



社區投資共享基金  
Community Investment and Inclusion Fund



充滿人情味的基金 A Caring Fund

# CIIF's Batch Application Briefing



# Chapter 1: Introduction of Community Investment & Inclusion Fund (CIIF)

## Background

A public fund set up by the HKSAR Government in 2002;  
Under the Labour and Welfare Bureau.

## Objectives

- ① Promote **community participation**, **mutual aid** and assistance, support and **social inclusion**, and strengthen **networks** in the community
- ② Encourage and facilitate **cross-sectoral collaboration**

## Means to Accomplish the Objectives

- ① Bottom-up solutions initiated by the community itself
- ② Participation of different sectors





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## We hope

Through the concerted **efforts of different stakeholders** in society, **more social capital** will be accumulated, which is conducive to **strengthening social cohesion and promoting social development.**





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# What is Social Capital ?



## Four main drivers of social development in modern societies\*



Social capital

Increasing **social cohesion** is the **soft power** of a society's sustainable development



Cultural capital



Economic capital



Human capital





## What is Social Capital?

**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. Increasing evidence shows that **social cohesion is critical for societies to prosper economically and for development to be sustainable**. Social capital is not just the sum of the institutions which underpin a society – it is the glue that holds them together. \*



## Six Core Dimensions of Social Capital \*:





## Benefits of building social capital

**Social Capital** is the capital of an individual, community and society and is used for adapting to the change of our community.

### Network in micro-level

1. Enhancing personal ability to deal with stress and crises
2. Getting support from others when facing crises or stressful situation
3. Having a harmonious relationship among people

### Network in meso-level

1. Increasing service efficiency or corporate's productivity
2. Enhancing the ability of society or corporate to handle crises
3. Cultivating a culture of mutual trust and help in the community or corporate

### Network in macro-level

1. Enhancing the ability of regions to handle crises
2. Cultivating a culture of mutual trust and help among regions → social inclusion



# Types of Social Capital

- **Bonding SC (凝聚型的社會資本)**

- is an intra-group phenomenon and relies on strong ties among members from relatively similar background. This can be reflected in their homogeneity, strong norms, loyalty and exclusivity.
- A typical example is the family unit found in small close-knit group of new arrivals which need mutual support (Onyx and Bullen 2001; Putnam 2000).

- **Bridging SC (搭橋型的社會資本)**

- is outward facing and links different groups in the society (Putnam 2000).

- **Linking SC (連結型的社會資本)**

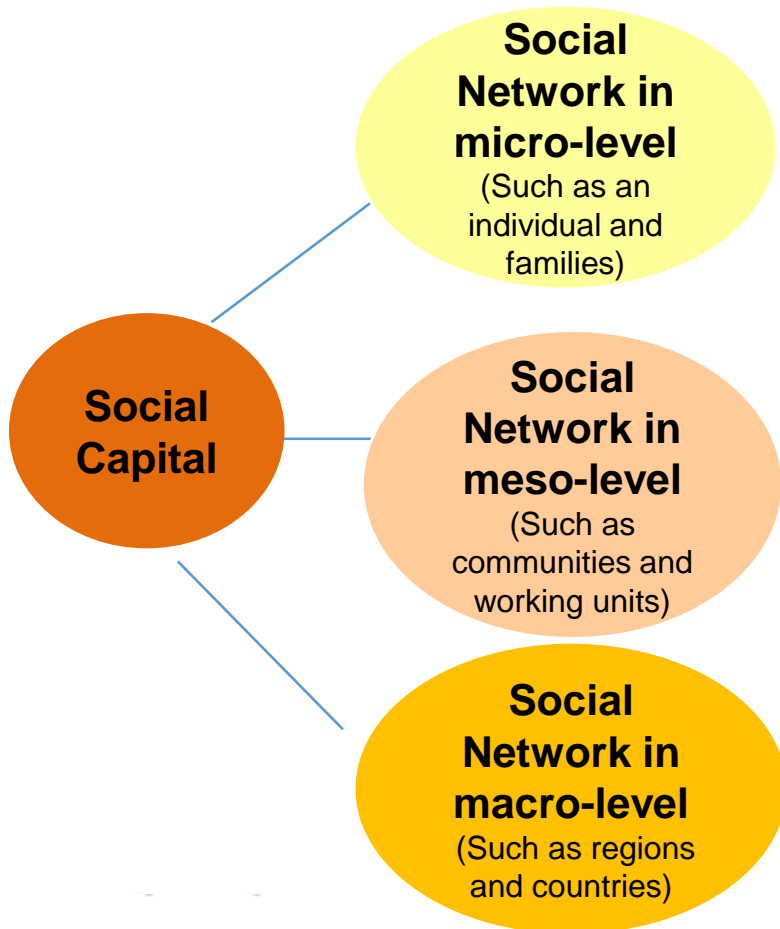
- refers to linkages across people and groups with different power and resource levels. Through these linkages, culture, values and institutions within the organisation, in society and even in the region can be changed.





- Bonding SC (凝聚型的社會資本)
- Bridging SC (搭橋型的社會資本)
- Linking SC (連結型的社會資本)

## Benefits of building social capital



- Connection with family members and relatives
- Connection with friends from different social backgrounds
- Connection with people who have social influence ...
- Connection with neighbourhood or colleagues
- Connection among communities
- Connection with people from different classes ...

Connection with different regions



- **Bonding SC** (凝聚型的社會資本)
- **Bridging SC** (搭橋型的社會資本)
- **Linking SC** (連結型的社會資本)

Building social network

To generate social norms (personal attitudes and social values) by contacting and connecting with people and organisations at different levels

### Network in micro-level

(Such as an individual and families)

1. Connection with family members and relatives
2. Connection with friends from different social backgrounds
3. Connection with people who have social influence

### Network in meso-level

(Such as communities and working units)

1. Connection with neighbourhood or colleagues
2. Connection among communities
3. Connection with people from different classes

### Network in macro-level

(Such as regions and countries)

Connection with different regions

- Mutual-help and reciprocity
- Trust and solidarity
- Social participation
- Social cohesion and inclusion
- Information and communication





## Chapter 2: Application Procedures and Assessment Criteria

1. Application Eligibility
2. Dedicated Funding Application and General Funding Application
3. Assessment Criteria
4. Assessment Mechanism
5. Financial Management and Project Monitoring
6. Tips for Completing the Application Form
7. Documents Submission





## 1. Application Eligibility

### Eligible

- Non-governmental Organisations
- Private & Public Corporations

### Ineligible

- Individuals
- Government Agencies





## 2. Dedicated Funding Application and General Funding Application

- **Dedicated Funding Application**
- The Community Support Programme for New Public Rental Housing Estates
- Ageing-in-place – The Programme for Building a Dementia-friendly Community
- **General Funding Application**
- Cohesive and Connected Community Programme
- Socially Inclusive Community Programme



# Dedicated Funding Application

## The Community Support Programme for New Public Rental Housing Estates

Applicants should submit proposals according to the requirements in the application guide  
(Please download the application guide at [www.ciif.gov.hk](http://www.ciif.gov.hk))

## Ageing-in-place – The Programme for Building a Dementia-friendly Community

Under “Ageing-in-place – The Programme for Building a Dementia-friendly Community”, two versions, i.e. Basic Version and Enhanced Version, are available for application. Applicants may make reference to the unique situations and conditions of their target communities before submitting applications.

- “Ageing-in-place – The Programme for Building a Dementia-friendly Community” (Basic Version)
- “Ageing-in-place – The Programme for Building a Dementia-friendly Community” (Enhanced Version)

Application guides for applicants’ reference are available  
(Please download the application guides at [www.ciif.gov.hk](http://www.ciif.gov.hk))



# General Funding Application

## Cohesive and Connected Community Programme

- ✓ Enhance community cohesion and connection with residents to strengthen participants' sense of belonging to the community

Important elements:

- Establish and provide opportunities for connection in the community, allowing participants to build trust and interactive relationships;
- Provide accurate and easy access to community's information in the community;
- Encourage participants to take part in the community;
- Make good use of the inherent and future advantages of the community.

## Socially Inclusive Community Programme

- ✓ Promote community inclusion

Important elements:

- Pay attention to the needs and opportunities of people of different races or backgrounds (e.g. children and families, young people, the elderly and/or people with disabilities);
- Establish a support network for people of different races or backgrounds;
- Promote respect for the cultural and social diversity of the community.







### 3. Assessment Criteria

**\*\*3 aspects 12 criteria\*\***

#### A. Understanding and Application of Social Capital Concept (40%)

1. **Clear** objectives with **potential** for social capital development
2. **Accurate** assessment that can **address** community needs
3. **Effective** & **innovative** intervention model & networking strategies





### 3. Assessment Criteria

**\*\*3 aspects 12 criteria\*\***

#### B. Project Effectiveness (40%)

4. **Strategic programme plan** that can effectively achieve project objectives
5. Support from **key collaborators** with effective **synergy effects**
6. **Specific & measurable** performance indicators with **effective** tools & methods of evaluation
7. Ways of promoting social capital
8. **Sustainability** & contribution to social capital development
9. Reasonable and **cost-effective** budget





### 3. Assessment Criteria

**\*\*3 aspects 12 criteria\*\***

#### C. Institutional Capacity (20%)

10. **Track record, effective leadership & strategic advantages** of applicant
11. **Financial management capability** & stability
12. Ability to identify/address **risk/difficulties**



## 4. Assessment Mechanism

### 1. Secretariat

- **Verify** information
- Collect views from **relevant Govt. bureaux/ departments**
- Based on **initial score**, arrange **interviews** for a better understanding of the projects
- **Conduct overall analysis** & recommend to AESC

### 2. Assessment & Evaluation Sub-Committee (AESC)

- **Discuss** proposals & **recommend** to CIIF Committee

### 3. CIIF Committee

- **Approve** applications





## 5. Financial Management

1. The approved project grant will be released by instalments in accordance with different project periods

2. The first instalment will be released within one month after the start of the project





## 5. Project Monitoring

Project Monitoring	Half-yearly	Annually	Specific time
Project Income and Expenditure Report	✓		
Fixed Asset Register	✓		
Project Staff Salary Form	✓		
Progress Performance and Evaluation Report (outputs)	✓		
Annual Audited Report		✓	
Progress Performance and Evaluation Report (full report)		✓	
Project Completion Performance and Evaluation Report			3 months after project completion
Final Audited Report			
Site visits (at least twice)			By appointment
Finance on-site inspection			By appointment
Project evaluation	Pre & post (based on project duration)		



## 6. Tips for Completing the Application Form

### Community Investment and Inclusion Fund Application Form

#### 1 Project Information

- 1.1 Name of Organisation (English): \_\_\_\_\_  
機構名稱 (中文): \_\_\_\_\_  
Name of Service Unit (English): \_\_\_\_\_  
服務單位名稱 (中文): \_\_\_\_\_
- 1.2 Name of Project (English): \_\_\_\_\_  
計劃名稱 (中文): \_\_\_\_\_
- 1.3 Anticipated Commencement and Completion Date (years): \_\_\_\_\_ (01/MM/YYYY – DD/MM/YYYY) ( \_\_\_\_\_ years)
- 1.4 Amount requested: \$ \_\_\_\_\_

1.5 Target District(s) (can select more than ONE):

<input type="checkbox"/> Wong Tai Sin	<input type="checkbox"/> Kwun Tong	<input type="checkbox"/> Yau Tsim Mong	<input type="checkbox"/> Eastern
<input type="checkbox"/> Kowloon City	<input type="checkbox"/> Kwai Tsing	<input type="checkbox"/> Central & Western	<input type="checkbox"/> Islands
<input type="checkbox"/> Yuen Long	<input type="checkbox"/> Sha Tin	<input type="checkbox"/> Sai Kung	<input type="checkbox"/> Tai Po
<input type="checkbox"/> Tin Shui Wai	<input type="checkbox"/> Ma On Shan	<input type="checkbox"/> Tseung Kwan O	
<input type="checkbox"/> Sham Shui Po	<input type="checkbox"/> Southern	<input type="checkbox"/> North	<input type="checkbox"/> Wan Chai
<input type="checkbox"/> Tsuen Wan	<input type="checkbox"/> Tuen Mun	<input type="checkbox"/> All districts in HK	

- 1.6 Target Group(s) (Please refer to Appendix 1): \_\_\_\_\_
- 1.7 No. of Participants (Please refer to Appendix 2; total numbers should be same as those at Annex 3):  
(i) No. of Volunteers (Note 1): \_\_\_\_\_  
(ii) No. of Direct Participants (Note 2): \_\_\_\_\_  
Total No. of Participants (i + ii): \_\_\_\_\_
- 1.8 Application Nature: (Please choose one)
- Dedicated Funding Application: The Community Support Programme for New Public Rental Housing (PRH) Estates (Please complete Annex 1: 'Community Support Programme for New PRH Estates: Information about the new PRH estate') (Please refer to the *Application Guidelines for the Community Support Programme for New PRH Estates* for details.)
- Dedicated Funding Application: Ageing-in-place – The Programme for Building a Dementia-friendly Community (Please refer to the *Application Guidelines for Ageing-in-place – The Programme for Building a Dementia-friendly Community* for details.)
- General Funding Application

### 1. Basic info

- Estimated commencement date
- Amount requested(=Part 3)
- No. of participants(=Annex 3)





## 6. Tips for Completing the Application Form

### 2.1 Community Characteristics and Project Rationale (Contents beyond 2 pages limit will not be considered.)

- ◆→ What are the specific community characteristics (such as community culture, population structure, community resource, community strengths, community needs and so on) that gave rise to this project? Please provide evidence and statistics.
- ◆→ How would the project use the above community characteristics to build social capital for tackling the community needs?

E.g.

Community info,  
phenomenon and data support,  
analysis on existing services,  
community strengths and characteristics

**2.1 Community Characteristics and Project Rationale**  
Assessment criteria:  
Accurate assessment that can address community needs







## 6. Tips for Completing the Application Form

### \*Project Rationale\*

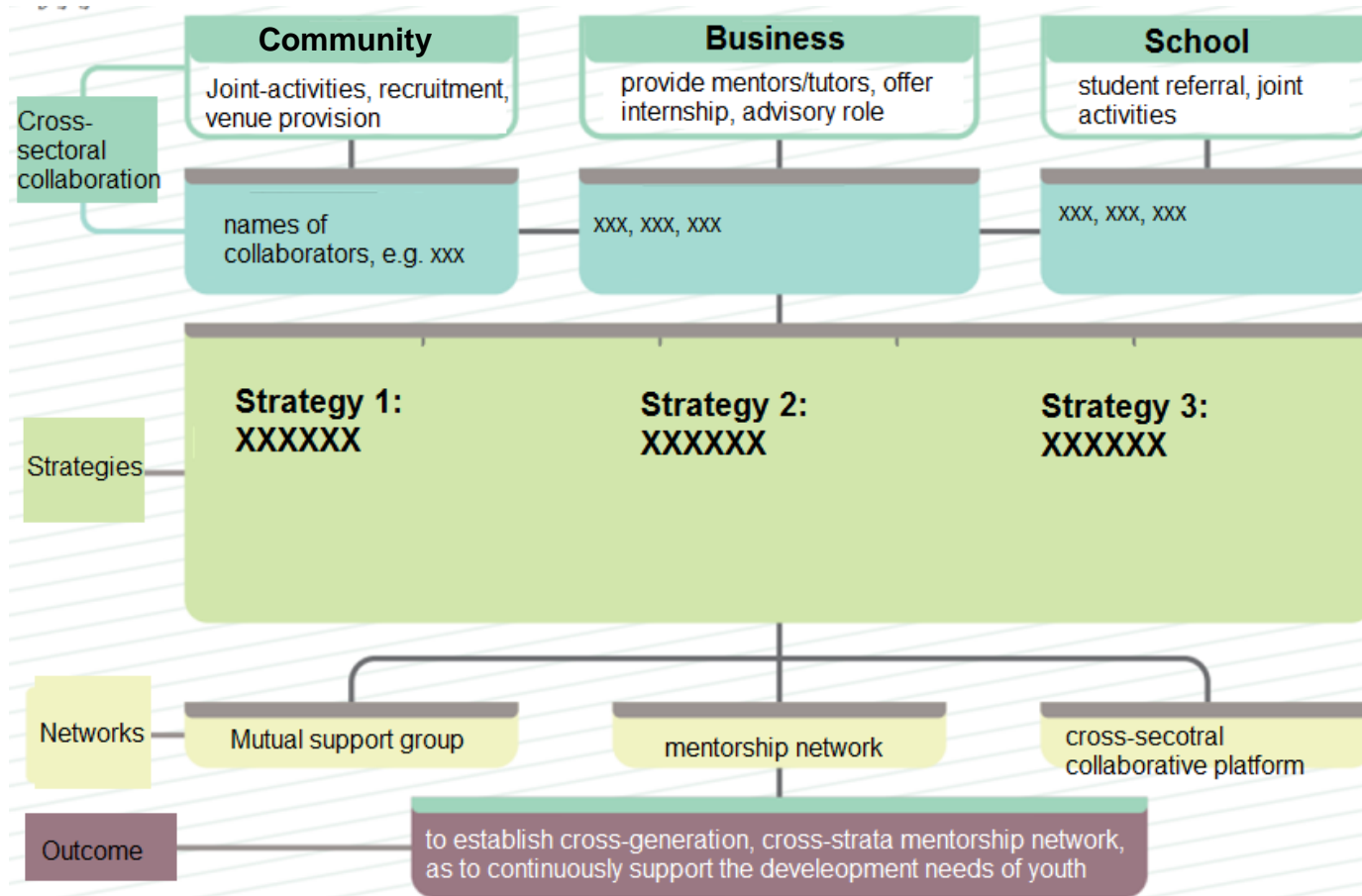
- **Objective** data
- Basic **information** (e.g. : community culture, population structure, community facilities, etc.)
- Existing **community resources**
- Community **needs and characteristics**
- Strengths & advantages → **synergy**



# 6. Tips for Completing the Application Form

## 2.2(B) Strategy Map

collaboration model, role of collaborators, strategies, networks to be built and outcome of the project



## 6. Tips for Completing the Application Form



### Project Strategy

Helpful  
Tips

Make use of  
community resources



## 6. Tips for Completing the Application Form

### (C) Project Objectives and Intervention Strategies (Contents beyond 4 pages limit will not be considered.)

- ◆ Please describe in details the deployment of Intervention Strategies you provided in 2.2(B), e.g., methods for participants recruitment and cohesion, recruitment and training of volunteers, arrangement of gathering points, network building strategies.

**Project Objective (1):**

**Intervention Strategy:**

**Project Objective (2):**

**Intervention Strategy:**

**Project Objective (3):**

**Intervention Strategies:**

### 2.2(C) Project Objectives & Intervention Strategies

Assessment criteria:

Clear objectives with potential for social capital development



## 6. Tips for Completing the Application Form

Helpful  
Tips

### Set clear objectives

Success

- Targeting community needs
- Supported by objective data
- Different from existing services (added value)
- Existing networks as advantage
- Cultural change or mindset change



## 6. Tips for Completing the Application Form

### 2.2(C) Project Objectives & Intervention Strategies

Assessment criteria:

Effective and innovative intervention model and networking strategies

#### (C) Project Objectives and Intervention Strategies (Contents beyond 4 pages limit will not be considered.)

- ◆ Please describe in details the deployment of Intervention Strategies you provided in 2.2(B), e.g., methods for participants recruitment and cohesion, recruitment and training of volunteers, arrangement of gathering points, network building strategies.

Project Objective (1):

Intervention Strategy:

Project Objective (2):

Intervention Strategy:

Project Objective (3):

Intervention Strategies:



## 6. Tips for Completing the Application Form

Helpful  
Tips

**Clear intervention strategy  
with innovative idea**

**Success**

- Closely related to social capital building
- Empowerment
- Strategic planning
- Building of network
- Cross-sectoral collaboration



## 6. Tips for Completing the Application Form

### 2.3 Implementation Plan and Expected Output of Intervention Strategies

Assessment criteria:

Strategic programme plan that can effectively achieve the project objectives

#### 2.3 Implementation Plan and Expected Output of Intervention Strategies

Please specify relevant implementation plan, relevant activities and output of those intervention strategies stated in item 2.2(B)&(C).

*(Please fill in Annex 3: Implementation Plan and Expected Output of Intervention Strategies for this part.)*

*Click here: **Annex 3: Implementation Plan and Expected Output of Intervention Strategies** or visit the following website to download the form.*

*<http://www.ciif.gov.hk/en/social-capital-development-projects/funding-application.html>*

Download Excel file





## 6. Tips for Completing the Application Form

### Annex 3: Implementation Plan and Expected Output of Intervention Strategies (Excel)

Complete **every page** according to no. of strategies & **Other Statistics of Outputs**

Direct Participants			
Indirect Participants			
No. of Sessions			
Volunteers			

Strategy1	Strategy 2	Strategy 3	Strategy 4	Other Statistics of Outputs
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# 6. Tips for Completing the Application Form

## Annex 3: Content part

Strategy : same as Part 2.2(C)

Strategy 1	XX (Strategy should be the same as Part 2.2(C) of the Application form)		
Programme Name	Implementation Schedule of Programmes		Newly Added Headcount #
A1. Volunteer training course	<p>&lt;recruitment&gt; &lt; activity content&gt; &lt;stage development&gt;</p> <p>(1 training with 6 sessions per half year; with X volunteers &amp; X Direct participants for each session)</p>	No. of Sessions	Volunteers Direct Participants Indirect Participants



- Description include :
- 1) Activity content
  - 2) Stage development
  - 3) No. of programmes/sessions every half year
  - 4) Actual no. of participants per session



## 6. Tips for Completing the Application Form

### Annex 3: Output part

for New Public Rental Housing projects only

Implementation Schedule of Programmes	Newly Added Headcount #	Target Groups*	N = 12 months (resident-intake)		1st Year	
			1st-6th (resident-intake)	7th-12th (resident-intake)	1st-6th Month	7th-12th Month
<recruitment> < activity content> <stage development>  (1 training with 6 sessions per half year; with 5 volunteers & 20 Direct participants for each session)	No. of Sessions	-		6	6	6
	Volunteers	medical. Corporate volunteers		2	2	2
	Direct Participants	women, elders(partly repeat with A2)		10	10	0
	Indirect Participants					

e.g. 10 new headcounts for this half year

- 1) **Headcount:** No repeated counting between different activities
- 2) Each participant will only be **counted ONCE** in the output table
- 3) Hence, output could be 0 for some activities





## 6. Tips for Completing the Application Form

### Annex 3: Other Statistics of Outputs

Category	Expected Output (Number)
<b>(i) Succeeding in Creating Special Roles</b>	
● House/Floor Captains	70
● Others (Please specify: Caring ambassadors)	252
<b>(ii) Role Transformation</b>	
● Participants Transformed into Volunteers	100
● Volunteers Transformed into Leaders	30
<b>(iii) Participating Families</b>	200
<b>(iv) Collaborators</b>	
● Key Collaborators	14 (should be same as those at part 2.5 of application form)
● General Collaborators	7 (should be same as those at part 2.5 of application form)
<b>(v) Succeeding in Building Social Support Network</b>	
a) Cross Generations	1 (House Captain network)
b) Cross Strata	
c) Cross Ethnicities	
d) Cross Sectors	1 (Cross-sector collaborative platform)
e) Cross Organisations	
f) Others (Please specify: _____)	1 (Carers mutual support group)
<b>(vi) Succeeding in Creating Organisations</b>	
● Co-operatives	
● Self-sustaining Organisations	1 (volunteer committee)
● Social Enterprises	
● Others (Please specify: _____)	

Need to match with Strategies/ Programmes



# 6. Tips for Completing the Application Form

## 2.4 Outcome Measurement

### (A) SC outcomes

-Applicable to all projects. Applicants do not need to fill in this section.

(A) SC outcomes (Applicable to all projects. Applicants do not have to fill in this section.) <sup>4)</sup>			
SC Outcomes <sup>4)</sup>	Outcome Indicators <sup>4)</sup>	Evaluation Tools and Methods <sup>4)</sup>	Schedule <sup>4)</sup>
To promote community participation, mutual assistance, support and social inclusion 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	<p>Enhancing the social capital of direct participants and volunteers in the following six core dimensions:<sup>4)</sup></p> <ol style="list-style-type: none"> <li><b>Social network</b> -- Direct participants and volunteers had contacts with their family members and relatives more frequently, <u>Direct</u> participants and volunteers had contacts with people with different backgrounds more frequently.<sup>4)</sup></li> <li><b>Mutual-help and reciprocity</b> -- Direct participants and volunteers could seek help from more people when they encountered difficulties/ problem, <u>Direct</u> participants and volunteers could seek help from more agencies/ organisations when they</li> </ol>	<p>Adopt the questionnaire provided by CIIF and conduct a pre, mid-term and post assessment for all volunteers and participants to evaluate the effectiveness of the development of six core SC outcomes, namely “social networks”, “trust and solidarity”, “mutual-help and reciprocity”, “social cohesion</p>	<p>Pre-assessment for the participants and volunteers when they first participate in the project; middle term assessment in the middle of the project period; post-assessment within three months before project ends.<sup>4)</sup></p>

Questionnaire provided by CIIF



# 6. Tips for Completing the Application Form

## 2.4 Outcome Measurement

### (B) Project Objectives

Assessment criteria:

- Specific & measurable outcome indicators
- Effective evaluation tools & methods

(B) Project Objectives					
Project Objectives	Outcome Indicators	Mid-Term	Final	Evaluation Tools and Methods	Schedule
in-line with item 2.2(C)	Based on Project Objectives, please specify measurable indicators at cognitive, behavioural and sustainable development levels.	(%)	(%)		
1. To help residents obtain appropriate community information in order to enhance their adaptability to the new environment	1. Percentage of residents who find the appropriate community resources that they need in the community after participating in the project	75%	86%	1. Use of self-designed questionnaire and send to residents 2. Focus group/interview with residents	Pre-assessment when they first participate in the project; post-assessment within three months after project ends.
	3. Percentage of residents who regularly chat with people in the community after participating in the	75%	86%		

• Increase of % of achievement

• Outcome ≠ Output



## 6. Tips for Completing the Application Form

Helpful  
Tips

### Performance indicator and Outcomes of building up social capital

Success

- Specific, objective and measurable
- Clear expected outcome
- Strong relationship with developing social capital
- Sustainable





# 6. Tips for Completing the Application Form

## 2.5 Information of Collaborators

Assessment criteria:

- Support from key collaborators with effective synergy effects

	Name of Key Collaborators	Sector (must be matched with the collaborative model provided in the proposal)	Nature of collaboration and key role of collaborators	Contact Person(s) <ul style="list-style-type: none"> <li>▪ Name</li> <li>▪ Position</li> <li>▪ Telephone Number</li> <li>▪ Address</li> <li>▪ Email Address</li> </ul>
1.	MAC of XX House, Wong Tai Sin Estate	Community	<ul style="list-style-type: none"> <li>- Recruit residents</li> <li>- Serve as gathering point</li> <li>- Participate in the steering committee and cross-sectoral collaboration sustainably, even after the project completion.</li> </ul>	
2.	ABC School	School	<ul style="list-style-type: none"> <li>- Recruit students</li> <li>- Serve as gathering point</li> <li>- Participate in the steering</li> </ul>	

	Name of General Collaborators	Sector	Nature of collaboration and key role of collaborators	Contact Person(s) <ul style="list-style-type: none"> <li>▪ Name</li> <li>▪ Position</li> <li>▪ Telephone Number</li> <li>▪ Address</li> <li>▪ Email Address</li> </ul>
1.	ABC Company	Business	<ul style="list-style-type: none"> <li>- Offer shopping discount to the residents</li> </ul>	

### KEY collaborators:

- Consistent with the collaborative model
- Participate in the cross-sectoral collaboration platform

### General collaborators

Please also complete Annex 4: “Disclosure of Conflict of Interests”



# 6. Tips for Completing the Application Form

## 2.6 Ways of Promoting Social Capital

Assessment criteria:

- Effective ways of promoting SC

## 2.7 Sustainability Plan

Assessment criteria:

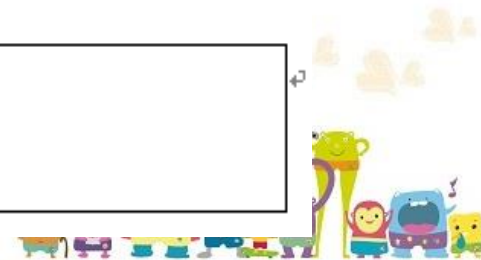
- Sustainable development & contribution to SC building

### 2.6 Ways of Promoting Social Capital

Project is one of the effective channels for promoting social capital. Please explain the ways of enabling participants, collaborators and the public to acknowledge this is a social capital building project and enhancing their recognition and participation.

### 2.7 Please elaborate on the Development and Sustainability Plan after the funding period

Please specify the Sustainability Plan based on the social network stated in 2.2(B).



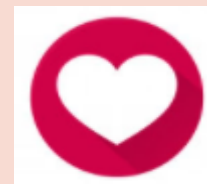
## 6. Tips for Completing the Application Form

Helpful  
Tips

### Designing sustainable plan

Success

- Strategic planning to facilitate the sustainability of networks built
- Self-operating (自務)
- Continuous cross-sectoral collaboration
- Cultural change and mainstreaming of social capital projects



## 6. Tips for Completing the Application Form

Helpful  
Tips

### Designing sustainable plan

- **Exploring resources:**
  - To support the development and operation of volunteer groups, self-help groups or collaborative networks
  - **Venue, training, consultancy service, etc.**



## 6. Tips for Completing the Application Form

### 2.10 Proposed Manpower Plan and Qualifications

2.10 Proposed Manpower Plan and Qualifications

Position	No. of Staff	Qualification and Years of Relevant Experience	Monthly Salary <sup>#</sup> / Hourly Wage <sup>+</sup> (MPF* not included) \$	Master Pay Scale (if applicable)	Period of Employment	Role & Responsibilities
Project Officer	1	Bachelor Degree in Social Work, at least X years of working experiences in community development.	1 <sup>st</sup> : Point X \$XXXXXX/month 2 <sup>nd</sup> : Point X \$XXXXXX/month 3 <sup>rd</sup> : Point X \$XXXXXX/month	MPS XX	3 years	XXX
Project Assistant	1	Diploma in Social Work, at least X years of working experiences.	1 <sup>st</sup> : Point X \$XXXXXX/month 2 <sup>nd</sup> : Point X \$XXXXXX/month 3 <sup>rd</sup> : Point X \$XXXXXX/month	MPS XX	3 years	XXX

<sup>#</sup> Actual inflation rate will not be higher than the percentage of annual Civil Service Pay Adjustment released by Government.

<sup>\*</sup> Upper limit of the Mandatory Provident Fund (MPF) is 5% of monthly salary and should not exceed the maximum mandatory contributions of the MPF. Please show MPF in Detailed Budget Breakdown. (Annex2: Proposed Income and Expenditure Breakdown)



## 6. Tips for Completing the Application Form

### 3. Budget

#### 3.1 Proposed Income & Expenditure Breakdown

Assessment criteria:

- Reasonableness and cost-effectiveness of the proposed budget

3.1 Budget Summary (Please read through the notes and submit **Annex 2: Proposed Income & Expenditure Breakdown**. Please refer to the sample shown on CIIF website.)

(Please double-click the table below to open excel file)↗

	Community Support Programme for New PRH N=_____months	1st Year (HK\$)	2nd Year (HK\$)	3rd Year (HK\$)	Total Amount (HK\$)	Percentage %
<b>Project Income</b>						
1. Fee Income					0	#DIV/0!
2. Other Income (Note i)					0	#DIV/0!
<b>Total Project Income (a)</b>	0	0	0	0	0	#DIV/0!
<b>Project Expenditure</b>						
1. Furniture & Equipment (Note ii)					0	#DIV/0!
2. Operating Expense (Note iii)					0	#DIV/0!
3. Rental Expense (Note iv)					0	#DIV/0!
4. Programme Expense (Note v)					0	#DIV/0!
5. Promotion Expense					0	#DIV/0!
6. Staffing Expense (Including MPF) (Note vi)					0	#DIV/0!
7. Volunteers' Subsidies (Note vii)					0	#DIV/0!
8. Insurance					0	#DIV/0!
<b>Total Project Expenditure (b)</b>	0	0	0	0	0	#DIV/0!
<b>Amount Requested from</b>						

Please fill in and submit **Annex 2: Proposed Income and Expenditure Breakdown**

# 6. Tips for Completing the Application Form

## Annex 2: Proposed Income and Expenditure Breakdown

**Annex 2: Proposed Income and Expenditure Breakdown (HK\$)**

1											
2											
3	Name of Organisation :										
4	Name of Project :										
5	Application Number :		(by CIIF Secretariat)								
6											
7	<b>Project Income</b>	Description	Quantity	Unit Price	Community Support Programme for New PRH	1st Year	2nd Year	3rd Year	Total Amount	Percentage (%)	
8	1. Fee Income		150	1,000.00							
9	2. Other Income (Please specify : ____)					1,000.00	1,000.00	1,000.00			
10											
11									Total Project Income (a)	3,000	100%
12	<b>Project Expenditure</b>	(Note 1 : If total purchase amount of a single item is less than HK\$1,000.00, please exclude it from Furniture and Equipment and transfer the amount to Programme Expense.)									
13	<b>1. Furniture &amp; Equipment</b>										
14	Expenditure Item	Quantity	Unit Price	Community Support Programme	1st Year	2nd Year	3rd Year	Total Amount	Percentage (%)		
15	Office desk	2	1,500.00								
16	Armchair	2	1,830.00								
17	Desktop computer set with monitor	1	2,500.00								
18	Notebook computer	1	2,500.00								
19	PC software package	2	2,500.00								
20	Printer and scanner	1	2,500.00								
21	Smart Phone	2	3,190.00								
22									27,790	5.51%	
23											
24	<b>2. Operating Expense</b>	(Note 2 : It includes: electricity, stationery, advertisement for staff recruitment, pre-employment body check-up, Sexual Conviction Record Check, etc. Please add relevant operating expenses and specify details of breakdown calculations and all related details.)									
	Expenditure Item	Breakdown Calculation (if applicable)	Unit / Total Month	Unit Price	Community Support Programme for New PRH	1st Year	2nd Year	3rd Year	Total Amount	Percentage (%)	

The additional subvention on staff salary is not categorised as **“Project Income”**

**Furniture & Equipment:** If purchase amount of a single item is less than HK\$1,000, please exclude it from Furniture and Equipment and transfer the amount to Programme Expense or Operating Expense.



# 6. Tips for Completing the Application Form

## Annex 2: Proposed Income and Expenditure Breakdown

2. Operating Expense									
(Note 2 : It includes: electricity, stationery, advertisement for staff recruitment, pre-employment body check-up, Sexual Conviction Record Check, etc. Please add relevant operating expenses and specify details of breakdown calculations and all related details.)									
Expenditure Item	Breakdown Calculation (if applicable)	Unit / Total Month	Unit Price	Community Support Programme for New PRH N= __ months	1st Year	2nd Year	3rd Year	Total Amount	Percentage (%)
Electricity	e.g. Total electricity fee of centre (\$XX)* proportion (X/XX)	36	100.00		1,200.00	1,200.00	1,200.00		
Stationery		36	XX						
Fixed phone line/Broadband/Fax		36	XX						
Advertisement for staff recruitment		2	100.00						
Sexual Conviction Record Check		2	100.00						
Pre-employment body check-up		2	300.00	600.00					
Postage fee		24	100.00	2,400.00					
				5,240.00	1,200.00	1,200.00	1,200.00	8,840	1.75%
4. Programme Expense									
(Note 3 : Please use "Materials" to include all miscellaneous items and specify related details in ( ). Please add relevant programme expenses such as hire of facilities and venue, transportation fee and tutor fee, if applicable. Please specify all related details.)									
Programme Name	Expenditure Item	Total no. of Sessions	Unit Cost for Each Session	Community Support Programme for New PRH N= __ months	1st Year	2nd Year	3rd Year	Total Amount	Percentage (%)
A1 Promotion Booth	Materials (decoration materials, stationery, gift)	50	100.00	3,000.00	1,000.00	500.00	500.00		
A2 Volunteer Training	Materials (photocopy of training materials, stationery)	20	XX						
A3 Sharing Session	Hire of facilities and venue (Hiring XXX Community Hall)	2	100.00	200.00					
	Transportation fee	2	200.00	400.00					
B1 XXX	Materials (XX)								
B2 XXX	Materials (XX)								
B3 XXX	Materials (XX)								
C1 XXX	Materials (XX)								
C2 XXX	Materials (XX)								
				3,000.00	1,500.00	2,150.00	2,150.00	8,800	1.75%

**Operating Expense:** Please indicate the details of breakdown calculation & all related details.

**Programme Expense:** Includes hire of facilities and venue, if applicable. Please specify all related details. The total no. of sessions should be consistent with that in Annex 3.



# 6. Tips for Completing the Application Form

## Annex 2: Proposed Income and Expenditure Breakdown

(Note 4 : Actual inflation rate will not be higher than the percentage of annual Civil Service Pay Adjustment released by Government.)

			Employee's Monthly Salary	Employer's Monthly MPF	Monthly Staff Expenses	Yearly Staff Expenses	Total Yearly Staff Expenses		
			Monthly Salary Amount	Mandatory Provident Fund (MPF) is 5% of monthly salary and should not exceed the ceiling of \$1500	(Employee's Monthly Salary+ Employer's Monthly MPF)	(Monthly Staff Expenses X12 months)		Total Amount	Percentage (%)
63								N= __months	
64	Community Support Programme for New PRH N=__months	Project Officer	MPS point X at 2021/22	30,000.00	1,500.00	31,500.00	378,000.00		
65		Social Work Assistant	MPS point X at 2021/22			-	-		
67					30,000.00	1,500.00	31,500.00	378,000.00	378,000.00
68								1st Year	
69	1st Year	Project Officer	MPS point X at 2021/22 X inflation			-	-		
70		Social Work Assistant	MPS point X at 2021/22 X inflation			-	-		
73								2nd Year	
74	2nd Year	Project Officer	MPS point X at 2021/22 X inflation			-	-		
75		Social Work Assistant	MPS point X at 2021/22 X inflation			-	-		
78								3rd Year	
79	3rd Year	Project Officer	MPS point X at 2021/22 X inflation			-	-		
80		Social Work Assistant	MPS point X at 2021/22 X inflation			-	-		
82								378,000	75.00%

**MPF: 5% of monthly salary and should not exceed the ceiling of \$1500**

**Monthly Salary :**  
The increment should not be higher than the percentage of the annual civil service pay adjustment released by the Government

# 6. Tips for Completing the Application Form

## 3.2 Other funding

- Any funding support from other funding sources

↵ ↵

### 3.2 Other funding

Please state whether the project or related programmes has applied for, or is currently being funded, in part or in full by, Government or other funding sources.

Yes

No

↵

↵

↵

If yes, please provide details (e.g. department/funds to which the application was submitted to, amount sought, results, amount granted, funding department, items for which such funding supports, and implementation period etc.).

↵

↵

□



# 6. Tips for Completing the Application Form

## 4.2 Other information

Assessment criteria:

- Organisation's financial position & financial management capability

## 6. Declaration by the Applicant

\*\*Signature & Chop

**4.2 Other Information**

(i) The **organisation** should be registered under the following ordinance: (You must submit **copy(ies)** of registration document(s), otherwise the application will not be processed. Please insert "✓" where appropriate.)

Companies Ordinance (Registration No. \_\_\_\_\_)

Societies Ordinance (Registration No. \_\_\_\_\_)

Section 88 of the Inland Revenue Ordinance (Registration No. \_\_\_\_\_)

Education Ordinance (Registration No. \_\_\_\_\_)

Hospitals, Nursing Homes and Maternity Homes Registration Ordinance (Registration No. \_\_\_\_\_)

Medical Clinics Ordinance (Registration No. \_\_\_\_\_)

Member of umbrella organisations, such as the Hong Kong Council of Social Service or federation / coalition of women groups.  
(Please specify: \_\_\_\_\_)

Others (Please specify: \_\_\_\_\_)

(ii) Nature of this application:

New application.

Active/completed funded project and applying funding for the next phase of development. Please provide information on:

Project number	Project title	Implementation period
_____	_____	_____
_____	_____	_____

Resubmitted proposal. Please provide information on:

Project number	Project title	Number of batch
_____	_____	_____

(iii) (a) Total paid employees in the organization: \_\_\_\_\_ persons.

(b) Manpower in Accounting/Financial Department:

- Financial Controller/Financial Manager/Accounting Manager \_\_\_\_\_ person(s).
- Accountant/Assistant Accountant/Accounting Clerk \_\_\_\_\_ person(s).
- Others: Please specify \_\_\_\_\_ person(s) (e.g. voluntary accounting personnel, no accounting staff)

(iv) For first-time applicant ONLY - Please briefly describe the background of your organisation, such as aims, history, members, source of income, core activities etc.

### 6

### Declaration by the Applicant

I certify that all the information given in this application is true and accurate. I understand that if I willfully give any false information or withhold any material information, the application will become void. Any grant approved will be withheld and any payment made (including interest) must be refunded to the Community Investment and Inclusion Fund. Making false declarations or withholding of material information may result to referral to law enforcement authorities.

Signature and Chop:

Name of the Chairperson or Head of the Organisation:

Position:

Date:

## 7. Submission

Please check if you have done the following, **otherwise the application will not be processed** (Part 5 of application form)

- |                                     |   |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | <b>One original copy</b> of the application form, including: <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> <b>All items</b> of the application form are <b>completed</b></li><li><input checked="" type="checkbox"/> <b>Organisation chop and signature</b> of Chairperson or Head of your organisation on the declaration in <b>section 6 and Annex 4</b></li><li><input checked="" type="checkbox"/> <b>Annex 1:</b> Information about the new PRH estate(s) (if applicable)</li><li><input checked="" type="checkbox"/> <b>Annex 2:</b> Proposed Income and Expenditure Breakdown</li><li><input checked="" type="checkbox"/> <b>Annex 3:</b> Implementation Plan and Expected Output of Intervention Strategies</li><li><input checked="" type="checkbox"/> <b>Annex 4:</b> Disclosure of Conflict of Interests</li></ul> |
| <input checked="" type="checkbox"/> | <b>2 printed copies</b> of the completed application form ( <b>including Annexes 1 to 4</b> )   |
| <input checked="" type="checkbox"/> | <b>Electronic copy</b> (with the completed application form and all annexes saved)  |
| <input checked="" type="checkbox"/> | <b>Copies of</b> organisation registration document under the <b>relevant ordinance(s)</b>  |
| <input checked="" type="checkbox"/> | A set of the <b>latest audited reports or certified management accounts</b> . For management accounts, please include (1) Income and Expenditure Accounts/Income Statement, (2) Balance Sheet/Statement of Financial Positions  |
|                                     | Independent research proposal (if applicable)   |
|                                     | Attachments or supplementary information of the Project (if any)  |



**Please refer to CIIF website for the  
submission deadline and  
notification date of application result**

**The FULL SET of document should be sent to:**

**The CIIF Secretariat**

Room 401-402, 4/F, Chinachem Exchange Square  
1, Hoi Wan Street  
Quarry Bay, Hong Kong



# FAQs



Applications will be invited three times every two years. For updated information, please refer to "Application Briefings" section.

[Click here for Application Briefings](#)

Please refer to "FAQs" or contact CIIF Secretariat if you need further assistant.

[Click here for FAQs](#)

[Application Guide](#)

## What's New

The schedule of the next batch of application is as follows:

Batch	Commencement Date of Application Period	Submission Deadline
35th	1 August 2022	30 September 2022, 5pm
36th	1 April 2023	1 June 2023, 5 pm

### 1 Application Reminders:

Please check if you have done the following, **otherwise the application will not be accepted.**

- One original copy** of application form, including:
  - **All items** of the application form are **completed**
  - **Organisation chop and the signature** of Chairperson or Head of your organisation sign on the declaration in **section 6 and Annex 4**
  - **Annex 1:** Information about the new PRH estate(s) (if applicable)
  - **Annex 2:** Proposed Income and Expenditure Breakdown
  - **Annex 3:** Implementation Plan and Expected Output of Intervention Strategies
  - **Annex 4:** Disclosure of Conflict of Interests
- 2 printed copies** of the completed application form (including Annex 1 to 4)
- Electronic copy** (with completed application form and all annexes saved)
- Copies** of the completed application form and all annexes saved
- Printed copies** of the completed application form and all annexes saved
- Independent** financial statements of the Project (if any)
- Attachments or supplementary information** of the Project (if any)

[Please click here for FAQs](#)

counts, please include financial Positions ;





## FAQs

<b>Eligibility Criteria</b>	<b>Funding Coverage</b>	<b>Designing and Writing up Proposals</b>	<b>Financial Arrangements</b>	<b>Approving &amp; Monitoring</b>	<b>Cross-Sectoral Collaboration</b>	<b>Sustainability &amp; Concluding Experience</b>
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**Q1 Can private companies registered under the Company Ordinance submit applications?**

**Ans**Yes, but the projects implemented by private companies should be able to develop social capital effectively and must be for non-profit-making purpose. All revenue/profits accrued from the projects must be reinvested into the project.

**Q2 Are religious or political groups eligible to apply for this Fund?**

**Ans**Any legally registered body in Hong Kong may apply for the Fund but the proposed project should be able to effectively develop social capital. However, the Fund would not support pure evangelism or electioneering activities.

**Q3 Can statutory organisations monitored by the Government, such as the Hospital Authority (HA), apply for the Fund?**

**Ans**Individuals and government departments are not eligible to apply for the Fund. As the HA is an organisation independent of the Government, it is therefore eligible to apply for the Fund.

**Q4 The Fund requires that applicants must be registered organisations. Does it mean that the Fund will only accept applications from large and experienced organisations?**

**Ans**The objective of the Fund is to encourage the development of support networks amongst different sectors and different social strata in the community. Therefore, all kinds of agencies/ organisations are welcome to apply for the Fund. Applications from newly set up agencies /organisations without adequate resources are welcome and will be considered given that they can provide information to prove their successful experience in implementing community works or expertise and creativity to implement their projects.

**Q5 If the project is rejected by the CIIF Committee for the first time, can we re-submit the proposal? Can we request an interview with the Committee to explain the project?**

**Ans**Applicants can re-submit proposals after appropriate modifications or revisions are made. Where necessary, an interview with the Committee can be considered and arranged for a better understanding of the project. However, not all applicants will be interviewed.

**Q6 Can an organisation submit more than one application?**

**Ans**Yes, provided that the organisation can demonstrate its capability to manage and implement multiple projects at the same time.



# Our Website

[www.ciif.gov.hk](http://www.ciif.gov.hk)

## Download

- Application Form
- Application Guide
- Application Briefing Video

