

## **Notes and Requirements for Specified Training Programmes (STPs)**

(On top of the details and requirements set out in the “Dedicated Fund - Guidance Notes on Application” and the relevant Annexes/Appendices, the following notes specify the additional/specific conditions for the application of STPs)

### **Objectives**

- (1) Under the Dedicated Fund (DF), funding is reserved for eligible NGOs to organise STP(s) that meet(s) the training themes as announced by the Social Welfare Department (SWD).

### **Specified Training Themes**

- (2) The SWD will announce specified STP training themes each year in advance. The specified training themes for 2026 are as follows –
  - (a) identification and handling of suspected child abuse cases and at-risk families;
  - (b) identification of and support for persons of all ages with mental health concerns;
  - (c) identification of and support for carers in need of welfare/community support;
  - (d) enhancement of knowledge and skills in protecting service users from abuse; and
  - (e) Information Technology (IT)/data security, IT project management and AI applications.
- (3) Applications should be submitted to the SWD on or before **30 April 2026**. Only training programmes that align with the specified themes announced by the SWD will be considered.
- (4) Training programmes should normally be held locally. Nevertheless, online participation in overseas training programmes under the specified themes are also acceptable.

### **Assessment of Application**

- (5) NGOs should make good use of the fund and provide a well-justified budget estimation for assessment. The amount of funding approved will depend on the specific details of the training programme, e.g. number of participants, speakers, training format, duration, NGOs involved, etc.
- (6) NGOs should carefully plan the training programme(s) to maximise learning opportunities and increase the number of target beneficiaries. The proposed content must be assessed by the SWD to qualify for funding allocation.
- (7) For training programmes applying for funding **exceeding \$200,000**, a more detailed proposal should be provided for the SWD’s assessment. The proposal should include information such as (a) the target participants and training content; (b) the qualifications and experience of the trainer(s)/speaker(s); (c) how the proposed training programme will benefit the participants; (d) a proposed budget breakdown (e.g. costs for trainers, venue, and each participant, etc.); (e) information on collaboration parties; and (f) how training/learning opportunities will be sustained upon completion of the programme, etc. is required to be provided for SWD’s assessment.
- (8) Priority will be accorded to training programmes that provide follow-up training/learning opportunities, enable the sustained sharing of knowledge and/or best practices after the programme concludes (e.g. organising train-the-trainer programmes, putting in place knowledge management mechanisms, etc.), and contribute to enhancing the professional capacity of participants to deliver relevant services.

### **Funding Approval and Disbursement**

- (9) Funding approval from the SWD should be obtained prior to the commencement of training programmes. Details on the notification of application results can be found in paragraph 16 of the “Dedicated Fund - Guidance Notes on Application”, while the disbursement of approved funding will follow the arrangements detailed in paragraphs 19 to 20.
- (10) Unless prior approval from the SWD has been obtained, all approved training programmes should commence within 2026 and be completed on or before 31 March 2027.

### **Other Requirements**

- (11) NGOs should comply with the requirements set out in the “Dedicated Fund - Guidance Notes on Application”, including the obligations stipulated in paragraphs 21 to 23, procurement requirements in paragraph 24, arrangements for surplus, deficit and return of funds in paragraphs 26 to 30, and requirements on evaluation and monitoring in paragraphs 31 to 32.