Dedicated Fund (DF) Application Form

1.	Particulars of the Applicant NGO	
	Name of Applicant NGO : (Eng)	
	(Code of NGO:) (Chi)	
	(a) Chairperson of Governing Board	:
	Telephone No. / Fax No.	:

2. Funding Applied

Email Address

Email Address

This section will be auto-filled after completion of the relevant row(s) of Section 3.

Agency-based Funding	Non-agency-based Funding
☐ Staff training Project	☐ Mainland exchange tour (MET)
☐ System enhancement (IT Project)	☐ National studies programme (NSP)
☐ System enhancement (non-IT Project)	☐ Specified training (ST) Programme

3. Proposed Project

For Agency-based Funding

No.	(√for joint project)¹	Name of Project	Project Cost (\$)	Proposed Administrative Support ²	Administrative	Total Amount Applied for		isbursemen Requested ³	
				(\$)	(\$) [(c)=(a)+(b)]	20	20	20	
			(a)	(b)	and [(c)=(d)+(e)+ (f)]	(d)	(e)	(f)	
Staff	Training	g Project [Please also complete	e Appendix A	.1]					
		Sub-total							
Syste	System Enhancement (IT Project) [Please also complete Appendix A2]								
		Sub-total							

For joint project, all concerned NGOs are only required to fill in the 'Name of the Project' and do not need to fill in cells (a) to (e) and such information should be filled by the coordinating NGO only in the part for Joint Project in the related appendices.

² Maximum proposed administrative support is set at 5% of approved project / programme cost for each project / programme, or \$500,000, whichever is the lower. Cost on administrative support for MET(s) will be included in the unit subsidy.

Request for disbursement of funds to projects / programmes applied under the same application should be within the three financial years specified below. The actual disbursement will be subject to the arrangement set out in paragraphs 17-19 of the "DF Guidance Notes on Application".

No.	(√for joint project)¹		Project Cost (\$)	Proposed Administrative Support ²	Total Amount Applied for		sbursemen Requested ³	
			(6)	(\$)	(\$) [(c)=(a)+(b)] and	20(\$)	20(\$)	20(\$)
			(a)	(b)	[(c)=(d)+(e)+ (f)]	(d)	(e)	(f)
Syste	m Enha	ncement (non-IT Project) [Pl	ease also com	nplete Appendi	x A3]			
		Sub-total						
		Total						

For I	Non-agen	cy-based Funding						
No.	(√for joint project)¹	Name of Programme	Programme Cost ⁴	Proposed Administrative Support ²	Total Amount Applied for	Annual Disbursement Amount Requested ³		
			(\$)	(\$)	(\$)	20	20	20
					[(c)=(a)+(b)]	(\$)	(\$)	(\$)
			(a)	(b)	and [(c)=(d)+(e) + (f)]	(d)	(e)	(f)
Maiı	nland Exc	change Tour (MET) [Please a	lso complete	Appendix B1]				
				-				
				-				
		Sub-total						
Nati	onal Stud	lies Programme (NSP) [Please	e also comple	ete Appendix E	32]			
		Sub-total						
Spec	ified Tra	ining (ST) Programme [Pleas	e also compl	ete Appendix (C1			
1		g (*)	1	11				
		Sub-total						
		Total						
		Total						

Proposed Additional Administrative Support for Joint Project [Only applicable to Coordinating NGO]

., .	1 10 505cu 11 cultivation at 11 cultive Support for Some 1 10 feet only applicable to Coordinating 1 (CO)						
		Total Amount	Proposed	Annual 1	Disbursement A	Amount	
		applied for ALL	Additional		Requested		
No.	Name of Project	participating	Administrative	20	20	20	
		NGOs	Support ⁵	(\$)	(\$)	(\$)	
		(\$)	(\$)	(c)	(d)	(e)	

For MET, the unit subsidy for each participant ranges from HK\$3,500 to \$4,000. The calculation of project cost is based on the unit subsidy multiply the number of participants (e.g. \$3,600 x no. of participants = total amount of subsidy requested).

The maximum amount of additional administrative support for coordinating NGO of Joint Project is set at 3% of the total approved sum of the joint project (including both project cost and administrative support for each NGO), or \$500,000 whichever is lower. For MET, NSP and ST programmes, since the cost on coordination and administrative support for the programme(s) have been / can be included in the proposed programme budget, funding for additional administrative support will not be provided for the coordinating NGO.

Annex 2
DF Application Form

	1	Total				
		(a)	[(b)=(c)+(d)+(e)]			
	Dr Application Form					

5. Declaration

[to be completed by the Chairperson of Governing Board of the Applicant NGO]

I declare that -

- (a) I, on behalf of my organisation, have carefully read and understood the content of the DF Guidance Notes on Application and my organisation shall comply with all the requirements specified therein. Any non-compliance with the requirements may be subject to immediate termination of the funding allocation and return of the allocated funding to the Social Welfare Department (SWD).
- (b) Staff consultation has been conducted with staff's views taken into account in this application, and all the above proposed projects are endorsed by my organisation's Governing Board.
- (c) All information provided in this application form, appendix(ices) and the supporting documents submitted by me or the delegates of this organisation, as well as all the statements and declarations made in relation to this application are true and accurate to the best of my knowledge.
- (d) I understand that the information provided will be used by the SWD for processing the application (including consultation with other bureaux / government departments, relevant authorities / organisations as deemed necessary by the SWD), data analysis, evaluation, handling of enquiries / complaint, publicity of the DF, and sharing among NGOs. In addition, my organisation will provide additional information on the implementation of the approved DF projects to the SWD or its agent(s) when being approached by the SWD or its agent(s) for the aforesaid purpose. I understand that the information to be released to the SWD or its agent(s) will be confined to the designated purposes as mentioned above.
- (e) Proper service procurement for the approved projects will be conducted according to my organisation's procurement procedures which are in line with those set out in the Lump Sum Grant Subvention Manual.
- (f) I understand that my organisation shall receive staff of the SWD for the purpose of monitoring and inspection of the approved projects through different means including without limitation to visits to my organisation, on-site visit to the project activities, inspection of documents and interview with participating staff, which may from time to time be arranged by the SWD.

Signature	: _	
Name	: <u> </u>	
Post	:	Chairperson of Governing Board
Date	:	