



The Hong Kong Girl Guides Association Programme Enrichment Scheme (PES)

Aim

1. Encourage Units from All Sections to plan and execute quality enriching programmes
2. Encourage Joint-Unit activities in order to provide more exchange opportunities for girls from different Units or among the same District
3. Encourage more Guider Training or Sharing Activities to be organized by Divisions, so as to enhance the activities planning skill of Guiders

Eligibility

1. All Divisions, District and Units (Happy Bee Hive, Brownie Pack, Guide Company, Ranger Guide Unit and Golden Guide Group) under HKGGA are eligible to apply.
2. Each unit should not submit more than 1 activity plan within 6 months.

Enrollment Method

1. The application form can be obtained from Region Development Department or downloaded from the HQ Website.
2. Unit Application:
Application and activity proposal should be submitted 3 months before the activity, endorsed by District Commissioner and approved in Operation Team via Region Development Department.

District / Division / Region Application:

Application should be submitted together with Region / Division Yearly Plan in July or August, and verified by Assistant Chief Commissioner.

3. Successful applicant will be informed within one month after approval from the Assessment Committee.
4. The maximum amount of subsidy for each project is \$5,000 (for Unit), \$6,000 (for Division/ District), \$10,000 (for Region).

Assessment Criteria

1. Quality of project proposal
The project must be conceptually sound, have clear objectives and innovative ideas. In addition, the project should be comprehensive in its design, feasible and supported by people with the appropriate qualifications and experience.
2. Cost-effectiveness
The project should be cost-effective in relation to the desired goal, scale of the project and the amount of participants, a detailed and well-thought budget plan has to be submitted.
3. Comprehensiveness
The project should be with clear objective, thorough planning of execution and organization, Continuity of the project or future follow up also have to be indicated.
4. Feasibility
The project should accommodate different target participants' ability, reach the goal of this

scheme and fit the needs of society.

5. Innovativeness

The project content, procedure or methodology should be innovative, with creative ideas and be able to cope with foreseeable limitation flexibly.

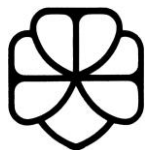
6. Educational

The participants of the project have to be encouraged and able to learn certain knowledge and skills through the programmes.

Reminder Note

1. Successful Applicant (Guider / Project Person-in-charge) should report their progress to District Commissioner / Assistant Chief Commissioner regularly.
2. Appropriate Fee should be collected from the participants and the Project cost should be shared by members and Unit / District. The HQ Subsidy will only cover administrative cost and programme cost, all surplus should be refunded to The Hong Kong Girl Guides Association.
3. If the project progress is not satisfactory, the Assessment Committee reserves the right to ask for the subsidy refund.
4. The Evaluation Report, Receipts with Financial Report and Photo album should be submitted to the Assessment Committee via Region Operation Section within 1 month upon completion of the Project.
5. The required equipment and tools in the project should be prepared by Unit or Division as the subsidy will not cover the purchase of those materials.

Nature and Scope of Projects Covered	Suggested Programmes
1. Guide Skills Training 2. Division-based Guider Training, Sharing Activity 3. District-based Activity 4. Joint-Unit Activity 5. Unit Activity	Camping, Outdoor Cooking, Campfire Skill Training (Except Badge Assessing Activity) Guiders' Sharing Day / Workshop Thinking Day Activity



The Hong Kong Girl Guides Association

Programme Enrichment Scheme (PES) Application Procedure

Phase I (Planning)	4 months before execution	Unit Application	- Through Pow-wow/ Patrol Leaders' Meeting/ Ex-Co Meeting, discuss and draft proposal - Guiders provide assistance and support - Submission of proposal (after signed by Guider) to the District Commissioner
	Between May and June	District/Division/Region Application	- Draft of proposal by Regional Team/ Division Team - Submission of proposal (after signed by Div. Commissioner/ Guider in-charge) to the Asst. Chief Commissioner
Phase II (Assessment)	3 months before execution	Unit Application	- Proposals are assessed by District Commissioner, recommended by Div. Commissioner, approved in Operation Team via Region Operation Section
	Between July and August	District/Division/Region Application	- Proposals are recommended by Asst. Chief Commissioner, approved in Operation Team via Region Operation Section
Phase III (Funding)	2 month before execution	Unit Application	- Successful applicants will be informed within 1 month after approval from the Operation Team
	September	District/Division/Region Application	- Successful applicants(Asst. Chief Commissioner/ Div. Commissioner) will be informed in September after approval from the Operation Team
Phase IV (Execution)		Unit Application	- Organization of activities and programmes, execution according to proposal and promotion works
		District/Division/Region Application	
Phase V (Evaluation and Report)	within 1 month upon completion of project	Unit Application	- Evaluation of the whole project, submission of photo album, Evaluation and Finance Report to the Region Operation Section after commented by the District Commissioner and Div. Commissioner
	within 1 month upon completion of project	District/Division/Region Application	- Evaluation of the whole project, submission of Evaluation Report, Finance Report and photo album to the Region Operation Section after commented by the Asst. Chief Commissioner

* The Operation Team is composed of Deputy Chief Commissioner , Asst. Chief Commissioner (Region), Executive (RDD) and Region Officers.