

Dedicated Fund (DF) Application Form

1. Particulars of the Applicant NGO

Name of Applicant NGO : (Eng)
(Code of NGO: _____) (Chi)

(a) Chairperson of Governing Board : _____
Telephone No. / Fax No. : _____
Email Address : _____

(b) Head of NGO : _____
Telephone No. / Fax No. : _____
Email Address : _____

(c) Name of Contact Person : _____
Post : _____
Telephone No. / Fax No. : _____
Email Address : _____

2. Funding Applied

[Please “✓” for the funding applied; can choose more than one]

- Agency-based funding
 Funding for Mainland exchange tours
 Funding for national studies programmes

3. Proposed Project

For Agency-based Funding

No.	(✓ for joint project) ¹	Name of Project	Project Cost (\$) (a)	Proposed Administrative Support ² (\$) (b)	Total Amount Applied for (\$) [=(a)+(b)] and [=(c)+(d)+(e)]	Annual Disbursement Amount Requested ³		
						20__-__ (\$) (c)	20__-__ (\$) (d)	20__-__ (\$) (e)

Staff Training Project [Please also complete Appendix A1]

		Sub-total						

System Enhancement (IT Project) [Please also complete Appendix A2]

		Sub-total						

- For joint project, all concerned NGOs are only required to fill in the ‘Name of the Project’ and do not need to fill in cells (a) to (e) and such information should be filled by the coordinating NGO only in the part for Joint Project in the related appendices.
- Maximum proposed administrative support is set at 5% of approved project cost for each project, or \$500,000, whichever is the lower.
- Request for disbursement of funds to projects applied under the same application should be within the three financial years specified below. The actual disbursement will be subject to the arrangement set out in paragraphs 17-19 of the DF Guidance Notes on Application.

No.	(✓ for joint project) ¹	Name of Project	Project Cost (\$) (a)	Proposed Administrative Support ² (\$) (b)	Total Amount Applied for (\$) [=(a)+(b)] and [=(c)+(d)+(e)]	Annual Disbursement Amount Requested ³		
						20__-__ (\$) (c)	20__-__ (\$) (d)	20__-__ (\$) (e)
System Enhancement (non-IT Project) [Please also complete Appendix A3]								
Sub-total								
Total								

For Mainland exchange tour and national studies programmes⁴

No.	(✓ for joint project) ¹	Name of Project	Project Cost ⁵ (\$) (a)	Proposed Administrative Support ⁶ (\$) (b)	Total Amount Applied for (\$) [=(a)+(b)] and [=(c)+(d)+(e)]	Annual Disbursement Amount Requested		
						20__-__ (\$) (c)	20__-__ (\$) (d)	20__-__ (\$) (e)
Staff Training (Mainland exchange tour) [Please also complete Appendix B1]								
				-				
				-				
Sub-total								
Staff Training (National studies programme) [Please also complete Appendix B2]								
Sub-total								
Total								

4. Proposed Additional Administrative Support for Joint Project [Only applicable to Coordinating NGO]

No.	Name of Project	Total Amount applied for ALL participating NGOs (\$) (a)	Proposed Additional Administrative Support ⁷ (\$) [=(b)+(c)+(d)]	Annual Disbursement Amount Requested		
				20__-__ (\$) (b)	20__-__ (\$) (c)	20__-__ (\$) (d)
Total						

- 4 Funding for Mainland exchange tours or national studies programmes will not be included in Agency-based Funding.
- 5 For Mainland exchange tour, the unit subsidy for each participant ranges from HK\$3,500 to \$4,000. The calculation of subsidy requested / project cost is based on the unit subsidy multiply the number of participants (e.g. \$3,600 x no. of participants = total amount of subsidy requested).
- 6 Cost on administrative support for Mainland exchange tour(s) will be included in the unit subsidy.
- 7 Maximum proposed administrative support for coordinating NGO of Joint Project is set at 3% of the total approved sum of the joint project (including both project cost and administrative support for each NGO), or \$500,000 whichever is lower. For **Mainland exchange tour(s)**, since the cost on coordination and administrative support for the tour(s) will be included in the unit subsidy, additional funding will not be provided for the coordinating NGO.

5. Declaration

[to be completed by the Chairperson of Governing Board of the Applicant NGO]

I declare that –

- (a) I, on behalf of my organisation, have carefully read and understood the content of the DF Guidance Notes on Application and my organisation shall comply with all the requirements specified therein. Any non-compliance with the requirements may be subject to immediate termination of the funding allocation and return of the allocated funding to the Social Welfare Department (SWD).
- (b) Staff consultation has been conducted with staff's views taken into account in this application, and all the above proposed projects are endorsed by my organisation's Governing Board.
- (c) All information provided in this application form, appendix(ices) and the supporting documents submitted by me or the delegates of this organisation, as well as all the statements and declarations made in relation to this application are true and accurate to the best of my knowledge.
- (d) I understand that the information provided will be used by the SWD for processing the application (including consultation with other bureaux/government departments, relevant authorities/organisations as deemed necessary by the SWD), data analysis, evaluation, handling of enquiries / complaint, publicity of the DF, and sharing among NGOs. In addition, my organisation will provide additional information on the implementation of the approved DF projects to the SWD or its agent(s) when being approached by the SWD or its agent(s) for the aforesaid purpose. I understand that the information to be released to the SWD or its agent(s) will be confined to the designated purposes as mentioned above.
- (d) Proper service procurement for the approved projects will be conducted according to my organisation's procurement procedures which are in line with those set out in the Lump Sum Grant Subvention Manual.
- (e) I understand that my organisation shall receive staff of the SWD for the purpose of monitoring and inspection of the approved projects through different means including without limitation to visits to my organisation, on-site visit to the project activities, inspection of documents and interview with participating staff, which may from time to time be arranged by the SWD.

Signature : _____
Name : _____
Post : Chairperson of Governing Board
Date : _____