

# **Guide to Application for Community-based Support Projects for Persons with Disabilities and their Families (2018-2020)**

## **Introduction**

The Social Welfare Department (SWD) started to launch the Community-based Support Projects for Persons with Disabilities and their Families (the Projects) in 2002. The Projects is a time-defined one with the duration of three years. The selected proposals of the 6<sup>th</sup> batch of applications under the Projects will be implemented from 1 January 2018 to 31 December 2020.

## **Objective**

The objective of the Projects is to provide territory-wide community-based care and support services in response to the individual needs of persons with disabilities and their families with particular emphasis on relieving the stress of families/carers and providing them with a better quality of life.

## **Service Components**

The project proposal should be territory-wide, innovative and/or tailored to meet the specific needs of persons with disabilities and their families/cares. Project proposal duplicating the services subvented by SWD as well as other pilot projects financed by the Lotteries Fund will not be considered.

## **Eligibility Requirement of Applicant Organisations**

The applicants for the Projects should be bona-fide non-government and non-profit making organisations with tax-exemption status under Section 88 of the Inland Revenue Ordinance (Chapter 112) with at least five years' experience in operating rehabilitation services.

## **Target Users**

Persons with disabilities and their families/carers living in the community.

## **Date of Commencement**

Selected projects are required to commence operation on **1 January 2018**.

## **Scope of Funding Support**

The funding allocated under the Projects can be used on personal emolument (PE) and other charges (OC) including running programmes and activities within the period of 36 months. The allocated funding cannot be used solely on PE and does not cover the activities or programmes conducted outside Hong Kong, procurement of furniture and equipment, renovation expenses, and rent & rate charges.

The applicant organisation is required to propose the budget for the whole project with details of staffing structure. If the project is composed of several service components, breakdown of the proposed budget by each service component is required. The budget for each project should **not exceed \$5 million for 3 years**.

## **Assessment of Applications**

A Vetting Committee will be set up by SWD to assess the proposals. Applications will be assessed with reference to the information provided in the proposal. Support worthiness of each proposal is based on the following assessment criteria:

- a. Target service users being persons with disabilities and their families/carers living in the community;
- b. Service to be delivered NOT duplicating with existing subvented services;
- c. Service meeting service gap for persons with disabilities and their families/carers so as to support their independent living in the community;
- d. Innovative design and feasibility of the proposal;
- e. Effective use of the resources;
- f. Reasonable output/outcome measures and level of attainment for the project; and
- g. Track records/ performance of the applicant in the past.

Proposals failing to meet the above assessment criteria will not be considered, or the budget will be trimmed to ensure cost-effectiveness of the project.

## **Implementation Schedule**

<b><u>Date</u></b>	<b><u>Task</u></b>
August 2017	<ul style="list-style-type: none"><li>• Invitation of proposals</li><li>• Closing of submission of proposals</li></ul>
October 2017	<ul style="list-style-type: none"><li>• Vetting of proposals</li></ul>
November 2017	<ul style="list-style-type: none"><li>• Announcement of result</li></ul>
January 2018	<ul style="list-style-type: none"><li>• Commencement of services</li></ul>

## **Payment Arrangement**

- a. Each applicant organisation would be informed by letter about the vetting result and the allocated funding if approved.
- b. Each successful Project will be funded for a period of not more than 36 months. Release of funding is on a quarterly basis.
- c. The successful applicant is responsible for maintaining an effective and sound financial management system, including budget planning, projection, accounting, internal control and auditing. It should maintain proper books and records as well as supporting documents on the income and expenditure related to the operation of the Project and make them available for inspection by Government representatives whenever required.
- d. This is a one-off grant. No supplementary allocation will be granted in any circumstances.
- e. Quarterly reports on the performance of the Project should be submitted to SWD. Release of the payment will be arranged subject to satisfactory performance of the Project. Where the performance of Project falls below the agreed standard output(s), explanation and improvement measures should be provided by the end of each financial year.
- f. SWD reserves the right to withhold any amount of the quarterly installments as deem appropriate, if the performance of the Project is unsatisfactory or the agency fails to submit the quarterly reports.
- g. Surplus, if any, may not be clawed back if the remaining grant is to be used for the scope and purpose(s) of the Project as approved by SWD. If the operating agency intends to retain and use the remaining amount for financing the Project, it should send a written request together with justifications to SWD for consideration. SWD will only consider justified proposals with concrete items that can be substantiated by invoices, receipts, employment and salary record, etc. Vague and unspecific items will not be considered. If the request is rejected, the grantee should return the remaining amount to SWD immediately.
- h. A copy of an audited financial statement showing breakdown of the expenditures of the grant for the project has to be submitted within four months upon completion of the project. The audited financial statement must be reviewed by an accountant or firm whose name appears on the list of Certified Public Accountant (CPA) holding practising certificates or on the list of firms

registered under the Professional Accountants Ordinance, published in the Gazette by the Registrar of the Hong Kong Institute of Certified Public Accountants under Section 32(1) of the Professional Accountants Ordinance, Cap 50.

### **Monitoring and Evaluation Mechanism**

The applicant organisations should include in the proposal their suggested output/outcome measures and the level of attainment they expect to achieve, in particular objective/measurable outcome indicators showing the effectiveness of the service in enabling persons with disabilities to stay in the community.

The successful applicant is required to submit statistical report on quarterly basis. Programme evaluation report should be submitted 6 months prior to the completion of the project on 31 December 2020.

### **Application Procedures**

The applicant organisation can download the application form and related information from SWD Homepage (homepage address: <http://www.swd.gov.hk>). Applicants should submit a project proposal in the format of the application form attached (Annex 2) of **not more than 12 pages** (including annexes and table of contents, if any) in **7 hard copies and 1 soft copy** in accordance with the information to be included in a sealed envelope and submit to following address **by hand, on or before 15 September 2017 (Friday) 5:00 p.m.**

Rehabilitation and Medical Social Services Branch  
(Attn: Mr Rudolf TSEA)  
Social Welfare Department  
Room 901, Wu Chung House,  
213 Queen's Road East, Wan Chai, Hong Kong

*Each applicant is accepted with only ONE project proposal.  
Late application will NOT be considered.*

**Rehabilitation and Medical Social Services Branch  
Social Welfare Department  
August 2017**