

Social Work Training Fund

Application form for grant on publication of training materials¹

Important Points to Note:

- (1) *Applicants 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 training material.*
- (5) *Please use other prescribed forms for activities other than the captioned one.*

A. PROPOSED TRAINING MATERIAL

(1) Title : (English) _____

(Chinese) _____

(2) Aims and objectives :

(3) Contents/items covered :

(4) Table of content with a list of the author(s):

(5) Abstract of the articles/chapters:

(6) Form (e.g. book, reference kit, practice manual, report, CD ROM, audio-visual / multi-media materials) : _____

(7) Number of copies proposed to be produced²: _____

¹ For application for grant to publish training materials for social workers, the publication 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.

² In the distribution list, 20 copies or 5% of the total number of the copies, whichever is the less, should be reserved to SWTF for distribution to relevant organisations/tertiary institutions not covered in the applicant's distribution list for the promotion of social work training and education.

(8) Distribution list: _____

(9) Anticipated date of completion : _____

(10) Author(s)/patent holder(s) : _____

(11) Publisher(s)/producer(s) : _____

[If the material(s) is/are not an original piece(s), please attach the authorisation documents from the author(s)/patent holder(s).]

(12) Method(s) of evaluation : _____

B. RATIONALE FOR THE TRAINING MATERIAL AND ITS FORM

(1) In what way can the training material equip social workers to tackle pressing or emerging social issues, improve the 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 reasons for engaging the author(s)/contributor(s), the form and specifications of the training material (such as use of full-colour printing and production of CD-ROM/DVD) and the number of copies proposed in the distribution list]?

C. TARGET USERS/READERS

(1) Estimated total number of social work users/readers in each grade/rank (*please provide a breakdown*):

(2) Service setting(s) of social work users/readers:

D. RECORD OF PAST TRAINING MATERIAL

(1) Any publication of training material of a similar kind in previous two years?

Yes How many? _____ No

If yes, please complete items (2) to (9) below. Please use extra sheet for more than one training material.

(2) Title of materials : _____

(3) Production date : _____

(4) Objectives:

(5) Content:

(6) Is the said training material funded by the Social Work Training Fund?

Yes No

(7) Target user(s) / reader(s): _____

(8) Feedback:

(9) Reason for re-publishing the proposed material:

Please insert a "✓" in appropriate boxes.

E. BUDGET BREAKDOWN FOR THE PROPOSED PUBLICATION OF TRAINING MATERIAL³

<u>ITEM(S)⁴</u>	<u>ESTIMATED AMOUNT</u> (\$)	<u>AMOUNT SOUGHT FROM THE FUND⁵</u> (\$)
<u>Expenditure</u>		
Total (1) / Sub-total (2):	(1)	(2)
Central administrative cost (3):		(3)
<i>(not exceeding 10% of the Sub-total at (2))</i>		
Total (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>Income⁶</u>		

³ Please provide a balanced budget as far as possible and give an itemised breakdown of expenditure and income, including the requested amount of sponsorship 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.

⁴ For items and services with a value not exceeding HK\$50,000, **more than one quotation** should be obtained and the lowest conforming offer be accepted. For items and services with a value over HK\$50,000, at least five written quotations should be obtained. **Copies of the quotations obtained should be attached to the application form.** For “Miscellaneous” items, if approved, the level of grant is capped at HK\$250 per application. Expenses on the items of “publicity” and “postage” are not supported.

⁵ If approved, the maximum grant will not be more than 50% of the recognised budget plus central administrative cost inclusive, 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.

⁶ All anticipated / actual incomes received for the training materials, including sale proceeds and funds from other sources etc. 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.

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 : _____

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]

-End-