

社區投資共享基金申請表格

The Community Investment & Inclusion Fund Application Form

11.1 計劃主要資料 Project Key Information

計劃名稱：

Name of the project:

開始及結束日期：

Commencement and
completion dates:

向基金申請的總額：

Amount requested from CIIF:

參與對象：

Groups to be involved:

計劃推行地點：

Targeted Location(s):

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> 中西區 Central & Western | <input type="checkbox"/> 東區 Eastern | <input type="checkbox"/> 離島 Islands | <input type="checkbox"/> 九龍城 Kowloon City |
| <input type="checkbox"/> 葵青 Kwai Tsing | <input type="checkbox"/> 觀塘 Kwun Tong | <input type="checkbox"/> 北區 North | <input type="checkbox"/> 西貢 Sai Kung |
| <input type="checkbox"/> 沙田 Sha Tin | <input type="checkbox"/> 深水 Sham Shui Po | <input type="checkbox"/> 南區 Southern | <input type="checkbox"/> 大埔 Tai Po |
| <input type="checkbox"/> 荃灣 Tsuen Wan | <input type="checkbox"/> 屯門 Tuen Mun | <input type="checkbox"/> 灣仔 Wan Chai | <input type="checkbox"/> 黃大仙 Wong Tai Sin |
| <input type="checkbox"/> 油尖旺 Yau Tsim Mong | <input type="checkbox"/> 元朗 Yuen Long | <input type="checkbox"/> 全港各區 All Districts | |

[原因 Reasons: _____]

綱要 Overview

請簡述計劃綱要（大約 300 字）。包括：

- ◆ 計劃目標 – 如何達到社會資本目的；
- ◆ 預期成效 – 如何帶動轉變；
- ◆ 策略及創意之處。

Please summarize the key features of the project in around 300 words, including:

- ◆ Project aims – how social capital objectives will be achieved;
- ◆ Expected results – changes and enhancements; and
- ◆ Strategies and areas of innovations.

目標 Objectives

成效 Results

策略 Strategies

創新之處 Areas of Innovations

11.2 計劃詳情 Project Details

A. 請詳述計劃目標

- ◆ 貴機構對社會資本的認知及演繹
- ◆ 計劃將發展什麼社會資本

A. Please describe the project objectives

- ◆ Your understanding of what constitute social capital
- ◆ The specific kinds of social capital to be developed

B. 社區需要及建議推行這個計劃的原因

- ◆ 社區內有甚麼問題或發展，引發 貴機構產生這個計劃構思？請提供有關資料或實據。
- ◆ 這個計劃將如何針對社區內這些問題？
- ◆ 貴機構希望通過這個計劃帶動什麼正面轉變？(例如：在價值觀、能力提升、群體之間的關係、製造社會及經濟參與機會等等。)

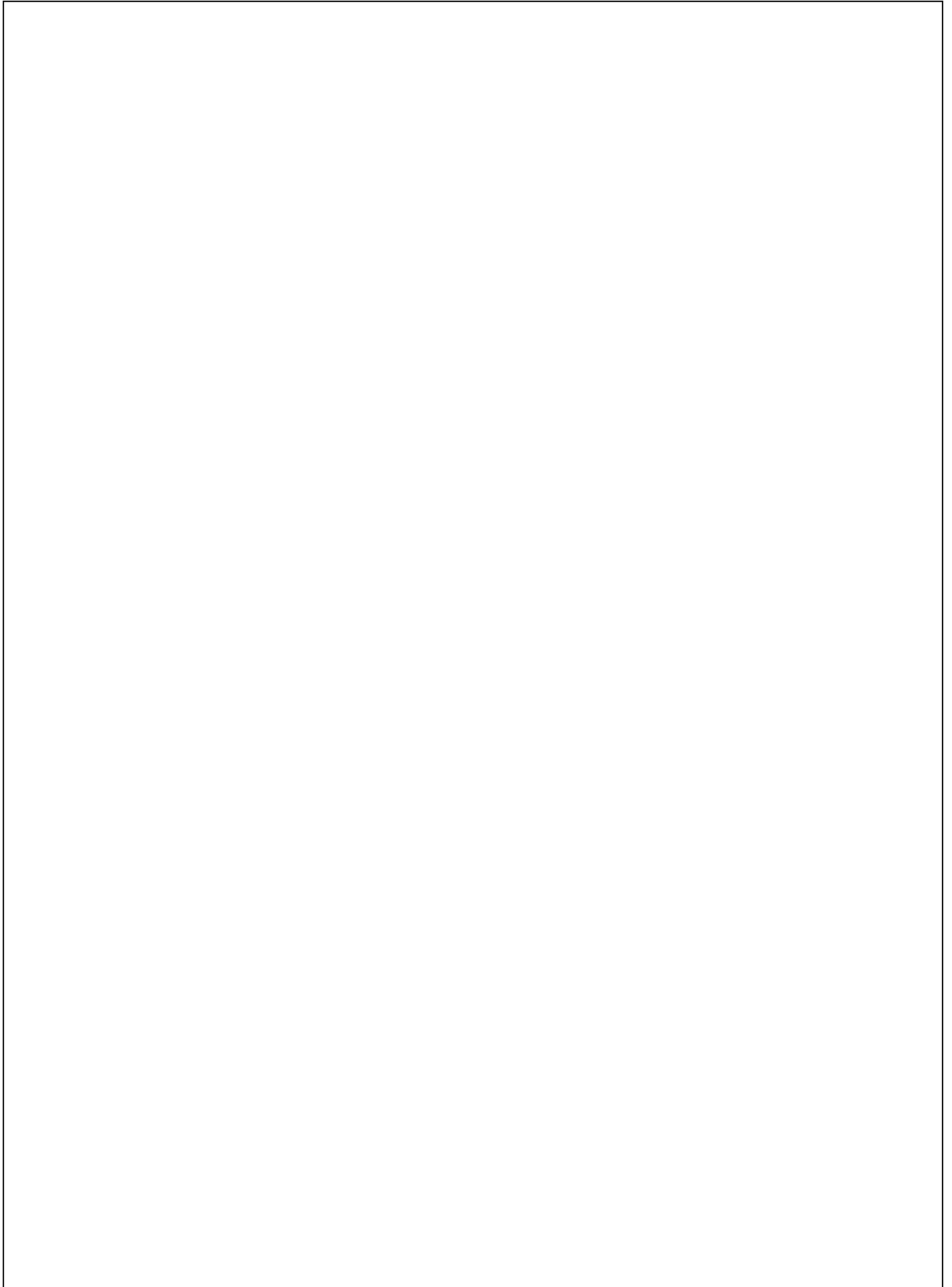
B. Community needs and project rationale

- ◆ What are the special issues or development in the community that you have identified that gave rise to this project? Please provide evidence.
- ◆ How would the project tackle these community issues?
- ◆ What kind of changes and enhancements are expected? (e.g. in respect of social values, capacity, group relationships and social and economic opportunities etc)

C. **運作詳情:** 請詳述用甚麼策略、推行手法及項目去達致這些計劃目標(帶動轉變)

C. **Operation Plan:** please detail the project strategies, means and programmes to achieve these objectives (changes)

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D. 合作方案: 如何透過與其他機構、團體及跨界別的合作，達致計劃的目標

D. Collaboration plan: how do you plan to achieve the project objectives through joint efforts with other organizations, groups and/or sectors?

▪ 如有其他機構同意合辦或提供重要的支援去協辦這個計劃，請提供以下資料：

▪ Please provide details on the groups or organizations and the nature of collaboration that have agreed to provide in co-organising or supporting the project the implementation of this project.

	合作機構名稱 Name of the Collaborator (s)	合作或支援的性質： The nature of collaboration or Support:	聯絡人 Contact Person(s) <ul style="list-style-type: none"> ▪ 姓名 Name ▪ 電話號碼 Telephone Number ▪ 傳真號碼 Fax Number ▪ 電郵地址 Email Address
1.			
2.			
3.			
4.			
5.			

E. **優勢**：請列明 貴機構在社區內的優勢

E. **Strategic advantages**: please outline the strategic advantages of your organization in the community

F. **獨特及創新之處**：請詳述整個計劃的構思、策略及運作手法有何獨特及創新之處，並與主流的服務有何不同

F. **Innovation and uniqueness**: please describe what makes your project special. What are the areas of innovation and differences from other mainstream services?

G. 成效及指標: 請詳述計劃的預期社會資本成效及指標

- ◆ 社會資本成效指標包括 1)數量; 2)質量; 3) 即時成果及 4) 長遠的影響; 及
- ◆ 量度方法

G. Outcomes and indicators: please describe the expected social capital outcomes and performance indicators

- ◆ Performance indicators include 1) Programme quantity; 2) Programme quality; 3) Immediate results and 4) Longer term impact
- ◆ The methods to collect these information

H. 持續方案: 請詳述撥款過後計劃繼續運作及持續長遠發展的方案

H. Sustainability plan: please describe the aspects of the project outcomes to be sustained and developed after the funding support period, and the plan for it.

I. 財政預算 Budget

計劃的收入支出預算表及預算現金流動表
(如有需要，請附詳細的收支表)

Budget Summary and Projected Cash Flow
(Please attach detailed budget where necessary)

	收入支出預算表 <u>Budget Summary</u>			
	數量 Quantity	數量單位 Quantity Unit	每個單位價錢 Unit Cost	總額 Total Amount
	(i)		(ii)	(iii) = (i)x(ii)
			HK\$	HK\$
計劃預期收入 Projected Income				
收取的費用 Fee & Charges				
內部提供的資源 Internal Sources				
其他捐款及贊助 Donations & Other Sponsorship				
其他 Others				
總預期收入 Total Projected Income (a)				
計劃預期支出 Projected Expenditure				
<u>非經常開支 Non-recurrent Expenditure</u>				
翻新裝修 Renovation				
器材 Equipment				
其他 Others				
<u>經常開支 Recurrent Expenditure</u>				
運作開支 Utilities				
固定樓宇及場地開支 Regular Premises and Rental Expenses				
活動場地及設備租用 Hire of Facilities and Venue				
活動開支 Programme Expenses				
宣傳及推廣 Promotion				
員工開支 Staffing Expenses				
義工津貼開支 Volunteers' Subsidies				
其他 Others				
總預期支出 Total Projected Expenditure (b)				
向基金申請的金額 Amount Requested from CIIF (c) = (a)-(b)				

I. 財政預算(續) Budget (Con't)

		季度預算現金流動表 Projected Cash Flow by Quarters			
		總額 Total Amount	第一年 1st year	第二年 2nd year	第三年 3rd year
		HK\$	HK\$	HK\$	HK\$
第一季	1st Quarter				
第二季	2nd Quarter				
第三季	3rd Quarter				
第四季	4th Quarter				
向基金申請的金額 Amount Requested from CIIF					

備註

- 1) 義工津貼開支可以包括基本飲食費用及交通津貼，開支上限為每位義工每日\$70；
- 2) 不獲資助的項目包括計劃生效日期前、期滿或終止之後的開支。一次過消費活動的支出(如飲宴、嘉年華會和旅行的開支等等)通常不獲資助。

Notes

- 1) Volunteers' Subsidies includes fee for basic drinks and meals and traveling subsidies but not to exceed \$70 per day per volunteer;
- 2) Unfunded items include expenditures incurred before the commencement date of or after the expiry or termination of the project. Other one-off large-scale events (such as banquets, carnival and tours) are not usually supported

請說明計劃是否曾申請或現時正接受政府的其他撥款：

Please state whether the project has been submitted as application for, or is currently being funded, in part or in full, by, other Government funding sources

- 是 Yes
否 No

如是，請提供詳情（如：向那個部門或基金提出申請、申請數額、結果為何、撥款金額、撥款部門、該撥款所支持的項目等）

If yes, please provide details (e.g. department/funds to which the application was submitted to, amount sought, results, amount granted, funding department, items for which such funding supports, etc.)

資助金會以定期發還款項的方式發放[即受資助者先墊付開支，其後再憑所需證明文件（如發票或收據正本）向基金索回有關款項]。

- ◆ 如欲申請**提前發放部份資助金**，請在以下說明理由，需要提前發放資助金的支出項目，和所涉及的金額。請留意我們只會在特殊的情況下提前發放撥款，所涉及的金額通常不會超過計劃三個月的開支。

Disbursement of grants will be made in the form of regular reimbursement [i.e. the grantee has to arrange for payment first and to claim the amount from the Fund afterwards, with supporting documents as required (such as original invoices and receipts)].

- ◆ Should you wish to apply for **advance payment**, please indicate the justifications, item(s) involved, and the amount required. Please note that advance payment would only be approved under exceptional circumstances and it would normally cover no more than 3 months expenditure.

J. 其他資料 Other Information

請提供與擬議計劃有關並且在處理申請過程中應考慮的其他資料：

Please provide any other information relevant to the project proposal that should be taken into account in processing applications:

11.3

申請者的背景 Background of the Applicant

.....

申請機構名稱：
Name of Applicant
Organisation(s):

機構主席或總幹事：
Chairperson or Head
of the Organisation:

地址：
Address:

電話號碼：
Telephone No.:

傳真號碼：
Fax No.:

電郵地址：
Email Address:

計劃負責人：
Name of the
Responsible Person:

職銜：
Post Title

聯絡方法
Contact details

電話號碼 Tel. No. :

傳真號碼 Fax No. :

聯絡地址 Correspondence Address:

電郵地址 Email Address:

- * 若申請由超過一個機構聯合提出，可考慮其中一個機構作為主要申請者。
- * In case of joint applicants, a lead organiser could be identified as the applicant.

機構身份 Organisation Background

<p>A. 貴機構已（請於適當位置填上✓號，另請夾附有關的文件）：</p> <p>根據《公司條例》註冊 根據《社團條例》註冊 根據《稅務條例》第 88 條獲認可為 慈善機構及信託團體</p> <p>根據其他條例註冊（請註明：_____）</p>	<p>A. The organisation is (please insert✓where appropriate. Please also attach relevant documents):</p> <p><input type="checkbox"/> registered under the Companies Ordinance <input type="checkbox"/> registered under the Societies Ordinance <input type="checkbox"/> recognized as approved charitable institutions and trusts of a public character under section 88 of the Inland Revenue Ordinance <input type="checkbox"/> registered under other Ordinances (Please specify: _____)</p>
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<p>B. 如貴機構未有根據任何條例註冊，請註明是否附屬於任何註冊機構；若是，請註明身份</p> <p>例如： 香港社會服務聯會之成員 聯會機構之成員 (請註明：_____)</p>	<p>B. If your organisation is <u>not</u> registered under any Ordinance, please indicate whether it is affiliated to any registered organisation(s) and in what capacity:</p> <p>e.g. <input type="checkbox"/> Member of the Hong Kong Council of Social Service <input type="checkbox"/> Member of federation or coalition of organisations, or umbrella organisations (Please specify: _____)</p>
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<p>C. 請說明貴機構以往曾否申請本基金</p> <p><input type="checkbox"/> 是 Yes</p>	<p>C. Please indicate whether your organization has previously submitted application(s) to the CIIF :</p> <p><input type="checkbox"/> 否 No</p>
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<p>D. 請列明以往曾申請本基金之檔案編號</p> <p>Please quote the CIIF reference number(s) for application(s) previously submitted</p>

請簡述貴機構的背景，例如宗旨、歷史、成員、經費來源、主要從事的業務或服務、過去舉辦社區計劃的經驗、其他與計劃有關特別或專業背景等：

Please briefly describe the background of your organisation, such as aims, history, members, source of income, core activities, past record in organising community projects, any unique features or expertise relevant to the project:

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機構財務狀況

請簡述及評估貴機構的財務狀況及提供以下文件作參考

1. 貴機構最近完成並經審計的帳目結算表；或
2. (若貴機構因並未註冊為法團而毋須編制經審計的帳目結算表) 由獨立執業會計師或由機構主席核証的最近期管理帳目或未經審計的帳目。

Financial Status

Please comment and evaluate briefly on your agency's financial status and submit the following for reference:

1. The latest audited accounts of your organisation, or
2. (If your organisation is unincorporated where audit accounts are not mandatory required) The latest management accounts or unaudited accounts. The accounts must be certified by the Chairperson of the organisation or certified public accountants.

11.4 申請人聲明 Declaration by the Applicant

本人保證在本申請表格填報的資料均屬真確無訛。本人明白如蓄意虛報資料或隱瞞任何重要資料，申請即告無效，同時，所有獲批的資助將停止發放，已支付的款項亦須全數退還社區投資共享基金。

I certify that all the information given in this application is true and accurate. I understand that if I willfully give any false information or withhold any material information, the application will become void. Any grant approved will be withheld and any payment made must be refunded to the Community Investment and Inclusion Fund.

簽署及蓋章 (如適用):
Signature and Chop (if any):

機構主席或總幹事姓名:
Name of the Chairperson or
Head of the Organisation:

職銜:
Position(s):

日期:
Date:

11.5

申請備忘錄 Checklist for Applicants

多謝你遞交申請計劃書。

Thank you for submitting your project.

為確保我們能盡快處理閣下的申請，請你在遞交表格時注意以下事項：

To help us process your application as quickly as possible, please kindly check if you have done the following:

1. 填妥申請表格每一欄內所需要的資料
2. 機構的主席或總幹事於 11.4 「申請人聲明」欄內簽署
3. 夾附下列文件：
 - i) 填妥的申請表格正本連同兩份副本；
 - ii) 已儲存申請計劃書檔案的電腦磁碟一隻（如適用）；
 - iii) 有關註冊文件的影印本；
 - iv) 貴機構最近完成並經審計的帳目或最近經核証的管理帳目；以及
 - v) 有關申請計劃書的其他附加資料（如適用）。

1. All items of the application form are completed;
2. The declaration in section 11.4 is signed by the Chairperson or Head of your organisation;
3. The following documents are attached:
 - i) the **original plus 2 copies** of the completed application form;
 - ii) a disk copy of the completed application form, if available;
 - iii) copies of relevant registration document;
 - iv) a set of the latest audited accounts or certified management accounts; and
 - v) attachments or supplementary information of the Project (if any).

11.6

提交建議書 Submission

請把填妥的申請表格（連同兩份複印本），載有申請書的電腦磁碟一隻（如適用的話），以及證明文件，直接寄往社區投資共享基金秘書處：

Please forward 3 hard copies of the completed application form, plus a disk copy (if available), with supporting documents, directly to the CIIF Secretariat :

香港中環花園道
花旗銀行大廈 10 樓 1008 室
勞工及福利局
社區投資共享基金秘書處

The CIIF Secretariat
Labour and Welfare Bureau
Room 1008, 10/F., Citibank Tower
Garden Road
Central, Hong Kong

可瀏覽基金網站取得更多的資料：

For more information, please visit our website:

www.ciif.gov.hk