



CLAP@JC
Youth-led Funding Scheme (Group)
Application Guidelines

1. Overview

- Youth-led Funding Scheme (Group) aims to provide subsidy and various supportive measures to group of youth who share common interests and/or similar Career and Life Development (CLD) goals. Through the process of designing, planning and executing their plans, the CLD and navigation skills would be enhanced and improve readiness for their future CLD journey.

2. Eligibility for Application

- With recommendations from CLAP@JC social workers (“social workers” hereinafter), CLAP@JC youth beneficiaries can apply for Youth-led Funding Scheme (Group).
- All team members must be CLAP@JC Service Beneficiaries, while members of the same team may come from different agencies.
- Applicants should first form a team of 3 to 8. Based on the application form, applicants should elaborate on how their plans can achieve the objectives of Youth-led Funding Scheme (Group).

3. Amount of Subsidy

- Amount subsidized by Youth-led Funding Scheme (Group) ranges from HK\$15,000 to HK\$40,000 per application.

4. Supportive Measures

- Teams which plan to apply for or have successfully applied for Youth-led Funding Scheme (Group) may receive various supportive measures, such as training for entrepreneurship and proposal writing, as well as mentorship. Relevant details will be announced in due course.

5. Workflow

- 1) Applicants can submit Application Form (Form 1) and relevant documents with the recommendation and assistance 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 initially vetted by the Youth-led Funding Scheme Working Group (“the Working Group” hereinafter).
- 4) Applications which pass the initial vetting will be submitted to the Selection Panel by the secretariat for final vetting. Applicants will be interviewed by the Selection Panel.
- 5) Application result will be announced in writing by 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) via social workers to the secretariat for reimbursement. (Please refer to the “Funded categories and reimbursement details” section.)

6. Application Procedures

| Means of Application | Electronic Copies Required | Hard Copies Required (By post) |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Online | <p><u>To be submitted:</u></p> <ul style="list-style-type: none"> • Application Form (Form 1) <p><u>To be uploaded as supporting documents:</u></p> <ul style="list-style-type: none"> • Referral Form (Form 2) • Notes to Applicants and Consent Form (Form 3) # • Consent to Use of Image and Personal Data (Form 4) * • Price Comparison Form (Form 5) (if applicable) | <p>Upon online/email application, <u>original copies</u> of the following documents should be sent to the secretariat by post:</p> <p>Form 2 – 5 as indicated in the second column in this table</p> |
| By email to yfs@clap.hk | <p><u>To be submitted:</u></p> <ul style="list-style-type: none"> • Application Form (Form 1) • Referral Form (Form 2) • Notes to Applicants and Consent Form (Form 3) # • Consent to Use of Image and Personal Data (Form 4) * • Price Comparison Form (Form 5) (if applicable) | |
| By post | N/A | <p><u>Originals to be submitted:</u></p> <ul style="list-style-type: none"> • Application Form (Form 1) • Referral Form (Form 2) • Notes to Applicants and Consent Form (Form 3) # • Consent to Use of Image and Personal Data (Form 4) * • Price Comparison Form (Form 5) (if applicable) |
| <p>Please send the application documents to the following address:</p> <p>ATTN: Ms. Kwok Level 4, T.C. Cheng Building, United College, The Chinese University of Hong Kong, Shatin, New Territories, Hong Kong</p> <p>Please indicate “Youth-led Funding Scheme (Group)” on the envelope.</p> | | |

Every team member has to read and sign a copy of “Notes to Applicants and Consent Form” (Form 3) respectively.

* Every team member has to read and sign a copy of “Consent to Use of Image and Personal Data” (Form 4) respectively.

| Form | Undersigned by whom? |
|-------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (Form 1) Application Form | N/A |
| (Form 2) Referral Form | Responsible social worker & Agency Representative <i>(Note: For school applicants, referrers must be Hub Facilitators or Community Connectors of CLAP@JC.)</i> |
| (Form 3) Notes to Applicants and Consent Form | Applicant & |
| (Form 4) Consent to Use of Image and Personal Data | His/her guardian (if applicant is under 18 years of age) |
| (Form 5) Price Comparison Form <i>(if applicable)</i> | N/A |

Remarks:

- Application form should be filled out by the applicants under social workers' guidance.
- Regarding online/email applications, social workers (i.e. referrers) 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 online/email 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 5). 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 5). Social workers may use Form 5 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.
- Respective social worker will be notified of the application result and approved amount in due course.

7. 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. Documents required for reimbursement are as follows:
 - 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 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)
 - Interim Review Report (applicable to projects with duration of 6 months or above)
 - Final Review Report

Important points to note:

- If applicants wish to form a team of more than 8 members, written justifications must be submitted along with the application form.
- If applicants wish to apply for a subsidy amount of more than HK\$40,000, written justifications must be submitted along with the application form.
- All projects must be kicked off **within 3 months upon approval**. 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.
- Upon project completion, applicants must submit the Final Review Report. For projects with a duration of 6 months or above, an Interim Review Report should be submitted **to the secretariat in the fourth month since project kick-off**.
- Successful applicants must complete their projects **within 1 year since project kick-off**. 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.
- 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. The NGO receipts must be endorsed by the social worker, his/her supervisor (one level higher) and respective finance office with organization's stamp.
- The team cannot re-apply for Youth-led Funding Scheme (Group) once the subsidy amount is approved. Team member of an approved project is not allowed to be a member of other teams again to re-apply for Youth-led Funding Scheme (Group).

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