Community Investment & Inclusion Fund
Project Completion Evaluation Report

Please refer to the "Notes on Commonly Used Glossary" at the Annex in completing the following performance indicators.

Section A Project Information

Name of Organization and

service unit (if applicable) :

Project Name:

Project Period: to

Section B Project Performance

1. Project Output

1.1 Overall Output

Please fill in the _cumulative numbers_ (not attendances) _of participants (**without multiple counting**) ever since the Project was launched_. The numbers of project participants are divided into three categories, namely Volunteers, Direct Participants and Indirect Participants.

	Expected	Actual	Difference	Percentage	No. of persons who have participated in last phases of the Project (Note 1).
(i) No. of Volunteers (_Core Volunteers included_) **(Note 2)**			0	#DIV/0!	
(ii) No. of Direct Participants (_Volunteers not included_) **(Note 3)**			0	#DIV/0!	
(iii) No. of Indirect Participants **(Note 4)**			0	#DIV/0!	N.A.
Total	0	0	0	#DIV/0!	0

1.2 Individual Programme Output

Please report the new increased and cumulative output of this period according to "Implementation Plan and Expected Output" in Annex 3 of the Approved Project Proposal of the Conditions of Grant (CoG). Each programme may have more than one target group. Please clearly state the headcount of each target group (**not attendance**)

Name of Programme/ Activity	Target Group	Acutal no. of session	No. of volunteers				No. of participant				Indirect Paticipant	
			Expected	Actual	Differences	Percentage	Expected	Actual	Differences	Percentage	Expected	Actual
(i)	a)				0	#DIV/0!			0	#DIV/0!		
	b)				0	#DIV/0!			0	#DIV/0!		
	c)				0	#DIV/0!			0	#DIV/0!		
(ii)	a)				0	#DIV/0!			0	#DIV/0!		
	b)				0	#DIV/0!			0	#DIV/0!		
	c)				0	#DIV/0!			0	#DIV/0!		
(iii)	a)				0	#DIV/0!			0	#DIV/0!		
	b)				0	#DIV/0!			0	#DIV/0!		
	c)				0	#DIV/0!			0	#DIV/0!		
(iv)	a)				0	#DIV/0!			0	#DIV/0!		
	b)				0	#DIV/0!			0	#DIV/0!		
	c)				0	#DIV/0!			0	#DIV/0!		
(v)	a)				0	#DIV/0!			0	#DIV/0!		
	b)				0	#DIV/0!			0	#DIV/0!		
	c)				0	#DIV/0!			0	#DIV/0!		
(vi)	a)				0	#DIV/0!			0	#DIV/0!		
	b)				0	#DIV/0!			0	#DIV/0!		
	c)				0	#DIV/0!			0	#DIV/0!		
(vii)	a)				0	#DIV/0!			0	#DIV/0!		
	b)				0	#DIV/0!			0	#DIV/0!		
	c)				0	#DIV/0!			0	#DIV/0!		
(viii)	a)				0	#DIV/0!			0	#DIV/0!		
	b)				0	#DIV/0!			0	#DIV/0!		
	c)				0	#DIV/0!			0	#DIV/0!		
(ix)	a)				0	#DIV/0!			0	#DIV/0!		
	b)				0	#DIV/0!			0	#DIV/0!		
	c)				0	#DIV/0!			0	#DIV/0!		

1.3 Other Statistics of Outputs

The CIIF will compile periodic statistics on the social capital (**Note 5**) outcomes of all funded projects.   Please report on the project achievements according to Schedule IV of the CoG.   If the Project has not implemented the strategies for any particular category, please enter "N.A." in the relevant column.

Categories	Expected Output	Actual Output	Difference	Percentage
(i) Succeeding in Creating Special Roles				
House/Floor Captains (Note 6)			0	#DIV/0!
Others (Please specify)			0	#DIV/0!
(ii) Role Transformation (Note 7)				
Participants Transformed into Volunteers			0	#DIV/0!
Volunteers Transformed into Leaders			0	#DIV/0!
(iii) Participating Families (Note 8)			0	#DIV/0!
(iv) Key Collaborators (Note 9)				
(Please also complete Annex I)			0	#DIV/0!
(v) Succeeding in Building Social Support Network (Note 10)				
(Please also complete Annex II. Please report based on the major nature of networks built and avoid duplicate				
Cross Generations			0	#DIV/0!
Cross Strata			0	#DIV/0!
Cross Ethnicities			0	#DIV/0!
Cross Sectors			0	#DIV/0!
Cross Organisations			0	#DIV/0!
Others (Please specify:_____)			0	#DIV/0!
(vi) Succeeding in Creating Organisations				
(Please also complete Annex III)				
Co-operatives **(Note 11)**			0	#DIV/0!
Self-sustaining Organisations **(Note 12)**			0	#DIV/0!
Social Enterprises **(Note 13)**			0	#DIV/0!
Others (Please specify:_____)			0	#DIV/0!

2. Project Outcomes Assessment

("Social Capital Outcomes" and "Project Objectives" will be reported in this section. Please refer to the latest "Guidelines on Evaluating Project Effectiveness" on CIIF website for details.

2.1 Social Capital Outcomes

(i) **Six Dimensions of Social Capital**

Please complete the table with reference to the analytical results of "Social Capital Questionnaire" by the CIIF Secretariat.

	No. of Questionnaires and Response Rate	Social Network (Max. scores: 10)	Mutual help and Reciprocity (Max. scores: 10)	Trust and Solidarity (Max. scores: 10)	Social Cohesion and Inclusion (Max. scores: 10)	Social Participation (Max. scores: 10)	Information and Communication (Max. scores: 10)	Overall Social Capital (Max. scores: 60)
Pre-test								
Post-test								
Significant Level								

(ii) **Other Significant Outcomes**

Apart from the six dimensions, please list out other outcome(s) which is/are statistically significant.

Other significant outcomes	Significant level
Example: The longer the participating time is, the higher the social capital scores will be	(Pearson correlation=.102, Sig.=.044, N=394)

2.2 Attainment of Project Objectives

(i)   Attainment of Project Objectives

Please report according to each performance indicator of the "Project Objectives" set out in the CoG.

Please attach samples of assessment tools and analysis of the questionnaire data for our reference.

Project Objectives	Assessment Methodology, Tools and Targets	Performance Indicators	Expected Outcome (%)	Actual Outcomes (%)
1.				
2.				
3.				

(ii)   Overall Attainment of Project Objectives and Difference Analysis

With reference to the above evaluation results, please summarise the achievement(s) in using community characteristics for tackling the community needs and analyses factors for success or failure.

2.3 Value Changes Brought by the Project to Individuals/Organisations/Sectors

Social capital building involves the establishment of important core values, such as "reciprocity" etc. Please share the changes on the understanding, recognition and participation of social capital among different stakeholders after participating in the project.

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2.4 Unexpected Outcomes

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3. Review on Project Implementation Strategies

3.1 Please analysis the effectiveness of the intervention strategies implemented in the project, and share which is the most effective way to build up social capital with reasons.

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3.2 Contribution of Key Collaborators to the Project

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3.3 Promotional Strategies

Please report on the effectiveness of project's publicity strategy. Please also submit the information of mass media coverage and event photos which are valuable for CIIF's reference and promotional and/or educational purposes. Please ensure that the photos submitted have obtained the consent of the parties concerned in compliance with the Personal Data (Privacy) Ordinance.

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4. Consolidation of Project Implementation Experience

4.1 Key Success Factors of the Project

Except the factors mentioned above, may include: project management, evaluation & leadership/ quality of project manpower, or other factors.

4.2 Difficulties/challenges encountered in the project implementation and contingency measures.

The aspects for improvement or address if similar projects are implemented

4.3 Experience on effective engagement of different collaborators in social capital building

4.4 Achievements and long-term contributions to social capital development in Hong Kong

4.5 Role of the Community Investment and Inclusion Fund

What kinds of assistance do you think that the CIIF Committee and Secretariat have provided to the project from the process of conception, implementation to completion? What aspects do you think that they have important and critical impacts on the project's achievements? What aspects do you expect CIIF and the Secretariat to enhance in order to step up social capital development in Hong Kong?

5. Sustainable Development Plan (Note 14)

Please elaborate on the concrete plan and implementation of sustainable development of the project, as well as the action taken and continuous involvement of the grantee and various stakeholders. Please also share the measurements in monitoring the sustainable development.

(i) Has the project sustained after the funding period expired?

☐ No → Why? _____

_____

☐ Yes → Please elaborate on the sustainable development plan and its implementation strategies.

_____

_____

_____

_____

(ii) Continuous participation of community stakeholders

(including participants, community organisations, government departments, and other residents' organisations, businesses, etc.)

(iii) Sustainable development plan of self-sustaining organisations and social networks

(iv) Benefits brought to the community by sustainable development of social capital

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(v) Activities by self-sustaining organisations and social networks for the next two years (including regular/occasional gatherings, the nature, expected numbers and venues of the gatherings, activities to be organised or arranged, the nature and purpose of the activities, the permissibility of other people in the community to participate in the activities, whether other needy people will be helped, etc.)

(vi) Community resources and support for sustainable development as well as the means of acquisition (including training, venues, supplies, allowances and professional services, etc.)

(vii) Mainstreaming social capital by integration into day-to-day business/services of the institution/organisation

(viii) Others

6. Financial Position and Assessment

6.1 Has the overall expenditure exceeded the funding ceiling？

☐ The funding ceiling has not been exceeded.

☐ Over-spending on individual budget item(s) (Please fill in Item 6.2)

☐ The overall expenditure has exceeded the funding ceiling. (Please fill in Item 6.2)

6.2 Please account for the over-spending and solutions

| |
| |

7. SC.Net Buddy for You

Has the project participated in "SC.Net Buddy for You" matching scheme?

☐ No

☐ Yes Name of SC.Net member: _____ Date of matching (Month/Year):_____

Total number of contact with the SC. Net member: _____

Involvement area(s)	Contents

8. Independent Research Result

Is there any independent project research funded by CIIF?
☐No ☐ Yes

If yes, please report on the research progress of this period:

Implementation organisation/ unit			
Name of Researcher			
Research Objectives			
Research Methodology	**Expected**	**Actual Progress**	**Self-assessment on progress**
(please provide information such as methodology and sample size)	☐ Qualitative:		☐ Better than expected ☐ In-progress ☐ Lagging behind
	☐ Quantitative:		☐ Better than expected ☐ In-progress ☐ Lagging behind
Research			

results	

Publication of results	☐ No
	☐ Yes
	    ☐ Publication of report
	    ☐ Research Report Launch:_____(Date)
	    ☐ Others, please specify:_____

9. Other supplementary information

Report writing person

Name: _____ Post: _____

Signature: _____ Date: _____

Section C Verification by Project Coordinator

I hereby certify on behalf of the funded project implementation organisation that the information provided in the Report is true and correct.

Signature of Project
Co-ordinator*   _____   Chop of
Grantee   _____

Name of Project
Co-ordinator*   _____   Date   _____
(Please fill in block letters)

* Project Co-ordinator shall be the person responsible for project monitoring and management as specified in the Conditions of Grant for CIIF.

Supplementary Information for Key Collaborators

Categories of Collaborators	Total No.
1. Businesses (major enterprises)	
2. Businesses (SMEs with less than 50 employees)	
3. Local organisations / residents' associations	
4. Educational institutions	
5. Professional bodies	
6. Government departments	
7. NGO	
8. Social welfare services organisations	
9. Service organizations/ associations/ alliances	
10. Religious groups	
11. Political groups	
12. Chambers	
13. Unions	
14. Youth groups	
15. Women's organisations	
16. Medical profession	
17. Others (Please specify:)	

Supplementary Information for General Collaborators

Categories of Collaborators	Total No.
1. Businesses (major enterprises)	
2. Businesses (SMEs with less than 50 employees)	
3. Local organisations / residents' associations	
4. Educational institutions	
5. Professional bodies	
6. Government departments	
7. NGO	
8. Social welfare services organisations	
9. Service organizations/ associations/ alliances	
10. Religious groups	
11. Political groups	
12. Chambers	
13. Unions	
14. Youth groups	
15. Women's organisations	
16. Medical profession	
17. Others (Please specify:)	

Supplementary Information on Successfully Created Social Support Network

(Please list out the name and number of people involved in each network)

Categories of Networks	Total No.	Names of Individual Networks	Core Work and Functions	No. of Participants	Participating Sectors
1. Cross Generations					
2. Cross Strata					
3. Cross Ethnicities					
4. Cross Sectors					
5. Cross Organisations					
6. Others (Please specify:)					

Supplementary Information on Successfully Created Organisations

(Please list out the name and number of people involved in each organisation)

Categories of Organisations	Total No.	Names of Individual Organisations	Core Work and Functions	No. of Participants	Participating Sectors
1. Co-operatives					
2. Self-sustaining organisations					
3. Social Enterprises					
4. Others (Please specify:)					

Notes on Commonly Used Glossary

Note/Glossary	Definition
Note 1: Next phase of Development Project	Next phase of development project means that project leverages on successful networking models which was subsidized by CIIF. To avoid multiple counting in the CIIF database, grateful if project teams would indicate the number of persons who have participated in previous project clearly.
Note 2: 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)* *(Project teams are requested to keep the name lists and service records of all volunteers, and also develop a clear system and guidelines on the nature and types of volunteer service; the recruitment, training and support of volunteers; registration and commendation systems; and the calculation method of service hours.)*
Note 3: No. of Direct Participants	refers to the number of persons who have directly participated in project programmes, e.g. after school care for children, the elderly or families visited, etc. If the same participant takes part in several programmes of the Project, **please prevent multiple counting** when filling in the number of direct participants in "1.1 Gross Output"**,** and fill the number of direct participants in individual programmes in "1.2 Individual Programme Output".
Note 4: No. of Indirect Participants	refer to persons who do not directly participate in the Project (**should not** duplicate with the number of direct participants), e.g. visitors to the exhibitions or onlookers of the opening ceremony of the Project.
Note 5: 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)*
Note 6: House/Floor Captains	A House/Floor Captain is normally a Core Volunteer/Leader who understands the needs of the community with special roles and functions in respective building/public housing estate/private housing estate/ villages, including bridging residents, linking local people and fostering neighbourhood mutual support networking; is willing to provide timely support to neighbours in need; becomes the "resources base" for households and knows how to seek other supports in the community when necessary; and assists in identifying potential problems early in the community. They are generally recognised by the community as a leader. If any Core Volunteer/Leader who has the above functions but uses alternative title, e.g. "webmaster", please also report the outputs in the column.
Note 7: Role Transformation	Engaged in the Project, participants may undergo the transformation of identity and role, e.g. from participants to volunteers, ordinary volunteers to core volunteers, and learners to instructors, which will enhance their sense of self-empowerment and awareness of positive image.

Note 8: **Participating** **Families**	Two or more family members, e.g. father and son, mother and daughter, grandmother and grandchild, husband and wife, siblings, etc. participate in the Project.
Note 9: **Key Collaborators**	Collaborator(s) whose active role in project implementation can effectively mobilise resources and networks so as to enhance the strategy and outcomes of the Project. **One-off collaboration or purely providing support to the Project through provision of venue or assistance in promotion shall not be considered key collaborators.**
Note 10: **Social Support** **Network**	A network refers to the interactive relationship among people or bodies/organisations. Social networks are increasingly regarded as important sources of social capital and allow people to access social support. Interpersonal networks and interactive behaviours can foster greater cohesion and stronger collective actions. Resources can be deployed through the social support networks among people or teams to tackle problems of common concern and build up or enhance social capital. Networking can be achieved in many forms, including: **Cross Generations**: networks between different age groups, e.g. the youth and the elderly **Cross Strata**: social support networks between strata of different backgrounds and economic conditions, e.g. the middle class and the grassroots **Cross Ethnicities**: social support networks between different ethnicities, e.g. local Chinese and South-Asian ethnic minorities **Cross Sectors**: collaborative networks of more than one sector, e.g. the welfare sector and the business sector, schools and the medical sector **Cross Organisations**: networks of different organisations from the same sector, e.g. co-operation between two social welfare services organisations in the welfare sector In defining social support network, project teams should examine whether the above networks are developed steadily. One-off participation or collaborative relationship with an individual partner is not a network. For example, Company A co-organisaed communities carnivals with a project team for three times, this development is a collaborative relationship, and is not defined as a network.
Note 11: **Co-operative** **Societies**	Shall register and establish under the Co-operative Societies Ordinance (Cap. 33), please refer to http://www.hklii.hk/hk/legis/ch/ord/33/ for details.
Note 12: **Self-sustaining** **Organisations**	Organised by persons with common goals or visions who aim to achieve the objectives of the organisation in concerted efforts, and its business and operation are managed by members.
Note 13: **Social Enterprises**	There is no common definition of SEs. According to the Commission on Poverty, the main features of distinguishing the social enterprise from the other, is a business which integrates a commercial approach and a social purpose. SEs should include the following key distinguishing features (pages 5-6 of Paper No. 7/2007, the Commission on Poverty): (a) Simultaneous pursuit of business and social objectives - SEs are characterised by the integration of commercial approaches and social purposes. (b) Engagement in business/trading activities - SEs should provide goods and services in return for income. (c) Not-for-profit - SEs should primarily be positioned to achieve social objectives instead of maximising profits.
Note 14: **Sustainable**	We can refer to the six areas of social capital summarised by the World Bank and international academic research results, and implementation experience of funded projects

development	when evaluating the sustainable development of a project. The six areas of social capital include (1) Social Network; (2) Trust and Solidarity; (3) Mutual Help and Reciprocity; (4) Social Cohesion and Inclusion; (5) Social Participation; and (6) Information and Communication. Sustainable development focuses on the project achievements, such as changes in thinking and values, role transformation, as well as the establishment and enhancement of cross-sectoral collaboration, reciprocity, trust, cohesion, support networks and community capacity, etc. Financial element (such as the continuity to receive subsidies from the Committee) is not an essential criterion in determining project sustainability.