

社區投資共享基金 – 計劃每季進度報告

CIIF – Quarterly Performance Progress Report



Part I 計劃資料 Details of Project

報告涵蓋時間由 _____ 至 _____
 Period Covered From: _____ To: _____

報告遞交日期 _____
 Date of Submission: _____

受資助機構名稱 _____
 Name of Grantee: _____

計劃名稱 _____ 計劃編號 _____
 Project Name: _____ Project Reference No.: _____

計劃開始日期 _____ 計劃結束日期 _____
 Project Commencement Date: _____ Project Completion Date: _____

Part II 計劃表現 Project Performance

A. 推行項目的輸出數量 Achievement of programme quantity

	預期數量 Planned Targets		實際數量 Achievements to date	
	今季 Current quarter	累積 Year-to-date	今季 Current quarter	累積 Year-to-date
◆ 義工人數 No. of volunteers				
◆ 直接參與人數 (不包括義工) No. of direct beneficiaries				
◆ 間接參與人數 No. of indirect beneficiaries (註: 意指非直接受惠人士如參觀計劃展覽或嘉年華圍觀者)				

推行項目 (註：按撥款 協議中核准 計劃書所載 的推行項目 匯報)	對象	義工人數 No. of volunteers				參與人數 (不包括義工) No. of participant			
		預期數量 Planned Targets		實際數量 Achievements to date		預期數量 Planned Targets		實際數量 Achievements to date	
		今季 Current quarter	累積 Year-to-date	今季 Current quarter	累積 Year-to-date	今季 Current quarter	累積 Year-to-date	今季 Current quarter	累積 Year-to-date
	<ul style="list-style-type: none"> ◆ 兒童 Children ◆ 青少年 Youth ◆ 長者 Elderly ◆ 家庭 Family ◆ 少數族裔 Ethnic Minority ◆ 傷殘人士 People with disabilities ◆ 商界人士 Business ◆ 專業人士 Professional ◆ 其他 (請說明) Others (please specify) 								

請交代輸出數量差異原因及分析 Analysis of reasons for the variances

	預期數量 Planned Targets		實際數量 Achievements to date	
	今季 Current quarter	累積 Year-to-date	今季 Current quarter	累積 Year-to-date
轉化後的角色 Special Roles ◆ 樓長/層長 Floor/Block Captain ◆ 生命導師 Life Mentors				
角色轉化 Role Transformation ◆ 由受助者轉化為義工/領袖 Service Recipients turned Volunteers/Leaders ◆ 由參與者轉化為領袖/統籌者 Participants turned Leaders/Organizers				
職位 Jobs ◆ 產生之全職職位 Created (full-time) ◆ 產生之兼職職位 Created (part-time) ◆ 獲得之全職職位 Obtained (full-time) ◆ 獲得之兼職職位 Obtained (part-time)				
互助網絡 Mutual Help Networks ◆ 跨代(請說明) Cross generation (Please specify) ◆ 跨層 Cross social stratum ◆ 跨族裔 Multi ethnic ◆ 跨界別 Cross sector ◆ 跨組織 Cross Organization				

	<p>預期 Planned targets</p>	<p>實際 Achievements to date</p>	<p>今季新增合作社/協作夥伴名稱(註: 合作社需同時請提供人數) Names of newly added co-operatives / key collaborators in current quarter (please also provide number of people in each co-operative)</p>	<p>累積數量 Year-to-date</p>
<p>合作社 Co-operatives ◆ 數目 Number</p>				
<p>關鍵性協作夥伴 Key Collaborator ◆ 商戶(大型企業) Business sector-Corporation ◆ 商戶(中小企業) Business sector-SME ◆ 地區團體 Resident organizations ◆ 婦女組織 Women's groups ◆ 教育團體 Education ◆ 專業人士 Professionals ◆ 政府部門 Government ◆ 非政府組織 NGOs ◆ 服務機構 Service organizations ◆ 教會 Religious organizations ◆ 政治團體 Political parties ◆ 商會 Chamber ◆ 工會 Labor Union ◆ 青少年團體 Youth Group ◆ 醫療界 Medical ◆ 其他(請說明) Others (Please specify)</p>				

B. 推行項目的輸出質量 Achievement of programme quality

預期推行項目的目標 (請按撥款協議中核准計劃書 所載的推行目標作出匯報) Planned programme objectives (to be reported according to those agreed in the approved application in the Condition of Grant)	預期的表現指標 Planned outcome indicators	實際成效 Achievements to date		所使用的評估工具 (請夾附評估結果供 基金秘書處參考) Assessment tools (Please attach evaluation result for reference)
		今季 Current quarter	累積 Year-to-date	

請交代推行項目的差異原因及分析 (差異包括指有突出表現或遜於預期)

Analysis of reasons for the variances

C. 請交代關鍵性協作夥伴在計劃的參與程度及功能

Level of participation and function of the key collaborators

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D. 建立社會資本之整體成效及目的表現評估 (每一年匯報一次)

Evaluation of overall social capital outcomes and specific objectives (to be reported once a year)

計劃整體成效及目的 (請按核准計劃書所訂的計劃 目標作出匯報) Overall social capital outcomes and specific objectives (to be reported according to those agreed in the approved application in the Condition of Grant)	預期的表現指標 Planned outcome indicators	實際的累積成效 Achievements to date	所使用的評估工具 (請夾附評估結果供基金秘書處參考) Assessment Tools (Please attach evaluation result for reference)

自我評估計劃的整體表現 Self evaluation of overall project performance

- 超越預期表現
- 符合預期表現
- 低於預期表現

請交代原因及分析 Analysis of reasons for variances:

E. 請列出計劃所遇到的困難/挑戰及應變措施

Highlight difficulties / challenges encountered and proposed remedial actions

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F. 財政運用狀況及評估

Evaluation of financial performance

- 沒有超支
- 個別項目超支
- 超出撥款上限

請交代超支情況及建議處理方法 Give details of the overspent and propose handling:

G. 人手流失及安排 (如適用)

Staff turnover and replacement plan (if applicable)

離職員工姓名 Name of the staff resigned	職位 Post	離職日期 Date of resignation	離職原因 Reasons for the resignation	新聘員工姓名, 資歷及生 效日期 Name, qualification and effective date of the replacement

H. 計劃參加者的回應 (如分享正面轉變 / 動人故事 / 嘉許 / 投訴)

Feedback from participants

I. 計劃的持續及發展方案

Sustainability and development plan

J. 計劃宣傳資料 (請夾附傳媒報導/活動相片/宣傳單張等供參考 - 如適用)

Publicity and promotion (if applicable)

媒體名稱 Name of the media	專欄/節目名稱 Name of the programme/column	播出/刊載日期 Release or broadcast date	接受訪問人數 Number of people interviewed	內容 Contents

(註: 請 貴機構按私隱條例確保所提供的活動相片已取得相中人的同意, 以供基金日後作宣傳用途。)

(Remarks: Materials submitted will be used for promotion of CIIF in future. Grantees please ensure to obtain approval from the participants before making any submission to CIIF.)

K. 受款人確證真實無誤

Certified True and Correct by Grantee

本人謹此證明上述財務報告及計劃進度均屬真實無誤。

I certify that the financial statements and project performance report as stated above are true and correct.

簽署

Signed _____

(主席/計劃統籌員簽署)

(Chairperson/Project Coordinator)

機構蓋章

Organization Chop _____

姓名

Name _____

(請用正楷填寫 in block letters)

日期

Date _____