

Partnership Fund For The Disadvantaged

Dedicated Portion for After-school Learning and Support Programmes

Third Round Application
(1 December 2016 to 31 March 2017)

Application Guide

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This application guide (this Guide) is for use by non-governmental welfare organisations (welfare NGOs)/Schools in making applications for matching grants dedicated to launching more after-school learning and support programmes for primary and secondary students from grassroots families under the Partnership Fund for the Disadvantaged (the PFD).

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1.1 Background

1.1.1 The Chief Executive of the Hong Kong Special Administrative Region (HKSAR), in the 2005 Policy Address, announced the setting up of a \$200 million Partnership Fund for the Disadvantaged (the PFD) to promote tripartite partnership among the welfare sector, the business community and the Government to help the disadvantaged. To further encourage cross-sectoral collaboration to help the disadvantaged, the Government injected another \$200 million into the PFD in 2010 and \$400 million in 2015, with \$200 million being earmarked for the dedicated purpose of launching more after-school learning and support programmes for primary and secondary students from grassroots families to facilitate their whole-person development (the dedicated portion). Out of the total commitment of \$800 million, \$790 million is for the matching grant portion, and \$10 million is for the support measure portion^{Note 1}.

1.1.2 Under the PFD, the Government provides matching grants having regard to the donations made by business organisations to support applicant organisations in running social welfare projects. The Advisory Committee of the PFD (the Advisory Committee), comprising non-official members from the welfare, business and academic sectors, was set up in 2005 to give advice on the approval of applications and matters relating to the operation of the PFD.

Note 1 Upon establishment of the PFD in 2005, an amount of \$10 million from the fund has been set aside for various support measures, such as publicity and evaluation, with a view to promoting tripartite partnership.

1.2 Objectives of the dedicated portion of the PFD

1.2.1 The dedicated portion aims to :

- (a) incentivise non-governmental welfare organisations (welfare NGOs) and Schools to expand their network in seeking and securing corporate participation to provide more after-school learning and support programmes for primary and secondary students from grassroots families to facilitate their whole-person development; and
- (b) encourage the business sector to take up more corporate social responsibility for creating a cohesive, inclusive and caring society.

1.2.2 In meeting these objectives, applicant welfare NGOs/Schools are required to obtain donations from business corporations, and ensure that the donations are used in programmes serving the target beneficiaries.

1.3 Provision of the dedicated portion of the PFD

1.3.1 The dedicated portion provides matching grants for applicant welfare NGOs/Schools in accordance with the contributions from business corporations, in cash and/or in kind, on a dollar-to-dollar matching basis. The matching grants are one-off in nature and applicant welfare NGOs/Schools will have to absorb the financial consequences, if any, after using up the grants from the dedicated portion.

1.4 Launching of the dedicated portion of the PFD

1.4.1 The funding is allocated in different rounds until depletion of the dedicated portion of the PFD. The Third Round is now open for application with the deadline set on 31 March 2017.

2.1 Eligible applicants

2.1.1 Bona-fide charitable **welfare** NGOs having tax-exempted status under Section 88 of the Inland Revenue Ordinance (Cap. 112)^{Note 2}, public sector primary and secondary schools including government schools, aided schools and caput schools, and schools under the Direct Subsidy Scheme^{Note 3} may apply for matching grants from the dedicated portion.

2.2 Project proposals to be accepted for consideration

2.2.1 Project proposals meeting the following basic requirements may be considered for matching grants from the dedicated portion :

- (a) the project proposal shall be an initiative in support of the objectives of the dedicated portion to provide after-school learning and support programmes for strengthening the target students' whole-person development including but not limited to tutorial classes or programmes that develop the learning capability and study skills of the students concerned; strengthen their life-planning skills; support their parents to relieve the stress in parenting and improve parenting skills; or facilitate parents to stay in employment or join the workforce;
- (b) the target students shall be Primary One to Secondary Six students coming from grassroots families or disadvantaged circumstances such as single parent, new arrival or ethnic minority families;
- (c) the design of the programmes shall meet the needs, abilities and characteristics of the target students;

^{Note 2} For the list of charitable institutions and trusts of a public character which are exempt from tax under Section 88 of the Inland Revenue Ordinance (Cap. 112), please refer to the Homepage of the Inland Revenue Department at the following link: http://www.ird.gov.hk/eng/tax/ach_index.htm. Of these Section 88 organisations, only those providing welfare services are eligible to apply.

^{Note 3} For private schools, they are welcome to partner with welfare NGOs which may submit applications for the dedicated portion.

- (d) the output and outcome targets shall be set out in the project proposal;
- (e) the project proposal shall not currently be receiving funding support from the Government in any form (e.g. being supported under a “Funding and Service Agreement” with the Social Welfare Department (the SWD), being a service contract awarded by the SWD, being an after-school learning and support programme managed by the Education Bureau, or being supported by any other public funds such as the Lotteries Fund, the Community Investment and Inclusion Fund, the Enhancing Self-Reliance Through District Partnership Programme, the Hong Kong Jockey Club Life-wide Learning Fund, etc.);
- (f) the project proposal shall be delivered in Hong Kong to provide services and activities which would benefit directly the welfare of the target students;
- (g) the donations shall be made by registered business corporations operating business in Hong Kong or charitable trusts/foundations which are established and managed by such business corporations. Donations from professional associations and religious bodies, contributions from charitable trusts/foundations not established and managed by the business corporations (or without the source of funding from business corporations) and funds under the management of government departments/public bodies will not be accepted;
- (h) the project proposal shall include a donation by business corporations in cash, in kind or a combination of the two. Contribution to service is encouraged but will not be counted for allocation of matching grant from the dedicated portion because this may affect the development of corporate volunteering work;
- (i) the applicant welfare NGO/School has to obtain and confirm the committed business donation(s) for the project proposal in the application. Donation(s) received by the applicant welfare NGO/School should not be earlier than one year before the launching of the Third Round Dedicated Portion Application on 1 December 2016, which means only donation(s) received on or after 1 December 2015 will be

counted for the purpose of matching from the dedicated portion;

- (j) the project proposal or any part of the programme seeking a matching grant from the dedicated portion shall not start before approval of the matching grant is given;
- (k) the project proposal shall not include self-financing projects as they are already operating in a cost recovery mode through fee charging; and
- (l) any requirement from the business corporations in relation to their donations must not be in conflict with the objectives and guidelines of the dedicated portion of the PFD. Donations shall not come from corporations running business in connection with smoking.

2.3 Guidelines for assessing applications

2.3.1 The following guidelines will be adopted in assessing applications :

- (a) priority consideration will be given to applications which are:
 - (i) with promising sustainability and strategic partnerships with the business corporations as wider participation and support from the business sector, e.g. involvement of business partners and active participation of corporate volunteers, is essential to the successful implementation and continuity of the project initiative; and
 - (ii) demonstrative of the initiatives of the applicant welfare NGO/School in rendering appropriate services to meet the changing needs of the target students and expand their social partnership;
- (b) low priority will be given to the project proposal seeking funding to upgrade facilities and/or purchase equipment, or the related proportions of the funding sought will be heavily cut so that the dedicated portion may benefit the target students more directly;

- (c) the proposed expenditure for promotional activities should not exceed 10% against the total budget of the project proposal, which should contribute to the direct benefit of the target students as far as possible, unless with acceptable justifications;
- (d) applications with the same substance as other previously approved projects may be considered having regard to the benefits of the programmes demonstrated for their target students;
- (e) business corporations are encouraged to contribute as much as possible rather than being constrained by the ceiling of matching grant from the dedicated portion for each application;
- (f) business contributions in kind and used in the project proposal will be translated into monetary value for the purpose of allocation of matching grants. Applicant welfare NGOs/Schools are required to provide quotations as stated in paragraphs 3.2.2 to 3.2.3 of this Guide if the donated items are not on the designated list^{Note 4}. Only new and saleable items which are of use or benefit to the target beneficiaries under the project proposal would be counted for allocation of matching grants; and
- (g) joint applications with more than one applicant welfare NGO/School or joint contributions with more than one business corporation in respect of the same application may be accepted. In such cases, a principal applicant welfare NGO/School shall be responsible for the application and comply with all the conditions of the grant.

Note 4 The designated list refers to the “Government’s Price List of Common Furniture and Equipment” (the List) as stated in paragraph 3.2.1 of this Guide.

3.1 Allocation of the matching grant

3.1.1 Subject to availability of funds and approval of the budget of the project proposals, the Government will provide grants for applicant welfare NGOs/Schools in accordance with the donations made by business corporations on a matching basis. Allocation of grant for each approved project proposal will be capped at a maximum of **HK\$3 million** with a view to facilitating welfare NGOs and Schools to implement projects of a larger scale and for a longer term. There is no limit to the amount of contribution from the business corporations.

3.1.2 Contributions in cash will be matched on a dollar-to-dollar basis. For contributions in kind, items may include but are not limited to office equipment, tools and supplies, products^{Note 5}, vehicles, etc. They should be translated into monetary value as stated in paragraphs 3.2.1 to 3.2.3 of this Guide for matching purpose and items should be of use or benefit to the target beneficiaries under the project proposal.

3.1.3 For this Third Round Dedicated Portion Application, each applicant School is allowed to submit one consolidated application which may include a series of programmes and activities serving its students and/or students from other schools. As individual welfare NGO may be serving different districts, each welfare NGO may submit a maximum of three applications provided that each application serves the target students in a different district and that the welfare NGO concerned demonstrates the ability to deliver all the projects within the specified period of time.

3.2 Translation of contribution in kind to monetary value

3.2.1 Reference should be made to the Government's Price List of Common Furniture and Equipment (the List) for the monetary value of the contributions in kind. The link to the List is available on the SWD Homepage (<http://www.swd.gov.hk/en/index/>) → NGO Corner → Lotteries Fund:

http://www.swd.gov.hk/doc/lot_fund/PLCFE_20160331v4.pdf

Note 5 Except “not for sale” product samples which cannot be translated into monetary value for the purpose of allocation of matching grants.

3.2.2 If the contribution in kind is not on the List, applicant welfare NGOs/Schools are required to provide written quotations in the applications for valuation of the contribution in kind as follows:

Value of single item	Quotation requirements
(a) Not exceeding \$50,000	Applicant welfare NGO/School should obtain at least two written quotations
(b) Exceeding \$50,000	Applicant welfare NGO/School should obtain at least five written quotations

3.2.3 Written quotation with the lowest value will be referred to. If any contribution in kind claims to have some unique value, justifications for the value will be required.

3.3 Procurement of furniture and equipment, works and other services

3.3.1 If the approved projects involve furniture and equipment (F&E), works and other services, applicant welfare NGOs/Schools are required to follow quotation and tender procedures by making reference to the Lotteries Fund Manual on the SWD Homepage at the following link (<http://www.swd.gov.hk/en/index/>) → NGO Corner → Lotteries Fund:

http://www.swd.gov.hk/doc/lot_fund/LFM_201508e.pdf

3.4 Disposal of equipment and materials

3.4.1 For any equipment and materials purchased with the support of the dedicated portion in the approved projects, the SWD reserves the rights in their disposal upon completion of the projects or discontinuation of the projects^{Note 6}. Prior approval from the SWD is required for any redistribution plan proposed by applicant welfare NGOs/Schools.

^{Note 6} Reference will be made to the Lotteries Fund Manual (Chapter 6).

4.1 Application requirements

4.1.1 Applicant welfare NGOs/Schools are required to provide the following information in each application :

- (a) *details of the project proposal* - including operational plan, detailed budget, time frame, etc.;
- (b) *for applicant welfare NGOs currently not receiving subventions from the SWD* - documents showing the eligibility of the organisation as a welfare NGO, which include :
 - (i) the registration of the organisation under Section 88 of the Inland Revenue Ordinance (Cap. 112);
 - (ii) detailed information on the constitution of the organisation or Articles of Association of the organisation;
 - (iii) the structure and the names of members of the management of the organisation; and
 - (iv) the audited accounts of the organisation not earlier than 18 months before the date of the application;
- (c) *for all non-government applicant Schools including all partner Schools* – valid certificate(s) of registration under Section 13 of the Education Ordinance (EO) (Cap. 279) in Hong Kong;
- (d) *for all project proposals providing tutorial classes, learning skill training, language training, etc. on non-school premises, welfare NGO applicants providing tutorial classes, learning skill training, language training, etc., irrespective of the venue of such classes/training, which may warrant regulation under EO* – valid certificate(s) of registration under Section 13 of EO or certificate(s) of exemption from registration as a school under Section 9(5) of EO.

- (e) *concerning partnering business corporation(s) and the donations:*
 - (i) written confirmation of the amount and nature of contributions of the partnering business corporation(s);
 - (ii) basic information introducing the partnering business corporation(s) and copy of the business registration certificate(s);
 - (iii) translation and quotations, if applicable, of contributions in kind into monetary terms (paragraphs 3.2.1 to 3.2.3 of this Guide refer);
 - (iv) background information of the trusts/foundations including proof of the set-up of the trusts/foundations by the business corporation(s) if the contributions are made from charitable trusts/foundations established and managed by business corporation(s); and
 - (v) other participation beyond financial contributions such as professional services, volunteering, etc.;
- (f) declaration of conflict of interest in the proposed partnership, if any, between the applicant welfare NGO/School or its Board members and its business partner(s), including specifying whether the applicant welfare NGO/School or any of its Board members has any previous or ongoing business dealings with the business donor(s);
- (g) any plan on how to sustain partnership with the business corporation(s) in serving the target students after the project period; and
- (h) any other factors meriting special consideration.

4.1.2 Applicant welfare NGOs/Schools should take note of the following points:

- (a) applicant welfare NGOs/Schools should exercise their governance and be prudent in choosing business partners such that they should be clear about the background of the business corporations before partnering with them;

- (b) applicant welfare NGOs/Schools should be vigilant against any unreasonable conditions in exchange for donations such as requirements for purchase, advertising and promotion of the business partners' products, services etc.; and
- (c) the SWD reserves the right not to accept business partners which fail to meet the basic requirements of the dedicated portion of the PFD or in respect of which the business may impose negative impact on the society.

4.2 Application form and submission

4.2.1 All applicant welfare NGOs/Schools are required to complete the prescribed application form for the Third Round Dedicated Portion Application. **Submission of applications using the incorrect form will not be considered.** Separate application forms for applications involving a matching grant not exceeding \$100,000 or exceeding \$100,000 can be downloaded from the SWD Homepage respectively at the following link (<http://www.swd.gov.hk/en/index/>) → Public Services → Support Services → Partnership Fund for the Disadvantaged – Dedicated Portion :

http://www.swd.gov.hk/en/index/site_pubsvc/page_supportser/sub_dedicatedportion/

4.2.2 Applicant welfare NGOs/Schools should submit all supporting documents wherever required. Where the information sought is not applicable or not available, please fill in “Not applicable” or “Not available”/“Not yet available (with proposed submission date)” as appropriate.

4.2.3 The application form must be typed and printed. Additional pages may be attached to the form if necessary.

4.2.4 One soft copy (compact disc preferably in MS WORD 97 or above for Windows format) and one hard copy of the completed application form, with one copy of each documentary proof as required in paragraph 4.1.1(b), (c), (d) and (e) of this Guide as appropriate, are to be submitted to the following address -

The Secretariat
Partnership Fund for the Disadvantaged
Social Welfare Department
Room 735, 7/F Wu Chung House
213 Queen's Road East
Wan Chai, Hong Kong

4.2.5 The SWD accepts applications from 1 December 2016. The deadline for applications is 31 March 2017. The date of delivery or the date of postal stamp will be regarded as the date of submission. **Late applications shall NOT be considered.**

Chapter 5 Processing of Application

5.1 Receipt of applications

5.1.1 Applicant welfare NGOs/Schools and their business partners should enter into an agreement before sending an application to the SWD.

5.1.2 Acknowledgement will be sent by the SWD to the applicant welfare NGO/School in receipt of an application.

5.2 Notification of results

5.2.1 Subject to the number of applications received and adequate information provided by the applicant, vetting will be processed upon receipt of the application. In normal circumstances, the processing of an application will require about three to four months after the Secretariat of the PFD's receipt of all relevant information. Applicant welfare NGOs/Schools will be notified in writing of the assessment results when the matching grants from the dedicated portion are affirmed.

5.3 Ineligible applications

5.3.1 Applications will not be considered if they are submitted by ineligible applicants or inadequate information is provided by the applicants. Late applications shall not be entertained.

5.4 Liability of applicant welfare NGOs/Schools

5.4.1 Neither the HKSAR Government, the Advisory Committee, nor the SWD will have any liability for the project proposals submitted by applicant welfare NGOs/Schools or the agreement to be entered between the applicant welfare NGOs/Schools and the business corporations concerned. Applicant welfare NGOs/Schools should be wholly responsible for the costs, partnership and liability arising from planning, implementing, administering and sustaining the project as well as compliance with legal requirements applicable to the project.

5.5 Debriefing

5.5.1 Debriefing sessions may be arranged, if required, for unsuccessful applicant welfare NGOs/Schools to share areas for future improvement.

6.1 Payment arrangement

6.1.1 Matching grants from the dedicated portion will be disbursed to the applicant welfare NGOs/Schools either in one-go or by instalments upon confirmation of the commencement of the approved projects and receipt of contribution from the business corporations concerned. The SWD reserves the right to withhold any payment if the applicant welfare NGOs/Schools fail to provide adequate information as required or fail to deliver the project proposals as approved and on schedule.

6.2 Financial arrangement

6.2.1 The welfare NGOs/Schools should demonstrate in their final financial reports that they have used up all of the donations in cash from the business corporations in the approved projects and the other income generated from the approved projects (including but not limited to service fees charged, funds raised, etc.), if any, before using the approved matching grants. Unless otherwise approved by the SWD, any unspent sum of the matching grants at the end of the projects should be returned to the HKSAR Government.

6.3 Financial reports and books of accounts

6.3.1 The welfare NGOs/Schools are required to have separate financial report for each funded project. As the dedicated portion of the PFD is a public fund, the welfare NGOs/Schools are required to submit to the SWD final financial reports to account for the usage of the matching grants from the dedicated portion, and to certify that all incomes have been received and expenditures been fully settled; and the matching grants from the dedicated portion and the donations from partnering business corporations have been used for the purposes as specified in the applications. For project proposals in receipt of grants above \$250,000 from the dedicated portion, the welfare NGOs/Schools are required to submit annual financial reports as well if the project proposals spread beyond one year. The final financial reports and annual financial reports, if any, should comply with all requirements and formats to be specified by the SWD in the notification letters to the welfare NGOs/Schools.

6.3.2 The welfare NGOs/Schools should commission an independent review of the financial reports to be carried out by an external auditor. The welfare NGOs/Schools should appoint their own auditor who must be a certified public accountant and whose name appears on the gazette list of Certified Public Accountants. The welfare NGOs/Schools should agree with the auditor on the terms of the audit engagement and the agreed terms shall be recorded in an engagement letter. The engagement shall be a reasonable assurance engagement and the auditor's conclusion on the financial reports shall be expressed in a positive form. The auditor shall, among other things, express and opine, on (a) whether the financial reports have been properly prepared from the books of accounts and in accordance with the requirements of the SWD in all material respects; (b) whether all incomes of the project have been received and expenditures of the project been fully settled; and (c) whether the matching grants from the dedicated portion and all donations from partnering business corporations have been used for the purposes as specified in the applications.

6.3.3 The welfare NGOs/Schools should maintain proper books of accounts, other accounting records for all transactions and all relevant records and information in relation to the projects (including but not limited to the cash and bank books, the sales and purchases journals, payment records for all transactions with supporting invoices and receipts). The welfare NGOs/Schools shall keep such books and records for a minimum of seven years after the end of the reporting period containing the last entry, and the SWD or persons authorised by the HKSAR Government shall be allowed access to such books and records for inspection, verification and copying from time to time and make them available for inspection upon request.

6.4 Report on the project

6.4.1 The welfare NGOs/Schools will be required to furnish to the SWD a concise final evaluation report at the end of each project, or progress reports at specified intervals.

6.5 Modification of project content and budget

6.5.1 Prior approval from the SWD should be obtained for any modification of the approved project content, duration and/or budget.

6.6 Suspension and termination of the matching grant

6.6.1 The SWD reserves the rights to withhold any payment or request refund of the matching grant, or portion of the grant on pro-rata basis in case the projects are terminated pre-maturely, or the applicant welfare NGOs/Schools fail to deliver the project proposals as approved or fail to obtain prior approval from the SWD for any virement of the approved budget items.

6.7 Visit and sharing

6.7.1 Visits to approved projects may be arranged for Members of the Advisory Committee and the staff of the SWD. Successful applicant welfare NGOs/Schools will be required to assist in arranging such visits and/or sharing their experience in forming partnership with business corporations and in implementing the projects. Applicant welfare NGOs/Schools are also encouraged to invite Members of the Advisory Committee to attend programmes of their projects for promoting the tripartite partnership. Business donors are encouraged to be involved in implementation and keep track of the progress of the projects.

6.7.2 Applicant welfare NGOs/Schools are required to report publicity plans and provide materials, including records in audio and visual format, to the Secretariat of the PFD for information and reference. The SWD has the right to make use of such publicity materials for the purpose of promotion of the PFD.

6.8 Use of the PFD logo

6.8.1 Successful applicant welfare NGOs/Schools are required to use the PFD logo in all publications, publicity materials, programmes and activities, decorations/backdrops, facilities/equipment such as vehicles, special rooms, etc. financed by the dedicated portion. Applicant welfare NGOs/Schools are also required to keep the Secretariat of the PFD informed of the publicity plan.

7.1 Purpose of collection

7.1.1 The personal data, as well as the data of their business partners, provided as part of the application process will be used by the SWD:

- (a) to process the applications;
- (b) to conduct research and survey;
- (c) to conduct training and sharing sessions; and
- (d) to post to the web-based platform for public scrutiny.

The provision of personal data by means of this application is voluntary. The applicant welfare NGOs/Schools shall seek business corporations' and persons' consent to disclosing their information to the SWD for the application. If the applicant welfare NGOs/Schools do not provide sufficient information, we may not be able to process the applications.

7.2 Classes of transferees

7.2.1 The personal data of the applicant welfare NGOs/Schools provided by means of application for the dedicated portion may be disclosed to other Government bureaux, commissions and departments for the purposes mentioned above.

7.3 Access to personal data

7.3.1 The applicant welfare NGOs/Schools have a right to access and correction with respect to personal data as provided for in Section 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance, Cap. 486. The applicant welfare NGOs/Schools' right to access includes the right to obtain a copy of the personal data provided in the applications.

Enquiries

Any enquiries about the dedicated portion can be made to the Secretariat of the Partnership Fund for the Disadvantaged of the SWD through the following means of contacts:

Tel. No. : 2892 5249 / 2892 5306

Fax No. : 2572 3540

E-mail address : pmpfd@swd.gov.hk