



The Hong Kong Girl Guides Association
CLAP@JC-Youth-led Funding Scheme (DSE Graduation Project) 2023

Purpose :

- Provides a substantial platform in supporting youth to overcome various barriers along their career and life development journey
- Help youth identify or explore their capabilities and interests
- Go on with formulating their own goals and action plans, and laid a solid foundation for their future

Target :

- ◆ Girl Guides members aged below 24 years old and must be the candidate of DSE 2023

Amount of subsidy :

- ◆ HKD \$10000 (provided on a reimbursement basis)

Application procedures and schedule :

Submit application form:	From now until 21 May 2023 (Sunday)
Selection Interview : (Only those pass the interview will be recommended by the Association)	Date : 23 May 2023 (Tue) Time : 10:00- 1:00 pm / 2:30 - 4:00 pm Venue : HQ, HKGGA
Result Announcement :	Mid-June 2023
Project Duration :	12 June 2023 to 30 Sep 2023
Submit report and document : (Please refer to the circular: Funded Categories and Reimbursement Details)	On or before 31 Oct 2023

Application method :

Please fill in the application form and proposal, and submit by:

Email :	development@hkgga.org.hk
By post/person :	1/F, The Hong Kong Girl Guides Association 8 Gascoigne Road, Kowloon, Hong Kong (Development Department)
Fax :	2782 6466

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)
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 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

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.
- ♦ If necessary, the Association can arrange advanced payment for members after the application is approved