



# The Hong Kong Girl Guides Association

## Unit Involvement Scheme (UIS)

### **Aims**

- Encourage Units from All Sections to plan and execute programmes which contribute to society or benefit to unit development.
- Encourage units to join more social activities
- Develop the spirit of cooperation
- Help girl guides to broaden horizons and to put the spirit of girl guides into practice
- Subsidize units to carry out above activities

### **Eligibility**

- All Divisions, District and Units (Brownie Pack, Guide Company, Ranger Guide Unit and Golden Guide Group) under HKGGA are eligible to apply.
- 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. 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.
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 \$3000.

### **Assessment Criteria**

All proposal will be assessed according to below criteria:

1. Member involvement & benefits
2. Demand for the society
3. Feasibility
4. Innovativeness

## **Reminder Note**

1. Successful Applicant (Guider / Project Person-in-charge) should report their progress to Service Coordinator / District 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. The Evaluation Report, Receipts with Financial Report and Photo album should be submitted to the Assessment Committee via Region Development Department within 2 months upon completion of the Project.
4. If there is any changes during the project, the Assessment Committee reserves the right to ask for the subsidy refund or amend the subsidized amount.
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.

## **Activity Suggestions**

1. Public service
2. Service for disabled
3. Elderly Service
4. Local culture / arts promotion
5. International theme promotion
6. International culture sharing and promotion

## Application Procedure

<p><b>Phase I</b> (Planning)</p>	<p>4 months before execution</p>	<ul style="list-style-type: none"> <li>- Through Pow-wow/ Patrol Leaders' Meeting/ Ex-Co Meeting, discuss and draft proposal</li> <li>- Guiders provide assistance and support</li> <li>- Submission of proposal (after signed by Guider) to the District Commissioner</li> </ul>
<p><b>Phase II</b> (Assessment)</p>	<p>3 months before execution</p>	<ul style="list-style-type: none"> <li>- Proposals are assessed by District Commissioner, recommended by Div. Commissioner, approved in Operation Team via Region Development</li> </ul>
<p><b>Phase III</b> (Funding)</p>	<p>2 months before execution</p>	<ul style="list-style-type: none"> <li>- Successful applicants will be informed within 1 month after approval from the Operation Team</li> </ul>
<p><b>Phase IV</b> (Execution)</p>		<ul style="list-style-type: none"> <li>- Organization of activities and programmes, execution according to proposal and promotion works</li> </ul>
<p><b>Phase V</b> (Evaluation and Report)</p>	<p>within 2 months upon completion of project</p>	<ul style="list-style-type: none"> <li>- Evaluation of the whole project, submission of photo album, Evaluation and Finance Report to the Region Development Department after commented by the District Commissioner and Div. Commissioner</li> </ul>

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