

**Application Form
Social Welfare Development Fund (SWDF)**

**Part I
(Updated in
June 2011)**

Phase 1 (2011-12 to 2012-13)

PART I

1. Particulars of the Applicant NGO

Name of Applicant NGO (Code of NGO) : _____

a) Chairperson of the Management Board : _____
 Telephone No. / Fax No. : _____
 Email Address : _____

b) Head of the NGO : _____
 Telephone No./ Fax No. : _____
 Email Address : _____

c) Name and Post of Contact Person : _____
 Telephone No. / Fax No. : _____
 Email Address : _____

2. The Funding Cap and Outstanding Balance in Phase 1

(i)	Total funding cap of the SWDF for the organisation ^{Note 1}	:	
(ii)	Maximum amount of the fund the organisation may apply for Phase 1 ^{Note 2}	:	(a)
(iii)	Total fund approved (including both non-IT and IT projects) in the first / second round of applications in Phase 1	:	(b)
(iv)	Maximum outstanding balance the organisation may apply for under the funding cap in Phase 1	:	(c) = (a) – (b)

3. Summary of Amount Applied for by the NGO in Final Round of Applications under Phase 1

	Amount Applied for in Phase 1	% of Amount Applied for in each Scope	Proposed Cash Flow in Each Year		
			2010-11	2011-12	2012-13
Amount applied for in Scope A ^{Note 3}	:				
Amount applied for in Scope B ^{Note 4}	:				
(i) IT Projects					
(ii) Non-IT Projects					
Amount applied for in Scope C ^{Note 5}	:				

Note 1 The funding cap for each NGO is set at 9% of its annual subventions in 2009-10, or \$2M, whichever is the higher, and as specified in SWD's letter dated 14.1.2010 inviting applications for SWDF.

Note 2 The total amount an NGO may apply for in Phase 1 is 33% of the NGO's total funding cap as specified in SWD's letter dated 14.1.2010 inviting applications for SWDF, except with approval of the SWD based on the NGO's justification for exceeding its percentage.

Note 3 Scope A : Training and professional development for NGO board members, management and staff.

Note 4 Scope B : Business system upgrading (both IT and non-IT projects).

Note 5 Scope C : Studies aiming at enhancing NGOs' service delivery.

5					
Total amount applied for	:		100%		

(Remark: Total amount applied for by NGO in final round should be equivalent to or less than (c))

4. Amount to be maintained in Phase 1 after final round of applications: _____

5. Summary of Proposed Projects in Final Round of Applications under Phase 1

No.	Name of Project (Please mark * in front of any project if made under <u>joint</u> application)	Proposed Commencement and Completion Date (i.e. mm/yyyy to mm/yyyy)	Amount Applied for the Project (\$)	Cash Flow in Each Year (\$)		
				2010-11	2011-12	2012-13
Scope A – Training and Professional Development Programmes						
1)						
2)						
3)						
4)						
Sub-total:						
Scope B – Business System Upgrading Projects (Please mark # for IT projects and @ for non-IT Projects)						
5)						
6)						
7)						
Sub-total:						
Scope C – Studies Aiming at Enhancing Services Delivery						
8)						
9)						
10)						
Sub-total:						
Total						

Remarks:

1. NGO may add more project items to best fit their needs and plans.
2. Information of each proposed project should be separately entered in Part II.

6. Declaration

I declare that:

- (a) Staff consultation has been conducted with staff's views taken into account in this application, and all above proposed projects are endorsed by my Management Board/Executive Committee.
- (b) Any staff cost incurred in the above proposed projects should be on project basis and non-recurrent in nature.
- (c) All information provided in this application form is true and accurate to my best knowledge.
- (d) I will submit the reports and documents as required to the Social Welfare Department for assessment and monitoring purpose.

Signature : _____
Name of Board Chairperson : _____
Address : _____
Date : _____

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Application Form
Social Welfare Development Fund (SWDF) -
Phase 1 : 2010-11 to 2012-13

PART II 1. Training and Professional Development (T&D) Programmes

1(a) All Proposed T&D Programmes – Basic Information
(Both Local and Outside HK)

Serial No.	Name of Proposed T&D Programme (Please mark * in front of any project if to be made under joint application and see Remark below this table)	Amount of SWDF Applied (\$)	No. of Social Workers to Benefit [Please indicate in () no. of junior social workers in the estimate] (e)	No. of Other Staff to Benefit [i.e. staff of management and non-social-work grades] (f)	No. of Board Members to Benefit (g)	Estimated Total No. of Staff ^{Note 6} and Board Members to Benefit (h) = (e)+(f)+(g)	Budget for Board Members	
							(\$)	(%) <i>Note 7</i>
			()					
			()					
			()					
			()					
Total:		(d)	()				(i)	(j)

Remark:

For joint application, “Supplementary Information for Joint Application” at **Part IV** should also be submitted.

1(b) Total Budget of Proposed T&D Programmes OUTSIDE HK

Total Amount Applied for T&D Programme in Phase 1 [(k)=(d) in Item 1(a)]	Total Amount Applied for T&D Programme OUTSIDE HK in Phase 1 (l)	% of Total Amount Applied for T&D Programme OUTSIDE HK in Phase 1 [=(l)/(k)x100%] ^{Note 8}

Note 6 NGO staff of subvented welfare services funded by grants within control of the SWD and the Labour and Welfare Bureau (such as Lotteries Fund, Partnership Fund for the Disadvantaged, Community Investment and Inclusion Fund) are eligible.

Note 7 The budget of training and development expenses for board members versus the NGO’s total budget for training in the phase (i.e. (j)=(i)/(d)x100%) should not exceed 15%.

Note 8 The budget of training and development programmes outside HK should be planned in the most economical manner and subject to not more than 30% of the NGO’s total budget on training and development programmes for the phase.

1(c) T&D Programmes *OUTSIDE HK* planned to be joined by Board Members

Serial No.	Name of T&D Programme <i>OUTSIDE HK</i> planned to be joined by Board Members	No. of Board Members Joining T&D Programme <i>OUTSIDE HK</i>	Total Budget for Board Members Joining T&D Programme <i>OUTSIDE HK</i> [=the amount applied + NGO's contribution) (\$)	NGO's Contribution	
				Amount and (%) ^{Note 9} of Contribution	Source of Contribution
				\$ (%)	
				\$ (%)	
				\$ (%)	
				\$ (%)	
Total:				\$ (%)	

1(d) Amount Applied for Relief Staff in T&D Programmes

Serial No.	Name of T&D Programme with Relief Staff Requirement planned	Estimated No. of Relief Staff Required	Budget for Relief Worker ^{Note 10} (\$)	Relieving Period (i.e. Month/Year to Month/Year)
Total:				

Note 9 NGO is required to use its own resources to contribute 50% of the expenses for training and development programmes outside HK for board members.

Note 10 The budget for relief worker should also be included in the amount of SWDF applied for training and development programmes in Item 1(a) in Page 3.

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Part II 2
(Updated in
June 2011)

PART II 2. Business System Upgrading Projects

2(a) All Proposed Business System Upgrading Projects - Basic Information
(Both Non-IT and IT Projects)

Serial No.	Name of the Proposed Business System Upgrading Project	Total Budget of the Proposed Business System Upgrading Project [= the amount applied + NGO's contribution) (\$)	NGO's Contribution		Non-IT Project	IT Project	Joint Application
			Amount and (%) <i>Note 11</i> of Contribution	Source of Contribution			
			\$ (%)				
			\$ (%)				
			\$ (%)				
Total:			\$ (%)				

Remarks:

- 1) Specific information on all the above projects should be provided as follows-
 - (a) Non-IT projects in **Item 2(b)** below.
 - (b) IT project applications in **Part III** which should be submitted separately to Information Systems and Technology Branch (ISTB) of the SWD.
- 2) For joint application (whether IT or non-IT project), "Supplementary Information for Joint Application" at **Part IV** should also be submitted. Besides, ONLY the Lead Applicant should fill in and submit **Item 2(b)** (for non-IT project) or Part III (for IT project). Other participating NGOs are NOT required to provide information in such parts.

2(b) Proposed Non-IT System Upgrading Projects – Specific information
 (Please use separate sheet if more than one proposed projects)

1.	Serial No. of the Proposed Project	:	
2.	Name of the Proposed Project	:	
3.	Objectives	:	_____ _____

Note 11 NGO is required to contribute 15% of the cost of system upgrading projects of both IT and non-IT natures.

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PART II 3. Studies aiming at Enhancing Service Delivery

3(a) All Proposed Studies - Basic Information

Serial No.	Name of Proposed Studies	Amount of SWDF Applied (\$)	Outsourcing to Outside Institute to Conduct the Studies <small>Note 12</small>	Employ Staff to Carry out the Studies <small>Note 13</small>	Joint Application
			(Please ✓ as appropriate and see the Remarks below)		
Total					

Remarks:

- 1) Specific information on all the above studies, subject to remark 2 concerning joint application, should be provided in **Item 3(b)** below.
- 2) For joint application, “Supplementary Information for Joint Application” at **Part IV** should also be submitted. Besides, ONLY the Lead Applicant should fill in and submit **Item 3(b)**. Other participating NGOs are NOT required to provide information in such part.

3(b) Proposed Studies – Specific Information

Serial No.	Name of the Proposed Studies	Objectives	Area of Service Delivery Targeted for Study	Background of the Existing Service Delivery	Plan for Conducting the Study (e.g. Institute to be engaged, proposed methodology)

Note 12 The project of study should be sourced from outside institutions including education institutes and private consultancies. In selecting a suitable contractor, NGO should observe the procurement procedures in line with those of Lotteries Fund Manuel.

Note 13 NGO may employ staff to carry out studies with the condition that proper mechanism, e.g. project committees, should be in place to monitor and oversee the operation of the studies.

PART III

**Application Form
Social Welfare Development Fund (SWDF) -
Phase 1 : 2010-11 to 2012-13
[for IT Project only]**

Please complete this form and submit direct to

**Information Systems and Technology Branch (ISTB)
Room 118, Lady Trench Training Centre,
Social Welfare Department
44 Oi Kwan Road, Wan Chai, Hong Kong**
*(Please also send a soft copy in Microsoft Word format to
sist4@swdgovhk)*

1. Particulars of the Applicant NGO

Name of Applicant NGO : _____
(Code of NGO)

(a) Chairperson of the Management Board : _____
Telephone No. / Fax No. : _____
Email Address : _____

(b) Head of the NGO : _____
Telephone No. / Fax No. : _____
Email Address : _____

(c) Name and Post of Contact Person : _____
Telephone No. / Fax No. : _____
Email Address : _____

2. Summary of Proposed IT Projects – Phase 1

No	Name of Proposed IT Project	Proposed Commencement and Completion Date (i.e. mm/yyyy to mm/yyyy)	Project Cost (\$)	NGO's contribution (\$)	Amount of SWDF Applied (\$)
Total:					

Signature : _____
Name of Board Chairperson : _____
Address : _____
Date : _____

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3. IT Profile of the Applicant NGO

(a) **IT Strategy Adopted**

(b) **Existing IT Environment**

i. No of Desktop PCs / Notebooks :

_____ (No. of PCs / Notebooks) used by staff

_____ (No. of PCs / Notebooks) used by service users / public

ii. Network (Please specify the network infrastructure, inter-office communication, security measures, etc.)

iii. IT Application Systems

List of Existing IT Application System(s)

Title of IT Application System	Functions (e.g. HRM, Membership Registration, etc.)	System Configuration (including both Hardware and Software)	Hosting Arrangement	Firewall Protection (Yes / No)	Remote Access (Yes / No)	No. of Years in Use	No. of Users
			<input type="checkbox"/> NGO <input type="checkbox"/> Vendor				
			<input type="checkbox"/> NGO <input type="checkbox"/> Vendor				
			<input type="checkbox"/> NGO <input type="checkbox"/> Vendor				

IT Application System(s) being Developed or under Planning

Title of the IT application system being developed or under planning	Any interface with existing or the proposed IT application system(s) (please specify)

iv. No of IT staff and its composition

4. Details of the Proposed IT Project
(Please use separate sheet for each IT project)

(a) **Name of the Proposed IT Project:**

(b) **Brief Description of the Proposed IT Project:**

(c) **Objectives of the Proposed IT Project:**

(d) **Needs / Problems Identified:**

(e) **Amount Applied for the Proposed IT Project¹:**

_____ (Excluding the contribution)

(f) **Contribution from NGO²:**

_____ (Contribution amount)

_____ (Source of contribution)

(g) **Amount to be Spent in Each Year** (For the amount applied in Item e above only):

\$ _____ \$ _____ \$ _____
(2010-11) (2011-12) (2012-13)

¹ The applicant NGOs may be invited to meet the members of the Joint Committee on Information Technology (JCIT) for the Social Welfare Sector and answer their queries direct at the JCIT meeting in order to have a better understanding of the IT projects exceeding the amount of \$3 million prior to granting approval.

² NGO is required to make a 15% contribution of programme expenses for both IT and non-IT projects. If NGO's contribution is more than 15%, please specify.

(h) Breakdown and Details of Budget:

i. One-time Cost Breakdown

Item and Description	Quantity	Costs (\$)
1. <u>Hardware</u>		
2. <u>Software</u>		
3. <u>Implementation Services</u> (please provide man-day with rates breakdown)		
4. <u>Staff Cost and Others</u> (please specify)		
Total Cost:		
Less NGO's Contribution:		
Amount of SWDF Applied:		

ii. Annual Recurrent Cost Incurred (with estimate)

(such as facilities hosting and management service, system and application maintenance, communication, helpdesk, hardware and software maintenance, on-site support, on-going staff training, etc.)

Item and Description	Quantity	Costs (\$)

(i) **Any Other Source of Funding Support for the Project** (*please specify the source and amount*):

(j) **Technical Solution to be Adopted for the Proposed IT Project:**

i. Functions of the Proposed IT System

ii. System Architecture (including system platform, database system, development tools, back-up and resilience approach, hosting arrangement etc.)
(*Remark: please specify if the proposed IT project has any interface with the existing or other new application(s)*)

iii. Hardware Requirements

iv. Software Requirements (including application package)

(k) **Compliance** (*Applicable for website project only, please indicate whether the project will comply with World Wide Web Consortium (W3C) Guidelines*)

Yes; No

(*If No, please provide reason(s) below*)

(l) **Security Measures to be Implemented in the Proposed IT Project** (*For IT project involving the handling of sensitive data including personal data, please list out the relevant technical and procedural measures to be taken to ensure proper handling and protection of sensitive data*)

(m) **Project Benefits and Sustainability** (*Remark: Please quantify the benefit(s) as far as possible and estimate the life span of the proposed IT project*):

(n) **Implementation Plan** (*Please list the detailed activities and time schedule (excluding the tendering stage), and provide reasons for the proposed IT project taking more than 12 months to complete*)

(o) Project Management Structure (*Remark: It is advisable for the Head, Board Member, or Senior Staff of the Applicant NGO to steer and oversee the project*)

(p) Evaluation Mechanism

<i>Output and Outcome Standard Measurement</i>	<input type="checkbox"/> Yes; <input type="checkbox"/> No	(If yes, please specify)
<i>Participants' Satisfaction Survey</i>	<input type="checkbox"/> Yes; <input type="checkbox"/> No	(If yes, please specify)
<i>Internal and External Customer Feedback</i>	<input type="checkbox"/> Yes; <input type="checkbox"/> No	(If yes, please specify)
<i>Qualification Achieved</i>	<input type="checkbox"/> Yes; <input type="checkbox"/> No	(If yes, please specify)
<i>Other (please specify)</i>	<input type="checkbox"/> Yes; <input type="checkbox"/> No	(If yes, please specify)

(q) Joint Application

Yes; No

(If Yes, please provide details in Part IV below)

PART IV

**Supplementary Information for Joint Application
(Use separate sheet for each joint application)**

- 1) Name of Proposed Joint Project: _____
- 2) Name of Lead Applicant / NGO: _____
- 3) Contact Person Responsible for the Joint Project:

Name	:	
Correspondence Address	:	
Telephone No.	:	
Fax No.	:	
Email	:	

- 4) Name of Other Participating NGOs (to be completed by Lead Applicant ONLY):
 - i) _____
 - ii) _____
 - iii) _____
 - iv) _____
 - v) _____

- 5) Breakdown of Amount Applied and Cash Flow by Each of the Participating NGOs Including Lead Applicant (to be completed by Lead Applicant ONLY):

	Name of NGO	Amount Applied by Each NGO (\$)	Cash Flow for Each NGO (\$)		
			2010-11	2011-12	2012-13
	Lead Applicant				
	Total:				

Notes for Joint Application:

1. The NGOs participating in joint applications should take into account their differences in financial capacity, size, organisational culture and infrastructure before committing to make a joint application. The content as well as terms and conditions of the joint projects should be mutually agreed among the participating NGOs.
2. The lead NGO should be responsible and accountable for the whole project including, among others, submitting the joint applications, reporting implementation progress, liaison work, settling all issues including exiting arrangement of NGOs and complying with the requirements of the SWDF.
3. Top management of the participating NGOs should monitor the contractors' performance and ensure all contractual requirements are met.
4. A project steering committee should be formed to oversee the implementation and progress of the entire project.