



## Application for Rent / Rates / Government Rent Subsidy for 2019-20

Please read the explanatory notes at **Annex** before completing this application form.

- Please put an “X” against the appropriate box(es).

### Particulars of Applicant Organisation

1. Name of Applicant Organisation:  
(English) \_\_\_\_\_  
(Chinese) \_\_\_\_\_
2. Name of Head of Applicant Organisation:  
(English) \_\_\_\_\_  
(Chinese) \_\_\_\_\_
3. Address of Applicant Organisation:  
\_\_\_\_\_  
\_\_\_\_\_
4. E-mail Address of Head of Applicant Organisation:  
\_\_\_\_\_
5. Contact Person:  
Name: (English) \_\_\_\_\_ (Chinese) \_\_\_\_\_  
Post: \_\_\_\_\_ Telephone no.: \_\_\_\_\_  
E-mail address: \_\_\_\_\_ Facsimile no.: \_\_\_\_\_
6. Is your organisation a charitable institution or trust exempt from tax under Section 88 of the Inland Revenue Ordinance, Cap.112?  Yes  No

7. Objectives of Applicant Organisation:

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**Particulars of Service Unit (in respect of which subsidy under the Rent / Rates / Government Rent Subsidy Scheme (the Scheme) is sought)**

**[Please refer to paragraphs 12 - 16 of the Explanatory Notes at Annex before completing Items 12 - 14]**

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8. Name of Service Unit: (English) \_\_\_\_\_  
(Chinese) \_\_\_\_\_

9. Name of Unit-in-charge: (English) \_\_\_\_\_  
(Chinese) \_\_\_\_\_

10. Service Unit Address: \_\_\_\_\_  
\_\_\_\_\_

11. Contact Person:  
Name: (English) \_\_\_\_\_ (Chinese) \_\_\_\_\_  
Post: \_\_\_\_\_ Telephone no.: \_\_\_\_\_  
E-mail address: \_\_\_\_\_ Facsimile no.: \_\_\_\_\_

12. Nature of Services:  
Welfare service (Percentage split: \_\_\_\_\_ % )  
Non-welfare service (if any) (Percentage split: \_\_\_\_\_ % )

13. Description of services provided with respect to its capacity / membership / number of beneficiaries / utilisation rate. (Please split into welfare and non-welfare portions, if applicable.)

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14. Operation mode of service including its operation hours / sessions, fee charging rate, if any, etc. (Please split into welfare and non-welfare portions, if applicable.)
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15. Please state the liaison and cooperation with other organisations and/or government departments including relevant sections / district offices involved in liaison activities (if applicable).
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### Particulars of Application

[Please refer to paragraphs 12 - 16 of the explanatory notes at Annex before completing Items 16 - 17]

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16. Total Floor Area of Service Unit: \_\_\_\_\_ m<sup>2</sup>

17. Use of Floor Area:

Welfare service: \_\_\_\_\_ m<sup>2</sup> (Percentage split: \_\_\_\_\_ % )  
(area)

Non-welfare service: \_\_\_\_\_ m<sup>2</sup> (Percentage split: \_\_\_\_\_ % )  
(area)

Floor area to be  
applied under the  
Scheme for welfare

service: \_\_\_\_\_ m<sup>2</sup> (Percentage split: \_\_\_\_\_ % )  
(area)

18. Rent / Rates\*/ Government Rent of Service Unit as shown in the Debit Notes and/or Receipts of Rent / Rates / Government Rent:

	Actual (\$)			Estimated (\$)	Total (\$)
	4-6/2019	7-9/2019	10-12/2019	1-3/2020	4/2019 – 3/2020
<b>Rent:</b>					
<b>Rates*:</b>					
<b>Government Rent:</b>					
<b>Total:</b>					

19. Has the service unit been approved of other subsidies from the Government (e.g. Partnership Fund for the Disadvantaged, Integrated Employment Assistance Programme for Self-reliance, Neighbourhood Support Child Care Project of the Social Welfare Department, Pilot Scheme on Social Work Service for Pre-primary Institutions, Training Subsidy Programme for Children on the Waiting List of Subvented Pre-school Rehabilitation Services, etc.), other organisations or individuals for reimbursement or provision of expenses on rent/ rates/ government rent for 4/2019-3/2020?

Yes. Please specify the name of the subsidy scheme(s)/project(s): \_\_\_\_\_

The amount of subsidy approved for covering the service unit's partial/total expenses on rent / rates / government rent for 4/2019-3/2020 is:

\$ \_\_\_\_\_

No.

20. Amount of Rent / Rates\* / Government Rent Subsidy Applied for:

	Amount applied for 2019-20 (\$) <i>(round to dollar)</i>	Please specify the reason(s) if the amount applied for is different from the total amount listed at Item 18 (e.g. deduction of subsidy obtained as reported at Item 19)
Rent:		
Rates*:		
Government Rent:		
<b>Total:</b>		

**\* Note : Based on the relief measure of Rates Concession for the Financial Year 2019-20 rates concession is given to offset the rates payable for the four quarters, April 2019 to March 2020, subject to a ceiling of \$1,500 per quarter for each rateable tenement. Therefore, please exclude the concessionary deductions from the amount applied for in Items 18 and 20 above.**

21. Is this the first time for the service unit to apply for the subsidy under the Scheme?

Yes. Date of commencement of services: \_\_\_\_\_

(Leaflets and pamphlets attached to this application are required.)

No. Please provide the following in respect of the application result for 2018-19:

(i) the application was successful:  Yes  No  N.A.

(ii) amount of subsidy granted if the application was successful: \$ \_\_\_\_\_

(iii) subsidy granted was shown in the audited annual financial statement for 2018-19 as submitted for assessment:  Yes  No

22. Has the service unit complied with relevant legal requirements in providing welfare services?  Yes  No.
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### Required Documents

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23. Please submit the following documents together with the completed application form and mark “Document (a)”, “Document (b)”, etc. at the upper right hand corner of the documents.

- (a) A copy of the relevant document verifying that your organisation is a charitable institution or trust exempt from tax under Section 88 of the Inland Revenue Ordinance, Cap. 112;

AND

- (b) Copies of documents to substantiate that your organisation is run by a properly constituted committee, e.g. organisation constitution, minutes of meeting on election / appointment of management committee, etc;

AND

- (c) An original copy or a certified true copy (certified by agency head) of the audited annual financial statement\*\* (AFS) for 2018-19. Please select either (i) or (ii) of the following which will be adopted for conducting financial assessment.

<input type="checkbox"/>	(i) the audited AFS prepared in respect of the <b>service unit</b> for which the subsidy is sought (the Statement of Comprehensive Income and the Statement of Financial Position showing both the General Accumulated Surplus and the Net Current Assets should be included);
<input type="checkbox"/>	(ii) the audited AFS prepared in respect of the <b>organisation as a whole</b> (the Statement of Comprehensive Income and the Statement of Financial Position showing both the General Accumulated Surplus and the Net Current Assets should be included).

**\*\* Note : The unaudited annual financial statement (AFS) for 2018-19 certified by agency head is accepted only when the amount of subsidy applied for by the applicant organisation is less than \$5,000. In addition, the audited/ certified AFS should be submitted not later than 31 December 2019 if it is not yet available upon submission of the application. For details, please refer to Part C of the explanatory notes at Annex.**

AND

- (d) Completed Checklist for General Accumulated Surplus and Designated Funds in the Appendix to the application form with relevant supporting documents, if applicable, e.g. approval letter from fund provider or donor, minutes of the Management Board or Committee, etc., to support that each designated fund has a designated purpose;

AND

- (e) A floor plan of the premises with clear indication of the total floor area of service unit and the floor area to be applied under the Scheme for welfare service;

AND

- (f) Copies of rent receipts and/or related documents (Remarks: The address shown on the rent receipts and/or related documents should be the same as written on item 10 (the service unit address) of this application form;

AND

- (g) Copies of documents showing rates and government rent (Remarks: The address shown on documents should be the same as written on item 10 (the service unit address) of this application form;

AND

- (h) Copies of service pamphlet(s) and/or related service promotion materials of the financial year of 2019-20.

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## Declaration

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24. I declare that the information supplied by me in this form is, to the best of my knowledge, both true and correct. I have also read the explanatory notes at Annex. I consent to the release of the data pertaining to this application to persons working in Social Welfare Department on a need-to-know basis, and other government bureaux, departments, and related organisations for assessing my organisation's eligibility for subsidy under the Scheme and related use.

\_\_\_\_\_  
Signature of  
Board Chairperson

\_\_\_\_\_  
Organisation Chop

\_\_\_\_\_  
Date

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## Remarks

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25. Applicant organisation has to send the **original copy** of the **completed application form and all the required documents** (including the Appendix to the application form) to the Subventions Section of the Social Welfare Department **on or before 4 November 2019** at 38/F., Sunlight Tower, 248 Queen's Road East, Wan Chai, Hong Kong. Please mark "Application for Rent / Rates / Government Rent Subsidy for 2019-20" on the envelope. **Late applications or applications with incomplete or inadequate information / supporting documents will not be considered.**
26. Applicant organisation has to send a **copy of the completed application form and documents (e) and (h)** to the relevant District Social Welfare Office and/or the Child Care Centres Advisory Inspectorate, whichever is appropriate. Please refer to Part H of the explanatory notes at Annex.

Social Welfare Department  
October 2019

Checklist for General Accumulated Surplus and Designated Funds

	Name of fund/reserve	Fund balance at the end of financial year (in HK\$)	Purpose of fund	Are documents <sup>1</sup> attached to support that the fund has designated purpose?
<b>A. Designated funds<sup>1</sup></b>				
1.				*Yes / No
2.				*Yes / No
3.				*Yes / No
4.				*Yes / No
5.				*Yes / No
6.				*Yes / No
Sub-total			(a)	
<b>B. General funds/reserves<sup>2</sup></b>				
1.				
2.				
3.				
4.				
Sub-total			(b)	
Total balance of funds and reserves per Statement of Financial Position at the end of financial year			(a) + (b)	

\* Delete as appropriate

<sup>1</sup> Documents which support that each designated fund has a designated purpose must be submitted together with the completed application form. Examples of such documents are approval letter from the fund provider/ donor or minutes of the Management Board/ Committee. The fund(s) may be included as part of General Accumulated Surplus (GAS) if no or insufficient documents are submitted for financial assessment.

<sup>2</sup> These items will be included as part of GAS in conducting financial assessment.

## Explanatory Notes on Application for Rent / Rates / Government Rent Subsidy for 2019-20

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### A. Preamble

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- (1) Some charitable organisations operate non-subvented welfare services with their own resources. In recognition of their valuable contributions to complement government funded programmes or activities in meeting community needs, the Government has, for many years, implemented the Rent / Rates / Government Rent Subsidy Scheme (the Scheme) with a view to assisting financially the continuation of non-subvented welfare services.
  - (2) Insofar as the Scheme is concerned, rent refers to rental payments for public housing premises only while rates and government rent refer to payments for self-owned premises or rented premises in the public or private sector.
  - (3) The subsidy under the Scheme, if granted, is paid out from the Government's General Revenue Account. To ensure that public funds are granted to the most needy organisations for delivering non-subvented welfare services, the Scheme operates on some eligibility criteria against which assessments will be conducted for individual applications. Successful applicants have to meet **all** the criteria.
  - (4) The ultimate level of support and the amount of subsidy to be granted to successful applicants will be subject to the availability of Government funds.
  - (5) If applicant organisation has been approved of other subsidies from the Government, other organisations or individuals for reimbursement of the service unit's expenses on rent / rates / government rent during the applied period under this Scheme, the applicant organisation should not apply for the same subsidy under this Scheme for prevention of duplication of subsidy.
  - (6) If applicant organisation has been approved of other subsidies with the provision of rent / rates / government rent, applicant organisation should apply for those items under the respective schemes.
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### B. General Eligibility Criteria

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- (7) Applicant must be a bona-fide non-profit-making organisation exempt from tax under Section 88 of the Inland Revenue Ordinance, Cap. 112.
- (8) Applicant organisation must be run by a properly constituted committee with integrity, management capability and track record to the satisfaction of the Social Welfare Department (SWD).
- (9) Applicant organisation has to allow staff of SWD to inspect the premises of the service unit in respect of which subsidy under the Scheme is sought and the activities delivered by the service unit.



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## C. Financial Assessment

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- (10) Assessment of the eligibility of an organisation to make an application under the Scheme in respect of its service unit(s) will be based on the audited annual financial statement submitted by the organisation with details specified below.

### Audited Annual Financial Statement (AFS)

- (a) Applicant organisation must submit the audited AFS prepared in respect of **either** the service unit for which the subsidy is sought **or** the organisation as a whole.
- (b) The audited AFS submitted must include the Statement of Comprehensive Income and the Statement of Financial Position showing both General Accumulated Surplus and Net Current Assets, and the audited AFS must be submitted on or before **31 December 2019**.
- (c) The audited AFS submitted should cover the financial year preceding the application (i.e. 1 April 2018 – 31 March 2019) or the latest available audited AFS if it covers a different accounting period.
- (d) If the names of the service unit and organisation shown in the audited AFS submitted and the application form are different, the applicant organisation is required to give reasons and provide supporting documents.
- (e) The audited AFS submitted must be audited by a Certified Public Accountant in Hong Kong. Unaudited AFS certified by the head of the applicant organisation is accepted only when the subsidy applied for is less than \$5,000.
- (f) Once the audited/ certified AFS has been submitted, any re-submission will not be considered.
- (11) Financial assessment is conducted having regard to two criteria. Applicant organisations will not be eligible for subsidy under the Scheme if they do not meet either or both of the following criteria -

### (a) Operating Surplus (OS)

The Statement of Comprehensive Income submitted shows that the OS (before appropriation of funds and after deduction of the subsidy under the Scheme granted in previous year <sup>Note 1</sup>) for the financial year preceding the application is not greater than \$250,000 or three times of the subsidy under the Scheme to be granted, whichever is the less.

**Note 1: The subsidy under the Scheme granted in previous year will be deducted only if the subsidy has been separately shown in the Statement of Comprehensive Income of the audited AFS submitted.**

### (b) General Accumulated Surplus (GAS) / Net Current Assets (NCA)

The Statement of Financial Position <sup>Note 2</sup> submitted shows that 10% of either the GAS (excluding all designated funds <sup>Note 3</sup>) or the NCA, whichever is the less, is not greater than the subsidy under the Scheme to be granted.

**Note 2: The Statement of Financial Position shown in the audited AFS submitted in respect of either the service unit for which the subsidy under the Scheme is sought or the organisation as a whole must include both the GAS and the NCA. If the information on GAS and NCA is missing or incomplete, financial assessment cannot be conducted and the application will not be processed.**

**Note 3: Designated funds refer to funds that have a designated purpose. A clear account of all the designated funds with detailed description of their usage must be provided in the Statement of Financial Position submitted. In addition, applicant organisations are required to submit the completed checklist for General Accumulated Surplus and designated funds in Appendix to the application form with relevant supporting documents, e.g. approval letter from fund provider or donor, minutes of the Management Board or Committee, etc., to support that each designated fund has a designated purpose.**

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## **D. Service Assessment**

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- (12) The direct services provided to the customers of the service unit in respect of which subsidy under the Scheme is sought must be within the welfare ambit, such as family and child welfare, social security, services for elderly persons, rehabilitation services, medical social services, services for offenders and crime prevention, community development and youth services. Please note that administrative service, labour activities, health programmes and activities or programmes subvented by other government departments are considered outside the ambit of the Scheme.
  - (13) The welfare services provided by the service unit in respect of which subsidy under the Scheme is sought should be meeting genuine needs of the community served and should be easily accessible by needy customers, i.e. services not confined to a restricted membership.
  - (14) The service unit in respect of which subsidy under the Scheme is sought should have a good track record in providing welfare services. Services under planning or services having been in operation for a short while at the time of application would only be considered on an exceptional basis with strong justifications.
  - (15) Insofar as subsidy under the Scheme is concerned, welfare services provided by the service unit will be considered ineligible if service recipients have to pay certain fees which have included the elements of rent / rates / government rent, e.g. residential services operated on a non-profit making, self-financing mode with fees paid by service recipients containing rent or rental related elements will be considered ineligible.
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## **E. Support Level for the Subsidy**

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- (16) Subsidy under the Scheme may be supported at a reduced rate or on a pro-rata basis in relation to the following -
  - (a) Floor Area (with examples listed below):
    - (i) where a portion of the premises for non-welfare service is not recognised for the Scheme purpose; or
    - (ii) where a portion of the premises for subvented welfare service is excluded from the application under the Scheme; or
    - (iii) where a portion of the premises exceeds the comparable parameter for similar service in the subvented sector.
  - (b) Utilisation Rate (examples listed below):
    - (i) where the utilisation rate of the welfare service is unable to substantiate a 100% support under the Scheme; or
    - (ii) where the welfare service has been operated for a fractional period within the year concerned.

- (c) Weighted Welfare Content of a designated project, e.g. where a portion of the activities of a community health project or a labour or industrial action project does contain a reasonable weighted welfare element.

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## F. Application Procedures

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- (17) Application form for the Scheme may be downloaded from the SWD website at [http://www.swd.gov.hk/en/index/site\\_ngo/page\\_r-info/](http://www.swd.gov.hk/en/index/site_ngo/page_r-info/). It is also obtainable from the Subventions Section of SWD at 38/F., Sunlight Tower, 248 Queen's Road East, Wan Chai, Hong Kong. (Telephone number: 2832 4348)
- (18) The **original copy** of the completed application form and the required documents (including the Appendix to the application form) should reach the Subventions Section of SWD at the above address **on or before 4 November 2019**. Please mark "Application for Rent / Rates / Government Rent Subsidy for 2019-20" on the envelope. **Late applications or applications with incomplete or inadequate information/supporting documents will not be considered.**
- (19) A **copy** of the completed application form together with document (e) (i.e. a floor plan of the premises with a clear indication of the total floor area of service unit and the floor area to be applied under the Scheme for welfare service) and document (h) (i.e. copies of service pamphlet(s) and/or related service promotion materials of the financial year 2019-20) should reach the relevant District Social Welfare Office and/or the Child Care Centres Advisory Inspectorate, whichever is appropriate, **on or before 4 November 2019**. [For enquiries, please refer to Part H below for details about the addresses and telephone numbers of the offices concerned.]

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## G. Result of Applications

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- (20) Applicant organisations will be informed of the results by late March 2020.

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## H. Enquiries

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- (21) Please note that the opening hours of the offices listed below are 8:45 am – 6:00 pm from Mondays to Fridays (excluding public holidays).
- (a) Subventions Section / Social Welfare Department  
Address: 38/F., Sunlight Tower, 248 Queen's Road East, Wan Chai, Hong Kong  
Tel.: 2832 4348
- (b) District Social Welfare Offices / Social Welfare Department  
Central, Western, Southern and Islands District Social Welfare Office  
Address: 7/F., Harbour Building, 38 Pier Road, Central, Hong Kong  
Tel.: 2852 3133

Eastern and Wan Chai District Social Welfare Office

Address: Room 1210-1211, 12/F, North Point Government Offices, 333 Java Road,  
North Point, Hong Kong

Tel.: 2562 4153 / 2562 4733

Kwun Tong District Social Welfare Office

Address: 7/F., Kowloon East Government Offices, 12 Lei Yue Mun Road, Kwun Tong,  
Kowloon

Tel.: 2775 2950

Wong Tai Sin and Sai Kung District Social Welfare Office

Address: Unit 801, 8/F., Lung Cheung Office Block, 138 Lung Cheung Road, Wong Tai  
Sin, Kowloon

Tel.: 2306 9511 / 2306 9512

Kowloon City and Yau Tsim Mong District Social Welfare Office

Address: Room 503, 5/F., Mongkok Government Offices, 30 Luen Wan Street, Mongkok,  
Kowloon

Tel.: 2399 2385

Sham Shui Po District Social Welfare Office

Address: 3/F., High Block, Nam Cheong Community Centre, Nam Cheong Estate, Sham  
Shui Po, Kowloon

Tel.: 2729 6497

Sha Tin District Social Welfare Office

Address: Room 708 - 714, 7/F., Shatin Government Offices, 1 Sheung Wo Che Road,  
Sha Tin, N.T.

Tel.: 2158 6655

Tai Po and North District Social Welfare Office

Address: 4/F., Tai Po Complex, 8 Heung Sze Wui Street, Tai Po Market, N.T.

Tel.: 3183 9360

Yuen Long District Social Welfare Office

Address: 6/F., Yuen Long Government Offices & Tai Kiu Market, 2 Kiu Lok Square,  
Yuen Long, N.T.

Tel.: 2475 2663 / 2475 2125

Tsuen Wan / Kwai Tsing District Social Welfare Office

Address: 3/F., Princess Alexandra Community Centre, 60 Tai Ho Road, Tsuen Wan,  
N.T.

Tel.: 2493 5758

Tuen Mun District Social Welfare Office

Address: Room 204, 2/F., Tai Hing Government Offices, 16 Tsun Wen Road, Tuen Mun,  
N.T.

Tel.: 2464 1645 / 2464 5341

(c) Child Care Centres Advisory Inspectorate

Address: Room 2312, 23/F., Southorn Centre, 130 Hennessy Road, Wan Chai, Hong  
Kong

Tel.: 2835 2016

Social Welfare Department

October 2019