Hong Kong Paralympians Fund

Guidelines on Application

I. Introduction

The **Hong Kong Paralympians Fund**[1] **(the Fund)** is administered by the Social Welfare Department (the SWD) and overseen by a Management Committee comprising mainly non-officials from the sports and the rehabilitation fields, with the assistance of a Grants Sub-committee. The Fund disburses grants to the following categories of programmes with a view to providing support to athletes with disabilities during all stages of their sporting career and thereafter.

II. Scope of the Programme

(a) Development of Target Sports

The Fund will provide grants to sports organisations for hiring of coaches and enhancing technical support for target sports programmes[2] with the aim of assisting athletes with disabilities in international competitions such as the Paralympic Games and the World Championships.

(b) Subsistence Grant to Athlete with Disabilities

Athletes with disabilities may have sacrificed their employment or study in order to contribute their time and effort to participate in international events and pursue sporting excellence. The Fund will provide grant to athletes with disabilities as an incentive to training and to meet expenses arising from training, participation in sports activities and purchase of personal sporting equipment, etc.

(c) Employment Facilitating Grant for Retired Athletes with Disabilities

Athletes with disabilities who have contributed their time and effort to

[1] Starting from the 2027-28 financial year, the Fund will operate under recurrent funding to ensure sustained support for the athlete with disabilities (AWDs). The new funding scheme will subsume and continue to support the grants approved under the current round of applications, while maintaining the prevailing funding terms, regulations, reporting, and monitoring mechanisms. The title of the new funding scheme will be announced in due course.

[2] The recognised eligible items for target sports programmes only include coach fees for local/overseas training as well as venue charge, which are not covered by the Arts and Sport Development Fund (Sports Portion) or the Elite Vote Support System for Para Sports under the Culture, Sports and Tourism Bureau, the Sports Subvention Scheme under the Leisure and Cultural Services Department or other public funding sources. Other expenses or consumable items such as transportation, meal, accommodation, purchase of consumable training appliances, are not supported under the Fund.

pursue sporting excellence and represented Hong Kong in international sports events have in some way sacrificed their study or careers. When they retire from sports, they need to develop a career to earn a living. Their valuable experience and expertise in sports will greatly benefit other athletes with disabilities. The Fund will provide a time-limited grant to assist in their job attachment in a sports related field (e.g. to be trained as an assistant coach) or other suitable employment, vocational training or education programme prior to or after their retirement.

III. Eligibility

(a) Development of Target Sports

This grant is open to applications from well-established sports organisations in Hong Kong having sanctioned by the International Sports Federations to have the authority in developing the target sports for athletes with disabilities.

(b) Subsistence Grant to Athletes with Disabilities

The grant is open to applications from current athletes with disabilities who have produced outstanding international performance and those with such potential, as recommended by well-established sports organisations in Hong Kong.

(c) Employment Facilitating Grant for Retired Athletes with Disabilities

The grant is open to applications from athletes with disabilities who have been officially retired as an athlete from or after 2000 Paralympic Games or those having a formulated retirement plan, with recommendations from well-established sports organisations and a supporting statement from the prospective employer or education/training institute in Hong Kong.

Applicants for individual grant in respect of (b) and (c) above must be holders of a Hong Kong Identity Card with Hong Kong resident status at the time of application.

IV. Disbursement of Grants

(a) Development of Target Sports

Amount of such grants will depend on the number of such applications, the support-worthiness of the applications concerned and the vetting

principles of recognised eligible items. The approved item under the Fund should not be subsidised by other public funding sources.

(b) Subsistence Grant to Athletes With Disabilities

Monthly grant of not more than $3,100 will be paid to each eligible athlete with disabilities, depending on the number of such applications, the selection criteria and the support-worthiness of the applications concerned.

(c) Employment Facilitating Grant for Retired Athletes With Disabilities

A grant amount of not more than $63,000 per year will be paid to each eligible retired athlete with disabilities for a maximum of three years for either (i) job attachment / open employment or (ii) education / vocational training programme ; or for both (i) and (ii) , depending on the number of such applications, the selection criteria and the support-worthiness of the applications concerned.

The release of grants will be reviewed on regular basis.

V. Selection Criteria

The Fund will examine applications for the grants below in accordance with the following considerations for vetting –

(a) Development of Target Sports

- whether the proposed sports programme has achieved world-wide level and being qualified to participate into Category A competitions, i.e. Paralympic Games, World Championships, Global Games, CPEDI4* in last two years;

- whether the proposed sports programme has been qualified for Asian Para Games[3] in last two years;

- whether the scope and nature of the application can assure the support for development of the sports programme; and

- whether the sports organisation is considered to be capable of properly managing and using the grant; and complying with the administrative requirements of the Fund.

[3] Applicable to the proposed sports programme qualified for Asian Para Games in and after 2014.

With effect from 2026-27, the Fund continues to provide Time-defined Funding to sports organisations for strengthening support for them to develop target sports which do not fulfil / have not fulfilled the selection criteria of "Development of Target Sports" as set out above, whereby developing a wider variety of target sports programmes and paving ways for athletes with good potentials to attain participation qualifications of sports competitions at international levels. Please refer to **Annex A** for details of the "Time-defined Funding Support for Developing Target Sports" and its requirements.

(b) Subsistence Grant to Athletes with Disabilities

- whether the applicant is support-worthy in terms of his/her performance record in the previous two years at international competitions such as the Paralympic Games or the World Championships (please refer to **Annex B** for details);
- whether the applicant is committed to participating in the training programmes;
- whether the applicant has recommendations from his/her coach;
- the applicant participating in events that require more than one team member according to the rule will be assessed with the same weighting as other individual events when considering his/her achievement; and
- whether the sports organisation, which endorses the applications of subsistence grant to athletes with disabilities, is considered to be capable of properly managing the grant and complying with the administrative requirements of the Fund.

(c) Employment Facilitating Grant for Retired Athletes with Disabilities

- whether the applicant has represented Hong Kong at international competitions such as the Paralympic Games or the World Championships;
- whether the applicant has been retired as an athlete from or after 2000 Paralympic Games or having a formulated retirement plan;
- whether the applicant has ever engaged in open employment; and
- whether the sports organisation, which endorses the applications of Employment Facilitating Grant for Retired Athletes with Disabilities, is considered to be capable of properly managing the grant; and

complying with the administrative requirements of the Fund.

(For more details on the application for the Employment Facilitating Grant, please refer to **Annex C**.)

(d) Audit Fee

- Each sports organisation could also apply for a grant of not more than $7,500 per financial year as Audit Fee to meet the audit requirement of the Fund. Sports organisations having interest to apply for Audit Fee should submit a separate application form for Audit Fee to the Secretariat.

(e) Administrative Overhead

- Sports organisation may apply for Administrative Overhead of no more than 15% of the approved grant(s) of "Development of Target Sports" and/or "Time-defined Funding Support for Developing Target Sports" to cover personal emoluments of supervisory and administrative staff and other administrative expenses incurred by the sports organisation exclusively for the purpose of implementing the target sports programme(s) approved under the Fund. The amount of grant approved for Administrative Overhead mainly depends on the support-worthiness of the applied administrative overhead items and the reasonableness of the applied amount. The Administrative Overhead may cover any or all of the following components –

  i. service planning and management, coordination support and quality assurance;
  ii. human resource management;
  iii. accounting management and financial monitoring;
  iv. risk management, internal audit and control;
  v. publicity, public relations, corporate communication and service promotion;
  vi. provision of office, activity venue and equipment, daily consumables; and
  vii. information technology facilities and support.

- Sports organisations having interest to apply for the above should submit the application form for administrative overhead together with the application(s) of Development of Target Sports and/or Time-defined Funding Support for Developing Target Sports to the Secretariat with details on the proposed usage of each applied items (i) to (vii) above. Regardless the number of applications on Development of Target Sports and/or Time-defined Funding Support

for Developing Target Sports to be submitted, each sports organisation is required to submit only ONE application for Administrative Overhead.

- **For sports organisations receiving SWD subventions, they are required to follow the ground rule that the subvented resources shall not be used for non-subvented activities/business and the grants of the Fund must be solely used for the approved activities/business.**

VI. Application Procedure

The Fund is generally open for applications on an annual basis. Applications should be submitted by sports organisations by downloading the application form and submitting the completed form by post (according to postmark) / by hand (from Monday to Friday 9:00 a.m. to 1:00 p.m. and 2:00 p.m. to 5:00 p.m., except public holidays) to –

The Secretariat, Hong Kong Paralympians Fund
Rehabilitation and Medical Social Services Branch
Social Welfare Department
Unit 201, 2/F, THE HUB
23 Yip Kan Street,
Wong Chuk Hang, Hong Kong

Or by online e-application. For details, please visit the SWD's website (https://www.swd.gov.hk/en/pubsvc/rehab/cat_fundtrustfinaid/hkpf/).

The deadline for submission of applications for all categories of grants is 4 January 2027 (Monday), 5:00 pm.

Late submissions or incomplete application forms will NOT be accepted.

VII. Personal Data

Information provided by the applicants will be used for the purpose of assessment of the application for grants. In accordance with the Personal Data (Privacy) Ordinance, applicants have the right to request access to the information they provided and the right to correct such information. Such requests should be made in writing to the Secretariat, Hong Kong Paralympians Fund, Rehabilitation and Medical Social Services Branch, Social Welfare

Department, Unit 201, 2/F, THE HUB, 23 Yip Kan Street, Wong Chuk Hang, Hong Kong. For details of the matter relating to the collection of personal data, please refer to **Annex D**.

VIII. Approval of Grants

The sports organisations would be notified of the application results by e-mail.

The Fund will not fund any projects that the Government believes to likely constitute or cause the occurrence of offences endangering national security or otherwise be contrary to the interest of national security. The Government reserves the right to disqualify any applicant on the grounds that the applicant has engaged, is engaging, or is reasonably believed to have engaged or be engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security, or otherwise the exclusion is necessary in the interest of national security or necessary to protect the public interest, public morals, public order or public safety of Hong Kong.

The allocation of grants may be adjusted by the SWD subject to the availability of fund. Successful organisations and applicants are required to sign individual undertakings which lay down the terms and conditions of the grant, and to report any changes in circumstances that may warrant termination of payment. The approved grant will be disbursed by instalments during the funding period based on completion of milestones/deliverables, submission of all relevant reports/documents as required and fulfilment of any other terms and conditions of the grants. The SWD reserves all rights to accept or disqualify a successful organization/applicant, terminate the grant or ask for a refund.

IX. Enquiries

Enquiries should be addressed to the Secretariat at 3791 2479.

Social Welfare Department
November 2026

Annex A

Brief on
Hong Kong Paralympians Fund
Time-defined Funding Support for Developing Target Sports

Background

The Hong Kong Paralympians Fund (the Fund) is currently providing grants to eligible sports organisations for developing target sports with an aim of assisting athletes with disabilities in international competitions. To qualify for the grants on development of target sports, the target sports programmes should meet selection criteria which include, among others, having achieved world-wide level and been qualified to participate into Category A competitions, i.e. Paralympic Games, World Championships, Global Games, CPEDI4*; or having been qualified for Asian Para Games[1] in last two years.

The Management Committee (MC) of the Fund has observed that athletes with disabilities have obtained excellent results in some international sports events whereas these events are not under Category A competitions; nor being qualified for Asian Para Games. On the other hand, some Category A competitions are held on quadrennial basis and therefore, some sports programmes might not have achievements in the last two years and hence, are not qualified for the grants for target sports.

With the foregoing background, to strengthen support for athletes with disabilities in their pursuit of sporting excellence in international events of sports, with effect from 2026-27, the Fund continues to provide Time-defined Funding Support for eligible sports organisations with a view to developing a wider variety of target sports programmes and paving way for athletes with good potentials to attain participation qualifications for international sports competitions.

Entry Requirements

The MC will consider applications for the Time-defined Funding Support for Developing Target Sports in accordance with the following requirements –

[1] Applicable to the proposed sports programme qualified for Asian Para Games in and after 2014.

(a) the proposed target sports programme is under Category B competitions[2]; or

(b) the proposed target sports programme is under Category A competitions but has not yet achieved world-wide level and the qualifications in participating into Category A competitions in last two years; or

(c) the proposed target sports programme is under Category A or Category B competitions which is held on quadrennial basis and has no achievements in last two years; and

(d) the sports organisation shall be capable of properly managing and using the grant, and complying with the administrative requirements of the Fund or other funding sources.

Eligibility

Eligible sports organisation refers to well-established sports organisation in Hong Kong having sanctioned by the International Sports Federations to have the authority in developing target sports for athletes with disabilities.

Scope of Funding Support

Grants will be provided for sports organisations for hiring of coaches and enhancing technical support for target sports programmes[3].

Duration of Funding Support

From 2026-27 to 2029-30, the funding support for each eligible sports programme could be provided for a maximum of four years in total. The first application shall not be more than two years and subsequent application(s) shall not be more than one year each time. In any case, regular review of implementation progress is required. Please refer to "Monitoring and Reviewing" below.

[2] Category B competitions include Regional Championships, World Cup Series, World Games, Special Olympics World Games (overall results), Asian Games for the Disabled Youth and CPE-DI3*.

[3] The recognised eligible items for target sports programmes only include coach fees for local/overseas training as well as venue charge, which are not covered by the Arts and Sport Development Fund (Sports Portion) or the Elite Vote Support System for Para Sports under the Culture, Sports and Tourism Bureau, the Sports Subvention Scheme under the Leisure and Cultural Services Department or other public funding sources. Other expenses or consumable items such as transportation, meal, accommodation, purchase of consumable training appliances, are not supported under the Fund.

Disbursement of Grants

Same as the eligibility of "Development of Target Sports". Please refer to Part IV (a) of HKPF Guidelines on Application.

Monitoring and Reviewing

The beneficiary sports organisations shall submit progress reports to the Secretariat of the Fund regularly and the progress will be reviewed by MC annually and as required. The SWD has the rights to accept or disqualify a successful application, terminate the grant or ask for a refund if the target sports programmes fail to meet objectives within pledged time-frame; and/or the beneficiary sports organisations fail to fulfill administrative requirements as set out in the "Guidance Notes on Management of the Grants of the Hong Kong Paralympians Fund" which will be issued to beneficiary sports organisations together with notification letter of application results.

Application Procedure

Interested sports organisations should make the applications through a designated proposal form as attached. Please refer to Part VI "Application Procedure" for deadline and means of submission.

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Annex B

Hong Kong Paralympians Fund

Eligibility Criteria for the Subsistence Grant to Athletes with Disabilities [with effect from 2027-28 and onwards]

Event / Category of Grant	Category A	Category B	Category C
	Maximum Funding Amount		
	($37,200 per year) ($3,100 per month)	**($31,200 per year) ($2,600 per month)**	**($25,200 per year) ($2,100 per month)**
▪ Paralympic Games	Medallist (minus-one rule)	Medallist; **or** 4th – 8th and top 1/3	4th – 8th and top 1/2
▪ World Championships (on at least a two-year cycle) ▪ Global Games ▪ CPE-DI4*	Medallist (minus-two rule)	Medallist; **or** 4th – 8th and top 1/3	4th – 8th and top 1/2
▪ Asian Para Games ▪ Regional Championships ▪ World Cup Series ▪ World Games ▪ Special Olympics World Games (overall results) ▪ Asian Games for the Disabled Youth ▪ CPE-DI3* ▪ National Games for the Disabled	-	Medallist and top 1/3	Medallist; **or** 4th – 8th and top 1/2
▪ Special Olympics Regional Games (overall results) ▪ CPE-DI 2*	-	-	Medallist; **or** 4th – 8th and top 1/2
▪ Open / International Champ ▪ Invitational Special Olympics (overall results) ▪ CPE-DI 1*; CPE DIM	-	-	Medallist (minus-two rule) (***Athletes cannot use the same result to apply for the grant in the second year)***

Notes to Eligibility

(1) Ranking (Asian and World) and team results (with medals) will both be considered where necessary.
(2) Only sporting achievements in the previous two years will be considered. For "place ranking within the top 1/3", the ranking would be considered to be rounded off.
(3) Discretion will be used to maintain the same level of support to downgraded applicants for one more year with sound justification and recommendations from sports organisation.
(4) If available funds fall short of the required amount of grants, recipients may have to receive a pro-rated amount instead of the maximum level of support.
(5) If the grant received by the recipient is suspended for whatever reasons, no new nominations for replacement will be considered.
(6) The World Cup for Bocci is a quadrennial event, which is organised prior to the Paralympic Games year and is of the same level of competitiveness as the World Championships.

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Annex C

Brief on
Hong Kong Paralympians Fund
Employment Facilitating Grant for Retired Athletes with Disabilities

Introduction

Athletes with disabilities who have contributed their time and effort to pursue sporting excellence and represented Hong Kong in international sports events have in some way sacrificed their study or careers. When they retire from sports, they need to develop a career to sustain their self-esteem and earn a living. Their valuable experience and expertise in sports will greatly benefit other athletes with disabilities. The Hong Kong Paralympians Fund (the Fund) will provide a time-limited financial support through the provision of the Employment Facilitating Grant to assist in their job attachment in a sports related field (e.g. to be trained as an assistant coach), other suitable employment, vocational training or education programme.

Eligibility

(a) The Grants Sub-committee of the Fund will take into account the following conditions when vetting the applications –

- The applicant has officially retired as an athlete from or after 2000 Paralympic Games or having a formulated retirement plan;
- The applicant has represented Hong Kong at international competitions, and has attained outstanding sports achievements equivalent to those under Category A of subsistence grant of the Fund, and the sports achievement must be substantiated by supporting document(s) e.g. official results, press reviews etc.;
- The applicant has recommendations from his/her sports organisation;
- The applicant has supporting statement from the prospective employer or training institute in Hong Kong;
- For those having officially retired, the applicant will have a grace period of two years following retirement during which to apply for the grant; and
- The applicant must be a holder of a Hong Kong Identity Card with Hong Kong resident status at the time of application.

(b) The Employment Facilitating Grant will not support any applicant whose application is for training purposes but at the same time is expecting to receive a grant from the Sports Aid Grant for Athletes with Disabilities managed by the Hong Kong Sports Institute.

(c) The above vetting principles and criteria will be applied as the basis of reference for recommendation. The Grants Sub-committee will look into individual merits and the availability of funds to decide the number of recipients and the level of support provided. Discretion will also be applied in cases where special consideration is necessary.

Category of Grants

Each applicant can apply for the grant of either (i) or (ii) ; or both (i) and (ii). The total grant amount for both (i) and (ii) will not exceed $63,000 per year as set out below -

(i) **Job attachment / Open employment**: a maximum amount of $63,000 per year

(ii) **Education / Vocational training programme**: a maximum amount of $42,000 per year. Official tuition fee receipts are required for reimbursement of the grants.

Monthly grant (the total grant amount will not exceed $63,000 per year) will be disbursed to each successful applicant for a maximum of three years through his/her sports organisation. The amount of a monthly grant to be disbursed for each individual case will be subject to the support-worthiness of the application and the nature of the job, education or vocational training programmes. The release of grants will be reviewed regularly as to the support-worthiness of the applications.

Points to Note

(a) For Applicants

1. Applicants shall consider and prepare the career or training plan best suitable to them with assistance of the sports organisations and other parties concerned prior to their retirement from the sports field. They can seek employment services from the non-governmental organisations running supported employment or on-the-job training programmes through referrals from the sports organisations or by direct approach.

2. Applicants can apply for financial support for the certificate/diploma/degree course that is offered by the qualified training institutes in Hong Kong. Courses that are offered by the approved overseas colleges/universities may be funded if no comparable courses are offered locally. The eligibility of the course for the application will be subject to the endorsement of the Grants Sub-committee.

3. Applicants are required to submit proof of satisfactory completion of the previous term of study to the sports organisations before subsequent installments be paid. Applicants, who fail to complete the studies, will not be required to refund grants. However, subsequent grants will be terminated.

4. In principle, each successful applicant is only entitled to enter the job attachment or education programme once in order to maximise use of limited resources. Ex-participants may be re-admitted into the programme as long as the maximum 3-year grant has not been exhausted.

5. If the available funds fall short of the required amount of grants, each successful applicant may have to receive a pro-rated amount instead of the maximum level of support.

6. Successful applicants receiving the employment facilitating grants will no longer be qualified for other categories of grant upon their official retirement, such as the subsistence grant under the Fund even if they resume their role as athletes sooner or later.

(b) For Sports Organisations[1]

1. The sports organisations shall provide assistance to the athletes in preparing the career or training plan prior to their retirement from the sports field. They are also required to provide a formulated retirement plan of the athletes who have planned dates of retirement in the submission of application as well as to facilitate and keep track of their progress in achieving the retirement plan.

2. The sports organisations may arrange job attachments in its own set-ups. It is expected that the hours of work during the job attachment period should be similar to a real work setting, say 8 hours a day for 5 to 6 days a week. Nevertheless, the organisations may vary the hours of a job attachment according to different work settings to reflect different work

[1] Employment Facilitating Grant for Retired Athletes with Disabilities is a time-limited grant to assist the retired/to-be-retired athletes in their job attachment in a sports related field, or other suitable employment or vocational training or education programme prior to or after their retirement. When retired/to-be-retired athlete is employed as an employee of the sports organisation, the sports organisation shall ensure that the employment conditions are in compliance with The Employment Ordinance, Chapter 57.

requirements.

3. The sports organisations are required to monitor the attendance and performance of each successful applicant and keep proper records.

4. The sports organisations are required to arrange for the receipts of grants to be duly completed and signed by each successful applicant and retain the original receipts for audit purposes.

5. The sports organisations are required to ensure that no successful applicant who drops out from the job or education programme, be paid the grant.

6. The sports organisations are required to arrange for each successful applicant to sign an individual undertaking, which lays down the terms and conditions of the grant and requires the applicant to declare that he/she has not received such a grant before and he/she will report any changes in circumstances that may warrant termination of payment. The Social Welfare Department reserves all rights to accept or disqualify a successful applicant, terminate the grant or ask for a refund.

7. The sports organisations are required to arrange for each successful applicant and his/her supervisor to complete progress reports.

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Annex D

Social Welfare Department

Personal Information Collection Statement to Data Subject Before Collection of Personal Data

Please read this notice before you provide any personal data[1] to the Social Welfare Department

Purposes of Collection

1. The personal data supplied by you will be used by the Social Welfare Department (SWD) to provide you with assistance or service from SWD which is relevant to the needs of you, including but not limited to monitoring and reviewing of services, handling complaints related to the services provided to you, conducting research and surveys, preparing statistics and discharging statutory duties. The provision of personal data to SWD is voluntary. However, if you fail to provide the personal data requested of you, we may not be able to process your application or provide assistance/service to you.

Classes of Transferees

2. The personal data you provide will be made available to persons working in SWD on a need-to-know basis. Apart from this, they may be disclosed to the parties or in the circumstances listed below for the purposes mentioned in paragraph 1 above -

(a) Other parties such as government bureaux/departments, the Hospital Authority, NGOs and public utility companies if they are involved in :

(i) processing and/or assessing any application from you for the provision of service/assistance to you by SWD mentioned in paragraph 1 above;

(ii) the provision of service/assistance to you by SWD mentioned in paragraph 1 above; or

[1] Under the Personal Data (Privacy) Ordinance, Cap. 486, personal data means any data –
(a) relating directly or indirectly to a living individual;
(b) from which it is practicable for the identity of the individual to be directly or indirectly ascertained; and
(c) in a form in which access to or processing of the data is practicable.

(iii) monitoring and reviewing of the services provided by SWD mentioned in paragraph 1 above or preparing statistics;

(b) Complaint handling authorities such as the Office of the Ombudsman, the Office of the Privacy Commissioner for Personal Data, the Social Workers Registration Board, the Legislative Council, etc., if they are handling complaints about the services or assistance provided to you by SWD;

(c) Where such disclosure is authorised or required by law; or

(d) Where you have given your prescribed consent to such disclosure.

Access to Personal Data

3. You have the right to request access to and correction of your personal data held by SWD in accordance with the Personal Data (Privacy) Ordinance, Cap 486. A fee is charged for supplying copies of personal data. Requests for access to and correction of personal data collected by SWD should be addressed to –

Post title: The Secretary, Hong Kong Paralympians Fund
Rehabilitation and Medical Social Services Branch
Social Welfare Department

Address: Unit 201, 2/F, THE HUB
23 Yip Kan Street
Wong Chuk Hang, Hong Kong

Tel. No.: 3791 2470

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