

**Scheme on Relief Grants for Interest Class Instructors  
Hired by Organisations Subvented by the Social Welfare Department (Phase 4)  
under Anti-epidemic Fund  
[Application Form]  
(Application Period: 20 January to 31 March 2022)**

**Points to Note:**

1. Before completing the Application Form, please read the “Application Guideline” and “Personal Information Collection Statement” (Part D) of this form.
2. The applicant should be a Hong Kong resident.
3. The applicant must be engaged/planned to be engaged by one of the 170 organisations subvented by the Social Welfare Department (SWD) as at 1 January 2022 (recognised organisation) as an interest class instructor for service users of a subvented welfare service unit (recognised service unit) in the first quarter of 2022 (i.e. from 1 January 2022 to 31 March 2022), with service having been/ likely being suspended during the period due to the prevailing Coronavirus Disease 2019 epidemic situation and hence leading to income loss.
4. The applicant should not be a volunteer of recognised service unit, including a recipient of honorarium only.
5. All applicants of the “Scheme on Relief Grants for Interest Class Instructors hired by Organisations Subvented by the Social Welfare Department (Phase 4)” (Phase 4 of the Scheme) (including beneficiaries of the previous three phases of the Scheme), should complete this application form and **submit their applications to the concerned recognised service units in person** for verification of eligibility.
6. The applicant must not be benefiting from the relief grants administered by the Education Bureau (EDB) for school instructors of learning/interest classes or the Leisure and Cultural Services Department (LCSD) for registered sports coaches under the fifth round of Anti-epidemic Fund (AEF) simultaneously.
7. Only applications submitted by individual interest class instructors will be accepted by SWD under the Phase 4 of the Scheme, i.e. not by agents or companies organising interest class activities.

<b>A. Applicant’s Personal Data (This part is to be completed by the applicant in block letters)</b>	
1. Chinese Name [as on Hong Kong Identity Card (HKIC)]	English Name [as on HKIC]  _____
2. HKIC No. (including letter or digit in bracket) [Example: A123456(7)]  _____	
3. Local Mobile Phone Number (Application result will be informed via SMS)	

4. Address ( **Crossed cheque will be sent by post to the address provided** )

Flat/Room \_\_\_\_\_ Floor \_\_\_\_\_ Block \_\_\_\_\_

Name of Building / Estate \_\_\_\_\_

No. & Name of Street \_\_\_\_\_

District \_\_\_\_\_

Area  H.K.  KLN.  N.T.  Others \_\_\_\_\_

**B. Details of interest class instructor engaged or planned to be engaged**

*(This part is to be completed by unit head/officer-in-charge of the subvented welfare service unit of the SWD-subvented organisations)*

**Name of SWD-subvented organisation:**

**Name of subvented welfare service unit:**

**Type of service** (Please tick the appropriate box) :

- Family and Child Welfare Service  Elderly Service  
 Youth and Community Development Service  Rehabilitation Service  
 Others (Please specify: \_\_\_\_\_)

**This is to certify that the applicant meets both eligibility criteria below:**

- the Applicant is engaged/planned to be engaged by this subvented welfare service unit as an interest class instructor in the first quarter of 2022 (i.e. from 1 January 2022 to 31 March 2022), with service having been/ likely being suspended during the period<sup>Note</sup> and hence leading to income loss; and
- the Applicant is not a volunteer of this subvented welfare service unit, including those receiving honorarium only.

Note: The service unit must keep information on the interest class(es) concerned and records of employment contracts and/or engagement letters/emails, etc. to the Applicant to facilitate SWD's checking when necessary.

Name of interest class	Month(s)/Year of planned interest class	Total no. of sessions	Verification by subvented welfare service unit
<i>Example 1 : Football Class</i>	<i>January 2022</i>	<i>4</i>	<input type="checkbox"/> I have verified the Applicant's eligibility and checked the applicant's name and HKIC No. against true copy (Please tick the box if verified)  <b>Signature:</b> _____  <b>Name of unit head/officer-in-charge :</b> _____  <b>Post Title:</b> _____
<i>Example 2 : After School Care Programme/ Homework Guidance Class (with interest activities)</i> [Remarks: To qualify for application, must specify that interest activities are included]	<i>February – March 2022</i>	<i>8</i>	

1.			<b>Telephone No.:</b> _____ <b>Date of completion:</b> _____ <b>Official Chop</b> of organisation/welfare service unit: <div style="border: 1px solid black; width: 150px; height: 60px; margin: 10px auto; text-align: center;">[Official Chop]</div>
2.			
3.			
4.			

**C. Declaration by Applicant (Please tick “✓” all the appropriate boxes that apply)**

- 1. I hereby declare that I do not submit applications to more than one SWD-subvented organisation /subvented welfare service unit and do not concurrently apply for the relief grant administered by EDB for school instructors of learning/interest classes or by LCSD for registered sports coaches under the fifth round of measures; otherwise it may lead to disqualification of my application.
- 2. I hereby declare that I have read and understand fully all contents of this application form, the “Application Guideline” and the “Personal Information Collection Statement” in Part D of this Application Form.
- 3. I hereby declare that the information provided in this Application Form is true, correct and complete. I understand that this application will not be approved or such approval, if given, will be revoked if I am found to have given false information or made a false declaration. At the same time, the government reserves the right to recover the approved relief grant and all expenses under Phase 4 of the Scheme. I may be held liable for any legal consequence arising from the false information given or false declaration(s) made.
- 4. I hereby agree to any investigations into the circumstance relating to Phase 4 of the Scheme conducted by SWD, including but not limited to obtaining/providing my personal data from/to EDB, Home Affairs Bureau, LCSD, Labour and Welfare Bureau and SWD-subvented organisations to match personal data collected by SWD under Phase 4 of the Scheme for investigating the eligibility of this application and avoiding double benefit. I also agree that the above government bureaux/departments and SWD-subvented organisations may provide the required data and records to SWD.
- 5. I agree and undertake to refund to the Government any overpayment or any payment made to me by mistake under Phase 4 of the Scheme.

Signature of Applicant :	Date :
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## **D. Personal Information Collection Statement**

### **Purposes of Collection**

1. The personal data<sup>1</sup> supplied by you will be used by the Social Welfare Department (SWD) and/or those SWD-subvented organisations for the handling of applications under the “Scheme on Relief Grants for Interest Class Instructors hired by Organisations Subvented by the Social Welfare Department (Phase 4)”, including but not limited to assessing and/or investigating whether you meet the application criteria of Phase 4 of the Scheme, monitoring and reviewing of Phase 4 of the Scheme, handling of complaints related to Phase 4 of the Scheme, 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.

### **Classes of Transferees**

2. The personal data you provide will be made available to persons working in/for 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 (e.g. Education Bureau, Home Affairs Bureau, Labour and Welfare Bureau, Leisure and Cultural Services Department, SWD-subvented organisations, etc.) if they are involved in:
    - (i) processing and/or assessing any application from you by SWD mentioned in paragraph 1 above;
    - (ii) the provision of assistance to you by SWD mentioned in paragraph 1 above; or
    - (iii) monitoring and reviewing your application by SWD mentioned in paragraph 1 above or preparing statistics<sup>2</sup>;
  - (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 Phase 4 of the Scheme;
  - (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 (Chapter 486 of the Laws of Hong Kong). 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: Social Work Officer (Youth)<sup>2</sup>  
Address: Room 942, 9/F, Wu Chung House, 213 Queen’s Road East, Wan Chai, Hong Kong

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<sup>1</sup> Under the Personal Data (Privacy) Ordinance (Chapter 486 of the Laws of Hong Kong), 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.

<sup>2</sup> The statistics or the resulting statistics will not be made available to third parties in a form which will identify the data subjects or any of them.