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| **1** | **Project Information**  **……………………………………………………...........** |

Project Number:

(Provided by CIIF Secretariat)

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| **Community Investment and Inclusion Fund Application Form** | |
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| **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)***:**   |  |  |  |  | | --- | --- | --- | --- | | Wong Tai Sin | Kwun Tong | Yau Tsim Mong | Eastern | | Kowloon City | Kwai Tsing | Central & Western | Islands | | Yuen Long  Tin Shui Wai | Sha Tin  Ma On Shan | Sai Kung  Tseung Kwan O | Tai Po | | Sham Shui Po | Southern | North | Wan Chai | | Tsuen Wan | Tuen Mun | All districts in HK | | | | | | | | |
| **1.6** | | **Target Group(s)** *(can select more than ONE)***:** | | |  | | | |

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| Children (0-14) & Families | Youth (15-24) | Adults (25-64) | Elderly (65 or above) | |
| Women | Local Residents | New Arrivals | Ethnic Minorities | |
| Unemployed persons | School Dropouts | People with Disabilities/ People with Chronic Illnesses | | |
| Middle class/ Professionals | Others (Please specify: | | | ) |

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| **1.7** | **No. of Participants** *(Please refer to Appendix 2; total numbers should be the 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) :** |  |

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| **1.8** | | **Application Scheme** *(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 New PRH Estate(s)’.) (Please refer to the*** [***Application Guidelines for the Community Support Programme for New PRH Estates***](https://www.ciif.gov.hk/download/en/grantee-platform/report-forms-download/36th_Batch_Application_Guideline_for_New_PRH_Estates_Support.pdf) ***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***](https://www.ciif.gov.hk/download/en/grantee-platform/report-forms-download/36th_Batch_Application_Guidelines_for_Aging-in-place.pdf) ***for details.)*** |
|  | |  | | General Funding Application |
| **1.9** | | **Project Description**   * *Please summarise within 500 words (font size 12, single-spaced) the project objectives and strategies for developing social capital (Note 3). Contents beyond the specified word limit will not be considered.* | | |
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| **2** | **Project Details**  **……………………………………………………...........** |

**Please complete this part in font size 12 and single space.**

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| **2.1** | **Community Characteristics and Project Rationale (Contents beyond 2 pages 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?* |
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| **2.2** | **Social Capital Outcomes, Project Objectives and Intervention Strategies** |
|  | 1. **Social Capital Outcomes**   *(Applicable to all projects. Applicants do not have to fill in this section.)*  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 common concerns. |
| 1. **Project Strategic Map**  * *Please specify the Project Objectives and Intervention Strategies based on the Community Characteristics and Project Rationale stated in 2.1. (Number of Project Objectives can be varied based on the project content) and use a* ***Strategic Map*** *to demonstrate how the Intervention Strategies lead to the achievement of Project Objectives.* * *The Strategic Map should include* ***Project Objectives, Intervention Strategies, participation role(s) and nature of collaboration sector(s), social network*** *that can be established, etc..* * *Please watch the* [*CIIF Application Introductory Video*](https://www.ciif.gov.hk/en/home/) *for reference.* |
| **(C) Project Objectives and Intervention Strategies (Contents beyond 4 pages 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.* * *Number of Intervention Strategies can be varied based on the project content.* * *Please watch the* [*CIIF Application Introductory Video*](https://www.ciif.gov.hk/en/home/) *for reference.* |
|  | **Project Objective (1):**  **Intervention Strategy:** |
|  | **Project Objective (2):**  **Intervention Strategy:** |
|  | **Project Objective (3):**  **Intervention Strategy:** |

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| **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 items 2.2(B)&(C).* |
|  | *(Please fill in* ***Annex 3*: *Implementation Plan and Expected Output of Intervention Strategies*** *for this part.)*  ***Click here to download*** [***Annex 3: Implementation Plan and Expected Output of Intervention Strategies***](https://www.ciif.gov.hk/download/en/grantee-platform/report-forms-download/36th_Batch_Annex_3.xlsx)***.*** |

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| **2.4** | **The Outcome Measurement of Social Capital Outcome and Project Objectives**  *“SC outcomes” (Part A) will adopt indicators of the social capital questionnaire provided by the CIIF. Please set out indicators for “Project Objectives” (Part B) only.*   |  |  |  |  | | --- | --- | --- | --- | | **(A) SC outcomes** (Applicable to all projects. Applicants do not have to fill in this section.) | | | | | **SC Outcomes** | **Outcome Indicators** | **Evaluation Tools and Methods** | **Schedule** | | 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 common concerns. | Enhancing the social capital of direct participants and volunteers in the following six core dimensions:   1. **Social network** -- Direct participants and volunteers had contacts with their family members and relatives more frequently, Direct participants and volunteers had contacts with people with different backgrounds more frequently. 2. **Mutual-help and reciprocity** -- Direct participants and volunteers could seek help from more people when they encountered difficulties/ problem, Direct participants and volunteers could seek help from more agencies/ organisations when they encountered difficulties/ problems and Direct participants and volunteers helped others more frequently. 3. **Trust and solidarity** -- Direct participants’ and volunteers’ trust and solidarity towards the people in the community had increased. 4. **Social participation** -- Direct participants and volunteers’ social participation had increased. 5. **Social cohesion and inclusion** -- Direct participants and volunteers regarded the community’s social cohesion and inclusion had increased. 6. **Information and communication** -- Direct participants and volunteers could obtain information more easily, and had sufficient channels to express their views about the community. | Adopt the questionnaire provided by CIIF and conduct a pre 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 and inclusion”, “social participation” and “information and communication”. | Pre-assessment for the participants and volunteers when they first participate in the project; post-assessment within three months before project ends. |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **(B) Project Objectives** | | | | | | | **Project Objectives** in-line with item 2.2(C) | **Outcome Indicators**  Based on Project Objectives, please specify measurable indicators at cognitive, behavioural and sustainable development levels. | **Mid-**  **Term**  **(%)** | **Final**  **(%)** | **Evaluation Tools and Methods** | **Schedule** | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |

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| **2.5** | | **Information of Collaborators** | | | | |
| *Please provide details of the key collaborators and general collaborators.* ***Please also complete Annex 4: ‘Disclosure of Conflict of Interests by the Project with Organization / Collaborators’.***  *Key collaborators refer to the collaborators who take up key roles in the project and perform specific key functions in the implementation strategy. General collaborators refer to the collaborators who assist in the daily operation of the project.* | | | |
|  | **Name of Key Collaborators** | | **Sector**  *(must match with the collaborative model indicated in the proposal)*  *(e.g. Community, Residents, Business, School, Government, etc.)* | **Nature of Collaboration and Key Role of Collaborators** | **Contact Person(s)**   * Name * Position * Telephone Number * Address * Email Address | | |
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|  | **Name of General Collaborators** | **Sector** | **Nature of Collaboration and Key Role of Collaborators** | **Contact Person(s)**   * Name * Position * Telephone Number * Address * Email Address |
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| **2.6** | **Ways of Promoting Social Capital**  *Please explain how the project will raise the public (including the project participants and collaborators) awareness of social capital and enhance their participation in social capital building and recognition of its importance.* |
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| **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).* |
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| **2.8** | **Relevant Experiences & Strategic Advantages** *(Within 500 words)* |
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| **2.9** | **Anticipated Challenges and Contingency Plan in Building Social Network and Collaboration Platform** |
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| **2.10** | **Proposed Manpower Plan and Qualifications** |

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| --- | --- | --- | --- | --- | --- | --- |
| Position | No. of Staff | Qualification and Years of Relevant Experience | Monthly Salary#/ Hourly Wage $  *(excluding MPF\*)* | [Master Pay Scale](https://www.csb.gov.hk/english/admin/pay/42.html) *[(if applicable)](https://www.csb.gov.hk/english/admin/pay/42.html)* | Employment  Period | Role & Responsibilities |
|  |  |  |  |  |  |  |
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# Actual inflation rate should not be higher than the percentage of annual Civil Service Pay Adjustment released by Government.

\* 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](https://www.ciif.gov.hk/download/en/grantee-platform/report-forms-download/36th_Batch_Annex_2.xls)).

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| **2.11** | **Other Information**  *Please provide other information relevant to the project proposal that should be taken into account for processing the application.* |
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| **3** | **Budget**  **……………………………………………………...........** |

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| **3.1** | **Budget Summary**  (*Please read through the notes and submit* [***Annex 2: Proposed Income and Expenditure Breakdown***](https://www.ciif.gov.hk/download/en/grantee-platform/report-forms-download/36th_Batch_Annex_2.xls)*.**Please watch the* [*CIIF Application Introductory Video*](https://www.ciif.gov.hk/en/home/) *for reference.)* |
|  | ***(Please double-click the table below to open excel file.)*** |

*Funded items exclude expenditures incurred before project commencement date and after project end date or termination date (Note viii), audit fees (Note ix) and “Research & Evaluation” expenses (Note x).*

**Notes**

1. Please indicate in Annex 2 of Proposed Income and Expenditure Breakdown: the name of Sponsor or Donor, Groups and their nature of business; calculation breakdown for the amount of sponsorship. In project expenditure, please indicate the designated items being sponsored with amount, quantity, names and all related details.
2. Furniture and Equipment means furniture, equipment, instrument, machinery or the asset to be used for carrying out the Project. All non-consumable assets are included in this budget item. In Annex 2 of Proposed Income and Expenditure Breakdown: please list out the name, quantity and unit price for each purchase item. 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. Consideration will be given to the relevance to achieving project objectives and reasonableness of requested budget on furniture and equipment. Furniture and equipment such as motor vehicle or photocopier will normally not be considered. **Please refer to Pricing Standards for Common furniture and equipment items supported by CIIF (Appendix 2).**
3. Please specify in Annex 2 of Proposed Income and Expenditure Breakdown: the name of each item for operating expense, details of breakdown calculations and all related details
4. Please specify in Annex 2 of Proposed Income and Expenditure Breakdown: the nature, function, area, monthly rental amount, rental period and all related details.
5. One-off and entertaining events, which may not be consistent with the principle of social capital building and without long lasting effect (such as banquets, movie watching, karaoke, gifts giving and other leisure activities), are usually not supported. All program expenses must be reasonable and cost-effective.
6. Staffing expenses (including MPF) should normally not exceed 75% of the overall budget, or full justification should be provided. Please provide in Annex 2 of Proposed Income and Expenditure Breakdown: each year’s monthly staff salary point, inflation percentage of the salary point, employer’s monthly MPF contribution and all related details.
7. Volunteers’ Subsidies include food/drinks and traveling subsidies should not exceed $76 for each volunteer who participates in the activity continuously for three hours or more (including lunch or dinner) or $59 for less than three hours.
8. All expenses incurred before project commencement date and after project end date or termination date will not be subsidised by CIIF, except expenditure for project staff recruitment for the project, for the Sexual Conviction Record Check, pre-employment body check-up and back pay due to salary adjustment (provided that such costs are included in the Approved Budget).
9. **Audit fees should NOT be included in the “Budget Summary” (3.1)**. The audit fees will be reimbursed upon receipt of the statement of expenditure or/and other supporting documents. For details, please refer to the “Notes to Grantees” and the “Notes for Auditors of Grantees”.
10. “Research & Evaluation” expenses should not exceed $200,000, and the applicant should partner with tertiary institutions/ academics in conducting evaluation research. **Please attach a detailed proposal** which specifies study scope and objectives, methodology, time schedule, expected impact & research fee.

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| **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.). | | | | | |
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| **4** | | | **Particulars of the Organisation**  **……………………………………………………........** | |

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| **4.1** | **(i) Organisation** | | |
|  | **Name of the Organisation\*:** |  | Main Applicant and Contact  *(Applicable to joint applications only; please indicate.)* |
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\* In case of joint applicants, a lead organisation should be identified as the main applicant and contact.

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|  | **Name of Chairperson or Head of the Organisation:** |  |

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|  | **Address:** |  |

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|  | **Telephone No.:** |  |  |  | **Fax No.:** |  |

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|  | **Email Address:** |  |

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|  | **Organisation Website:** |  |

**(ii) Project Coordinator**

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|  | **Name:** |  |

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|  | **Post Title:** |  |

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|  | **Contact details:** | **Tel. No.:**  **Fax No.:**  **Correspondence Address:**  **Email Address:** |

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| **4.2** | **Other Information** |

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| (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 check below 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: |  | | Project number: |  | Project title: |  | Implementation period: |  | | |
|  | Resubmitted proposal; information as below:   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Project number: |  | Project title: |  | Application batch: |  | | |
|  | | |
| (iii) | |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 1. **Total No. of Paid Employees in the Organisation:** | | | | | |  | persons | | | | | |  | | | |  | | | |  | | | | | 1. **Manpower in Accounting/Financial Department:** | | | | | | | | | | | | | 1. Financial Controller/Financial Manager/Accounting Manager: | | | | | | | | |  | person(s) | | | | 1. Accountant/Assistant Accountant/Accounting Clerk: | | | | | | | | |  | person(s) | | | | | 1. Others: | |  | | | person(s) | | | | | | | |  | (Please specify: | |  | | | | | | | | ) | |  |  | | (e.g. voluntary accounting personnel, no accounting staff) | | | | | | | |  | | |
| (iv) | **For first-time applicants ONLY** - Please briefly describe the background of your organisation, such as aims, history, members, source of income, core activities etc. | |
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| **5** | **Submission**  **……………………………………………………...** |

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| **Thank you for submitting your application.** |  |
| *Please check if you have submitted the following,* ***otherwise the application will not be processed****:*  *(Please check the below boxes where appropriate.)* | |

|  |  |
| --- | --- |
|  | **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 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  **Annex4:** Disclosure of Conflict of Interests |
|  | **Electronic copy** (withcompleted application form and all annexes saved) |
|  | **Copies of** organisation registration document under the **relevant ordinance(s)** |
|  | A set of the **latest audited reports or certified management accounts**; 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) |

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| Please send completed application form with supporting documents, directly to : | |
|  |  |
| **The CIIF Secretariat Home and Youth Affairs Bureau Room 401-402, 4/F,**  **Chinachem Exchange Square,**  **1 Hoi Wan Street, Quarry Bay,**  **Hong Kong** | |
|  | |
| **For more information, please visit our website:**  [**www.ciif.gov.hk**](http://www.ciif.gov.hk) | |
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| **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.

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| **Signature and Chop:** |  |

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| **Name of the Chairperson or  Head of the Organisation:** |  |

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| **Position:** |  |

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| **Date:** |  |

Appendix 1

**Notes on Commonly Used Glossary**

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| **Glossary** | **Definition** |
| **Note 1:**  **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.  *(with reference to the definition of the Hong Kong Agency for Volunteer Service)* |
| **Note 2:**  **No. of Direct Participants** | Refers to the number of persons who have directly participated in project programmes, e.g. children received after-school care service, elderly or families visited, etc. If the same participant takes part in several programmes of the Project, **please count only once when he/she first participates in the programme and prevent multiple counting**. |
| **Note 3:**  **Social Capital** | According to the World Bank, research findings and the experience of CIIF funded-projects, social capital refers to the institutions, relationships and norms that shape the quality and quantity of a society's social interactions. Social capital includes social norms (personal attitudes and social values), networks and institutions.  Specifically, funded projects should base on six core social capital dimensions, namely **(1) social networks; (2) trust and solidarity; (3) mutual-help and reciprocity; (4) social cohesion and inclusion; (5) social participation; and (6) information and communication**, to foster community empowerment and promote social capital development.  *(with reference to the definition of the World Bank)* |

Appendix 2

**Pricing Standards for**

**Common furniture and equipment items supported by CIIF**

(for reference only)

1. **Furniture**

|  |  |
| --- | --- |
| **Item** | **Unit Price (HK$)** |
| Storage cabinet | 1,450 |
| Magnetic white board (Movable) | 1,650 |
| Display board | 1,300 |
| Bookcase | 2,000 |
| Others | At minimum market price |

1. **Equipment**

|  |  |
| --- | --- |
| **Item** | **Unit Price (HK$)** |
| Desktop computer set with monitor | 6,400 |
| Notebook computer | 5,500 |
| Tablet computer | 3,000 |
| PC software package | 2,000 |
| Printer and scanner | 2,500 |
| Digital camera | 2,950 |
| Digital video recorder | 4,300 |
| Portable PA system | 5,850 |
| Smart Phone | 3,700 |
| Others | At minimum market price |

**Remarks**:

1. CIIF will only approve the purchase of furniture and equipment if such purchase is necessary for the implementation of the project and the price is reasonable.
2. For other furniture and equipment, please refer to the “[Price List of Common Furniture and Equipment](https://www.swd.gov.hk/storage/asset/section/51/en/Price_List_of_Common_Furniture_&_Equipment_(202304).pdf)” under the [Lotteries Fund of the Social Welfare Department](https://www.swd.gov.hk/en/ngo/lotteriesf/).
3. If the purchase of a single item in the above list amounts to less than HK$1,000, please exclude it from Furniture and Equipment and include it as a Programme Expense or Operating Expense.   
   **[e.g. For a purchase of 3 sets of microphone ($450 each) totaling $1,350 ($450 x 3 = $1,350), it would be included as a Programme Expense or Operating Expense instead of Furniture and Equipment.]**

Annex 1

|  |  |
| --- | --- |
| Name of Organisation: |  |
| Name of Project: |  |

**Community Investment and Inclusion Fund**

**Community Support Programme for New Public Rental Housing Estates**

**Information About New PRH Estate(s)**

Applicants are required to provide the following information:

|  |  |
| --- | --- |
| Name of the Target New PRH Estate(s): |  |
|  |  |
| District(s): |  |
|  |  |
| Number of Blocks in the New PRH Estate(s): |  |
|  |  |
| Anticipated Date of Resident-intake\*: |  |
|  |  |
| Anticipated Number of PRH Flats: |  |
|  |  |
| Anticipated Population in the New PRH Estate(s): |  |
|  |  |
| Source of Information: |  |
|  |  |
| Other Supplementary Information (if any): |  |

\* “Intake” means “residents having signed a tenancy agreement and received a key”.

Annex 4

**Community Investment and Inclusion Fund**

|  |  |
| --- | --- |
| **Disclosure of Conflict of Interests** | |
| To help us conducting an honest and fair assessment, applicant must indicate and disclose any pecuniary interest with applicant organization / collaborative partners or agencies, e.g. service purchase or leasing agreements.   |  |  |  | | --- | --- | --- | | Name of Project: |  | | | Application No.: |  | *(to be filled by the CIIF Secretariat)* | | |
|  |  |
|  | |
| *(Please check the below box as appropriate.)* | |
| There is NO pecuniary interest involved with collaborators. | |
| Yes, details are provided as follows: | |
|  | |
| Name of Units of the Applicant Organisation/ Collaborator(s) | Nature of Pecuniary Interest Involved |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  | |
| |  |  | | --- | --- | | Name of the Chairperson  or Head of the Organisation: |  | | Position： |  | | |
| |  |  | | --- | --- | | Signature and Organisation Chop: |  | | Date: |  | | |
|  |  |