

**Funding and Service Agreement<sup>1</sup>****Family Support Activities  
in Occasional Child Care Service Unit (Value-added)  
in Pre-primary Institutions**

**This Funding and Service Agreement applies to the following pre-primary institutions:**

- Child Care Centres
- Kindergartens cum Child Care Centres

**I Service Definition****Introduction**

Family Support Activities are provided in Occasional Child Care Service Unit (Value-added) of the respective institutions listed above for parents / carers of young children under the age of six years old.

**Purpose and objectives**

- To minimize the risk caused to children being left unattended
- To enhance parents / carers' awareness and understanding of providing safe and proper care for their children

**Nature of service**

Family Support Activities in Occasional Child Care Service Units (Value-added) are ancillary services to respective institutions listed above. Family Support Activities will be provided to parents / carers of children to enhance their awareness and understanding of providing safe and proper child care. They will take the form of structured group / programme / community activity.

---

<sup>1</sup> This Funding and Service Agreement is a sample document for reference only.

**Target group**

The target group is parents / carers of children under the age of six years old who may or may not be existing service users of the respective institutions listed above.

**II Performance Standards**

The Service Operators will meet the following performance standards.

**Output**

<u>Output Standard</u>	<u>Output Indicator</u>	<u>Agreed Level</u>
1	No. of units of family support activities <sup>Note 1</sup> in the form of structured group <sup>Note 2</sup> / programme / community activity <sup>Note 3</sup> in a year.	4

**Essential service requirements**

All services are to comply with the relevant legislations and operation manual of the respective pre-primary institutions.

**Quality**

The Service Operator will meet the requirements of the 16 Service Quality Standards (SQSs).

**III Obligation of SWD to Service Operators**

SWD will undertake the duties set out in the General Obligations of SWD to the Service Operator as specified in the Funding and Service Agreement (FSA) Generic Sections.

**IV Basis of Subvention**

The basis of subvention is set out in the offer and notification letters issued by SWD to the Service Operator.

**Funding**

An annual subvention will be allocated on a Lump Sum Grant (LSG) mode to the Service Operator for a time-defined period. This lump sum has taken into account the personal emoluments including provident fund, other charges applicable to the operation of the project and recognised fee income, if any.

In receiving the LSG, the Service Operator is accorded flexibility in the use of the grant but required to observe the guidelines set out in the latest LSG Manual, LSG Circulars, management letters and correspondence in force as issued by SWD on subvention policies and procedures as well as the relevant Guidance Notes for specific services. The LSG will be subject to adjustments including salary adjustments in line with civil service pay adjustments and other charges in line with the government-wide price adjustment factor. The Government will not accept any liabilities or financial implication arising from the project beyond the approved funding.

**Payment Arrangement, Internal Control and Financial Reporting Requirements**

Upon the Service Operator's acceptance of the FSA, payment of the LSG subventions will be made on a monthly basis.

The Service Operator is responsible for maintaining an effective and sound financial management system, including budget planning, projection, accounting, internal control and auditing. It should maintain proper books and records and supporting documents on income and expenditure relating to the project and make them available for inspection by the Government representative.

The Service Operator shall submit the Annual Financial Report (AFR) as reviewed and the annual financial statements of the NGO as a whole as audited by a certified public accountant holding a practising certificate as defined in the Professional Accountants Ordinance (Chapter 50) and signed by two authorised representatives of the NGO, i.e. Chairperson/NGO Head/Head of Social Welfare Services in accordance with the requirements as stipulated in the latest LSG Manual. The AFR should be

prepared on a cash basis and non-cash items such as depreciation, staff leave accrual etc. should not be included in the AFR.

## **V Validity Period**

This Funding and Service Agreement is valid for a time-defined period. Should the Service Operators be in breach of any term of condition of the Agreement and fail to remedy the same in such manner and within such time as shall be specified in a written notice from the SWD that the same be remedied, the SWD may, after expiry of such notice, terminate this Agreement by giving 30 days' notice in writing to the Service Operators.

Where there is any change to the performance standards within the agreement period, SWD will seek mutual agreement with the Service Operator and the Service Operator will be required to achieve new requirements in accordance with the specified implementation schedule.

Continuation of service for the next term will be subject to the relevant considerations such as the prevailing policy directive, service needs and the performance of the Service Operator. SWD reserves the right to reallocate the project.

**Explanatory Note :**

**Keys**      **Definitions**

**Note 1**    Each **Activity / Session** should last for at least 1 hour with at least 6 participants.

**Note 2**    Every **2 Sessions of a Group** will be counted as 1 Unit of family support activity

**Note 3**    Refer to group / programme / community activities organised with purposeful activities for specific targets aiming at enhancing parents / carers' sense and awareness of proper and safe child care. The activities can be one-off (serving a large number of participants) or in several sessions (serving a small group with at least 6 participants).