

**Application Procedures and Assessment Criteria of
Joining Fee-waiving Subsidy Scheme (FWSS)
for New After School Care Programme (ASCP) Centres**

Entry Requirements

Entry requirements for centres joining the FWSS under ASCP are as follows –

1. The non-governmental organisation (NGO) operating the ASCP centre (ASCP operator), must be a bona fide charitable organisation exempted from tax under Section 88 of the Inland Revenue Ordinance (Cap. 112);
2. For the applicant centre located at non-subvented premises, it must either be registered as a school or granted exemption from school registration by the Education Bureau; and
3. The ASCP operator should ascertain the suitability of the premises for welfare use as well as confirm the centre is in compliance with the land lease, tenancy agreement and other tenancy-related issues.

Submission of Application

New ASCP centre operated by subvented NGO/ non-subvented NGO intending to join the FWSS is required to submit written application with a proposal prepared by the operating NGO to respective District Social Welfare Office (DSWO) according to the geographical location of the centre within the period from **15 December to 15 January (next year) every year**. Provision of subsidy under FWSS is subject to the availability of resources. Please refer to the ‘Application for Joining the Fee-waiving Subsidy Scheme (FWSS) - Points to Note for Preparing Proposal’ for further information.

Applications submitted beyond the above-mentioned periods will not be processed unless with special consideration by DSWOs.

Assessment Criteria

In considering the application, the following aspects will be examined –

- Years of experiences in providing social services, in particular after

school care services and children and youth services;

- Past performance of the NGO;
- Proposed operation mode (e.g. service capacity, manpower provision, premises/ areas for operating the ASCP, service fees, operating hours, etc.);
- The premises use for provision of ASCP shall be in compliance with the land lease, tenancy agreement and other tenancy-related issues;
- Suitability of the venue for provision of ASCP;
- Specific district profile and needs in relation to ASCP; and
- Other relevant aspects as identified

Information of DSWOs

District	Address	Contact Tel
Central, Western, Southern and Islands	7/F, Harbour Building, 38 Pier Road, Central, Hong Kong	2852 3133
Eastern and Wanchai	Room 1210-11, 12/F, North Point Government Offices, 333 Java Road, North Point, Hong Kong	2562 4153
Kwun Tong	7/F, Kowloon East Government Offices, 12 Lei Yue Mun Road, Kwun Tong, Kowloon	2775 2950
Wong Tai Sin and Sai Kung	Shops 9-13A & 13B, G/F, Lions Rise Mall, 8 Muk Lun Street, Wong Tai Sin, Kowloon	2306 9511
Kowloon City and Yau Tsim Mong	Room 503, 5/F, Mong Kok Government Offices, 30 Luen Wan Street, Mong Kok, Kowloon	2399 2385
Sham Shui Po	3/F, High Block, Nam Cheong Community Centre, Nam Cheong Estate, Sham Shui Po, Kowloon	2729 6497
Sha Tin	Room 708-714, 7/F, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, New Territories	2158 6655
Tai Po and North	4/F, Tai Po Complex, 8 Heung Sze Wui Street, Tai Po Market, New Territories	3183 9360
Yuen Long	6/F, Yuen Long Government Offices & Tai Kiu Market, 2 Kiu Lok Square, Yuen Long, New Territories	2475 2663
Tuen Wan and Kwai Tsing	3/F, Princess Alexandra Community Centre, 60 Tai Ho Road, Tsuen Wan, New Territories	2493 5758
Tuen Mun	Room 204, 2/F, Tai Hing Government Offices, 16 Tsun Wen Road, Tuen Mun, New Territories	2464 1645

Updated in December 2025