

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 the recognized AYP groups 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: <https://www.ayp.org.hk/go-global/#exchange fund>.
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.

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

Before you submit the Form, please check the followings:

- Have you read “Application Guidelines” before completion of this Form?
- Have you completed ALL necessary sections in this Form?
 (For AYP participants, please complete Sections A, B, C, F, G, H, I)
 (For AYP volunteers, please complete Sections A, D, E, F, G, H, I)
- Have you attached copy of your AYP Record Book (only the pages of candidate’s particulars), the programme information, schedule, a copy of your application form to the organizer of the applied exchange programme and other relevant information with this Form?

This form should be submitted to the Award Office, Nos. 301-309, 3/F., Lai Kwai House, Lai Kok Estate, Cheung Sha Wan, Kowloon.

Section A – Personal Particulars

Name:	(English)	(Chinese)
Address:	(English)	<i>(Attach Recent Photo Here)</i>
	(Chinese)	
Sex:	M / F	
Age:		
Date of Birth:	(yyyy/mm/dd)	
Contact Number:	(Home)	(Mobile)
Email:		
Occupation:		
Education Attainment:		
Financial Need:	<input type="checkbox"/> financially underprivileged (please put a “✓”) (If applicable) Please attach with this form the supporting documents . (For example, Certificate of Comprehensive Social Security Assistance (CSSA) Recipients issued by Social Welfare Department or School Textbook Assistance / The Tertiary Student Finance Scheme – Publicly-funded Programmes (TSFS) notification letter issued by Student Financial Assistance Agency.)	

Section B – Award Bibliography for AYP Participants ONLY

Name of OA/UU:			
Starting Level (Bronze/ Silver/ Gold):			
Record Book Issued Date:	(yyyy/mm/dd)		
Award Progress (Please fill in the activity content and the starting date and completion date for each Section)			
Level	Bronze	Silver	Gold
Section	<i>Activity /Starting Date/ Completion Date</i>		
Service	Activity:	Activity:	Activity:
	Started: Completed:	Started: Completed:	Started: Completed:
Skills	Activity:	Activity:	Activity:
	Started: Completed:	Started: Completed:	Started: Completed:
Adventurous Journey	Activity:	Activity:	Activity:
	Started: Completed:	Started: Completed:	Started: Completed:
Physical Recreation	Activity:	Activity:	Activity:
	Started: Completed:	Started: Completed:	Started: Completed:
Residential Project			Activity:
			Started: Finished:
Year of Award Attained:			

Section C – Other Exchange Experience for AYP Participants ONLY

Date	Organizer	Programme Name	Brief Description

Section D – Award Scheme Involvement **for AYP Volunteers ONLY**

AYP Awards Attained:	<input type="checkbox"/> Bronze Award (Year:)
	<input type="checkbox"/> Silver Award (Year:)
	<input type="checkbox"/> Gold Award (Year:)
Certificates of Appreciation/Recognition:	<input type="checkbox"/> 3 years (Year:)
	<input type="checkbox"/> 7 years (Year:)
	<input type="checkbox"/> 10 years (Year:)
Long Service Badges of Recognition:	<input type="checkbox"/> 20 years (Year:)
	<input type="checkbox"/> 30 years (Year:)
	<input type="checkbox"/> 40 years (Year:)

Services to the Award Scheme:	Date	Capacity / Title	Service Unit

Section E – Exchange/Overseas Training Experiences **for AYP Volunteers ONLY**

Date	Organizer	Programme Name	Brief Description

Section F – International Exchange / Overseas Training Programme Information

Name of Organizer(s):		
Contact Person of the Organizer(s):	Mr. / Ms. / Mrs.	
Contact Number of the Organizer(s):	(Mobile)	(Office)
Programme Name:		
Programme Aim:	(Please attach separate sheets if the space is not enough.)	
Programme Website: (If any)		
Programme Destination:	(City) in	(Country)
Programme Duration:	(yyyy/mm/dd)	to (yyyy/mm/dd)
Number of Participants:	(Hong Kong)	(Local)
	(Total)	
AYP Activity to be Completed by This Programme	* Service / Skills / Adventurous Journey / Physical Recreation / Residential Project	
Programme Content & Schedule: (Please attach separate sheets if the space is not enough.)		
Programme Fee:	HK\$	
Amount of fee to be applied from Dr. Irene Tang AYP International Exchange Programme Fund:	HK\$	

* Please delete as inappropriate

Section G – Self Recommendation (To be filled in by Applicant)

My reasons for participating in the above-mentioned programme and applying for the Dr. Irene Tang AYP International Exchange Programme Fund.

Section H – Recommendation (To be filled in by Operating Authority/User Unit/Recognized AYP groups)

Name:	(English)	(Chinese)
Position:		
Contact Number:	(Mobile)	(Office)
Recommendation:		
Signature: _____		
Date: _____		
OA/UU/Recognized AYP Group Chop: _____		

Section I – Declaration

I declare that all information given above is true and correct according to my knowledge. I understand that I will be liable to refund The Hong Kong Award for Young People the full amount awarded or any amount decided by the Operations Committee if I am found to have given false information in the above application.

Signature

Date

Applicant's Name

Guidance Notes:

1. The information provided will be used only for the processing the application of "Dr. Irene Tang AYP International Exchange Programme Fund" purposes. It may be disclosed to staff in handling of such matters.
2. Applicants have the right to request access to or correction of personal data provided in this form in accordance with the provision of the Personal Data (Privacy) Ordinance. Such requests may be made in writing to the officers designated for handling data access/correction requests.
3. Enquiries concerning the personal data collected by means of this form including the making of access and correction should be addressed to:
The Hong Kong Award for Young People
Nos. 301-309, 3/F, Lai Kwai House, Lai Kok Estate,
Cheung Sha Wan, Kowloon.
Telephone No.: 2157 8610

For Award Office Use Only

Date Received:

Amount applied for: HK\$

Amount granted: HK\$

Remarks: