

To: Social Work Training Fund Committee Secretariat
 Staff Development and Training Section, Social Welfare Department,
 Room 925, 9/F, Revenue Tower, 5 Gloucester Road, Wan Chai, Hong Kong

Social Work Training Fund
Application Form for Grant in 2024-25
For Organisations to Organise Study Tours to the Mainland or
Arrange Courses/Seminars/Workshops/ Lectures/Programmes¹ in Hong Kong

Important Points to Note:

- (1) *Applicant organisations should read Parts (A) and (B) of the Guide to Applications for Partial Sponsorship in 2024-25 before completing this form.*
- (2) *Please type or print every item clearly.*
- (3) *Please complete the relevant sections of the form and use extra sheet whenever necessary. The completed application form should reach the Social Work Training Fund Secretariat ('the Secretariat') on or before 30 August 2024.*
- (4) *Please complete one form for one proposed activity.*
- (5) *Only one activity would be sponsored by the Fund for each organisation in each funding year.*

I. For Study Tour to the Mainland (Type I activity), please complete Sections A to C and attach the proposal of the study tour.

A. DETAILS OF PROPOSED TOUR

(1) Title: (English) _____
 (Chinese) _____

(2) Aims and objectives:

(3) Name of Leader of the tour: _____ (4) Position / Rank: _____

(5) Period: _____

(6) City to be visited: _____

(7) Receiving unit(s) : _____

(Please attach official correspondence with the receiving units in the Mainland)

(8) Itineraries of study / interflow / training activities : (please attach) _____

(9) Effectiveness evaluation method:

¹ For application for grant to arrange courses/seminars/workshops/lectures/programmes held in Hong Kong, the programme has to fall within the scope (i) specialised or advanced social work knowledge and skills; or (ii) management skills related to social work practice.

Type I activities are to enhance the versatility and competence of the local social workers in handling social welfare issues through professional exchange with their counterparts in the Mainland, and the activities could be study / interflow / training activities on the above (i) or (ii).

B. TARGET PARTICIPANTS

(1) Number of social workers participants* : _____

(2) Number in each grade/rank: _____

(3) Service setting(s) covered: _____

(4) Job duties of social workers participants (in relation to content of the study tour) :

**Each study tour should have a delegation of at least 15 social workers in Hong Kong from the applicant organisation. Please provide the name list of participants in a separate sheet, stating their names, if they are registered social workers (RSW), and their respective units.*

C. RATIONALE FOR ORGANISING THE TOUR WITH PROPOSED ITINERARIES

In what way the study tour can enhance the practices of local social workers and their professional network in the Mainland?

II. For Courses/Seminars/Workshops/Lectures/Programmes held in Hong Kong (Type II activity), please complete Sections D to F

D DETAILS OF PROPOSED ACTIVITY

(1) Title : (English) _____

(Chinese) _____

(2) Aims and objectives : _____

(3) Programme content : _____

(4) Programme details :

Date _____ **Training Format**
(e.g. course, seminar, workshop, lecture, activity) _____

Time _____ **Total**
no. of hours _____

No. and rank of RSW trainees² _____ **No. of non-RSW**
trainees² (if any) _____ **Total no.**
of trainees _____

² **In accordance with Section 2 Interpretation of the Social Workers Registration Ordinance (Cap. 505), any reference to social worker shall be construed to mean a “registered social worker (RSW)”.** Organisations may, provided that no marginal cost will be incurred, enroll on top of the social work participants an extra 20% of non-social work participants. For instance, if the total number of social work participants is 25, provided that no marginal cost will be incurred, five non-social work participants (i.e. 20% of the 25 RSW participants) may be enrolled. SWTF will not provide funding support for these non-social work participants. The amount of grant will be reduced according to the proportion of this group of participants in a programme.

(5) The above course/seminar/workshop/conference will be held :

Venue: _____

(6) Proposed trainer(s) : _____

(7) (a) Reasons and/or information for engaging the trainer(s), such as trainer's experience/qualifications in similar training programmes and, if applicable, reasons for engaging more than one trainer and overseas trainer:

(b) Is trainer's C.V. attached? Yes No

(8) Effectiveness evaluation method: _____

E. TARGET TRAINEES

(1) Estimated number of social work trainees in each grade/rank : _____

(2) Service setting(s) of social work trainees : _____

(3) Job duties of social work trainees (related to the proposed activity) :

F. RATIONALE FOR THE TRAINING AND THE FORMAT

(1) In what way can the training equip social workers' specialised or advanced social work knowledge and skills and/or management skills related to social work practice?

(2) Reasons for choosing this training format (including the proposed duration, number of sessions, venue, and number and ranks of the target trainees)?

Please insert a "✓" in appropriate boxes.

III. For all applicant organisations, please complete Sections G to I

G. RECORD OF PAST ACTIVITIES

(1) Any activity of a similar nature held in the previous two years?

Yes No

If yes, please complete items (2) to (11) below. If more than one similar activity organised, please indicate the most recent one.

(2) Title : _____

(3) Objectives: _____

(4) Content: _____

(5) Itinerary (for study tour only): _____

(6) Foci of the tour (for study tour only): _____

(7) Duration with date(s) indicated : _____

(8) Organiser(s) : _____

(9) Number and grade/rank of participants : _____

(10) Is the said activity funded by the Social Work Training Fund (SWTF)? Yes No

(11) Reason for re-conducting this programme :

Please insert a “✓” in appropriate boxes

H. BUDGET BREAKDOWN FOR THE PROPOSED ACTIVITY³

Item(s) ⁴	Estimated Amount (\$)	Amount Sought from the Fund ⁵ (\$)
Expenditure		
1.		
2.		
3.		
4.		
Total(1) / Sub-total(2):	(1)	(2)
Central administrative cost (3): [not exceeding 10% of the Sub-total at (2)]		(3)
Total (4):		(4)
<i>[(4)=(2)+(3); please see Note 5]</i>		

Source(s)	Estimated Amount (\$)	Remarks (e.g. pending result of application for funds from other sources)
<u>Income</u>⁶		
1.		
2.		
3.		
Total:		

³ Please provide a balanced budget as far as possible and give an itemised breakdown of expenditure and income, including the amount of sponsorship sought from SWTF, central administrative cost at not more than 10% of the requested sponsorship (if necessary), income to be borne by staff or agency, and other sources of income.

⁴ The level of grant on “Miscellaneous” item (such as printing of course handouts), if approved, is capped at HK\$500 per application. Expenses on the items of “publicity”, “drinks”, “refreshments”, “venue decoration”, “transportation”, “souvenirs” and “postage” shall not be supported.

⁵ If approved, the maximum grant will not exceed 40% (Type I activities) or 50% (Type II activities) of the recognised budget plus central administrative cost, if applicable. The amount reimbursed for each item will not exceed 40% / 50% of the amount approved by SWTF or 40% / 50% of the actual amount incurred by the applicant for items previously approved by SWTF, whichever is lower. In case that the total sum of applications for SWTF grants exceeds the amount earmarked for the year, the sponsorship for the approved applications will be adjusted proportionally to the budget approved by the SWTF.

⁶ All anticipated/actual incomes received for the activities, including fees from participants and funding from sources other than the applicant, will be deducted in calculation of the grant unless they are to cover the non-supported items or the non-covered amount of the supported items. If course fees are to be charged, the amount charged on all participants should be the same.

I. DETAILS OF APPLICANT ORGANISATION

(1) Name of organisation : _____

(2) Name and post of responsible officer : _____

Phone no.: _____ Fax no. : _____

Email : _____

(3) Name of contact person (if different from (2) above) _____

Phone no.: _____ Fax no.: _____

Email : _____

(4) Address : _____

(5) Date of application : _____

(6) Signature of responsible officer : _____

(7) Organisation Chop :



Remarks

1. The information provided will be used for processing your application for the Social Work Training Fund. The information may be divulged to other departments/bureaux/agencies for the same purpose or where the disclosure is permitted or required by law.
2. The Social Work Training Fund Committee may not be able to process the application if information provided is not sufficient.
3. For correction of or access to personal data contained in this application, please contact **the Secretariat** at the following address:

Social Work Training Fund Secretariat
Staff Development and Training Section
Social Welfare Department
Room 925, 9/F Revenue Tower,
5 Gloucester Road, Hong Kong
Tel. No. : 3974 5430