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|  |  |  |  | For Office Use Only  此欄由社署填寫 | |
|  |  |  |  | Serial No. 序號: \_\_\_\_\_\_\_\_\_\_\_ | |
|  | | | | | |
| **Operation of a New Special Child Care Centre (SCCC) cum**  **Early Education and Training Centre (EETC) at**  **G/F, Ancillary Facilities Block, Hiu Yan Estate,**  **No. 9 Hiu Ming Street, Kwun Tong, Kowloon** | | | | | |
| **Application Form** | | | | | |
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| **Deadline of Submission: 5:00 p.m. on 27 March 2026 (Friday)** | | | | | |
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| **Name of Applicant Organisation:** | |  | | |  |
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| **Key points to note:** | |  |  |  | |
| 1. Each applicant organisation, including those in joint efforts with other organisations, shall submit **one Proposal** only (i.e. one copy of prescribed Application Form). 2. A joint application from two or more NGOs is allowed. NGOs participating in such joint venture have to identify a key applicant organisation to serve as a contact point with SWD and to sign the Funding and Service Agreement, if selected to operate the service. 3. Applicant organisation, including each applicant in a joint application, and its Proposal must meet ALL the mandatory requirements set out in **Part 1 of Annex 5 of the Service Specifications on the Special Child Care Centre (SCCC) cum Early Education and Training Centre (EETC) at Hiu Yan Estate, Kwun Tong**. A Proposal will not be considered for any failure to comply with any of the mandatory requirements. | | | | | |
| 1. This prescribed Application Form, **except the scaled layout drawing(s) mentioned in item 3.21 of Part 3 of this Application Form**, shall be typed and printed in **A4 size** paper, **normal character spacing**, and **single line spacing** either in **English** with a font size of at least 12 in Times New Roman or in **Chinese** with a font size of at least 13 in新細明體 (text in table / diagram / chart, etc. inclusive, if any). | | | | | |
| 1. This Application Form must be completed **in full**, with input to each and every item on the form (mark “**✓**” against **🞎**, “**Nil**” or “**Not Applicable**” as appropriate; if not, the items shall be regarded as void). The space of the boxes in the Application Form may be expanded to suit the presentation, but the format, including font size, line spacing, character spacing, margin, and content of the Application Form shall not be amended or deleted. All supporting documents must be attached wherever required. | | | | | |
| 1. Part 3 of this Application Form, excluding the layout drawing and Schedule of Accommodation comparison table, shall **NOT be more than 18 pages in total.** The pages should include all textual content, tables, diagrams, and/or charts in a readable format and in whatever forms of presentation such as attachments, annexes and appendices (excluding the layout drawing). The page limit is not applicable to Parts 1, 2, 4, 5, Supplementary Information to Parts 1 and 2 nor to any documents attached to prove compliance with all the eligibility criteria. | | | | | |
| 1. For the scaled layout drawing requirement, layout to be provided on a page in A3 size is allowed. **Layout in a scale of 1:150 on only 1 page in A3 size is allowed. In addition, a brief comparison of the “SWD recommended provision” and “NGO proposed provision” of schedule of accommodation is required to be provided through comparison table for each project on a separate page in A4 size.** | | | | | |
| 1. **The information provided in the box under the specified quality aspect in Part 3 of this Application Form will only be assessed in that respective aspect. SWD reserves the right not to assess any information beyond the specified number of pages mentioned in paragraph 6 above, or any information contained in pages which deviates from the prescribed format of this Application Form.** | | | | | |

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| **Operation of New Special Child Care Centre cum Early Education and Training Centre –**  **Application Form** | | | | |
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| **1** | | | **Particulars of the (Key) Applicant Organisation** | | | | | | | | | |
| **……………………………………………………** | | | | | | | | | |
|  |  | | | |  | | | |  | | |  |
| **1.1** | **Name of Applicant Organisation:** | | | |  | | | | | | | |
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|  |  | | | |  | | | |  | | |  |
| **1.2** | **Name of Chairperson or Head:** | | | |  | | | | | | | |
|  |  | | | |  | | | |  | | |  |
| **1.3** | **Address:** | | | |  | | | | | | | |
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|  |  | | | |  | | | |  | | |  |
| **1.4** | **Telephone No:** | | |  | **1.5** | | | **Fax. No:** | |  | | |
|  |  | | | |  | | | |  | | |  |
| **1.6** | **Email Address:** | | | |  | | | | | | | |
|  |  | | | |  | | | |  | | |  |
| **1.7** | **Organisation Website:** | | | |  | | | | | | | |
|  |  | | | |  | | | |  | | |  |
| **1.8** | **Name of the Contact Person:** | | | |  | | | | | | (Mr/Ms/Mrs/Miss) | |
|  |  | | | |  | | | |  | | |  |
| **1.9** | **Post:** | | | |  | | | | | | | |
|  |  | | | |  | | | |  | | |  |
| **1.10** | **Contact Means:** | | | **Telephone No.:** | | |  | | | | | |
|  |  | | | **Fax. No.:** | | |  | | | | | |
|  |  | | |  | | | | | | | | |
|  |  | | | **Correspondence Address:** | | |  | | | | | |
|  |  | | |  | | | | | | | | |
|  |  | | | **Email Address:** | | |  | | | | | |
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| **1.11** | **Is the present submission under a joint application? (please “✓” the box as appropriate)** | | | | | | | | | | | |
|  |  | Yes. Number of applicant organisation(s):  (Please complete the “Supplementary Information to Parts 1 and 2” for each joint applicant) | | | | | | | | | | |
|  |  | No | | | | | | | | | | |

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| **2** | | **Mandatory Requirements** | | |
| **……………………………………………………** | | |
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| I, authorised signatory for and on behalf of the (key) applicant organisation, confirm that my organisation has met the mandatory requirements set out below for consideration of quality-based assessment (please “✓” the boxes as appropriate) - | | | |
|  |  | |  |
| **Mandatory Requirements** | | |  |
| 2.1 | Being a **bona-fide non-profit making organisation** granted a tax-exemption status under section 88 of the Inland Revenue Ordinance (Cap. 112).  *(please “✓” either one of the boxes below as appropriate)* | |  |
| Subvented NGO[[1]](#footnote-1) | |
| Non-subvented NGO[[2]](#footnote-2)   |  | | --- | |  |   The following supporting documents must be submitted at Appendix   * 1. Registration Certificate under section 88 of the Inland Revenue Ordinance (Cap. 112);   2. Constitution / Articles of Association and Memorandum;   3. Corporate governance and management structure, the management personnel involved; and   4. Audited financial statements for the past 3 financial years (certified true copy)[[3]](#footnote-3)   *(please assign an Appendix number sequentially)* | |

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| **3** | | **Service Details** | | | |
| …………………………………………………… | | | |
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|  | **Please do not exceed 18 pages for this part.**  **(excluding scaled layout drawing and schedule of accommodation comparison table)**  **Content beyond the specified page limit will not be considered.** | | | | |
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|  | **GENERAL INFORMATION (Part I - III)** | | | | |
|  |  | | | | |
| **I.** | **GENERAL SERVICE OPERATION** | | | | |
|  |  | | | | |
| **A** | **Service Mode** | | | | |
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| **3.1** | **Description of adoption of an integrated approach in delivering the SCCC and EETC services which results in synergetic outcome, with detailed description on the service delivery mode such as how the two services are integrated for the training of service users and optimisation of resources.** | | | | |
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|  |  | | | | |
| **B** | **General Care and Supervision** | | | | |
|  |  | | | | |
| **3.2** | **Description of provision of holistic care and supervision to satisfy service users’ need including safety measures in different aspects.** | | | | |
|  |  | | | | |
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| **C** | **Operation of the Centre** | | | | |
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| **3.3** | **Description of the training hours and opening hours of the Centre to best fit the need of service users and working parents.** | | | | |
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| **D** | **Services Meeting Individual Needs** |
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| **3.4** | **Description of strategies and measures for conduction of structured individual and group training programmes with tailor-made design / theme in the areas of gross motor, fine motor, language development, cognitive development, social / emotion development and self-care for service users as well as applying innovative technology to service provision.** |
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| **3.5** | **Description of strategies and measures for provision of supportive centre services, outreach service and other training / educational programmes with tailor-made design / theme that meet service users’ multifarious needs.** |
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|  |  |
| **E** | **Management of Individual Plans** |
|  |  |
| **3.6** | **Description of strategies and measures for holistic / comprehensive assessment and quality review on the developmental aspects of service users on an initial and regular basis, having regard to the special needs and characteristics of individual service users, as well as ways of involving parents.** |
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|  |  |
| **3.7** | **Description of strategies and measures for delivery of tailor-made Individual Training Plans (ITPs) for service users.** |
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|  |  |
| **F** | **Support and Education to Parents / Family Members / Carers** |
|  |  |
| **3.8** | **Description of strategies and measures for providing support / educational / training services / programmes / facilities for parents / family members / carers to meet their psychosocial needs in facing the disabilities of their children.** |
|  |  |
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| **3.9** | **Description of strategies and measures for delivery of education and training programmes / facilities for parents / family members / carers to enhance their knowledge and skills in caring and training their children with disabilities.** |
|  |  |
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| **G** | **Progress Record and Discharge Plan** |
|  |  |
| **3.10** | **Description of mechanism on recording the progress and review of service users after receiving training, and measures to prepare children and their parents / family members / carers for discharge.** |
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| **II.** | **HUMAN RESOURCES MANAGEMENT AND SERVICE QUALITY MANAGEMENT** |
|  |  |
| **A** | **Human Resources Management** |
|  |  |
| **3.11** | **Description of the strategies and measures in staff communication and supervision.** |
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| **3.12** | **Description of the strategies and measures in staff training and development.** |
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| **B** | **Service Quality Management** |

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| **3.13** | **Description of the continuous quality improvement measures.** |
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| **III.** | **ECHOING / SUPPORTING GOVERNMENT POLICY** |
|  |  |
| **A** | **Echoing / Supporting Government Policy** |
|  |  |
| **3.14** | **Description of the activities / programmes organised and conducted which related to enhancing understanding of the development of the nation, celebrating the anniversary of the founding of the People’s Republic of China and the anniversary of the establishment of Hong Kong Special Administrative Region, as well as supporting the Government’s welfare policies in the districts.** |
|  | [Please provide the details in Appendix I – Activities / Programmes Organised and Conducted in Echoing / Supporting Government Policy, attachment of leaflet / pamphlet / relevant information of the activities / programmes organised and conducted is required (Appendix I and supporting documents will NOT be counted into the 18 pages of the proposal.)] |
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|  | **CENTRE-SPECIFIC INFORMATION (Part IV - VI)** |
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| **IV.** | **STAFF PROVISION, CRISIS MANAGEMENT AND CONTINGENCY ARRANGEMENT AS WELL AS CO-ORDINATION AND INTERFACING STRATEGIES** |
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| **A** | **Staff Provision** |
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| **3.15** | **Description of staff provision for the Centre.** |
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| **B** | **Crisis Management and Contingency Arrangement** |

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| **3.16** | **Description of policy and guidelines in preventing and managing crisis and contingency arrangement in relation to the operation of the Centre.** |
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| **C** | **Co-ordination and Interfacing Strategies** |

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| **3.17** | **Description of strategies and measures for effective mobilisation of organisation and community resources and mechanism for networking and liaising with relevant parties to facilitate service delivery.** |
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| **3.18** | **Description of strategies and means to attain effective communication and positive public relations with local organisations and the public in the operating cluster to promote acceptance of service users.** |
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| **V.** | **IMPLEMENTATION OF THE PROJECT AND DESIGN OF THE LAYOUT PLAN** |
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| **A** | **Implementation of the Project** |

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| **3.19** | **Description of mechanism for planning and monitoring the implementation of the project works to be completed on schedule with a detailed works programme.** |
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| **3.20** | **Description of mechanism / workflow in co-ordination and preparation of smooth operation of the Centre.** |
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| **B** | **Design of the Layout Plan** |

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| **3.21** | **Provision of scaled layout drawings to demonstrate how they intend to fit out the existing premises to meet service needs and the requirements of Schedule of Accommodation, Technical Schedules and relevant statutory requirements as well as illustrated sketches / diagrams / information on proper zoning, environment-friendly design, utilisation of existing provisions and any innovative designs. For requirement of the scaled layout drawing, please refer to “Key points to note” Point 7.**  *Please provide appropriate justification in this box to validate / elaborate on special consideration / deviation, if any* |
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| **VI.** | **PROPOSAL ON VALUE-ADDED ITEMS AND RELEVANT OPERATION EXPERIENCE** |
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| **A** | **Proposal on Value-added Items** |

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| **3.22** | **Description of value-added proposal in delivering the services for benefits of service users and / or their families.** |
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| **B** | **Relevant Operation Experience** |
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| **3.23** | **Relevant operation experience in providing rehabilitation services for pre-school children with disabilities or operating subvented pre-school rehabilitation service unit(s).** |
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| **3.24** | **Records of substantiated complaint related to the provision of pre-school rehabilitation services in the past three years.** |
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| **4** | | | | **Submission of Application** | | | | | | | | |
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|  | **Thank you for submitting this application.** | | | | | | | | | | | |
|  | To help us process your application as quickly as possible, kindly check if you have done the followings: (Please “✓” where appropriate) | | | | | | | | | | | |
|  |  | | 1. All items of the Application Form are completed. | | | | | | | | | |
|  |  | | 1. Please fill in the form by using, unless otherwise specified, either **English** with a font size of at least 12 in Times New Roman or **Chinese** with a font size of at least 13 in 新細明體, normal character spacing and single line spacing. Part 3 (Service Details) shall not exceed **18** pages. | | | | | | | | | |
|  |  | | 1. The declaration in Part 5 has been signed by the Chairperson or Head of your organisation and his/her signature has the authority to bind your organisation. For joint application, the declaration is signed by the Chairperson or Head of the key applicant organisation. | | | | | | | | | |
|  |  | | 1. The following documents are attached: | | | | | | | | | |
|  |  | | * 1. the original plus 8 hard copies of the completed Application Form; | | | | | | | | | |
|  |  | | * 1. a soft copy of the completed Application Form saved on a compact disc o+r USB flash drive (MS Word 2010 or above format); and | | | | | | | | | |
|  |  | | * 1. copies ofdocuments to prove compliance with all the eligibility criteria, including-      + 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_        2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_        3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |
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|  | Please submit completed Application Form with supporting documentsin accordance with the requirements set out in the Service Specifications on the Special Child Care Centre cum Early Education and Training Centre at Hiu Yan Estate, Kwun Tong to Rehabilitation and Medical Social Services Branch, Social Welfare Department of Room 901, 9/F, Wu Chung House, 213 Queen’s Road East, Wan Chai, Hong Kong. | | | | | | | | | | | |
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|  | **For more information, please visit our website:**  **歡迎到以下網站瀏覽更多資料：** | | | | | | | | | | | |
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|  | **www.swd.gov.hk** | | | | | | | | | | | |
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| **5** | | | | | **Declaration by the Applicant Organisation** | | | | | | | |
| **……………………………………………………** | | | | | | | |
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|  | | We, the applicant organisation, have read the “Service Specifications on the Special Child Care Centre cum Early Education and Training Centre at Hiu Yan Estate, Kwun Tong” (the “Specifications”) and we agree to be bound by all the provisions set out in the Specifications. We certify that all the information given in this Application is true, accurate and complete. We understand that if we wilfully give any false information or withhold any material information, our Proposal will become void and any Grant approved will be withheld and any payment made (with interest) must be refunded to the Government. In the event that our Proposal is successful, and without prejudice to other rights and powers of the Government, we consent that the Government may disclose the detailed information of our Proposal to any third party from time to time. | | | | | | | | | | |
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|  | | **Signature and Organisation Chop:** | | | | |  | | | | | |
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|  | | **Name of Chairperson or Head of the Organisation:** | | | | |  | | | | | |
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|  | | | **Supplementary Information to Parts 1 and 2**  **(For Joint Application Only)** | | | | | | | | |
| **……………………………………………………** | | | | | | | | |
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| **For joint application, please complete this part for each NGO applicant.** | | | | | | | | | | | |
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| **1.** | **Name of Applicant Organisation:** | | | |  | | | | | | |
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| **2.** | **Name of Chairperson or Head:** | | | |  | | | | | | |
|  |  | | | |  | |  | |  | | |
| **3.** | **Address:** | | | |  | | | | | | |
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| **4.** | **Telephone No:** | | |  | **5.** | **Fax. No:** | |  | | | |
|  |  | | | |  | |  | |  | | |
| **6.** | **Email Address:** | | | |  | | | | | | |
|  |  | | | |  | |  | |  | | |
| **7.** | **Organisation Website:** | | | |  | | | | | | |
|  |  | | | |  | | | | | | |
| **8.** | **Mandatory Requirements** | | | |  | | | | | | |
|  | I, authorised signatory for and on behalf of the key applicant organisation, confirm that the above applicant organisation has met the mandatory requirements set out below for consideration of quality-based assessment (please “✓” the boxes as appropriate) - | | | | | | | | | | |
|  |  | | | |  | |  | |  | | |
| **Mandatory Requirements** | | | | | | | | | | | |
| 8.1 | | Being a **bona-fide non-profit making organisation** granted a tax-exemption status under section 88 of the Inland Revenue Ordinance (Cap. 112).  *(please “✓” either one of the boxes below as appropriate)* | | | | | | | |  | |
| Subvented NGO[[4]](#footnote-4) | | | | | | | |
| Non-subvented NGO[[5]](#footnote-5)   |  | | --- | |  |   The following supporting documents must be submitted at Appendix   * 1. Registration Certificate under section 88 of the Inland Revenue Ordinance (Cap. 112);   2. Constitution/Articles of Association and Memorandum;   3. Corporate governance and management structure, the management personnel involved; and   4. Audited financial statements for the past 3 financial years (certified true copy)[[6]](#footnote-6)   *(please assign an Appendix number sequentially)* | | | | | | | |

1. Subvented NGO refers to those NGOs which are receiving recurrent subvention under Lump Sum Grant or conventional mode of subvention. [↑](#footnote-ref-1)
2. Non-subvented NGO refers to organisations which are not currently receiving subvention from SWD for operating welfare services. A list of NGOs receiving subvention from SWD is available on SWD’s website <https://www.swd.gov.hk/en/ngo/subventions/suballoc/subvention/> [↑](#footnote-ref-2)
3. Audited financial statements for the three financial years prior to the closing date of application submission must be submitted. The latest financial statements must be prepared for the period ending no more than 18 months. [↑](#footnote-ref-3)
4. Subvented NGO refers to those NGOs which are receiving recurrent subvention under Lump Sum Grant or conventional mode of subvention. [↑](#footnote-ref-4)
5. Non-subvented NGO refers to organisations which are not currently receiving subvention from SWD for operating welfare services. A list of NGOs receiving subvention from SWD is available on SWD’s website - <https://www.swd.gov.hk/en/ngo/subventions/suballoc/subvention/> [↑](#footnote-ref-5)
6. Audited financial statements for the three financial years prior to the closing date of application submission must be submitted. The latest financial statements must be prepared for the period ending no more than 18 months. [↑](#footnote-ref-6)