

## **Guidance Notes for Submitting an Electronic Application to the Community Investment and Inclusion Fund (CIIF)**

1. Before using this system for electronic application, please read carefully the "[General FAQs](#)" and "[CIIF Funding Application](#)" on the CIIF website.
2. Before submitting the electronic application, please complete and have the following documents ready for upload:
  - 1) Raw formats (Word, Excel) of the application form including:
    - i Annex 1: New housing estate information (if applicable);
    - ii Annex 2: Plan budget (revenue and expenditure details);
    - iii Annex 3: Project implementation details and expected output of the intervention strategy;
    - iv Annex 4: Interest Disclosure Form;
    - v Annex 5: Details of Experience in Organising/ Assisting in the Organisation of Activities/Programmes Echoing/ Supporting Government Policies/ Measures;
  - 2) A **combined PDF file** with the application form and all annexes\*;
  - 3) Registration documents of institutions or organisations in accordance with relevant regulations;
  - 4) A set of the most recent audited reports or certified management accounts (i.e. within one year); for management accounts, please include (1) Income and Expenditure Accounts/Income Statement, (2) Balance Sheet/Statement of Financial Positions;
  - 5) Independent research proposal (such as application for research and evaluation fees); and
  - 6) Other additional information about the application proposal (if applicable).

*\* Please ensure that the Chairman or Director General of the organisation 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 available for editing or viewing. If necessary, applicants should print/save the application immediately after submitting the electronic application.
4. To receive an auto-generated confirmation of submission for record, please fill out your email address in the electronic application form. The system will confirm your submission by email within two hours.
5. After submitting the electronic application, please keep the original copies of the application form and relevant documents.

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

**(The 38<sup>th</sup> batch of applications has been closed on 3 February 2025.)**