



## Application Form for Rent / Rates / Government Rent Subsidy for 2023-24

- Please read the Guidance Notes at **Annex** before completing this application form
- Please put an “X” against the appropriate box(es).

### Particulars of Applicant Organisation

1. Name of Organisation:  
(English) \_\_\_\_\_  
(Chinese) \_\_\_\_\_
2. Name of Head of Organisation:  
(English) \_\_\_\_\_  
(Chinese) \_\_\_\_\_
3. Address of Organisation:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. E-mail Address of Head of Organisation:  
\_\_\_\_\_
5. Contact Person:  
Name: (English) \_\_\_\_\_ (Chinese) \_\_\_\_\_  
Post: \_\_\_\_\_ Telephone no.: \_\_\_\_\_  
E-mail address: \_\_\_\_\_ Facsimile no.: \_\_\_\_\_
6. Is your organisation a charitable institution or trust exempt from tax under section 88 of the Inland Revenue Ordinance, Cap.112?  Yes  No

7. Objectives of the Organisation:

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**Particulars of Service Unit (in respect of which subsidy under the Rent / Rates / Government Rent Subsidy Scheme (the Scheme) is sought)**

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8. Name of Service Unit: (English) \_\_\_\_\_  
(Chinese) \_\_\_\_\_

9. Name of Unit-in-charge: (English) \_\_\_\_\_  
(Chinese) \_\_\_\_\_

10. Service Unit Address: \_\_\_\_\_  
\_\_\_\_\_

11. Contact Person:  
Name: (English) \_\_\_\_\_ (Chinese) \_\_\_\_\_  
Post: \_\_\_\_\_ Telephone no.: \_\_\_\_\_  
E-mail address: \_\_\_\_\_ Facsimile no.: \_\_\_\_\_

12. Nature of Services:  
Welfare service (Percentage split: \_\_\_\_\_ % )  
Non-welfare service (if any) (Percentage split: \_\_\_\_\_ % )

13. Description of services provided with respect to its capacity / membership / number of beneficiaries / utilisation rate. (Please split into welfare and non-welfare portions, if applicable.)

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14. Operation mode of service including its operation hours / sessions, fee charging rate, if any, etc. (Please split into welfare and non-welfare portions, if applicable.)
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15. Please state the liaison and cooperation with other organisations and/or government departments including relevant sections / district offices involved in liaison activities (if applicable).
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### Particulars of Application

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16. Total Floor Area of Service Unit: \_\_\_\_\_ m<sup>2</sup>
17. Use of Floor Area:
- (a) Area for Welfare service: \_\_\_\_\_ m<sup>2</sup>
- (b) Area for Non-welfare service: \_\_\_\_\_ m<sup>2</sup>
- (c) Floor area to be applied under the Scheme for welfare service <sup>Note 1</sup>:** \_\_\_\_\_ m<sup>2</sup>

**Note 1: For application of which the floor area being applied for subsidy [Item 17(c)] is different from the total floor area of the service unit (Item 16), please specify the calculation formulae at Item 20.**

18. Rent / Rates <sup>Note 2</sup>/ Government Rent of Service Unit as shown in the Debit Notes and/or Receipts of Rent / Rates / Government Rent:

	Actual (\$)		Estimated (\$)		Total (\$)
	4-6/2023	7-9/2023	10-12/2023	1-3/2024	
Rent:					
Rates <sup>Note 2</sup> :					
Government Rent:					
<b>Total:</b>					

19. Has the service unit been approved other subsidies from the Government (For example, other subsidised projects of the Social Welfare Department including the Partnership Fund for the Disadvantaged, Employment Support Services, Neighbourhood Support Child Care Project, Social Work Service for Pre-primary Institutions, Training Subsidy Programme for Children on the Waiting List of Subvented Pre-school Rehabilitation Services), other organisations or individuals for reimbursement or provision of expenses on rent/ rates/ government rent for the period from April 2023 to March 2024?

Yes. Please specify the name of the subsidy scheme(s)/project(s): \_\_\_\_\_  
 The amount of subsidy approved for covering the service unit's partial/total expenses on rent / rates / government rent for 4/2023-3/2024:  
 \$ \_\_\_\_\_

No.

20. Amount of Rent / Rates <sup>Note 2</sup> / Government Rent Subsidy Applied for (please use the floor area specified at Item 17(c) for calculating the amount of Rent / Rates / Government Rent Subsidy):

	<b>Amount applied for 2023-24 (\$)</b>	Please specify the reason(s) if the floor area under application for subsidy is different from the total floor area of the service unit or the amount applied for is different from the total amount listed at Item 18 (e.g. deduction of subsidy obtained as reported at Item 19)
Rent:	<i>(rounding to two decimal places)</i>	
Rates <sup>Note 2</sup> :	<i>(rounding to two decimal places)</i>	
Government Rent:	<i>(rounding to two decimal places)</i>	
<b>Total :</b>	<i>(rounding up to the nearest dollar)</i>	

**Note 2: Based on the Rates Concession for the Financial Year 2023-24, rates concession is given to offset the rates payable for the two quarters, April to June 2023 and July to September 2023, subject to a ceiling of \$1,000 per quarter for each rateable tenement. Therefore, please exclude the concessionary deductions from the amount applied for in Items 18 and 20 above.**

21. Is this the first time for the service unit to apply for the Scheme?

Yes. Date of service commencement : \_\_\_\_\_

(Leaflets and pamphlets attached to this application are required.)

- No. Please provide the following in respect of the application result for 2022-23:
- (i) the application was successful:  Yes  No  N.A.
- (ii) amount of subsidy granted if the application was successful: \$ \_\_\_\_\_
- (iii) subsidy granted was shown in the audited annual financial statement for 2022-23 as submitted for assessment:  Yes  No

22. Has the service unit complied with relevant statutory requirements in providing welfare services?  Yes  No

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### Documents to be submitted with this Application Form

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23. Please submit the following documents together with the completed application form and mark "Document (a)", "Document (b)", etc. at the upper right hand corner of the documents.

- (a) A copy of the relevant document verifying that your organisation is a charitable institution or trust exempt from tax under section 88 of the Inland Revenue Ordinance, Cap. 112;

AND

- (b) Copies of documents to substantiate that your organisation is run by a properly constituted committee, e.g. organisation constitution, name list of management committee, minutes of meeting on election / appointment of management committee, etc;

AND

- (c) An original copy of the audited Annual Financial Statement (AFS) or a copy of an unaudited AFS for 2022-23 <sup>Note 3</sup> certified by the head of organisation. Please select either (i) or (ii) of the following AFS which will be adopted for conducting financial assessment <sup>Note 4</sup>.

<input type="checkbox"/>	(i) the audited AFS prepared in respect of the <b>service unit</b> for which the subsidy is sought (the Statement of Comprehensive Income and the Statement of Financial Position showing both the General Accumulated Surplus and the Net Current Assets should be included);
<input type="checkbox"/>	(ii) the audited AFS prepared in respect of the <b>organisation as a whole</b> (the Statement of Comprehensive Income and the Statement of Financial Position showing both the General Accumulated Surplus and the Net Current Assets should be included).

**Note 3: The unaudited AFS for 2022-23 certified by the head of organisation is accepted only when the amount of subsidy applied for by the applicant organisation is less than \$5,000.**

**Note 4: The audited/ certified AFS for 2022-23 should reach SWD not later than 29 December 2023 if it is not yet available upon submission of the application. For details, please refer to Part C of the Guidance Notes at Annex.**

AND

- (d) The completed Checklist for General Accumulated Surplus and Designated Funds in the **Appendix** to the application form with relevant supporting documents, if applicable, e.g. approval letter from fund provider or donor, minutes of the Management Board or Committee, etc., to support that each designated fund has a designated purpose;

AND

- (e) A floor plan of the premises with clear indication of the total floor area of service unit and the floor area under application of the Scheme for welfare service;

AND

- (f) Copies of rental receipts and related documents (Remarks: The address shown must be the same as the service unit for which the subsidy under the Scheme is sought.);

AND

- (g) Copies of receipts of rates and/or government rent as well as related documents (Remarks: The address shown must be the same as the service unit for which the subsidy under the Scheme is sought.); and

AND

- (h) Copies of service pamphlet(s) and/or related service promotion materials of the financial year of 2023-24.

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## Declaration

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24. I declare that the information provided by me in this form is, to the best of my knowledge, both true and correct. I have also read the Guidance Notes at Annex. I consent to the release of the data pertaining to this application to the staff of Social Welfare Department on a need-to-know basis, and other government bureaux, departments, and related organisations for assessing my organisation's eligibility for subsidy under the Scheme and related use.

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Name of  
Board Chairperson

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Signature of  
Board Chairperson

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Organisation Stamp

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Date

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## Remarks

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25. Applicant organisation must send the **original copy** of the **completed application form and all the required documents** (including the Appendix to the application form) to the Subventions Section of the Social Welfare Department at 38/F, Dah Sing Financial Centre, 248 Queen's Road East, Wan Chai, Hong Kong **on or before 16 October 2023**. Please mark "Application for Rent / Rates / Government Rent Subsidy for 2023-24" on the envelope. **Late applications or applications with incomplete or inadequate information / supporting documents will not be considered.**
  
26. Applicant organisation must also send a **copy of the completed application form and documents (e) and (h)** mentioned in Item 23 above to the relevant District Social Welfare Office. For Mutual Help Child Care Centres, please send the abovementioned form and documents to the Child Care Centres Advisory Inspectorate. Please refer to **Part H** of the Guidance Notes at **Annex**.

Social Welfare Department  
September 2023

**Checklist for General Accumulated Surplus and Designated Funds**

Name of Fund/ Reserve	Fund balance at the end of financial year (HK\$)	Purpose of Fund	Are documents <sup>1</sup> attached to support the designated purpose of the fund?
<b>A. Designated Funds<sup>1</sup></b>			
1.			*Yes / No
2.			*Yes / No
3.			*Yes / No
4.			*Yes / No
5.			*Yes / No
6.			*Yes / No
Sub-total			(a)
<b>B. General Funds/ Reserves<sup>2</sup></b>			
1.			
2.			
3.			
4.			
Sub-total			(b)
<b>Total balance of Funds/ Reserve per Statement of Financial Position at the end of Financial Year</b>			(a) + (b)

\* Delete as appropriate

<sup>1</sup> A completed application form must be accompanied by supporting documents to show that each designated fund has a designated purpose. Examples of such documents are approval letters from the fund provider/ donor or minutes of the Management Board/ Committee. The fund(s) may be included as part of General Accumulated Surplus (GAS) if no or insufficient documents are submitted for financial assessment.

<sup>2</sup> These items will be included as part of GAS in conducting financial assessment.



## Guidance Notes on Application for Rent / Rates / Government Rent Subsidy for 2023-24

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### A. Preamble

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- (1) The Government provides subsidies to charitable organisations operating non-subvented welfare services through the Rent / Rates / Government Rent Subsidy Scheme (the Scheme), with a view to meeting the welfare needs of the community by various means.
  - (2) For the purposes of the Scheme, rent refers to rental payments for public housing premises only while rates and government rent refer to payments for self-owned premises or rented premises in the public or private sector.
  - (3) To ensure a prudent use of public funds, the Scheme operates on a set of eligibility criteria against which assessments will be conducted by the Social Welfare Department (SWD) for individual applications. Successful applicant organisations have to meet **all** of the eligibility criteria, financial and service assessments.
  - (4) The amount of subsidy to be granted to successful applicant organisations will be subject to the availability of Government funds.
  - (5) Please note that organisations applying for the Scheme must not engage in or support any acts or activities which are in violation of the laws of Hong Kong (including engaging in or supporting any acts or activities which are unlawful or contrary to the interests of national security). SWD will disqualify the organisation's eligibility for the Scheme and refuse to release the subsidy upon the occurrence of any of the following events: (a) the organisation has engaged or is engaging in acts or activities that are likely to constitute or cause the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security; (b) the continued engagement of contractors, service providers or suppliers by the organisation is contrary to the interest of national security; or (c) the Government reasonably believes that any of the events mentioned above is about to occur.
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### B. General Eligibility Criteria

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- (6) Applicant organisation must be a bona-fide charitable institution or trust exempt from tax under section 88 of the Inland Revenue Ordinance, Cap. 112.
- (7) Applicant organisation must be run by a properly constituted committee with integrity, management capability and track record to the satisfaction of the SWD.

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## C. Financial Assessment

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- (8) If an applicant organisation has been provided with other subsidies from the Government, other organisations or individuals for settling the service unit's expenses on rent / rates / government rent during the applied period under this Scheme, the applicant organisation shall not be provided with the same subsidy under this Scheme.
- (9) If an applicant organisation has been provided with other subsidies with the provision of rent / rates / government rent, the applicant organisation should apply for those items under the respective schemes.
- (10) Assessment of the eligibility of an organisation to make an application under the Scheme in respect of its service unit(s) will be based on the audited annual financial statement submitted by the organisation with details specified below.

### Audited Annual Financial Statement (AFS)

- (a) Applicant organisation must submit an audited AFS prepared in respect of **either** the service unit for which the subsidy is sought **or** the organisation as a whole.
- (b) The audited AFS submitted must include the Statement of Comprehensive Income and the Statement of Financial Position showing both General Accumulated Surplus and Net Current Assets, and the audited AFS must be submitted to the SWD **on or before 29 December 2023**.
- (c) The audited AFS submitted shall cover the financial year preceding the application (i.e. 1 April 2022 – 31 March 2023) or the latest available audited AFS if it covers a different accounting period.
- (d) If the names of the service unit and organisation shown in the audited AFS submitted and the application form are different, the applicant organisation shall give reasons and provide supporting documents.
- (e) The audited AFS submitted must be audited by a Certified Public Accountant in Hong Kong. Unaudited AFS certified by the head of the applicant organisation is accepted only if the subsidy applied for is less than \$5,000.
- (f) Once the audited/ certified AFS has been submitted, any subsequent revisions will not be considered.
- (11) Applicant organisations will pass the financial assessment under the Scheme only when they meet both of the following two criteria -

### (a) Operating Surplus (OS)

The Statement of Comprehensive Income submitted shows that the OS (before appropriation of funds and after deduction of the subsidy under the Scheme granted in previous year <sup>Note 1</sup>) for the financial year preceding the application is not greater than **\$315,000**.

**Note 1: The subsidy under the Scheme granted in previous year will be deducted only if the subsidy has been separately shown in the Statement of Comprehensive Income of the AFS submitted.**

### (b) General Accumulated Surplus (GAS) / Net Current Assets (NCA)

The Statement of Financial Position <sup>Note 2</sup> submitted shows that 10% of either the GAS (excluding all designated funds <sup>Note 3</sup>) or the NCA, whichever is the less, is not greater than

the subsidy under the Scheme to be granted.

**Note 2: The Statement of Financial Position shown in the AFS submitted in respect of either the service unit for which the subsidy under the Scheme is sought or the organisation as a whole must include both the GAS and the NCA. If the information on GAS and NCA is incomplete, financial assessment cannot be conducted and the application will not be processed.**

**Note 3: Designated funds refer to funds that have a designated purpose. A clear account of all the designated funds with detailed description of their usage must be provided in the Statement of Financial Position submitted. In addition, applicant organisations are required to submit the completed Checklist for General Accumulated Surplus and Designated Funds in Appendix to the application form with relevant supporting documents, e.g. approval letter from fund provider or donor, minutes of the Management Board or Committee, etc., to support that each designated fund has a designated purpose.**

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## **D. Service Assessment**

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- (12) The direct services provided by the service unit in respect of which subsidy under the Scheme is sought must be within the welfare ambit, such as family and child welfare, social security, services for elderly persons, rehabilitation services, medical social services, services for offenders and crime prevention, community development and youth services, and should be in line with the objects of the applicant organisation as stipulated in the Article of Association or constitution. Please note that administrative service, labour activities, health programmes and activities or programmes subvented by other government departments are outside the ambit of the Scheme.
- (13) The welfare services provided by the service unit in respect of which subsidy under the Scheme is sought should meet the genuine needs of the community and should be easily accessible by needy persons, i.e. services not confined to a restricted membership.
- (14) The service unit in respect of which subsidy under the Scheme is sought should have a good track record in providing welfare services. Services under planning or services having been in operation for a short period at the time of application would only be considered on an exceptional basis with strong justifications.
- (15) Insofar as subsidy under the Scheme is concerned, welfare services provided by the service unit will be considered ineligible if service recipients have to pay certain fees which have included the elements of rent / rates / government rent, e.g. residential services operated on a non-profit making, self-financing mode with fees paid by service recipients containing rent or rental related elements will be considered ineligible.
- (16) Applicant organisation must allow staff of SWD to inspect the premises of the service unit in respect of which subsidy under the Scheme is sought and the activities delivered by the service unit.

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## **E. Support Level for the Subsidy**

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- (17) Subsidy under the Scheme may be supported at a reduced rate or on a pro-rata basis in relation to the following -
  - (a) Floor Area (with examples listed below):

- (i) where a portion of the premises for non-welfare service is not recognised for the purpose of the Scheme; or
  - (ii) where a portion of the premises for subvented welfare service is excluded from the application under the Scheme.
- (b) Utilisation Rate (examples listed below):
- (i) where the utilisation rate of the welfare service is unable to substantiate a full support under the Scheme; or
  - (ii) where the welfare service has been operated for a fractional period within the year concerned.
- (c) Weighted Welfare Content of a designated project, e.g. where a portion of the activities of a community health project or a labour or industrial action project does contain a reasonable weighted welfare element.

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## F. Application Procedures

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### For General Application Form

- (18) The application form for the Scheme may be downloaded from the SWD website at [http://www.swd.gov.hk/en/index/site\\_ngo/page\\_r-info/](http://www.swd.gov.hk/en/index/site_ngo/page_r-info/).
- (19) The **original copy** of the completed application form and the required documents (**including the Appendix to the application form**) should reach the Subventions Section of SWD at 38/F, Dah Sing Financial Centre, 248 Queen’s Road East, Wan Chai, Hong Kong, **on or before 16 October 2023**. Please mark “Application for Rent / Rates / Government Rent Subsidy for 2023-24” on the envelope. **Late applications or applications with incomplete or inadequate information/supporting documents will not be considered.**
- (20) A **copy** of the completed application form together with document (e) (i.e. a floor plan of the premises with a clear indication of the total floor area of service unit and the floor area to be applied under the Scheme for welfare service) and document (h) (i.e. copies of service pamphlet(s) and/or related service promotion materials of the financial year 2023-24) should reach the relevant District Social Welfare Office **on or before 16 October 2023**. For Mutual Help Child Care Centres, please send the abovementioned form and documents to the Child Care Centres Advisory Inspectorate. (For enquiries, please refer to Part H below for details about the addresses and telephone numbers of the offices concerned.)

### For Electronic Application Form

- (21) The electronic application form must be completed and submitted together with the required documents (**including the Declaration and the Appendix to the application form**) through the GovHK Form System **on or before 16 October 2023**. **Late applications or applications with incomplete or inadequate information/ supporting documents will not be considered.**
- (22) The **original copy of the audited AFS for 2022-23** must separately reach the Subventions Section of the Social Welfare Department at 38/F, Dah Sing Financial Centre, 248 Queen’s Road East, Wan Chai, Hong Kong.

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## G. Result of Applications

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- (23) Applicant organisations will be informed of the results by the end of March 2024.

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## H. Enquiries

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(24) Please note that the opening hours of the offices listed below are 8:45 am – 6:00 pm from Mondays to Fridays (excluding public holidays).

(a) Subventions Section of the Social Welfare Department

Address: 38/F, Dah Sing Financial Centre, 248 Queen's Road East, Wan Chai, Hong Kong  
Telephone number: 2832 4348

(b) District Social Welfare Offices of the Social Welfare Department

Central, Western, Southern and Islands District Social Welfare Office

Address: 7/F, Harbour Building, 38 Pier Road, Central, Hong Kong  
Telephone number: 2852 3133

Eastern and Wan Chai District Social Welfare Office

Address: Room 1210-1211, 12/F, North Point Government Offices, 333 Java Road,  
North Point, Hong Kong  
Telephone number: 2562 4153 / 2562 4733

Kwun Tong District Social Welfare Office

Address: 7/F, Kowloon East Government Offices, 12 Lei Yue Mun Road,  
Kwun Tong, Kowloon  
Telephone number: 2775 2950

Wong Tai Sin and Sai Kung District Social Welfare Office

Address: G/F Shop Nos. 9-13A & 13B Lions Rise Mall, 8 Muk Lun Street,  
Wong Tai Sin, Kowloon  
Telephone number: 2306 9511

Kowloon City and Yau Tsim Mong District Social Welfare Office

Address: Room 503, 5/F, Mongkok Government Offices, 30 Luen Wan Street,  
Mongkok, Kowloon  
Telephone number: 2399 2385

Sham Shui Po District Social Welfare Office

Address: 3/F, High Block, Nam Cheong Community Centre, Nam Cheong Estate,  
Sham Shui Po, Kowloon  
Telephone number: 2729 6497

Sha Tin District Social Welfare Office

Address: Room 708 - 714, 7/F, Sha Tin Government Offices, 1 Sheung Wo Che Road,

Sha Tin, New Territories

Telephone number: 2158 6655

Tai Po and North District Social Welfare Office

Address: 4/F, Tai Po Complex, 8 Heung Sze Wui Street, Tai Po Market, New Territories

Telephone number: 3183 9360

Yuen Long District Social Welfare Office

Address: 6/F, Yuen Long Government Offices & Tai Kiu Market, 2 Kiu Lok Square,  
Yuen Long, New Territories

Telephone number: 2475 2663 / 2475 2125

Tsuen Wan / Kwai Tsing District Social Welfare Office

Address: 3/F, Princess Alexandra Community Centre, 60 Tai Ho Road, Tsuen Wan,  
New Territories

Telephone number: 2493 5758

Tuen Mun District Social Welfare Office

Address: Room 204, 2/F, Tai Hing Government Offices, 16 Tsun Wen Road, Tuen Mun,  
New Territories

Telephone number: 2464 1645 / 2464 5341

(c) Child Care Centres Advisory Inspectorate

Address: Unit 206, 2/F, THE HUB, 23 Yip Kan Street, Wong Chuk Hang, Hong Kong

Telephone number: 3184 0804

Social Welfare Department

September 2023