

Funding and Service Agreement¹
(Lump Sum Grant)
The Mobile Van for Publicity Service on Mental Wellness

I. Service Definition

Introduction

The Mobile Van for Publicity Service on Mental Wellness (MVP Service) is set up for stepping up community education for early prevention of mental illness through an innovative, flexible and extensive way in five designated regions of Hong Kong, i.e. Hong Kong Island², Kowloon East³, Kowloon West⁴, New Territories East⁵ and New Territories West⁶.

Purpose and objectives

2. The objectives of MVP Service are as follows -
- (a) to increase the public's understanding and knowledge on mental health and their acceptance towards ex-mentally ill persons;
 - (b) to promote mental wellness and positive help-seeking attitudes/behaviours for the public;
 - (c) to strengthen service collaboration and interface with different service units or sectors on the prevention and promotion in mental health; and
 - (d) to provide early prevention, identification and intervention on mental illness.

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

² Hong Kong Island - Central & Western District, Southern District, Islands District, Eastern District and Wan Chai District.

³ Kowloon East - Kwun Tong District, Wong Tai Sin District and Sai Kung District.

⁴ Kowloon West - Sham Shui Po District, Kowloon City District and Yau Tsim Mong District.

⁵ New Territories East - Shatin District, Tai Po District and North District.

⁶ New Territories West - Tsuen Wan District, Kwai Tsing District, Yuen Long District and Tuen Mun District.

Nature of service

3. MVP Service covers a range of community education on mental wellness and short-term social work intervention through deploying mobile vehicles. The services provided include but are not limited to –
- (a) provision of both generic and thematic mental health prevention and promotion work on a regional basis by organising roadshows, exhibitions, self-assessment, mini talks, experiential activities, etc. in different places, e.g. housing estates, schools, tertiary education institutes, other community facilities, those areas with less accessibility or sparser population, etc.;
 - (b) collaboration with other service units or sectors on the prevention of mental illness and promotion of mental wellness in the region served;
 - (c) collaboration with Integrated Community Centre(s) for Mental Wellness [ICCMW(s)] on promoting ICCMW service and facilitating their service delivery;
 - (d) provision of simple on-site screening for the public; and
 - (e) provision of short-term social work intervention, including but not limited to timely advice, on-site counselling, emotional support, referral to / connecting with welfare units and other units in other sectors and / or other assistance for those service users in need as appropriate.

Target group

4. The target service users of the MVP Service are –
- (a) the general public;
 - (b) specific target groups (such as students, helping professionals, elderly, etc.); and

- (c) persons having mental health needs.

II. Performance Standards

5. The Service Operator is required to achieve the performance standards including Essential Service Requirements, Output and Outcome Standards as shown at **Annex**.

Quality

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

III. Obligations of Social Welfare Department (SWD) to Service Operator

7. SWD will undertake the duties set out in the General Obligations of SWD to the Service Operator as specified in the Funding and Service Agreement (FSA) Generic Sections.

IV. Basis of Subvention

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

Funding

9. An annual subvention will be allocated on a Lump Sum Grant (LSG) mode to the Service Operator for a time-defined period of five years. 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, among others, employees' compensation insurance, public liability insurance and vehicle operational expenses⁷) applicable to the operation

⁷ Vehicle operational expenses include vehicle license fee, insurance, vehicle repair and maintenance, fuel charges and miscellaneous expenses while parking fees can be reimbursed separately on an actual cost basis.

of the MVP Service and recognised fee income, if any.

10. 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 price adjustment factor, currently the Composite Consumer Price Index. The Government will not accept any liabilities or financial implication arising from the service beyond the approved funding.

Payment Arrangement, Internal Control and Financial Reporting Requirements

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

12. 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 service and make them available for inspection by the Government representative.

13. 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.

Corruption Prevention and Probity Requirements

14. It is the responsibility of the Service Operator to ensure that its management, board members and staff comply with the Prevention of Bribery Ordinance (Cap. 201) and the relevant requirements. Service Operator shall prohibit the members, staff, agents, and contractors from offering, soliciting or accepting advantages when discharging their duties under the FSA. With regard to the provision of the subvented services, Service Operator shall avoid and declare any conflict of interest.

15. Service Operator should also make reference to the relevant guidelines on corruption prevention and probity requirements to uphold integrity in every aspect, including but not limited to the governance structure, internal control, financial/fund management, procurement, staff administration, delivery of services/activities, management of maintenance works as set out in the “Best Practice Checklist on Governance and Internal Control in Non-Governmental Organisations” and the “Integrity and Corruption Prevention Guide on Managing Relationship with Public Servants” issued by the Independent Commission Against Corruption.

V. Validity Period

16. This FSA is valid for a time-defined period of five years. Should the Service Operator be in breach of any terms of condition of this FSA and fail to remedy the same in such manner and within such time as shall be specified in a written notice from SWD, SWD may after expiry of such notice, terminate this FSA by giving 30 days’ notice in writing to the Service Operator.

17. Where there is any change to the performance standards within the agreement period, SWD will seek mutual agreement with the Service Operator and the Service Operator will be required to achieve new requirements in accordance with the specified implementation schedule.

18. Continuation of service for the next term will be subject to the relevant considerations such as the prevailing policy directive, service needs and the performance of the Service Operator. SWD reserves the right to reallocate the service.

VI. Other References

19. Apart from this FSA, the Service Operator should also comply with the requirements/commitments set out in the Service Operator's service plans 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.

- End -

Annex

**Funding and Service Agreement
(Lump Sum Grant)**

The Mobile Van for Publicity Service on Mental Wellness (MVP Service)

Organisation :
Region Served :
Validity Period :

A. Essential Service Requirements

1. MVP Service¹ shall operate no less than 11 sessions per week with a minimum of 44 hours per week;
2. The number of operation sessions of the MVP² shall be no less than 26 sessions per month;
3. Among paragraph A(2), no less than 8 sessions shall be operated during non-office hours³; and
4. Registered social worker⁴ and driver with valid driving license for the mobile vehicle(s) deployed are the essential staff of the service.

B. Outputs

Output Standard (OS)	Output Indicator	Agreed Level (per year)
1	Total number of interactive activities/programmes ⁵ conducted for target	156

¹ MVP Service means all duties, obligations and services to be performed and provided by the Service Operator, which are not limited to the operation session of the MVP.

² The operation sessions of the MVP mean services delivered through the deployment of the MVP.

³ Non-office hours include evenings from Monday to Friday, whole day of Saturday, Sunday or public holidays.

⁴ Registered social worker refers to the definition governed by the Registration of Social Workers Ordinance (Chapter 505).

⁵ It refers to activities/programmes designed with interaction with service users and with their major objective(s) echoing the objectives of the MVP Service, i.e. paragraph 2 (a) and (b) of the Funding and Service Agreement. Each of these activities / programmes shall last no less than 2 hours.

	service users within one year	
2	Among OS(1), total number of activities/programmes co-organised with Integrated Community Centre for Mental Wellness (ICCMW) within one year	24
3	Total number of attendance of all activities/programmes within one year	15 600
4	Total number of on-site screenings ⁶ conducted within one year	200

C. Outcomes

Outcome Standard (OC)	Outcome Indicator	Agreed Level (per year)
1	Percentage of service user ⁷ indicating satisfaction with the MVP Service within one year	75%
2	Percentage of service users ⁷ indicating enhancement of mental health related knowledge within one year	75%
3	Percentage of service users ⁷ indicating an increase in acceptance of ex-mentally ill persons within one year	75%
4	Percentage of service users ⁷ indicating more readiness in seeking help on mental health issues within one year	75%

⁶ On-site screenings shall be conducted by helping professional or relevant MVP staff under the guidance of helping professionals.

⁷ Service users are those having attended the MVP Service and completed the “User Satisfaction Form” (服務使用者意見調查問卷) as provided by SWD.