

小型機構人才發展資助計劃

Small NGO Talent Development Subsidy Programme

申請資格 Eligibility

申請者必須為指定機構之受薪員工或董事會成員：

1. 香港社會服務聯會機構會員，
2. 年度經常開支不超過一千萬港元，及
3. 不符合「社會福利發展基金」的申請資格。

(請參閱上載於 HKCSS Institute 網頁的「[小型機構人才發展資助計劃](#)」下的「[符合資助資格的機構名單](#)」)

Applicants must be a paid staff or board member of :

1. an Agency Member of HKCSS
2. its annual recurrent expenditure is < HK\$10M, and
3. which is not eligible for the Social Welfare Development Fund.

(Please refer to the “**Eligible Organization List**” under the “[Small NGO Talent Development Subsidy Programme](#)” of the HKCSS Institute’s website.)

申請須知 Application Guidelines

Application Procedure 申請手續

1. 申請者需同時遞交 i) 課程 / 活動之成功網上報名電郵、ii) 已填妥的「小型機構人才發展資助計劃」資助申請表，及 iii) 2 張分別在支票背後寫上「資助後的課程費用」及「資助的課程費用」的支票，方為完整的資助申請。

Applicants have to submit i) the email copy of the successful online application of the course / activity, ii) the completed application form for the “Small NGO Talent Development Subsidy Programme”, and iii) 2 separate cheques for “course fee (after subsidy)” and “subsidised course fee”.

2. 除特別註明外，截止申請日期為課程 / 活動舉辦日期前四星期。

Unless otherwise stated, the application deadline of the subsidy is four weeks before course / activity commencement.

3. 申請者須由機構推薦，推薦人可以是申請者的上司或董事局成員。

Each applicant is required to provide the recommendation of one referee, who can be the applicant’s supervisor or board member.

4. 除特別註明外，計劃適用於 HKCSS Institute 舉辦的各項兩天或以下的短期課程及其他收費活動，名額上限為 6 個（合辦課程除外）。

Unless otherwise stated, courses and paid activities (2 days or below) held by HKCSS Institute are covered, with a maximum of 6 quota of subsidy applicants for each course / activity (except co-organized courses)

5. 成功申請者可獲六成資助，以四折學費報讀課程。

Successful applicants are entitled to a subsidy of 60% of the course fee.

Application Requirements 申請要求

6. HKCSS Institute 會按課程要求、對象、申請者之工作經驗、培訓需要等相關之標準審核申請，故此申請並非以先到先得之形式批核。

HKCSS Institute will review all applications based on the course requirements, target participants, applicants’ experiences, training needs and other criterion considered. Applications are not processed on a first-come, first-served basis.

7. 如申請者已獲其他資助，則不可申請本資助。

Applicants, who have accepted other financial sponsorship or grant, should not apply for this subsidy.

8. 申請者須於報名表之「聲明」內，註明如申請未能成功，是否願意全費支付課程費用報讀，或撤回課程申請。

Applicants are required to indicate in “Declarations” of the application form whether they will pay the full tuition fee, or withdraw the course application if applications are not successful.

Result Announcement and Disbursement Arrangements 結果公佈及發放安排

9. HKCSS Institute 會於課程前三星期前，以電郵形式通知資助結果。

Subsidy application result will be sent to applicants 3 weeks before the course commencement by email.

10. 如不獲資助批核，HKCSS Institute 會根據報名表內的「聲明」處理：如「願意全數支付上述課程費用」者，申請者所繳交的 2 張支票將會全費支付報讀的課程學費。否則 HKCSS Institute 將會把 2 張支票退回給「撤回上述課程申請」者。

If the applications are unsuccessful, HKCSS Institute will handle the payment according to the preference stated on the “Declarations” section of the application form. For those who choose to “pay the full amount of the tuition fee to enroll in the above course(s)”, the 2 cheques submitted will be used to settle the course fee. Otherwise, the 2 cheques will be returned to applicants who choose to ‘withdraw my application for the above-mentioned course’.

11. 受資助者需達到有關課程之出席率等要求。如未能完成課程者，資助將被撤回，受資助者需補回資助，寫上「資助的課程費用」的支票將不獲退回。

Successful applicants have the obligation to complete the course with the required attendance rate. For applicants who fail to complete the course, subsidy will be withdrawn. In such a case, the cheque for “subsidised course fee” will not be returned.

12. 受資助者已達到有關課程之出席率等要求，HKCSS Institute 將會於活動當日退回寫上「資助的課程費用」的支票。

If successful applicants can meet the course requirement, the cheque for ‘subsidised course fee’ will be returned on the day of the course.

General Notes 一般事項

13. 如申請者已轉職或到其他機構工作，請儘快通知 HKCSS Institute。

Subsidy applicants must inform HKCSS Institute immediately of any change in employment.

14. 根據個人資料(私隱)條例，你所提供的資料只會用作處理有關申請「小型機構人才發展資助計劃」及 HKCSS Institute 活動事宜。

Under the provision of the Personal Data (Privacy) Ordinance, the personal data provided on this application forms are used by the Institute only for application of the “Small NGO Talent Development Subsidy Programme” and administration for HKCSS Institute course enrolment purposes only.

15. HKCSS Institute 保留一切審批最終解釋及決定權。

The HKCSS Institute reserves the right to amend or determine the application and any of the above terms and conditions from time to time.

16. 如欲查詢，請致電(2876 2434)或電郵(institute@hkcss.org.hk)至 HKCSS Institute。

For enquiries, please contact the HKCSS Institute on 2876 2434 or email to institute@hkcss.org.hk.

(updated: Mar 2023)

「小型機構人才發展資助計劃」資助申請表
Application Form for the “Small NGO Talent Development Subsidy Programme”

申請學費資助之課程資料 Course Information for Subsidy Application

請根據報讀的課程資料填寫以下表格 Please fill out the course information in the below table:

課程編號 Course Code	課程費用 Course Fee	資助後的課程費用 Course Fee (after subsidy) < 課程費用的 40% - 支票 A >	資助的課程費用 Subsidised Course Fee < 課程費用的 60% - 支票 B >
		* 請分別準備兩張支票 Please prepare 2 separate cheques	
(Sample) 23A-01	\$ 1200	\$ 480	\$ 720
		\$	\$
		\$	\$

* 成功申請者可獲課程費用的六成資助，以四折學費報讀課程。
 Successful applicants are entitled for a subsidy at 60% of the course fee.

* 申請者需同時遞交 i) 課程 / 活動之成功網上報名電郵、ii) 已填妥的「小型機構人才發展資助計劃」資助申請表，及 iii) 兩張支票，方為完整的資助申請。如成功申請資助，並完成課程出席率要求，「資助的課程費用」的支票（支票 B）將獲退回。
 Applicants have to submit i) the email copy of the successful online application of the course / activity, ii) the completed application form for the “Small NGO Talent Development Subsidy Programme”, and iii) 2 separate cheques. The cheque of “Subsidised Course Fee” (Cheque B) will be returned if the subsidy application is successful and course attendance requirement is fulfilled.

* 請於支票背面註明費用項目（支票 A：「資助後的課程費用」/ 支票 B：「資助的課程費用」）。
 Please state the payment item on the backside of the cheques (Cheque A: “Course Fee (after subsidy)” / Cheque B: “Subsidised Course Fee”).

聲明 Declarations

請於適當空格內“✓” Please put a “✓” in the appropriate box.

如申請「小型機構人才發展資助計劃」的資助未能成功，本人願意全數支付上述課程費用。
 If my application for the “Small NGO Talent Development Subsidy Programme” subsidy is NOT successful, I am willing to **pay the full amount of the tuition fee to enrol in the above course(s).**

如申請「小型機構人才發展資助計劃」的資助未能成功，本人會撤回上述課程申請。
 If my application for the “Small NGO Talent Development Subsidy Programme” subsidy is NOT successful, I am willing to **withdraw my application for the above-mentioned course.**

本人已細閱、明白並同意「小型機構人才發展資助計劃」申請資格及須知的全部內容。
 I have noted, understood and agreed on the content of the application eligibility & guidelines for the subsidy from the “Small NGO Talent Development Subsidy Programme”.

推薦人資料 Referee’s Information

申請者姓名
 Applicant’s Name: _____

申請者簽署
 Applicant’s Signature: _____

推薦人姓名
 Referee’s Name: _____

推薦人簽署
 Referee’s Signature: _____

推薦人職位
 Referee’s Position: _____

機構名稱
 Agency’s Name: _____

機構印章
 Agency’s Stamp: _____

日期
 Date: _____

由本院填寫 For HKCSS Institute Only	Date of Receiving	
	Eligibility	<input type="checkbox"/> Y <input type="checkbox"/> N
	CMS	
	Result	<input type="checkbox"/> Successful <input type="checkbox"/> Rejected
	Subsidy Amount	\$