

Li Po Chun Charitable Trust Fund
Training and Conference Grants 2022-23

The Li Po Chun Charitable Trust Fund Committee (“the Committee”) now invites applications for the 2022-23 Training and Conference Grants. The aim of the scheme is to provide training opportunities for experienced workers in the fields of special education, rehabilitation and others so that they may better serve the needs of the elderly and young persons, disabled children and other persons who suffer from either physical, psychological, or mental disorder. The training areas include:-

- (a) special education;
- (b) geriatric service;
- (c) related specialist services, e.g. child assessment service, audiological service, speech therapy service;
- (d) school social service and school psychological service;
- (e) development of remedial programmes for children with special needs;
- (f) other areas of rehabilitation for the disabled, either physically or mentally; and
- (g) other training programmes which the Committee considers to be useful and worthy of support.

Training programmes proposed may include attachments, workshops, short training courses, study tours, and conferences with a substantial training element, held either locally or overseas (**study tours/conferences with unreasonable proportion of sight-seeing/leisure activities will not be considered**).

2. Application guidelines and particulars form are obtainable from https://www.hyab.gov.hk/en/public_forms/forms.htm or the Secretariat at 34/F., Wu Chung House, 213 Queen’s Road East, Wanchai, Hong Kong. Organizations would like to arrange their staff to attend such training may apply in writing to the Committee with the followings:-

- (a) A completed particulars form;
- (b) A proposal giving details of the proposed training programme, including:
 - (i) Objectives, date, duration, place, estimated expenses by individual items supported with quotations, and income (if any);
 - (ii) Details of the participant(s) (who must have resided in Hong Kong for a continuous period of **at least 7 years**); and
- (c) Confirmation(s) by the participant(s) that she/he/they will resume her/his/their present post(s) after training.

Applications by individuals will not be considered. Where necessary, the applicant organizations may be required to attend interviews. All submitted documents will not be returned.

3. Completed particulars form together with all relevant documents **in duplicate** must reach the Secretariat at 34/F., Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong **by 20 February 2023 5pm.** Submission via e-mail or by fax, applications with incomplete information, or late submission will not be considered. Acknowledgements would be sent to the applicant organizations by email **within 2 weeks** upon receipt of the applications by the Secretariat.

4. The results of the scheme will be announced **tentatively** in July 2023. **Training programmes due for commencement prior to August 2023 or later than July 2024 will not be considered.** To safeguard public health, the Committee may take into account the latest statutory requirements and recommended anti-pandemic measures as necessary when considering the application.

5. Enquiries concerning the scheme should be addressed to:

Li Po Chun Charitable Trust Fund Secretariat
34/F, Wu Chung House
213 Queen's Road East
Wanchai, Hong Kong

Tel No.: 3718 6801 or 3718 6830

Li Po Chun Charitable Trust Fund Secretariat

January 2023

李寶椿慈善信託基金
2022 至 23 年度訓練及考察補助金
基本資料明細表
**LI PO CHUN CHARITABLE TRUST FUND
TRAINING AND CONFERENCE GRANTS 2022-23
PARTICULARS FORM**

Official Use (只供本基金填寫) Application No. 申請編號 LPC-TG-2223-
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Name of organization: 團體名稱	
Correspondence Address of organization: 聯絡地址	
Name of subject officer: 計劃負責人	
Contact number: 聯絡電話	
E-mail address: 電郵地址	
Fax number: 傳真號碼	
Name of training programme: 計劃名稱	
Amount sought from the Fund (\$): 申請補助金額 (\$)	

All fields MUST be completed 所有資料必須填寫

Please read carefully the application guidelines before application 申請前請先細閱申請須知

Li Po Chun Charitable Trust Fund
Training and Conference Grants 2022-23
Notes about Personal Data

Purpose of Completing the Form

1. The personal data collected in the form will be used by the **Li Po Chun Charitable Trust Fund** Secretariat (“the Secretariat”) for the following purposes:

- (a) activities relating to the allocation of grants under the Li Po Chun Charitable Trust Fund ; and
- (b) communication between the Secretariat and the applicant organizations.

The provision of personal data is entirely voluntary. However, if information provided is found insufficient, the Secretariat may not be able to process the application under the Li Po Chun Charitable Trust Fund.

Classes of Transferees

2. The personal data provided in the form may be disclosed or transferred to subject officers of other Government bureaux and departments for the purposes mentioned in paragraph 1 above. Please state the sensitive personal data in the form that you do not like to be disclosed or transferred to the Government bureaux and departments.

Access to Personal Data

3. Pursuant to sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Cap. 486), the data subject has the right to request to access to and correction of personal data held by the Secretariat. Right of access of the data subject includes the right to obtain a copy of the personal data collected in the form.

Retention of Personal Data

4. Subject to any statutory requirements, data will be retained for periods required to meet the purpose and directly related purposes of the collection or creation of such data to meet legal, accounting, annual reporting and statutory requirements.

Enquiries

5. Enquiries concerning the personal data collected in the form, including the access and corrections, should be addressed to:

Assistant Manager (Trust Funds)
Li Po Chun Charitable Trust Fund Secretariat
34/F, Wu Chung House
213 Queen’s Road East
Wanchai, Hong Kong