

# *Chapter 1*

## **How to Apply**

## Application Requirements

1. The Proposal should be currently **not receiving funding support from the government in any form** [e.g. being supported under a “ Funding and Service Agreement ” with Social Welfare Department ( SWD ), being a service contract awarded by SWD, or funded by any public funds such as the Lotteries Fund, the Community Investment and Inclusion Fund, Partnership Fund for the Disadvantaged and the Enhancing Self-Reliance Through District Partnership Programme ].
2. For non-governmental organizations (NGOs) currently not receiving SWD subventions, one certified true copy of each of the following documents should be included to verify its legal entity and non-profit-making status:
  - (a) the registration under the Companies Ordinance or the Societies Ordinance or Registered Trustees Incorporation Ordinance or others as applicable;
  - (b) the registration under Section 88 of the Inland Revenue Ordinance;
  - (c) detailed information on its Constitution or Article and Memorandum;
  - (d) the management structure/organization chart and its members/office bearers (names and post titles are suffice); and
  - (e) the audited accounts of the organization of the previous year.
3. NGOs should submit all supporting documents wherever required. Where the information sought is not applicable or not available, please fill in “ Not Applicable ” or “ Not Available ” / “ Not Yet Available ( with Submission date ) ” as appropriate.
4. NGOs are required to complete the **Application Form** at Chapter 3 of this Guide. It must be typed and printed, either in **English (font size = 12 for Times New Roman)** or in **Chinese (font size = 13 in ‘標楷體’)**.
5. Total pages of submission should not be more than **25 pages**, including the annexes but exclusive of the background information of the partner NGO(s) if applicable in Section II, and the Checklist items 3 to 9 of Section V in the Application Form. (Please mark the corresponding item number on the top right corner of the attached documents.) **SWD reserves the right not to assess contents beyond 25 pages.**

## Submission of Application

6. One soft copy (compact disc preferably in MS WORD 97 or above for windows format ) and the original plus four hard copies of the completed application form, with one copy of each documentary proof as required in para. 2 above as appropriate. Applicant NGO(s) should only select **ONE region/ district** for **EACH application**.
7. The completed application form in both soft and hard copies together with the supporting documents should be sealed in an envelope and delivered **by hand** to the following address **not later than 5:00 pm on 26 February 2010 (Friday)**, and an acknowledgement receipt will be issued instantly:

The Child Development Fund Office  
Social Welfare Department  
Room 942, 9/F,  
Wu Chung House  
213 Queen's Road East  
Wan Chai, Hong Kong

8. **Late submission will NOT be considered.**

## Briefing Session

9. Interested NGOs could delegate representatives to attend the briefing session by returning the "Confirmation of Attendance to Briefing Session" at Appendix by fax (Fax no.: 2152 9396) **on or before 15 January 2010 (Friday)**. Arrangements of the briefing session are as follows:

Date : 26 January 2010 (Tuesday)  
Time : 2:30 pm  
Place : Hall, 1/F, Henry G. Leong Yau Ma Tei Community Centre,  
60 Public Square Street, Yaumatei, Kowloon.

## **Enquiries**

10. Any enquiries on the application can be made to The Child Development Fund Office of the SWD :

Tel. No. : 2892 5540  
Fax No. : 2152 9396

## **Notification of Results**

11. Subject to the number of applications received and adequate information provided by the applicants, applicant NGOs will be notified in writing the assessment results in **May 2010** under normal circumstances.