

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 Grant in 2021-22 for Type A Activities**  
**Arranging Courses/Seminars/Workshops/Lectures/Programmes<sup>1</sup>**  
**in/outside Hong Kong**

**Important Points to Note:**

- (1) *Applicant organisations should read Parts (A) and (B) of the Guide to Applications for Partial Sponsorship in 2021-22 before completing this form.*
- (2) *Please type or print every item clearly.*
- (3) *Please complete the relevant sections of the form and use extra sheet whenever necessary. The completed application form should reach the SWTF Secretariat on or before 14 July 2021.*
- (4) *Please complete one form for one proposed activity.*
- (5) *Only one application would be accepted for each organisation in each funding year.*

**A PROPOSED ACTIVITY**

(1) Title : (English) \_\_\_\_\_  
 (Chinese) \_\_\_\_\_

(2) Aims and objectives :  
 \_\_\_\_\_

(3) Programme content :  
 \_\_\_\_\_

(4) Programme details :

Date \_\_\_\_\_ Training Format  
*(e.g. course, seminar, workshop,  
 lecture, programme)*

Time \_\_\_\_\_ Duration  
 (no. of hours) \_\_\_\_\_

No. and rank of RSW trainees<sup>2</sup> \_\_\_\_\_ No. of non-RSW  
 trainees<sup>2</sup> (if any) \_\_\_\_\_ Total no.  
 of trainees \_\_\_\_\_

(5) The above course/seminar/workshop/conference will be held  in Hong Kong /  
 outside Hong Kong.

Venue: \_\_\_\_\_

(6) Proposed trainer(s) : \_\_\_\_\_

<sup>1</sup> For application for grant to arrange courses/seminars/workshops/lectures/programmes held in/outside Hong Kong, the programme has to fall within the scope of Social Work Training Fund sponsorship, i.e. (i) specialised or advanced social work knowledge and skills; and (ii) management skills related to social work practice.

<sup>2</sup> **In accordance with Section 2 Interpretation of the Social Workers Registration Ordinance (Cap. 505), any reference to social worker shall be construed to mean a “registered social worker (RSW)”.** Organisations may, provided that no marginal cost will be incurred, enroll on top of the social work participants an extra 20% of non social work participants. For instance, if the total number of social work participants is 25, provided that no marginal cost will be incurred, five non social work participants (i.e. 20% of the 25 RSW participants) may be enrolled. SWTF will not provide funding support for these non social work participants. The amount of grant will be reduced according to the proportion of this group of participants in a programme.

(7) (a) Reasons and/or information for engaging the trainer(s), such as trainer's experience/qualifications in similar training programmes and, if applicable, reasons for engaging more than one trainer and overseas trainer:

\_\_\_\_\_

(b) Is trainer's c.v. attached?  Yes  No

(8) Method(s) of evaluation : \_\_\_\_\_

## B. TARGET TRAINEES

(1) Estimated number of social work trainees in each grade/rank : \_\_\_\_\_

\_\_\_\_\_

(2) Service setting(s) of social work trainees : \_\_\_\_\_

(3) Job duties of social work trainees (related to the proposed activity) : \_\_\_\_\_

## C. RATIONALE FOR THE TRAINING AND THE FORMAT

(1) In what way can the training equip social workers to tackle pressing or emerging social issues, improve their social work knowledge and skills and/or related professional competence for social work practice and generate greater degree of benefit and cost-effectiveness?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(2) What is(are) the reason(s) for choosing this training format (including the proposed duration, number of sessions, venue, and number and rank(s) of the target trainees)?

\_\_\_\_\_  
\_\_\_\_\_

Please insert a "✓" in appropriate boxes.

## D. RECORD OF PAST ACTIVITIES

(1) Any activity of a similar nature held in the previous two years?

Yes  No  
How many? \_\_\_\_\_

If yes, please complete items (2) to (11) below. Please use extra sheet for more than one activity.

(2) Title : \_\_\_\_\_

(3) Objectives: \_\_\_\_\_

(4) Content: \_\_\_\_\_

(5) Itinerary (for study tour): \_\_\_\_\_

(6) Foci of the tour (for study tour): \_\_\_\_\_

(7) Duration with date(s) indicated : \_\_\_\_\_

(8) Organiser(s) : \_\_\_\_\_

(9) Number and grade/rank of participants : \_\_\_\_\_

(10) Is the said activity funded by the Social Work Training Fund?  Yes  No

(11) Reason for re-conducting this programme : \_\_\_\_\_

Please insert a “✓” in appropriate boxes

### E. BUDGET BREAKDOWN FOR THE PROPOSED ACTIVITY<sup>3</sup>

Item(s) <sup>4</sup>	Estimated Amount (\$)	Amount Sought from the Fund <sup>5</sup> (\$)
<b>Expenditure</b>		
1.		
2.		
3.		
4.		
<b>Total(1)/Sub-total(2):</b>	<b>(1)</b>	<b>(2)</b>
Central administrative cost (3): [not exceeding 10% of the Sub-total at (2)]		(3)
	<b>Total(4):</b>	<b>(4)</b>
		[(4)=(2)+(3); please see Note 5]

<sup>3</sup> Please provide a balanced budget as far as possible and give an itemised breakdown of expenditure and income, including the amount of sponsorship sought from SWTF, the central administrative cost at not more than 10% of the requested sponsorship (if necessary), the amount of income to be borne by staff or agency, and other sources of income.

<sup>4</sup> The level of grant on “Miscellaneous” items (such as printing of course handouts), if approved, is capped at HK\$500 per application. Expenses on the items of “publicity”, “drinks”, “refreshments”, “venue decoration”, “transportation”, “souvenirs” and “postage” are not supported.

<sup>5</sup> If approved, the maximum grant will not exceed 50% of the recognised budget plus central administrative cost, if applicable. The amount reimbursed for each item will not exceed 50% of the amount approved by SWTF or 50% of the actual amount incurred by the applicant for items previously approved by SWTF, whichever is the less. In case that the total sum of applications for Social Work Training Fund (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.

Source(s)	Estimated Amount (\$)	Remarks (e.g. pending result of application for funds from other sources)
<b><u>Income<sup>6</sup></u></b>		
1.		
2.		
<b>Total:</b>		

**F. DETAILS OF APPLICANT ORGANISATION**

(1) Name of organisation : \_\_\_\_\_

(2) Name and post of responsible officer : \_\_\_\_\_

Phone no.: \_\_\_\_\_ Fax no. : \_\_\_\_\_

Email : \_\_\_\_\_

(3) Name of contact person (if different from (2) above) \_\_\_\_\_

Phone no.: \_\_\_\_\_ Fax no.: \_\_\_\_\_

Email : \_\_\_\_\_

(4) Address : \_\_\_\_\_

(5) Date of application : \_\_\_\_\_

(6) Signature of responsible officer : \_\_\_\_\_

(7) Organisation Chop :

<sup>6</sup> All anticipated/actual incomes received for the activities, including fees from participants and funding from sources other than the applicant, will be deducted in calculation of the grant unless they are to cover the non-supported items or the non-covered amount of the supported items. If course fees are to be charged, the amount charged on all participants should be the same.

## **Remarks**

1. The information provided will be used for processing your application for the Social Work Training Fund. The information may be divulged to other departments/bureaux/agencies for the same purpose or where the disclosure is permitted or required by law.
2. The Social Work Training Fund Committee may not be able to process the application if information provided is not sufficient.
3. For correction of or access to personal data contained in this application, please contact **Senior Executive Officer (Staff Development and Training), Social Welfare Department** at the following address:

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. : 2573 0372