

THE HONG KONG COUNCIL OF SOCIAL SERVICE

Information Technology Resource Centre

Study Visit on Digital Transformation of Social Services

March 20 – 22, 2024; Singapore

APPLICATION GUIDELINE FOR SUBSIDY APPLICANTS

Please read the following carefully before completing the subsidy application form:

Eligibility Criteria of Subsidy Applicant

The applicant should:

- a) be adept in works related to social services with experience on ICT development or application;
- b) be well versed in social welfare field / social enterprise, and related research in Hong Kong;
- c) have the ability to contribute to and benefit from the visit;
- d) be sponsored by an agency member of the Council;
- e) be fluent, both spoken and written, in the official language of the visit i.e. English;
- f) be over 21 years of age.

Responsibilities of All Selected Applicants

The selected applicant must:

- a) participate in the visit FULLY, or he/she will be liable to disqualification and any subsidy given has to be refunded to The Hong Kong Council of Social Service and/or the funding body;
- b) undertake preparatory work for the visit, including obtaining necessary travel documents and visa, negotiating logistics arrangement, and any other duties as required;
- c) share responsibilities among the delegates, representing The Hong Kong Council of Social Service to participate in the activities designated, network with the international and regional communities during the visit;
- d) engage in the follow-up actions, including attending a review meeting after the visit to evaluate the visit on the whole, submitting a written report and conducting a report-back session to share with local social welfare personnel the information brought and insights gained from the event within three months after the completion of the event.

Selection

A Selection Committee will be formed by The Hong Kong Council of Social Service to screen all applications received. If necessary, the applicant may be required to attend an interview, in which he/she will be notified the details by telephone in due course. The Selection Committee has the discretionary power to exempt the eligibility criteria and its decision will be final.

Support Provided by The Hong Kong Council of Social Service

Information Technology Resource Centre (ITRC) and relevant core business(es) of the Council will:

- a) provide delegates with the information of the visit;
- b) assist delegates to prepare and collect required information and materials in order to facilitate their effective learning and participation in the visit;
- c) assist delegates to prepare the report-back sessions.