

CLAP@JC
Youth-led Funding Scheme (DSE Graduation Project)
Application Guidelines

1. Overview

- CLAP@JC is created and funded by The Hong Kong Jockey Club Charities Trust and co-created by The Chinese University of Hong Kong and The Education University of Hong Kong. It is also facilitated by NGOs, the HKSAR government and the business sector.
- Youth-led Funding Scheme (DSE Graduation Project) provides a substantial platform in supporting youth to overcome various barriers along their career and life development journey. It aims at helping youth identify or explore their capabilities and interests, and go on with formulating their own goals and action plans. In turn, a solid foundation will be laid for their future.

2. Eligibility for Application

- With recommendations from CLAP@JC Resources NGOs/Schools or Network NGOs/Schools, **2023 HKDSE candidates** (Aged 24 or below) can apply for Youth-led Funding Scheme (DSE Graduation Project).

3. Enrolment Duration

- **From 27 April 2023 to 31 May 2023**

4. Project Duration

- **From 12 June 2023 to 30 September 2023**

5. Amount of Subsidy

- Amount subsidized by Youth-led Funding Scheme (DSE Graduation Project) ranges from HK\$5,000 to HK\$10,000 per application.

6. Workflow

- 1) Applicants can submit application form (Form 1) with the recommendation from social workers.
- 2) The secretariat will compile application documents and request applicants to submit supplementary or additional documents if needed.
- 3) All applications will be vetted by the Youth-led Funding Scheme Working Group (“the Working Group” hereinafter).
- 4) Application result will be announced in email by the secretariat. (Lead-time for vetting: Around 2 weeks.)
- 5) Upon the approval of the application, applicants are required to submit the signed acceptance letter, along with the original copies of the application forms and relevant documents [i.e., Price Comparison Form (if applicable)] to the secretariat.
- 6) Successful applicants will implement their approved career and life development plans.
- 7) Upon completion of plans, successful applicants are required to submit all original receipts and report(s) to the secretariat for reimbursement. (Please refer to the “Funded categories and reimbursement details” section.)

7. Application Procedures

Means of Application	Electronic Copies Required	Hard Copies Required (By post)
Online	<u>To be submitted:</u> <ul style="list-style-type: none"> Application Form (Form 1) 	Upon the approval of application, <u>original copies</u> of the following documents should be sent to the secretariat by post: <ul style="list-style-type: none"> Application Form (Form 1) Notes to Applicants and Consent Form (Form 2) Consent to Use of Image and Personal Data (Form 3) Price Comparison Form (Form 4) (if applicable)
By email to yfs@clap.hk	<u>To be submitted:</u> <ul style="list-style-type: none"> Application Form (Form 1) 	

Form	Undersigned by whom?
(Form 1) Application Form	Applicant & referrer <i>(Note: Referrers must be from CLAP@JC Resources NGOs/Schools or Network NGOs/Schools)</i>
(Form 2) Notes to Applicants and Consent Form (Form 3) Consent to Use of Image and Personal Data	Applicant & His/her guardian (if applicant is under 18 years of age)

Remarks:

- Application form should be filled out by the applicant.
- Regarding online/email applications, applicants should submit the scanned copies or photos of required documents (with clear image of signatures) to the secretariat at the time of application for the application to be processed. Original documents should be sent to the secretariat by post upon the approval of application.
- Upon the approval of application, any item with a quoted price of HK\$5,000 or above (including course application) must be supplemented with the “Price Comparison Form” (Form 4). If any item with a quoted price of HK\$5,000 or above is a single quotation, justification must be provided in the “Price Comparison Form” (Form 4). Social workers may use Form 4 to guide applicants in purchase of items below HK\$5,000 with an aim of enhancing learning experience. The completed form can be submitted as supporting document for reference.
- The secretariat may contact respective social workers to follow up on applications when necessary.
- Lead time for vetting usually takes around 2 weeks. Applicant and referrer will be notified of the application result and approved amount in due course.

8. Funded Categories and Reimbursement Details

- Reimbursement of expenses can only be arranged upon completion of action plan. Application of reimbursement should be submitted by respective social worker to the secretariat. The principle of reimbursement is to provide proofs of expenses corresponding to the items in the action plan. Details are as follows:

Funded Categories	Description	Examples	Documents Required for Reimbursement
Professional Skills/ Certificates/ Licenses	For youths with clear CLD goals, hoping to join a certain field	Insurance Intermediaries Qualifying Examination, diving licenses, estate agent's licenses, driving licenses, personal trainer's licenses, taxi licenses, barista qualifications, wine & spirit qualifications, etc.	<ul style="list-style-type: none"> Receipts indicating course fees (originals) Proof of attendance (copies) Receipts indicating the fees of examination/licenses (originals) (if excluded in course fees) Certificates (copies) Proof of attending relevant examinations (copies) (if applicable) Receipts of transportation fees (originals) Receipts of catering arrangements (originals) Receipts of goods/equipment (originals) Receipts of rental charges (originals) Any other receipts included in the approved application form (originals) Review Report
Interest Development / Learning-related Activities	For youths initially understand their own interests or capabilities and are willing to learn and further study	Foreign languages, Putonghua, sports, arts, cooking, photography, computer software, mobile app coding, design, hairstyling, nail grooming, etc.	<ul style="list-style-type: none"> Receipts of activities (originals) Proof of attendance (copies) Receipts of transportation fees (originals) Receipts of catering arrangements (originals) Receipts of goods/equipment (originals) Receipts of rental charges (originals) Any other receipts included in the approved application form (originals) Review Report
Local Tour	For youths who wish to have experience in local tour, with an aim of actualizing their CLD and career goals	Local tours organized by various organizations	<ul style="list-style-type: none"> Receipts of activities (originals) Proof of attendance (copies) Receipts of transportation fees (originals) Receipts of catering arrangements (originals) Receipts of goods/equipment (originals) Receipts of rental charges (originals) Any other receipts included in the approved application form (originals) Review Report
		Local tours designed by applicants	<ul style="list-style-type: none"> Receipts of transportation fees (originals) Receipts of catering (originals) Receipts of goods (originals) Receipts of rental charges (originals) Any other receipts included in the approved application form (originals) Review Report

Others	For youths with any other CLD plans	N/A	<ul style="list-style-type: none"> • Receipts of transportation fees (originals) • Receipts of catering arrangements (originals) • Receipts of goods/equipment (originals) • Receipts of rental charges (originals) • Any other receipts included in the approved application form (originals) • Review Report
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Important points to note:

- All projects must be kicked off within 2 weeks upon the approval of application. Applicants must obtain prior consent from the Working Group in case of delay. Unless being approved by the Working Group, all expenses incurred due to delay of action plans are not reimbursable.
- If applicants fail to obtain the certificates/licenses successfully, proof of attending relevant examinations/test (copies) should be submitted along with receipts indicating course fees (originals), proof of attendance (copies) for the courses/training and respective application fees for certificates/licenses (originals).
- Successful applicants must complete their projects **on or before 30 September 2023**. If they fail to do so due to particular reasons, application for extension of project duration must be submitted to the Working Group in advance.
- Upon project completion, applicants must submit the Review Report **on or before 31 October 2023**.
- If applicants fail to meet the attendance requirement of 70% owing to particular reasons, they should explain in detail and state their remedial measures in writing. Relevant reimbursement application will be vetted by the Working Group accordingly.
- NGO receipts (with transactional amount under HK\$500) may serve as the proof of expenses if a valid receipt cannot be provided by service providers/shops. For the application referred by Resources or Network NGOs, the NGO receipts must be endorsed by the referrer and respective finance office with organization's stamp. For the application referred by Resources or Network Schools, the arrangement will be announced in due course
- The applicant cannot re-apply for Youth-led Funding Scheme (DSE Graduation Project) once the subsidy amount is approved.

For more details about Youth-led Funding Scheme (DSE Graduation Project), please refer to "Youth-led Funding Scheme: Notes to Applicants and Consent Form". Please feel free to contact the secretariat at yfs@clap.hk or 3943-3204 for enquiries.