

## 2026/27 The Caring Company Scheme – Co-Learning Activities

### Application Notes

#### 1. Background

The Hong Kong Council of Social Service launched the “Caring Company Scheme” in 2002 to foster cross-sector strategic partnerships among stakeholders, with the aim of promoting corporate social responsibility and sustainable development. From 2025, we have delivered over 20 sessions of Thematic Peer Learning Activities, which attracted more than 1,000 participating companies and organisations and received substantial positive feedback. Therefore, the Scheme will continue the Co-Learning Activities in 2026. This initiative consists of a series of social-focused co-learning events designed to connect different stakeholders and facilitate mutual communication and collaboration to drive social progress. Local charitable organisations and social enterprises (hereinafter referred as “partner organisations”) are invited to collaborate in organising these events.

#### 2. Objectives

- Provide opportunities for cross-sector exchange and learning to deepen stakeholders’ understanding of social issues
- Connect stakeholders with shared interests in the same issues to foster collaboration, collective impact, and stronger networks
- Establish cross-sector models for social resource sharing to strengthen companies’/ organisations’ implementation and extend partnerships

#### 3. Partner Organisations’ Eligibility

- Charitable organisations exempt from tax under Section 88 of the Inland Revenue Ordinance in Hong Kong
- Social Enterprises (SEs) operating in Hong Kong to provide products/services:
  - SEs listed in HKCSS’s Social Enterprise Directory or
  - Members of General Chamber of Social Enterprise Hong Kong and/or SEs with the SEE Mark or
  - SEs with the SE Tree Mark logo by Home Affairs Department or
  - Members of Fullness Social Enterprise Society

#### 4. Participation Details

- **Target participants:** Those interested in sustainability and caring business practices
- **Format:** 1–2 sessions. We welcome any experiential or interactive approaches, online or in-person, that encourage companies/organisations to learn about and deepen their engagement with the social issue.
- **Participants per session:** Minimum 40 participants.
- **Period:** May 2026 to February 2027.
- **Topics:** (Each eligible partner organisation may submit proposals for more than one topic; up to two proposals per topic. Please submit a separate application form for each proposal.)

	<u>Suggested Content</u> (for reference only, eligible partner organisations are welcome to propose other content according to their areas of expertise)
1. Caregiver Support	Promote caregiver support policies, create caregiver-friendly environment
2. Empowerment (Elderly/ Women/ Youth)	Talent development, skills training, active aging
3. Environment	Corporate environmental initiatives, data tracking, green supply chains, and sustainable product development
4. Health & Well-being	Work-life balance, mental health resources
5. Inclusive Workplace	Diversity and awareness-raising training, accessible work environments, retention strategies

- **Fund arrangement:** The initiative is supported by Caring Company Patron’s Club. The maximum funding for each proposed activity session is HK\$10,000. Any additional expenditures exceeding this cap shall be absorbed by the Partner Organisation. Administrative costs must not exceed 10% of the total cost. Any budget overruns shall be borne by the partner organisation. The final disbursement will be determined based on the actual expenditure incurred or the agreed contract amount, whichever is lower, upon approval of the activity report.

## 5. Role of Partner Organisation

- **Planning and Conceptualisation:** The partner organisation is responsible for planning the activity. Based on the selected theme, the partner will design and plan the activity and maintain communication and coordination with the Council to ensure the proposed content can achieve the intended outcomes. A detailed event timeline must be submitted within one month of confirmation of the partnership.
- **Design and implementation:** All content must be directly developed and implemented by the partner organisation, including but not limited to:
  - **Event logistics:** Sourcing and inviting speakers/guests and arranging the programme. Outsourcing of these tasks will not be considered.
  - **Promotion and participant recruitment:** Responsible for event publicity, including the production of posters and social media content, as well as coordinating recruitment and enrollment follow-up.
  - **Venue and logistics support:** Arranging venue, manpower, event materials and operational support.
- **Feedback and improvement:** Collect participant feedback and consolidate recommendations.
- **Post-event highlights:** Partner organisations will provide 3–5 photographs and social media content for post-event publicity within one week of the activity’s conclusion.
- **Activity report:** Partner organisations must submit an [activity report](#) for review within one month after the event concludes.

## 6. Role of HKCSS

- **Coordination and planning:** Coordinate timelines and arrangements among partner organisations and contribute to programme development as needed to enhance co-learning experience.
- **Promotion and recruitment support:** Leverage the Scheme network to assist with outreach and support partners' participant recruitment.
- **Progress monitoring:** Ensure activities meet intended objectives and service indicators.
- **Event consolidation:** Collect and summarise best practices and case studies to facilitate professional exchange and foster a culture of collaborative learning.

## 7. Acknowledgment Arrangements

This initiative is supported by Caring Company Patron's Club. Acknowledgment arrangements must be coordinated with HKCSS. Depending on the nature and requirements of the activity, priority should be given to inviting representatives from Patron's Club members as guest speakers.

## 8. Fund Disbursement

Partner organisations shall submit the activity report to HKCSS within one month after event completion. The fund shall be disbursed according to the below schedule.

<b>Event Completion and Report Submission</b>	<b>Fund Disbursement Period</b>
Before 31 August 2026	By November 2026
Before 28 February 2027	By April 2027

## 9. Timeline

Recruit Partner Organisations	31 March 2026
Application Deadline:	30 April 2026
Application Review, Confirmation and MOU Signing:	May 2026
Event Period:	Between May 2026 to February 2027

## 10. Application Method and Inquiry

Interested parties please complete the attached application form and email it to [ruby.fung@hkcss.org.hk](mailto:ruby.fung@hkcss.org.hk) by 30 April 2026.

For any inquiries, please contact:

- Ms. Fung, Project Executive, Stakeholders Engagement (2864 2997 ; [ruby.fung@hkcss.org.hk](mailto:ruby.fung@hkcss.org.hk))
- Ms. Yau, Manager, Stakeholders Engagement (2876 2468 ; [kandy.yau@hkcss.org.hk](mailto:kandy.yau@hkcss.org.hk))