**Dedicated Fund (DF)**

**Application Form - Appendix A1**

**Staff Training under Agency-based Funding**

*[Please use separate sheet for each training project]*

|  |  |  |
| --- | --- | --- |
| **Name of Project** Enter Name of Project | ***[Please “✓” as appropriate]***  Local Training  Training Outside Hong Kong | |
| **Implementation Period**  *[Please take into account factors such as unexpected changes / contingencies in deciding the length of the period]*  From:Start Date (dd/mm/yyyy) to:End Date(dd/mm/yyyy) | | |
| 1. **No. of Participant(s)** *[Please “✓” as appropriate, can choose more than one]* | |  |
| |  |  |  | | --- | --- | --- | | **Type of participant** | | **No. of participants** | |  | Subvented Staff of Applicant NGO | Enter No. of participants | |  | Non-subvented Staff of Applicant NGO[[1]](#footnote-1) | Enter No. of participants | |  | Staff of other NGOs which do not operate subvented services[[2]](#footnote-2) (if applicable) | Enter No. of participants | |  | Board Member**[[3]](#footnote-3)** | Enter No. of participants | |  | Total: | **Enter No. of participants** |  1. **Objective and Means of Training** | | |
| *[Please “✓” as appropriate, can choose more than one]*   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Objective / Expected Outcome of the Training** | | **Means of Training** | | | | On site | Online | On site + Online | |  | Enhance staff’s professional knowledge and skills |  |  |  | |  | Enhance staff’s IT-related knowledge |  |  |  | |  | Enhance staff’s knowledge on gerontechnology |  |  |  | |  | Enhance management capabilities of the NGO |  |  |  | |  | Others (please specify: Please specify)­­­­­­­­­­­­­­ |  |  |  | | | |
|  | | |
| 1. **Number of Training Day(s)**   Total Enter No. of Training Days day(s)   1. **Description of the Training (e.g. contents, service provider, speaker(s), etc.)**   *[Not more than 200 words]*     1. **Deployment of Relief Worker(s) for Subvented Staff**   *[Only applicable to project requiring relief worker subsidised by DF]*   |  |  |  |  | | --- | --- | --- | --- | | Post of  Relief Worker | Estimated No. of  Relief Worker(s) Required | Estimated Deployment Duration  (Total Paid Day) | Total Amount for Deployment of Relief Worker(s) ($) | | Enter Post of Relief Worker | Enter Estimated No. of Relief Worker(s) Required | Enter Estimated Deployment Duration (Total Paid Day) | Enter Total Amount for Deployment of Relief Worker(s) ($) |  1. **Method of Evaluation**   *[Please “✓” as appropriate, can choose more than one]*  Interview  Questionnaire  Others (please specify: Please specify)­­­­­­­­­­­­­­ | | |
|  | | |
| 1. **Confirmation by NGO**   *[Please “✓” as appropriate, may choose more than one]*   |  |  |  | | --- | --- | --- | | * The NGO has an established mechanism for selecting staff to attend training projects. | Yes | N.A. | | * The number of non-subvented staff will not exceed 40% of the total number of enrolled participants in each sharing session / talk / seminar, etc. | Yes | N.A. | | * 50% of the Board members’ expenses for training projects outside Hong Kong will be contributed by the NGOs concerned and should not be charged to the LSG or LSG reserve. | Yes | N.A. | | * The maximum amount for purchasing materials / tools / reference books for direct training is capped at $20,000. Prior approval from the SWD will be sought for purchase amount exceeding $20,000. | Yes | N.A. | | * Relief worker(s) will be employed / deployed in order to maintain the operation of the service unit concerned when the existing subvented staff attend training programme covered by the DF. If the relief worker(s) is/are deployed to perform duties other than the afore-mentioned purpose, the cost would be apportioned accordingly. | Yes | N.A. | | | |

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| 1. **Joint Application**   *[Please “✓” as appropriate. If yes, the* ***coordinating NGO******of the joint project should complete the following Items 8(a) – (d)****]*  Yes  No |

|  |  |
| --- | --- |
| **(a) Name of the Coordinating NGO** | Enter Name of the Coordinating NGO |

**(b) Contact Person Responsible for the Joint Project**

|  |  |
| --- | --- |
| Name: | Enter Name |
| Correspondence Address: | Enter Correspondence Address |
| Telephone No. / Fax No. / Email: | Enter Telephone No. /Enter Fax No. / Enter Email |

**(c) Name of Other Participating NGO(s)**

|  |  |
| --- | --- |
| (1) |  |
| (2) |  |

**(d) Annual Disbursement Amount Requested by NGOs under the Joint Project**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| No. | Name of NGOs | Project Cost  ($)  (a) | Proposed Administrative Support[[4]](#footnote-4)  ($)  (b) | **Total Amount Requested by Each NGO ($)**  [=(a)+(b)] and  [=(c)+(d)+(e)] | Annual Disbursement Amount Requested ($) | | |
| 20 -  (c) | 20 -  (d) | 20 -  (e) |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Total:** | |  |  |  |  |  |  |

1. The number of non-subvented staff arranged to attend the proposed training project should not exceed 40% of the total number of enrolled participants of the project. [↑](#footnote-ref-1)
2. If an online staff training project such as a sharing session, talk or seminar can accept more participants at no additional cost, NGOs are encouraged to open the online training project for staff of other NGOs which do not operate subvented welfare services. [↑](#footnote-ref-2)
3. 50% of the Board members’ expenses for training projects outside Hong Kong should be contributed by the NGO concerned and should not be charged to the Lump Sum Grant (LSG) or LSG reserve. [↑](#footnote-ref-3)
4. Maximum proposed administrative support is set at 5% of approved project cost for each project, or $500,000, whichever is the lower. [↑](#footnote-ref-4)