

Community Investment & Inclusion Fund

Quarterly Performance Report on Key Milestones



Project Teams may refer to the Notes on Commonly Used Glossary at Annex before filling in the performance indicators of the Report so that project outcomes will be presented on a more consistent basis.

Section A Project Information

Period Covered: _____ to _____

Name of Grantee: _____

Project Name: _____ Project No.: _____

Project Period: _____ to _____

Section B Project Performance

1. Project Quantity

1.1 Overall Quantity

Please fill in the increased and cumulative numbers (**not attendances**) of participants for this quarter and ever since the Project was launched respectively. The numbers of project participants are divided into four categories, namely Volunteers, Core Volunteers, Direct Participants and Indirect Participants (**without multiple counting**).

	Expected Quantity		Actual Quantity	
	Quarterly Increased	Cumulative	Quarterly Increased	Cumulative
(i) No. of Volunteers (Core Volunteers not included) (Note 1)				
(ii) No. of Core Volunteers (Note 2)				
(ii) No. of Direct Participants (Volunteers not included) (Note 3)				
(iii) No. of Indirect Participants (Volunteers not included and should not duplicate with the No. of Direct Participants) (Note 4)				
Total				

1.2 Individual Programme Quantity

Please provide a breakdown of the target groups and numbers of participants for this quarter and on a cumulative basis by individual programmes contained in the Conditions of Grant. Each programme may have more than one target group, and the number (**not attendance**) of each target group should be clearly stated.

Programme	Target Groups	No. of Volunteers				No. of Participants			
		Expected Quantity		Actual Quantity		Expected Quantity		Actual Quantity	
		For this Quarter	Cumulative	For this Quarter	Cumulative	For this Quarter	Cumulative	For this Quarter	Cumulative
(i)	a)								
	b)								
	c)								
(ii)	a)								
	b)								
	c)								
(iii)	a)								
	b)								
	c)								
(iv)	a)								
	b)								
	c)								
(v)	a)								
	b)								
	c)								

Please explain and analyse the discrepancy in quantity (which refers to the situation that the Project has performed better or lower than expected.)

1.3 Statistics of Other Quantities

The CIIF will compile periodic statistics on the social capital (**Note 5**) outcomes of all funded projects. Please provide a breakdown of the contributions by categories of the Project for this quarter. If the Project has not implemented the strategies for any particular category, please enter “N.A.” in the relevant column.

Category	Expected Quantity		Actual Quantity	
	For this Quarter	Cumulative	For this Quarter	Cumulative
(i) Succeeding in Creating Special Roles				
a) House/Floor Captains (Note 6)	a)			
b) Mentors (Note 7)	b)			
c) Others	c)			
(ii) Role Transformation (Note 8)				
a) Recipients Transformed into Volunteers/Leaders	a)			
b) Participants/Volunteers Transformed into Leaders/Co-ordinators	b)			
(iii) Assisting Employment (Note 9)				
a) Creating Full-time Jobs and Employing Unengaged Persons	a)			
b) Creating Part-time Jobs and Employing Unengaged Persons	b)			
c) Assisting Unengaged Persons to Secure Full-time Jobs	c)			
d) Assisting Unengaged Persons to Secure Part-time Jobs	d)			
e) Creating Opportunities for Work Attachment	e)			
f) Assisting in Securing Opportunities for Work Attachment	f)			
(iv) Succeeding in Building Mutual Help Support Networks (Note 10)				
a) Cross Generations (Please specify:_____)	a)			
b) Cross Strata	b)			
c) Cross Ethnicities	c)			
d) Cross Sectoral	d)			
e) Cross Organisations	e)			
f) Others (Please specify:_____)	f)			

Category	Expected No. for this Quarter	Actual No. for this Quarter	Names of Newly Increased Co-operatives/ Self-programming Organisations/ Collaborators for this Quarter (No. of participants should be provided for co-operatives/ self-programming organisations)	Cumulative No.
(v) Co-operatives (Note 11)			Name (No.): _____ (persons)	
(vi) Self-programming Organisations (Note 12)			Name (No.): _____ (persons)	
(vii) Participating Families (Note 13)				
(viii) Key Collaborators (Note 14)*				
a) Business Operators (Large Enterprises)	a)			
b) Business Operators (Small and Medium Enterprises with less than 50 staff)	b)			
c) Local Bodies/ Residents' Organisations	c)			
d) Educational Bodies	d)			
e) Professional Bodies	e)			
f) Government Departments	f)			
g) Non-Government Organisations	g)			
h) Service Agencies	h)			
i) Church Groups	i)			
j) Political Groups	j)			
k) Chambers of Commerce	k)			
l) Trade Unions	l)			
m) Youth Groups	m)			
n) Women's Groups	n)			
o) Medical Sector	o)			
p) Others (Please specify)	p)			

* The numerous categories of collaborators listed below are for reference only. If the Project has not secured collaborators of any category, it may be deleted accordingly.

2. Programme Quality

Please report by the programme objectives set out in the approved plan under the Conditions of Grant, and also attach the samples of evaluation tools and information on assessment results, e.g. the overall analytical data of questionnaires, for the reference of the CIIF Secretariat.

Programme Objectives	Expected Outcome Indicators	Actual Outcomes		Evaluation Tools Used
		For this Quarter	Cumulative	
(i)				
(ii)				
(iii)				
(iv)				
(v)				

Please give the reasons for and an analysis of the discrepancy (which refers to the situation that the Project has performed better or lower than expected.)

3. Participation and Functions of Key Collaborators in the Project

--

4. Overall Social Capital Outcomes and Specific Objectives Assessment

4.1 Achievement of Outcomes and Objectives

Please report on the **annual achievement** of the overall outcome and objective performance indicators contained in the approved plan, and also attach the samples of evaluation tools and information on assessment results, e.g. the overall analytical data of questionnaires, for the reference of the CIIF Secretariat.

Project <u>Overall</u> Outcomes and Objectives	Expected Outcome Indicators	Actual Cumulative Outcomes	Evaluation Tools used
1.			
2.			
3.			
4.			

4.2 Self-Assessment of Overall Project Performance:

In my opinion, the overall performance so far has been: (select only one option)

- better than expected
- consistent with expectations
- lower than expected

4.3 Reasons for and Analysis of the Discrepancy in Achieving the Overall Outcomes and Objectives of the Project (which refers to the situation that the Project has performed better or lower than expected.)

5. Difficulties/Challenges Encountered in Project Implementation and Contingency Measures

6. Financial Position and Assessment

6.1 Has any individual programme or the overall expenditure exceeded the funding ceiling so far?

- The funding ceiling has not been exceeded
- Individual items of expenditure will exceed/have exceeded the funding ceiling.
(Please fill in Item 6.2)
- The overall expenditure will exceed/has exceeded the funding ceiling. (Please fill in Item 6.2)

6.2 Please account for the over-spending and recommend solutions:

7. Staff Turnover and Arrangements (If applicable)

Please list out any staff turnover of the Project in this quarter, including CIIF-funded project staff and Project Co-ordinator who is responsible for project monitoring and management as specified in the Conditions of Grant for the CIIF. (Note: Any alteration of Project Co-ordinator must obtain the prior approval in writing by the CIIF, see Clause 9 of the Conditions of Grant for details.)

7.1 Information on Resigned Staff

Name	Position	Resignation Date	Reasons for Resignation	Monthly Salary on Resignation

7.2 Information on New Employees

Name	Position	Employment Date	Full Time/ Non-Full Time*	Education Attainment and Relevant Qualifications	Working Experience	Monthly Salary	Responsibilities and Functions

* Full time refers to full time staff employed under the Project. If the full time staff are employed by the Grantee but do not undertake CIIF project work for all the time, please enter "Non-Full Time" and list out the working hours of non-full time staff and their percentage of the total working hours, e.g. half-time, 22 hours per week (accounting for 50% of the total working hours); or 33 hours per week (accounting for 75% of the total working hours).

8. Feedback from Project Participants

Please share in this part any positive changes and touching stories of participants, and submit their views and opinions (including commendations or complaints).

9. Sustainability and Development Plan of the Project

Please brief on any preparation work for the sustainability and development plan of the Project.

If the Project is at an initial stage, it may be unnecessary to fill in this part.

--

10. Information on Project Promotion

Please submit all publicity materials/information produced and released in the past quarter for reference and filing* of the CIIF. Please refer to the **Guidelines for Producing Publicity Materials** (updated: 1 January 2011) for the definition of and requirements for publicity materials.

<u>Category</u>	<u>Production/ Interview Date</u>	<u>Name and Contents</u>	<u>Having Obtained Prior Approval from the CIIF?</u>	<u>Quantity Submitted*</u>
1. Printed Materials			Yes <input type="checkbox"/> No <input type="checkbox"/>	
2. Project Uniforms			Yes <input type="checkbox"/> No <input type="checkbox"/>	
3. Souvenirs			Yes <input type="checkbox"/> No <input type="checkbox"/>	
4. Network Platforms			Yes <input type="checkbox"/> No <input type="checkbox"/>	
5. Mass Media			Yes <input type="checkbox"/> No <input type="checkbox"/>	
6. Others (please specify: _____)			Yes <input type="checkbox"/> No <input type="checkbox"/>	

* For some materials such as souvenirs, uniforms and easy-mount frames which are larger in size, only photos shall be submitted.

Photos of Activities:

<u>Name of Activities and Description of Contents</u>	<u>No. of Photos</u>
1.	
2.	
3.	

(**Note:** Your organisation is requested to observe the requirements of the Personal Data (Privacy) Ordinance in ensuring that all photos of activities submitted have already obtained the consent of the persons shot for being used by the CIIF in publicity, promotion and report production.)

Name of Reporter: _____ Post: _____

Signature: _____ Date: _____

Section C Verification by Grantee

I hereby certify on behalf of the Grantee that the above information provided in the Report is true and correct.

Signature of Project
Co-ordinator* _____

Chop of
Grantee _____

Name of Project
Co-ordinator* _____

Date _____

(Please fill in block letters)

* Project Co-ordinator shall be the person responsible for project monitoring and management as specified in the Conditions of Grant for the CIIF.

Notes on Commonly Used Glossary

<u>Note/Glossary</u>	<u>Definition</u>
Note 1: Volunteers	<p>Volunteers: 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.</p> <p><i>(with reference to the definition of the Hong Kong Agency for Volunteer Service)</i></p> <p><i>(Project teams are requested to keep the name lists and service records of all volunteers, and also develop a clear system and guidelines on the nature and types of volunteer service; the recruitment, training and support of volunteers; registration and commendation systems; and the calculation method of service hours.)</i></p>
Note 2: Core Volunteers	<p>Core Volunteers: Since social capital building attaches great importance to the sustainable development of networks, special attention is paid to the continuous participation of volunteers. In the implementation of projects, any volunteer who has continuously participated for six months with at least 15 hours of service per quarter in average can be defined as a core volunteer.</p>
Note 3: No. of Direct Participants	<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, please count only once his major role in the Project and shall prevent multiple counting when filling in the number of direct participants in “1.1 Overall Quantity”, and fill the number of direct participants in individual programmes in “1.2 Individual Programme Quantity”.</p>
Note 4: No. of Indirect Participants	<p>refers to persons who do not directly participate in the Project (should not duplicate with the number of direct participants), e.g. visitors to the exhibitions or onlookers of the opening ceremony of the Project.</p>
Note 5: Social Capital	<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><i>(with reference to the definition of the World Bank)</i></p>
Note 6: House/Floor Captains	<p>A House/Floor Captain is normally a Core Volunteer/Leader who understands the needs of the community with special roles and functions in respective building/public housing estate/private housing estate, including bridging residents, linking local people and fostering neighbourhood mutual help networking; is willing to provide timely support to neighbours in need; becomes the “resources base” for households and knows how to seek other supports in the community when necessary; and assists in identifying potential problems early in the community. They are generally recognised by the community as a leader. If any Core Volunteer/Leader who has the above functions but uses alternative title, e.g. “webmaster”, please also report the outcome in the column.</p>

<p>Note 7: Mentors</p>	<p>A mentor who plays the role of both supporter and adviser shares his life experience, imparts skills and provides continuous support to navigate the ways for his mentee who has less life experience or is in need, and they build up a close and selfless mentorship of mutual trust.</p>
<p>Note 8: Role Transformation</p>	<p>Engaged in the Project, participants may undergo the transformation of identity and role, e.g. from recipients to helpers, ordinary volunteers to core volunteers, and learners to instructors, which will enhance their sense of self-empowerment and awareness of positive image.</p>
<p>Note 9: Creation</p> <p>Full-time Job</p> <p>Part-time Job</p> <p>Work Attachment</p>	<p>Creation refers to the generation of posts and practical training opportunities from the projects implemented, e.g. a project trains women into post-natal carers who are matched to needy families; a project successfully partners an enterprise in training youngsters for employment and the latter creates specific posts to employ the participants.</p> <p>Normally refers to the number of hours of work per week is not less than 30.</p> <p>Normally refers to the number of usual hours of work per week is less than 30 (for a person without a fixed number of working days per week).</p> <p>Normally refers to short-term job training whereby project participants are trained in terms of working attitude and skills, assisted in identifying their aptitude and interests in career development. Work attachment may be in full-time/part-time/temporary nature, no matter whether an employment relationship exists or not.</p> <p><i>The above definitions of full-time/part-time jobs may be referred to:</i> http://www.jobs.gov.hk/1/0/WebForm/information/tc/enp/info_enp9.aspx http://www.censtatd.gov.hk/hong_kong_statistics/statistics_by_subject/glossary/labour/index_tc.jsp</p>
<p>Note 10: Mutual Help Networks</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>Cross Generations: networks between different age groups, e.g. women and the elderly</p> <p>Cross Strata: mutual help networks between strata of different backgrounds and economic conditions, e.g. the middle class and the grassroots</p> <p>Cross Ethnicities: mutual help networks between different ethnicities, e.g. local Chinese and South-Asian ethnic minorities</p> <p>Cross Sectoral: collaborative networks of more than one sector, e.g. the welfare sector and the business sector, schools and the business sector</p> <p>Cross Organisations: different organisations from the same sector, e.g. co-operation between two non-governmental welfare organisations in the welfare sector</p> <p>(Note: Please fill in information based on the major nature of networks built and avoid duplicate counting.)</p>
<p>Note 11: Co-operative Societies</p>	<p>Shall register and establish under the Co-operative Societies Ordinance (Cap. 33), please refer to http://www.hkllii.hk/hk/legis/ch/ord/33/ for details.</p>

<p>Note 12: Self-programming Organisations</p>	<p>Organised by persons with common goals or visions who aim to achieve the objectives of the organisation in concerted efforts, and its business and operation are managed by members.</p>
<p>Note 13: Participating Families</p>	<p>Two or more family members, e.g. father and son, mother and daughter, grandmother and grandchild, husband and wife, siblings, etc. participate in the Project.</p>
<p>Note 14: Key Collaborators</p>	<p>Collaborator(s) whose active role in project implementation can effectively mobilise resources and networks so as to enhance the strategy and outcomes of the Project. <u>One-off collaboration or purely providing support to the Project through provision of venue or assistance in promotion shall not be considered key collaborators.</u></p>