Training)  
Social Welfare Department  
Lady Trench Training Centre  
44 Oi Kwan Road  
Wan Chai  
Hong Kong

Tel. No. : 2575 4321 Ext 309

[Revised: May 2011]

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