

The Hong Kong Award for Young People
Dr. Irene Tang AYP International Exchange Programme Fund
Application Guidelines

With the great support from Dr. Irene Tang, The Hong Kong Award for Young People (AYP) has set up the Dr. Irene Tang AYP International Exchange Programme Fund in April 2018.

Aims

1. To support AYP participants and volunteers from various backgrounds, with limited means, to take part in AYP's international exchange programmes or overseas trainings;
2. To help AYP participants and volunteers in personal development, improving interpersonal skills, leadership development and building a greater sensitivity and awareness of the global issues through participating in AYP's international exchange programmes or overseas trainings.

Eligibility

1. AYP participants undertaking AYP's international exchange programmes or AYP volunteers undertaking overseas trainings.

Application Requirements

1. International exchange programmes refer to those programmes held outside Hong Kong and with most of the time for the participants to get along and communicate with the participants/residents of the territory or other parts of the world.
2. First priority will be given to applicants who are in need of financial assistance.
3. Applicants must be AYP participants or volunteers using the outbound experience as their GOLD Level Award activity or AYP training respectively. Priority will be given to those participants or volunteers who will use this outbound programme as their final Award activity before attaining their Gold Award or AYP train the trainers' workshop/seminar respectively.
4. Participants of programmes supported by AYP Programme Fund are NOT eligible to apply for Dr. Irene Tang AYP International Exchange Programme Fund, except those who are in need of financial assistance. Applicants need to submit supporting document of their financial situation.
5. Applications will be considered as long as the funding is available.
6. If other funding is sought and granted, applicants should spend all such fund first. This Fund when granted will be reduced by the same amount to cover the expenses not adequately financed by other funds.

Application and Selection Period

1. Application should be submitted through Operating Authority or User Unit to the Award Office at least 6 weeks before the programme commenced.
2. Application forms are obtainable from the Award Office, Nos. 301 – 309, 3/F., Lai Kwai House, Lai Kok Estate, Cheung Sha Wan, Kowloon. Application forms can also be downloaded from our website: www.ayp.org.hk/exchangefund.
3. Assessment period will usually take about one month. After decision for granting funds have been made, applicants will be informed of the results in writing.

Selection Procedures

1. Applications will be considered by the Operations Committee.
2. Applicants may be required to attend an interview arranged by the Operations Committee if and when necessary.

Selection Criteria

1. Applicant's background and financial need.
2. Applicant's Award-gaining progress.
3. Nature of the programme.
4. Applicant's exchange experience.
5. Ability to contribute to the Scheme upon completion of the activity.

Application Procedures

1. Applicants should submit (a) the completed "Dr. Irene Tang AYP International Exchange Programme Fund" application form together with (b) the copy of Record Book (for AYP participants only), (c) the copy of programme information (aim, schedule, fee and all relevant information, which is deemed as useful for considering the applications) and (d) a copy of the submitted application forms to the organizer of the applied outbound international exchange programmes if any.
2. The grant for each qualified applicant may not cover the full expenses of the programme. Unless otherwise advised by the Operations Committee, the maximum grant is HK\$3,000 for each participant. The items funded should be basic and essential to the programme (e.g. airline tickets, local transportation, meal, hostel and basic programme fee) excluding equipment fee, travel insurance, medical precautions and other visa and travel document application fees. Any expenses beyond the very basic will not be supported.
3. The Operations Committee may consider giving subsidy exceed HK\$3,000 to those applicants who are in need of financial assistance. However, applicants need to submit supporting document of their financial situation.
4. Interview may be required as and when necessary.
5. Payment will normally be made in the form of reimbursement. Payment in advance of not more than 50% of the approved amount may be entertained under special circumstances and upon request in writing (supporting document may be required). The Operations Committee may consider giving full payment in advance to those applicants who are in special need of financial assistance.
6. In the event of procrastinating the date of applied programme, the applicant should make a request in writing to the Operations Committee for approval. Each request will be considered individually and a maximum of 3 months (from the original date of the programme) will be granted. In the event of changes during the progress of the programme, alterations should be submitted to the Operations Committee for approval.
7. The Operations Committee reserves the right not to disburse the full-awarded amount if the activity is found to be progressing unsatisfactorily.

Important Note

Dr. Irene Tang and The Hong Kong Award for Young People reserve the right to alter the application criteria and regulations as and when necessary.