

# **Community Investment and Inclusion Fund**

## **Application Guide and Form**

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## **1. Foreword**

<p style="text-align: center;"><b>Invitations for proposals to help build strong, cohesive, forward looking and self-supporting communities</b></p>
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Hong Kong is at the crossroads – it is time for us to act together to build up the social capital of Hong Kong. This will enable us to move forward during this difficult time and work towards building a strong, caring and harmonious community. To promote this cause, the Chief Executive announced the setting up of the Community Investment and Inclusion Fund (CIIF) in his 2001 Policy Address.

Social capital is both a novel idea and a much-treasured value. It refers to the strength of our community support networks, the links and respect between people, the sense of cohesion and willingness to sacrifice self-interest for our common good, the commitments we have for Hong Kong and the sense of belonging in being a member of the community.

Social capital provides the foundation upon which our people can channel their energies and creativity to ride out the storm, emerge from it stronger, build on our strength and work for a brighter future.

Hong Kong people have come through many difficult situations in the past. We have done it before and we can make it again.

We all have a social responsibility to help turn the situation around. We can and should work together to regenerate the energy, courage, resilience and positive outlook needed to create opportunities for our children, neighbours and fellow citizens.

- ✓ The CIIF will provide seed money (for up to three years) to support *projects* initiated by community groups, non-governmental organizations and/or the private sector.
- ✓ The aim is to promote *joined-up efforts* between community groups, corporate bodies or professional groups and the Government.

- ✓ The result is to build up *social capital* and build a compassionate, cohesive and vital society.

Innovations, initiatives and contribution from the community itself are the most essential sources of energy in revitalizing our community networks. Your positive support and active participation is the key to the success of this shared vision.

I therefore encourage you to act now, and look forward to receiving your project proposals.

Chairperson  
Community Investment and Inclusion Fund Committee

## 2. *What is the Community Investment and Inclusion Fund?*

### **Background**

2.1 In the 2001 Policy Address, the Chief Executive announced the setting up of a \$300 million Community Investment and Inclusion Fund (CIIF). This CIIF will provide seed money to support the collaborative efforts of community organisations and the private sector. The fund aims to encourage mutual concern and aid among people, promote community participation at the local level, and support cross-sectoral programmes.

### **Fund Objectives**

2.2 The Fund seeks to accomplish the following objectives:

- (a) to promote community participation, mutual assistance, support and social inclusion provided through strengthened community networks in the community. This will in turn help reinforce the sense of belonging in the community, enhance the social networks of individuals and families, broaden the support base available to assist them to resolve their problems and address common concerns. These community networks, strengthened relations, sense of belonging, and willingness to provide mutual aid form the foundation of social capital (the concept will be further elaborated in the next section); and
- (b) to encourage and facilitate cooperation between organisations of different nature (such as non-governmental organisations and the private sector), as well as cross-sectoral collaboration (such as that between welfare agencies and education organisations), in social networking and community support projects.

## **Means to Accomplish the Objectives**

- 2.3 The Fund will accomplish these goals by encouraging **bottom-up solutions** that seek to promote the development of social capital, and by supporting local or territory-wide community projects initiated by the community itself. This would ultimately promote joined-up efforts between community groups, corporate bodies or professional groups and the Government, to contribute to the social well-being.

### **3. What is “Social Capital”?**

#### 3.1 An International Definition:

According to the World Bank, social capital refers to the institutions, relationships, and norms that shape the quality and quantity of a society’s social interactions.

Social capital is considered to be one of four main drivers of social development in modern societies, the other three being financial, infrastructure and human capital.

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.

#### 3.2. The development of social capital in Hong Kong:

Social capital development is being actively encouraged in many countries.

We have listed in page 10 a number of examples of projects and initiatives that have led to social capital development in different communities. Our own cultural traditions and our local context will no doubt shape the means we find to build up our social capital and the expression of the end results.

The aim of the Fund is to revitalize and strengthen the vital roles played by local communities to develop local solutions to their shared concerns. Such local initiatives and networks will form the basis of social capital that generates energy for continuous and sustained local growth, pride and development.

One of the key objectives of the Fund is to actively engage local communities; supports community-initiated projects that will result in

enhanced support networks, greater cohesion and increased social capital. **Therefore, when the CIIF Committee assesses project proposals, whether and how well they contribute to promoting social capital will carry considerable weight.**

3.3 Social Capital: How to apply the concept to the Fund

3.3.1 Social capital touches on a number of areas. For the purpose of the Fund, we will pay particular attention to the means and process of promoting social capital, as well as the end results.

3.3.2 We will assess whether project proposals can promote social capital according to the following:

*(a) Through what **means** can the project promote the development of social capital?*

*The project should aim to develop one or more of the following:*

- **Network** - the project should encourage the establishment or development of communication, liaison and enduring networks among individuals, organisations, social strata (people from different social backgrounds or different walks of life) or across sectors;
- **Mutual Care and Trust** – the project should encourage the establishment or development of mutual care and trust among individuals, organisations, social strata or sectors;
- **Mutual Assistance and Reciprocity** – the project should increase the contribution of individuals or organisational participants to contribute their own efforts for the benefits of others. They should in turn, also be able to benefit from the project; and
- **Community Participation** – the project should provide and

increase the opportunities for a diverse range of groups to be involved in social and community affairs as well as voluntary work, that will promote community ownership and a sense of belonging.

(b) *Where to build the social capital?*

*The project should seek to promote the above through:*

- **Increased solidarity and problem-solving skills *within* specific groups** (e.g. within families, schools, or organisations) – the aspect of social capital developed is the increased “bonding” and cohesion amongst the members, strengthening their mutual aid, abilities and resilience within these groups;
- **Increased collaboration *across* sectors** (e.g. between the business, community and non-governmental sectors, or across the cultural, education, social and employment sectors) – the aspect of social capital developed is the new “bridges” built across the groups, sharing of resources and increasing their strength to address common concerns;
- **Increased linkages *between* people from different social backgrounds who may not normally work together** (e.g. the “haves” and “have-nots”, the “young” and the “old”) – the aspect of social capital developed is the mutual understanding which helps minimize their differences, increase mutual understanding and respect, reach certain common grounds, build up their linkages and increase joint efforts.

(c) *What are the ultimate aims such social capital could achieve?*

*The project should seek to achieve one or more of the following aim(s) in promoting the development of social capital:*

- **Social Solidarity:** enhanced social cohesion and with the citizens' sense of belonging to the community increased;
- **Social Inclusion:** increased social inclusion and integration of different strata, sectors and groups; resulting in a more caring and harmonious society;
- **Social Participation:** increased citizens' interest in, motivation for and actual participation in social and community activities, increased involvement in voluntary work and increased services for the community;
- **Self-help and mutual-help:** enhanced individuals' capacity for self-reliance and self-help; increased contribution of own efforts for the benefit of others; and strengthened community support networks; and
- **Positive Values:** certain positive and well-received values (e.g. mutual assistance, self-empowerment and resilience against adversity) being promoted in society. Such values should be able to facilitate communication and cooperation between individuals or groups.

3.3.3 We will assess whether project proposals could promote social capital effectively and efficiently by the following criteria:

- (1) **Extent of self-initiation:** whether the project is bottom-up in nature, i.e. initiated by the community itself;
- (2) **Clear target groups:** the capacity of the project to effectively engage marginalized groups, that is, people who for various reasons are socially excluded from mainstream society, hard to reach, have minimal social network and low accessibility to

existing services;

- (3) **Potential to extend connectedness:** how well the project can help link different parties (especially marginalized groups) to mainstream society (in terms of solidarity, inclusion, participation, care and mutual help etc.);
- (4) **Ability to mobilize community and cross-sectoral support:** the capacity of the applicant to mobilize support (e.g. volunteers, donations-in-kind, matching funds) or to join hands with others (e.g. the private sector);
- (5) **Potential to be a project model:** the capacity for the project to be innovative and hence serve as a successful prototype for others to follow;
- (6) **Potential to be a “snowball” agent:** the capacity of the applicant to produce a rippling effect to other groups through the project, e.g. to arouse other groups’ interest to pursue similar projects or to adopt similar practices etc.;
- (7) **Degree of sustainability:** how well the project can produce long-lasting and sustainable benefits to the community (e.g. is the network formed able to continue after the project period); and
- (8) **Extent of financial sustainability:** the capacity of the project to sustain itself when funding support ends.

### **Any examples of projects that can promote social capital?**

3.4 Social capital is a broad concept that can be promoted by a wide range of innovative and novel projects. Every development must take account of local needs, cultures and values. The following are some examples of the many projects that could contribute to this end:

## At the work place/schools:

- ✓ **After-school care and holiday programmes for children run on a co-operative basis for families who opt for alternative kind of service.** The benefits include:
  - providing work or volunteer opportunities for scheme organizers, students, retirees, as well as youth waiting for employment;
  - providing constructive recreational and social experiences and enhanced skills;
  - providing positive alternatives to the children being attracted to delinquent and other risk taking activities;
  - reduced anxiety and pressures on working parents to ensure proper protection for their children;
  - building up cross-group and cross-generational interactions;
  - strengthening self-help experiences;
  - providing opportunity to learn organizational skills; and
  - providing low cost/affordable options with closer quality assurance (being a co-operative)
  
- ✓ **“Leave bank”** established between employers and employee groups of large corporations
  - It promotes mutual help by allowing employees with greater family commitments (e.g. to attend meetings with teachers regarding their children, to attend to sick children/ frail family members, etc) to use otherwise expired leave balances of other employees with fewer family/personal commitments. The idea, amongst many others, also helps institute family-friendly policies at the workplace, hence enhancing family solidarity.

✓ **Corporate sponsorships and corporate volunteering initiatives:**

- this may involve teams of professional engineers/or other professionals volunteering their technical skills to help repair appliances for lone elders. Apart from offering much valued practical assistance to those in need, the scheme connects people from different social economic groups and promotes the sense of community contribution between people.

**In the communities:**

✓ **Neighbourhood Associations/ Committees:** kai-fong welfare councils and networks of clans are still among the most important “indigenous” platforms for social relations in Hong Kong. Kinship relations and residential communities remain important platforms for participants to develop localized or mutual help initiatives for the sake of the community as a whole. Examples of initiatives include:

- local beautification committees to strengthen the sense of local history, pride and sense of belonging;
- “neighbourhood watch” programme to help build safer communities; and
- “visit groups” to visit and build connections with the needy (e.g. frail elders, the disabled) in the community, and help them identify source of assistance if needed.

✓ **Mentor Scheme**

- It is widely promoted around the world. Familiar local examples are the development of the alumni of universities or old boys/old girls of schools running a variety of mentor schemes.
- In New Zealand, there are various community building schemes based on “mentoring” approach. An “adopt a grandpa/grandma or adopt a grandson/granddaughter scheme” was run successfully in communities where indicators of social disengagement include

(>60%) high truancy and vandalism/delinquency rates. Under this scheme, the “disengaged” youngsters may meet up with their adopted “grands” to find listening ears, have a chat, have a meal, get some encouragement with their home work, learn to write a CV, while they may also do the odd chores for the elders. As a result of this “adopt a granny” scheme, school non-attendance and vandalism rates were more than halved.

- The benefits of various mentor schemes include: providing the network, encouragement and guidance for young people who would not otherwise have access to such connections, a developing sense of caring and engagement across the age groups and an affirmation of the values and contributions of the elders, restoring the respect for elders that we once have. The benefits are reciprocal for the young and the old. The networks formed generally last for a long time. The relationships established and the satisfaction achieved help to sustain these networks; and the monetary cost of sustaining these networks are usually low.

#### **4. Who is eligible to apply for funding?**

4.1 The following parties are eligible to submit applications to organize community projects:

- ✓ non-governmental organisations (e.g. welfare agencies, community groups, women's groups etc); and
- ✓ private organisations.

4.2 The following are not eligible to submit applications:

- × individuals; and
- × the HKSAR Government (including bureaux, departments etc.)

4.3 Please note the following:

- ✓ Organisations should normally:
  - be registered under, for example, the Companies Ordinance or the Societies Ordinance; and/or
  - be approved charitable institutions and trusts of a public character under section 88 of the Inland Revenue Ordinance; and/or
  - be a member of an umbrella organisation such as the Hong Kong Council of Social Service or federation / coalition of women groups.
- ✓ For those who are not registered or members of umbrella organisations, preference will be given to those who are affiliated to or being sponsored by a registered organisation or who possess

a proven track record in organizing public activities.

- ✓ We encourage collaboration amongst agencies, and this may result in joint submissions. However, there should be clear accountability arrangements, with one of the organizers identified among the co-organizers as the lead applicant.
  
- ✓ There is no limit on the number of applications each applicant may submit, provided they can demonstrate an ability to deliver.

## **5. What type of projects will the Fund support? Which projects will be accorded priority?**

### **5.1 Nature of projects to be supported**

- ✓ The Fund will primarily support community-initiated projects that seek to promote the broad objectives of the Fund.
- ✓ The Fund is open to project proposals from different sectors, e.g. welfare, women, community etc.
- ✓ Both territory-wide and local projects will be considered.
- ✓ The period of funding sought for a project should be for no longer than three years. (The Fund will only support individual projects for a maximum of three years. However, the project may operate for more than three years, with the post-third-year period running on a self-financing basis or with alternative sources of funding.)
- ✓ The project should not primarily be profit making. Any profit arising from the project must be re-invested into the project, rather than distributed to organizers (please refer to section 6.5 for details).

### **5.2 Nature of Projects that would not be supported**

- × One-off consumption activities, such as banquets, picnics and trips, which will have no long lasting effect on community development.
- × Services or programmes that are currently or eligible to be subvented by other government channels or funding bodies.

### **5.3 Nature of Projects to be accorded a higher priority**

- (a) Projects that can effectively and efficiently promote the building up of social capital (please refer to section 3.3.3 on how we will assess the capability of projects in this regard).
- (b) For projects of equal merit, organisations, which have not been funded by CIIF previously, will be given a higher priority than those that have been funded already.
- (c) Projects without alternative sources of funding.

## **6. What will the funding cover? Other financial arrangements to note**

### **Central Principles:**

- ✓ **Prudence, accountability and value for money in the application of public fund for community benefits**
- ✓ **Seeding support for community initiatives that are self-sustaining in the long-run**

### **Funding Coverage**

- 6.1 Grants to individual projects can be capital or time-limited recurrent funding or a combination of both.
- 6.2 Staff costs and honorarium payments for projects, where appropriate, can be supported on a time-limited basis.

### **Upper and Lower Limits of Funding for Individual Projects**

- 6.3 The minimum amount per project is \$20,000. There is no pre-set level of maximum funding for individual projects.

### **Can the Projects be Profit-making?**

- 6.4 The project should not be launched primarily for making a profit.
- 6.5 Should any profit arise from the project, it should be re-invested back. Profit is defined as total income of the project (i.e. CIIF grant plus other income or donation), less the costs of the project. For example,

(a)	The CIIF Grant	\$60,000
(b)	Other Project Income	\$120,000
(c)	Total Project Cost	\$80,000
(d)	<b>Profit</b> =(a)+(b)-(c) =\$60,000 + \$120,000 - \$80,000	<b>\$100,000</b>

## Quotation

6.6 Grantees should ensure that purchase of goods and services in relation to their projects should be made on a competitive basis by obtaining quotations from a number of suppliers to ensure openness and value for money. A minimum of three quotations for the purchase of goods or services costing over \$5,000 should be obtained.

## Other Financial Arrangements

6.7 Payment of the grant will normally be made on a reimbursement basis. In exceptional circumstances, the applicant may apply for an advance payment.

6.8 The grantee should keep a separate interest-bearing Hong Kong Dollar account with a bank licensed in Hong Kong, for the CIIF grant. Payments from that account should be made by the authorized representative(s) of the organisation that receives the approved funding. . Any unspent balance of the grant should be kept at all times in that account.

6.9 Should staff be employed in projects funded by the grant (as approved in the project proposal), the employment terms should comply with the relevant Ordinances and should not be better than those for comparable jobs in the civil service.

- 6.10 All expenses incurred before the date of approving the grant will not be reimbursed by the CIIF. Application for supplementary grants will not normally be considered. The CIIF and the Labour and Welfare Bureau accept no liabilities for deficits arising from the project.
- 6.11 Any unspent amount of the grant over the recognized total expenditure of the project will be clawed back and returned to the CIIF.
- 6.12 The Grantees should maintain proper books, accounts and all relevant records and information related to the approved programmes receiving CIIF grant. These records should be kept at all reasonable times, for up to two years after the completion of the project, and be available for inspection by authorized staff of the Labour and Welfare Bureau and the Audit Commission.
- 6.13 Where circumstances justify and as approved by the CIIF Committee, the Labour and Welfare Bureau may withhold or reclaim any payment from the grantee.

### **Progress and Financial Reports**

- 6.14 Grantees will be required to submit half-yearly and final progress and financial reports. Projects in receipt of funds in excess of \$250,000 will be required to submit annual audited statement. Please refer to section 8 on the details of financial reporting.

## **7. How will the applications be processed?**

- 7.1 The CIIF Secretariat will issue an acknowledgment letter to the applicant within 2 weeks of receipt of the application. The CIIF Committee and Secretariat aim to ensure that the project proposals are assessed and processed efficiently and appropriately within a realistic timeframe. Provided all relevant information is provided, it is estimated that assessment of the first batch of applications may be completed within 3 to 4 months.
- 7.2 Applications will be assessed by the Community Investment and Inclusion Fund Committee (the CIIF Committee), which is responsible for approving applications, and deciding on the level of funding. The decision of the CIIF Committee shall be final.
- 7.3 Applications will be processed in batches. In the initial year of operation of the Fund, we estimate that we will process applications in around 3 batches each year. While there is no prescribed level of maximum total funding for each batch, discretion will be exercised with a view to maintaining a balanced distribution of funding among the separate allocation exercises each year.
- 7.4 The CIIF Committee was established in April 2002 and is tasked:
- (a) to handle applications for funding from the Community Investment and Inclusion Fund, including to examine and approve applications, to decide on the level of funding for each successful application, and to monitor and evaluate the effectiveness of funded projects;
  - (b) to advise the Secretary for Labour and Welfare on the most appropriate and effective means to facilitate the development of social capital in Hong Kong; and

(c) to advise the Secretary for Labour and Welfare on all matters related to the administration of the Fund.

7.5 The Committee is chaired by a non-official, and is composed of both ex-officio and non-official members. Members of the Committee are:

*Chairperson*

Mr Yeung Ka-sing, S.B.S., J.P.

*Vice-chairperson*

Ms Sophia KAO Ching-chi, J.P.

*Non-official Members*

Dr. Thomas CHAN Sze-tong, J.P.

Mr David Chan Wai-ming, M.H.

Ms Chau Chuen-heung, M.H., J.P.

Mr Chia Kok-onn

Dr Alice Chong Ming-lin

Mr Tony CHOW Ching-lam, M.H.

Mr KWAN Chuk-fai, M.H.

Mr Lai Chi-tong, M.H.

Dr LAM Ching-choi, J.P.

Ms Lau Ka-shi

Prof Joe Leung Cho-bun, J.P.

Dr Christopher Leung Man Kit

Dr Stanley Ma Ching-hing

Mr Stephen Ng Chi-wing, MH, J.P.

Mr Tso Kai-lok, M.H.

Ms Jessie Yu Sau-chu, M.H.

*Ex-officio Members*

Secretary for Labour and Welfare or representative

Director of Home Affairs or representative

Director of Social Welfare or representative

7.6 For the purpose of assessing applications, applicants may be invited to provide supplementary information or to discuss the proposal with the CIIF Committee.

## **8. What will the grantees be required to as regards the grant?**

### **Monitoring Mechanism**

8.1 The intention of the Fund is to encourage community participation. We have therefore adapted the monitoring, payment and evaluation approaches accordingly. We will strive to enable grantees flexibility in the management of resources, while the CIIF Secretariat must pay particular emphasis on monitoring project performance and achievement of objectives. It will be the responsibility of the grantee to exercise proper governance and stewardship to ensure the project objectives are achieved and that approved funding is applied according to the terms of the funding approval. The CIIF Secretariat and the grantees would have joint responsibility to ensure prudence is exercised and accountability is demonstrated in the use of public fund.

### **Regular and Final Reports**

8.2 All grantees of the Fund will be required to submit the following reports:

- (a) half-yearly reports (to be submitted within one month following the end of the six-month period); and
- (b) final evaluative report (to be submitted within four months following the agreed project completion date).

All of these should contain progress and financial report (including an Income and Expenditure Statement with actual expenditure against budget plan and the annual Balance Sheet if appropriate). Failure to submit a report, or submission of reports containing insufficient, incomplete or false information may result in deferral or termination of project funding.

## Audited Statement of Accounts

- 8.3 Projects in receipt of funds in excess of \$250,000 will be required to submit annual audited accounts. The accounts must contain the Auditors' Report (including an assurance that the funding was spent in accordance with the conditions of grant), Balance Sheet, Income and Expenditure Statement, Cash Flow Statement and Notes to Accounts. All such accounts must have been audited by a certified public accountant.
- 8.4 Annual audited statement should be submitted no later than four months following the end of the financial year of the organisation, and the last audited statement of the project should be submitted no later than four months following the completion of the project.
- 8.5 Should the project be audited not separately, but as part of the annual auditing exercise of the grantee, the CIIF grant should be entered as a separate item in the audited financial statements
- 8.6 Grantees should identify their own auditors. Should the auditing of CIIF grant incur extra cost (in terms of auditors' remuneration), the extra cost can be claimed on a reimbursement basis from the CIIF (not as part of the grant for the project), according to the following scale:

<b>Size of the Grant</b>	<b>Maximum Auditors' Remuneration Payable (Per Year)</b>
Less than \$1 million	\$5,000
\$1 million to \$5 million	\$10,000
Over \$5 million	\$20,000

## Visit

- 8.7 Visits to projects may be arranged for members of the CIIF Committee and staff of the CIIF Secretariat. Grantees will be required to assist in arranging such visits.

## **Annual Forum**

- 8.8 An annual public forum will be held to review progress of the Fund to discuss, a sampling of projects and to share best practices. Grantees may be invited to share their experiences in organizing community projects.

9. **Who should the applicants approach for assistance during the application process?**

9.1 You may contact the following parties for general enquiries regarding the CIIF and for general assistance regarding completing the application form.

**CIIF Secretariat**

Contact Persons:	Project Management Officer Grace Ng (2136 2700) or  Deputy Project Management Officer Elsie Tsang (2509 0642) or  Assistant Project Management Officer Brandie Chan (2136 2765) or  Assistant Project Management Officer Katherine Chan (2136 2759) or  Assistant Project Management Officer Angela Chu (2136 2758) or  Assistant Project Management Officer Daniel Lung (2136 2757) or  Accounting Officer Carrie Chou (2136 2740)
Fax No.:	25237283
Address:	The CIIF Secretariat Labour and Welfare Bureau Room 2125, 21/F, Murray Building Garden Road Central Hong Kong

Email Address:	<a href="mailto:ciif@lwb.gov.hk">ciif@lwb.gov.hk</a>
Web-site:	<a href="http://www.ciif.gov.hk">http://www.ciif.gov.hk</a>

### **The Hong Kong Council of Social Service**

Contact Person:	Chief Officer (Agency Development & Partnership)
Telephone No.:	2864 2948
Fax No.:	2865 4916
Address:	11/F, Duke of Windsor Social Service Building, 15 Hennessy Road Wanchai Hong Kong
Email Address:	<a href="mailto:cliff.choi@hkcss.org.hk">cliff.choi@hkcss.org.hk</a>

### **Assistance at District Level**

#### Home Affairs Department (Headquarters and District Offices)

<u>District</u>	<u>Contact Person</u>	<u>Tel. No.</u>	<u>Fax No.</u>	<u>Address</u>
Headquarters	Liaison Officer (1)1	2835 1476	2834 5605	30/F Southorn Centre, 131 Hennessy Road, Wanchai, Hong Kong Email Add.: <a href="mailto:hadgen@had.gcn.gov.hk">hadgen@had.gcn.gov.hk</a>
Central & Western	Officer-in-charge (W)	2852 3473	2815 2155	G/F, 11/F & 14/F, Harbour Bldg, 38 Pier Road, Central, HK
Eastern	Liaison Officer I, in-charge (SD)	2886 6522	2904 8744	G/F, Eastern Law Courts Bldg, 29

<u>District</u>	<u>Contact Person</u>	<u>Tel. No.</u>	<u>Fax No.</u>	<u>Address</u>
				Tai On Street, Sai Wan Ho, HK
Islands	Liaison Officer, in-charge (BM/VR)	2852 4379	2815 2291	20/F, Harbour Bldg, 38 Pier Road, Central, HK
Kowloon City	Senior Liaison Officer (DL)	2621 3438	2621 3199	Rooms 1706-1713, One Harbourfront, 18-22 Tak Fung Street, Hung Hom, Kln
Kwai Tsing	Liaison Officer, in-charge KwC(W)	2423 0225	2494 8079	1/F, Tai Wo Hau Estate Community Centre, No. 15 Tai Wo Hau Road, Kwai Chung, NT
Kwun Tong	Officer-in-charge (TIA)	2341 6315 Ext. 25	2797 8521	Kwun Tong District Branch Offices Bldg, G/F, 1/F, 3/F & 4/F, Tung Yan Street, Kln
North	Officer-in-charge (Fanling)	2675 1780	2675 4414	G/F, 3/F & 4/F, North District Government Offices, 3 Pik Fung Road, Fanling, NT
Sai Kung	Assistant District Officer (SK)	2792 3380	2792 9440	G/F & 2/F, Sai Kung Government Offices Bldg, 34 Chan Man Street, Sai Kung, NT
Sha Tin	Liaison Officer, in-charge (E)4	2158 5332	2695 4305	4/F, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, N.T.
Sham Shui Po	Senior Liaison Officer (1)	2150 8120	2360 1931	G/F & 4/F, Cheung San Wan Government Offices, 303 Cheung Shan Wan Road, Sham Shui Po, Kln

<u>District</u>	<u>Contact Person</u>	<u>Tel. No.</u>	<u>Fax No.</u>	<u>Address</u>
Southern	Senior Liaison Officer (S)	2814 5707	2552 4939	G/F & 1/F, Ocean Court, 3 Aberdeen Praya Road, Aberdeen, HK
Tai Po	Executive Officer (CA)	2654 1237	2652 1187	Tai Po Government Offices Bldg, 1 Ting Kok Road, Tai Po, NT
Tsuen Wan	Liaison Officer, in-charge (N)	2498 4582	2412 0244	1/F & 2/F, Tsuen Wan Station Multi-storey Carpark Bldg, 174-208 Castle Peak Road, Tsuen Wan, NT
Tuen Mun	Executive Officer/C	2451 3037	2450 3014	2/F, Tuen Mun Government Offices, 1 Tuen Hi Road, Tuen Mun, NT
Wan Chai	Senior Liaison Officer (WC)	2835 1995	2147 0465	21/F, Southorn Centre, 130 Hennessy Road, Wan Chai, HK
Wong Tai Sin	Officer-in-charge (Community Building)	3143 1150	2350 5421	6/F, Lung Cheung Office Block, 138 Lung Cheung Road, Wong Tai Sin, Kln
Yau Tsim Mong	Liaison Officer I (BM3)	2399 2553	3427 9426	1/F, Mong Kok Government Offices, 30 Luen Wan Street, Mong Kok, Kln
Yuen Long	Executive Officer (Community Affairs)	2470 1117	2474 7261	Yuen Long District Office Bldg, 269 Castle Peak Road, Yuen Long, NT

## Social Welfare Department (Headquarters and District Social Welfare Offices)

<u>District</u>	<u>Contact Person</u>	<u>Tel. No.</u>	<u>Fax No.</u>	<u>Address</u>
Headquarters	Executive Officer (Lotteries Fund)1	2832 4319	2151 0573	Subventions and Performance Monitoring Branch Rm 3001, 30/F, Wu Chung House, 213 Queen's Road East, Wanchai, H.K. Email Add.: <a href="mailto:eolf1@swd.gov.hk">eolf1@swd.gov.hk</a>
Headquarters	Assistant Social Work Officer (Strategic Planning Section) 1	2152 9305	2116 9070	Corporate Affairs Office Rm 851, Wu Chung House, 213 Queen's Road East, Wanchai. H.K. Email Add.: <a href="mailto:aspln1@swd.gov.hk">aspln1@swd.gov.hk</a>
Central, Western and Islands	Assistant District Social Welfare Officer (Central, Western and Islands)2	2852 3117	2581 4196	Central, Western and Islands District Social Welfare Office 7/F, Harbour Building, 38 Pier Road Central. H.K. Email Add.: <a href="mailto:adocwi2@swd.gov.hk">adocwi2@swd.gov.hk</a>
Eastern & Wan Chai	Assistant District Social Welfare Officer (Eastern & Wan Chai) 2	2561 7542	2564 4259	Eastern & Wan Chai District Social Welfare Office Rm 1101-1104, Stanhope House, 734 King's Road, North Point, HK. Email Add.: <a href="mailto:adoew2@swd.gov.hk">adoew2@swd.gov.hk</a>
Kowloon City	Assistant District Social Welfare Officer (Kowloon City)1	2365 0511	2764 1242	Kowloon City District Social Welfare Office 11/F, To Kwa Wan Government Office, 165 Ma Tau Wai Road, Kln. Email Add.: <a href="mailto:adokc1@swd.gov.hk">adokc1@swd.gov.hk</a>
Kwun Tong	Social Work Officer (Planning/Coordination)(Kwun Tong District)1	2775 8606	2717 0716	Kwun Tong District Planning and Coordinating Team 7/F, Kowloon East Government Offices, 12 Lei Yue Mun Road, Kwun Tong, Kln. Email Add.: <a href="mailto:spctkt1@swd.gov.hk">spctkt1@swd.gov.hk</a>

<u>District</u>	<u>Contact Person</u>	<u>Tel. No.</u>	<u>Fax No.</u>	<u>Address</u>
Sham Shui Po	Social Work Officer (Planning/Coordination) (Sham Shui Po District) 2	2360 5148	2361 7557	Sham Shui Po Planning & Coordinating Team 3/F, High Blk., Nam Cheong Community Ctr., Nam Cheong Estate, Kln. Email Add.: <a href="mailto:spcssp2@swd.gov.hk">spcssp2@swd.gov.hk</a>
Shatin	Social Work Officer (Planning/Coordination) (Shatin District)2	2158 6624	2694 1826 / 2604 4064	Shatin Planning & Coordinating Team Rm 713, 7/F, Shatin Government Offices Building, 1 Sheung Wo Che Road, Shatin, N.T. Email Add.: <a href="mailto:stcst2@swd.gov.hk">stcst2@swd.gov.hk</a>
Southern	Social Work Officer (Planning/Coordination) (Southern District)2	2553 4759	2553 0254	Southern District Planning and Coordinating Team Rm 2201-04, 22/F, ABBA Commercial Building, 223 Aberdeen Main Road, HK. Email Add.: <a href="mailto:spcs2@swd.gov.hk">spcs2@swd.gov.hk</a>
Tai Po/North	Social Work Officer (Planning/Coordination) (Tai Po/North District) 2	2675 1827	2676 6934 / 2682 9320	Tai Po/North District Planning & Coordinating Team Rm 516, 5/F, North District Government Offices Building, 3 Pik Fung Road, Fanling, N.T. Email Add.: <a href="mailto:spctpn2@swd.gov.hk">spctpn2@swd.gov.hk</a>
Tsuen Wan/Kwai Tsing	Assistant District Social Welfare Officer (Tsuen Wan & Kwai Tsing) 3	2406 0358	2413 6374	Tsuen Wan/Kwai Tsing District Social Welfare Office 12/F, 99 Plaza, 99 Tai Ho Road, Tsuen Wan, N.T. Email Add.: <a href="mailto:adotwkt3@swd.gov.hk">adotwkt3@swd.gov.hk</a>
Tuen Mun	Assistant District Social Welfare Officer (Tuen Mun)2	2404 8190	2459 3993	Tuen Mun District Social Welfare Office Rm 204, 2/F, Tai Hing Government Offices, 16 Tsun Wen Road, Tuen Mun, N.T. Email Add.: <a href="mailto:adotm2@swd.gov.hk">adotm2@swd.gov.hk</a>

<u>District</u>	<u>Contact Person</u>	<u>Tel. No.</u>	<u>Fax No.</u>	<u>Address</u>
Wong Tai Sin & Sai Kung	Assistant District Social Welfare Officer (Wong Tai Sin & Sai Kung) 3	2306 9505	2326 9550	Wong Tai Sin & Sai Kung District Social Welfare Office Unit 801, 8/F, Lung Cheung Office Block, 138 Lung Cheung Road, Wong Tai Sin, Kln. Email Add.: adowntssk3@swd.gov.hk
Yau Tsim Mong	Assistant District Social Welfare Officer (Yau Tsim Mong) 2	2782 7714	2782 5302	Yau Tsim Mong District Social Welfare Office Rm 503, 5/F., Mongkok Government Offices, 30 Luen Wan Street, Mongkok, Kln. Email Add.: adoytm2@swd.gov.hk
Yuen Long	Assistant District Social Welfare Officer (Yuen Long)	3147 0785	2474 5982	Yuen Long District Social Welfare Office 6/F, Yuen Long Government Offices & Tai Kiu Market, No.2 Kiu Lok Square, Yuen Long. N.T. Email Add.: adoyl@swd.gov.hk

### **Additional Assistance through the CIIF Partnership Scheme**

9.2 To further the cause of the Fund, and to promote cross-sectoral cooperation, a CIIF Partnership Scheme has been established in order to:

- extend the network of support for the vision of the CIIF.
- demonstrate the “tripartite” partnership and collaboration (between community groups, corporate bodies/professionals and the Government).
- contribute advisory or mentoring assistance to applicants and grantees.

9.3 These CIIF Partners, who come from the community and share the vision of the Fund, may possess mentoring, or specialist skills which can benefit the planning and delivery of projects. They would contribute to the Fund by offering:

- **mentoring assistance to applicants/grantees**, including encouragement and guidance to nurture a project from conception to completion; and/or
- **practical advice /technical assistance** as required by and agreed with the applicants/grantees.

9.4 Details of how the Partnership Scheme operates and how to access Partners' assistance will be announced shortly. Details can be obtained from the CIIF Secretariat.

## ***10. Notes About Personal Data of the Applicants***

### **Purposes of Collection**

- 10.1 The personal data provided as part of the application process will be used by the Labour and Welfare Bureau to process the application, conduct research, surveys and sharing sessions. The provision of personal data by means of this application is voluntary. If you do not provide sufficient information, we may not be able to process your application.

### **Classes of Transferees**

- 10.2 The personal data you provide by means of application to the Fund may be disclosed to other Government bureaux, commissions and departments for the purposes mentioned above.

### **Access to Personal Data**

- 10.3 The applicant has a right of access and correction with respect to personal data as provided for in Section 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance, Cap. 486. The applicant's right of access includes the right to obtain a copy of the personal data provided in your application.

## **Enquiries**

- 10.4 Enquiries concerning the personal data collected by means of application to the Fund, including the making of access and corrections, should be addressed to:

The CIIF Secretariat  
Labour and Welfare Bureau  
Room 1008, 10/F., Citibank Tower  
Garden Road  
Central Hong Kong  
Tel: 2136 2711  
Fax: 2523 7283  
Email Address: [ciif@lwb.gov.hk](mailto:ciif@lwb.gov.hk)