

# Welcome to CIIF training workshop for partners

Date: 3<sup>rd</sup> August, 2002

Time: 10:00 – 12:00

Venue: Civil Service training &  
development institute

# *Program Rundown*

\* Recap: The objectives & expected outcomes of CIIF

Dr. Raymond Wu

\* How to give assistance to applicant organizations in:

-proposal writing

-formulating outcome indicators

-developing budget

\* Follow up items & Discussion

# *Background of CIIF partners and their expertise*

- \* Recruit partners from different backgrounds
- \* Gather a wide range of experience & expertise
- \* This is the first recruitment exercise
- \* Background of the first badge of partners
  - around 50% comes from different professions e.g. business, information technology, lawyers, medical, financial control and educational...etc
  - the other are from the social work profession 50%

*What the C I I F partners and applicants should do before making the application?*

- \* Understand the nature of C I I F
- \* Understand the expectation of C I I F committee
- \* Understand own roles
- \* Understand the 10 keys for effective proposal writing

# *Nature of CIIF*

## \* CIIF is:

- To develop unique outcomes: social capital
- To promote joint up efforts between community groups, corporate bodies/professional groups and the government
- To build up a compassionate, cohesive and vital society

## \* CIIF is not:

- a gap funding i.e. not to make up for the social welfare service funding gap
- or make good the withdrawal of Community Chest and other funding
- replace the function of other fund

# *Role of CIIF partners*

## **As a whole**

- To help promote the objectives of the Fund
- To extend the network
- To encourage different sectors to participate

## **For the applicant organization:**

### **1. During the proposal formulation stage:**

- To promote new paradigm changes
- Through asking clarifying questions, help the applicants to consider carefully the following:
  - What sort of impacts do the applicants plan to make in response to the community needs that they have identified?
  - Why do they have such idea?

# *Role of CIIF partners...continued*

- Have they got some research evidence?
  - Have they got data from relevant sources?
  - What other groups may be doing similar things?
  - With whom will they plan to collaborate?
- 
- Clarify application requirement and procedures
  - Plan their budget
  - Plan the types of outputs and outcomes to be achieved

# *Role of CIIF partners...continued*

## 2. During the implementation phase:

Help applicant to plan:

- How to monitor progress, outcome and performance results
- Work plans and time lines
- Financial control
- Motivation work



# *What is the difference between C I I F proposal and a funding bid*

## C I I F Proposal

- Paradigm shift – emphasis on results
- Self initiated, evidence of community support
- Apart from the outcome being specified (I.e. to develop social capital), applicants have to work out their own project specifications
- There is no pre-set levels of maximum amount funding for individual projects but the minimum amount per project is set at \$20,000

# *Assessment criteria in a CIIF proposal*

- The assessment criteria is not just on quantity but will consider whether the project can promote the follow outcomes:
  - social solidarity
  - social inclusion
  - social participation
  - self help and mutual help
  - positive values

## *Assessment criteria in a CIIF proposal...continued*

- The CIIF committee will further consider
  - whether the project will mobilize community and has cross-sectorial support
  - promote linkages between people of different social background
  - sustainability of the project
  - cost effectiveness

# *Four aspects of outcome indicators*

Quantity	Quality
Immediate effect	Long term impact

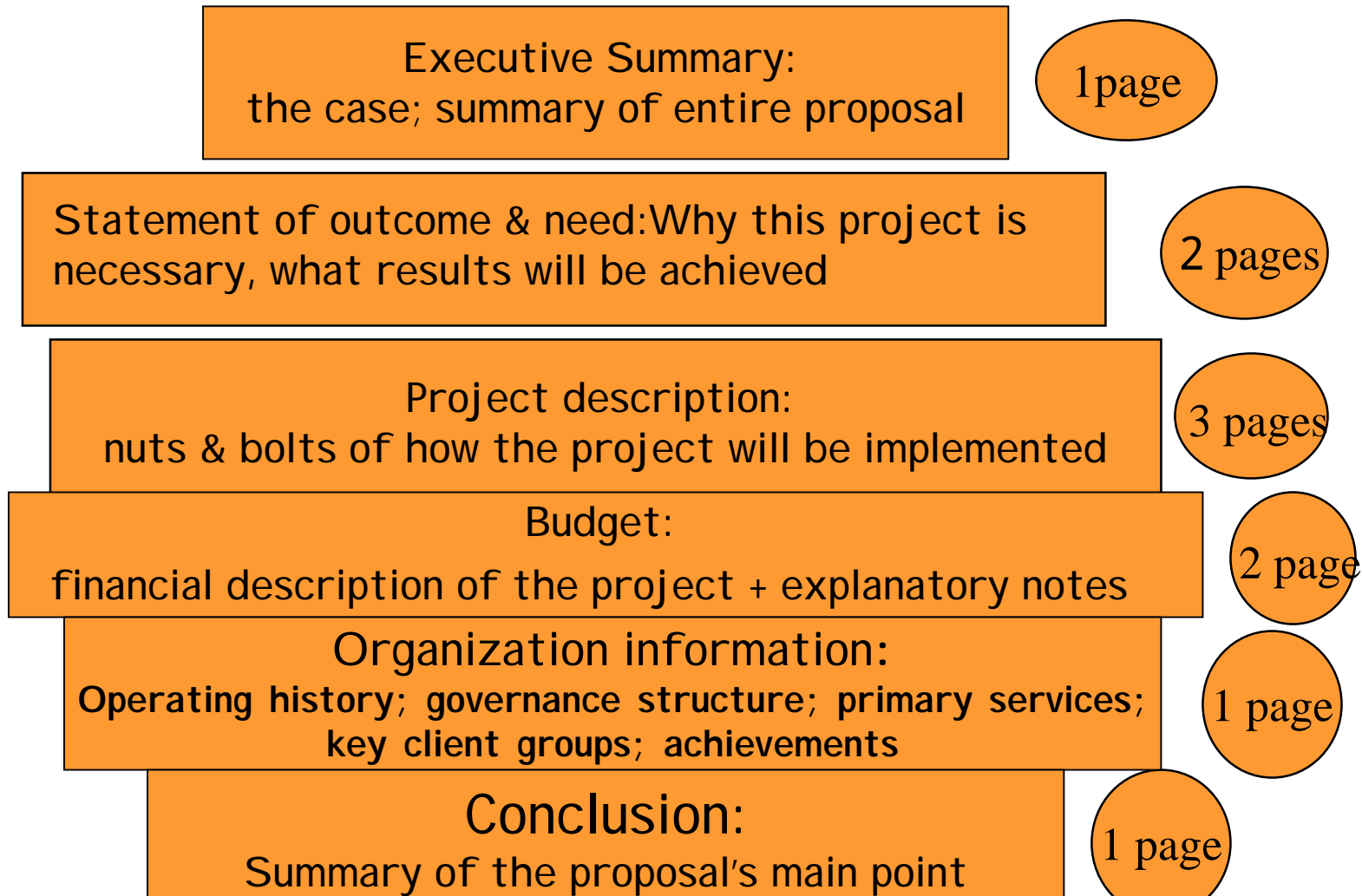
# *10 keys for proposal*

1. Know your organization
2. Know your community
3. Know the economics of your organisation's business
4. Involve other staff and collaborating partners, and learn about the project and grant process
5. Have a system for obtaining, storing and retrieving information about funders

# 10 keys for proposal...continued

6. Write a 'full' proposal
7. Develop a tracking system for pre-grant and post-grant chores, e.g. monitoring
8. Develop relationship with the funders
9. Work to understand the roles of your organization and the funders world(s)
10. Enjoy your work !!

# *How to help applicants: The components of a proposal*



# *Reference: Adopt a Granny Scheme*

Objective:

- \* Encourage the disengaged youngsters to participate in community activities
- \* Increase respect to elders
- \* Build up linkages and cohesion between the generations
- \* Improve life chances and increase networks for the disengaged youngsters



# *Adopt a Granny Scheme...continued*



Strategy:

- \* Adopt a Granny Scheme


Outcome:

- \* Networks are established between the young and the old
- \* The truancy and vandalism rates have decreased
- \* The values and contribution of elders are restored

## *Example in writing a work plan*

Plans	Jan	Feb	March	Outcome indicators
Recruit disengaged youngsters and retired elders as mentor				At least 20 youngsters and 20 elders are recruited
Match youngsters & elders to join some group activities				Each pair will have participated in at least 2 activities

# *Example in writing a work plan...continued*

<p>Establish network between the young &amp; the elders &amp; start mutual aid activities involving both parties</p>				<p>Each pair reported on the networks established and their experience of mutual aid activities initiated.</p>
<p>Supporting resources</p> <ul style="list-style-type: none"><li>- budget</li><li>- schedule for recruiting volunteers</li></ul>				

# *Preparation of Budget*

## \* Key elements of a project budget:

- Income
- Expenditure
- Amount requested from CIIF
- Cash Flow projection ( I.e. timing of expenditure & income)

## \* General principles in applying for the Fund:

- prudence, accountability, value for money & for community benefit

## \* General principles in preparing budget:

- accuracy, completeness, appropriateness & cost effectiveness

# *Preparation of Budget...continued*

## \* Funding coverage:

- One off non-recurrent funding
- Time-limited recurrent funding
- Where appropriate, staff costs and honorarium payments for projects will be considered

(Non-recurrent funding refer to those one-off items such as equipment, furniture & fixture, computers & renovation)

(Recurrent funding: regular expenses like rent, utilities, payroll, traveling, program materials & insurance)

# *Preparation of Budget...continued*

## \* Source of income

- the project should not be launched for profit making purposes
- any profit resulting from the project should be reinvested into the same project
- Explore alternative sources of income
- Consider ways to sustain project after the funding period

## \* Possible source of income:

- fees received from participants
- advertisement income
- internal source
- other sponsorship

# *Preparation of Budget...continued*

- \* Amount requested from the C I I F:  
    projected expenditure - projected income
  
- \* Cash Flow projection
  - help applicant to have better forecasting of their resource requirements & hence better management of their resources
  - better match with the C I I F allocation and reimbursement cycles

# *Procurement & staff employment*

- \* To ensure transparency, fairness and value for money
- \* To obtain a minimum of 3 quotations for orders more than \$10,000
- \* Encourage volunteer and community support for the project which is in line with the CIIF objective to secure tri-partite collaboration



# *Procurement & staff employment...continued*

- \* Should paid staff be employed, the post, salary, work nature and employment terms should be clearly specified in the proposed budget (All employment terms comply with the relevant Ordinances, should be comparable with the present job market)
- \* The Fund will not subsidize the existing staff cost
- \* All project staff should be employed on appropriate terms and conditions. Nevertheless, fringe benefits such as housing or education allowance should not be included

# *Financial & Budgetary Control*

- \* The aim is to strike a balance between:
  - effective management of resources
  - effective monitoring of progress
  - monitoring of performance and
  - achievement of objectives
- \* Project expenditure must not exceed the overall approved budget.
- \* A degree of flexibility is allowed
- \* Prior approval from the C I I F Secretariat must be obtained before changes to the approved budget.
- \* Expensed incurred before the date of approval will not be reimbursed

# *Financial & Budgetary Control...continued*

- \* Sound financial & budgetary control
- \* Proper records and accounts must be maintained. All relevant records related to the approved project must be kept for 2 years after completion of the project
- \* Half-yearly and annual financial and performance progress reports are required
- \* For project above \$250,000, annual audited accounts should be submitted. The auditor is required to provide a certified statement to confirm whether the expenditures were in accordance with the terms and conditions of the approved grant

# *Financial & Budgetary Control...continued*

- \* Auditors' fee can be claimed at a fixed amount in accordance with the size of the grant
  
- \* Payment of the grant
  - payment of grant will be made on reimbursement basis by batches
  - advance payment would only be considered by the C I I F Committee under exceptional circumstances

# *Conclusion: Major consideration in writing a proposal*

- \* Read the Application Guide carefully and check the funder's mission, objectives and priorities
- \* Analyse what is wanted from the funder against the organization's own vision and plan
- \* Be clear about the organization's own capability to deliver
- \* Can the past experience and achievement demonstrate the organization's ability?
- \* The uniqueness of the organization
- \* What other added values or contributions can it make?

# *Conclusion: Major consideration in writing a proposal...continued*

- \* Demonstrate the organization's ability to make an impact on the problem identified and achieve the expected outcome
- \* Have a clear and reasonable budget
- \* Use the executive summary well
- \* Beware of item overlaps
- \* Beware of inconsistencies across sections
- \* Use appendix to supplement necessary information

## *Follow up items*

- \* The press conference to launch the CIIF booklet is likely to be in late August
- \* Applications will be invited at the same time
- \* Please help to widely publicize the Fund to interested organizations
- \* 5 Briefing sessions for applicants will be held between end of August to mid September in HK Island, Kowloon and the New Territories
- \* Applicants may be requesting assistance from partners from then. The Secretariat will attempt to provide the best match with partners based on the requirements of the applicants and the resources of partners being made available.

## *Follow up items...continued*

- \* Partners can offer one off assistance or longer term mentoring assistance to applicants
- \* Partners should negotiate an agreement with the applicant organization as soon as possible.
- \* While the CIIF Committee appreciates very much the commitment of our intending partners, the Secretariat may not be able to match all applicant with a suitable partner, particularly at the beginning.
- \* The closing date for application is likely to be around early October
- \* Screening and assessment will take about 4 months to complete
- \* A review of the Partners's scheme operation will be held in early 2003



# 基金秘書處的聯絡資料：

*The contact details of CIIF Secretariat:*

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社區投資共享基金助理計劃管理主任  
Assistant Project Management Officer (Tel: 2189 2766)
- ★ 黃逸順 Terence Wong:  
社區投資共享基金計劃會計主任  
Accounting Officer (Tel: 2189 2768)
- ★ 謝志鵬 Xeno Tse :  
Clerical Assistant (Tel: 2189 2765)

# Thank you!

Please watch out for the CIIF website to be launched soon

<http://www.hwfb.gov.hk/ciif/index.htm>