

Social Work Training Fund (SWTF)

Guide to Applications for Partial Sponsorship in 2023-24

Part A – General

(1) Background of SWTF

The Social Work Training Fund (SWTF) is a trust fund established under the SWTF Ordinance (Cap. 1100). The amount of sponsorship allocated each year is subject to the financial situation of the SWTF.

(2) Purpose of SWTF partial sponsorship

Organisations employing social workers (Organisations) may apply for grants from SWTF for the training activities within the scope specified by SWTF primarily to improve the knowledge and skills of social workers ^{Note 1} in Hong Kong.

(3) Types of training activities supported by SWTF

SWTF will support the following two types of training activities organised by eligible **organisations** in 2023-24:

Type I	Partial sponsorship for organising study tours to the Mainland for social workers of the applicant organisations; and
Type II	Partial sponsorship for arranging courses/seminars/workshops/lectures/programmes held in Hong Kong for social workers of the applicant organisations.

*(additional information and requirements are given at **Part B** below)*

Partial sponsorship for individual social worker to attend short-term programmes will be suspended in 2023-24 in view of the stringent financial situation of the Fund and to make the best use of available resources.

(4) Scope of training activities supported by SWTF

Type II training activities supported by SWTF are confined to the following two categories:

Note 1 “Social workers” in the Guidance Notes and the Annexes shall mean “registered social workers (RSW)” as defined under Section 2 Interpretation of the Social Workers Registration Ordinance (Cap. 505).

- (i) Specialised or advanced social work knowledge and skills (such as family therapy and topics related to pressing or emerging social problems such as child abuse, suicide, etc.); and
- (ii) Management skills related to social work practice (such as planning and resource management, programme planning and evaluation, leadership and team building, and other human resource management topics).

Type I activities are to enhance the versatility and the competence of the social workers in Hong Kong in handling social welfare issues through professional exchange with their counterparts in the Mainland, and the activities could be study / interflow / training activities on the above (i) and (ii).

(5) **Submission of applications**

- (i) Applications should be made prior to the commencement of the programmes and during the prescribed application period. In 2023-24, SWTF Committee Secretariat (hereafter “the Secretariat”) will invite **one round of applications** for training activities to be held between October 2023 and August 2024.
- (ii) The deadline for submission of application is on 27 July 2023. The result will be announced in September 2023.
- (iii) All applications must reach the Secretariat at the following address by the deadline:

Social Work Training Fund Secretariat
Staff Development and Training Section
Social Welfare Department
Room 925, 9/F Revenue Tower
5 Gloucester Road, Wan Chai, Hong Kong

Late applications will not be considered. The application form can be downloaded from the Homepage of the Social Welfare Department, as listed below -

http://www.swd.gov.hk/en/index/site_ngo/page_staffdevel/sub_socialwork/
(for English version)

http://www.swd.gov.hk/tc/index/site_ngo/page_staffdevel/sub_socialwork/
(for Chinese version)

(6) **Reimbursement of SWTF grant**

- (i) Grants are, unless otherwise specified by SWTF, released by means of reimbursement after the completion of the training activities.

- (ii) All applications for reimbursement should be made **within 60 days** after the activities have been completed.

Part B – Application Details

(1) Scope of Activities

Sponsorship will be provided to organisations to organise study tours to the Mainland or arrange courses/seminars/workshops/-lectures/programmes held in Hong Kong for their social workers.

(2) Target beneficiaries

- (i) The training activities should be organised **primarily for the social workers of the applicant organisations**. Collaboration among organisations and joint applications by more than one organisation are welcome to promote cross/inter-organisational learning.
- (ii) Organisations may, provided that no marginal cost will be incurred, enrol on top of the social work participants an extra 20% of non-social work participants. For instance, if the number of social work participants is 25, providing that no marginal cost is incurred, the number of non-social work participants should not exceed 5 (i.e. 25 x 20%). However, SWTF will not provide funding support for these non-social work participants. The amount of grant will be adjusted according to the proportion of this group of participants in the programme.

(3) Level of sponsorship

- (i) For study tours to the Mainland, 40% of the cost of each tour or a maximum grant of HK\$50,000, whichever is the less, will be sponsored. The study tour should have a delegation of at least 15 social workers in Hong Kong from the applicant organisation. To ensure a fair distribution of available resources, SWTF will sponsor only **one** study tour for each organisation in 2023-24.
- (ii) For courses/seminars/workshops/lectures/programmes held in Hong Kong, the maximum grant will not exceed 50% of the recognised budget plus the central administrative cost, if applicable. For instance, out of the estimated expenditure of HK\$4,200 with the non-supported expenditure items amount to HK\$400, the recognised amount of expenditure will be HK\$3,800 and the maximum SWTF grant will not exceed HK\$1,900 (i.e. HK\$3,800 x 50%) plus the central administrative cost, if applicable.

- (iii) In case that the total amount recognised for SWTF grants exceeds the amount earmarked by SWTF for that round of applications, the sponsorship for the approved applications **will be adjusted proportionally** to the budget approved by SWTF.

(4) Items covered by the sponsorship

All justifiable items directly related to the proposed training will be considered. The major items considered for sponsorship are listed below:

(I) For study tours to the Mainland –

The following items will be considered for sponsorship -

- (i) *Passage* – includes air passage (economy class only), departure tax, airport security charge, fuel-surcharge, land passage (high speed rail ticket or cross border coach/bus fee)
- (ii) *Accommodation*
- (iii) *Transportation* – transportation cost in the Mainland
- (v) *Central administrative cost* – the central administrative cost is notional to cover the administrative costs in organising the tours. If approved, the level of grant on this item will be at 10% of the total amount of grant for the items supported by SWTF or the amount requested by the applicant organisations, whichever is the less.

The following items will not be sponsored -

- (vi) Expenses on “travel insurance”, “long-distance call”, “internet service”, “postal charges”, “medical treatment”, “meals”, “drinks”, “refreshments”, “venue decoration”, “tips for the tour guide”, “souvenirs” etc.
- (vii) Sight-seeing activities.

(II) For courses/seminars/workshops/lectures/programmes held in Hong Kong –

- (i) *Honorarium for trainer* – the sponsorship will normally cover only one trainer at any time of the programme. Lunch hours are not considered as part of the training hours. The maximum hourly rate of honorarium for trainer supported by SWTF is **HK\$800** (i.e. HK\$1,600 x 50%).
- (ii) *Hire of venue and equipment* – justifications should be provided for choosing the venue and equipment. Applicant organisations which choose their own venue for the training programme should provide

sufficient proof to show that the selected venue is not subsidised by the government or other organisations.

- (iii) *Accommodation allowance for overseas trainer* – applicant organisations should provide justifications on the proven need for this, such as lack of local experts, overseas trainer’s expertise in the specialised area, the level and the number of beneficiaries.
- (iv) *Miscellaneous items (such as photocopying of teaching notes)* – the level of grant on the item of “Miscellaneous” is capped at the supported level of HK\$500 per application (i.e. 50% of the maximum recognised level of HK\$1,000 per application).
- (v) *Central administrative cost* – the central administrative cost is notional to cover the administrative costs of the applicant organisations in organising the programmes. If approved, the level of grant on this item will be at 10% of the total amount of grant for the items supported by SWTF or the amount requested by the applicant organisations, whichever is the less.
- (vi) Expenses on “publicity”, “drinks”, “refreshments”, “venue decoration”, “souvenirs”, “transportation”, “postage” and “accommodation” are **not** supported.

(5) Income/ other funding support

- (i) The applicant organisations may use their own means to cover the expenses not supported by SWTF. For instance, the applicant organisations may charge fees on the participants to cover part of the expenses and if so, the amount charged on all participants should be the same.
- (ii) SWTF will not provide grants to applications with funding support from other publicly-funded bodies, public funds and commercial sponsors promoting smoking and alcoholic drinks. Besides, it does not sponsor any applications that are profit earning. Profit is defined as total income of the programme, i.e. SWTF grant plus other income or donation, less the running costs of the programme.
- (iii) If the applicant organisations have applied/ will apply for funds from other sources and the result is unknown at the time of application to SWTF, the applicant organisations should indicate this in the application. Incomes generated from the training activities under application should be used solely for the same training activities. All anticipated/ actual incomes received for the activities, including fees from participants and funding from sources other than the applicant organisations, will be deducted in the calculation of the grant unless they are used to cover the non-supported items or the non-covered amount of the supported items.

(6) Information required for application

- (i) The information required for preparing an application is listed in the application **Form**.
- (ii) Applicant organisations are requested to inform the Secretariat of any changes in the proposed training programmes. Once the applications are endorsed, the concerned organisations should obtain **prior approval from the Secretariat** for any alterations before implementing the revised programme (such as deferment of the programme, change in the trainer, etc.). Otherwise, the approved grant may be lifted or adjusted.
- (iii) The successful applicant is required to submit a written evaluation report to the Secretariat afterwards. For study tour, the applicant organisation, on top of the evaluation report, is encouraged to provide a short video clip highlighting the learning experience to the Secretariat and it will be put onto the E-learning Centre of SWD for sharing with other social workers.

Part C – Enquiry

If you have any question on this Guide and the application form, please contact –

Social Work Training Fund Secretariat
Staff Development and Training Section
Social Welfare Department
Room 925, 9/F Revenue Tower,
5 Gloucester Road, Hong Kong

Tel. No. : 3974 5455 / 2573 0372
Fax No. : 2838 9595
Email: seosdt@swd.gov.hk

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