

FUNDING AND SERVICE AGREEMENT¹

Social and Recreational Centre for Persons with Disabilities

(A) Service Definition

(1) Introduction

The Social and Recreational Centre for Persons with Disabilities (S&RC) provides opportunities for persons with disabilities (PWDs) to participate in the society through a variety of community networking activities for meeting their social, recreational and developmental needs.

(2) Purpose and Objectives

The purpose of S&RC is to facilitate the integration of PWDs into the community for achieving the following objectives –

- (a) to enable PWDs to make meaningful use of their leisure time;
- (b) to provide opportunities for PWDs to develop their potential and well-being;
- (c) to encourage the development of interpersonal skills and enhance the development of personal relationships; and
- (d) to encourage the active participation of PWDs in the community.

(3) Service Nature and Contents

The S&RC provides a diversified range of services for PWDs to promote their well-being, provide support and develop their potential, including but not limited to –

- (a) social and recreational activities;
- (b) developmental and educational programmes;
- (c) case counselling and therapeutic/ mutual support groups (if applicable); and
- (d) volunteer work and social inclusion programmes.

The form and content of services or programmes of individual S&RC may vary depending on the special needs of different types of disability.

¹ This Funding and Service Agreement is a sample document for reference only.

Some S&RCs provide sign language interpretation services, including –

- (a) interpretation service for government departments, non-governmental organisations and members with hearing impairment for attending job interviews, court hearings, marriage ceremonies, medical consultations, public examinations, etc.;
- (b) sign language training for persons with hearing impairment, their family members/ carers and professionals working with persons with hearing impairment; and
- (c) promotional activities for sign language interpretation service and sign language training.

Some S&RCs provide enhanced professional support services, including –

- (a) counselling service for PWDs and/or their family members/ carers;
- (b) social, recreational, developmental and educational programmes for strengthening the mutual support network among service users and relieving carer's stresses;
- (c) reaching out to less motivated persons with disabilities by providing immediate attention and connecting them with community support services to suit their needs; and
- (d) developing and/or consolidating volunteer work with a view to strengthening informal support to PWDs.

(4) Target Service Users

The target service users are PWDs (including visual impairment, hearing impairment, physical disability and intellectual disability) and their family members or carers.

(B) Service Performance Standards

- (5) The Service Operator is required to meet the essential service requirements, service output and service outcome standards according to the Terms and Requirements of Specific Service Unit at **Annex**.

(6) Service Quality Standards

The Service Operator shall meet the requirements of the 16 Service Quality Standards.

(C) Subvention

- (7) The Service is subvented by the Social Welfare Department (SWD) under the Lump Sum Grant Subvention System and the basis of subvention is set out in the notification letter issued by the SWD. The Service Operator is required to observe the rules of subvention as set out in the latest Lump Sum Grant Subvention Manual, circulars, guidelines, management letters and relevant correspondence issued by the SWD. The Government will not accept any liabilities or financial implication arising from the Service other than the amount of subvention as approved by the SWD.
- (8) The amount of subvention has taken into account the personal emoluments of staff, including provident fund for employing qualified professionals and supporting staff, and other charges (covering all other relevant operating expenses including programmes, air-conditioning, training and traveling expenses for staff, central administration, employees' compensation insurance and public liability insurance, etc.) applicable to the operation of the Service and recognised fee income, if any. Rent and rates in respect of the premises recognised by the SWD for delivery of the Service will be reimbursed separately on an actual cost basis.
- (9) Upon the Service Operator's acceptance of the FSA, payment of subventions will be made on a monthly basis.

(D) Validity Period

- (10) This FSA is valid for a time-defined period as set out at **Annex**. Should the Service Operator breach any terms of condition of this FSA and fail to remedy the same in such manner and within such time as shall be specified in a written notice from the SWD, the SWD may after expiry of such notice, terminate this FSA by giving 30 days' notice in writing to the Service Operator.
- (11) Where there is any change to the service performance standards within the agreement period, the 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.
- (12) 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. The SWD reserves the right to reallocate the Service.

- (13) The SWD may immediately terminate the FSA upon the occurrence of any of the following events –
- (a) The Service Operator has engaged or is engaging in acts or activities that are likely to constitute or cause the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security;
 - (b) the continued engagement of the Service Operator or the continued performance of the FSA is contrary to the interest of national security; or
 - (c) the SWD reasonably believes that any of the events mentioned above is about to occur.

(E) Others

- (14) In addition to this FSA, the Service Operator shall also comply with the requirements according to the relevant Service Specifications, the Service Operator’s proposals and supplementary information, if any. Where these documents are in conflict, this FSA shall prevail.

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Terms and Requirements of Specific Service Unit**(A) Validity Period**

This agreement is valid from (dd/mm/yyyy) to (dd/mm/yyyy).

(B) Essential Service Requirements²

The Service Operator must comply with the following essential service requirements –

- (1) The S&RC shall be open for no less than 12 sessions and a minimum of 48 hours per week, of which 4 sessions shall be open during non-office hours;
- (2) Registered social worker is the essential staff of the service; and
- (3) Qualified staff with proficiency in sign language interpretation are the essential staff of the service³.

(C) Service Performance StandardsService Outputs⁴*Social, Recreational and Developmental Activities*

Service Output Standard (OS)	Service Output Indicator	Agreed Level
1	Total number of social, recreational and developmental activities organised for persons with disabilities (PWDs) in a year	250 to 1 500
2	Total number of attendance in the social, recreational and developmental activities in a year ⁵	8 120 to 19 000

² Individual S&RC may vary on essential service requirement depending on the special needs of different type of disabilities.

³ It is applicable to S&RC serving hearing impaired persons.

⁴ Individual S&RC may vary on the service outputs depending on the special needs of different types of disabilities.

⁵ There should be at least 75% PWDs.

3	Total number of social, recreational and developmental activities jointly organised with other organisations/ service units in a year for promoting social inclusion and participation of PWDs in the community	12 to 15
4	Total number of public education programmes in a year for promoting better understanding of PWDs and their needs	4 to 5
5	Total number of programmes/ activities in a year for strengthening support for family members/ carers of PWDs	4 to 5

Enhanced Professional Support Service

Service Output Standard (OS)	Service Output Indicator	Agreed Level
1	Average number of counselling cases for PWDs and/or their family members/ carers served per month in a year	25 (no less than 10 new/ reactivated cases)
2	Total number of therapeutic group sessions conducted in a year	24
3	Total number of community networking programmes organised for PWDs jointly with their family members/ carers or for their family members/carers in a year	60
4	Total number of mutual support groups and volunteer groups organised for PWDs/ their family members/ carers in a year	4
5	Total number of outreaching or home visits conducted in a year	60
6	Total number of new/renewed members enrolled in a year	40

Sign Language Interpretation Service

Service Output Standard (OS)	Service Output Indicator	Agreed Level
6	Total number of sign language interpretation sessions in a year	210
7	Total number of sign language training courses in a year	10
8	Total number of public education programmes on sign language in a year	10

Service Outcome

Service Outcome Standard (OC)	Service Outcome Indicator	Agreed Level
1	Percentage of service users indicating satisfaction with the Service in a year	80%