**Annex 2**

**Funding and Service Agreement (FSA)-related Activities[[1]](#footnote-2)**

**Annual Statement 20XX-XX**

This statement shall be submitted by an NGO to the Social Welfare Department (SWD) via the Service Performance Management Information System **by 31 October** after the end of a financial year.

|  |  |
| --- | --- |
| To (1): | (service branch of SWD) |
| To (2): | Subventions Section of SWD | |
| Name of NGO: | (NGO code: ) | |
| Name of ASU[[2]](#footnote-3)2: |  | |
| Allocated amount: |  | |

**(A) Assessment Criteria and the Proportion on the Use of Lump Sum Grant (LSG) Subvention for FSA-related Activities**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of the FSA-related Activities** | **Assessment criteria and principles for delineating FSA-related activities**   1. Same purpose and objectives as the FSA; 2. Same service nature as covered by the FSA; 3. Service contents are in line with the FSA; and 4. Service targets are in line with those covered by the FSA. 5. The activities have been discussed by the governing board / management committee for assessment of the implications on the NGO’s services, staff and service users, and supported by the board/ committee; 6. Frontline staff and service users are consulted according to established mechanisms; 7. Consent has been obtained from SWD before the activities are held; and 8. Regardless of the proportion of the expenditure for planned FSA-related activities against LSG of an ASU, the NGO must obtain the consent of relevant service branches of SWD before the FSA-related activities are held if such activities do not comply with the terms stipulated in the FSA.   Please use (**🗸**) or (**🗴**) or Not Applicable (N.A.) to indicate whether the following criteria and principles for assessment of FSA-related activities are met or not: | | | | | | | | **LSG used on FSA-related activities**  **as a percentage to the total LSG allocated by NGO to the ASU\***  **(%)** |
|  | **(I):Activities that cumulatively utilise 10% or less of LSG allocated by NGO to the ASU** | | | | | | | | **Example** |
| **(i)** | **(ii)** | **(iii)** | **(iv)** | **(v)** | **(vi)** | **(vii)** | **(viii)** |
| 1.[Name of the FSA-related Activity] |  |  |  |  | N.A. | N.A. | N.A. |  | **2%** |
| 2.[Name of the FSA-related Activity] |  |  |  |  | N.A. | N.A. | N.A. |  | **3%** |
| 3.[Name of the FSA-related Activity] |  |  |  |  | N.A. | N.A. | N.A. |  | **4%** |
|  | **Sub-total (I)** | | | | | | | | **9%** |
|  | **(II):Combined with (I) above, activities that cumulatively utilise more than 10% of LSG allocated by NGO to the ASU** | | | | | | | |  |
| **(i)** | **(ii)** | **(iii)** | **(iv)** | **(v)** | **(vi)** | **(vii)** | **(viii)** |
| 4.[Name of the FSA-related Activity] |  |  |  |  |  |  |  |  | **4%** |
| 5.[Name of the FSA-related Activity] |  |  |  |  |  |  |  |  | **3%** |
| 6.[Name of the FSA-related Activity] |  |  |  |  |  |  |  |  | **2%** |
|  | **Sub-total (II)** | | | | | | | | **9%** |
| **Total LSG used on FSA-related activities as a percentage to the total LSG allocated by the NGO to the ASU\*\* = (I)+(II)：** | | | | | | | | | **18%** |

\*1. The relevant supporting documents for calculating the % of LSG used on FSA-related activities of an ASU should be kept by the NGO and produced for SWD’s inspection upon request. In deriving the % for each FSA-related activity, any surplus or deficit of the “completed” activity funded by Other Funds or Donations for Designated Purposes in the concerned year should be taken into account to reduce or increase the apportioned LSG resources respectively per formula in paragraph 1.5.4 of this Operational Guidelines.

2. If cost apportionment has been made, these activities would not be counted toward the proportion of the use of LSG on FSA-related activities of the ASU, but they may be reported in Part B (applicable to those FSA-related activities recommended by the NGO to be incorporated in FSA services) of this statement.

\*\*1. If the total LSG used on FSA-related activities accounts for less than 10% of the LSG allocated by the NGO to the ASU, the NGO must ensure that these activities meet the (i)-(iv) four criteria for assessment of FSA-related activities as stipulated in paragraph 1.5 of this Operational Guidelines.

2. If the total LSG used on FSA-related activities accounts for more than 10% of the LSG allocated by the NGO to the ASU, the NGO must ensure that these activities comply with the seven criteria (i)-(vii) for assessment of FSA-related activities as stipulated in paragraph 1.5 of this Operational Guidelines.

3. If the total LSG used on FSA-related activities accounts for more than 20% of the LSG allocated by the NGO to the ASU, the expenditure exceeding 20% cannot be charged to LSG.

**(B) Assessment on the cost-effectiveness of the FSA-related Activities**

**(For FSA-related Activities recommended by the NGO to be incorporated into FSA Services)**

| **Name of**  **FSA-related Activities to be recommended by the NGO to incorporate into FSA services** | **Content of the**  **FSA-related activities**  (e.g. purpose and objectives, content, service target, duration, time, format, total expenses of the FSA-related activities, etc.) | **Service Output**  (e.g. no. of beneficiaries, no. of programmes, etc.) | **Service Outcome**  (e.g. satisfaction rate of the beneficiaries, extent of situation improved) | **Remarks**  (e.g. cost apportionment was made for this FSA-related activity which is not counted in Part (A) of this statement) |
| --- | --- | --- | --- | --- |
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| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

This statement is prepared in accordance with the requirements set out in this Operational Guidelines.

|  |  |  |
| --- | --- | --- |
|  | Signature: |  |
|  | Name of the Responsible Person of the NGO: |  |
|  | Post of the Responsible Person of the NGO: |  |
|  | Telephone no.: |  |
|  | Date: |  |

1. They include FSA-related activities funded by LSG only and/or Other Funds or Donations for Designated Purposes [↑](#footnote-ref-2)
2. 2 An ASU is a unit operating welfare services governed by the concerned FSA with subventions provided by SWD, which may or may not be premises-tied. An NGO may operate more than one ASU on the same premises. [↑](#footnote-ref-3)