

Hong Kong Paralympians Fund

Guidelines on Application

Introduction

The Hong Kong Paralympians Fund (the Fund), set up with a \$50 million grant from the General Revenue, is administered by the Social Welfare Department and overseen by a Management Committee comprising mainly non-officials from the sports and the rehabilitation fields, with the assistance of a Grants Sub-committee. The Fund disburses grants to the following categories of programmes with a view to providing support to athletes with disabilities during all stages of their sporting career and thereafter.

Scope of the Programme

At Career Stage

(a) Development of target sports

The Fund will provide grants to sporting organisations for hiring of coaches and enhancing technical support for target sports programmes¹ with the aim of assisting the athletes with disabilities in international competitions such as the Paralympic Games and the World Championships.

(b) Subsistence grant to athletes with disabilities

While athletes with disabilities contribute their time and effort to participate in international events and pursue sporting excellence, they may have to give up their employment or study. The Fund will provide direct financial assistance to athletes with disabilities so that they can resign from work, take unpaid leave, work part-time or temporarily suspend their study to pursue sporting excellence.

Post-career Stage

(c) Employment facilitating grant for retired athletes with disabilities

¹ Only the coach fees and venue charge would be recognised as eligible items of the grant. Other consumable expense items such as transportation, meal, accommodation, purchase of consumable training appliances would not be supported.

Athletes with disabilities who have contributed their time and effort to pursue sporting excellence and represented Hong Kong in international sports have in some way sacrificed their study or careers. When they retire from sports, they need to develop a career to earn a living. Their valuable experience and expertise in sports will have great influence on other athletes with disabilities. The Fund will provide a time-limited grant to assist in their job attachment in a sports related field (e.g. to be trained as assistant coach) or other suitable employment or vocational training.

Eligibility

(a) Development of target sports

This grant is open to applications from well-established sporting organisations in Hong Kong having sanctioned by the International Sport Federation to have the authority in developing the target sports for the athletes with disabilities.

(b) Subsistence grant to athletes with disabilities

The grant is open to applications from current athletes with disabilities who have produced outstanding international performance, and those with such potential, as recommended by well-established sporting organisations in Hong Kong.

(c) Employment facilitating grant for retired athletes with disabilities

The grant is open to applications from athletes with disabilities who have been officially retired as an athlete from or after 2000 Paralympic Games, with recommendations from well-established sporting organisations, and a supporting statement from the prospective employer or training institute in Hong Kong.

Applicants for individual grants in respect of (b) and (c) above must be holders of a Hong Kong Identity Card at the time of application. For (c), applicants should also meet the 3-year residence requirement.

Disbursement of Grants

(a) Development of target sports

Amount of such grants will depend on the number of such applications and the support-worthiness of the applications concerned.

(b) Subsistence grant to athletes with disabilities

Monthly grant of not more than \$2,080 be paid to each eligible athlete with disabilities, depending on the number of such applications and the support-worthiness of the applications concerned.

(c) Employment facilitating grant for retired athletes with disabilities

A maximum sum of not more than \$60,000 per year be paid to each eligible retired athlete with disabilities for a maximum of two years, depending on the number of such applications and the support-worthiness of the applications concerned.

The release of grants will be reviewed on a half-yearly basis.

Selection Criteria

The Management Committee will consider applications for the grants as listed in (a) below in accordance with the following vetting criteria:

(a) Development of target sports

- whether the proposed sports programme has achieved medals at Category A competitions, i.e. Paralympic Games and World Championships in the last two years;
- whether the scope and nature of the application can assure the support for development of the sport programme; and
- whether the applying sporting association is considered to be capable of properly managing and using the grant.

The Grants Sub-committee will consider applications for individual grants as listed in (b) and (c) in accordance with the following vetting criteria:

(b) Subsistence grant to athletes with disabilities

- whether the applicant is support-worthy in terms of his/her performance record in the previous two years at international competitions such as the Paralympic Games or the World Championships (please refer to Annex A for details);
- whether the applicant is committed to participating in training programmes;
- whether the applicant has recommendations from his/her coach;
- in addition, consideration will be given to whether the applicant has given up his/her wages/jobs or deferred his/her education to pursue sporting excellence*; and
- the applicant participating in events that require more than one team member according to the rule will be assessed with the same weighting as other individual events when considering his/her achievement.

** Applicant with a job or is pursuing education can still apply for the subsistence grant and be considered by the Grants Sub-committee*

(c) Employment facilitating grant for retired athletes with disabilities

- whether the applicant has represented Hong Kong at international competitions such as the Paralympic Games/World Championships;
- whether the applicant has been retired as an athlete from or after 2000 Paralympic Games; and
- whether the applicant has ever engaged in open employment.

For more details on the application for employment facilitating grant, please refer to Annex B.

Application Procedure

Applications should be submitted through their sporting association by post or by hand to the Secretariat, Hong Kong Paralympians Fund, c/o Rehabilitation and Medical Social Services Branch, Social Welfare Department, Room 901, 9/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong.

Applications will be invited on an annual basis. Application forms can be obtained from the Social Welfare Department at the above address (Tel.no.: 2892 5345) or download from the Department's website (<http://www.swd.gov.hk>). **The deadline for submission of applications for respective categories of grant is:**

- ✧ Grant for the development of target sports: 16 December 2011
- ✧ Employment facilitating grant for retired athletes with disabilities: 16 December 2011
- ✧ Subsistence grant to athletes with disabilities: 4 January 2012

Applications can be submitted on/before the deadline either (i) by post (according to postmark) or by hand (during office hours from Monday to Friday 9:00 a.m to 1:00 p.m. and 2:00 p.m. to 6:00 p.m.). **Late or incomplete applications will not be accepted.**

Personal Data

In accordance with the Personal Data (Privacy) Ordinance, information provided by the applicants will be used for the purpose of assessment of the application for grants. Applicants have the right to request access to the information they provided and the right to correct such information. Such requests should be made in writing to the Secretariat, Hong Kong Paralympians Fund, c/o Rehabilitation and Medical Social Services Branch, Social Welfare Department, Room 901, 9/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong. For details of the matter relating to the collection of personal data, please refer to Annex C.

Award of Grants

Successful applicants are required to sign an agreement which lays down the terms and conditions of the grant, and to report any changes in circumstances that may warrant termination of payment. The Social Welfare Department reserves all rights to accept or disqualify a successful applicant, terminate the grant or ask for a refund.

Social Welfare Department
November 2011

Hong Kong Paralympians Fund
Eligibility Criteria for the Subsistence Grant to Athletes with Disabilities
[with effect from 2012-13 onwards]

Category	Category A	Category B	Category C	Category D
Annual Grant	\$24,960 (\$2,080 per month)	\$18,000 (\$1,500 per month)	\$12,000 (\$1,000 per month)	\$8,004 (\$667 per month)
Paralympic Games	Medallist (minus-one rule)	Medallist; or 4 th – 8 th and top 1/3	4 th – 8 th and top 1/2	-
World Championships (on at least a two-year cycle)	Medallist (minus-two rule)	Medallist; or 4 th – 8 th and top 1/3	4 th – 8 th and top 1/2	-
<ul style="list-style-type: none"> ■ Asian Paralympic Games ■ Regional Championships ■ World Cup Series ■ World Games / Global Games ■ Special Olympics World Games (overall results) 		Medallist and top 1/3	Medallist; or 4 th – 8 th and top 1/3	4 th – 8 th and top 1/2
Special Olympics Regional Games (overall results)			Medallist and top 1/3	Medallist; or 4 th – 8 th and top 1/2
<ul style="list-style-type: none"> ■ All China Games for the Disabled ■ Open / International Champ ■ Invitational Special Olympics (overall results) 				Medallist (minus-two rule) *(athletes cannot use the same result to apply for the grant in the second year)

Notes to Eligibility

- (1) Ranking (Asian and World) and team results (with medals) will both be considered where necessary.
- (2) Only sporting achievements in the previous two years would be considered.
- (3) Discretion will be used where special consideration is warranted. Flexibility will be exercised in determining category C and category D.

- (4) Where appropriate, regard will be given to the types of sports and number of participants in the All China Games for the Disabled and Open/International Championships when determining the category of support above category D.
- (5) If available funds fall short of the required amount of grants, recipients may have to receive a pro-rated amount instead of the maximum level of support.
- (6) If the grant received by the recipient is suspended for whatever reasons, no new nominations for replacement will be considered.
- (7) World Cup for Bocci is a quadrennial event, which is organised prior to the Paralympic Games year and is of the same level of competitiveness as World Championships.

**Brief on
Hong Kong Paralympians Fund
Employment Facilitating Grant for Retired Athletes with Disabilities**

Introduction

Athletes with disabilities who have contributed their time and effort to pursue sporting excellence and represented Hong Kong in international sports have in some way sacrificed their study or careers. When they retire from sports, they need to develop a career to sustain their self-esteem and earn a living. Their valuable experience and expertise in sports will have great influence on other athletes with disabilities. The Hong Kong Paralympians Fund (the Fund) will provide a time-limited financial support through the provision of the employment facilitating grant to assist in their job attachment in a sports related field (e.g. to be trained as an assistant coach), other suitable employment, vocational training or education programme.

Eligibility

- (a) The Grants Sub-committee of the Fund will take into account the following conditions when vetting the applications:
- The applicant has officially retired as an athlete from or after 2000 Paralympic Games;
 - The applicant has represented Hong Kong at international competitions, and has attained outstanding sports achievements equivalent to those under Category A of subsistence grants of the Fund, and the sports achievement must be substantiated by supporting documentation e.g. official results, press reviews etc;
 - The applicant has recommendations from his/her sporting association;
 - The applicant has supporting statement from the prospective employer or training institute in Hong Kong;
 - The applicant will have a grace period of two years following retirement during which to apply for grants; and
 - The applicant must be a holder of a Hong Kong Identity Card at the time of application and should meet the three-year residence requirement. Discretion will be used where special consideration is warranted.

- (b) The employment facilitating grant will not support any applicant whose application is for training purposes but at the same time is expecting to receive a grant from the Sports Aid Grant for Athletes with Disabilities managed by the Hong Kong Sports Institute.
- (c) The above vetting principles and criteria will be used as the basis of reference for recommendation. The Grants Sub-committee will look into individual merits and the availability of funds to decide the number of recipients and the level of support provided. Discretion will also be used in cases where special consideration is necessary.

Category of grants

Each applicant can apply for the grant of either (i), (ii) or both (the maximum total for (i) and (ii) should not exceed \$60,000 per year) as set out below:

- (i) **Job attachment / open employment:** a maximum sum of \$60,000 per year for employment assistance.
- (ii) **Education programme:** a maximum amount of \$40,000 per year for education or vocational training programmes. Official tuition fee receipts are required for reimbursement of the grants.

Monthly grants, a maximum total of not more than \$60,000 per year, will be disbursed to each successful applicant for a maximum of two years through his/her sporting association. The amount of monthly grant to be disbursed for each individual case will be subject to the support-worthiness of the application and the nature of the job, education or vocational training programmes. The release of grants will be reviewed half-yearly as to the support-worthiness of the applications.

Points to Note

(a) For Applicants

1. Applicants shall consider and prepare the career or training plan best suitable

to them with assistance of the sporting associations and other parties concerned prior to their retirement from the sports field. They can seek employment services from the non-governmental organisations running supported employment or on-the-job training programmes through referrals from the sporting associations or by direct approach.

2. Applicants can apply for financial support for the certificate/diploma/degree course that is offered by qualified training institutes in Hong Kong. Courses that are offered by approved overseas colleges/universities may be funded if no comparable courses are offered locally. The eligibility of the course for the application will be subject to the endorsement by the Grants Sub-committee.
3. Applicants shall submit proof of satisfactory completion of the previous term of study to the sporting association before subsequent installments be paid. Applicants, who fail to complete the studies, will not be required to refund grants. However, subsequent grants will be terminated.
4. In principle, each successful applicant is only entitled to enter the job attachment or education programme once in order to maximise use of limited resources. Ex-participants may be re-admitted into the programme as long as the maximum 2-year grant has not been exhausted.
5. If the available funds fall short of the required amount of grants, each successful applicant may have to receive a pro-rated amount instead of the maximum level of support.
6. Successful applicants, receiving the employment facilitating grant will no longer be qualified for other categories of grants, such as subsistence grant under the Fund even if they resume their role as athletes sooner or later.

(b) For Sporting Association

1. The sporting association shall provide assistance to the athletes in preparing the career or training plan prior to their retirement from the sports field.
2. The sporting association may arrange job attachments in its own set-ups. It is expected that the hours of work during the job attachment period should be

similar to a real work setting, say 8 hours a day for 5 to 6 days a week. Nevertheless, the organisation may vary the hours of a job attachment according to different work settings to reflect different work requirements.

3. The sporting association shall monitor the attendance and performance of the successful applicant and keep proper records.
4. The sporting association shall arrange for the receipts of grants to be duly completed and signed by the successful applicant and shall retain the original receipts for audit purposes.
5. The sporting association shall ensure that no successful applicant who drops out from the job or education programme, be paid the grant.
6. The sporting association shall arrange for the successful applicant to sign an individual undertaking, which declares that he/she has not received such a grant before, and lays down the terms and conditions of the grant, and he/she will report any changes in circumstances that may warrant termination of payment. The Social Welfare Department reserves all rights to accept or disqualify a successful applicant, terminate the grant or ask for a refund.
7. The sporting association shall arrange for the successful applicant and his/her supervisor to complete progress reports.

Notice to Data Subject Before Collection of Personal Data

Please read this notice before you provide any personal data to the Social Welfare Department

Purposes of Collection

1. The personal data supplied by you will be used by the Social Welfare Department (SWD) to provide appropriate assistance or service from SWD which is relevant to your needs, including but not limited to monitoring and review of services and conducting of research and surveys, and for discharging statutory duties. The provision of personal data to SWD is voluntary. If you do not provide sufficient personal data, we may not be able to process your application or provide assistance/service to you.

Classes of Transferees

2. The personal data you provide will be made available to persons working in the Department on a need-to-know basis. Apart from this, they may only be disclosed to the relevant parties or in the circumstances listed below :-

- (a) Other parties such as government bureaux / departments, non-governmental organisations and public utility companies **if** they are involved in the assessment of application from or provision of service/assistance to you;
- (b) Where such disclosure is authorized or required by law ; or
- (c) Where you have given consent to such disclosure.

Access to Personal Data

3. Except where there is an exemption provided under the Personal Data (Privacy) Ordinance, you have a right of access to and correction of personal data

held on you when the data have not been erased. However, data will usually be erased after fulfilling the purposes of collection. Your right of access under the Ordinance means the right to obtain a copy of your personal data subject to payment of a fee. Applications for access to data should be made either on application form or by a letter. Application forms for access to data are available at offices/centres of SWD.

Enquiries, Access to and Correction of Personal Data

4. Please ensure that the data you provide to SWD are accurate. If you have enquiries concerning your application for assistance/service or if there are changes in the data you provide, please contact the office which collected the data from you.

5. Requests for access to personal data collected by SWD and correction of data obtained from a data access request should be addressed to –

Post title : Social Work Officer (Rehabilitation and Medical Social Services)8

Address : Secretariat, Hong Kong Paralympians Fund
(c/o Rehabilitation and Medical Social Services Branch
Social Welfare Department, Room 901, 9/F, Wu Chung House
213 Queen's Road East, Wan Chai, Hong Kong)

Tel. No.: 2892 5345
