

SAMPLE

Our Ref.: SWD/S/109/10/6-5 Pt.3
Tel. No.: 2832 4341
Fax No.: 2575 5632

1 June 2011

Board Chairperson of
Subvented Non-governmental Organisation (NGO)

Dear Sir/Madam,

**Social Welfare Development Fund (SWDF) Phase One -
(a) Outstanding Balance
(b) Final Round of Applications for NGOs
(Deadline for application: 1 August 2011)**

Further to the first and second rounds of applications under Phase One of SWDF, we write to invite applications for the final round. To ensure the optimum use of resources under SWDF for the benefit of NGOs' development, NGOs with outstanding balance under their respective funding caps in Phase One of SWDF, irrespective of whether they have made applications in the earlier rounds, are eligible to make applications in this final round.

Outstanding Balance under Phase One of SWDF

The outstanding balance under Phase One of SWDF in respect of your organisation is \$XXX,XXX*.

If your organisation wishes to use the outstanding balance for projects within the scope of SWDF for the remaining period of Phase One (i.e. from 2010-11 to 2012-13), you may refer to Part A below and submit an application in this round. If your organisation has nil or low level of outstanding balance or your organisation decides not to make an application in this final round, please refer to Part B below.

Please note that after this final round of applications under Phase One of SWDF, further applications for SWDF will only be dealt with under Phase Two of SWDF (i.e. from 2013-14 to 2015-16).

Part A: For NGOs planning to apply for SWDF in the final round of Phase One

* Outstanding balance = NGO's funding cap in Phase One minus the total amount of funds under SWDF (Phase One) approved for the NGO

Similar to SWDF applications made in earlier rounds, your organisation may submit one composite application. The application period for this round **starts on 1 June 2011 and will close on 1 August 2011**. In preparing the application, you should observe the guidelines as set out in the SWDF Guidance Notes for Application and the Lotteries Fund Manual. The updated application form (June 2011) and the relevant documents can be downloaded from our SWDF website as follows -

http://www.swd.gov.hk/tc/index/site_ngo/page_swdf/

After completing the application form, please follow the submission arrangement as specified below -

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

Part B: For NGOs not applying for SWDF in the final round of Phase One

If your organisation decides not to make an application in this final round under Phase One of SWDF, the outstanding balance as specified on the preceding page will be carried forward to your organisation's funding cap in Phase Three of SWDF (i.e. from 2016-17 to 2018-19). For details, please refer to paragraph 8 of the SWDF Guidance Notes for Application.

Enquiries

If you have any enquiries, please contact Ms Chan Yee-lee on 2832 4365 or the Social Work Officer designated for your organisation.

Yours faithfully,

(Philip Tang)
for Director of Social Welfare

c.c.
NGO Head

b.c.c.

DSW

DDs

ADs

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P(IST)

PIO

Subject Chiefs

STA(SF)

CEO(LF)