

Guidance notes: making an electronic application for the Community Investment and Inclusion Fund (CIIF)

1. Before using this system for electronic application, please take time to read "General FAQs" (<https://eform.one.gov.hk/form/generalFAQs/en/>) and "CIIF Funding Application" (<https://www.ciif.gov.hk/en/social-capital-development-projects/funding-application.html>).

2. Before submitting the electronic application, please make sure to prepare the following documents for upload:

- 1) Application form : *
- 2) Annex 1: New housing estate information (if applicable);
- 3) Annex 2: Plan budget (revenue and expenditure details);
- 4) Annex 3: Project implementation details and expected output of the intervention strategy;
- 5) Annex 4*: Interest Disclosure Form;
- 6) Registration documents of institutions or organizations in accordance with relevant regulations;
- 7) The organization's audit report or certified management accounts for the most recent year (management accounts must include 1) income and expenditure account/profit and loss statement, 2) balance sheet/statement of financial position);
- 8) Independent research proposal (such as application for research and evaluation fees); and
- 9) Other additional information about the application proposal (if applicable).

* Please ensure that the organization chairman or director general has signed and stamped it.

3. Please check whether the information entered is correct. Once the electronic application is submitted, all the information will no longer be able to be amended and accessed. If necessary, applicants should print/save the application immediately after submitting the electronic application.

4. To receive an electronic confirmation notice as a record, please fill in your email address in the electronic application form. The system will confirm your submission by email within 2 hours after you submit the electronic application. To ensure that the confirmation notice is delivered without errors, please verify that the email address submitted is correct.

5. After submitting the electronic application, please the original copies of the application form and relevant documents.

Link of the electronic application for CIIF: <https://eform.cefs.gov.hk/form/hab012/en/>