Sharing Session for Small NGOs
on
Social Welfare Development Fund and Lotteries Fund

27 April 2010

社會福利署
Social Welfare Department

Social Welfare Development Fund (SWDF)

SWDF Implementation Progress

1. Approved in principle for setting up a $1 billion SWDF was obtained from Lotteries Fund Advisory Committee (LFAC) to support:

Scope A: Training and professional development (T&D) programme;

Scope B: Business system upgrading (IT & non-IT project);

Scope C: Studies for enhancing service delivery

SWDF Implementation Progress

2. Invitation letters, application forms and guidance notes for applications were sent out to 171 subvented NGOs on 14.1.2010.

SWDF Implementation Progress

3. Applications can be submitted in:

- 1st Round:

  15 January to 30 June 2010

- 2nd Round:

  in early 2011(only for those NGOs not yet submitted application in the 1st round)

NGOs' Concerns
(Funding & Related Matters)

Q1. What is the ratio of funding applied among the scopes?

A1.

- NGO has the autonomy to decide the ratio of fund to be spent among the three scopes and the scope(s) to be covered in each phase.

- Staff consultation should be conducted with staff's views taken into account in the application

- All the proposed projects should be endorsed by NGO's Management Board/Executive Committee.

NGOs' Concerns
(Funding & Related Matters)

Q2. Can NGO spend all the funding on one scope only?

A2.

NGO should provide justifications in the application if they apply all SWDF on one scope only in each phase.

NGOs' Concerns
(Funding & Related Matters)

Q3. Is virement of fund permissible between approved projects?

A3.

➢ Virement of fund between the approved projects in the same phase is allowed as long as the NGOs can provide justifications in the Annual Progress Report.

➢ For IT projects, it is only allowed for virement of surplus from IT projects to other approved projects in the same phase. The other way round will not be accepted.

NGOs' Concerns
(T&D Programmes)

Q4. Who will be eligible for T&D Programmes under Scope A?

A4.

- ➤ Board members

- ➤ Subvented staff (funded by grants within control of SWD and Labour and Welfare Bureau such as Lotteries Fund, Partnership Fund for Disadvantaged, Community Investment and Inclusion Fund)

NGOs' Concerns (T&D Programmes)

Q5. Under what circumstance should NGO appoint a relief worker?

A5.

➢ The SWDF may cover the cost of relief workers only for the period when the subvented staff goes on training.

➢ Staff consultation should be conducted and endorsement of Board Management should be obtained while planning the use of SWDF.

➢ NGO should also ensure that such temporary appointment of relief workers is in line with the human resource management policies of the organisation and compliant with the relevant statutory requirements and prevailing subventions policies.

NGOs' Concerns
(T&D Programmes)

Q6. Can NGOs apply the SWDF as training subsidy for giving to subvented staff ?

A6.

➢ NGO has autonomy to determine how the eligible staff / board members goes on training.

➢ Set up mechanism to check if training programmes attended are job-related and actual amount of fund spent on the training.

NGOs' Concerns
(Business System Upgrading Project)

Q7. Can NGO apply solely the IT projects or the non-IT projects under Scope B?

A7.

NGO has autonomy to determine the number of IT and non-IT projects proposed under scope B.

NGOs' Concerns
(Business System Upgrading Project)

Q8. Under the scope of business system upgrading, can SWDF be used to purchase IT hardware?

A8.

No. Two measures had been introduced to NGOs in 2009 for replacing / upgrading their PCs:

➢ LF grants on one-off basis for replacement of personal computers,; and

➢ raising the cap of the Block Grant from 1% to 1.5% of annual recurrent subventions and relaxing the criteria for its use to include the replacement / upgrading of IT equipment.

➢ Exception will be considered for purchasing of hardware which is a necessity of the IT project under scope of business system upgrading.

NGOs' Concerns
(Studies on Service Delivery Project)

Q9. Can NGO apply SWDF to
    conduct study on impact
    of mass media on youth
    development?

A9.

- ➢ No.

- ➢ Study should aim at evaluating and improving existing mode of subvented service delivery, but not research on exploring community problems and service needs.

NGOs' Concerns
(Studies on Service Delivery Project)

Q10. To whom should the NGO award the job of studies?

A10.

➢ The studies can be sourced from outside institution including education institutions and private consultancies.

➢ In selecting suitable contractor, NGO should observe the procurement procedures in line with those of LF Manual paying particular attention to "Conflict of Interest" stipulated in Para. 6.5 of the Manual.

NGOs' Concerns
(Studies on Service Delivery Project)

Q11. Can NGO employ staff to carry out study under Scope C?

A11.

Yes, as long as proper mechanism e.g. project committees, will be in place to monitor and oversee the operation of the studies.

Tips for making Application

1. Proper plan the time schedule of the proposed projects taking into account of the time factor for:

➤ vetting of an application, which may vary with the number of applications received at one time and the complexity of the projects being applied

➤ consultation with the Joint Committee on Information Technology for the Social Welfare Sector (JCIT) for IT projects

➤ funding approval by the Lotteries Fund Advisory Committee (LFAC) which meets bi-monthly

Tips for making Application

2. Each NGO's composite application to SWD should be sent to the correct destinations:

> ➢ Part I, II & IV (if necessary) to Subventions Section

> ➢ Part III & IV (if necessary) to Information Systems and Technology Branch (ISTB)

Tips for making Application

[Part I of Application Form]

3. Duly signed by Board Chairperson with organisation chop.

4. One contact person is required.

Tips for making Application

[Part II 1 of Application Form]

5. Specify the fields of the proposed T&D programmes.

6. Indicate budget of T&D programmes for board members not exceed 15% of NGO's total budget on training.

Tips for making Application

[Part II 1 of the Application Form]

7. Indicate T&D programmes outside HK not more than 30% of NGO's total budget for training.

8. Indicate NGO's 50% contribution to the T&D programmes outside HK for board members.

Tips for making Application

[Part II 2 of the Application Form]

9. Mark the nature of system upgrading projects (IT or non-IT)

10. Indicate NGO's 15% contribution to the system upgrading projects

Tips for making Application

[Part II 3 of the Application Form]

11. Indicate outsourcing study to either
 (a) institute/private consultancies or
 (b) employing staff to conduct study

12. Specify the area of service delivery targeted for study.

Tips for making Application

All the information especially project name, budget applied in Part II & III should tally with the information stated in Part I

Application Form, Guidance Notes for Application, Q&A on the Briefing Session and FAQ have been uploaded to SWD Website under NGO Corner

http://www.swd.gov.hk

Thank you

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