

## **Funding and Service Agreement<sup>1</sup>**

### **Children and Youth Centres with Reading/Study Rooms**

#### **I Service Definition**

##### **Introduction**

Neighbourhood drop-in Children and Youth Centres with Reading/Study Rooms provide children and young people with opportunities to organize and participate in a variety of activities and pursuits which respond to their personal, social and developmental needs.

##### **Purpose and objectives**

The aim of Children and Youth Centres with Reading/Study Rooms is to assist children and young people to become happy, mature, responsible and contributing members of society.

The specific objectives of centres are:

- to facilitate well-balanced personal development of children and young people, helping them to develop life skills, potential and problem solving ability
- to facilitate the social development of children and young people, enhancing family and other interpersonal relationships and developing contribution to, and participation in, the community.

##### **Nature of service**

The following four core programmes will be provided with priorities set according to community needs:

- (a) Guidance and counselling aimed at enabling children and young people to deal with their difficulties and stresses.
- (b) Supportive services for children and young people in disadvantaged circumstances aimed at facilitating mutual support and personal and social functioning of children and young people from disadvantaged circumstances.
- (c) Socialization programmes aimed at enhancing interpersonal and family

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<sup>1</sup> This Funding and Service Agreement is a sample document for reference only.

relationships and developing life skills.

- (d) Social responsibility enhancement programmes aimed at enhancing civic mindedness and involvement in community affairs.

While the emphasis of the centre must be on core-programmes, non-core programmes may also be run. The aims of non-core programmes include the following:

- to attract children and young people to the centre
- to enable children and young people to use their leisure time constructively
- to build rapport with members and their families
- to build community links.

Programmes of work are drawn up in consultation with Social Welfare Department (SWD) and the Local Committee.

### **Target group**

- The target group is children and young people between the ages of 6 and 24

Particular attention should be given to children and young people with:

- personal developmental needs (e.g. emotional, social or behavioural difficulties)
- special needs arising from living in disadvantaged circumstances (e.g. deprived family or social environments) or from facing new life challenges or difficulties.

## **II Performance Standards**

The Service Operator shall meet the following performance standards:

### **Outputs**

<u>Output Standard</u>	<u>Output Indicators</u>	<u>Agreed Level</u>
1	Total number of new and renewed members in the year ending 31 March <sup>2</sup>	1,400
2	Average (centre-based) attendance per session (for core and non-core programmes) in a year	60
3	Total number of core programme sessions in a year <sup>3</sup>	800
4	Total attendance at the core programme sessions in a year	11,040
5	Rate of achieving core programme plans* conducted with goals achieved in a year	85%

\* Rate is the proportion of plans achieved out of the total number of plans prepared.

### **Outcomes**

<u>Outcome Standard</u>	<u>Outcome Indicator</u>	<u>Agreed level</u>
1	Percentage of members <sup>4</sup> indicating satisfaction after receiving service in a year [a sample size of survey should not be less than 10% of the agreed level of members]	75%

<sup>2</sup> Members include children and youth members as well as their affiliated family members recruited or renewed during the reported period of 1 April – 31 March.

<sup>3</sup> Core programme sessions should be made up by groups, activities and/ or case interviews for children and youth aged 6-24 and their affiliated family members (not limited to registered members) in the designated catchment area while programme nature is related to the welfare of the children and youth. For calculation purpose, 1 case interview is equivalent to 0.5 programme session (case only refers to one with treatment plan and case record).

<sup>4</sup> It refers to the members of the centre with a sample size of not less than 10% of the agreed level of total number of members registered in the year ending 31 March, i.e. OS1.

<u>Outcome Standard</u>	<u>Outcome Indicator</u>	<u>Agreed level</u>
2	Percentage of service users <sup>5</sup> with enhanced personal development (e.g. life skills, potentials and problem-solving ability developed) in a year [a sample size of survey should not be less than 20 x notional staffing]	75%
3	Percentage of service users <sup>5</sup> with enhanced social development (e.g. interpersonal and family relationships, social competence, sense of civic-mindedness, social responsibility and connectedness with the community strengthened) in a year [a sample size of survey should not be less than 20 x notional staffing]	75%

### **Essential service requirements**

- Provision of reading/study room
- Opening hours of at least 11 sessions per week<sup>6</sup>
- Staff requirement includes registered social worker

### **Quality**

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

## **III Obligations of SWD to Service Operators**

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

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<sup>5</sup> “Service users” refers to those who have joined various types of programmes/ activities/ casework activities and are willing to take part in the outcome evaluation with written feedback. The sample size should not be less than 20 x notional staffing.

<sup>6</sup> The normal opening days of the centre per week irrespective of public holidays/block leave, e.g. 6 normal opening days per week. If the number of opening days per week in a particular month is varied, please take the average number.

**IV Basis of Subvention**

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

**Funding**

An annual subvention will be allocated on the Lump Sum Grant (LSG) mode to the Service Operator. This lump sum has taken into account the personal emoluments, including provident fund for employing registered social workers, qualified professionals and supporting 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. Rent and rates in respect of premises recognised by SWD for delivery of the subvented activities will be reimbursed separately on an actual cost basis.

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 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.