## THE TUYF CHARITABLE TRUST

## GRANT FOR NGO GOVERNANCE COURSE

## (“THE GRANT”)

The TUYF Charitable Trust invites applications for the Grant for the year 2019/2020. The Grant supports individuals who wish to undertake a short course overseas relating to Non-Government Organization (“NGO”) governance or related areas. The purpose of the Grant is to nurture future leaders and enhance governance of welfare NGOs. Regulations are as follows:

Number, Value and Duration of Award

1) There will be a maximum of 4 awards for year 2019/2020. The value of each award shall depend on the expenses involved in the countries in which the awardees will undertake their studies. The award may include course fees, accommodation, living expenses and travel costs.

2) The duration of the award for academia is linked to the course of study.

3) The Funding Organization is under no obligation to make award in any given year if no suitable candidates are found.

Eligibility and Selection Criteria

1) All applicants have to be permanent residents of Hong Kong.

2) An undergraduate or postgraduate degree in social studies or relevant subjects, and at least one

 year of work experience in NGOs in HK

 OR

Fresh graduates who have possessed NGO work experience in HK prior to pursuing their degree

 OR

An individual with over 3 years of work experience in a management / leadership position in the NGOs in Hong Kong

3) The Grant shall be awarded on the basis of academic excellence, relevant experience, the study

 and career plans, leadership potential, and other dimensions deemed appropriate by the Selection

 Committee.

4) Applicants must demonstrate commitment to the community.

5) The award is not exclusive of other financial or in-kind support.

Application

All applications must be made on the prescribed application form as attached. All completed applications, together with all relevant supporting documents, must be addressed to The TUYF Charitable Trust NGO Grant Selection Committee c/o Ms Yvonne Chung, HSBC Trustee (Hong Kong) Limited by post at Level 13, HSBC Main Building, 1 Queen’s Road, Central, Hong Kong or by e-mail of yvonne.y.m.chung@hsbcpb.com with subject of Application: TUYF NGO Grant.

Applicants should send recommendation form to one referee requesting him / her to return the letter of recommendation on or before the deadline directly to The TUYF Charitable Trust NGO Grant Selection Committee c/o Ms Yvonne Chung, HSBC Trustee (Hong Kong) Limited by post at Level 13, HSBC Main Building, 1 Queen’s Road, Central, Hong Kong or by e-mail of yvonne.y.m.chung@hsbcpb.com with subject of Application: TUYF NGO Grant. Please note that the confidential recommendation letter should not be submitted along with the application. The recommendation should always remain confidential to the applicant.

Application Timeline:

|  |  |  |
| --- | --- | --- |
| Submission of Application Forms Deadline: | **1st Deadline****18 October 2019** | **2nd Deadline****14 February 2020** |
| Preliminary short-listing: | 1 November 2019 | 28 February 2020 |
| Invitations and conduct of interview: | 15 November 2019 | 13 March 2020 |
| Notification of results:  | 29 November 2019 | 27 March 2020 |

Selection Procedures

1) Interviews may be conducted for short-listed applicants.

2) The Grant shall be recommended by the Selection Committee.

3) Prior to the release of awards, Awardees must be offered a place for the course at their chosen institution and must provide proof of acceptance. The awardees are required to commence the study within 12 months from the Grant approval date. The Funding Organization reserves the right to withdraw the Grant if the awardees do not attend the course within the said period.

4) Awardees are responsible for ensuring compliance with immigration requirements relating to overseas study.

5) Any unintended or intended non-disclosure, misrepresentations, fraudulent and misleading information may lead to cancellation of the approved Grant.

6) Decisions of the Funding Organization are final.

Selection Committee

The Selection Committee shall comprise of the following members:

i) One representative from the Funding Organization,

ii) One representative from a local/international NGO, and

iii) One representative from a local tertiary institution.

Obligations of Awardees

The awardees are required to share at a sharing session organized by the Hong Kong Council of Social Service after completing the course to share their experience among themselves and with social workers/peers from other NGOs. Members of the Selection Committee may consider attending the sharing session.

Interpretation of Terms

1. The Funding Organization has the final discretion in interpreting and acting according to the above terms.
2. The above terms may be revised by the Funding Organization at anytime as it deems fit without prior notice.

\* \* \* \* \*

Completed applications together with ALL supporting documents must be returned to the Scholarship Committee **by 18 October 2019 (1st batch) or 14 February 2020 (2nd batch)**. Late, incomplete or improperly completed applications will not be considered. For enquiries, please contact Ms Yvonne Chung by email at yvonne.y.m.chung@hsbcpb.com or The Hong Kong Council of Social Service by email at institute@hkcss.org.hk

Attachments:

Application Form

Recommendation Form

Personal Statement

Checklist for supporting documents

## THE TUYF CHARITABLE TRUST

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**APPLICATION FORM**

**The information provided herein will be used for the purposes related to The TUYF Charitable Trust Grant for NGO Governance course. It may be accessible to offices, committees or persons who will process course matters. Information on unsuccessful candidates will be destroyed when no longer required.**

**RECENT**

**PHOTO**

**1. Personal Details**

Name (English) Chinese)

Sex Date of Birth Place of Birth

H.K.I.D. No. Nationality

Home Address

 Email

Home Tel. Mobile

Office Other Contact Tel. (if any)

**2. Proposed Course of Study**

Overseas University Country

Course Name

Date of the Course

|  |  |  |
| --- | --- | --- |
| Estimated Expenditure: |  |  |
| Course Fees | HK$ | Accommodation  | HK$  | Flight Ticket  | HK$ |
|  |  |  |  |  |  |
| Other expenses (e.g. food / local transportation) | HK$ |  |  |

***Admission status*** (please put a “√ ” in the appropriate box.)

[ ]  Application will be submitted [ ]  Pending for result [ ]  Firm/Conditional offer

1. **Education** (Including secondary education, exchange program and overseas summer course)

 Date of Full-time/

Year School/University attended Degree/Qualification Award Part-time

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

**4. Work Experience** (Please list in chronological order)

 Full-time/

Academic Year Name of Company/Employer Post/Contribution Part-time

|  |  |
| --- | --- |
| 4.1 |  |
| 4.2 |  |
| 4.3 |  |
| 4.4 |  |

**5. Reference**

|  |  |  |
| --- | --- | --- |
|  | Name: | (Professor/Dr./Mr./Ms.) |
|  |  (Last) (First) |
|  | Title and Institution: |  |
|  |  |
|  | Correspondence Address: |  |
|  |  |
|  | Telephone Number: |  | Email: |  |

**6. Remarks** (if any)

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

Signature of Applicant Date

NOTE: Completed applications together with the supporting documents (please refer to the “Checklist of Supporting Documents” for the official documents to be accompanied with the application) must reach The TUYF Charitable Trust NGO Grant Selection Committee, c/o Ms Yvonne Chung, HSBC Trustee (Hong Kong) Limited by post at Level 13, HSBC Main Building, 1 Queen’s Road, Central, Hong Kong or by e-mail of yvonne.y.m.chung@hsbcpb.com

 **by 18 October 2019 (1st batch) or 14 February 2020 (2nd batch)**.

## THE TUYF CHARITABLE TRUST

## GRANT FOR NGO GOVERNANCE COURSE

## (“THE GRANT”)

## CONFIDENTIAL RECOMMENDATION

□**1st Deadline: 18 October 2019**

□**2nd Deadline: 14 February 2020**

To be returned to The TUYF Charitable Trust NGO Grant Selection Committee c/o Ms Yvonne Chung, HSBC Trustee (Hong Kong) Limited, Level 13, HSBC Main Building, 1 Queen’s Road, Central, Hong Kong / e-mail: yvonne.y.m.chung@hsbcpb.com / Fax number: 2523 0570. Late reply may lead to disqualification of application.

Name of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Last) (First)

Name of Referee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Last) (First)

Contact Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

We would appreciate your opinion concerning the applicant named above who is applying to The TUYF Charitable Trust Grant for Non-Government Organization Governance.

Comments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

* **Please add additional paper if necessary.**

## THE TUYF CHARITABLE TRUST

## GRANT FOR NGO GOVERNANCE COURSE

## (“THE GRANT”)

## PERSONAL STATEMENT

□**1st Deadline: 18 October 2019**

□**2nd Deadline: 14 February 2020**

Name of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Last) (First)

Contact Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please provide with us the details of your life and achievement, reasons for wishing to pursue studies at the chosen university, as well as your future plans and aspirations. In what ways would the Grant benefit you and help you reach your goals? How do you plan to share your learning experience and knowledge among your colleagues and NGO sector?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

\* Please complete the Personal Statement in the candidate’s own handwriting not exceed 500 words

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**CHECKLIST OF SUPPORTING DOCUMENTS**

Before submission of application (**Deadline for 1st Batch, 18 October 2019 or Deadline for 2nd Batch, 14 February 2020**), please check and make sure that you have:

[ ]  completed **ALL** parts of the application form and signed the form.

[ ]  provided full contact details of one referee.

[ ]  pasted a recent passport photograph with your name in block letters on the back of the photograph.

[ ]  a **handwritten** personalstatement, not exceeding 500 words in length with left margin of 2.5cm and with page numbers.

[ ]  copy of HKID or Passport .

[ ]  a copy of the admission letter of your proposed course of study issued by the chosen university (if any).

[ ]  evidence of your entire course of undergraduate study as a full-time student in Hong Kong e.g. a student status certification letter issued by the University Registrar or other responsible officer.

[ ]  copy of **official** academic transcript(s) issued by the University Registrar or other responsible officer for undergraduate and/or postgraduate studies.

[ ]  copies of score results of HKCEE and HKALE or equivalent.

[ ]  evidence of the current employment, e.g. a copy of the appointment letter/name card.