

Application for Joining the Fee-waiving Subsidy Scheme (FWSS) – Points to Note for Preparing Proposal

Required information

The information covered in the proposal should include but not limited to the followings –

- Agency background
- Centre background
- Centre information and contact information (including name of responsible staff, telephone number and email)
- Current/ proposed after school care service provision (e.g. service content)
- Current/ proposed capacity of the after school care programme (ASCP)
- Current/ proposed staff provision for the ASCP
- 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 the ASCP
- Current/ proposed service hours of the ASCP
- Current/ proposed fee-charging of the ASCP
- Estimation of need based on district and centre profile and number of fee-waiving subsidy quota(s) applied

Note:

1. Failure to provide the information required may lead to unsuccessful application.
2. The District Social Welfare Office concerned will conduct assessment on the application and may require further information related to the application.