

Silver Volunteering Programme Introduction

“Silver Volunteering Programme” (“**the Programme**”) aims to encourage Hong Kong retirees to engage in community service through the formation of self-help groups.

Every retired Hong Kong resident is welcome to form your own group (minimum of five members) and submit community service project ideas according to your interested service categories and target beneficiaries. Selected projects will be awarded grants of maximum HK\$20,000 per group (**‘the Grant’**) to implement the proposed community service project (**‘the Project’**).

HKCSS WiseGiving Limited (**‘WiseGiving’**) is responsible for programme application, grant allocation and project reports collection. The entire project will be planned, implemented and completed by the applicant groups directly. WiseGiving will provide suggestions, assistance or meeting venue if necessary.

Eligibility Criteria

1. Eligibility of Applicants

To submit an entry to the Programme, all applicants and group members must be retired Hong Kong residents and HKID card holders. Applicants must form a group of minimum of five members to implement the Project. Individual applicants would not be considered.

2. Eligibility Criteria for Project Submission

Each eligible project must fulfill all requirements below:

Service Area	Hong Kong
Beneficiaries	Any local community in Hong Kong
Project Period	Commence in three months and complete in twelve months from the date of Grant acceptance
Project Expenses	Maximum HK\$20,000 per group, applicable to programme costs directly apply to service beneficiaries such as service cost, programme materials, gifts and transportation cost etc.

Project Detail

All forms and formats are welcome. The Project must **bring positive impact to the community, not-for-profit** and also fulfill the below requirements :

- i. must not involve any commercial content or promotion of products;
- ii. must not promote alcohol, tobacco, munitions of war, weapons, pornography, gambling, violence, narcotics, discrimination, defamatory material, dangerous activities;
- iii. must not involve any form of religion, political party or affiliated group;
- iv. must not be used for fund raising activities; and
- v. must not be used towards a raffle, chance or lottery prize.

How to Apply

All applicants must complete the application form and submit to WiseGiving by email or by post:

Email	elvis.chu@hkcss.org.hk
Mailing Address	HKCSS WiseGiving Ltd. Room 1109, 11/F, Duke of Windsor Social Service Building, 15 Hennessy Road, Wanchai, Hong Kong Please specify on the envelope "Application for Silver Volunteering Programme"
Application Date	Open from August 2018 – July 2019
Enquiry	Mr. Elvis Chu (2876 2438 / elvis.chu@hkcss.org.hk)

WiseGiving will inform all applicants for the result within one month after the receipt of application form.

The Grant

The applicant groups of selected projects will receive the Grant by cheque payment in two instalments:

First Instalment	The first payment, equivalent to 60% of grant amount, will be granted in one month from result notification.
Second Instalment	The second payment will be granted on a reimbursement basis upon receipt

of applicants' final report and payment receipts. Total amount of two instalments must not exceed the agreed amount listed on Grant Acceptance Form.

Project Completion

Every grantee groups should submit a final report, financial report and project photos to WiseGiving upon project completion. The information collected will be used for experience sharing, so as to encourage more retirees to actively engage in community service by utilizing their talents!