

# 社區投資共享基金申請表格

## The Community Investment & Inclusion Fund Application Form

# 1

### 計劃基本資料 Project Information

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1.1 機構名稱 (中文): \_\_\_\_\_

Name of Organisation (English): \_\_\_\_\_

1.2 計劃名稱 (中文): \_\_\_\_\_

Project Name (English): \_\_\_\_\_

1.3 開始及結束日期: \_\_\_\_\_ (DD/MM/YY – DD/MM/YY)

Commencement and Completion Date: \_\_\_\_\_

1.4 向基金申請的總額 Amount requested from CIIF: \_\_\_\_\_ \$

1.5 推行計劃的地區 (可選多於一項) Targeted District(s) (can select more than one option):

- |   |   |   |                                      |
|---|---|---|--------------------------------------|
| <input type="checkbox"/> 黃大仙 Wong Tai Sin                   | <input type="checkbox"/> 觀塘 Kwun Tong                   | <input type="checkbox"/> 油尖旺 Yau Tsim Mong                  | <input type="checkbox"/> 東區 Eastern  |
| <input type="checkbox"/> 九龍城 Kowloon City                   | <input type="checkbox"/> 葵青 Kwai Tsing                  | <input type="checkbox"/> 中西區 Central & Western              | <input type="checkbox"/> 離島 Islands  |
| <input type="checkbox"/> 元朗及天水圍<br>Yuen Long & Tin Shui Wai | <input type="checkbox"/> 沙田及馬鞍山<br>Sha Tin & Ma On Shan | <input type="checkbox"/> 西貢及將軍澳<br>Sai Kung & Tseung Kwan O | <input type="checkbox"/> 大埔 Tai Po   |
| <input type="checkbox"/> 深水埗 Sham Shui Po                   | <input type="checkbox"/> 南區 Southern                    | <input type="checkbox"/> 北區 North                           | <input type="checkbox"/> 灣仔 Wan Chai |
| <input type="checkbox"/> 荃灣 Tsuen Wan                       | <input type="checkbox"/> 屯門 Tuen Mun                    | <input type="checkbox"/> 全港各區 All districts in HK           |                                      |

1.6 目標對象 Target Group(s): \_\_\_\_\_

1.7 參與人數 No. of Participants:

(i) 直接參與人數 (註一) No. of Direct Participants (Note 1): \_\_\_\_\_

(ii) 間接參與人數 (註二) No. of Indirect Participants (Note 2): \_\_\_\_\_

(iii) 義工人數 (註三) No. of Volunteers (Note 3): \_\_\_\_\_

總參與人數 Total No. of Participants: \_\_\_\_\_

1.8 計劃類別 Project Nature:

主題項目 – 「齊結互助網 培育年青新一代」  
Thematic Project – “Build a Caring Network Nurture the Young Generation”

非主題項目 Non-thematic ↘

請只選擇一個主要類別 Please choose only 1 major nature

- |  |   |
|--|---|
| <input type="checkbox"/> 家庭及兒童福利 Family and Child Welfare        | <input type="checkbox"/> 建構社區能力 Community Capacity Building |
| <input type="checkbox"/> 青少年發展 Youth Development                 | <input type="checkbox"/> 社會共融 Social Integration            |
| <input type="checkbox"/> 健康關顧 Health Care                        | <input type="checkbox"/> 跨代共融 Cross Generation Integration  |
| <input type="checkbox"/> 長者支援及充能 Elderly Support and Empowerment |   |

## 1.9 計劃簡介 Project Summary

請以不多於五百字概述計劃內容、目的及如何有效建立社會資本(註四)，超出此字數限制的部份內容將不獲考慮。

Please summarise within 500 words the project aims, content and the ways to develop social capital (Note 4) effectively. Contents beyond the specified word limit will not be considered.

(1) 中文描述

(2) English Description

## 2.1 計劃整體預期成效及目的

**Overall Social Capital Outcomes and Specific Objectives of the Project****(A) 整體成效 Overall Social Capital Outcomes****(B) 具體目的 Specific Objectives**

(i)

(ii)

(iii)

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## 2.2 社區需要及推行這個計劃的原因

- ◆ 社區內有甚麼問題或發展，引發 貴機構構思這個計劃？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？

**Community Needs and Project Rationale**

- ◆ What are the special issue and development being identified in the community that gave rise to this project? Please provide evidence.

- ◆ How would the project tackle these community issues?

**2.3 請詳述計劃發展社會資本的介入模式及網絡策略**

**Please Describe the Intervention Model & Networking Strategies for Social Capital Building**

**2.4 關鍵性協作夥伴資料 Information of Key Collaborators**

請列出與主要的關鍵性協作夥伴之建議合作方案。關鍵性協作夥伴的定義是合作夥伴在計劃推行中扮演積極的角色，能有效動員資源和網絡，從而提升計劃策略及成效。單次性協作、只提供場地或協助宣傳則不視為關鍵性協作伙伴，不用填寫。

Please provide details on the key collaborators. Key collaborators refer to those collaborator(s) whose participation is instrumental to effective project implementation. *One-off collaboration or purely providing support to the project through provision of venue or assistance in promotion will not be considered as key collaborators and please do not fill in.*

	<b>合作機構名稱</b> <b>Name of the Collaborator (s)</b>	<b>請簡述有關機構在計劃的合作性質</b> <b>Please briefly describe the nature of collaboration</b>	<b>聯絡人 Contact Person(s)</b> <ul style="list-style-type: none"> <li>▪ 姓名 Name</li> <li>▪ 職位 Position</li> <li>▪ 電話號碼 Telephone Number</li> <li>▪ 傳真號碼 Fax Number</li> <li>▪ 電郵地址 Email Address</li> </ul>
1.			
2.			
3.			
4.			
5.			



## 2.6 請詳述整項計劃的預期成果及表現指標

### Please Elaborate on the Expected Output and Outcome Indicators of the Project

<p><b>i) 計劃整體成效的表現指標 Overall Social Capital Outcome Indicators</b></p> <p>請具體說明在計劃完結時預期達致的整體成效及目的（須與 2.1 項相符）之表現指標 Please specify the outcome indicators of the overall SC outcomes and specific objectives (in line with 2.1) of the project.</p>	
<p><b>建立社會資本之整體成效及目的 Overall Social Capital Outcomes and Specific Objectives</b></p>	<p><b>表現指標 Outcome Indicators</b></p>
<p><b>(A) 整體成效 Overall SC Outcomes</b></p>	
<p>例：提高社區人士對社會資本的認同，成功在社區建立跨階層、跨界別的互助網絡(註五)，加強對社區的歸屬感</p> <p>Example: Enhancing the community recognition of social capital, effectively developing cross social class and cross-sectoral mutual help support network (Note 5) and cultivating a stronger sense of belonging towards the community.</p>	<p>(i) 80% 參與人士/持份者明白及認同社會資本理念，並願意持續參與有關發展工作；</p> <p>(ii) 成功推動區內各界的持份者，包括學校、互委會、房署、警方及醫護人員，連結組成三個不同層面的社區互助網絡，持續關注社區的事務，令社區問題得以緩解；</p> <p>(iii) 70% 的參與人士/持份者對社區的歸屬感有所提升</p> <p>(i) 80% of the participants/stakeholders understand and support the social capital concept and are committed to its future development;</p> <p>(ii) Effectively mobilising stakeholders across sectors, including schools, MACs, the Housing Department, Police as well as medical and nursing professionals, by forming three layers of support networks to alleviate community problems;</p> <p>(iii) 70% of the participants/stakeholders have a better sense of belonging towards the community.</p>
<p><b>(B) 具體目的 Specific Objectives</b></p>	
<p>1. 例：成功帶動參與者建立新的身份認同，提升自尊感及抗逆能力</p> <p>Example: Enhancing the personal identity, self-esteem and resilience of the participants</p>	<p>(i) 80% 參加者對自我有更正面的看法，自尊感及抗逆力有所提升；</p> <p>(ii) 50% 參加者由以往服務接受者的角色轉變為施予者，改變價值觀，積極參與社區；</p> <p>(ii) 20% 參與義工轉變成統籌者/領導者/策劃者，體現充能。</p> <p>(i) 80% of the participants have a more positive self-image, with self-esteem and resilience enhanced;</p>

through role transformation.	(ii) 50% of the participants have transformed from service recipients to givers. They have developed more positive values with active participation in the community. (iii) 20% of the volunteers are empowered and transformed into organisers/ leaders/ social capital builders.
2.	
3.	

**ii) 推行項目的輸出質量 Programme Quality**

請就 2.5 項提出的推行項目目標，具體說明相關的表現指標。

Please specify relevant outcome indicators of those programme objectives as stated in item 2.5.

推行項目目標 Programme Objectives	表現指標 Outcome Indicators
<p>1. 例：透過「鄰里互助探訪隊」，為有需要的家庭或人士如單親或新來港家庭或獨居長者提供支援，辨識潛在危機</p> <p>Example: To address the needs of families or individuals such as single parents, new arrivals or singleton elders and identify potential risk through home visits by mutual help visiting team</p>	<p>(i) 80% 接受服務的人士認為在有需要時懂得尋求協助及得到支援，並體會鄰里之間的關懷；</p> <p>(ii) 80% 參與探訪隊的義工認為活動能有效回應有需要的家庭/長者的需要；</p> <p>(iii) 80% 的義工及家庭/長者能建立互信互助關係。</p> <p>(i) 80% of the service recipients agree that they know the ways to seek assistance and support whenever needs arise, and that they feel the care from their neighbours;</p> <p>(ii) 80% of the volunteers involved in the 'mutual help visiting team' consider that the programme can effectively address the needs of the families/elders;</p> <p>(iii) 80% of the volunteers and families/elders can develop mutual trust and help relationship.</p>
2.	
3.	

iii) 推行項目的輸出數量 Programme Quantity

推行項目 Programmes	對象 Target Groups (可選一項以上) (Can select more than one option)	參與義工 人數 No. of Volunteers	參與人數 (不包括義工) No. of Participants (volunteers not included)	
			直接參與人數 No. of Direct Participants	間接參與人數 No. of Indirect Participants
1.	<input type="checkbox"/> 兒童 Children <input type="checkbox"/> 青年 Youth <input type="checkbox"/> 長者 Elderly <input type="checkbox"/> 家庭 Families <input type="checkbox"/> 新移民 New Arrivals <input type="checkbox"/> 少數族裔 Ethnic Minorities <input type="checkbox"/> 傷殘人士 People with disabilities <input type="checkbox"/> 其他 Others (請註明 Please specify: )			
2.	<input type="checkbox"/> 兒童 Children <input type="checkbox"/> 青年 Youth <input type="checkbox"/> 長者 Elderly <input type="checkbox"/> 家庭 Families <input type="checkbox"/> 新移民 New Arrivals <input type="checkbox"/> 少數族裔 Ethnic Minorities <input type="checkbox"/> 傷殘人士 People with disabilities <input type="checkbox"/> 其他 Others (請註明 Please specify: )			
3.	<input type="checkbox"/> 兒童 Children <input type="checkbox"/> 青年 Youth <input type="checkbox"/> 長者 Elderly <input type="checkbox"/> 家庭 Families <input type="checkbox"/> 新移民 New Arrivals <input type="checkbox"/> 少數族裔 Ethnic Minorities <input type="checkbox"/> 傷殘人士 People with disabilities <input type="checkbox"/> 其他 Others (請註明 Please specify: )			
4.	<input type="checkbox"/> 兒童 Children <input type="checkbox"/> 青年 Youth <input type="checkbox"/> 長者 Elderly <input type="checkbox"/> 家庭 Families <input type="checkbox"/> 新移民 New Arrivals <input type="checkbox"/> 少數族裔 Ethnic Minorities <input type="checkbox"/> 傷殘人士 People with disabilities <input type="checkbox"/> 其他 Others (請註明 Please specify: )			
5.	<input type="checkbox"/> 兒童 Children <input type="checkbox"/> 青年 Youth <input type="checkbox"/> 長者 Elderly <input type="checkbox"/> 家庭 Families <input type="checkbox"/> 新移民 New Arrivals <input type="checkbox"/> 少數族裔 Ethnic Minorities <input type="checkbox"/> 傷殘人士 People with disabilities <input type="checkbox"/> 其他 Others (請註明 Please specify: )			
<b>Total 總數#</b>				

# : 總人數應避免重複計算參與超過一個項目的人士

Please avoid multiple counting of volunteers/ participants joining more than one programme.

## 2.7 成效評估工具及方法 Tools and Methods for Evaluation of Effectiveness

請按第 2.6 項所列計劃整體成效、具體目的及個別推行項目質素表現，說明所運用的評估工具及方法，以及進行相關評估工作的日程。

Please specify the evaluation tools, methods and time schedule to be used in assessing the overall project outcomes, specific objectives and individual programmes as stated in item 2.6.

### i) 整體成效 Overall SC Outcomes

整體成效 Overall SC Outcomes	評估對象 Targets of Evaluation	評估工具及方法 Evaluation Tools and Methods	日程 Schedule
<p>例：提高社區人士對社會資本的認同，成功在社區建立跨階層、跨界別的互助網絡，加強社區人士對社區的歸屬感</p> <p>Example: Enhancing the community recognition of social capital, effectively developing cross social class and cross-sectoral mutual help support network and cultivating a stronger sense of belonging towards the community.</p>	<p>1. 「鄰里互助探訪隊」義工</p> <p>2. 成功探訪的 500 個家庭</p> <p>3. 參與計劃的 152 個團體的負責人或代表</p> <p>1. all volunteers of the mutual help visiting team</p> <p>2. 500 needy families visited by volunteers</p> <p>3. Heads or contact persons of the 152 participant organisations</p>	<p>1. 以問卷作前後比對分析的方法，調查所有義工，內容包括：對社會資本的認同程度、對社區的歸屬感、參與社區活動的意向等</p> <p>2. 以隨機抽樣電話訪問了解 200 個被訪家庭對社區關懷、社區和諧等的意見</p> <p>3. 邀請團體的負責人或代表以聚焦小組或個別面談形式評估總體計劃成效</p> <p>1. questionnaire survey for all the volunteers with the scope of survey over the degree of recognition for the idea of social capital, an enhanced sense of community belonging and future inclination in community participation</p> <p>2. telephone survey for 200 families through random sampling with the scope of survey over views on caring community, community solidarity, etc.</p> <p>3. arranging focus group or face-to-face interviews to gather opinion of the representatives of participant organisations on the overall effectiveness of the project</p>	<p>1. 義工參與計劃的首個月內進行事前評估，在計劃完結時進行第二次問卷調查</p> <p>2. 計劃完結前一個月開始進行</p> <p>3. 計劃推行中期及完結前一個月</p> <p>1. pre-test within one month after the start; post-test upon completion of the project</p> <p>2. within 1 month of its end</p> <p>3. by the mid of the project and within one month before its end</p>

### ii) 具體目的 Specific Objectives

具體目的 Specific objectives	評估對象 Target of Evaluation	評估工具及方法 Evaluation Tools and Methods	日程 Schedule
<p>例：成功帶動參與者建立新的身份認同，提升自尊感及</p>	<p>1. 參與「鄰里互助探訪隊」的義工</p> <p>2. 成功探訪的 500 個家庭</p>	<p>1. 採用 Rosenberg 自尊量表及邀請學者擔任顧問，制定問卷調查所有義工在自我身份認同/角色、自尊感及抗逆能力等的轉變</p>	<p>1. 參加者參與計劃的首個月內進行事前評估，在計劃完結時進行第二</p>

抗逆能力		2. 記錄參加者的角色轉變歷程，統計參加者角色轉變的情況及人數，如成為施予者/策劃者/領袖等	2. 次問卷調查 2. 由計劃推行開始作出統計，至計劃完結為止
Example: Enhancing the self-esteem and resilience of the participants through role transformation.	1. all volunteers of the mutual help visiting team 2. 500 needy families visited by volunteers	1. adopting the Rosenberg Self-esteem Scale and consulting academics to design questionnaire for all the volunteers over the changes in personal identity, self-confidence and resilience through role transformation 2. telephone survey for 200 families through random sampling with scope of survey over effectiveness of home visit, volunteers assist in solving problems	1. pre-test within one month after the start; post-test upon completion of the project 2. collect data throughout the duration of the project

### iii) 推行項目目標 Programme Objectives

推行項目 Programme	評估對象 Target	評估工具及方法 Evaluation tool and method	日程 Schedule
例：「鄰里互助探訪隊」	1. 參與「鄰里互助探訪隊」培訓的 50 名義工 2. 參與探訪工作的 50 名義工 3. 成功探訪的 500 個家庭 4. 參與探訪工作的 50 名義工及成功探訪的 500 個家庭	1. 以問卷調查所有義工/學員對課程的得著，包括：能否加深對貧窮/弱勢家庭的理解、社區探訪的技巧、對課程的整體滿意程度等 2. 以問卷收集參與探訪工作的義工對活動的評價 3. 以隨機抽樣電話訪問了解 200 個被訪家庭對社區探訪的觀感、在有需要時能否得到支援、能否體會到社區關懷等 4. 參照已獲驗證的互信程度量表，評估義工及被探訪人士的互信程度	1. 完成培訓後的兩星期內 2. 2011 年 9 月中社區探訪總結分享會時收集義工的意見 3. 活動推行的中期及完結，先後進行兩次訪問 4. 在活動完結後的兩星期內進行評估
Example: Mutual Help Visiting Team	1. 50 volunteers received training 2. 50 volunteers visited the disadvantaged families 3. 500 needy families visited by volunteers 4. 50 volunteers and 500 needy families visited	1. questionnaire survey for volunteers/trainees with the scope of survey over whether a better understanding of disadvantaged families had been achieved or not, home visit skills and satisfaction with the training 2. questionnaire survey for volunteers on effectiveness of the home visits 3. telephone survey for 200 families through random sampling with the scope of survey over their views on home visits and caring community, awareness of community care, etc.	1. within 2 weeks after training 2. debriefing gathering for volunteers: mid-Sept 2011 3. by the mid and end of the visit 4. within 2 weeks after home visits

	4. mutual trust and rapport between needy families and volunteers on verified scale	
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**2.8 相關經驗及推行的優勢 Relevant Experiences & Strategic Advantages**

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**2.9 預計困難及應變方法 Anticipated Challenges and Contingency Plan**

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**2.10 請詳述計劃資助期後的持續與發展方案**

**Please Elaborate on the Development and Sustainability Plan after the Funding Support Period**

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## 2.11 請列出推行計劃所涉及的人手安排及相關資歷

### Please Provide Details of Proposed Manpower Plan and Qualifications

職位 Position	職員 數目 No. of Staff	資歷及工作經驗 Qualification & Work Experience	月薪/時薪 Monthly Salary/ Hourly Wage \$	聘用時期 Period of Employment	執行職務 Role & Responsibilities

## 2.12 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:

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## 3

## 財政預算 Budget

## 3.1 計劃的收入支出預算表 (請附詳細的收支表)

**Budget Summary (Please attach detailed budget)**

(請雙按以下列表以開啓表格 Please double-click the table below to open excel file)

獲資助的項目不包括計劃生效日期前、期滿或終止之後的開支。

Unfunded items include expenditures incurred before the commencement date of or after the completion date or termination of the project.

	第一年 1st Yr (HK\$)	第二年 2nd Yr (HK\$)	第三年 3rd Yr (HK\$)	總額 Total Amount (HK\$)	百分比 Percentage %
<b>計劃預期收入 Projected Income</b>					
1. 收取的費用 Fee & Charges				0.00	#DIV/0!
2. 內部提供的資源 Internal Resources (註/Note i)				0.00	#DIV/0!
3. 其他捐款及贊助 (註/Note ii) Donations & Other Sponsorship				0.00	#DIV/0!
4. 其他 Others				0.00	#DIV/0!
<b>總預期收入 Total Projected Income (a)</b>				0.00	
<b>計劃預期支出 Projected Expenditure</b>					
<b>非經常開支 Non-recurrent Expenditure</b>					
1. 家具及設備 Furniture & Equipment (註/Note iii)				0.00	#DIV/0!
2. 其他 Others				0.00	#DIV/0!
<b>經常開支 Recurrent Expenditure</b>					
3. 運作開支 Utilities				0.00	#DIV/0!
4. 租用固定樓宇及場地 Regular Premises and Rental Expenses				0.00	#DIV/0!
5. 活動場地及設備租用 Hire of Facilities and Venue				0.00	#DIV/0!
6. 活動開支 Programme Expenses (註/Note iv)				0.00	#DIV/0!
7. 宣傳及推廣 Promotion				0.00	#DIV/0!
8. 員工薪酬 Staffing Expenses (註/Note v)				0.00	#DIV/0!
9. 義工津貼 Volunteers' Subsidies (註/Note vi)				0.00	#DIV/0!
10. 保險 Insurance				0.00	#DIV/0!
11. 研究及評估 Research & Evaluation (註/Note vii)				0.00	#DIV/0!
12. 其他 Others				0.00	#DIV/0!
<b>總預期支出 Total Projected Expenditure (b)</b>				0.00	
<b>向基金申請的金額 Amount Requested from CIIF (c) = (a)-(b)</b>				0.00	

## 備註

- (i) 請註明擬提供的內部資源的性質。
- (ii) 請註明贊助及捐款人士／團體之名稱及業務性質。
- (iii) 家具及設備指為實行計劃時所用的家具、設備、儀器、機械或資產，所有擬申請添置的非消耗性物品均須包括在內，**請列明所需購買之家具及設備之項目、數量及價值**。審批準則將取決於家具及設備對達到計劃目標的關鍵性，以及申請款項的合理性。家具及設備如車輛或影印機一般不獲考慮。
- (iv) 單次性而不符合建立社會資本理念及對計劃的發展缺乏長遠果效的消費活動支出，一般不獲資助(例如盤菜及蛇宴等以飲食為主之活動)。如申請者認為個別單次性活動有推行的必要，請闡述有關單次性活動如何建立社會資本及符合成本效益，並提供相關活動之支出及收入預算。
- (v) 員工薪酬佔整體財政預算開支一般不可超逾七成，否則須提出充分理據支持有關申請。
- (vi) 義工津貼開支可以包括基本飲食及交通津貼，開支上限為每位義工每天\$70，半天則為\$35。
- (vii) 如計劃能聯繫到學術界參與進行評估工作，**請同時夾附建議書**，列明研究目的、方法、日程、預期建樹等相關資料，以及清晰列出預算費用詳情。如涉及聘用研究助理，有關支出須在員工薪酬一項列明。

## Notes

- (i) Please elaborate the nature of internal resources.
- (ii) Please indicate the name of Sponsor or Donor, Groups and their nature of business.
- (iii) Furniture and Equipment means furniture, equipment, instrument, machinery or the asset to be used for carrying out the Project. All non-consumable assets are included in this budget item. **Please specify the items, quantity and cost of these non-consumable assets.** Consideration will be given to extent of relevance to achieving project objective and reasonableness of requested budgets on furniture & equipments. Furniture & equipments such as motor vehicle or photocopier will not normally be considered.
- (iv) One-off events, which are not in accordance with the rationale of Social Capital building and without continuous impact, are not usually supported (such as banquets). All program expenses must be reasonable and cost-effectiveness. If the one-off event is regarded as crucial in the project, please elaborate on the its cost-effectiveness and the ways in building social capital. Please also provide the budgeted expenses and income of the one-off event.
- (v) Staffing Expenses normally should not exceed 70% of the total requested budget, otherwise applicants should provide justification.
- (vi) Volunteers' Subsidies include food/drinks and traveling subsidies but not exceed \$70 per day or \$35 per half day per volunteer.
- (vii) **Please attach a detail proposal** which indicate study scope and objectives, methodology, time schedule, expected impact & research fee if the project is capable of networking research institutes to conduct evaluation. Staffing cost should indicate at item 8 if research assistance will be employed.

### 3.2 其他撥款 Other funding

請說明計劃是否申請或現時正接受政府或其他機構的撥款：

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

### 3.3 提前發放部份資助金 Advance Payment

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及支出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。基金會按個別申請考慮及處理提前發放撥款的要求，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 and original receipts as required).

- ◆ Should you wish to apply for advance payment, please indicate the justifications, item(s) involved, and the amount required. CIIF will consider and handle requests for advance payment subsidies on a case-by-case basis and it would normally cover no more than 3 months expenditure.

# 4

## 申請機構的資料

### Particulars of the Applicant Organisation

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4.1 機構名稱： Name of Organisation:		
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:		
機構網址： Organisation website:		
計劃統籌人： Name of the Project Coordinator:		
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.

## 4.2 機構身份 Organisation Background

(i)	<p>申請機構應為註冊機構，並已根據以下條例註冊：(請於適當位置填上“✓”號，另請夾附有關的文件)：</p> <p>The organisation should normally be registered under the following ordinance: (please insert “✓” where appropriate. Please also attach relevant documents)</p> <p><input type="checkbox"/> «公司條例» the Companies Ordinance (公司註冊編號 Company Registration Number: _____)</p> <p><input type="checkbox"/> «社團條例» the Societies Ordinance</p> <p><input type="checkbox"/> 聯會性質機構 (例如香港社會服務聯會或婦女聯會／聯盟)的成員 be a member of umbrella organizations such as the Hong Kong Council of Social Service or federation / coalition of women groups. (請註明 Please specify: _____)</p> <p><input type="checkbox"/> «稅務條例»第 88 條 section 88 of the Inland Revenue Ordinance</p>
(ii)	<p>請說明貴機構以往曾否申請本基金</p> <p>Please indicate whether your organisation has previously submitted application(s) to the CIIF :</p> <p><input type="checkbox"/> 是 Yes</p> <p><input type="checkbox"/> 否 No</p> <p>若是，請列明以往曾申請本基金之檔案編號、計劃名稱及推行時間。</p> <p>If yes, please quote the CIIF reference number(s), project name and period for application(s) previously submitted</p> <p>計劃編號： _____ 名稱： _____ 推行時段： _____</p> <p>計劃編號： _____ 名稱： _____ 推行時段： _____</p> <p>計劃編號： _____ 名稱： _____ 推行時段： _____</p>
(iii)	<p>請簡述貴機構的背景，包括宗旨、歷史、成員、經費來源、主要從事的業務等 (註：如非首次申請，則無須填寫)</p> <p>Please briefly describe the background of your organisation, such as aims, history, members, source of income, core activities. (Note: No need to provide except for first time applicant)</p>

# 5

## 提交建議書 Submission

多謝你遞交申請計劃書。

Thank you for submitting application.

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:

- |                          |   |   |
|--------------------------|---|---|
| <input type="checkbox"/> | 1. 填妥申請表格每一欄內所需要的資料；                                | 1. All items of the application form are completed;   |
| <input type="checkbox"/> | 2. 填寫表格之字體大小必須為 12 及以單行書寫，表格第 2 項「計劃詳情」部分不得超越 12 頁； | 2. Please fill-in the form by using 12 font size and single line spacing. Section 2 Project Details should not exceed 12 pages. |
| <input type="checkbox"/> | 3. 機構的主席或總幹事於第 6 項「申請人聲明」欄內簽署                       | 3. The declaration in section 6 is signed by the Chairperson or Head of your organisation;                                      |
|                          | 4. 夾附下列文件：  | 4. The following documents are attached:  |
| <input type="checkbox"/> | i) 填妥的申請表格正本連同兩份副本；                                 | i) the <b>original plus 2 copies</b> of the completed application form;   |
| <input type="checkbox"/> | ii) 已儲存申請計劃書檔案的電腦光碟一隻（如適用）；                         | ii) a disk copy of the completed application form, if available;  |
| <input type="checkbox"/> | iii) 機構／組織按相關條例註冊之文件影印本；                            | iii) copies of organisation registration document under the ordinance(s);   |
| <input type="checkbox"/> | iv) 貴機構最近一年並經審計的帳目或經核証的管理帳目；以及                      | iv) a set of the latest year audited accounts or certified management accounts; and   |
| <input type="checkbox"/> | v) 有關申請計劃書的其他附加資料（如適用）。                             | v) attachments or supplementary information of the Project (if any).  |

請把填妥的申請表格及所需文件，直接寄往：

Please forward completed application form with supporting documents, directly to :

香港金鐘添美道 2 號  
政府總部西翼十樓  
勞工及福利局  
社區投資共享基金秘書處

**The CIIF Secretariat  
Labour and Welfare Bureau  
10/F, West Wing,  
Central Government Offices  
2 Tim Mei Avenue, 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](http://www.ciif.gov.hk)

# 6

## 申請人聲明 Declaration by the Applicant

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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，已支付的款項連利息亦須全數退還社區投資共享基金。蓄意虛報資料或隱瞞任何重要資料者同時有可能轉介到執法機關處理。

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 (includes interest) must be refunded to the Community Investment and Inclusion Fund. Referring false declarations or withholding of material information may result to referral to law enforcement authorities.

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:

**常用詞彙註釋 Notes on Commonly Used Glossary**

註釋/詞彙	定義
<p>註一： 直接參與 人數</p> <p><b>Note 1:</b> <b>No. of Direct Participants</b></p>	<p>指直接參與計劃項目的人數，例如：課託兒童，被探訪的長者或家庭等。如同一位參加者在計劃參與幾個項目，請以個別人士在有關計劃中的主要角色計算，並只可計算一次，切勿重複計算。</p> <p>refers to the number of persons who have directly participated in project programmes, e.g. after school care for children, the elderly or families visited, etc. If the same participant takes part in several programmes of the Project, <b>please count only once his major role in the Project and shall prevent multiple counting.</b></p>
<p>註二： 間接參與 人數</p> <p><b>Note 2:</b> <b>No. of Indirect Participants</b></p>	<p>指間接參與計劃項目的人數（不應與直接參與人數重覆），例如：街展參觀者、開幕禮觀眾等。</p> <p>refers to persons who do not directly participate in the Project (<b>should not</b> duplicate with the number of direct participants), e.g. visitors to the exhibitions or onlookers of the opening ceremony of the Project.</p>
<p>註三： 義工</p> <p><b>Note 3:</b> <b>Volunteers</b></p>	<p><b>義工</b>：任何人志願貢獻個人時間及精神，在不為任何物質報酬的情況下，為改進社會而提供服務，時數不限。 (參考香港義務工作發展局之定義)</p> <p><b>Volunteers</b>: Anyone who is willing to offer one’s time and effort not for material returns, but for benefiting and improving the community, without restriction on service hours. (with reference to the definition of the Hong Kong Agency for Volunteer Service)</p>
<p>註四： 社會資本</p> <p><b>Note 4:</b> <b>Social Capital</b></p>	<p>社會資本是指一些制度、關係和標準，社會的互動能力及質素就是憑這些關係和體制而形成的。社會資本包括社會規範(個人態度及社會價值觀)、網絡和制度。發展社會資本所應用的「策略」包括「認知」、「關係」和「結構」三個層面，融合了「角色轉化」和「社會互信」等心理學及社會學的概念，從橫向角度發展，在不同背景的群體之間搭橋鋪路，而從縱向角度發展，通過協作連結跨界別和不同權力階層的夥伴。社會資本不僅是社會上的各種制度及個人才能的總和，更把各種制度緊緊凝聚起來，並團結社會各界人士，為謀求共同的福祉而努力。</p> <p>(參考世界銀行對「社會資本」之定義)</p> <p>Social capital refers to the institutions, relationships, and norms that shape the quality and quantity of a society's social interactions. The “Elements” of social capital are based on key definitions from academics involved in the World Bank: social norms (individual attitudes and social values), networks, and institutions. The “Strategies” deployed in social capital development included: “Cognitive”, “Relational” and “Structural” dimensions, incorporating psychological and sociological concepts of “role transformation”, “social trust” in horizontal “bridging” across heterogeneous groups and collaboration in vertical “linking” partnerships across sectors and power hierarchy. Social capital is more than the sum of the institutions or the talents of individuals that underpin a society – it is the glue that holds the people and the institutions together, to work for the common good.</p> <p>(with reference to the definition of the World Bank)</p>

<p><b>註五：</b> <b>互助網絡</b></p>	<p>網絡是指人或團體/組織之間的互動關係，團體的支持及網絡的活動是建立社會資本的重要元素。人際網絡及互動行為能促進更大的凝聚力和更強大的集體行動，透過人與團隊組織起來的互助網絡，調動資源，以解決共同關心的問題，加強或建立在社會資本。建立的網絡可包括：</p> <p><b>跨代</b>：不分年齡組群的網絡，例如：婦女與長者</p> <p><b>跨階層</b>：以不同生活背境、經濟環境等來自不同階層人士而構成的互助網絡，例如：中產與基層</p> <p><b>跨族裔</b>：以不同種族而構成的互助網絡，例如：本地華人與南亞裔</p> <p><b>跨界別</b>：來自多於一個界別的協作網絡，例如：社福界與商界、學校與商界</p> <p><b>跨組織</b>：同一界別內的不同組織，例如：社福界內的一間非政府福利機構與另一間非政府福利機構合作</p>
<p><b>Note 5:</b> <b>Mutual Help Networks</b></p>	<p>A network refers to the interactive relationship among people or bodies/organisations. Organisational support and networking activities are the important elements of building social capital. Interpersonal networks and interactive behaviours can foster greater cohesion and stronger collective actions. Resources can be deployed through the mutual help networks among people or teams to tackle problems of common concern and enhance or build up social capital. Networking can be achieved in many forms, including:</p> <p><b><u>Cross Generations</u></b>: networks between different age groups, e.g. women and the elderly</p> <p><b><u>Cross Strata</u></b>: mutual help networks between strata of different backgrounds and economic conditions, e.g. the middle class and the grassroots</p> <p><b><u>Cross Ethnicities</u></b>: mutual help networks between different ethnicities, e.g. local Chinese and South-Asian ethnic minorities</p> <p><b><u>Cross Sectoral</u></b>: collaborative networks of more than one sector, e.g. the welfare sector and the business sector, schools and the business sector</p> <p><b><u>Cross Organisations</u></b>: different organisations from the same sector, e.g. co-operation between two non-governmental welfare organisations in the welfare sector</p>