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

Social Work Training Fund
Application Form for Partial Sponsorship for Type B Activities to Attend Short-term Courses[1] Completed in Hong Kong from February 2026 to January 2027

Important Points to Note:

(1) Applicants should read Parts (A) and (C) of the "Guide to Applications for Partial Sponsorship in 2026-27" before completing this form.

(2) Please fill in every item clearly.

(3) One form is for ONE training programme only. Each applicant can only apply for sponsorship of one training programme within this sponsored period (i.e. February 2026 to January 2027).

(4) Important: Applications should be made via the nominating organisations. Completed application forms, together with all supporting documents, should reach the Social Work Training Fund Committee Secretariat ('the Secretariat") on or before:

- **(a) 30 September 2026 (for programmes completed between 1 February 2026 and 31 August 2026);**
- **(b) 26 February 2027 (for programmes completed between 1 September 2026 to 31 January 2027).**

(5) The following applications will NOT be further processed:

- **(a) justification has not been provided under item 9 of this form;**
- **(b) more than one stand-alone level of training programme in one application;**
- **(c) subsequent application(s) of the same applicant who has already submitted one application within this sponsored period, irrespective of the outcome of the first application; and**
- **(d) late or incomplete applications.**

Part A (to be completed by Applicant[2])

1. Personal Information

Name: _____ Position / rank : _____

Organisation : _____ RSW no. : _____

Email[3]: _____ Phone no : _____

[1] **Include training programmes of varied nature, such as seminars, workshops, lectures or conference.**

[2] **In accordance with the Social Workers Registration Ordinance (Cap. 505) Section 2 Interpretation, any reference to social worker shall be construed to mean a "registered social worker (RSW)".**

[3] **The Secretariat will communicate with applicants, if necessary, by emails for supplementary information related to doubtful or omitted documents of the applications. Please ensure the email address as indicated above is clear and correct. Such email reminders will only be issued once.**

2. Title of training programme[4&5] :

   (English) _____

   (Chinese) _____

3. Training Institute : _____

4. The above training programme was held from _____ (dd/mm/yyyy) to _____(dd/mm/yyyy)[6].

5. Website of training institute[7]: _____

6. The above training programme fall within the following scope:

   (*Please insert "✓" in appropriate box.*)

   ☐ **Specialised or advanced social work knowledge and skills**[8]

   ☐ **Management skills for social work practice**

7. The training programme fee[9] is HK$_____. I now apply for reimbursement of HK$_____ from the Social Work Training Fund (SWTF), i.e. no more than 50% of the training programme fee. The maximum amount of sponsorship is **HK$2,500**.

Change

8. If the amount applied for sponsorship is not 50% of the actual training programme fee as evident in the receipt of the course, please provide the following information (*please insert "✓" in appropriate box*) :

   ☐ the receipt covers the discounted course fees of two or more programmes, but without any breakdown by programmes in the receipt. The calculation is as follows [10] : _____; or

   ☐ funding support from other sources is available. Please specify the sources and the amount involved: _____ ; or

   ☐ other reasons, please specify: _____.

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4 The title of training programme should be the same as the programme name shown on the documentary proof.

5 One application form should contain only one stand-alone training programme. More than one stand-alone programme will **NOT** be processed.

6 The programme should be short-term (i.e. **not more than 4 months**). Please refer to Part C(1)(iii) of the Guide to Applications for the definition of short-term programmes.

7 The website is used for reference only. If the training institute does not run a website, please provide its background information (e.g. types of courses run by the training institute, experience in running similar kind of training programmes and target participants etc.).

8 General courses aimed at self-healing or self-enhancement such as mindfulness, horticulture, massage and painting are not eligible for sponsorship. Similarly, language courses (e.g. Putonghua, English) and interest classes (e.g. Yoga, Tai Chi) fall outside the scope of sponsorship.

9 The training programme fee refers to the actual fee paid by an applicant as evident in the receipt.

10 Please refer to Part C(2)(iii) of the Guide to Applications for the calculation method.

9. Relevance of the course/seminar/conference/workshop to the social work practice *(Please provide justifications in the space below.* ***Failing in completing this part would be regarded as an incomplete application which would not be processed further.***)

10. The reimbursement should be paid into my bank account[11] with the particulars as below-

Bank Name: _____

Bank Account Holder Name in **English**[12]: _____

Bank Code[13]: (3-digit) _____

Branch Code[13]: (3-digit) _____

Bank Account No.: _____

[11] The Secretariat will not be responsible for any delay in payment or loss that an applicant may suffer as a result of insufficient/incorrect information provided in this application form.

[12] To ensure correct payment, the bank account should have the same name as the applicant's name and should be provided in **English**. Where payment is to be made into a joint account, the full name of the joint account in **English** must be stated and the applicant's name should form part of the name of the joint account.

[13] If the applicant does not know the bank/branch code of the account, please contact the bank.

11. I confirm that:

- I understand that the application will NOT be processed by the Secretariat if any of the required documents/information is NOT provided. I confirm that I have attached **ALL** of the following documents below:

  (i) description of the training programme attended by the applicant for this application (which should include necessary information such as leaflet with objectives, contents, target participants, course date, duration, course fee and evaluation etc.);

  (ii) the original copy of official receipt of training programme fee issued by the training institute, in which the amount of course/seminar/conference/workshop fee tallies with the information provided at (i) above. **If the training institute only provides computer-generated receipt, a copy certified by applicants/applicant organisations** (Certified True Copy) **with supported proof (e.g. email issued by the institute) can be accepted.**

  (iii) documentary proof of successful completion of the training programme. The proof should be in support of the completion of the course/seminar/conference/workshop as stated in the title of the training programme above, such as:

  - for award-bearing training programme, a copy of the qualification awarded by the training institute; or
  - for non-award-bearing training programme, a copy of document confirming the passing of the relevant end-of-course examination(s); or if no examination was needed, a copy of the attendance proof confirming at least 70% attendance (e.g. certificate of attendance or certificate of completion) from the training institute.

- this is the **ONLY application** for the Social Work Training Fund Grant submitted by me within **this sponsored period (i.e. February 2026 to January 2027)**.

- I [#] *have / have not* (*[#] Please delete as inappropriate)* received funding support from other sources for reimbursement of the fee. (Please specify the funding support from other sources, (if any): _____)

- I understand that the application will **NOT** be processed if this application form includes more than one stand-alone training programme, or another application has already been submitted by me in this sponsored period irrespective of the outcome of the first application.

- I understand that the Secretariat has the right to review my application and adjust my entitlements for reimbursement if necessary. I undertake to refund to the Secretariat any overpayment made to me upon demand.

- I authorise the Secretariat to handle the personal data / information provided in this application form. I also give my consent to the institutions / course providers concerned to release my personal data to the Secretariat for the purpose of processing my application or verifying the information provided in this application.

- I am aware that the Secretariat will rely on the information provided by me to determine any eligibility for receipt of reimbursement of fees from the Secretariat and to assess the amount of reimbursement to be offered. I also understand that any omission / misrepresentation of information with a view to obtaining pecuniary advantage by deception is an offence and is liable to legal proceedings.

Signature : _____

Name (in block letters) : _____

Date : _____

<u>Part B</u> (to be completed by the nominating organisation)

I certify that the applicant is *a registered social worker under the employment of this organisation* at the time of attending the training activity mentioned in Part A above. I confirm that the training programme is relevant to the social work duties of the applicant and/or essential to professional development of the applicant in the social work practice.

Date: _____ Signature : _____

Organisation chop: Name (in block letters) : _____

Position / rank : _____

Phone no. : _____

Fax no. : _____

E-mail : _____

Organisation: _____

Address: _____

<u>Remarks</u>

1. The sponsored amount for the application will be 50% of the training programme fee or HK$2,500, whichever is the less. Only **<u>ONE</u>** training programme may be sponsored for each individual social worker within this sponsored period (i.e. from February 2026 to January 2027).

2. The amount applied for sponsorship should be at least HK$100 per application. Applications for sponsorship of less than HK$100 will not be processed.

3. In case that the total sum of applications for SWTF grants exceeds the amount earmarked for the year, the sponsorship for the approved applications will be adjusted proportionally to the budget approved by the SWTF.

4. The information provided will be used for processing your application for SWTF. The information may be divulged to other departments/bureaux/agencies for the same purpose or where the disclosure is permitted or required by law.

5. Applications which will not be processed will be returned to the applicants via the organisations by the Secretariat.

6. The Secretariat will communicate with applicants, if necessary, by emails for supplementary information related to doubtful or omitted documents of the applications. Please ensure the email address as indicated above is clear and correct. Such email reminders will only be issued once.

7. For correction of or access to personal data contained in this application, please contact **the Secretariat** at the following address:

Social Work Training Fund Committee Secretariat
Staff Development and Training Section
Social Welfare Department
Room 925, 9/F, Revenue Tower,
5 Gloucester Road,
Wan Chai, Hong Kong
Tel. No. : 3974 5430

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