

THE HONG KONG COUNCIL OF SOCIAL SERVICE

NGO Governance Platform Project

BETTER BOARDS CONFERENCE 2019

(1-4 AUGUST, 2019; BRISBANE, AUSTRALIA)

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 board or committee member (with priority), agency head or senior staff providing support to agency board with at least 3 years' relevant experience in welfare service;
- b) be sponsored by an agency member of the Council;
- c) be over 21 years of age;
- d) be fluent, both spoken and written, in the official language of the event;
- e) be well versed in social welfare field in Hong Kong;
- f) have the ability to contribute to and benefit from the event;
- g) serve in a Chest member agency. (Non-Chest member may apply on a self-finance basis.)

Responsibilities of All Selected Applicants

The selected applicant must:

- a) participate in the event 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 event, including registration to the event organizer, 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 event;
- d) engage in the follow-up actions, including attending a review meeting after the event to evaluate the event 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

The "*NGO Governance Platform Project*" and relevant core business(es) of the Council will:

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