

Our Ref.: SWD/S/109/10/6-5
Tel. No.: 2832 4363
Fax. No.: 2575 5632

15 October 2010

Board Chairperson of
Subvented Non-governmental Organisation (NGO)

Dear Sir/Madam

**Social Welfare Development Fund (SWDF) – Phase 1
Submission of the Second Round Application**

I am pleased to invite your application for SWDF – Phase 1 second round application.

To facilitate your planning, the Department has pledged to arrange a second round application for NGOs who have not applied for SWDF- Phase 1 first round application by 30 June 2010. In this connection, I would like to extend this invitation of SWDF – Phase 1 second round application specifically to your organisation to benefit the development of your subvented staff as well as your organisation.

Submission of Second Round Application

Your organisation may submit one composite application for SWDF-Phase 1 second round application **from 18 October 2010 to 10 January 2011**. The application is to be made in duplicates and sent to Subventions Section of the Department. In preparing the application, you should observe the guidelines as stated in the **Guidance Notes for Application (Annex 1)** and submit the **Application Form (Annex 2)** as follows-

- **Part I, Part II and Part IV (if applicable)** should be submitted to Subventions Section of the Department.
- **Part III and Part IV (if applicable)** is for IT project application only and should be submitted direct to Information Systems and Technology Branch (ISTB) of the Department.



Application Details

Application details such as the funding cap for your organisation, the supported scopes, vetting of application, notification of approved allocation and reporting mechanism remain unchanged. For details, please refer to our invitation letter to your organisation dated 14 January 2010. A sample of the invitation letter is also available at http://www.swd.gov.hk/en/index/site_ngo/page_swdf/.

For the development of your organisation and your subvented staff through the SWDF, please make use of this second round opportunity and **submit the application on or before the deadline of 10 January 2011**. If you miss this second round application, you will have to wait for SWDF- Phase 2, i.e. after completion of SWDF- Phase 1 on 31 March 2013.

I earnestly look forward to receiving your application in the short future. If you have any enquiries, please contact Ms Chan Yee-lee at 2832 4365 or the responsible Social Work Officer designated to your organisation.

Yours sincerely,

(Ms Lily Ng)
for Director of Social Welfare

c.c.
NGO Head
Lump Sum Grant Steering Committee Members