

Community Investment and Inclusion Fund Application Form

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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) (can select more than ONE):

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

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) :

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](#) 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

1.9 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.

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

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?*

2.2 Social Capital Outcomes, Project Objectives and Intervention Strategies

(A) 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.

(B) 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](#) 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](#) for reference.*

Project Objective (1):

Intervention Strategy:

Project Objective (2):

Intervention Strategy:

Project Objective (3):

Intervention Strategy:

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](#).

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.	<p>Enhancing the social capital of direct participants and volunteers in the following six core dimensions:</p> <ol style="list-style-type: none"> 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. 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. Trust and solidarity -- Direct participants' and volunteers' trust and solidarity towards the people in the community had increased. Social participation -- Direct participants and volunteers' social participation had increased. Social cohesion and inclusion -- Direct participants and volunteers regarded the community's social cohesion and inclusion had increased. 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
1.					
2.					
3.					

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 <i>(must match with the collaborative model indicated in the proposal)</i> <i>(e.g. Community, Residents, Business, School, Government, etc.)</i>	Nature of Collaboration and Key Role of Collaborators	Contact Person(s) <ul style="list-style-type: none"> ▪ Name ▪ Position ▪ Telephone Number ▪ Address ▪ Email Address
1.				
2.				
3.				
4.				
5.				

	Name of General Collaborators	Sector	Nature of Collaboration and Key Role of Collaborators	Contact Person(s) <ul style="list-style-type: none"> ▪ Name ▪ Position ▪ Telephone Number ▪ Address ▪ Email Address
1.				
2.				
3.				
4.				
5.				

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.

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).

2.8 Relevant Experiences & Strategic Advantages *(Within 500 words)*

2.9 Anticipated Challenges and Contingency Plan in Building Social Network and Collaboration Platform

2.10 Proposed Manpower Plan and Qualifications

Position	No. of Staff	Qualification and Years of Relevant Experience	Monthly Salary [#] / Hourly Wage \$ (excluding MPF*)	Master Pay Scale (if applicable)	Employment Period	Role & Responsibilities

[#] 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](#)).

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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Budget

3.1 Budget Summary

(Please read through the notes and submit [Annex 2: Proposed Income and Expenditure Breakdown](#).

Please watch the [CIIF Application Introductory Video](#) for reference.)

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

	Community Support Programme for New PRH	1st Year	2nd Year	3rd Year	Total Amount	Percentage
	N= _____ months	(HK\$)	(HK\$)	(HK\$)	(HK\$)	%
Project Income						
1. Fee Income					0	#DIV/0!
2. Other Income (Note i)					0	#DIV/0!
Total Project Income (a)	0	0	0	0	0	#DIV/0!
Project Expenditure						
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!
Total Project Expenditure (b)	0	0	0	0	0	#DIV/0!
Amount Requested from CIIF (c) = (b)-(a)	0	0	0	0	0	

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

- (i) 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.
- (ii) 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).**
- (iii) 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
- (iv) Please specify in Annex 2 of Proposed Income and Expenditure Breakdown: the nature, function, area, monthly rental amount, rental period and all related details.
- (v) 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.
- (vi) 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.
- (vii) 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.
- (viii) 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).
- (ix) **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".
- (x) "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.

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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Particulars of the Organisation

4.1 (i) Organisation

Main Applicant and Contact
(Applicable to joint applications
only; please indicate.)

Name of the
Organisation*:

	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

* In case of joint applicants, a lead organisation should be identified as the main applicant and contact.

Name of Chairperson
or Head of the
Organisation:

Address:

Telephone No.:

Fax No.:

Email Address:

Organisation Website:

(ii) Project Coordinator

Name:

Post Title:

Contact details:

Tel. No.:

Fax No.:

Correspondence Address:

Email Address:

4.2 Other Information

(i)	<p>The organisation should be registered under the following ordinance: <i>(You must submit copy(ies) of registration document(s), otherwise the application will not be processed. Please check below where appropriate.)</i></p> <p><input type="checkbox"/> Companies Ordinance (Registration No. _____)</p> <p><input type="checkbox"/> Societies Ordinance (Registration No. _____)</p> <p><input type="checkbox"/> Section 88 of the Inland Revenue Ordinance (Registration No. _____)</p> <p><input type="checkbox"/> Education Ordinance (Registration No. _____)</p> <p><input type="checkbox"/> Hospitals, Nursing Homes and Maternity Homes Registration Ordinance (Registration No. _____)</p> <p><input type="checkbox"/> Medical Clinics Ordinance (Registration No. _____)</p> <p><input type="checkbox"/> Member of umbrella organisations such as the Hong Kong Council of Social Service or federation / coalition of women groups (Please specify: _____)</p> <p><input type="checkbox"/> Others (Please specify: _____)</p>						
(ii)	<p>Nature of this application:</p> <p><input type="checkbox"/> New application</p> <p><input type="checkbox"/> Active/completed funded project and applying funding for the next phase of development. Please provide information on:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">Project number: _____</td> <td style="width: 33%;">Project title: _____</td> <td style="width: 33%;">Implementation period: _____</td> </tr> <tr> <td>Project number: _____</td> <td>Project title: _____</td> <td>Implementation period: _____</td> </tr> </table> <p><input type="checkbox"/> Resubmitted proposal; information as below:</p> <p>Project number: _____ Project title: _____ Application batch: _____</p>	Project number: _____	Project title: _____	Implementation period: _____	Project number: _____	Project title: _____	Implementation period: _____
Project number: _____	Project title: _____	Implementation period: _____					
Project number: _____	Project title: _____	Implementation period: _____					
(iii)	<p>1. Total No. of Paid Employees in the Organisation: _____ persons</p> <p>2. Manpower in Accounting/Financial Department:</p> <p>(i) Financial Controller/Financial Manager/Accounting Manager: _____ person(s)</p> <p>(ii) Accountant/Assistant Accountant/Accounting Clerk: _____ person(s)</p> <p>(iii) Others: _____ person(s) (Please specify: _____) (e.g. voluntary accounting personnel, no accounting staff)</p>						
(iv)	<p>For first-time applicants ONLY - Please briefly describe the background of your organisation, such as aims, history, members, source of income, core activities etc.</p>						

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
 - ☐ **Annex 4:** Disclosure of Conflict of Interests
- ☐ **Electronic copy** (with completed 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)

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

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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:

Notes on Commonly Used Glossary

Glossary	Definition
<u>Note 1:</u> Volunteers	<p>Anyone who is willing to offer one's time and effort not for material returns, but for benefiting and improving the community, without restriction on service hours.</p> <p><i>(with reference to the definition of the Hong Kong Agency for Volunteer Service)</i></p>
<u>Note 2:</u> No. of Direct Participants	<p>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, <u>please count only once when he/she first participates in the programme and prevent multiple counting.</u></p>
<u>Note 3:</u> Social Capital	<p>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.</p> <p>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.</p> <p><i>(with reference to the definition of the World Bank)</i></p>

**Pricing Standards for
Common furniture and equipment items supported by CIIF**
(for reference only)

(I) 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

(II) 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](#)” under the [Lotteries Fund of the Social Welfare Department](#).
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 ($\$450 \times 3 = \$1,350$), it would be included as a Programme Expense or Operating Expense instead of Furniture and Equipment.]

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”.

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: _____