

# 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: \_\_\_\_\_  
(DD/MM/YYYY – DDMM/YYYY)

1.4 Amount requested: \$ \_\_\_\_\_

1.5	<b>Target District(s)</b> (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) : \_\_\_\_\_

(iii) No. of Indirect Participants (Note 3) : \_\_\_\_\_

**Total No. of Participants :** \_\_\_\_\_

### 1.8 Project Nature:

Please choose ONE:

- |  |   |
|--|---|
| <input type="checkbox"/> Family and Child Development    | <input type="checkbox"/> Community Capacity Building    |
| <input type="checkbox"/> Youth Development               | <input type="checkbox"/> Social Integration             |
| <input type="checkbox"/> Health Care                     | <input type="checkbox"/> Cross-generational Integration |
| <input type="checkbox"/> Elderly Support and Empowerment |   |

Is it a thematic project?

- Yes**
- No**

Is it a project under the “Community Support Programme for New Public Rental Housing (PRH) Estates”?

- Yes (Please complete Annex 1 : ‘Community Support Programme for New Public Rental Housing Estates: Information about the new PRH estate(s)’ (Please refer to the *Application Guidelines for the Community Support Programme for New Public Rental Housing Estates* for details.)**
- No**

### 1.9 Project Summary

Please summarise within 500 words the project objectives, contents and the effective ways to develop social capital (Note 4). Contents beyond the specified word limit will not be considered.

**Project Description:**

**Programmes include:**

- 1.
- 2.
- 3.
- 4.

# 2

## Project Details

.....

Please complete this part with font size 12 and single line spacing and do not exceed 10 pages. Contents beyond the specified page limit will not be considered.

### 2.1 Community Characteristics and Project Rationale

- ◆ 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.
- ◆ 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 Objectives and Intervention Strategies

- ◆ Please specify the Project Objectives and Intervention Strategies based on the Community Characteristics and Project Rationale stated in item 2.1. (Number of Project Objectives can be varied based on the contents of project)
- ◆ Please attach a **Strategic Plan (Annex 2)** to illustrate how the Intervention Strategies can achieve the Project Objectives

**Project Objective (1):**

**Intervention Strategy (1):**

**Strategy Description:**

**Project Objective (2):**

**Intervention Strategy (2):**

**Strategy Description:**

**Project Objective (3):**

**Intervention Strategies (3):**

**Strategy Description:**

## 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).

*(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](http://www.ciif.gov.hk/en/social-capital-development-projects/funding-application.html)) or visit the following website to download the form.**

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

## 2.4 The Outcome Indicators 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.

<b>(A) SC outcomes</b> (Applicable to all projects. Applicants do not have to fill in this section.)			
<b>SC Outcomes</b>	<b>Outcome Indicators</b>		
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: <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, Direct participants and volunteers had contacts with people with different backgrounds more frequently</li> <li><b>Mutual-help and reciprocity</b> -- 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</li> <li><b>Trust and solidarity</b> -- Direct participants’ and volunteers’ trust and solidarity towards the people in the community had increased</li> <li><b>Social participation</b> -- Direct participants and volunteers’ social participation had increased</li> <li><b>Social cohesion and inclusion</b> -- Direct participants and volunteers regarded the community’s social cohesion and inclusion had increased</li> <li><b>Information and communication</b> -- Direct participants and volunteers could obtain information more easily, and had sufficient channels to express their views about the community</li> </ol>		
<b>(B) Project Objectives</b>			
<b>Project Objectives</b> in-line with item 2.2(B)	<b>Outcome Indicators</b> Based on Project Objectives, please specify measurable indicators at cognitive, behavioural and sustainable development levels.	<b>Mid-Term (%)</b>	<b>Final (%)</b>
1.			
2.			
3.			

## 2.5 Tools and Methods for Evaluation of Effectiveness

### i) Social Capital outcomes

(Applicable to all projects. Applicants do not have to fill in this section.)

Social Capital outcomes	Targets of Evaluation	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.	All participants and volunteers of the project	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 and inclusion”, “social participation” and “information and communication”.	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.

### ii) Project Objectives

Please specify the evaluation tools, methods and time schedule to be used in assessing the outcome indicators of SC outcomes and Project Objectives stated in item 2.4(B).

Project Objectives	Targets of Evaluation	Evaluation Tools and Methods	Schedule
(in-line with item 2.2(B))			

## 2.6 Information of Key Collaborators

Please provide details of the key collaborators. Key collaborators refer to collaborators who effectively mobilise resources and networks, which contribute to building social capital development platform. **Please also complete Annex 4 : ‘Disclosure of Conflict of Interests by the Project with Key Collaborators’.**

	<b>Name of Collaborators</b>	<b>Nature of collaboration and key role of collaborators</b>	<b>Contact Person(s)</b> <ul style="list-style-type: none"><li>▪ Name</li><li>▪ Position</li><li>▪ Telephone Number</li><li>▪ Address</li><li>▪ Fax Number</li><li>▪ Email Address</li></ul>
1.			
2.			
3.			
4.			
5.			

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

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

## 2.9 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.

## 2.10 Anticipated Challenges and Contingency Plan (Within 500 words)

## 2.11 Proposed Manpower Plan and Qualifications

Position	No. of Staff	Qualification and Years of Relevant Experience	Monthly Salary <sup>#</sup> / Hourly Wage and MPF* \$	Period of Employment	Role & Responsibilities

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

\* Upper limit of the Mandatory Provident Fund (MPF) under this application refers to the maximum mandatory contributions for the MPF.

## 2.12 Other Information

Please provide other information relevant to the project proposal that should be taken into account in processing applications.

# 3

## Budget

### 3.1 Budget Summary (Please read through the notes and provide a detailed breakdown of each item.)

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

	Community Support Programme for New PRH N= _____ months	1st Yr (HK\$)	2nd Yr (HK\$)	3rd Yr (HK\$)	Total Amount (HK\$)	Percentage %
<b>Projected Income</b>						
1. Fee & Charges					0.00	#DIV/0!
2. Internal Resources (Note i)					0.00	#DIV/0!
3. Donations & Sponsorship (Note ii)					0.00	#DIV/0!
4. Other income					0.00	#DIV/0!
<b>Total Projected Income (a)</b>	0	-	-	-	-	
<b>Projected Expenditure</b>						
<b>Non-recurrent Expenditure</b>						
1. Furniture & Equipment (Note iii)					0.00	#DIV/0!
2. Other non-recurrent expenditure					0.00	#DIV/0!
<b>Recurrent Expenditure</b>						
3. Utilities (Note iv)					0.00	#DIV/0!
4. Rental Expenses (Note v)					0.00	#DIV/0!
5. Hire of Facilities and Venue (Note v)					0.00	#DIV/0!
6. Programme Expenses (Note vi)					0.00	#DIV/0!
7. Promotion Expenses					0.00	#DIV/0!
8. Staffing Expenses (including MPF) (Note vii)					0.00	#DIV/0!
9. Volunteers' Subsidies (Note viii)					0.00	#DIV/0!
10. Insurance					0.00	#DIV/0!
11. Research & Evaluation (Note ix)					0.00	#DIV/0!
12. Others Recurrent Expenditure					0.00	#DIV/0!
<b>Total Projected Expenditure (b)</b>	0	0	0	0	0	
<b>Amount Requested from CIIF (c) = (b)-(a)</b>					<b>0.00</b>	

Funded items exclude expenditures incurred before the commencement date (Note x) or after the completion date or termination of the project, and audit fees (Note xi).



## Notes

- (i) Please elaborate the nature of internal resources.
- (ii) Please indicate the name of Sponsor or Donor, Groups and their nature of business; amount of sponsorship; items and quantity of donated products.
- (iii) 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. **Please specify the items, quantity and cost of these non-consumable assets in the form at Annex 5.** Consideration will be given to extent of relevance to achieving project objective and reasonableness of requested budgets on furniture & equipment. Furniture & 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 3).**
- (iv) Please specify the **items, nature and other relevant details of the utilities.**
- (v) Please specify the **nature, function, area and other relevant details** of the regular premises/venues/facilities/other items.
- (vi) One-off and entertaining events, which may not be consistent with the principle of social capital building and without any 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. If the one-off event is regarded as crucial in the project, please elaborate on its cost-effectiveness and the ways in building social capital. **Please set out the budgeted expenses and income of the one-off event.**
- (vii) Staffing expenses (including MPF) should normally not exceed 75% of the overall budget, or full justification should be provided. **Please provide the information on staff salary (including MPF).**
- (viii) 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.
- (ix) "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. Staffing cost should be indicated at "Proposed Manpower Plan and Qualifications" (2.12) and "Staffing Expenses (including MPF)" (item 8) of "Budget Summary" (3.1) if research assistance will be employed.
- (x) All expenses incurred before the date of approving the grant will not be subsidised by CIIF, except expenditure for staff recruitment for the project, for the Sexual Conviction Record Check and pre-employment body check-up (provided that such costs are included in the Approved Budget).
- (xi) **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".

### 3.2 Other funding

Please state whether the project 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, etc.).



# 4

## Particulars of the Applicant Organisation

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### 4.1 Particulars of the Organisation

**Name of the Organisation:**

**Chairperson or Head of the Organisation:**

**Address:**

**Telephone No.:**

**Fax No.:**

**Email Address:**

**Organisation Website:**

**Name of the Project Coordinator:**

**Post Title:**

**Contact details:**

**Tel. No. :**

**Fax No. :**

**Correspondence Address:**

**Email Address:**

\* In case of joint applicants, a lead organiser could be identified as the applicant.

## 4.2 Other Information

(i)	<p>The organisation should be registered under the following ordinance: (Please insert “✓” where appropriate and attach relevant documents.)</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>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Project number :</td> <td>Project title :</td> <td>Implementation period :</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </table> <p><input type="checkbox"/> Resubmitted proposal. 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%;">Number of batch :</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </table>	Project number :	Project title :	Implementation period :	_____	_____	_____	Project number :	Project title :	Implementation period :	_____	_____	_____	Project number :	Project title :	Number of batch :	_____	_____	_____
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Project number :	Project title :	Implementation period :																	
_____	_____	_____																	
Project number :	Project title :	Number of batch :																	
_____	_____	_____																	
(iii)	<p><b>(a) Total paid employees in the organization: _____ persons</b></p> <p><b>(b) Manpower in Accounting/Financial Department:</b></p> <p>1. Financial Controller/Financial Manager/Accounting Manager _____ person(s)</p> <p>2. Accountant/Assistant Accountant/Accounting Clerk _____ person(s)</p> <p>3. Others: Please specify _____ (e.g. general clerk, volunteer, no accounting staff) _____ person(s)</p>																		
(iv)	<p>For first-time applicant ONLY - Please briefly describe the background of your organisation, such as aims, history, members, source of income, core activities etc.</p>																		

# 5

## Submission

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### Thank you for submitting application.

To help us process your application efficiently, please kindly check if you have done the following: (Please add a '✓' where appropriate)

- 1. All items of the application form are completed;
- 2. The form completed by using font size 12 and single line spacing. **Section 2 Project Details should not exceed 10 pages;**
- 3. The declaration in section 6 signed by the Chairperson or Head of your organisation;
- 4. Annexes 1 (if applicable), 2, 3, 4 & 5 completed;
- 5. The following documents are attached:
  - i) the **original plus 2 copies** of the completed application form;
  - ii) **Strategic Plan (Annex 2), Implementation Plan and Expected Output of Intervention Strategies (Annex 3), Disclosure of Conflict of Interests by the Project with Key Collaborators (Annex 4) and Furniture and Equipment checklist (Annex 5);**
  - iii) a soft copy of the completed application form;
  - iv) copies of organisation registration document under the relevant ordinance(s);
  - v) 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 ;
  - vi) **detailed breakdown of budget items of the Project;**
  - vii) independent research proposal (if applicable); and
  - viii) attachments or supplementary information of the Project (if any).

Please forward completed application form with supporting documents, directly to :

**The CIIF Secretariat  
Labour and Welfare Bureau  
Room 401-402, 4/F,  
Chinachem Exchange Square,  
1 Hoi Wan Street, Quarry Bay,  
Hong Kong**

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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

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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:**

**List of Target Group**

1	Children (0-14) & Families
2	Youth (15-24)
3	Adults (25-64)
4	Elderly (65 or above)
5	Women
6	Local Residents
7	New Arrivals
8	Ethnic Minorities
9	Unemployed persons
10	School Dropouts
11	People with Disabilities/ People with Chronic Illnesses
12	Middle class/ Professionals
13	Others (Please specify: _____)

### Notes on Commonly Used Glossary

<u>Glossary</u>	<u>Definition</u>
<b>Note 1:</b> <b>Volunteers</b>	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.  <i>(with reference to the definition of the Hong Kong Agency for Volunteer Service)</i>
<b>Note 2:</b> <b>No. of Direct Participants</b>	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, <b><u>please count only once his/her major role in the Project and shall prevent multiple counting.</u></b>
<b>Note 3:</b> <b>No. of Indirect Participants</b>	Refers to the number of persons who do not directly participate in the Project ( <b><u>should not</u></b> duplicate with the number of direct participants), e.g. visitors to the exhibitions or onlookers of the opening ceremony of the Project.
<b>Note 4:</b> <b>Social Capital</b>	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 <b>(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</b> , to foster community empowerment and promote social capital development.  <i>(with reference to the definition of the World Bank)</i>



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

**(I) Furniture**

	<b>Description</b>	<b>Unit Price (HK\$)</b>
1	Storage cabinet	1,450
2	Notice board	550
3	White board(Movable)	1,450
4	Folding/stackable chair	150
5	Armchair	680
6	Office desk	915
7	Others	at minimum market price

**(II) Equipment**

	<b>Description</b>	<b>Unit Price (HK\$)</b>
1	Desktop computer set with monitor	6,300
2	Notebook computer	5,500
3	Tablet computer	3,000
4	PC software package	2,000
5	Microphone	240
6	Printer and scanner	2,500
7	Digital camera	2,450
8	Digital video recorder	4,300
9	Loud hailer	630
10	Portable PA system	5,850
11	Smart Phone	3,100
12	Others	at minimum market price

**Remarks:**

1. CIIF will only approve 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” in [https://www.swd.gov.hk/en/index/site\\_ngo/page\\_lotteries/](https://www.swd.gov.hk/en/index/site_ngo/page_lotteries/)

Application No.

(For official use only)

Name of Organisation: \_\_\_\_\_

Name of Project: \_\_\_\_\_

**Community Investment and Inclusion Fund  
Community Support Programme for New Public Rental Housing Estates:  
Information about the new PRH estate(s)**

Applicants are required to provide the following information:

Name of the target new  
PRH estate(s):

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District:

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Number of blocks in the  
new PRH estate(s)

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Anticipated date of  
resident-intake\*:

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Anticipated number of PRH  
flats:

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Anticipated population of  
the new PRH estate(s):

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Source of information:

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Other supplementary  
information (if any):

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

# Strategic Plan

**Disclosure of Conflict of Interests by the Project with Key Collaborators**

To help us conducting an honest and fair assessment, applicant must indicate and disclose any pecuniary interest with the collaborative partners or agencies, e.g. service purchase or leasing agreements.

Name of Project : \_\_\_\_\_ Application Number : \_\_\_\_\_(for internal use)

Date : \_\_\_\_\_

There is NO pecuniary interest involved with collaborators.

Yes, details are provided as follows:

Name of Collaborator(s)	Nature of pecuniary interest involved

Name of the Chairperson  
or Head of the Organisation: \_\_\_\_\_

Position: \_\_\_\_\_ Signature and Organization Chop: \_\_\_\_\_

Name of Organisation: \_\_\_\_\_  
 Name of Project: \_\_\_\_\_

**CIIF project  
 Furniture and Equipment checklist**

**(I) Furniture**

	<b>Items</b>	<b>Function and remarks</b>	<b>No. of item</b>	<b>Unit price (HK\$)</b>	<b>Total (HK\$)</b>
1				\$	\$
2				\$	\$
3				\$	\$
4				\$	\$
Total furniture expenditure (a):					\$

**(II) Equipment**

	<b>Items</b>	<b>Function and remarks</b>	<b>No. of item</b>	<b>Unit price (HK\$)</b>	<b>Total (HK\$)</b>
1				\$	\$
2				\$	\$
3				\$	\$
4				\$	\$
Total equipment expenditure (b):					\$
<b>Total Furniture and Equipment Expenditure (a+b):</b>					<b>\$</b>

**Remarks:**

CIIF will only approve purchase of furniture and equipment if such purchase is necessary for the implementation of the project and the price is reasonable.