



Reporting of Social Welfare Development Fund (SWDF)

Preparing Annual Progress Report

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Social Work Officer (Subventions)
(4 July 2011)

Part A

**Annual Progress Report (APR) for
Social Welfare Development Fund (SWDF) Phase 1**

Financial Year (2010-2011 / ~~2011-12~~)*

PART A

- 1. Name of applicant NGO:** ABC Organisation
(Code of NGO) (123)
- 2. Approved Funding Allocation in Phase 1 (including IT and non-IT projects)**

(a) Approved fund in 1 st round application	:	<u>\$800,000</u>	
(b) Approved fund in 2 nd round application	:	<u>\$0</u>	
(c) Total approved fund in Phase 1 [= (a) + (b)]	:	<u>\$800,000</u>	
(d) Funding allocation in each financial year	:	<u>\$200,000</u>	(2010-11)
		<u>\$300,000</u>	(2011-12)
		<u>\$300,000</u>	(2012-13)

3. Income and Expenditure (including IT and non-IT projects) for the Financial Year (2010-2011 / 2011-12)*

	\$	\$
Income		
(a) Funding allocation received in 2010-11	200,000	
(b) Interest received in 2010-11	0.5	
(c) Total income in 2010-11 [= (a) + (b)]		200,000.5
Expenditure on approved projects for 2010-11		
(i) Scope A – Training and professional development programmes	40,000	
(ii) Scope B – Business system upgrading projects (non-IT)	50,000	
(iii) Scope B – Business system upgrading projects (IT)	50,000	
(iv) Scope C – Studies	50,000	
(d) Total expenditure in 2010-11 [(i) + (ii) + (iii) + (iv)]		190,000
(e) Surplus (or Deficit) in 2010 -11 [= (c) – (d)]		100,000.5
(f) Cumulative surplus (or Deficit) brought forward from previous financial year		0
(g) Balance carried forward to the next financial year [= (e) + (f)]		100,000.5

Remarks:

1. The balance (irrespective of surplus or deficit) for the year is allowed to be carried forward to next financial year until end of Phase 1. Surplus still remaining by end of the phase will be clawed back unless with prior approval sought from SWD.
2. If there is deficit to be carried forward to the next year, such deficit must not exceed the balance of unallocated approved fund for the subsequent year(s).

4. Actual Expenditure for the Financial Year (2010-11 / 2011-12)*

No	Name of project (including expenditure on relief workers)	Approved budget (2010-11 / 2011-12)* (\$)	Actual expenditure (2010-11 / 2011-12)* (\$)	Please “✓” if actual expenditure exceeds the approved budget by 15% or above
Scope A – Training and professional development programme				
Local T&D programmes				
1.	Bachelor degree on Social Work	30,000	20,000	
2.	Short-term course on Care Skill Training	8,000	4,000	
Sub-total of overall local T&D programmes		38,000	24,000	
Outside-HK T& D programmes				
3.	Study trip to Singapore on Youth Service	12,000	16,000	
Sub-total of overall outside-HK T&D programmes		12,000	16,000	✓
(a) Total of Scope A		50,000	40,000	
Scope B – Business system upgrading projects (including IT and non-IT projects)				
Non-IT projects				
4.	Installation of energy-saving lighting system	500,000	500,000	
IT projects				
5.	Website enhancement	500,000	500,000	
(b) Total of Scope B		100,000	100,000	
Scope C – Studies aiming at enhancing service delivery				
6.	Study on service delivery for youth with aggressive behaviours in C&Y Centres	50,000	50,000	
(c) Total of Scope C		50,000	50,000	
(d) Grand Total [= (a) + (b) + (c)]		200,000	190,000	

Remark: Please mark # if the programme is a joint project

5. Justification for Virement of Fund Among Approved Projects¹

Please provide justifications in the table overleaf if the actual expenditure of the following approved projects exceeds the approved budget by 15% or above using fund vired from other approved project(s) for the financial year (please insert row as necessary):

- overall local T&D programmes under Scope A
- overall outside-HK T&D programmes under Scope A
- individual non-IT business system upgrading project under Scope B
- individual study under Scope C

S/N	<p>(a) Name and scope of the approved project(s) with expenditure exceeding the approved budget by 15% or above.</p> <p>(b) Justifications for the expenditure increase.</p>	<p>(c) Name and scope of the approved project(s) with fund vired to (a).</p> <p>(d) Justification / Follow up action to ensure that (c) can fulfill the original objectives of the project(s) despite the expenditure decrease.</p>
1.	<p>(a) Scope A - Outside-HK study trip to Singapore on Youth Service (expenditure exceeded \$4,000).</p> <p>(b) Changed destination from Mainland to Singapore because the contact organisation in Mainland was unable to arrange reception due to flooding disaster.</p>	<p>(c) Scope A - Local short-term course on Care Skill Training underspent, of which the remaining fund of \$4,000 was vired to study trip.</p> <p>(d) Less staff registered for this training. Besides, the actual training expenditure is less than the estimated budget. Project objectives had met.</p>

¹ Virement of fund between the approved projects in the same phase is allowed as long as NGOs can provide justifications in APR. However, for IT projects, it is only allowed for virement of surplus from IT projects to other approved projects in the same phase while the other way round will not be accepted. For extension of implementation period of the approved projects to subsequent Phase(s) or replace the approved projects by new projects, prior approval of SWD should be sought.

6. Declaration

We confirm that the above expenditure under the SWDF were incurred in accordance with the requirements stipulated in SWDF Guidance Notes for Application, SWD's approval letter and the procurement of projects and services are in line with the procedures specified in the Lotteries Fund Manual.

Signature	:	_____	_____
Name in Block Letter	:	_____	_____
Title	:	NGO Head	Board Chairperson
Date	:	_____	_____

7. Information of Contact Person

Name in Block Letter	:	_____
Title	:	_____
Telephone No.	:	_____
Fax No.	:	_____

Remarks:

1. The total expenditure should tally with those disclosed in the NGO's audited financial statement.
2. This Annual Progress Report (APR) for 2010-11 and 2011-12 should be submitted to Subventions Section (38/F., 248 Queen's Road East, Wanchai, Hong Kong) by end of October 2011 and October 2012 respectively.
3. NGO should submit the Final Evaluation Report instead of the Annual Progress Report after end of Phase 1 (i.e. October 2013).

Annual Progress Report (APR) for Social Welfare Development Fund (SWDF) Phase 1

PART B

1. Implementation Progress of Approved T&D Programmes under Scope A for the Financial Year (2010-2011 / 2011-12)*

- (a) Local T&D programmes attended by individual subvented staff or board members on regular basis for over one year such as full/part-time Master degree course, Bachelor degree course, diploma / certificate course for professional trainings etc.

S/N	Name of T&D programme	# / @ ²	Implementation period (mm/yyyy to mm/yyyy)	No. of subvented staff / board members participation ³				
				SW ⁴	JSW ⁴	NSW ⁴	Staff sub-total	BM ⁴
1.	Bachelor degree on Social Work	@	Oct 2010 to Mar 2011	1			1	
2.								
Total:				1			1	

² Please mark # if the programme is a joint project, and @ if any relieving worker is employed to relieve subvented staff to attend the programme.

³ The number of participation is counted by the number of T&D programmes attended by a staff member, i.e. a staff member attending two T&D programmes will be counted as two staff participation.

⁴ SW / JSW / NSW / BM stand for social work staff / junior social work staff / non-social work staff / board members respectively.

(b) Other local T&D programmes attended by subvented staff and / or board members

S/N	Name of T&D programme	# / @	Implementation period (mm/yyyy to mm/yyyy)	No. of subvented staff / board members participation ³				
				SW ⁴	JSW ⁴	NSW ⁴	Staff sub-total	BM ⁴
1.	Short-term course on Care Skill Training		Dec 2010 to Mar 2011	2	10	10	22	1
2.								
3.								
4.								
5.								
Total:				2	10	10	22	1

(c) Outside-HK T&D programmes

S/N	Name of T&D programme	# / @ ²	Implementation period (mm/yyyy to mm/yyyy)	No. of subvented staff / board members participation ³				
				SW ⁴	JSW ⁴	NSW ⁴	Staff sub-total	BM ⁴
1.	Study trip to Singapore on Youth Service		Mar 2011		3	1	4	
2.								
3.								
Total:					3	1	4	

(d) **Headcounts** of subvented staff and board members having benefited from all the T&D Programmes stated in 1(a) – (c) above

1.	Headcount of subvented social work staff:	<u>2</u>
2.	Headcount of subvented junior social work staff:	<u>10</u>
3.	Headcount of subvented non-social work staff:	<u>10</u>
4.	Headcount of board member:	<u>1</u>
5.	Total headcount of subvented staff and board member having benefited from the T&D programmes [= 1 + 2 + 3 + 4]	<u>23</u>

² Please mark # if the programme is a joint project, and @ if any relieving worker is employed to relieve subvented staff to attend the programme.

³ The number of participation is counted by the number of T&D programmes attended by a staff member, i.e. a staff member attending two T&D programmes will be counted as two staff participation.

⁴ SW / JSW / NSW / BM stand for social work staff / junior social work staff / non-social work staff / board members respectively.

(e) Approved relief worker employed in T&D programme

Relief Worker					T&D programme(s) requiring the relieving worker ⁷	Expenditure (= <i>daily wage</i> x <i>duration</i>)
Post	Rank	No.	Daily Wage ⁵	Duration ⁶		
Supervisor	SWA	1	\$800	5 days	Part B 1(a) S/N 1 Bachelor degree on Social Work	\$4,000
Total headcounts of relief workers:		1	Total expenditure:			\$4,000

⁵ Please specify the wage at daily rate only.

⁶ Please specify the total days for employing relief workers.

⁷ Please specify the corresponding S/N of the relevant T&D programme(s) in (a), (b) or (c) of Part B1, e.g. if the relief worker is to relieve a subvented staff for attending the outside-HK programme in S/N, then enter (c)1.

(f) Detail report for outside-HK T&D programme (fill in each completed outside-HK programme):

S/N in (c) of Part B1	Name of outside-HK T&D programme	Implementation period (dd/mm/yyyy to dd/mm/yyyy)	Location (City / Country)	Social service areas ⁸ visited (please specify)	No. of participant (by headcount)			Average expenditure per staff (c)	Average expenditure per board member (after deducting 50% contribution) (d)	Total expenditure =[(a)x(c) + (b)x(d)]
					No. of Staff (a)	No. of board member (b)	Total	(\$)	(\$)	(\$)
1.	Study trip to Singapore on Youth Service	04 Mar 2011 to 07 Mar 2011	Singapore	Youth Service	4	0	4	4,000	0	16,000
Grand Total					4	0	4			16,000

⁸ Please specify the social service areas such as Family & Child Welfare Service, Rehabilitation Service, Youth Service, Correction Service, Elderly Service, Community Service, Others – please explain.

PART B**2. Implementation Progress of Approved Business System Upgrading Projects (Non-IT) for the Financial Year (2010-2011 /-2011-12)***

(Please use separate sheet for each project)

- (a) Programme name: Installation of energy-saving lighting system in two elderly homes
- (b) Objectives: To save expenditure on energy and improve the environment
- (c) Implementation period: From: Dec 2010 To: February 2011
- (d) Approved budget: \$50,000
- (e) Breakdown of actual expenditure for the year (excluding NGO contribution):

No.	Expenditure items	\$
i.	Total personal emolument for temporary staff employed, if any	0
ii.	Payment to contractor, if any	50,000
Total (The figure should be tally with the amount reported in Item 4 of Part A):		50,000

(f) Contribution from NGO:

Item	\$
(i) Total actual cost of the project (including NGO contribution):	59,000
(ii) Total approved allocation:	50,000
(iii) Total contribution from the NGO ⁹ : [=/> (i) x 15%]	9,000
Source of contribution: NGO's income from donation	

(g) Breakdown of expenditure incurred in employing temporary staff¹⁰, if any:

Item		
No. of staff employed:		
Monthly emolument per staff:	\$	\$
Duration of employment (dd/mm/yyyy to dd/mm/yyyy):		
Post title & duties:		

⁹ NGO is required to make a 15% contribution of programme expenses for system upgrading projects. The NGO contribution cannot be charged to LSG or LSG Reserve.

¹⁰ Staff cost, if any, is on project basis and non-recurrent in nature.



(h) Name of contractor, if any: HAPPY Lighting Company

(i) Implementation progress:

(Please “✓” as appropriate)

On schedule

Tentative completion date (please specify): Project completed in Feb 2011

Behind schedule

Please specify difficulties encountered and the revised work schedule:

(j) Briefly list the tasks / activities carried out during the year:

Procurement procedures were completed in Dec 2010. Job was awarded to HAPPY Lighting Company in January 2011. Installation of 100 DEF Model bulbs in two C&A Homes was completed in Feb 2011.

(k) Specify the areas upgraded / upgrading in the project:

The lighting system in two C&A Homes was upgraded.

(l) Output / outcome evaluation:

i. Specify the output / outcome indicators.

- Energy consumption rate and electricity expenditure
- Customer Feedback

ii. Evaluate the output / outcome after carrying out the system upgrading project
(this item to be completed after completion of the whole project)

- Electricity consumption was reduced 30% per month and expenditure was \$5,000 less per month after upgrading the lighting system.
- Customer survey was conducted. Positive feedback from the users and the families was collected.

(m) Remark, if any

Remark:

For joint project, the lead NGO should submit the “Supplementary Information” at Part C.

**Annual Progress Report (APR) for
Social Welfare Development Fund (SWDF) Phase 1**

PART B**3. Implementation Progress of Studies for the Financial Year (2010-2011 / 2011-12)***

(Please use separate sheet for each study)

- (a) Name of the approved study: Study on service delivery for youth with aggressive behaviours in C&Y Centres
- (b) Objectives: Assess on service performance and to identify room for improvement
- (c) Implementation period: From: Nov 2010 To: Aug 2011
- (d) Approved budget: \$50,000
- (e) Breakdown of actual expenditure for the year 2010-11 / 2011-12*:

No.	Expenditure Items	\$
i.	Total personal emolument for temporary staff employed, if any	50,000
ii.	Payment to consultancies, if any	0
iii.		
iv.		
Total (The figure should be tally with the amount reported in Item 4 of Part A) :		50,000

(f) Breakdown of expenditure incurred in employing temporary staff¹¹, if any:

Item		
No. of staff employed:		1
Monthly emolument per staff:	\$10,000	\$
Duration of employment (dd/mm/yyyy to dd/mm/yyyy):	1 Nov 2010 to 31 Mar 2011	
Post title & duties:	Research Assistant to design work flow, prepare questionnaires, interview cases, analysis etc.	

(g) Name of contractor, if any: Nil

(h) Composition and operation of Project Steering Committee formed to oversee the study¹² which was carried out by temporary staff:

Research Working Committee was formed with 4 members including NGO Vice Chairperson, Service Coordinator, Staff Representative and User Representative

(i) Implementation progress:

(Please “√” as appropriate)

On schedule

Tentative completion date (please specify): Project to be completed in Aug 2011

Behind schedule

Please specify difficulties encountered and the work schedule in the subsequent years in Phase 1:

¹¹ Staff cost, if any, is on project basis and non-recurrent in nature

¹² NGOs may employ staff to carry out studies with the condition that proper mechanism e.g. project committees, will be in place to monitor and oversee the operation of the studies

(j) Brief description of the study:

Item	Description	
Subvented service covered in the study	: C & Y Centres	
No. of the subvented service units involved	: 4 C&Y Centres	
Name of the subvented service units involved	: XXXXX, XXXXX, XXXXX, XXXXX	
Sample studied	: Sample subjects (e.g. service users, carers): Teenager members with aggressive behaviours and their parents	Sample size: 200 (average 50 in each centre)
<i>Objectives of the study</i>	: Assess on existing service performance and to identify room for improvement	
<i>Briefly explain how far the study can enhance the existing service delivery</i> <i>(this item to be completed after completion of whole study)</i>	: <ul style="list-style-type: none"> ➤ The existing service delivery for the teenager members is satisfactory in general and worth sustaining (if project completed). ➤ Improvement measures includes increasing the social worker’s individual sessions for the target teenagers, enhancing the joint programmes between the C&Y Centre the school social work concerned, conducting more educational courses for the parents, etc (if project completed). 	

Remark:

For joint project, the lead NGO should submit the “Supplementary Information” at Part C.

**Annual Progress Report (APR) for
Social Welfare Development Fund (SWDF) Phase 1**

For Joint Project only (to be completed by lead NGO)

**Supplementary Information for
Reporting the Implementation Progress of
Approved Joint Project for the
Financial Year 2010-2011 / 2011-12*
(Use separate sheet for each joint application)**

1. Name of approved joint project: _____
2. Name of lead NGO: _____
3. Contact person of the approved joint project:

Name	:	_____
Correspondence address	:	_____
Telephone no.	:	_____
Fax no.	:	_____
Email	:	_____

4. Names of other participating NGOs:
 - (a) _____
 - (b) _____
5. Approved budget of the joint project: (\$) _____
6. Total expenditure of the joint project: (\$) _____
7. Total expenditure charged to SWDF
after deducting the NGO's contribution, if applicable: (\$) _____

(P.T.O)

8. Expenditure breakdown of each participating NGOs including Lead NGO:

	Name of NGO	(a) Actual expenditure of individual NGO (\$)	(b) Individual NGO's contribution, ¹³ if applicable (\$)	Total amount charged to SWDF by individual NGO [= (a) – (b)] (\$)	Source of contribution (<i>should not be LSG or LSG Reserve</i>)
1.	Lead NGO				
2.					
3.					
4.					
5.					
Total:					

¹³ Only for outside-HK T&D programmes joined by board members under Scope A and for business system upgrading projects under Scope B.