

**THE TUYF CHARITABLE TRUST**  
**GRANT FOR NGO GOVERNANCE COURSE**

**(“THE GRANT”)**

The TUYF Charitable Trust invites applications for the Grant for the year 2013/2014. The Grant supports individuals who wish to undertake a short course overseas relating to Non-Government Organization (“NGO”) governance or related areas. The purpose of the Grant is to nurture future leaders and enhance governance of welfare NGOs. Regulations are as follows:

Number, Value and Duration of Award

- 1) There will be a maximum of 4 awards for year 2013/2014. The value of each award shall depend on the expenses involved in the countries in which the awardees will undertake their studies to include course fees, accommodation, living expenses and travel costs.
- 2) The duration of the award for academia is linked to the course of study.
- 3) The Funding Organization is under no obligation to make award in any given year if no suitable candidates are found.

Eligibility and Selection Criteria

- 1) All applicants have to be permanent residents of Hong Kong.
- 2) An undergraduate or postgraduate degree in social studies or relevant subjects, and at least one year of work experience in NGOs in HK  
OR  
Fresh graduates who have possessed NGO work experience in HK prior to pursuing their degree  
OR  
An individual with over 3 years of work experience in a management / leadership position in the NGOs in Hong Kong
- 3) The Grant shall be awarded on the basis of academic excellence, relevant experience, the study and career plans, leadership potential, and other dimensions deemed appropriate by the Selection Committee.
- 4) Applicants must demonstrate commitment to the community.
- 5) The award is not exclusive of other financial or in-kind support.

Application

All applications must be made on the prescribed application form as attached. All completed applications, together with all relevant supporting documents, must be addressed to The TUYF Charitable Trust NGO Grant Selection Committee c/o Mr Francis Hon, HSBC Trustee (Hong Kong) Limited by post at Level 13, HSBC Main Building, 1 Queen’s Road Central, Hong Kong or by e-mail of [francis.y.l.hon@hsbcpb.com](mailto:francis.y.l.hon@hsbcpb.com) with subject of Application: TUYF NGO Grant.

Applicants should send recommendation form to one referee requesting him / her to return the letter of recommendation on or before the deadline directly to The TUYF Charitable Trust NGO Grant

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Selection Committee c/o Mr Francis Hon, HSBC Trustee (Hong Kong) Limited by post at Level 13, HSBC Main Building, 1 Queen's Road Central, Hong Kong or by e-mail of [francis.y.l.hon@hsbcpb.com](mailto:francis.y.l.hon@hsbcpb.com) with subject of Application: TUYF NGO Grant. Please note that the confidential recommendation letter should not be submitted along with the application. The recommendation should always remain confidential to the applicant.

#### Application Timeline:

Submission of Application Forms Deadline:	<b>1<sup>st</sup> Deadline</b> <b>24 May 2013</b>	<b>2<sup>nd</sup> Deadline</b> <b>6 September 2013</b>
Preliminary short-listing:	14 June 2013	27 September 2013
Invitations and conduct of interview:	Late June / early July	Early / mid October
Notification of results:	Mid July	Late October

#### Selection Procedures

- 1) Interviews may be conducted for short-listed applicants.
- 2) The Grant shall be recommended by the Selection Committee.
- 3) Prior to the release of awards, Awardees must be offered a place for the course at their chosen institution and must provide proof of acceptance. The awardees are required to commence the study within 12 months from the Grant approval date. The Funding Organization reserves the right to withdraw the Grant if the awardees do not attend the course within the said period.
- 4) Awardees are responsible for ensuring compliance with immigration requirements relating to overseas study.
- 5) Any unintended or intended non-disclosure, misrepresentations, fraudulent and misleading information may lead to cancellation of the approved Grant.
- 6) Appeals are not accepted.

#### Selection Committee

The Selection Committee shall comprise of the following members:

- i) One representative from the Funding Organization,
- ii) One representative from a local/international NGO, and
- iii) One representative from a local tertiary institution.

#### Obligations of Awardees

The awardees are required to share at a sharing session organized by the Hong Kong Council of Social Service after completing the course to share their experience among themselves and with social workers/peers from other NGOs. Members of the Selection Committee may consider attending the sharing session.

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## Interpretation of Terms

- 1) The Funding Organization has the final discretion in interpreting and acting according to the above terms.
- 2) The above terms may be revised by the Funding Organization at anytime as it deems fit without prior notice.

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Completed applications together with ALL supporting documents must be returned to the Scholarship Committee **by 24 May (1<sup>st</sup> batch) or 6 September 2013 (2<sup>nd</sup> batch)**. Late, incomplete or improperly completed applications will not be considered. For enquiries, please contact Mr Francis Hon by email at [francis.y.l.hon@hscpb.com](mailto:francis.y.l.hon@hscpb.com) or Ms. Kim Ma of The Hong Kong Council of Social Service by email at [kim.ma@hkcss.org.hk](mailto:kim.ma@hkcss.org.hk).

### Attachments:

- Application Form
- Recommendation Form
- Personal Statement
- Checklist for supporting documents

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**APPLICATION FORM**

The information provided herein will be used for the purposes related to The TUYF Charitable Trust Grant for NGO Governance course. It may be accessible to offices, committees or persons who will process course matters. Information on unsuccessful candidates will be destroyed when no longer required.

**1. Personal Details**

Name (English) \_\_\_\_\_ Chinese) \_\_\_\_\_

Sex \_\_\_\_ Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

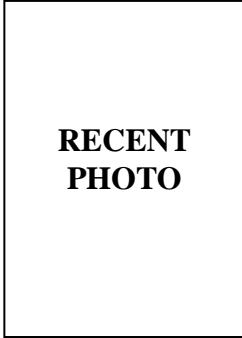
H.K.I.D. No. \_\_\_\_\_ Nationality \_\_\_\_\_

Home Address \_\_\_\_\_

\_\_\_\_\_ Email \_\_\_\_\_

Home Tel. \_\_\_\_\_ Mobile \_\_\_\_\_

Office \_\_\_\_\_ Other Contact Tel. (if any) \_\_\_\_\_



**2. Proposed Course of Study**

Overseas University \_\_\_\_\_ Country \_\_\_\_\_

Course Name \_\_\_\_\_

Date of the Course \_\_\_\_\_

Estimated Expenditure:

Course Fees HK\$ \_\_\_\_\_ Accommodation HK\$ \_\_\_\_\_ Flight Ticket HK\$ \_\_\_\_\_

Other expenses (e.g. food / local transportation) HK\$ \_\_\_\_\_

*Admission status* (please put a "√" in the appropriate box.)

Application will be submitted       Pending for result       Firm/Conditional offer

**3. Education** (Including secondary education, exchange program and overseas summer course)

<u>Year</u>	<u>School/University attended</u>	<u>Degree/Qualification</u>	<u>Date of Award</u>	<u>Full-time/ Part-time</u>
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**4. Work Experience** (Please list in chronological order)

	<u>Academic Year</u>	<u>Name of Company/Employer</u>	<u>Post/Contribution</u>	<u>Full-time/ Part-time</u>
4.1				
4.2				
4.3				
4.4				

**5. Reference**

Name: (Professor/Dr./Mr./Ms.)  
(Last) (First)

Title and Institution: \_\_\_\_\_

Correspondence Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**6. Remarks** (if any)

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Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

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NOTE: Completed applications together with the supporting documents (please refer to the “Checklist of Supporting Documents” for the official documents to be accompanied with the application) must reach The TUYF Charitable Trust NGO Grant Selection Committee, c/o Mr Francis Hon, HSBC Trustee (Hong Kong) Limited by post at Level 13, HSBC Main Building, 1 Queen’s Road Central, Hong Kong or by e-mail of francis.y.l.hon@hsbcpb.com **by 24 May (1<sup>st</sup> batch) or 6 September 2013 (2<sup>nd</sup> batch)**

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**CONFIDENTIAL RECOMMENDATION**

**1<sup>st</sup> Deadline : 24 May 2013**

**2<sup>nd</sup> Deadline : 6 September 2013**

To be returned to The TUYF Charitable Trust NGO Grant Selection Committee c/o Mr Francis Hon, HSBC Trustee (Hong Kong) Limited, Level 13, HSBC Main Building, 1 Queen’s Road Central, Hong Kong / e-mail: [francis.y.l.hon@hbcpb.com](mailto:francis.y.l.hon@hbcpb.com) / Fax number: 2523 0570. Late reply may lead to disqualification of application.

Name of Applicant: \_\_\_\_\_  
(Last)(First)

Name of Referee: \_\_\_\_\_  
(Last)(First)

Contact Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

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We would appreciate your opinion concerning the applicant named above who is applying to The TUYF Charitable Trust Grant for Non-Government Organization Governance.

Comments:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

- **Please add additional paper if necessary.**

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**CHECKLIST OF SUPPORTING DOCUMENTS**

Before submission of application (**Deadline for 1<sup>st</sup> Batch, 24 May or Deadline for 2<sup>nd</sup> Batch, 6 September 2013**), please check and make sure that you have:

- completed **ALL** parts of the application form and signed the form.
- provided full contact details of one referee.
- pasted a recent passport photograph with your name in block letters on the back of the photograph.
- a **handwritten** personal statement, not exceeding 500 words in length with left margin of 2.5cm and with page numbers.
- copy of HKID or Passport .
- a copy of the admission letter of your proposed course of study issued by the chosen university (if any).
- evidence of your entire course of undergraduate study as a full-time student in Hong Kong e.g. a student status certification letter issued by the University Registrar or other responsible officer.
- copy of **official** academic transcript(s) issued by the University Registrar or other responsible officer for undergraduate and/or postgraduate studies.
- copies of score results of HKCEE and HKALE or equivalent.
- evidence of the current employment, e.g. a copy of the appointment letter/name card.



**THE TUYF CHARITABLE TRUST**  
**Non-Government Organization (“NGO”) Governance Courses**

**This list is for reference only. Interested applicants may consider other programmes not listed below, which meet the objectives of the grant.**

Name of Institution	Country	Programme	Dates
Harvard Business School	USA	<b>Social Enterprise Programs</b> <a href="#">(website)</a>	<i>Available from May – October 2013</i>
		<ul style="list-style-type: none"> <li>• Governing for Nonprofit Excellence</li> </ul>	October 27–30, 2013
		<ul style="list-style-type: none"> <li>• Performance Measurement for Effective Management of Nonprofit Organizations</li> </ul>	May 21–24, 2013
		<ul style="list-style-type: none"> <li>• Public Education Leadership Program</li> </ul>	July 7–12, 2013
		<ul style="list-style-type: none"> <li>• Strategic Perspectives in Nonprofit Management</li> </ul>	July 14–20, 2013
Harvard University John F. Kennedy School of Government	USA	<b>Performance Measurement for Effective Management of Nonprofit Organizations</b> <a href="#">(website)</a>	May 21–24, 2013
Harvard University John F. Kennedy School of Government	USA	<b>Strategic Management for Leaders of Non-Governmental Organizations</b> <a href="#">(website)</a>	May 12, 2013 - May 17, 2013
NELI (Nonprofit Executive Leadership Institute) Offered by The Bryn Mawr College Graduate School of Social Work and Social Research	USA	<b>2013 Executive Leadership Certificate Program</b> (must enroll in whole program): <a href="#">(website)</a> <ul style="list-style-type: none"> <li>• Session One: Individual Leadership Styles and Team Development, Strategic Thinking, Connecting With Your Learning Communities</li> <li>• Session Two: Board Governance and Development, Leading Systemic Change, Effective Marketing</li> <li>• Session Three: Group and Organizational Dynamics, Executive Coaching Sessions</li> <li>• Session Four: Public Speaking, Political Savvy: Leveraging Leadership, Financial Management</li> <li>• Session Five: To Be Determined With Incoming Class, Legal and Ethical Issues For Leaders</li> </ul>	<i>Available from April – November 2013</i> Session I: April 19th and 20 Session II: May 17 and 18 Session III: June 21 and 22 Session IV: September 20 and 21 Session V: November 2 and 3

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Kellogg School of Management (Centre for Nonprofit Management) Northwestern University	USA	<b>Executive Education in Nonprofit Management</b> ( <a href="#">website</a> )	<i>Available from</i> January – November, 2013
		<ul style="list-style-type: none"> <li>• Successful Fundraising Strategies</li> </ul>	January 28-29, 2013
		<ul style="list-style-type: none"> <li>• Critical Issues in Board Governance</li> </ul>	February 7, 2013
		<ul style="list-style-type: none"> <li>• Nonprofit Finance</li> </ul>	February 19-21, 2013 and October 8-10, 2013
		<ul style="list-style-type: none"> <li>• Developing High Performing People</li> </ul>	March 11-12, 2013
		<ul style="list-style-type: none"> <li>• Selling Your Impact</li> </ul>	April 22-23, 2013
		<ul style="list-style-type: none"> <li>• Strategic Leadership</li> </ul>	April 24-25, 2013 and October 21-22, 2013
		<ul style="list-style-type: none"> <li>• Leading for the Future</li> </ul>	May 6-7, 2013
		<ul style="list-style-type: none"> <li>• Building a Strong School Community: Leadership Matters</li> </ul>	July 9-11, 2013
		<ul style="list-style-type: none"> <li>• Essentials of Fundraising &amp; Marketing</li> </ul>	September 16-18, 2013
		<ul style="list-style-type: none"> <li>• Innovation &amp; Social Entrepreneurship: New Ideas for a New Reality</li> </ul>	October 23-24, 2013
INSEAD Social Innovation Centre	France & Singapore	<b>INSEAD's Social Entrepreneurship Executive Education</b> ( <a href="#">website</a> )	17 Nov 2013 to 22 Nov 2013 (Fontainebleau) or 01 Dec 2013 to 06 Dec 2013 ( <i>Singapore</i> )
Stanford Graduate School of Business	USA	<b>Executive Program for Nonprofit Leaders</b> ( <a href="#">website</a> )	June 23 - July 3, 2013
		<ul style="list-style-type: none"> <li>• Executive Program in Social Entrepreneurship</li> </ul>	