



社會福利署

Social Welfare Department

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29 May 2012

Chairperson / Head of  
Non-governmental Organisations (NGOs)  
Providing Subvented Social Welfare Services

Dear Sir/Madam,

Lump Sum Grant Manual (May 2012)

In pursuance of the Lump Sum Grant Independent Review Committee (LSGIRC)'s recommendation as set out in its Review Report of December 2008, the Social Welfare Department (SWD) has updated the Lump Sum Grant (LSG) Manual by individual chapters in line with the following five dimensions as endorsed by the Lump Sum Grant Steering Committee (LSGSC) -

1. to incorporate subvention policies and rules presently stipulated in the LSG Circulars;
2. to incorporate subvention policies, rules and requirements that emerged after the implementation of the LSG Subvention System in 2001 and are currently stipulated in separate allocation or notification letters;
3. to include such requirements as recommended by the LSGIRC and accepted by the Administration;
4. to remove the outdated subvention policies and rules which are no longer valid; and
5. to modify the layout of the Manual so that only subvention policies, rules and requirements in force are contained in the main text of the Manual. Background information and former policies, which are still useful references for some NGOs, will be converted into appendices.



The LSG Manual (May 2012), which is available in electronic format, can be downloaded from the website of SWD at -

[http://www.swd.gov.hk/en/index/site\\_ngo/page\\_subventions/sub\\_lsgmanual/](http://www.swd.gov.hk/en/index/site_ngo/page_subventions/sub_lsgmanual/)

The Chinese version of the Manual will be available at the same website once ready.

As recommended by the LSGIRC, the LSG Manual will be updated on an on-going basis. The May 2012 version is meant to be the first step to incorporate LSG Circulars and subvention policies that have been promulgated for quite some time, as well as relevant LSGIRC's recommendations, etc. The Preamble as set out in the LSG Manual (Edition 2) is yet to be updated, together with other necessary amendments that may require further consolidation or consultations.

If you have any enquiries, please contact the Social Work Officer (Subventions) designated for your organisation.

Yours sincerely,

( Philip Tang )  
for Director of Social Welfare

c.c. Members of LSGSC