

**Community Investment and Inclusion Fund (CIIF) –**  
**Request for assistance from a CIIF Partners**

Seeking assistance from a CIIF partner is one possibility, if applicants need further help after consulting the following:

- The CIIF Guide and Application Form;
- The CIIF Secretariat;
- The subject officers of the District Offices of the Home Affairs Department, the District Social Welfare Offices of the Social Welfare Department, and the Women's Division; or
- The HKCSS.

The CIIF Committee is very appreciative that over 50 prospective partners have registered their interests and are willing to volunteer their advice or assistance to community applicants who may need further help.

These CIIF Partners have been nominated either by the CIIF Committee Members or the CIIF Secretariat. They come from a variety of backgrounds, share the vision of the Fund, and possess mentoring or specialist skills that may be of help to some applicants as they plan and /or deliver their projects. The type of help that these partners may be able to offer falls into two groups:

- ✓ **mentoring assistance** giving encouragement and guidance to nurture a project from conception to completion; and/or
- ✓ **practical advice/technical assistance** on specific areas such as working out a budget or project plan.

**Steps to take, if applicants are interested in getting the help of a CIIF Partners please:**

1. Check out Partners section. The list of the partners is now available at the CIIF homepage: <http://www.ciif.gov.hk> or from the CIIF Secretariat (Tel. No: 2136 2700).
2. Complete the request for a CIIF Partners Assistance Form as attached, or download from the web page. Please fax the completed request form to the CIIF Secretariat as soon as possible.
3. The CIIF Secretariat will undertake an initial matching, and will confirm whether a potential partner could be found within the pool.
4. Please allow five working days for the CIIF Secretariat to respond to the request; and please note that the Secretariat may not be able to meet every request.
5. After the initial matching, it will be up to the applicant organization and the partner to check out if the matches of skills and requirements are appropriate, and to negotiate a mutually acceptable arrangement for the type of help that the Partners may offer, the period of assistance and so on.
6. Please note that both parties (the partners and/or the applicant organizations) can withdraw, with formal notice to the Secretariat, from the CIIF Partners Scheme any time (with due regard for the impact on the applicant organization).
7. The use of the Partner's assistance is entirely voluntary, for the partners as well as for the applicants. The CIIF Secretariat cannot be responsible for the quality or result of the assistance.

If applicant organization would like to seek assistance from the Partners Scheme, please complete and sign the enrollment form below and return by fax, mail or in person to the CIIF Secretariat. (Address: Room 1008, 10/F., Citibank Tower, Garden Road, Central, Hong Kong; Fax No. 2523 7283). Further

inquiries may be directed to Mrs Grace Ng (Tel. 2136 2700).

**To: The CIIF Secretariat**

**Fax no.: 2523 7283**

**Request for CIIF Partners Assistance Form**

We would like to seek assistance from a CIIF Partner.

Name of organization: \_\_\_\_\_

Name of the responsible person: \_\_\_\_\_

Post title of the responsible person: \_\_\_\_\_

Name and brief description of project:

\_\_\_\_\_

Telephone number(s): \_\_\_\_\_ Fax Number(s): \_\_\_\_\_

Email address: \_\_\_\_\_

Nature of assistance requested (please ✓ as appropriate):

mentoring assistance. Please specify: \_\_\_\_\_

practical advice/technical assistance. Please specify: \_\_\_\_\_

Others. Please specify: \_\_\_\_\_

Name of the preferred partner (from the list) :

\_\_\_\_\_

Other comments: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Response from the CIIF Secretariat:**

To:

Fax No. :

Date:

In response to your request noted above, you may like to contact (name \_\_\_\_\_)  
by (date \_\_\_\_\_) to discuss possible arrangements.

Apologies that we are unable to suggest a suitable partner.

c.c. \_\_\_\_\_ (Name of prospective partner)