



CLAP@JC – 2021 - 2022 CLD Mainstreaming Programme

Application Guideline

Background & Objective

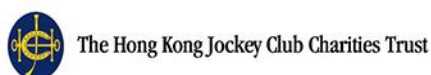
Background: Created and funded by The Hong Kong Jockey Club Charities Trust, the ten-year Trust-initiated Project CLAP@JC is Hong Kong’s first cross-sectoral support platform on career and life development (“CLD”), aiming to foster a sustainable ecosystem by bringing together the education, business, 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, through launching “CLAP@JC – 2021 - 2022 CLD Mainstreaming Programme” (“Programme” hereinafter), providing programme fee subsidies and relevant CLD supportive measures and tools, and incorporate CLD intervention into sub-vented youth services through the adoption of CLAP@JC’s service model, standards and resources in order to integrate CLD essentials into youth service.

Application requirement and selection criteria

- Eligibility:**
- Sub-vented youth services units of a charitable organization or non-governmental organization (“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 launch CLD programme with adoption of CLAP@JC model and standard, is eligible to apply (“ the applicant” hereinafter)
 - Sub-vented youth service units with CLD service for non-engaged youth (“NEYS” hereinafter) or special target groups (“STGs” hereinafter) including young mothers, youth-at-risk (including hidden youth, school dropouts, youth at high risk of dropping out

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Strategic partners:



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of school, youth with anti-social behaviors), ethnic minority youth, institutionalized youth and young ex-offenders will be given preference.

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

Selection criteria:

- Programme aligns with CLAP@JC's mission and community intervention model;
- Programme addresses the needs of youth CLD, inspires individualized roadmaps and plans, strengthens their self-identity and finds their unique values, attitudes, skills and knowledge (VASK), and enhances the understanding of the business world;
- Incorporate CLD elements into programme effectively to enhance the CLD competencies of youth beneficiaries' journey from education to employment;
- Effectively connects district and business networks, cooperates with programme tutors, mentors and partners to expand youth CLD networks and resources.

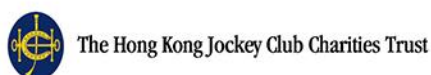
About Mainstreaming Programme

Programme
Details :

Align with CLAP@JC Community CLD intervention model, e.g. interested-based CLD intervention, workplace learning CLD intervention, Generation X CLAP Pre-employment training.

- All programmes must be conducted in Hong Kong.
- Successful applicant(s) must participate in CLAP@JC activities including sharing sessions, ceremonies, media interviews, and/or other photo/video opportunities.

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Target Group:

Youth aged from 15 to 24 years old

- Preferably in **Non-engaged youth or special target groups** 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. The age for the institutionalised youth and young ex-offenders is extendable to 29 years old.

No of Direct Beneficiaries:

Minimum 4 youth beneficiaries, no maximum limitation.

Subsidized Amount:

Up to HK\$30,000 for each programme, with funding amount depending on the proposed CLD programme in terms of content, modality and numbers of direct beneficiaries.

Quota:

Limited in quota. with annual application. The stated Programme application is for 2021-2022. A vetting committee is set up to assess proposals on a quality basis. CLAP@JC reserves the right to revise the content, terms and conditions without prior notice.

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Deadline for application:

- All application should be submitted on or before 31 May 2021 for consideration. Late submission or submission by facsimile or email should not be accepted. The HKJCCT reserves the ultimate right in the selection of the applicants and the approval of the final funding allocation.
- The applicant shall submit the completed prescribed application form and attachments, if any, in a sealed envelope; and mailed or delivered by hand on or before 6pm, 31 May 2021 (Mon) 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

Evaluation report and reimbursement process:

Successful applicant(s) must submit activity evaluation reports, original receipts within one month after completing of the Programme for vetting and reimbursement.

Activity evaluation and research:

Direct beneficiaries, tutors, mentors and social workers from the Programme shall participate in surveys before or after the activity for research purpose.

Other supports provided for applicants

The applicant(s) play a significant role in the programme, other supportive measures will be provided by CLAP@JC:

- To learn more about the CLAP@JC service model and practice, all successful applicant(s) need to nominate a representative to participate in a designated training programme and workshop. The successful applicants are encouraged to implement CLAP@JC infrastructure, CLD tools and manuals into proposed CLD programme.

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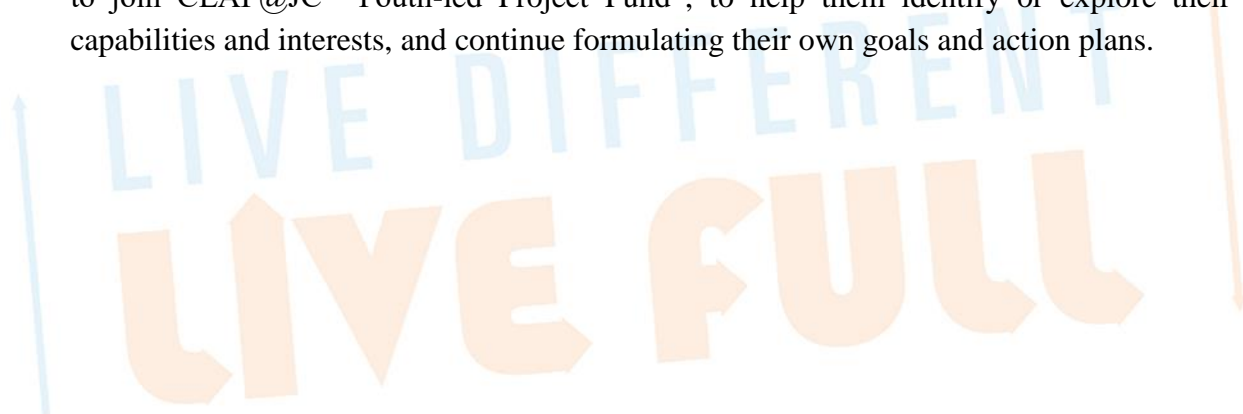


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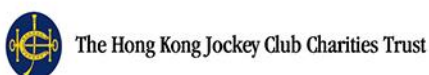




- Sharing and consultation are suggested from CLAP@JC strategic partners including Hong Kong Christian Services (HKCS), Hong Kong Children & Youth Services (HKCYS), The Boy's and Girls' Club Association of Hong Kong (BGCA), Hong Kong Young Women's Christian Association (YWCA), Caritas Hong Kong (Caritas) and The Society of Rehabilitation and Crime Prevention (SRACP) and Generation Hong Kong. ("Resources NGOs" hereinafter) It is suggested to create WhatsApp group for communication. Successful applicant(s) would be able to use CLAP@JC IT platform for online resources and CLD tools.
- After completing the Programme, the youth beneficiaries from the Programme are entitled to join CLAP@JC "Youth-led Project Fund", to help them identify or explore their capabilities and interests, and continue formulating their own goals and action plans.



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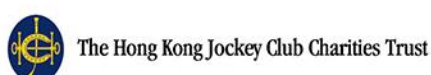
Application Timeline

Period	Event
15 April 2021	Briefing Day
On or before 31 May 2021	Application Deadline for 2021-2022 CLD Mainstreaming Programme
June 2021	Selection Process
30 June 2021	Announcement of successful applicants of CLD Mainstreaming Programme
Early July 2021 (Date to be confirmed)	Training workshop for community CLD intervention, e.g. Interested-based CLD intervention, Career-learning CLD intervention, Generation x CLAP Pre-employment Training
15 July 2021 – 31 March 2022	CLD Mainstreaming Programme
On or before 30 Apr 2022 OR one month after the completion of the programme (the earlier of the two)	Programme Evaluation Report and Final Report
May 2022	Experience Sharing Session(s)

Other Notes :

- ▶ No reimbursement for activities incurred before the approval of application.
- ▶ All CLAP@JC CLD Mainstreaming Programme must be conducted between 15 July 2021 and 31 March 2022.
- ▶ Sub-vented youth services unit from NGO(s) that is exempted from tax under section 88 of the Inland Revenue Ordinance are eligible to apply. Each service unit can only submit one application.
- ▶ All programme must be non-profitable and conducted in Hong Kong.

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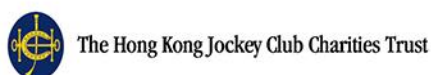
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- ▶ All successful application is named “CLAP@JC - 2021-2022 CLD Mainstreaming Programme”. At least three weeks approval period is required for any promotion and publication materials (not limited to captions, banners, posters, pamphlets, brochures, invitation cards, admission tickets) with CLAP@JC’s logo for any 2021-2022 CLD Mainstreaming Programme supported by CLAP@JC.
- ▶ CLAP@JC will own the copyright and intellectual properties of the Programme, including research data, training resources and best practice publications. The use of these data and resources shall be acknowledged and agreed with The Hong Kong Jockey Club & The Hong Kong Jockey Club Charities Trust.
- ▶ The submitted application form must specify the detailed items of the activities to be applied for. For the upper limit of expenditure items, please take reference to the approved expenditure items and the upper limit of financial standards for the activities funded by the District Council.
- ▶ Detailed breakdown for proposal submission in the following items:-
 - Tutor / instructor fees;
 - 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;
 - Staff costs;
 - Programme details are 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;

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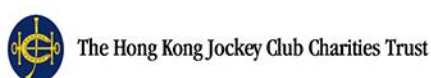


- ▶ Any programme expenses must be on a reimbursement basis to NGO after vetting. Those who fail to submit required documents for reimbursement shall bear corresponding expenses on their own. All reimbursement should be supported with necessary documents (including but not limited to original receipts) and submitted together with evaluation report one month after completing the Programme. Applicants should prepare their own copies if needed. No reimbursement will be made to any personal account.
- ▶ Detailed evaluation report and final report with the supporting of photograph and other promotion materials such as pamphlet, invitation cards, brochure, attendance records.
- ▶ Applicants 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 Programme. Successful applicant(s) is/are highly recommended to purchase adequacy insurance coverage for the activities.
- ▶ If applicants provide false information/if any dishonest behaviours are reported or applicant makes changes to the details of his/her plan without notifying CLAP@JC in advance, CLAP@JC may, at its sole discretion, suspend or terminate the participation of applicants. In such circumstance, all expenses incurred would not be reimbursed. Prior written approval must be obtained for any changes in activity content, number of participants, sessions, format and others.
- ▶ In case of purchase of items are required for the Programme. It must be fair, open and free from conflicts of interest. The lowest offer must be taken. Two written quotations must be obtained for budget over HKD 5,000:

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

- ▶ Applicants 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. Applicants 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 Programme.

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