

Notes and Requirements for Specified Training Programme

(On top of the details and requirements set out in the “Dedicated Fund - Guidance Notes on Application” together with the relevant Annexes/Appendices, this Notes specify the additional/ specific conditions for application of ST programmes)

Objectives

- (1) Under the Dedicated Fund (DF), funding is reserved for eligible NGOs to organise specified training (ST) programme(s) that meet(s) the training themes as announced by the Social Welfare Department (SWD).

Specified Training Themes

- (2) The SWD will announce specified training themes of ST programme each year in advance. The specified training themes for 2025 are as follows –
 - (a) identification and handling of suspected child abuse cases and at-risk families;
 - (b) identification and support for persons of all ages with mental health concerns in need of professional intervention;
 - (c) identification and support for carers in need of welfare/ community support;
 - (d) Information Technology (IT) security; and
 - (e) enhancement of knowledge and skills in protecting service users from abuse.
- (3) Applications should be submitted to the SWD on or before **31 March 2025**. Only training programmes which fall within the specified themes as announced by the SWD will be considered.
- (4) The training programmes should normally be held locally, nevertheless, online participation of overseas training programmes under the specified themes are also accepted.

Assessment of Application

- (5) NGOs should make good use of the fund and provide well-justified budget estimation for assessment. Approval of funding amount depends on individual merits, e.g. number of participants, speakers, format of training, duration, NGOs involved, etc.
- (6) NGOs should prudently plan the training programme(s) to maximise learning opportunities and target beneficiaries. The proposed content will be assessed by the SWD in order to be qualified for funding allocation.
- (7) For individual training programmes with amount applied **exceeding \$200,000**, a more detailed proposal with information, such as (a) target participants and training contents; (b) qualification and experience of the trainer(s)/ speaker(s); (c) how the proposed training programme will benefit the participants; (d) proposed budget breakdown (e.g. trainer, venue, cost per participant, etc.); (e) information on collaboration parties; and (f) how the training/ learning opportunities of the programme will be maximized upon its completion, etc. is required to be provided for SWD’s assessment.
- (8) Priority will be accorded to training programmes that will maximize the training/ learning opportunities, with knowledge and/or best practices to be shared well after the programme (e.g. train-the-trainers’ programmes, knowledge management mechanisms in place, etc.) and will contribute to enhance the professional competency of participants in delivering the relevant services.

Funding Approval and Disbursement

- (9) Funding approval from the SWD should be obtained prior to the commencement of training programmes. Notification of application result is detailed in paragraph 16 of the “Dedicated Fund - Guidance Notes on Application” while disbursement of approved funding will follow the arrangements detailed in paragraphs 19-20.
- (10) Unless prior approval from the SWD has been obtained, all approved training programmes should be completed within 2025.

Other Requirements

- (11) NGOs should observe the requirements set out in the “Dedicated Fund - Guidance Notes on Application”, including the obligations stipulated in paragraphs 21-23, procurement in paragraph 24, arrangements for surplus, deficit and return of funds in paragraphs 26-30, and requirements for evaluation and monitoring in paragraphs 31-32.