Elder Academy Development Foundation
Application Guidelines

1. Introduction

The Elder Academy Scheme (the Scheme) was jointly launched by the Labour and Welfare Bureau and the Elderly Commission in early 2007 to promote active ageing and enable the elderly to lead a fulfilled life by pursuing continued learning in a school setting. For details of the Scheme, please refer to the Brief Guide to Elder Academy Scheme.

To sustain the development of the Scheme, the Government funded the establishment of the Elder Academy Development Foundation (the Foundation) under the Director of Social Welfare Incorporation Ordinance (Cap. 1096) in 2009. In the same year, the Committee on the Elder Academy Development Foundation (the Committee) was formed under the Elderly Commission to devise strategies and measures for the establishment, curriculum design, extra-curricular activities and development of elder academies, and to consider and assess funding applications received by the Foundation. To sustain the continued operation of the Scheme, the Government made an additional injection into the Foundation in 2014.

Units receiving funding support from the Foundation are required to comply with all the funding requirements set out in the respective Funding Guidelines as appropriate.

2. Scope of Funding

The Foundation will mainly provide funding support for the following three categories of applications:

(1) Implementing the Elder Academy Scheme in primary and secondary schools;

(2) Implementing the Elder Academy Scheme in post-secondary institutions; and

(3) Organising activities conducive to elderly learning and inter-generational harmony (Other Categories).

3.	**Application Requirements**

Implementing the Elder Academy Scheme in primary and secondary schools

Primary and secondary schools or school sponsoring bodies are required to apply in collaboration with welfare organisations or charitable institutions/bodies of a public character recognised under section 88 of the Inland Revenue Ordinance with at least two years' experience in organising elderly-related activities, or registered parent-teacher associations.	Applicants should complete the "Application for Setting up an Elder Academy in a Primary / Secondary School" and submit it together with the relevant supporting documents.

An established elder academy may, upon completion of its programme for the first three years, submit an application for a two-year programme in the light of its operational conditions and apply for funding to continue its operation. Applicants should complete and submit the "Application for Implementing a Two-year Programme in an Elder Academy".

The two application forms mentioned above are available for download from the website of the Elder Academy (www.elderacademy.org.hk).	Prior to the submission of applications, applicants should read the Funding Guidelines – Elder Academies in Primary and Secondary Schools.

Implementing the Elder Academy Scheme in post-secondary institutions

Any post-secondary institutions may apply for implementing the Elder Academy Scheme.	Applicants should complete the "Application for Implementing the Elder Academy Scheme in Post-secondary Institutions" and submit it together with the relevant supporting documents.	The application form is available for download from the website of the Elder Academy (www.elderacademy.org.hk).	Prior to the submission of applications, applicants should read the Funding Guidelines - Elder Academies in Post-secondary Institutions.

Other categories

Applicants must be:

(a)   a school registered under the Education Ordinance; and/or

(b)   a charitable institution and/or trust of a public character recognised under section 88 of the Inland Revenue Ordinance.

The Committee may, at its discretion, consider applications submitted by organisations not meeting the above requirements.   In such cases, priority will be given to organisations affiliated to or subsidised by an institution meeting the above requirements, or organisations which are able to provide proof of experience in organising activities related to elderly learning.

In the case of a joint application made by more than one organisation, all the parties concerned must meet the above requirements and one of them should be the main applicant and contact point to facilitate processing of the funding application.

Applicants should complete the "Application Form for Other Categories" and submit it together with the relevant supporting documents.   The application form is available for download from the website of the Elder Academy (www.elderacademy.org.hk).   Prior to the submission of applications, applicants should read the Funding Guidelines - Other Categories.

4.   Submission and Acknowledgement of Applications

The Committee accepts applications throughout the year, and holds mid-year and year-end meetings to examine the applications received up to the specified dates.   The specified deadlines for applications will be published on the website of the Elder Academy (www.elderacademy.org.hk).   Completed application forms should be submitted by post to the Secretariat of the Committee on the Elder Academy Development Foundation (Address: 10/F, West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong).   The Secretariat will issue an acknowledgement of the application via email or fax within 14 working days.

5. **Assessment Criteria**

Applications for implementing the Elder Academy Scheme in primary and secondary schools

In assessing the applications, the Committee will take into account the educational philosophy, experience, space and facilities available (e.g. classrooms, computers and recreational facilities) of the schools concerned, the extent of the elderly network established by collaborating welfare organisations/bodies/parent-teacher associations in the community, their experience and cost-effectiveness in organising elderly-related activities, and the sustainability of the proposed elder academies.

Applications for implementing the Elder Academy Scheme in Post-secondary institutions

In assessing the proposals submitted by post-secondary institutions, the Committee will consider the format, content, related activities and number of places of the courses to be provided.

Applications under Other Categories

The Committee will assess a proposal based on the following criteria:

(i)   The proposal should promote elderly learning and inter-generational harmony;

(ii)   The proposal must not involve activities of the following nature:

    (a)   primarily for profit-making purpose;

    (b)   mainly one-off consumer events (e.g. banquets, trips);

    (c)   involving beneficiaries and venues outside the Hong Kong Special Administrative Region of the People's Republic of China; and/or

    (d)   in breach of existing government policies.

(iii) Other factors to be considered include:

    (a) quality and effectiveness of the proposal;

    (b) viability and sustainability of the proposal; and

    (c) the relevant experience and capability of the applicant.

6. Amount of Funding

Applications for implementing the Elder Academy Scheme in primary and secondary schools

For a newly set up elder academy, the Committee will grant a lump sum of $122,000, of which $20,000 is a one-off funding for the necessary expenditure on setting up the elder academy (e.g. procurement of installations and equipment), $72,000 for offering courses in the first three years, $20,000 for organising inter-generational activities, and $10,000 for the provision of training for the elderly members of the Elder Academy Management Committee.   The funding will be valid for three years.

For a "Two-year Programme" submitted by an established elder academy, the Committee will grant a lump sum of $60,000, of which $48,000 is for offering courses in the two years proposed in the programme and the remaining $12,000 for organising inter-generational activities.   The funding will be valid for two years.

Applications for implementing the Elder Academy Scheme in post-secondary institutions

The Committee will decide the amount of funding in the light of the courses and activities proposed by the post-secondary institutions.

Applications under Other Categories

The Committee will decide the amount of funding in the light of the activities proposed on a case by case basis.

7. Undertaking on the Use of Funding

Upon approval of the application for funding, the schools/post-secondary institutions/welfare organisations/bodies/parent-teacher associations concerned are required to sign an Undertaking on the Use of Funding Provided by the Elder Academy Development Foundation to reaffirm their commitment to complying with the objectives and modes of operation specified in the Scheme, and/or all the funding requirements set out in the respective Funding Guidelines as appropriate.   These Funding Guidelines are available on the website of the Elder Academy (www.elderacademy.org.hk).   The Committee advises schools/post-secondary institutions/welfare organisations/bodies/parent-teacher associations to read the Funding Guidelines applicable prior to their submission of applications.

8. Comments and Enquiries

For comments or enquiries, please contact the Secretariat of the Committee:

By post: 10/F, West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong
By e-mail: elderlyc@lwb.gov.hk
Fax no.:   2523 1973
Tel no.:   3655 5861

Secretariat of the Committee on Elder Academy Development Foundation

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