**CLAP@JC**

**All-Round CLD Mainstreaming Scheme (Network NGOs)**

**Application Guideline**

**Background & Objective**

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| 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.
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| Objective： | * In order to facilitate the mainstreaming CLD services across agencies, CLAP@JC has launched the CLAP@JC – All-Round CLD Mainstreaming Scheme to provide subsidies and all-round support for the eligible NGOs (Network NGOs) to incorporate CLD intervention into their 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.
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**Application requirement and selection criteria**

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| Eligibility： | * A charitable organisation or non-governmental ogranisation (“NGO”) must be a bona fide non-profit making charitable organisation 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)
* Priority will be given to NGOs with sub-vented youth services units providing 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 of school, youth with anti-social behaviours), ethnic minority youth, institutionalised youth and young ex-offenders.
* Priority will be given to NGOs which aim to promote and organise CLD activities at agency level, incorporate CLD elements into its services units, and are able to provide a detailed plan of mainstreaming CLD services.
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| Direct Subsidised Items (For 2-year): | Successful NGO applicants (“Network NGO” hereinafter) are entitled to direct subsidies of the Scheme with funding cap of HK 1.5M for two years, 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).
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| Other subsidies & supportive measures for 2 years: | * 7 Resource 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. (“Resource NGOs” hereinafter), will provide support in co-creating CLD programmes in partnership with successful applicants.
* Infrastructure, CLD tools and manuals of CLAP@JC will be provided to support the implementation of CLD practice in Network NGOs.
* Network NGOs are entitled to nominate social worker(s) to take part in CLAP@JC capacity building – including CUHK Accredited Advanced Certificate Programme, CLD workshops, Community of Practice (CoP), e-learning and case consultation and sharing sessions.
* The youth beneficiaries of the Scheme are entitled to apply the “Youth-led Project Scheme” and pursue their CLD goals under the support from the Scheme. Successful applicant will be entitled to a max amount of 15K for Youth-led Project Scheme (individual) or a max amount of 40K for Youth-led Project Scheme (group).
* The Network NGO should engage in CLAP@JC independent evaluative study, research and evaluative study to build the prototypes of CLD intervention and evidence to prove the effectiveness of CLD.
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| Selection criteria: | * Agency capacity and service track record: mission and vision, profiling of youth beneficiaries and past CLD services of the NGO;
* Agency’s CLD policy, infrastructure, mechanism, organisational structure and governance, talent development, resource mobilisation and CLD-related services, as well as its unique strength in adopting CLD practices within youth service unit;
* Direction of proposal aligns with CLAP@JC’s mission and community intervention model;
* Agency addresses the needs of youth along their CLD journey, supports them to develop their own individualised roadmaps, strengthens their self-identity and enhances their navigating skills and competence in the proposal;
* The proposal demonstrates the plan of incorporating CLD elements into youth service units effectively and promote cross-unit collaboration;
* The proposal connects youth and practitioners with community resources, network and other stakeholders.
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| Duration:  | * The Scheme will be implemented for a defined period of two years. 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.
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**Scope of work**

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| 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 NGO applicants should include their pledges and provisions to mainstream & sustain the CLD plan & policy. This includes agency CLD policy, infrastructure, mechanism, organisational structure and governance, talent development, resources mobilisation 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.
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| Expected outputs & outcomes:  | **Output & Standards*** Network NGOs shall pledge to participate CLAP@JC- Hong Kong Benchmarks (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, organisational 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@JC 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 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 Resource 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 (Values, 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, institutionalised youth and young ex-offenders will be given preference. The age for the institutionalised 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.
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| 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.
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| Deadline for application: | * All application should be submitted on or before the submission deadline for consideration. Please take reference to the deadline posted in the website. Late submission or submission by facsimile 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.
* 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 the submission deadline to:

Ms. Hon-yin TangDepartment of Social Work,Rm 401, 4/F, T. C. Cheng Building, United College,The Chinese University of Hong Kong,Shatin, New Territories * A soft copy of the application form and attachment is required and shall be emailed to community@clap.hk before the submission deadline.
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| 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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**Other notes**：

* All NGO applicant shall be a bona fide non-profit making charitable organisation 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, admission tickets) with CLAP@JC’s logo for any programme/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 subsidised 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.
* 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:

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| 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.