

Service-specific Section **Funding and Service Agreement**
Funding and Service Agreement¹

Social and Recreational Centres for the Disabled
(with Provision of Additional Service and
Sign Language Interpretation Services)

I Service Definition

Introduction

Social and Recreational Centres for the Disabled (S&RCs) provide persons with disabilities with opportunities to participate in and to organise a variety of activities which meet their social, recreational and developmental needs. For strengthening the existing community-based services to persons with disabilities and their families, additional resources have been allocated to these centres since 2001 to gain synergy.

Purpose and objectives

The overall aim of S&RCs is to facilitate the integration of persons with disabilities into the community.

The objectives of centres include:

- to enable persons with disabilities to make meaningful use of their leisure time
- to provide opportunities for persons with disabilities to develop their potential and well-being
- to encourage the development of interpersonal skills and enhance the development of personal relationships
- to encourage the active participation of persons with disabilities in the community.

Nature of service

The focus of service provision may vary from centre to centre in order to meet the special needs of different target groups.

The services provided include organised social, recreational and sporting activities, provided either within the centre or in the community, such as interest and social service groups, committee training and mass/special activities which facilitate integration of persons with disabilities into the community.

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

The provision of sign language interpretation services include:

- Interpretation services for government departments, non-governmental organisations and members with hearing impairment in relation to job interviews, court hearing, marriage ceremonies, medical consultations, public examinations, etc.
- Sign language courses for persons with hearing impairment, their family members and professionals working with persons with hearing impairment aiming to bridge the communication gap between hearing persons and persons with hearing impairment; and
- Promotional activities for sign language interpretation services and sign language courses.

Target group

The major target group is persons with disabilities with no age range limit*².

In keeping with the philosophy of integrating persons with disabilities into the community, family members and able-bodied persons are also encouraged to participate in centre activities.

II Performance Standards

The Service Operator will meet the performance standards as shown at Annex 1.

Essential service requirements

- Services will be open for at least 12 sessions per week and a minimum of 48 hours per week (time of opening may vary but shall be reported by individual Service Operator).
- Four sessions during non-office hours³ per week to be included among overall opening sessions for the S&RCs.

² The types of disability catered for include all types of disability, the visually impaired, hearing impaired, physically handicapped, mentally handicapped and the age range may vary without limit so long as the participants can take part in the organized activities.

³ Non-office hours include evenings during Monday to Friday, whole day of Saturday, Sunday or public holidays.

- There will be input from registered social worker.

Quality

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

III Obligations of SWD to Service Operator

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.

In receiving the Lump Sum Grant (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. 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.

V Payment Arrangement, Internal Control and Financial Reporting Requirements

Upon the Service Operator's acceptance of the Funding and Service Agreement (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.

VI. Other References

Apart from this FSA, the Service Operator should also comply with the requirements / commitments set out in the respective Service Specification, and the Service Operator's proposals and supplementary information, if any. Where these documents are in conflict, this FSA shall prevail. The Service Operator's compliance with all these documents will be closely monitored by SWD.