



## CLAP@JC - All-Round CLD Mainstreaming Scheme (Network NGOs)

### Application Guideline

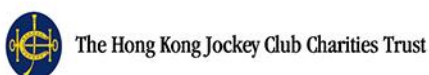
#### Background & Objective

- Background :
- The Hong Kong Jockey Club Charities Trust, the ten-year Trust-Initiated Project CLAP@JC is Hong Kong's first cross-sectoral support platform on career and life development ("CLD"), aiming to foster a sustainable ecosystem by bringing together the education, business, and community sectors to smoothen the transition from school to work for all youth. The project encourages youth to "LIVE DIFFERENT, LIVE FULL" and maximise their endless potential through setting sail to a unique life journey.
- Objective :
- In order to facilitate the mainstreaming CLD services across agencies, CLAP@JC will launch the CLAP@JC - All-Round CLD Mainstreaming Scheme (Network NGOs) ("Scheme" hereinafter) and to provide subsidies and all round supports for Ten NGOs as CLAP@JC- Network NGOs, to incorporate CLD intervention into her own sub-vented youth services, through the adoption of CLAP@JC's service model, standards and resources and to integrate CLD essentials into the agency's youth service.

#### Application requirement and selection criteria

- Eligibility :
- A charitable organization or non-governmental organisation ("NGO") must be a bona fide non-profit making charitable organization exempted from tax under section 88 of the Inland Revenue Ordinance, that is interested in applying subsidies to incorporate CLD intervention into the subvented youth services unit is eligible to apply ("NGO applicant" hereinafter)
  - NGOs with sub-vented youth services units providing CLD service for non-engaged youth ("NEYs" hereinafter) or special

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target groups (“STGs” hereinafter) including young mothers, youth-at-risk (including hidden youth, school dropouts, youth at high risk of dropping out of school, youth with anti-social behaviours), ethnic minority youth, institutionalized youth and young ex-offenders will be given preference.

- If NGO an applicant aims to promote and organize CLD activities within the NGO, incorporate CLD elements into its services units, and is able to provide a detailed plan of mainstreaming CLD services, it will be given preference.

Direct Subsidies items (For 2 years period)

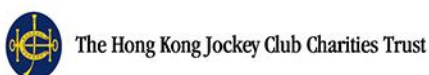
Successful NGO applicants (“Network NGO” hereinafter) are entitled to grant direct subsidies of the Scheme with funding cap of HK 1.5M for the two years period, including:

- Personal emolument for CLD social worker(s) and support staff, including salary, MPF and insurance (cap at 1.2M);
- Subsidies for social workers for CLD practicum and Exposure campaign (cap at 40K);
- Subsidies for launching CLD mainstreaming group and programmes (cap at 100K);
- Subsidies for youth beneficiaries joined the research study ( Intervention groups, cap at 60K);
- Cash coupon from CLAP@JC for youth joined the research study (Control groups, cap at 25K);
- Administrative & operation costs (e.g. Printing, transportation & stationery, cap at 20K).

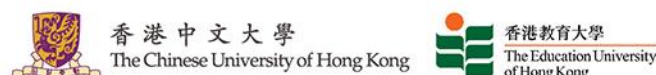
Other subsidies & supportive measures for 2 years period:

- Partnership and co-creation supports (includes ideation, co-design groups and programme) will be rendered by 7 Resources NGOs, including Hong Kong Christian Services, Hong Kong Children & Youth Services, The Boys’ & Girls’ Clubs Association of Hong Kong, Hong Kong Young Women’s Christian Association, Caritas HK, The Society of Rehabilitation and Crime Prevention, Hong Kong and Generation HK. (“Resources NGOs” hereinafter)

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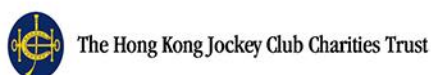


- Infrastructure, CLD tools and manuals of CLAP@JC will be provided to support the implementation of CLD practice of Network NGOs.
- Network NGOs are entitled to nominate social worker(s) to join the capacity building training – including Accredited Advanced Certificate Programme from CUHK (CLAP@JC Co-creator), CLD workshop, Community of Practice (CoP), e-learning and case consultation and sharing.
- The youth beneficiaries of the Scheme are entitled to apply the “Youth-led Project Scheme”, providing subsidies to pursue their CLD goals and roadmap. Each successful applicant is entitled to grant a max amount of 15K for Youth-led Project Scheme (individual) and max amount of 40K for Youth-led Project Scheme (group).
- The youth practitioners of Network NGOs are entitled to join the overseas study trip.
- The Network NGO is invited to nominate and participate in the CLAP@JC- Outstanding CLD Practitioner’s Award.
- The Network NGO is invited to engage in CLAP Research and Evaluative study, independent evaluative study to build the prototypes of CLD intervention and evidence for mainstreaming and sustaining CLD.

Selection criteria:

- Agency capacity and service track record: The mission, vision, commitment and context of the youth and CLD services of the NGO;
- Agency’s CLD policy, infrastructure, mechanism, organizational structure and governance, talent development, resources mobilization and services related to the CLD, as well as the agency’s unique strength in mainstreaming CLD in its own youth services;
- Proposed Scheme aligns with CLAP@JC’s mission and community intervention model;

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- Proposed Scheme addresses the needs of youth CLD, inspires individualized roadmaps and plans, strengthens their self-identity and enhances their navigating skills and competence;
- Incorporate CLD elements within agency service units effectively to maximize the synergistic collaboration among the agency's youth service.
- Connection with community resources, network and collaborative partners

**Duration:**

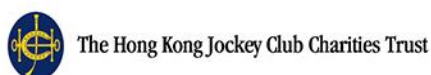
- The Scheme will be implemented for a defined period of two years. It is tentatively scheduled to commence operation in Jan 2022. The Network NGO is generally required to start the necessary preparatory work as soon as practicable and four months for preparation is generally acceptable. The actual commence date and duration of the services will be mutually agreed in the Scheme services agreement.
- The preparatory work may include staff recruitment/ deployment, professional training, participation in the study of CLAP@JC intervention model and tools, selection of potential youth beneficiaries and participation of the control group research work, networking with internal and external stakeholders and community partners and administrative matters, etc.

**Scope of work**

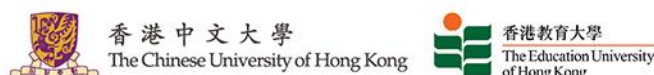
**Scheme requirement :**

- The NGO applicants select at least one of their own sub-vented youth service units to incorporate CLD intervention for two years, through the adoption of CLAP@JC's service model, standards and resources and to integrate CLD essentials into the agency's youth service in long term. The NGO applicant should submit a two-year plan outlining tailored CLD services, including the CLD groups, CLD programmes and relevant supportive CLD measures & courses.
- The NGO applicants shall demonstrate commitment to the Scheme and strive to create synergy with other service units. The

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NGO applicants should include their pledges and provisions to mainstream & sustain the CLD plan & policy. This includes agency CLD policy, infrastructure, mechanism, organizational structure and governance, talent development, resources mobilization and networks, etc.

- The NGO applicants are required to cooperate, facilitate and assist the research work of the Scheme. NGO applicants play an active role in collecting necessary data, keeping and producing necessary records and participating in the evaluation studies, including the direct youth beneficiaries, youth for control groups, responsible social workers and tutors.
- Network NGOs should attend CLAP@JC signature events and promotional event such as international conference, community of practice and sharing sessions to disseminate key learning and achievement.
- CLAP@JC will own the copyright and intellectual properties of the Scheme, including research data, training resources and best practice publications. The use of these data should be acknowledged and agreed with HKJCCT.

Expected outputs & outcomes:

### Output & Standards

- Network NGOs shall pledge to participate CLAP@JC- Hong Kong Benchmark (Community version) in the second year of the Scheme and aimed to develop good CLD standards in various aspects including agency CLD policy, infrastructure, mechanism, talent development, organizational structure and governance, services approach, resources and network for sustaining and mainstreaming CLD in youth services units.
- Network NGOs shall follow CLAP@JC Community CLD intervention model, e.g. interested-based CLD intervention, workplace learning CLD intervention, Generation X CLAP Pre-employment training in the design of the Scheme
- At least 300 youth beneficiaries go through four months of activation stage CLD intervention for two years. It is suggested that 50% of the youth beneficiaries are NEYs and STGs to achieve

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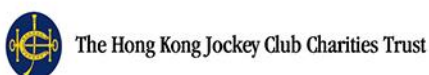
initial meaningful engagement with a personal roadmap and CV360 portfolio.

- At least six CLD groups, programmes and courses will be launched by Network NGO in the Scheme period. At least 50% CLD groups or Programmes are entitled to co-design support from partnered Resources NGOs.
- Network NGOs are required to achieve the output pledge of 50 youth participated in CLAP@JC control group research study for the tracking of twenty-two months, as well as 300 youth beneficiaries participated in CLAP@JC intervention group research study for the tracking of four months.

### Outcomes

- 75% of youth beneficiaries have a clear direction in their CLD with meaningful engagement and take action in setting their career and life goals and plan.
- 75% of youth beneficiaries enhance motivation in pursuing career and life goals, feel more confident to make informed career choices and develop their career road map and enhance resilience in facing difficulties.
- 75% of youth beneficiaries enhance self-understanding including VASK (Value, Attitudes, Skills and Knowledge), interests and strengths, and gain updated and comprehensive knowledge about multiple pathways and the working sector employment world.
- 75% of youth beneficiaries shorten disengagement with sustained meaningful engagement.
- 80% of youth beneficiaries decrease undesirable/ anti-social behaviours.
- 75% of social workers from Network NGOs enhance professional knowledges and enlighten CLD intervention approaches and skills.
- 80% of Network NGOs acknowledge the Scheme to enhance the competence to incorporate the CLD lens into mainstream youth service and develop quality CLD practices and standards for sustainable and systematic CLD services in an agency-based setting.

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**Target:** The NGO applicants shall provide a two-year CLD service Plan targeted for community youth 15-24 years old, those with NEYs and STGs including young mothers, youth-at-risk (including hidden youth, school dropouts, youth at high risk of dropping out of school, youth with anti-social behaviours), ethnic minority youth, institutionalized youth and young ex-offenders will be given preference. The age for the institutionalized youth and young ex-offenders is extendable to 29 years old.

**Subsidies amount:**

- The Scheme is with funding cap of HK 1.5M for two years period, the amount of subsidy is depending on the proposed Scheme details such as NGOs CLD plan & policy, relevant CLD programmes in terms of content, modality and numbers of direct beneficiaries, expected output and outcomes.
- Final funding allocation will be subject to the formal endorsement by the HKJCCT. The HKJCCT will not accept any liabilities or financial implications arising from the Scheme beyond the approved funding.

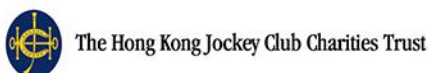
**Quota :**

- Limited in quota. A vetting committee will be set up to assess proposals based on quality. The Scheme Secretariat will notify the eligible NGO applicants of further interview. Upon the approval of applications, the Scheme Secretariat will notify the successful NGO applicant the term and conditions relating to the Scheme. CLAP@JC reserves the right to revise the content, terms and conditions without prior notice.

**Deadline for application:**

- All application should be submitted on or before 30 June 2021 for consideration. Late submission or submission by facsimile or email shall not be accepted. The HKJCCT reserves the ultimate right in the selection of the Network NGOs and the approval of the final funding allocation.

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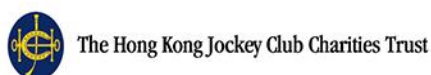
- The NGO applicant shall submit the completed prescribed application form and attachments, if any, in a sealed envelope; and mail or deliver them by hand on or before 6pm, 30 June 2021 (Wed) to:

Ms. Hon-yin Tang  
Department of Social Work,  
Rm 401, 4/F,  
T. C. Cheng Building,  
United College,  
The Chinese University of Hong Kong,  
Shatin, New Territories

Report & Payment:

- An advance payment of a quarter of the first-year budget will be disbursed at the beginning of the Scheme. The balance of the subsidies will be disbursed to the Networks NGO in the form of reimbursement upon the Network NGO's submission of the required documents including claim forms, receipts (should be verified by head of financial department or equivalent of Network NGO) and progress reports on a quarterly basis. Network NGO must submit the final evaluation report, the remaining original receipts and final claim form within one month after completion of the Scheme for vetting and reimbursement.
- The subsidies will be disbursed to the Networks NGO in on a reimbursement basis after vetting. Those who fail to submit required documents for reimbursement shall bear corresponding expenses on their own. The final reimbursement and Scheme evaluation report should be submitted one month after completing the Scheme. Refund from Network NGO will be applied if a deficit incurred in the reduction of "actual expenditure of last quarter" to "the advance payment of a quarter". The Network NGO should prepare its own copies if needed. No reimbursement will be made to any personal account.

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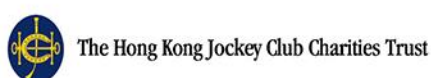
## Application Schedules & Timeline

Period	Event
15 April 2021	Briefing Day
On or before 30 June 2021 (Wednesday), 6pm	Deadline for the application: CLAP@JC - All-Round CLD Mainstreaming Scheme (Network NGOs)
July 2021	Selection & Panel Interview
August 2021	Announcement of successful applicants
30 Aug 2021 (Date to be confirmed)	Training workshop for community CLD intervention, all successful applicants shall nominate representative to join the workshop
Scheme commence date : 1 Jan 2022 onward , the exact date is mutual agreed in the Scheme agreement	<ul style="list-style-type: none"> <li>• 4 months (Sept –Dec 2021) is allowed for Network NGO for preparation</li> <li>• Suggested the Scheme commenced date is Jan 2022, and the latest completion date of the Scheme is Aug 2024</li> </ul>
Each quarter after the Scheme commenced	Submission of the quarterly progress report and claim form
On or before 31 Aug 2024 OR one month after the completion of the programme (the earlier of the two)	Scheme Evaluation Report and Final claim form

### Other notes :

- All NGO applicant shall be a bona fide non-profit making charitable organization exempted from tax under section 88 of the Inland Revenue Ordinance. **Each NGO applicant shall submit only ONE proposal using the prescribed application form, in which there is no limitation on the number and type of sub-vented youth service units within NGO involved in the Scheme.**
- All services & programmes in the Scheme must be non-profitable and conducted in Hong Kong.
- The Scheme is named “CLAP@JC - All-Round CLD Mainstreaming Scheme (Network NGOs)”. At least three weeks approval period is required for any promotion / publication materials (not limited to captions, banners, posters, pamphlets, brochures, invitation cards,

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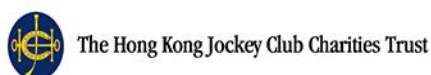




admission tickets) with CLAP@JC's logo for any program/event in the Scheme supported by CLAP@JC.

- No reimbursement for activities incurred before the approval of application.
- Detailed breakdown for proposal submission in the following items:
  - Personal Emolument for CLD social worker(s) and supportive staffs, including salary, MPF and insurance;
  - Tutor / instructor fees;
  - Programme material / consumables etc;
  - Transportation fees (company visit, job shadowing etc);
  - Printing fees
  - Equipment rental
  - Rental fees
  - Insurance
  - Subsidy to volunteer / subsidy to youth for job shadowing (maximum subsidized amount - HK\$200 per day);
  - Publication / promotion fees etc.
- No reimbursement for the following expenses :
  - Purchase of equipment or furniture;
  - Activity / Programme that is not align with CLAP@JC community intervention model;
  - Purchase of souvenir or participant's clothing;
  - Central administration fees or overhead costs;
  - Meals and entertainment;
  - Cash prize or Cash voucher;
- Upon approval of application, the Network NGOs are required to sign the Scheme agreement outlining the details of the Scheme, commence date, Scheme period, pledged outputs, outcomes and terms and conditions related to the Scheme.
- Detailed progress report and final evaluation report should be supported with photograph and other promotion materials such as pamphlet, invitation cards, brochure, and attendance records.
- Network NGOs must undertake to indemnify CLAP@JC against all actions, claims and demands by any person who suffers or sustains any loss, damages, injury, or death arising from or caused by his/her negligence and claims arise from the Scheme. Network NGO is highly recommended to purchase adequacy insurance coverage for all the activities in the Scheme.

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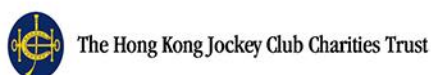


- If Network NGOs provide false information/if any dishonest behaviours are reported or Network NGOs make changes to the details of Scheme without notifying CLAP@JC in advance, CLAP@JC may, at its sole discretion, suspend or terminate the participation of Network NGOs. In such circumstance, all expenses incurred shall not be reimbursed. Prior written approval must be obtained for any changes in activity content, output & outcome number of participants, sessions, format and others in the Scheme.
- In case of purchase of items are required in the Scheme. It must be fair, open and free from conflicts of interest. The lowest offer must be taken. The required written quotations must be obtained for budget as below:

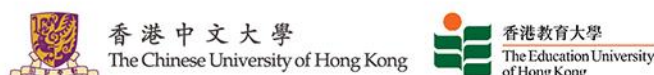
Purchase Item	Budget value	Written quotations
Goods/Services	From HKD 5,001 to 30,000	2
Goods/Services	From HKD 30,001 to 50,000	3
Goods/Services	HKD 50,001 onward	5

- Staffs from Network NGO involved in purchasing duties should declare that any current or future connection they or their families have with suppliers (e.g. being relatives, owners, shareholders, etc.) by signing an undertaking and declaring their interest when conflict of interest arises. Network NGO should be prohibited in offering, soliciting or accepting bribes, in the contracts to be awarded or receiving bribes or money incentives for any activities related to the Scheme.
- CLAP@JC reserves the right to revise the content, terms and conditions without prior notice.

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