

MEMORANDUM

TO : Board Members & Heads of Agency Members

FROM : Cliff Choi
Business Director 

SUBJECT : **BETTER BOARDS CONFERENCE 2019**
(1-4 AUGUST 2019; BRISBANE, AUSTRALIA)

DATE : 11 March, 2019

I am very pleased to inform you that the Hong Kong Council of Social Service has applied funding from the Community Chest to subsidize **3 delegates** on 50% basis to attend the captioned event. **Please note that the funding body is now considering our application and the result is awaited.**

Basic information of the event, the estimated expenses per delegate, subsidy application criteria can be found at HKCSS website:

< <http://webcontent.hkcss.org.hk/irn/events1920/SubsidizedEvents1920.html> >

Successful applicants are required to submit a written report and conduct a report-back session upon return to Hong Kong.

To apply for subsidy, please complete the Subsidy Application Form which can be downloaded from the above website. Completed form should reach our Office **on or before 3 May 2019 (Friday)**:

Attention : Ms Danielle Yeung, Assistant Project Manager, NGO Governance Platform Project, HKCSS

Address : Room 701, 7/F, Duke of Windsor Social Service Building, 15 Hennessy Road, Wanchai, Hong Kong

Please mark **“Confidential”** on the envelope and all information will be treated in strict confidence. Should you have any queries on the subsidy application procedures, please contact Ms Danielle Yeung at 2922-9247 or via email at <danielle.yeung@hkcss.org.hk>. **Please note that late applications will not be considered.**

Many thanks for your attention and I look forward to your active participation.