

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 (Eng):

1.2 計劃名稱 (中文):

Project Name (Eng):

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):

中西區 Central & Western

東區 Eastern

離島 Islands

九龍城 Kowloon City

葵青 Kwai Tsing

觀塘 Kwun Tong

北區 North

黃大仙 Wong Tai Sin

油尖旺 Yau Tsim Mong

深水埗 Sham Shui Po

南區 Southern

大埔 Tai Po

荃灣 Tsuen Wan

屯門 Tuen Mun

灣仔 Wan Chai

西貢及將軍澳

沙田及馬鞍山

元朗及天水圍

Sai Kung & Tseung Kwan O

Sha Tin & Ma On Shan

Yuen Long & Tin Shui Wai

全港各區 All districts in HK

1.6 目標對象 Target Group(s):

1.7 計劃類別 Project Nature:

主題項目 – 「『逆』更要互助自強：愛家愛社區」

Thematic Project – “Power of Resilience at Times of Adversity – Power up Families and Community”

非主題項目 Non-thematic

1.8 計劃簡介 Project Summary

請以不多於五百字扼要概述計劃內容、目的及如何有效建立社會資本，超出此字數限制的內容部份將不獲考慮。

Please summarise within 500 words the project aims, content and the ways to develop social capital 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？

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?

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在此之列。

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.

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

2.5 活動內容及推行時間表 **Implementation Timetable**

同一系列及類別的活動只需填寫一次 One entry for the same nature/series of activities

推行項目 類別/名稱 Programme Nature/Name	項目目標 Programme Objectives	內容 Content	推行時段 Implementation Period (MM/YY)

2.6 請詳述整項計劃的預期輸出數量及表現指標

Please Describe the Expected Output and Outcome Indicators of the Project

<p>i) 計劃整體成效的表現指標 Overall Social Capital Outcome Indicators 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 (to align with 2.1) of the project.</p>	
<p>建立社會資本之整體成效及目的 Overall Social Capital Outcomes and Specific Objectives</p>	<p>表現指標 Outcome Indicators</p>
<p>(A) 整體成效 Overall SC Outcomes</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，加強對社區的歸屬感</p> <p>Example: Enhance the community understanding of social capital, effectively develop cross social class and cross sectoral mutual help support network and cultivate 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) 成功推動區內不同的持份者，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，令社區問題得以解決/減少；</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 understands and supports the social capital concept and is committed to future development;</p> <p>(ii) Effective mobilization of stakeholders across sectors, including schools, MACs, Housing Association, Police as well as medical professional, by forming three layers of support networks to address community issues for the betterment;</p> <p>(iii) 70% of the participants/stakeholders has gained a better sense of belonging towards the community.</p>
<p>(B) 具體目的 Specific Objectives</p>	
<p>1. 例：成功帶動參與者建立新的身份認同，提升自信心及抗逆能力</p> <p>Example: Effective empowerment of the participants which is reflected</p>	<p>(i) 80%參加者對自我有更正面的看法，自信心及抗逆力有所提升；</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</p>

by having a role transformation, their self confidence and resilience enhanced.	resilience enhanced; (ii) 50% of the participants have transformed from service recipients to givers. They develop more positive values with active participation in the community. (iii) 20% of the volunteers are empowered and transforms into organizers/ 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 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 need of families or individuals in need such as single parents, new arrivals or home-alone elders through providing home visit by mutual help service 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，並體會睦鄰之間的關懷；</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 help and can obtain support whenever in needed ;</p> <p>(ii) 80% of the volunteers involved in the 'community 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 the 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 (可選多於一項) (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)
1.	<input type="checkbox"/> 兒童 Children <input type="checkbox"/> 青年 Youth <input type="checkbox"/> 長者 Elderly <input type="checkbox"/> 家庭 Family <input type="checkbox"/> 少數族裔 Ethnic Minority <input type="checkbox"/> 傷殘人士 People with disabilities <input type="checkbox"/> 其他 Others (請註明 Pls 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 Family <input type="checkbox"/> 少數族裔 Ethnic Minority <input type="checkbox"/> 傷殘人士 People with disabilities <input type="checkbox"/> 其他 Others (請註明 Pls 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 Family <input type="checkbox"/> 少數族裔 Ethnic Minority <input type="checkbox"/> 傷殘人士 People with disabilities <input type="checkbox"/> 其他 Others (請註明 Pls 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 Family <input type="checkbox"/> 少數族裔 Ethnic Minority <input type="checkbox"/> 傷殘人士 People with disabilities <input type="checkbox"/> 其他 Others (請註明 Pls 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 Family <input type="checkbox"/> 少數族裔 Ethnic Minority <input type="checkbox"/> 傷殘人士 People with disabilities <input type="checkbox"/> 其他 Others (請註明 Pls specify:)		
Total 總數 (註一 Note 1)			

註一：總人數應扣除重複參與不同項目之人士

Note 1: Please avoid double counting of volunteers/ participants joining more than one programme.

2.7 成效評估工具及方法 **Methods of Evaluating Effectiveness**

請說明評估計劃整體成效、具體目的及個別推行項目質素表現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, method and time schedule to be used in assessing the overall project outcomes, specific objectives as well as individual programme.

2.8 相關經驗及推行的優勢 **Relevant Experiences & Strategic Advantages**

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

2.10 請詳述計劃資助期後的持續與發展方案

Please Describe 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 Qualification	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 (如有需要, 請附詳細的收支表)

Budget Summary (Please attach detailed budget where necessary)

(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 %
計劃預期收入 Projected Income					
1. 收取的費用 Fee & Charges				0.00	
2. 內部提供的資源 Internal Resources (註/Note 1)				0.00	
3. 其他捐款及贊助 (註/Note 2) Donations & Other Sponsorship				0.00	
4. 其他 Others				0.00	
總預期收入 Total Projected Income (a)				0.00	
計劃預期支出 Projected Expenditure					
非經常開支 Non-recurrent Expenditure					
1. 器材 Equipment (註/Note 3)				0.00	
2. 其他 Others				0.00	
經常開支 Recurrent Expenditure					
3. 運作開支 Utilities				0.00	
4. 租用固定樓宇及場地 Regular Premises and Rental Expenses				0.00	
5. 活動場地及設備租用 Hire of Facilities and Venue				0.00	
6. 活動開支 Programme Expenses (註/Note 4)				0.00	
7. 宣傳及推廣 Promotion				0.00	
8. 員工薪酬 Staffing Expenses (註/Note 5)				0.00	
9. 義工津貼 (註/Note 6) Volunteers' Subsidies				0.00	
10. 保險 Insurance				0.00	
11. 研究及評估 Research & Evaluation (註/Note 7)				0.00	
12. 其他 Others				0.00	
總預期支出 Total Projected Expenditure (b)				0.00	
向基金申請的金額 Amount Requested from CIIF (c) = (a)-(b)				0.00	

備註

- 1) 請註明擬提供的內部資源的性質。
- 2) 請註明贊助及捐款人士／團體之名稱及業務性質。
- 3) 審批准則將取決於器材對達到計劃目標的關鍵性，以及申請款項的合理性。器材如車輛或影印機一般不獲考慮。
- 4) 一次過消費活動的支出(如飲宴、嘉年華會和旅行的開支等)通常不獲資助。
- 5) 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。
- 6) 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，半天則為\$35。
- 7) 如計劃能聯繫到學術界參與進行評估工作，請列明研究目的及提交相關資料，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

- 1) Please elaborate the nature of internal resources.
- 2) Please indicate the name of Sponsor or Donor, Groups and their nature of business.
- 3) Consideration will be given to extent of relevance to achieving project objective and reasonableness of requested budgets on fixed assets. Fixed assets such as motor vehicle or photocopier will not normally be considered.
- 4) Other one-off large-scale events (such as banquets, carnival and tours) are not usually supported.
- 5) Staffing Expenses normally should not exceed 70% of the total requested budget, otherwise applicants should provide justification.
- 6) Volunteers' Subsidies include fees for basic drinks and meals and traveling subsidies but not exceed \$70 per day or \$35 per half day per volunteer.
- 7) Please indicate study scope and objectives, details of expected evaluation & 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.)

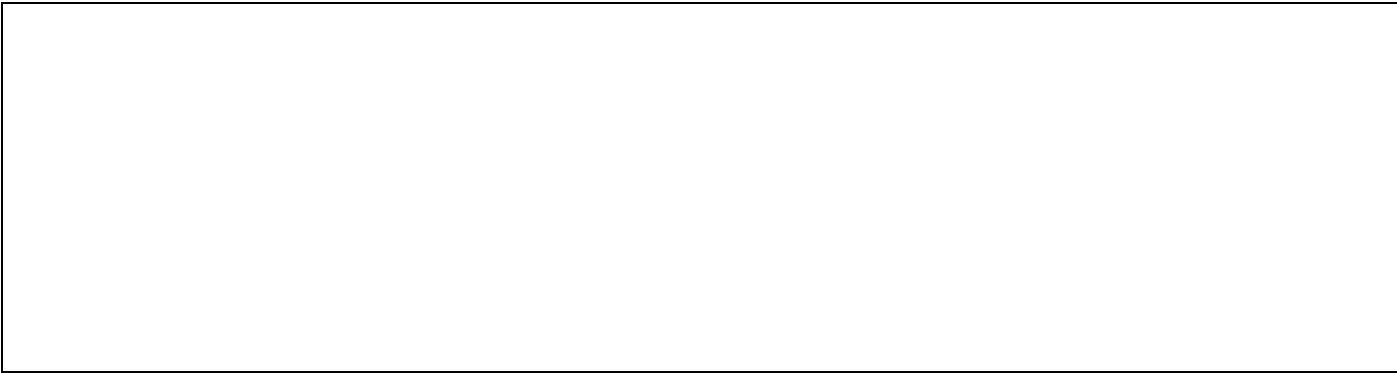
3.3 提前發放部份資助金 Advance Payment

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（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.



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.

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 original plus 2 copies 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 :

香港中環花園道3號
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
3 Garden Road
Central, Hong Kong**

可瀏覽基金網站取得更多的資料：

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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: