

**Application Guide for
“Scheme on Relief Grants for Interest Class Instructors
Hired by Organisations Subvented by the Social Welfare Department (Phase 4)”
under Anti-epidemic Fund**

(Application Period: 20 January – 31 March 2022)

1. Background and Objectives

- In 2020 and 2021, subvented welfare service units such as youth centres, elderly centres, community centres, rehabilitation centres, etc. suspended service intermittently in the light of the Coronavirus Disease 2019 epidemic situation and interest class instructors hired by these units have lost much of their income. SWD launched three phases of the “Scheme on Relief Grants for Interest Class Instructors Hired by Organisations Subvented by the SWD” (the Scheme) under the second, third and fourth rounds of the Anti-epidemic Fund (AEF) to provide relief assistance for them. One-off relief grants at a respective rate of \$7,500, \$5,000 and \$7,500 were provided for each of the eligible interest class instructors.
- With the recent 5th Wave of COVID-19 outbreak in Hong Kong, interest class activities of subvented welfare service units have come to a halt again since 7 January 2022. As one of the measures under the fifth round of the AEF, Phase 4 of the Scheme aims at providing another one-off relief grant of \$5,000 for each of the eligible interest class instructors engaged/planned to be engaged by subvented welfare service units of SWD-subvented organisations, where the services have been suspended and the instructors’ income affected under the prevailing epidemic situation.

2. Target Beneficiaries

- Applicants¹ for relief grants should be Hong Kong residents and shall meet all of the following criteria -
 - (i) being engaged or planned to be engaged by one of the 170 SWD-subvented

¹ Applications should be submitted by individual interest class instructors (i.e. not by agents or companies organising interest class activities). Applicants (including beneficiaries of previous three phases of the Scheme) must submit their applications to subvented welfare service units concerned **in person** for verification of their eligibility.

organisations as at 1 January 2022² (recognised organisations) as interest class instructors³ for service users of subvented welfare service units² (recognised service units) **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 under the prevailing epidemic situation and hence leading to income loss;

- (ii) not being volunteers of recognised service units, including those receiving honorarium only; and
- (iii) not 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 this round of measures.

3. Application Date

- Applications can be submitted to SWD through the recognised service units starting from **20 January 2022** with the submission of applications to close on **31 March 2022**. Application forms can be downloaded from SWD website (www.swd.gov.hk).

4. Application Procedures

- Applicants shall complete Part A and Part C of Application Form and submit the completed application forms to the recognised service units concerned **in person** for completion of Part B, **on or before 31 March 2022**.
- The unit heads/officers-in-charge of the recognised service units should complete Part B of Application Form confirming applicants' eligibility for (i) and (ii) under Part 2 above, applicants' names and Hong Kong Identity Card numbers against true copies, the units' information on the interest class(es) concerned, records of employment contracts and/or engagement letters/emails, etc. to applicants. Recognised service units are not required to submit documentary proof on the interest class(es) but proper records should be kept to facilitate SWD's checking

² Interest class instructors hired by non-subvented NGOs or by non-subvented welfare service units fall outside Phase 4 of the Scheme. A list of organisations receiving subvention from SWD (recognised organisations) is available under "What's new" of SWD website at www.swd.gov.hk. Applicants may approach the welfare service units which hire them as interest class instructors to check whether the service units are subvented or not.

³ Phase 4 of the Scheme only covers interest class instructors. Trainers/instructors/coaches providing social welfare services, care, therapy, childcare and performance as well as organisers for activities are not covered by Phase 4 of the Scheme. Tutors of child care support/homework guidance services who coach, lead or accompany service users with interest activities during part of the class sessions are also eligible to apply under Phase 4 of the Scheme.

when necessary.

- If individual applicants have been hired by more than one recognised organisation/service unit, they should submit their applications to one of the recognised service units. There is no need for applicants to submit more than one application. An eligible applicant could only receive the relief grant once under Phase 4 of the Scheme.
- Completed application forms must be submitted to SWD through recognised service units. To facilitate the applicants to receive the relief grants earliest possible, recognised service units should send the completed application forms **with covering memo** directly to SWD **as soon as possible**, say by small batches, with the last batch of applications to be sent to SWD on or before **11 April 2022** by post (referring to the postmark date) or in person at Room 942, 9/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong. Please mark "Application for Scheme on Relief Grants for Interest Class Instructors Hired by Organisations Subvented by the Social Welfare Department (Phase 4)" on the envelope. **Application forms with incomplete information or late applications will not be considered.**
- Please note that if applicants are also eligible for the relief grants administered by EDB for school instructors of learning/interest classes and/or by LCSD for registered sports coaches under this round of measures, and have already submitted applications to EDB or LCSD, applicants should not submit applications to SWD to avoid duplicated applications. **Each eligible applicant could only receive one relief grant among these three schemes under this round of measures.**

5. Vetting of Applications

- Following receipt of the application forms, SWD would vet the eligibility and check if there are any duplications. SWD may approach applicants and/or the recognised service units concerned for collecting and/or verifying information if necessary.
- Applicants' personal data will be cross-checked with EDB and LCSD to avoid duplication of applications.
- Duplicated applications will be void and applicants concerned would be informed by SWD.

6. Disbursement of Relief Grants

- Upon completion of vetting procedures, SWD will inform applicants of the application results through SMS. Relief grants will be disbursed to eligible

applicants by crossed cheque (in the name of the applicant) by post through the Treasury, normally within one month after notification of the application result.

- Please refer to the workflow of Phase 4 of the Scheme at **Annex**.

7. Responsibilities of the Applicant

- Applicants have to read and understand fully all contents of the application form, the “Application Guide” and the “Personal Information Collection Statement” of the application form. “Declaration by Applicant” under the relevant part of the application form must be carefully read and signed for confirmation before submission of applications. All information provided by applicants must be true, accurate and complete. If false information is given or a false declaration is made, the applications concerned will not be approved or such approvals, if given, will be revoked. At the same time, the government reserves the right to recover the approved relief grants and all expenses. Applicants may be held liable for any legal consequence arising from giving false information or making false declarations.
- In case of any change of the relevant information, applicants must notify the SWD’s Youth Section as soon as possible (telephone: 2892 5126 or 2892 5121; fax: 2152 9396; or email: youthenq@swd.gov.hk).
- Applicants must provide detailed information for verification in case SWD conducts random checks on their cases.
- By submission of application forms to SWD, it is presumed that applicants agree to abide by the provisions set out in the Application Guide and the application form.

8. Enquiry

- For any enquiries on Phase 4 of the Scheme, please visit the SWD website or contact SWD’s Youth Section (telephone: 2892 5126 or 2892 5121; fax: 2152 9396; or email: youthenq@swd.gov.hk).

Social Welfare Department
January 2022