



Certificate in Writing an

Outstanding Fund-Bidding Proposal

for Social Services (Class 4)

如何撰寫優秀社會服務計劃書

證書課程 (第四屆)

專業認可學分 Accreditation
護士 Nurse : CNE
社工 Social Worker : CPD
職業治療師 OT: CPD

Life & Work Wisdom Series for Caring Professionals

Introduction

Many efforts fail in winning a project because the organization pays insufficient attention to creating a plan that can attract project selection board's interest and secure their confidence as well as trust the project can achieve its expected goals.

A good proposal can help organization stands out against the competition and promote as a suitable service provider.

Course Objectives

This training aims to provide human service professionals with the concepts, knowledge and skills they could use to write quality and accountable fund-bidding proposal. After completion of training, the participants will have a detailed road map and required competence for preparing a fund-bidding proposal.

Course Content

1. Overview of the funding trends, types of funds and expectations of funders
2. Unpack the 6 "Ps" for writing a successful fund-bidding proposal
3. Identify key features of a project/ service proposal that would meet funders' requirement
4. Project planning framework
5. Guidelines for writing a project proposal
6. Knowledge and skills in writing a good proposal
7. Importance and rules of writing a fundraising letter

Trainer

Dr. Agnes Ng Kwok Tung

- PhD (The Hong Kong Polytechnic University)
- Master of Social Work (Monash University of Australia)
- Bachelor of Philosophy in Educational Studies, England
- Diploma in Social Work
- Accredited administrator of the Myers-Briggs of Type Indicator, Team-Building and Expanded Interpretive Report
- Critical Incident Stress Management Practitioner



Dr. Agnes Ng was the Assistant Chief Executive of the Christian Family Service Centre. She has over 30 years working experience in the social work field. Dr. Ng is the pioneer in the early development of the single-parent family services in Hong Kong since 1984. Her major interests are family life education marriage counseling, single-parent family services, clinical supervision work and counseling services. She provides trainings, teaching and consultancy services to social work professionals, organization and training institutes in and outside Hong Kong.



香港專業培訓學會
Hong Kong Society of Professional Training

202-204A, Two Harbourfront, Tak Fung St.,
Hung Hom, Kowloon, Hong Kong
ask@hkspt.org www.hkspt.org
Tel: 3111 0264 Fax: 2125 7900



Online Registration

Course Details

Date / Time : 20/1/2021 (Wed.) 9:30am – 5:30pm (7 hours)
Venue : HKSP Conference Room, 202-204A, Two Harbourfront, Tak Fung Street, Hung Hom, KLN, HK (Whampoa MTR Station Exit D2)
Course Fee : HK\$1,400-
Special Offer : HK\$1,350- (Enroll the course at least one month prior to the event)
Group Discount : HK\$50- discount/each (For group of 3 or above)
Language : Cantonese supplemented with English (Teaching materials are mainly in English)
Course Mode : Lecture, group discussion, role play & case sharing
Target : Social Work, Nurse, as well as Allied Health Professionals
Certificate: Certificate of Attendance issued by Hong Kong Society of Professional Training
Accreditation: Nurse : 7 CNE , Social Worker : 7 CPD , OT (CPD): To be confirmed

(FBP – C2106)

For enquiry : 852-3111 0264

Online Registration



Registration Form

Course: Certificate in writing an Outstanding Fund-Bidding Proposal for Social Services (Class 4)
Date and Time : 20/1/2021 (Wed.) 9:30am – 5:30pm (7 hours)

Full Course	Course Fee	Early Bird (Enroll the course at least one month prior to the event)
Single participant	<input type="checkbox"/> HK\$1,400-	<input type="checkbox"/> HK\$1,350-
For group of 3 or more	<input type="checkbox"/> HK\$1,350-/each	<input type="checkbox"/> HK\$1,300-/each

* For group discount registration, please submit your forms altogether.

Discount Code: _____

Name (in English) : _____ (Mr / Ms) 姓名 (中文): _____

(Printed name on certificate, please provide it in block letter, thank you.)

Student No: _____

Education Level: Primary Secondary Tertiary or above

Nature of Job (please fill in for trainer's better preparation of teaching materials):

Medical Staff Social Worker Occupational Therapist Other _____

#Email: _____ Tel: _____

I agree I disagree to receive regular HKSP's course information by email.

My email address is already in your list and I have been regularly receiving HKSP's course information.

Payment by Cheque:

Please made crossed cheque payable to "Hong Kong Society of Professional Training"

Cheque No: _____ Name of Bank: _____

Please send completed registration form and cheque to: **Hong Kong Society of Professional Training**,
Rm. 202-204A, Two Harbourfront, Tak Fung St., Hung Hom, Kowloon, Hong Kong.

Payment by Bank-in / Fast Payment Service (FPS) 轉數快:

Please settle the payment via Fast Payment Service with **FPS code 8835217** or bank in to our bank account with
"Bank of China (HK) Ltd" 中銀香港 A/C No: 012-890-1-038-682-9.

Please send the completed registration form and screenshot picture or bank in slip to Hong Kong Society of Professional Training either by email (PDF) to ask@hkspt.org or by fax: **852-2125 7900.**

We will confirm your registration through email within 1 week, please contact us if you do not receive any confirmation.

Receipt Heading: _____ (please write in block letter)

Applicant Signature: _____ Date: _____

Important Notes:

- #1. The course confirmation will be sent to participants via email at least 2 weeks prior the course, please contact us if you do not receive any notification.
2. All registration will be accepted on a first come first served basis.
3. Once a registration has been submitted, it cannot be refunded and cancelled for any reasons.
4. All request on registration amendment must be given in written form. An administration fee of HK\$200 will be charged for any processing request.
5. Official receipt will be issued on the first day of the course. Re-issuance of official receipt will be charged HK\$50.
6. If you have any enquiry, please feel free to contact us on www.hkspt.org or 3111 0264.

