



Leadership Training Institute Foundation Subsidy Scheme Application Guideline

Pursuant to the circular re-categorization with effect from 1 January 2018, this Circular substitutes Leadership Training Institute Circular issued on 15 November 2011 with contents unchanged.

The Leadership Training Institute Foundation Subsidy Scheme (“The Scheme”) was set up in accordance with the resolution of Leadership Training Institute Foundation Management Committee Meeting on 19 May 2009.

Introduction

The Scheme was set up with the aims of providing financial support to Scout leaders who participating in the courses organized by Scout Association of Hong Kong Leadership Training Institute (“LTI”) or the collaborative programmes with the tertiary institutions, as well as of encouraging life-long learning and enhancing knowledge and skills of Scout Leaders.

Eligibility

1. Active and serving Scout Leaders and as at the date of application:
 - holding a valid Leader Warrant or Provisional Leader Warrant for one year or above and have completed the Fundamentals Course of the Wood Badge Training Scheme; or
 - holding a valid Instructor Appointment for one year or above and have attained the Dragon Scout Award or Baden-Powell Award; and
2. have been accepted by the recognized reimbursable courses by LTI.

Subsidized Items

The Scheme subsidizes all recognized reimbursable courses organized by LTI or jointly organized with the tertiary institutions. The list of the recognized reimbursable courses can be obtained from the LTI website <http://lti.scouting.org.hk/en/subsidy/foundation.php>.

Subsidy Amount

Successful applicants will each be subsidized up to 60% of the recognized reimbursable course fees or HK\$10,000, whichever is less. Applicants may apply for the Scheme more than once subject to the accumulated subsidy received by individual applicant is reached the maximum of HK\$10,000. Approval is subject to the availability of the Foundation and the Management Committee reserves the rights to adjust the ceiling of the subsidy.

Application Procedures

Interested applicants are required to submit the applications to LTI within one month upon the receiving of the admission notifications. The commencement of the application period is calculated on the issue date of the admission notification. Application Form can be downloaded at <http://www.scout.org.hk/chi/notice/lti>.

Completed application forms together with copies of (1) Warrants / Certificate of Appointments and relevant qualification certificates as well as (2) the admission notifications issued by LTI should be

submitted by post to:

Scout Association of Hong Kong Leadership Training Institute
Room 1014, Hong Kong Scout Centre, Scout Path, Austin Road, Kowloon

Copies of all submitted supporting documents are not returnable.

Approval

The Leadership Training Institute Foundation Management Committee reserves the right of making the final decision of approving the application or not and subsidy amount.

Release of Subsidy and Regulations

Successful applicants should settle the course fees prior the commencement of the courses. The subsidies are released in form of reimbursement to the applicants after their completion of the courses.

1. Released subsidy should be solely for settlement of the course fee;
2. Only applicants who successfully completed the courses are eligible for applying for reimbursement. "Successful completion of the course" means that the claimant pass the assessment of course. Documentary proof of successful completion of the course may include certificate of award, letter or transcript from the course provider certifying that the claimant has passed the relevant course assessment;
3. Applicants should be active and serving Scout Leaders during the period of studying the subsidized courses and participate continuously in the Scout Movement. Applicants may require to provide documentary proof when necessary;
4. Successful claimants should be active and serving Scout Leaders and participate constantly in the Scout Movement within 2 years after successful completion of the course (calculated on the issue date of the certificate of award or the transcript), and are required to provide documentary proof when necessary. Failure to comply with the regulations shall result in disqualification from the Scheme and be required to return the full subsidy amount, otherwise may be liable to legal proceedings instituted by Scout Association of Hong Kong; and
5. Successful applicants should submit their applications for reimbursement of course fees within 1 year after successful completion of the course.

Others

1. The decisions of Leadership Training Institute Foundation Management Committee shall be final in case of any dispute occurred.
2. Applicants ought to ensure the provided information is true and correct. Any false report and concealment would lead to disqualification of the Scheme liable to legal proceedings instituted by Scout Association of Hong Kong.
3. Leadership Training Institute Foundation Management Committee reserves the rights to amend any rules and regulation of the Scheme.

Enquiry

1. Leadership Training Institute (Tel: 2957 6375)



Simon HO
Leadership Training Institute Commissioner