



Application for Rent / Rates / Government Rent Subsidy for 2022-23

- 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 Organisation:
(English) _____
(Chinese) _____
2. Name of Head of Organisation:
(English) _____
(Chinese) _____
3. Address of Organisation:

4. E-mail Address of Head of 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 the Organisation:

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

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.)

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.)

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).

Particulars of Application

16. Total Floor Area of Service Unit: _____ m²

17. Use of Floor Area:

Welfare service: _____ m² (Percentage split: _____ %)
 (area)

Non-welfare service: _____ m² (Percentage split: _____ %)
 (area)

**Floor area to be
 applied under the
 Scheme for welfare
 service¹:**

_____ m² (Percentage split: _____ %)
 (area)

18. Rent / Rates²/ Government Rent of Service Unit as shown in the Debit Notes and/or Receipts of Rent / Rates / Government Rent:

	Actual (\$)			Estimated (\$)	Total (\$)
	4-6/2022	7-9/2022	10-12/2022	1-3/2023	4/2022 – 3/2023
Rent:					
Rates ² :					
Government Rent:					
Total:					

19. Has the service unit been approved other subsidies from the Government (For example, other subsidised projects of the Social Welfare Department including the Partnership Fund for the

Disadvantaged, Employment Support Services, Neighbourhood Support Child Care Project, 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 the period from April 2022 to March 2023?

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 4/2022-3/2023 is:
\$ _____

No.

20. Amount of Rent / Rates² / Government Rent Subsidy Applied for:

	Amount applied for 2022-23 (\$) <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 ² :		
Government Rent:		
Total :		

Note¹ : For application which the applied floor area is different from the total floor area of the service unit, please use the actual applied floor area instead of the percentage split and complete the Calculation Sheet at Appendix I.

Note² : Based on the Rates Concession for the Financial Year 2022-23, rates concession is given to offset the rates payable for the four quarters, from April 2022 to March 2023. For each non-domestic rateable tenement, the ceiling is \$5,000 per quarter for the first two quarters (April 2022 to September 2022) and \$2,000 per quarter for the following two quarters (October 2022 to March 2023). 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 service commencement : _____
(Leaflets and pamphlets attached to this application are required.)

No. Please provide the following in respect of the application result for 2021-22:

(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 2021-22 as submitted for assessment: Yes No

22. Has the service unit complied with relevant statutory requirements in providing welfare services? Yes No.

Required Documents

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, name list of management committee, minutes of meeting on election / appointment of management committee, etc;

AND

(c) An original copy or a certified true copy (certified by the head of organisation) of the audited Annual Financial Statement (AFS) for 2021-22³. Please select either (i) or (ii) of the following which will be adopted for conducting financial assessment⁴.

<input type="checkbox"/>	(i) the audited AFS prepared in respect of the service unit 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 organisation as a whole (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).

Note³ : The unaudited AFS for 2021-22 certified by the head of organisation is accepted only when the amount of subsidy applied for by the applicant organisation is less than \$5,000.

Note⁴ : The audited/ certified AFS for 2021-22 should reach SWD not later than 30 December 2022 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 Calculation Sheet at **Appendix I** (if the applied amount is based on a portion of the floor area);

AND

- (e) Completed Checklist for General Accumulated Surplus and Designated Funds in the **Appendix II** 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

- (f) 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

- (g) Copies of rental receipts and related documents (Remarks: The address shown must be the same as the service unit applied for the Scheme);

AND

- (h) Copies of rates and/or government rent receipts as well as related documents (Remarks: The address shown must be the same as the service unit applied for the Scheme);and

AND

- (i) Copies of service pamphlet(s) and/or related service promotion materials of the financial year of 2022-23.

Declaration

24. I declare that the information provided 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 the staff of 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.

Name of Board Chairperson	Signature of Board Chairperson	Organisation Stamp	Date
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Remarks

25. Applicant organisation must 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 at 38/F, Dah Sing Financial Centre, 248 Queen's Road East, Wan Chai, Hong Kong **on or before 4 November 2022**. Please mark "Application for Rent / Rates / Government Rent Subsidy for 2022-23" on the envelope.

Late applications or applications with incomplete or inadequate information / supporting documents will not be considered.

26. Applicant organisation must also send a **copy of the completed application form and documents (f) and (i)** to the relevant District Social Welfare Office and/or the Child Care Centres Advisory Inspectorate, if applicable. Please refer to **Part H** of the Explanatory Notes at **Annex**.

Social Welfare Department
October 2022

Calculation Sheet on Rent / Rates / Government Rent

Name of Service Unit: _____

Address of Service Unit: _____

<u>Rent</u>		Rent based on Total Area	Total Floor Area (m²)	Rent based on Applied Area	Total Applied Area (m²)	Applied Amount (based on applied area)
Actual Amount (\$)	4/2022					
	5/2022					
	6/2022					
	7/2022					
	8/2022					
	9/2022					
	10/2022					
	11/2022					
Estimated Amount (\$)	12/2022					
	1/2023					
	2/2023					
	3/2023					
(A) Total						

<u>Rates</u>		Rates based on Total Area	Total Floor Area (m²)	Rates based on Applied Area	Total Applied Area (m²)	Applied Amount (based on applied area)
Actual Amount (\$)	4/2022					
	5/2022					
	6/2022					
	7/2022					
	8/2022					
	9/2022					
	10/2022					
	11/2022					
Estimated Amount (\$)	12/2022					
	1/2023					
	2/2023					
	3/2023					
(B) Total						

<u>Government Rent</u>		Government Rent based on Total Area	Total Floor Area (m²)	Government Rent based on Applied Area	Total Applied Area (m²)	Applied Amount <i>(based on applied area)</i>
Actual Amount (\$)	4/2022					
	5/2022					
	6/2022					
	7/2022					
	8/2022					
	9/2022					
	10/2022					
	11/2022					
	12/2022					
Estimated Amount (\$)	1/2023					
	2/2023					
	3/2023					
(C) Total						

Total Applied Amount [(A) + (B) + (C)]	<u><i>(round to dollar)</i></u>
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(Note: Please use a separate sheet if there is more than one address such as a sub-base under this application.)

Checklist for General Accumulated Surplus and Designated Funds

Name of Fund/ Reserve	Fund balance at the end of financial year (HK\$)	Purpose of Fund	Are documents ¹ attached to support that the fund has designated purpose?
A. Designated Funds¹			
1.			*Yes / No
2.			*Yes / No
3.			*Yes / No
4.			*Yes / No
5.			*Yes / No
6.			*Yes / No
Sub-total			(a)
B. General Funds/ Reserves²			
1.			
2.			
3.			
4.			
Sub-total			(b)
Total balance of Funds/ Reserve per Statement of Financial Position at the end of Financial Year			(a) + (b)

* Delete as appropriate

¹ A completed application form must be accompanied by supporting documents to show that each designated fund has a designated purpose. Examples of such documents are approval letters 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.

² These items will be included as part of GAS in conducting financial assessment.

Explanatory Notes on Application for Rent / Rates / Government Rent Subsidy for 2022-23

A. Preamble

- (1) The Government provides subsidies to charitable organisations operating non-subvented welfare services through the Rent / Rates / Government Rent Subsidy Scheme (the Scheme), with a view to meeting the welfare needs of the community by various means.
- (2) For the purposes of the Scheme, 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) To ensure a prudent use of public funds, the Scheme operates on a set of eligibility criteria against which assessments will be conducted by the Social Welfare Department (SWD) for individual applications. Successful applicants have to meet **all** of the criteria, social and financial assessments.
- (4) The amount of subsidy to be granted to successful applicants will be subject to the availability of Government funds.

B. General Eligibility Criteria

- (5) Applicant must be a bona-fide non-profit-making organisation exempt from tax under section 88 of the Inland Revenue Ordinance, Cap. 112.
- (6) Applicant organisation must be run by a properly constituted committee with integrity, management capability and track record to the satisfaction of the SWD.

C. Financial Assessment

- (7) If an applicant organisation has been provided with other subsidies from the Government, other organisations or individuals for settling the service unit's expenses on rent / rates / government rent during the applied period under this Scheme, the applicant organisation shall not be provided with the same subsidy under this Scheme.
- (8) If an applicant organisation has been provided with other subsidies with the provision of rent / rates / government rent, the applicant organisation should apply for those items under the respective schemes.

- (9) 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 an 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 to the SWD **on or before 30 December 2022**.
- (c) The audited AFS submitted shall cover the financial year preceding the application (i.e. 1 April 2021 – 31 March 2022) 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 shall 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 if the subsidy applied for is less than \$5,000.
- (f) Once the audited/ certified AFS has been submitted, any subsequent revisions will not be considered.
- (10) Applicant organisations will pass the financial assessment under the Scheme only when they meet both of the following two 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 ^{Note 1}) for the financial year preceding the application is not greater than **\$315,000**.

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 ^{Note 2} submitted shows that 10% of either the GAS (excluding all designated funds ^{Note 3}) 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.

D. Service Assessment

- (11) The direct services provided by 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 outside the ambit of the Scheme.
 - (12) The welfare services provided by the service unit in respect of which subsidy under the Scheme is sought should meet the genuine needs of the community and should be easily accessible by needy persons, i.e. services not confined to a restricted membership.
 - (13) 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 period at the time of application would only be considered on an exceptional basis with strong justifications.
 - (14) 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.
 - (15) Applicant organisation must 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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E. Support Level for the Subsidy

- (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 purpose of the Scheme; 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.

F. Application Procedures

For General Application Form

- (17) The 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/.
- (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 38/F, Dah Sing Financial Centre, 248 Queen's Road East, Wan Chai, Hong Kong, **on or before 4 November 2022**. Please mark "Application for Rent / Rates / Government Rent Subsidy for 2022-23" 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 (f) (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 (i) (i.e. copies of service pamphlet(s) and/or related service promotion materials of the financial year 2022-23) should reach the relevant District Social Welfare Office and/or the Child Care Centres Advisory Inspectorate, whichever is appropriate, **on or before 4 November 2022**. (For enquiries, please refer to Part H below for details about the addresses and telephone numbers of the offices concerned.)

For Electronic Application Form

- (20) The electronic application form can be downloaded from the GovHK Form System. The completed **electronic application form** and the required documents (**including the Declaration and the Appendix to the application form**) should be submitted **on or before 4 November 2022**. **Late applications or applications with incomplete or inadequate information/ supporting documents will not be considered.**
- (21) The **original copy of the audited AFS for 2021-22** must separately reach the Subventions Section of the Social Welfare Department at 38/F, Dah Sing Financial Centre, 248 Queen's Road East, Wan Chai, Hong Kong.

Remarks (For all applications including general form and electronic form)

- (i) The audited AFS should be prepared in respect of **either** the service unit for which the subsidy is sought **or** the organisation as a whole.
- (ii) **The original copy of the audited AFS for 2021-22** should reach the Subventions Section of the Social Welfare Department **on or before 30 December 2022**, if it has not yet been available when submitting the application form.

For details, please refer to Item 9 of the **Explanatory Notes**.

G. Result of Applications

(22) Applicant organisations will be informed of the results by the end of March 2023.

H. Enquiries

(23) 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 of the Social Welfare Department

Address: 38/F, Dah Sing Financial Centre, 248 Queen's Road East, Wan Chai, Hong Kong
Telephone number: 2832 4348

(b) District Social Welfare Offices of the Social Welfare Department

Central, Western, Southern and Islands District Social Welfare Office

Address: 7/F, Harbour Building, 38 Pier Road, Central, Hong Kong
Telephone number: 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
Telephone number: 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
Telephone number: 2775 2950

Wong Tai Sin and Sai Kung District Social Welfare Office

Address: G/F Shop Nos. 9-13A & 13B Lions Rise Mall, 8 Muk Lun Street,
Wong Tai Sin, Kowloon
Telephone number: 2306 9511

Kowloon City and Yau Tsim Mong District Social Welfare Office

Address: Room 503, 5/F, Mongkok Government Offices, 30 Luen Wan Street,
Mongkok, Kowloon
Telephone number: 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
Telephone number: 2729 6497

Sha Tin District Social Welfare Office

Address: Room 708 - 714, 7/F, Sha Tin Government Offices, 1 Sheung Wo Che Road,
Sha Tin, New Territories
Telephone number: 2158 6655

Tai Po and North District Social Welfare Office

Address: 4/F, Tai Po Complex, 8 Heung Sze Wui Street, Tai Po Market, New Territories
Telephone number: 3183 9360

Yuen Long District Social Welfare Office

Address: 6/F, Yuen Long Government Offices & Tai Kiu Market, 2 Kiu Lok Square,
Yuen Long, New Territories
Telephone number: 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,
New Territories
Telephone number: 2493 5758

Tuen Mun District Social Welfare Office

Address: Room 204, 2/F, Tai Hing Government Offices, 16 Tsun Wen Road, Tuen Mun,
New Territories
Telephone number: 2464 1645 / 2464 5341

(c) Child Care Centres Advisory Inspectorate

Address: Unit 206, 2/F, THE HUB, 23 Yip Kan Street, Wong Chuk Hang, Hong Kong
Telephone number: 3184 0804

Social Welfare Department

October 2022