

## Application for Rent / Rates / Government Rent Subsidy for 2011-12

- Please read the explanatory notes at **Annex** before completing this application form.
- Please put an “X” against the appropriate box(es).

### Particulars of Applicant Organisation

1. Name of Applicant Organisation:  
(Chinese) \_\_\_\_\_  
(English) \_\_\_\_\_
2. Name of Head of Applicant Organisation:  
(Chinese) \_\_\_\_\_  
(English) \_\_\_\_\_
3. Address of Applicant Organisation:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. E-mail Address of Head of Applicant Organisation:  
\_\_\_\_\_
5. Contact Person:  
Name: (Chinese) \_\_\_\_\_ (English) \_\_\_\_\_  
Post: \_\_\_\_\_ Telephone no.: \_\_\_\_\_  
E-mail address: \_\_\_\_\_ Facsimile no.: \_\_\_\_\_
6. Is your organisation a charitable institution or trust exempt from tax under Section 88 of the Inland Revenue Ordinance, Cap.112?  Yes  No

7. Objectives of Applicant Organisation:

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**Particulars of Service Unit in Respect of Which Subsidy under the Scheme is Sought**  
**[Please refer to paragraphs 10 - 14 of the explanatory notes at Annex before completing**  
**Items 12 - 14]**

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8. Name of Service Unit: (Chinese) \_\_\_\_\_  
(English) \_\_\_\_\_

9. Name of Unit-in-charge: (Chinese) \_\_\_\_\_  
(English) \_\_\_\_\_

10. Service Unit Address: \_\_\_\_\_  
\_\_\_\_\_

11. Contact Person:  
Name: (Chinese) \_\_\_\_\_ (English) \_\_\_\_\_  
Post: \_\_\_\_\_ Telephone no.: \_\_\_\_\_  
E-mail address: \_\_\_\_\_ Facsimile no.: \_\_\_\_\_

12. Nature of Services:  
Welfare service (Percentage split: \_\_\_\_\_ % )  
Non-welfare service (if any) (Percentage split: \_\_\_\_\_ % )

13. Description of services provided with respect to its capacity / membership / number of beneficiaries / utilisation rate. (Please split into welfare and non-welfare portions, if applicable.)

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14. Operation mode of service including its operation hours / sessions, fee charging rate, if any, etc. (Please split into welfare and non-welfare portions, if applicable.)

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15. Please state the liaison and cooperation with other organisations and/or government departments including relevant sections / district offices involved in liaison activities (if applicable).

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**Particulars of Application**

[Please refer to paragraphs 10 - 14 of the explanatory notes at Annex before completing Items 16 - 17]

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16. Total Area of Service Unit: \_\_\_\_\_ m<sup>2</sup>

17. Use of Floor Area:

Welfare service: \_\_\_\_\_ m<sup>2</sup> (Percentage split: \_\_\_\_\_ % )  
(area)

Non-welfare service: \_\_\_\_\_ m<sup>2</sup> (Percentage split: \_\_\_\_\_ % )  
(area)

18. Rent / Rates\*/ Government Rent of Service Unit as Shown in the Debit Notes and/or Receipts of Rent / Rates / Government Rent:

	Actual			Estimated	<b>Total</b> 4/2011 – 3/2012
	4-6/2011	7-9/2011	10-12/2011	1-3/2012	
Rent:					
Rates*:					
Government Rent:					
<b>Total:</b>					

19. Amount of Rent / Rates\* / Government Rent Subsidy Requested:

	Amount requested for 2011-12	Please specify the reason(s) if the amount requested is different from the total amount listed at Item 18.
Rent:		
Rates*:		
Government Rent:		
<b>Total:</b>		

**\* Note : Based on the relief measure of Rates Concession for the Financial Year 2011-12, rates concession is given to offset the rates payable for four quarters from April 2011 to March 2012, subject to a ceiling of \$1,500 per quarter for each rateable tenement. Therefore, please exclude the concessionary deductions from the amount requested at Item 19 above.**

20. Is this the first time for the service unit to apply for the subsidy under the Scheme?

- Yes. Date of commencement of services: \_\_\_\_\_  
(Leaflets and pamphlets attached to this application are required.)
- No. Please provide the following in respect of the application result for 2010-11:
- (i) the application was successful:  Yes  No  N.A.
- (ii) amount of subsidy granted if the application was successful: \$ \_\_\_\_\_
- (iii) subsidy granted was shown in the audited annual financial statement for 2010-11 as submitted for assessment:  Yes  No

21. Has the service unit complied with relevant legal requirements in providing welfare services?  Yes  No.

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## Required Documents

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22. Please submit the following documents together with the completed application form and mark "Document (a)", "Document (b)", etc. at the upper right hand corner of the documents.

- (a) A copy of the relevant document verifying that your organisation is a charitable institution or trust exempt from tax under Section 88 of the Inland Revenue Ordinance, Cap. 112;

AND

- (b) Copies of documents to substantiate that your organisation is run by a properly constituted committee, e.g. organisation constitution, minutes of meeting on election / appointment of management committee, etc;

AND

- (c) A copy of the audited annual financial statement\*\* (AFS) for 2010-11. Please select one of the following which will be adopted for conducting financial assessment.

- the AFS of the service unit for which the subsidy is sought (the Statement of Comprehensive Income and the Statement of Financial Position showing both the General Accumulated Surplus and the Net Current Assets should be included);

OR

- the AFS of the organisation as a whole (the Statement of Comprehensive Income and the Statement of Financial Position showing both the General Accumulated Surplus and the Net Current Assets should be included).

**\*\* Note : The annual financial statement (AFS) for 2010-11 certified by agency head is accepted only when the amount of subsidy requested by the applicant organisation is less than \$5,000. In addition, the audited / certified AFS should be submitted not later than 15 December 2011 if it is not yet available upon submission of the application. For details, please refer to Part C of the explanatory notes at Annex.**

AND

- (d) A floor plan of the premises with clear indication of the total floor area and the floor area of the portion for welfare activities, if applicable;

AND

- (e) Copies of rent receipts and/or related documents;

AND

- (f) Copies of documents showing rates and government rent;

AND

- (g) Copies of service pamphlet(s) and/or related service promotion materials.

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## Declaration

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23. I declare that the information supplied by me in this form is, to the best of my knowledge, both true and correct. I have also read the explanatory notes at Annex. I consent to the release of my organisation's data pertaining to this application to other government bureaux, departments, related organisations for assessing my organisation's eligibility for subsidy under the Scheme.

\_\_\_\_\_  
Signature of  
Board Chairperson

\_\_\_\_\_  
Organisation Chop

\_\_\_\_\_  
Date

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## Remarks

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24. Applicant organisation has to send the **original copy** of the **completed application form and all the required documents** to the Subventions Section of the Social Welfare Department **on or before 31 October 2011** at 38/F., 248 Queen's Road East, Wan Chai, Hong Kong. Please mark "Application for Rent / Rates / Government Rent Subsidy for 2011-12" on the envelope. **Late applications or applications with incomplete or inadequate information / supporting documents will not be considered.**
25. Applicant organisation has to send a **copy of the completed application form and documents (d) and (g)** to the relevant District Social Welfare Office and/or the Child Care Centres Advisory Inspectorate, whichever is appropriate. Please refer to Part H of the explanatory notes at Annex.

Social Welfare Department  
September 2011

## Explanatory Notes on Application for Rent / Rates / Government Rent Subsidy for 2011-12

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### A. Preamble

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- (1) Some charitable organisations operate non-subvented welfare services with their own resources. In recognition of their valuable contributions to complement government funded programmes or activities in meeting community needs, the Government has, for many years, implemented the Rent / Rates / Government Rent Subsidy Scheme (the Scheme) with a view to assisting financially the continuation of non-subvented services.
- (2) Insofar as the Scheme is concerned, rent refers to rental payments for public housing premises only while rates and government rent refer to payments for self-owned premises or rented premises in the public or private sector.
- (3) The subsidy under the Scheme, if granted, is paid out from the Government's General Revenue Account. To ensure that public funds are granted to most needy organisations for delivering non-subvented welfare services, the Scheme operates on some eligibility criteria against which assessments will be conducted for individual applications. Successful applicants have to meet **all** the criteria.
- (4) The ultimate level of support and the amount of subsidy to be granted to successful applicants will be subject to the availability of Government funds.

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### B. General Eligibility Criteria

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- (5) Applicant must be a bona-fide non-profit-making organisation exempt from tax under Section 88 of the Inland Revenue Ordinance, Cap. 112.
- (6) Applicant organisation must be run by a properly constituted committee with integrity, management capability and track record to the satisfaction of the Social Welfare Department (SWD).
- (7) Applicant organisation has to allow staff of SWD to inspect the premises of the service unit in respect of which subsidy under the Scheme is sought and the activities delivered by the service unit.

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## C. Financial Assessment

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- (8) Assessment of the eligibility of an organisation to make an application under the Scheme in respect of its service unit(s) will be based on the audited annual financial statement submitted by the organisation with details specified below.

### Audited Annual Financial Statement (AFS)

- (a) Applicant organisation must submit the audited AFS in respect of **either** the service unit for which the subsidy is sought **or** the organisation as a whole.
- (b) The audited AFS submitted must include the Statement of Comprehensive Income and the Statement of Financial Position showing both General Accumulated Surplus and Net Current Assets, and the audited AFS must be submitted on or before 15 December 2011.
- (c) The audited AFS submitted should cover the financial year preceding the application (i.e. 1 April 2010 - 31 March 2011) or the latest available AFS if it covers a different accounting period.
- (d) If the names of the service unit and organisation shown in the submitted AFS and the application form are different, the applicant organisation is required to give reasons and provide supporting documents.
- (e) The audited AFS submitted must be audited by a Certified Public Accountant in Hong Kong. AFS certified by the head of the applicant organisation is accepted only when the subsidy requested is less than \$5,000.
- (f) Once the certified / audited AFS has been submitted, any re-submission will not be considered.
- (9) Financial assessment is conducted having regard to two criteria. Applicant organisations will not be eligible for subsidy under the Scheme if they do not meet either or both of the following criteria -

### (a) Operating Surplus (OS)

The Statement of Comprehensive Income submitted shows that the OS (before appropriation of funds and after deduction of the subsidy under the Scheme granted in previous year<sup>Note 1</sup>) for the financial year preceding the application is not greater than \$200,000 or three times of the Subsidy to be granted, whichever is the less.

**Note 1: The subsidy under the Scheme granted in previous year will be deducted only if the subsidy has been included in the Statement of Comprehensive Income shown in the audited AFS submitted.**

### (b) General Accumulated Surplus (GAS) / Net Current Assets (NCA)

The Statement of Financial Position<sup>Note 2</sup> submitted shows that 10% of either the GAS (excluding all designated funds<sup>Note 3</sup>) or the NCA, whichever is the less, is not greater than the subsidy under the Scheme to be granted.

**Note 2: The Statement of Financial Position shown in the audited AFS submitted in respect of either the service unit for which the subsidy under the Scheme is sought or the organisation as a whole must include both the GAS and the NCA. If the information on GAS and NCA is missing or incomplete, financial assessment cannot be conducted and the application will not be processed.**

**Note 3: Designated funds refer to funds that have a designated purpose. A clear account of all the designated funds with detailed description of their usage must be provided in the Statement of Financial Position submitted. In addition, applicant organisations are required to submit relevant supporting documents, e.g. approval letter from fund provider or donor, minutes of the Management Board or Committee, etc., to support that the designated funds have a designated purpose.**

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#### **D. Service Assessment**

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- (10) The direct services provided to the customers of the service unit in respect of which subsidy under the Scheme is sought must be within the welfare ambit, such as family and child welfare, social security, services for elders, rehabilitation services, medical social services, services for offenders and crime prevention, community development and youth services. Please note that administrative service, labour activities, health programmes and activities or programmes subvented by other government departments are considered outside the ambit of the Scheme.
- (11) The welfare services provided by the service unit in respect of which subsidy under the Scheme is sought should be meeting genuine needs of the community served and should be easily accessible by needy customers, i.e. services not confined to a restricted membership.
- (12) The service unit in respect of which subsidy under the Scheme is sought should have a good track record in providing welfare services. Services under planning or services having been in operation for a short while at the time of application would only be considered on an exceptional basis with strong justifications.
- (13) Insofar as subsidy under the Scheme is concerned, welfare services provided by the service unit will be considered ineligible if service recipients have to pay certain fees which have included the elements of rent / rates / government rent, e.g. residential services operated on a non-profit making, self-financing mode with fees paid by service recipients containing rent or rental related elements will be considered ineligible.