

**Questions and Answers**  
**Social Welfare Development Fund (SWDF)**  
**(Sharing Session for Small NGOs on 27.4.2010)**

**Q1:** Can NGOs apply for SWDF as overtime allowance for subvented staff who worked overtime after attending training and professional development programmes?

**A1:** No. The nature of SWDF is to support training programmes and cover the cost of relieving staff under Scope A. Overtime allowance for subvented staff to attend training is outside the supported scope. Double benefit is also a concern if staff was paid for both training and overtime allowance by SWDF. To relieve staff's workload and enhance their incentive to go for training, NGOs can apply for SWDF to cover the cost of relieving workers to relieve staff who go on training under Scope A.

**Q2:** Can NGO apply for SWDF to support the projects for subvented staff working in OCCS & EHCCS and for that kind of services?

**A2: **General Principle****

As a general principle, SWDF should only be used on NGO board members and subvented staff as well as subvented services. NGO staff working in welfare services funded by grants within control of SWD and Labour and Welfare Bureau (such as Lotteries Fund, Partnership Fund for the Disadvantaged, Community Investment and Inclusion Fund) will also be recognised.

Staff employed by subvented NGOs serving in the NGO's self-financing posts are ineligible for SWDF, whereas staff employed by subvented NGOs with different funding sources including fund controlled by SWD and LWB are eligible for SWDF on pro-rata basis.

**Staff of OCCS and EHCCS under Scope A of SWDF**

As staff funded by OCCS and EHCCS are most likely partially subvented, they are eligible for Training & Professional Development (T&D) programmes of SWDF on pro-rata basis along the general principle.

We note that the pro-rata arrangement will provide little incentive for staff working in OCCS and EHCCS in KCCC to apply for SWDF for T&D purpose. Considering the unique circumstances of these group of subvented staff, we may consider special discretion on the

following conditions -

- T&D programmes organised for the whole SWD-subvented unit of the NGO can be fully supported by SWDF;
- Staff designated to provide subvented OCCS and / or EHCCS in KCCC can also be fully supported by SWDF for T&D programmes on individual basis. As such designated staff means one who is mainly responsible for OCCS and / or EHCCS, the number of such staff in each service unit should be limited. For other staff who may also be involved in delivering OCCS and EHCCS, the pro-rata principle is still to be applied.

**Child Care Services under Scope B and C of SWDF**

NGOs may still apply for 85% support (after deducting 15% NGOs' contribution required for system upgrading projects) for projects under Scopes B and 100% support for projects under Scope C if such projects are relevant for subvented services of OCCS / EHCCS. If projects under Scopes B and C involve subvented units funded by both SWD and EdB, the pro-rata principle will similarly be applied.

Q3: Is it necessary to complete vetting on both IT and non-IT projects for submission in one go to the meeting of Lotteries Fund Advisory Committee (LFAC)?

A3: No. Before submission to LFAC, non-IT projects will be vetted by SWD whereas IT projects will be vetted by SWD in consultation with the Joint Committee on Information Technology for the Social Welfare Sector (JCIT). Depending on the vetting progress, non-IT projects and IT projects may therefore be submitted to LFAC in separate meetings. As JCIT will be consulted for IT projects before being put up to LFAC, NGOs should duly consider this factor in planning when to start their IT projects.