

## Scope of Dedicated Fund (DF)

### 1. Staff Training

#### *Target of Staff Training*

- 1.1 Staff training projects should primarily be targeted for subvented staff<sup>1</sup>; nevertheless, NGOs are allowed the flexibility to involve its non-subvented staff<sup>2</sup> to participate in the training programmes, on the condition that the number of non-subvented staff **do not exceed 40%** of the total number of the enrolled participants in each programme. In this light, NGOs are not required to conduct cost apportionment<sup>3</sup> between subvented staff and non-subvented staff joining the training programmes.
- 1.2 NGOs should have a mechanism to nominate their staff to join the training programmes in an open and fair manner so as to maximise participation and the number of beneficiaries of the allocated resources. As such, repetition of nominating the same individual staff to attend the same / similar training programme should be avoided.
- 1.3 To enhance social work staff's understanding of national affairs (particularly on social welfare services), participants of **Mainland exchange tours** are preferably social workers while non-social work staff can also be nominated to join Mainland exchange tours. The NGOs concerned are required to keep figures on participation of social work staff and non-social work staff, and to provide such figures in the evaluation report of the Mainland exchange tour.
- 1.4 If an **online staff training programme** such as a sharing session, talk or seminar can accommodate more participants at no additional cost, NGOs are encouraged to open the online training programme for staff of other NGOs which do not operate subvented welfare services. The NGOs concerned are required to keep figures on participation of other NGOs not operating subvented welfare services and to provide such figures in the evaluation report of the training programme.

#### *Nature of Staff Training*

#### Training under Agency-based Funding

- 1.5 NGOs may apply for funds to support staff training programmes **on organisation basis** which can meet the common training needs of the NGO staff and are in line with the NGOs' human resources management policy. **Joint applications** with other NGOs to maximise the resources and benefit are welcome. Examples of programme include workshops, seminars, talks, sharing sessions, staff retreat, overseas training / exchange programmes, etc.
- 1.6 For **training programmes outside Hong Kong**, the budget could include course registration fee, transportation cost (air / land / sea passage), related tax and surcharges, as well as board and lodging. It should be planned in the most economical manner, e.g. transportation in economy class only. If the participant is a member of the Board of the NGO, a **50% of the**

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1 Subvented staff refers to staff employed by NGOs through utilising SWD subventions.

2 Non-Subvented staff refers to staff employed by NGOs through their own resources or non-SWD subventions.

3 Detailed requirements of cost apportionment are stipulated in the 'Operational Guidelines on Funding and Service Agreement-related Activities and Cost Apportionment for NGOs' issued in April 2023 by the SWD.

**Board member's expenses** have to be contributed by the NGO concerned and shall not be charged to the Lump Sum Grant (LSG) or LSG reserve.

- 1.7 The funds may cover the cost of manpower deployment in order to maintain the operation of the service unit concerned when the existing **subvented staff** attend training programme covered by the DF (for Agency-based Funding only). If the relief worker(s) is/are deployed to perform duties other than the afore-mentioned purpose, the cost should be apportioned accordingly.
- 1.8 Areas of training programmes may include but not limited to –
- (i) Enhancement of professional knowledge and skills, such as preventing and handling suspected child maltreatment cases, managing crises, and promoting inter-disciplinary collaboration.
  - (ii) Management and administration, such as developing supervisory skills and management capacities.
  - (iii) Use of IT, such as enhancing understanding of IT security, and utilising gerontechnology.

#### Specified Staff Training Projects

- 1.9 The SWD will from time to time invite NGOs to apply for additional funding to conduct specified staff training programmes / projects that aligns with the Government's policy objectives and the welfare service needs. Separate announcement will be made according to the launch of the specified staff training projects. To facilitate NGOs to better plan their training under agency-based funding and avoid duplication with the specified staff training projects, SWD will announce training themes of the projects for each financial year in advance. For the financial year of **2024-25, the training themes** will cover the following areas –
- (i) identification and handling of suspected child abuse cases and at-risk families;
  - (ii) identification and support for persons of all ages with mental health concerns in need of professional intervention;
  - (iii) identification and support for carers in need of welfare / community support; and
  - (iv) training on IT security.

Invitation to application for specified staff training projects for 2024-25 will be made separately in due course. Training themes for the subsequent financial years will be formulated and announced at appropriate time.

#### Mainland Exchange Tours and National Studies Programmes

- 1.10 To facilitate NGOs to arrange for their staff to participate in Mainland exchange tours, the SWD has engaged an agency to arrange the **Mainland Exchange Programmes (MEPs)** for NGO staff in order to enhance their understanding of national affairs, national security and the welfare development in the Mainland through exchanges with governmental officials and non-governmental stakeholders and visits to welfare organisations in the Mainland. The SWD or its designated agent(s) will invite NGOs to arrange their staff to join the MEPs when and where appropriate.
- 1.11 NGOs are also encouraged to organise **Mainland exchange tour(s)** on their own. Upon consolidation of experiences of organising MEPs by the designated agent(s), the detailed protocol of a MEP with sample itineraries will be provided for NGOs' reference in the third

quarter of 2024. NGOs are strongly recommended to follow the protocol and sample itineraries to organise the Mainland exchange tour(s) on their own. NGOs should meet the requirements set out in the “**Notes and Requirements for Mainland Exchange Tour**” appended to **Appendix B1** to the Application Form.

- 1.12 NGOs may also apply for funds to support **national studies programmes** (**Appendix B2** to the Application Form) for their staff on their own or jointly with other NGO(s). The proposed training programmes should be pertinent and conducive to staff’s understanding of national affairs, and the necessity of safeguarding national security; and the amount of funding request should be cost-effective and justifiable.

### ***Other Costs***

- 1.13 Purchasing materials / tools / reference books for direct training purpose are allowed. Unless with strong justifications and with the SWD’s approval, the maximum amount for the above purchasing items should be capped at \$20,000 for each NGO regardless of the organisation size.

- 1.14 Salaries for staff on training leave are not covered by the DF.

## **2. System Enhancement**

### ***Objective***

- 2.1 Both IT and non-IT system enhancements aim at enhancing NGOs’ management capacity, facilitating business process re-engineering and/or improving efficiency which will lead to savings in expenditure, energy consumption and/or manpower, etc.
- 2.2 The DF does not cover works projects, fitting-out or renovation works, purchase or replenishment of furniture and equipment items, etc., which are covered under the grants outlined in the Lotteries Fund Manual.

### ***Target of System Enhancement***

- 2.3 System enhancement should primarily cover subvented welfare services funded or administrated by the SWD. Nevertheless, NGOs are not required to conduct cost apportionment<sup>3</sup> between subvented services and non-subvented services covered under the DF projects for system enhancement.

### ***IT Projects***

- 2.4 To promote the use of IT and technology in welfare services, IT projects should be in line with the prevailing IT Strategy for the Social Welfare Sector<sup>4</sup>. Proper project management, such as setting up of a Project Steering Committee, shall be in place to steer and oversee the implementation of the IT projects.
- 2.5 IT projects may include consultancy, IT infrastructure enhancement, system planning and upgrading, customisation of tools / software applications, enhancement of corporate websites,

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<sup>4</sup> Please refer to the IT Strategy for the Social Welfare Sector on SWD Homepage at <https://www.swd.gov.hk/ngoitcorner/en/strategy.html> for details

Security Risk Assessment and Audit (SRAA), Privacy Impact Assessment (PIA), etc. IT projects may cover IT facilities, as well as the upkeep / maintenance / enhancement and cloud services required for the development and application of the relevant IT system(s) as specified in the service contract<sup>5</sup>.

- 2.6 IT projects that aim at improving service delivery or enhancing e-services which may entail consequential upgrading of the existing homepage and system security may be considered.
- 2.7 To ensure proper implementation of IT security and data protection measures, NGOs are required to conduct SRAA as well as PIA (if the system involve restricted data, particularly personal data) before system rollout.
- 2.8 NGOs are encouraged to adopt technology to facilitate possible information exchange / sharing in their IT projects. The data exchange approach should comply with requirements of data security, digital equality and personal data protection.
- 2.9 To facilitate NGOs to implement their IT projects in a smooth manner, the cost for acquiring IT staff to conduct project management in overseeing the IT projects can be covered by the DF. The staff cost incurred should be non-recurrent in nature and on a project-by-project basis.

### ***Non-IT Projects***

- 2.10 NGOs may apply for project(s) to carry out non-IT system enhancements including but not limited to –
  - (i) Comprehensive organisational review and enhancement, guidelines review and development, process analysis and improvement for optimising utilisation of common facilities / resources amongst service units.
  - (ii) Human resources management including staff appraisal, duties rescheduling, rationalisation of staff and salary structure, staff training record.
  - (iii) Accounting and financial management, such as actuarial or related studies, budget and cost control, financial management practice and inventory record.
  - (iv) Service management, including delivery and monitoring of services, such as programme planning and evaluation, marketing research on service users' feedback, membership development, prescription drug management, etc.
  - (v) Continuous quality improvement, such as illumination system and installation of ozone laundry system, solar power water heating system, automatic sensor for water faucets, disposal of garbage and wastage, etc.
3. In case of doubts on the scope of DF, NGOs are encouraged to contact their designated Liaison Officer under Subventions Section for enquiries and/or clarifications before making their application(s).

Social Welfare Department  
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<sup>5</sup> While the maximum period for the implementation of a funded IT project is three years from the date of approval, the service period for upkeep / maintenance and cloud service of individual IT project will not be limited by the 3-year implementation period and is subject to the terms and conditions as stipulated in the respective service contract.