**Dedicated Fund (DF)**

**Application Form - Appendix B2**

**Funding for National Studies Programme**

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

|  |  |  |  |
| --- | --- | --- | --- |
| ***Part I National Studies Programme****[For local national studies programme]*

|  |  |
| --- | --- |
| **Name of Project** | Enter Name of Project |

 |  |
| **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 Participants**
 |  |
| *[Please “✓” as appropriate, can choose more than one]* |
|

|  |  |  |
| --- | --- | --- |
| **Type of participants** | **No. of** **Social workers** | **No. of Non-social workers** |
| [ ]  | Subvented Staff of Applicant NGO | Enter No. of Social workers | Enter No. of Non-social workers |
| [ ]  | Non-subvented Staff of Applicant NGO[[1]](#footnote-1) | Enter No. of Social workers | Enter No. of Non-social workers |
|[ ]  Staff of other NGOs which do not operate subvented services[[2]](#footnote-2) (if applicable) | Enter No. of Social workers | Enter No. of Non-social workers |
| [ ]  | Board Member | Enter No. of Social workers | Enter No. of Non-social workers |
|  | Total: | Enter Total No. of Social workers | Enter Total No. of Non-social workers |

1. **Objective and Proposed Achievement**

*[Please “✓” as appropriate, can choose more than one]*

|  |  |
| --- | --- |
| **Objective / Expected Outcome of the Training** | **Means of Training** |
|  | On site | Online | On site + Online |
|[ ]  Enhance understanding of national affairs, including but not limited to the Mainland’s development and welfare service. |[ ] [ ] [ ]
|[ ]  Enhance understanding the necessity of safeguarding national security |[ ] [ ] [ ]
|[ ]

|  |  |  |
| --- | --- | --- |
| Others (please specify: | Enter the details | ) |

 |[ ] [ ] [ ]

 |
| 1. **Number of Training Day**

|  |  |  |
| --- | --- | --- |
| Total | Enter No. of Day | day(s) |

1. **Description of the Training (e.g. contents, service provider, speakers, etc.)**

*[Not more than 200 words]* |

|  |  |
| --- | --- |
|  |  |

 |
| 1. **Method of Evaluation**

*[Please “✓” as appropriate, can choose more than one]*

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  | Interview |  |  |
| [ ]  | Questionnaire |  |  |
|[ ]  Others (please specify: | Enter the details | ) |

 |
| 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. |

***Part II Joint Application****[For joint application,* ***the coordinating NGO of the joint project please complete Part II****.]* |

|  |  |
| --- | --- |
| 1. **Name of the Coordinating NGO**
 | Enter name of the Coordinating NGO |

|  |
| --- |
| 1. **Contact Person Responsible for the Joint Project**
 |

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

1. **Name of Other Participating NGO(s)**

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

1. **Annual Disbursement Amount Requested by NGOs under the Joint Project**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | Name of NGOs | Project Cost ($)(a) | Proposed Administrative Support[[3]](#footnote-3) ($)(b) | **Total Amount Requested by Each NGO**($)[=(a)+(b)] and[=(c)+(d)+(e)] | Annual Disbursement Amount Requested ($) |
| 20YY- YY(c) | 20YY- YY(d) | 20YY- YY(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. Maximum proposed administrative support is set at 5% of approved project cost for each project, or $500,000, whichever is the lower. [↑](#footnote-ref-3)