

Community Investment & Inclusion Fund Progress Evaluation Report

To ensure that we can process your progress performance and evaluation report promptly, please submit the following information when submitting the report: [Please '✓' the box(es)]

The half yearly and last submission report

- ☐ Section A Project Information;
- ☐ Section B Project Performance – 1. Project Output;
- ☐ Section B Project Performance – 5. Financial Position and Assessment;
- ☐ Section B Project Performance – 6. Arrangement of manpower outflow;
- ☐ Section B Project Performance – 8. Sustainable Development Plan of the Project
(Only project teams which have implemented half of the project have to fill in this section every half year);
- ☐ Section C Verification by Grantee

The yearly submission report (except for the last submission report)

- ☐ Section A Project Information;
- ☐ Section B Project Performance – 1. Project Output;
- ☐ Section B Project Performance – 2. Participation and functions of key collaborators in the project;
- ☐ Section B Project Performance – 4. Difficulties/challenges encountered in the project implementation and contingency measures;
- ☐ Section B Project Performance – 5. Financial Position and Assessment;
- ☐ Section B Project Performance – 6. Arrangement of manpower outflow;
- ☐ Section B Project Performance – 7. Responses from participants;
- ☐ Section B Project Performance – 8. Sustainable Development Plan of the Project
(Only project teams which have implemented half of the project have to fill in this section every half year);
- ☐ Section B Project Performance – 9. Promotional Information;
- ☐ Section B Project Performance – 10. SC.Net Buddy for You;
- ☐ Section B Project Performance – 11. Progress of Independent Research;
- ☐ Section C Verification by Grantee

The mid-term submission report

- ☐ Section A Project Information;
- ☐ Section B Project Performance – 1. Project Output;
- ☐ Section B Project Performance – 2. Participation and functions of key collaborators in the project (Only for two-year funded projects) ;
- ☐ Section B Project Performance – 3. Mid-term Evaluation;
- ☐ Section B Project Performance – 4. Difficulties/challenges encountered in the project implementation and contingency measures (Only for two-year funded projects);

- ☐ Section B Project Performance – 5. Financial Position and Assessment;
- ☐ Section B Project Performance – 6. Arrangement of manpower outflow;
- ☐ Section B Project Performance – 7. Responses from participants (Only for two-year funded projects);
- ☐ Section B Project Performance – 9. Promotional Information (Only for two-year funded projects);
- ☐ Section B Project Performance – 10. SC.Net Buddy for You (Only for two-year funded projects);
- ☐ Section B Project Performance – 11. Progress of Independent Research (Only for two-year funded projects);
- ☐ Section C Verification by Grantee

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

(Report covering period: _____ to _____)

1. Project Output [This part should be reported every half year]

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	%	No. of persons participated in last phase of the Project (Note 1).	
	Increase in this period	Cumulative	Increase in this period	Cumulative	Cumulative		Increase in this period	Cumulative
(i) No. of Volunteers (Core Volunteers included) (Note 2)					0	#DIV/0!		
(ii) No. of Direct Participants (Note 3)					0	#DIV/0!		
(iii) No. of Indirect Participants (exclude Volunteers and Direct Participants) (Note 4)					0	#DIV/0!	NA	NA
Total	0	0	0	0	0	#DIV/0!	0	0

1.2 Individual Programme Output

Please report the newly 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						Actual no. of Indirect Participant	
			Expected		Actual		Cumulative Difference		Expected		Actual		Cumulative Difference			
			This Period	Cumul ative	This Period	Cumul ative	Diff.	%	This Period	Cumul ative	This Period	Cumul ative	Diff	%	This Period	Cumul ative
(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!		

Please account for the actual outputs worse than expected for each programmes.

--

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 Total Output	Actual Output		Cumulative	
		This period	Cumulative	Difference	Percentage
(i) Succeeding in Creating Special Roles					
House/Floor Captains <u>(Note 6)</u>				0	#DIV/0!
Others (Please specify)				0	#DIV/0!
(ii) Role Transformation <u>(Note 7)</u>					
Participants Transformed into Volunteers				0	#DIV/0!
Volunteers Transformed into Leaders				0	#DIV/0!
(iii) Participating Families <u>(Note 8)</u>					
				0	#DIV/0!
(iv) Key Collaborators <u>(Note 9)</u> <i><u>(Please also complete Annex I)</u></i>					
				0	#DIV/0!
(v) Succeeding in Building Social Support Network (Note 10) <i><u>(Please also complete Annex II. Please report based on the major nature of networks built and avoid duplicate counting.)</u></i>					
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 <i><u>(Please also complete Annex III)</u></i>					
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. Participation and functions of key collaborators in the project [This part should be reported every year]

3. Mid-term Evaluation [This section is only applicable to projects with funding period of 2 years or above, which has been implementing halfway during this reporting period]

Please refer to the latest “Guidelines on Evaluating Project Effectiveness” on CIIF website for details.

Attainment of Project Objectives

3.1 Evaluation of the 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.				

3.2 Overall Attainment of Project Objectives and Difference Analysis (Differences refer to outcomes better or worse than expected)

- Please elaborate on the reasons why the project performance is better or worse than expected and solutions.

4. Difficulties/challenges encountered in the project implementation and contingency measures [This part should be reported every year]

5. Financial Position and Assessment [This part should be reported every half year]

5.1 Has the overall expenditure exceeded the funding ceiling ?

- ☐ The funding ceiling has not been exceeded.
- ☐ Overspending on individual budget item(s) (Please fill in Item 5.2)
- ☐ The overall expenditure has exceeded the funding ceiling. (Please fill in Item 5.2)

5.2 Please account for the overspending and recommend solutions

6. Arrangement of manpower outflow (if applicable) [This part should be reported every half year]

Please list out staff changes in this half year, including employees who are subsidised by the CIIF and project coordinator who is responsible for project monitoring and management as specified in the CoG. (Note: Prior approval is required for the alteration of Project Coordinator.)

6.1 Termination of Employment

Name	Post	Date of Release	Reasons for Departure	Last Salary

6.2 New Employment

Name	Post	Date of Arrival	Full time/ Part-time*	Academic background and relevant qualifications	Working experience	Monthly salary	Roles & Duties

* "Full-time" refer to those staff who is /are employed and work full-time for the project. Please fill in the "part-time" and list out the working hours and its ratio to the total working hours, if full-time staff in your organisation do not work full time for the project.

7. Responses from participants [This part should be reported every year]

Please share the positive changes, touching stories and submit passages written by participants regarding their feelings and opinions for the project (including compliments or complaints), etc.

8. Sustainable Development Plan of the Project (No14) [Only project teams which have implemented half of the project have to fill in this section every half year]

Please elaborate on any actions taken for the plan of sustainable development.

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

☐ No → Why? _____

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

(ii) Situation of continuous participation of local stakeholders

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

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

(iv) Community resources and supports required for sustainable development and ways to secure the resources and support concerned (including training, venues, resources, allowances, professional services, etc.)

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

(vi) Others

9. Promotional Information [This part should be reported every year]

Please submit all the publicity materials produced to the Secretariat for reference and record*. For the definition and principles of publicity materials, please refer to the latest Guidelines for Producing Publicity Materials on CIIF website.

Categories	Date of Production / Interview	Name and details	Was prior approval sought from the Secretariat?	Number of submissions*
(i)Printed materials			Yes <input type="checkbox"/> No <input type="checkbox"/>	
(ii)Project uniforms			Yes <input type="checkbox"/> No <input type="checkbox"/>	
(iii)Souvenirs			Yes <input type="checkbox"/> No <input type="checkbox"/>	
(iv)Online platforms			Yes <input type="checkbox"/> No <input type="checkbox"/>	
(v)Mass media			Yes <input type="checkbox"/> No <input type="checkbox"/>	
(vi)Others (please specify : _____)			Yes <input type="checkbox"/> No <input type="checkbox"/>	

*For some materials, e.g. souvenirs, uniforms and easy-mount frames, which are larger in size, only photos shall be submitted.

Event Photos:

Event title and details	Number of Photos
(i)	
(ii)	
(iii)	

(Note: Please ensure that the photos submitted have obtained the consent of the parties concerned in compliance with the Personal Data (Privacy) Data for the Committee's purposes of promotion and report writing.)

10. SC.Net Buddy for You [This part should be reported every year]

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

☐ No

☐ Yes Name of SC.Net member: _____ Date of matching: _____

Please elaborate the contact with SC.Net member during the project reporting period:

Date	Form	Contents

11. Progress of Independent Research [This part should be reported every year]

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 (please provide information such as methodology and sample size)	Expected	Actual Progress	Self-assessment on progress
<input type="checkbox"/> Qualitative:			<input type="checkbox"/> Better than expected <input type="checkbox"/> In-progress <input type="checkbox"/> Lagging behind
<input type="checkbox"/> Quantitative:			<input type="checkbox"/> Better than expected <input type="checkbox"/> In-progress <input type="checkbox"/> Lagging behind
Initial Result (if any)			
Analysis of Difference (if the progress is lagging behind, please provide reason & improvement plan)			

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 the CIIF.

Supplementary Information for Key Collaborators

Name	Category (Appendix 1)	Nature of Participation	Contact Person	Participation Status
			Name: _____ Title: _____ Contact no: _____ Email: _____ Address: _____	<input type="checkbox"/> New <input type="checkbox"/> Continuous collaboration <input type="checkbox"/> Ended
			Name: _____ Title: _____ Contact no: _____ Email: _____ Address: _____	<input type="checkbox"/> New <input type="checkbox"/> Continuous collaboration <input type="checkbox"/> Ended
			Name: _____ Title: _____ Contact no: _____ Email: _____ Address: _____	<input type="checkbox"/> New <input type="checkbox"/> Continuous collaboration <input type="checkbox"/> Ended
			Name: _____ Title: _____ Contact no: _____ Email: _____ Address: _____	<input type="checkbox"/> New <input type="checkbox"/> Continuous collaboration <input type="checkbox"/> Ended
			Name: _____ Title: _____ Contact no: _____ Email: _____ Address: _____	<input type="checkbox"/> New <input type="checkbox"/> Continuous collaboration <input type="checkbox"/> Ended
			Name: _____ Title: _____ Contact no: _____ Email: _____ Address: _____	<input type="checkbox"/> New <input type="checkbox"/> Continuous collaboration <input type="checkbox"/> Ended

Appendix I: Categories of Collaborators

- | | | | | | |
|-----------------------------------|--|---|-----------------------------|------------------------------------|---------------------------|
| 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

Name	Category (Appendix 1)	Nature of Participation	Contact Person	Participation Status
			Name: _____ Title: _____ Contact no: _____ Email: _____ Address: _____	<input type="checkbox"/> New <input type="checkbox"/> Continuous collaboration <input type="checkbox"/> Ended
			Name: _____ Title: _____ Contact no: _____ Email: _____ Address: _____	<input type="checkbox"/> New <input type="checkbox"/> Continuous collaboration <input type="checkbox"/> Ended
			Name: _____ Title: _____ Contact no: _____ Email: _____ Address: _____	<input type="checkbox"/> New <input type="checkbox"/> Continuous collaboration <input type="checkbox"/> Ended
			Name: _____ Title: _____ Contact no: _____ Email: _____ Address: _____	<input type="checkbox"/> New <input type="checkbox"/> Continuous collaboration <input type="checkbox"/> Ended
			Name: _____ Title: _____ Contact no: _____ Email: _____ Address: _____	<input type="checkbox"/> New <input type="checkbox"/> Continuous collaboration <input type="checkbox"/> Ended
			Name: _____ Title: _____ Contact no: _____ Email: _____ Address: _____	<input type="checkbox"/> New <input type="checkbox"/> Continuous collaboration <input type="checkbox"/> Ended

Appendix I: Categories of Collaborators

- | | | | | | |
|-----------------------------------|--|---|-----------------------------|------------------------------------|---------------------------|
| 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 Support Networks	Names of New 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. Other (Please specify:)				

Supplementary Information on Successfully Created Organisations

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

Categories of Organisations	Names of New 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

<u>Note/Glossary</u>	<u>Definition</u>
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	<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. <i>(with reference to the definition of the Hong Kong Agency for Volunteer Service)</i></p> <p><i>(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.)</i></p>
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	<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>
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:	Two or more family members, e.g. father and son, mother and daughter, grandmother and

Participating Families	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	<p>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:</p> <p>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</p> <p>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-organised communities carnivals with a project team for three times, this development is a collaborative relationship, and is not defined as a network.</p>
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	<p>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):</p> <p>(a) Simultaneous pursuit of business and social objectives - SEs are characterised by the integration of commercial approaches and social purposes.</p> <p>(b) Engagement in business/trading activities - SEs should provide goods and services in return for income.</p> <p>(c) Not-for-profit - SEs should primarily be positioned to achieve social objectives instead of maximising profits.</p>
Note 14: Sustainable development	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 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)

	<p>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.</p>
--	--