

Funding and Service Agreement¹
(Lump Sum Grant)
Family Life Education

I Service Definition

Introduction

Family life education is a form of community education, both preventive and developmental in nature, intended to educate the public on the importance of family life and how it can be sustained.

Purpose and objectives

Family life education is provided to meet the following three major objectives:

- (a) to enhance family functioning - by helping the families to fulfil the developmental tasks at different stages of the family life cycle, to adjust to changes, and to cope with stress;
- (b) to strengthen family relationship - by enhancing family members' self-understanding, fostering harmonious relationships among family members, and facilitating them to fulfill their roles and responsibilities;
- (c) to prevent family breakdowns - by equipping individuals with the knowledge and skills in coping with changing roles and demands in life, and developing a positive attitude towards their responsibilities in family.

Nature of service & service delivery

Family life education is targeted to impart proper knowledge, skills and attitude to the public concerning the developmental paths of the individual and his/her family. It covers the following content:

- (a) basic human needs, growth and behaviour, e.g. physical, social and psychological characteristics of different developmental stages;
- (b) human roles and relationships, e.g. marital relationship, parent-child relationship, parenthood and friendship;
- (c) sex education and responsibility in sex, e.g. difference between the two sexes, human reproduction and family planning, etc.

¹ This Funding and Service Agreement is a sample document for reference only.

- (d) family care and health, e.g. home management, family budgeting home safety and mental health, etc.

It is delivered through the following programme strategies in the forms of talks, groups, seminars, exhibitions, workshops, mass media programmes etc.:

- (a) Educational programmes - which aim at helping individuals acquire knowledge, and develop proper attitude and skills in handling family affairs and problems at different stages of the life cycle;
- (b) Promotional programmes - which aim at cultivating public awareness, to convey to the public the concepts of family life education and to arouse interest in the service;
- (c) Combined programmes - those that blend promotional and educational elements.

Target group

The target group is people aged between 10 and 50, with adolescents, young adults about to marry, married couples, parents-to-be and parents as the five principal target groups. There is also flexibility to serve other age groups to meet special needs of different areas and localities.

II Performance Standards

The Service Operator will meet the following performance standards :

Outputs

<u>Output Standard</u>	<u>Output Indicator</u>	<u>Agreed Level</u>
1	Total no. of programmes organised each year	43 x establishment of social worker of the service of the organisation as at 1.4.2000
2	Ratio of educational programmes to promotional/combined programmes	7 to 3
3	Out of Output Standard 1, no. of multi-session groups or multi-session programmes as programme format each year	6 x establishment

<u>Output Standard</u>	<u>Output Indicator</u>	<u>Agreed Level</u>
		of social worker of the service of the organisation as at 1.4.2000
4	No. of participants of the five principal target groups in educational programmes each year	1 200 x establishment of social worker of the service of the organisation as at 1.4.2000

Outcomes

<u>Outcome Standard</u>	<u>Outcome Indicator</u>	<u>Agreed Level</u>
1	Percentage of service users indicating satisfaction after attending the groups (with effect from April 2021) ^{Note 1}	75%
2	Percentage of service users indicating satisfaction after attending the programmes (with effect from April 2021) ^{Note 2}	75%

Note 1: The outcome indicator is measured through the designated questionnaire completed by service user after attending the group. The rate in a year is computed as follows:

$$\frac{\text{No. of completed questionnaires indicating satisfaction of service users after attending the groups}}{\text{Total no. of completed questionnaires of the groups during the financial year}} \times 100\%$$

Note 2: The outcome indicator is measured through the designated questionnaire completed by service user after attending the programme. The rate in a year is computed as follows:

$$\frac{\text{No. of completed questionnaires indicating satisfaction of service users after attending the programmes}}{\text{Total no. of completed questionnaires of the programmes during the financial year}} \times 100\%$$

Essential service requirements

Conducted by registered social worker.

Quality

The Service Operator will meet the requirements of the 16 Service Quality Standards (SQSs).

III Obligations of SWD to the Service Operators

The SWD will undertake the duties set out in the General Obligations of Social Welfare Department to the Service Operators as specified in the Funding and Service Agreement (FSA) Generic Sections.

In addition, SWD will meet the following service-specific standard of performance. The actual performance of the department in relation to this obligation is expected to affect the ability of the Service Operator to meet its required standard of performance.

SWD will take lead in launching territory wide publicity campaigns and building up relevant resource materials on family life education, e.g. reading materials, exhibition boards, video tapes, slides, programme kits etc. to support the work of FLE workers.

IV Basis of Subvention

The basis of subvention is set out in the offer and notification letters issued by the SWD to the Service Operator.

Funding

An annual subvention will be allocated on a Lump Sum Grant (LSG) mode to the Service Operator. This lump sum has taken into account the personal emoluments, including provident fund for employing staff, and other charges (covering all other relevant operating expenses including employees' compensation insurance and public liability insurance) applicable to the operation of the project, and recognised fee income, if any.

In receiving the LSG, the Service Operator is accorded flexibility in the use of the grant but required to observe the guidelines set out in the latest LSG Manual, LSG Circulars, management letters and correspondence in force as issued by SWD on subvention policies and procedures. The LSG will be subject to adjustments including salary adjustments in line with civil service pay adjustments and other charges in line with the price adjustment factor, currently the Composite Consumer Price Index. The Government will not accept any liabilities or financial implication arising from the project beyond the approved funding.

Payment Arrangement, Internal Control and Financial Reporting Requirements

Upon the Service Operator's acceptance of the FSA, payment of the LSG subventions will be made on a monthly basis.

The Service Operator is responsible for maintaining an effective and sound financial management system, including budget planning, projection, accounting, internal control and

auditing. It should maintain proper books and records and supporting documents on income and expenditure relating to the project and make them available for inspection by the Government representative.

The Service Operator shall submit the Annual Financial Report (AFR) as reviewed and the annual financial statements of the non-governmental organisation (NGO) as a whole as audited by a certified public accountant holding a practising certificate as defined in the Professional Accountants Ordinance (Chapter 50) and signed by two authorised representatives of the NGO, i.e. Chairperson/ NGO Head/ Head of Social Welfare Services in accordance with the requirements as stipulated in the latest LSG Manual. The AFR should be prepared on a cash basis and non-cash items such as depreciation, staff leave accrual etc. should not be included in the AFR.

V. Other References

Apart from this FSA, the Service Operator should also comply with the requirements / commitments set out in the respective Service Specifications, and the Service Operator's proposals and supplementary information, if any. Where these documents are in conflict, this FSA shall prevail. The Service Operator's compliance with all these documents will be closely monitored by SWD.