

# 撰寫建議書注意事項分享

社會福利署  
安老服務科

二零二二年十二月



# 營辦長者鄰舍中心



# 預備工作

- ✓ 詳細閱讀服務規格說明書內容
- ✓ 參加有關項目的實地參觀
- ✓ 出席有關項目的簡介會



# 服務規格說明

Service Specifications on  
Neighbourhood Elderly Centre  
at 1/F, Wo Sin House, Wo Tin Estate, 35 Hing Kwai Street, Tuen Mun

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Service Specifications on  
Neighbourhood Elderly Centre  
at 1/F, Wo Sin House, Wo Tin Estate, 35 Hing Kwai Street, Tuen Mun

## Purpose

The Social Welfare Department (SWD) is inviting, through these Service Specifications, (a) the Non-governmental Organisations (NGOs) running subvented elderly services AND (b) the bona-fide non-profit making charitable organisations granted tax-exemption status under Section 88 of the Inland Revenue Ordinance, Chapter 112 with proven experience of providing elderly centre services for a continuous period of at least 24 months immediately before the closing date of this invitation, to submit proposals to operate a new Neighbourhood Elderly Centre (NEC) at 1/F, Wo Sin House, Wo Tin Estate, 35 Hing Kwai Street, Tuen Mun (Tuen Mun Area 54 Site 1&1A) to fulfill the Government's objective of assisting the elderly persons to age in the community. If the applicant is a non-subvented NGO, it needs to pass through an assessment<sup>1</sup> on its eligibility to implement the service. These Service Specifications set out the basic requirements and provisions for the NEC. The NGO selected is required to commence the services by **September 2023**.

## Background

2. In the Policy Objective on "Care for Elders", the Hong Kong Special Administrative Region Government has emphasised "Ageing in Place" and "Promotion of Active Ageing" in providing support to the elderly persons so that they can continue to enjoy a sense of security, a sense of belonging and a feeling of health and worthiness.

(a) "Ageing in Place"

The policy is to meet the elderly persons' preference to age at home and to support their families to take care of them by providing appropriate support and care services.

(b) "Promotion of Active Ageing"

To promote lifelong learning and advancement among the elderly persons, encouraging them to actively take part in community affairs, make good use of their expertise and ample experience in life so as to further their contribution to society, and lead an enjoyable and fruitful elderly life.

<sup>1</sup> For NGOs that have not been receiving subventions from SWD, the applicant NGO must submit documents such as its constitution, the Registration Certificate under Section 88 of the Inland Revenue Ordinance, its corporate governance and management structure, the management personnel involved, the social welfare services provided, the audited financial statements of the applicant NGO for the past two years for examining the eligibility to receive subventions. Please note that the latest audited financial statements to be submitted by non-subvented NGOs must be for a period ending no more than 18 months before the closing date of application submission.  
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# 實地參觀



# 簡介會



# 撰寫建議書

## ➤ 必須使用訂明的申請表格及 遵守要求

- ✓ 服務資料的頁數規限
- ✓ 格式和字體要求
- ✓ 副本及光碟的要求
- ✓ 協作伙伴的同意書



# 訂明的申請表格

Serial No.:

## Operation of a New Neighbourhood Elderly Centre at

1/F, Wo Sin House, Wo Tin Estate, 35 Hing Kwai Street, Tuen Mun, N.T.  
(Tuen Mun Area 54 Site 1&1A)

### Application Form

Deadline of Submission: 5:00 p.m. on 29 August 2022 (Monday)

Name of Applicant Organisation:

Please read carefully the Annex 7 of Service Specifications on Neighbourhood Elderly Centre at 1/F, Wo Sin House, Wo Tin Estate, 35 Hing Kwai Street, Tuen Mun, N.T. i.e. Guidelines for Proposal on Neighbourhood Elderly Centre at Tuen Mun Area 54 Site 1&1A before completing this prescribed Application Form.





# 撰寫建議書

## 機構資料

- 津助機構
- 非津助的非牟利慈善機構
  - 組織／公司章程
  - 機構管治資料
  - 提供社會福利服務的紀錄／資料
  - 過去三年的週年財務報告



# 撰寫建議書

## 機構資料

- 合營機構的安排



# 撰寫建議書

## 服務資料

參閱長者鄰舍中心的津貼及服務協議

- 服務目的及目標
- 服務性質及內容



# 撰寫建議書

## 服務資料

- 長者鄰舍中心的近年工作重點
  - 護老者支援服務
  - 認知障礙症教育及支援活動
  - 外展及社區網絡工作



# 撰寫建議書

## 服務資料

- 質素評核機制
- 擬議的服務資料
  - ✓ 切合個別服務範疇
  - ✓ 詳細
  - ✓ 具體
  - ✓ 清晰
  - ✓ 協作伙伴的同意證明(如適用)



# 提交建議書前

- 核對資料
- 確定已簽署
- 準時提交



謝 謝

