



## CLAP@JC

# 2021-2022 CLD Practicum & Exposure Campaign

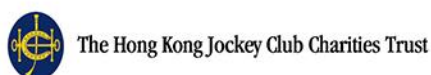
## Application Guideline

**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 maximize their endless potential through setting sail to a unique life journey.

**Objective :** In order to enable more social worker from sub-vented youth services units to practice CLAP@JC Community CLD intervention, through funding individual or group social workers by CLAP@JC-2021-2022 CLD Practicum & Exposure Campaign ("the Campaign" hereinafter), to spontaneously initiate or participate in externally recognised CLD internships, practicums or exposure experiences, so social workers can enhance their CLD knowledge, skills, experience and confidence in incorporating the CLAP@JC services model and standards into the youth service and contributing to mainstreaming CLD services across agencies.

- Requirement:**
- Registered social worker(s) from non-governmental organisation ("NGO") which is a bona fide non-profit making charitable organization exempt from tax under section 88 of the Inland Revenue Ordinance. ("NGO applicants" hereinafter)
  - Priority will be given to those interested and/or with detailed plans for mainstreaming CLD within the organization/ youth service unit.
  - Approval from the organisation's management for additional financial and operational support and proposal approval should be sought.

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The Chinese University of Hong Kong



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Strategic partners:



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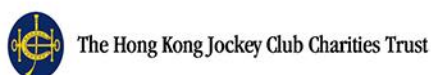




- Target group : • Registered social worker(s)
- Application Type : • Individual or group applicants (at least 2 members) , no limit for the no of beneficiary of the group
- Subsidized Amount : • Depending on the number of beneficiaries and proposal details, the limit will be HKD \$40,000. The actual subsidies amounts depends on the proposed Campaign in terms of content, modality, length, delievable and the numbers and expected outcomes of direct beneficiaries.
- Quota : • Limited in quota with annual application. The stated Campaign application is for 2021-2022. A Vetting Committee will be set up to assess proposals on a quality basis. The secretariat will notify the eligible NGO applicants for further interview. Upon approval of applications, the secretariat will notify the successful NGO applicants the term and conditions relating to the Campaign.
- Deadline for application: • All applications 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 NGO applicants and the approval of the final funding allocation.
- The NGO applicant shall submit the completed application form and attachments, if any, in a sealed envelope; and mail or deliver them 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

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Proposal details :

Please enclosed the Campaign proposal including the following:

- Brief description on the Campaign
- Detailed plan of the Campaign, including the content, format of the practicum and campaign, job duty, track record of the proposed lecturer/ supervision & practicum activity/ training course
- Objectives and expected deliverable & outcomes
- Timeline / roadmap
- Expected length / time needed for the practicum / exposure
- Budget for the practicum / exposure
- All practicum / exposure must be conducted in Hong Kong
- NGO applicant(s) are requested to complete evaluation form and/or participate in activities including sharing sessions, ceremonies, media interviews, and/or other photo/video opportunities. They will be invited to in-depth interviews if necessary. Moreover, NGO applicants will be invited to archive their journey, key learning and stories of the Campaign for the future use of CLAP@JC and The Hong Kong Jockey Club Charities Trust.

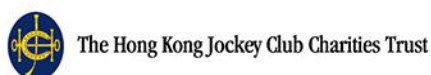
Additional supporting :

- Successful NGO applicants will be able to use CLAP@JC IT platform for online resources and CLD tools.
- To learn more about the CLAP@JC service model and practice, all successful applicants are entitled to join the CLAP@JC professional development training and workshop.

Evaluation report and reimbursement process:

- Successful NGO applicants must submit the Campaign evaluation report and original receipts within one month after completing the Campaign for vetting and reimbursement.
- Successful NGO applicants must participate in surveys before or after the Campaign for research purpose.

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Application Timeline :

Period	Event
15 Apr 2021	Briefing Day
On or before 31 May 2021	Application Deadline for 2021-2022 CLD Practicum & Exposure Campaign (open to all eligible NGO applicants)
June 2021	Selection Process
30 Jun 2021	Notification of Results
15 July 2021 – 31 March 2022	2021-2022 CLD Practicum & Exposure Campaign
On or before 30 Apr 2022 or one month after the completion of the activity (the earlier of the two)	Evaluation Report and Final Report & Claim Form
May 2022	Experience Sharing Session(s)

Other Notes :

- No reimbursement for activities of the Campaign incurred before the approval of application.
- All activities of the 2021-2022 Campaign should be organised during 15 July 2021 – 31 March 2022.
- All activities of the Campaign must be conducted in Hong Kong and not for profit.
- The Campaign is named “CLAP@JC - 2021-2022 CLD Practicum & Exposure Campaign”. At least three weeks approval period is required for any promotion and publication materials (not limit to captions, banners, posters, pamphlets, brochures, invitation cards, admission tickets) with CLAP@JC’s logo for any Campaign supported by CLAP@JC.
- CLAP@JC will own the copyright and intellectual properties of the Campaign, including research data, training resources and best practice publications. The use of these data and resources should be acknowledged and agreed with The Hong Kong Jockey Club and The Hong Kong Jockey Club Charities Trust.

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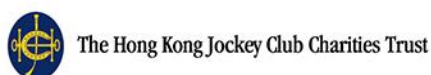


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- Detailed breakdown for proposal submission in the following items:-
  - a. Lecturer / instructor fees;
  - b. Material / consumables etc;
  - c. Transportation fees (industry visiting, job shadowing etc);
  - d. Printing fees
  - e. Equipment rental
  - f. Rental fees
  - g. Subsidy to worker for job shadowing/ subsidy for relief worker if needed
  - h. Publication / promotion fees etc.
- NO reimbursement for the following expenses:-
  - a. Purchase of equipment or furniture;
  - b. Staffs costs;
  - c. Practicum or Exposure that is not aligned with CLAP@JC;
  - d. Purchase of souvenir or participant's clothing;
  - e. Central administration fees or overhead costs;
  - f. Meals and entertainment;
  - g. Cash prize or Cash voucher;
- The Campaign expenses must be on a reimbursement basis 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 original receipts, participant records, attendance lists, etc. NGO applicants should prepare their own copies if needed. No reimbursement will be made to any personal account.
- Detailed evaluation report and report with the support of photographs and other promotion materials such as pamphlets, invitation cards, brochures, attendance records should be submitted one month after completing the Campaign.
- NGO 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 their negligence and claims arise from the Campaign.

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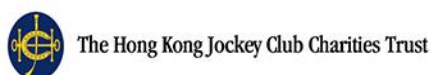


- Successful NGO applicants are highly recommended to purchase adequacy insurance coverage for the activities. If NGO applicants provide false information/if any dishonest behaviors are reported or NGO applicants make changes to the details of the plan without notifying CLAP@JC in advance, CLAP@JC may, at its sole discretion, suspend or terminate the participation of the NGO applicants. In such circumstance, all expenses incurred would not be reimbursed. Prior written approval must be obtained for any changes the Campaign content, number of participants, sessions, format and others.
- In case of purchase of items are required for the Campaign. 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	Over HKD 5,000	2

- NGO 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. NGO 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 Campaign.
- CLAP@JC reserves the right to revise the content, terms and conditions without prior notice.

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