# Annex II Funding Application form

**撥款申請表格**

(Please complete in either English or Chinese; 請用中文或英文填寫)

|  |  |  |
| --- | --- | --- |
| Name of organisation  機構名稱 | English |  |
| 中文 |  |
| Name of the Project  (計劃名稱) | English |  |
| 中文 |  |
| Total Amount Sought  申請總額 | $ | |
| Project Duration  項目申請時期 |  | |

**SECTION A 甲部:**  **Basic Information** **基本資料**

1. Name and Address of the Orgnisation 機構的名稱和地址

|  |  |  |
| --- | --- | --- |
| Name of organisation  機構名稱 | English |  |
| 中文 |  |
| Address地址 | English |  |
| 中文 |  |

1. Introduction of the Organisation 機構簡介

suggest to include 建立包括以下内容

1. a description of background, history, organisational chart, mission and vision 機構背景、歷史、使命與願景和架構\*
2. a track record of similar projects 過往類似活動經驗
3. demonstration of experience in community organisation work 社區組織的經驗和能力
4. network and collaboration experience with local district council and relevant stakeholders 與當區區議會/員和其他持份者的合作或倡議經驗

*\*Please provide the certificate of incorporation*

Click here to enter text.

3. Brief Description of the Project (Please outline the activities, objectives of the project to be carried out, influencing and advocacy plan, its continuity and scalability (if applicable))

計劃簡介（請扼要列出擬舉辦的活動及目的、倡議計劃、計劃的延續性及其擴展性（如適用））。

Click here to enter text.

4. If approved, the Cheque should be made payable to : 如申請批准，付款支票的抬頭人應為：

Click here to enter text.

5. Responsible Persons 負責人

|  |  |
| --- | --- |
| **Officer-in-charge of the Project 計劃主管** | |
| Name  姓名 | 職銜  Post |
| Contact details  聯絡方式 |  |
| Signature  簽署 | Date  日期 |
| **Project officer 計劃主任\* （preferably a registered social worker）** | |
| Name  姓名 | 職銜  Post |
| Contact details  聯絡方式 |  |
| Relevant experience  相關經驗 | |

**SECTION B 乙部: Project Details 計劃詳情**

*Please provide the following details for each activity in needs of sponsorship by filing separately for item 1 to 5 under Section B. For example, the project can be divided by stage as explained under Section D in Terms of Reference.*

*請就每項申請資助的活動分別按乙部第1至5項提供資料。舉例來説，可以按照職權範圍D項來分階段。*

Targeted district(s) and the reason behind 計劃推廣的地區及原因

Click here to enter text.

1. Activity Name 活動名稱

|  |  |
| --- | --- |
| English |  |
| 中文 |  |

1. Specific Objectives 具體活動目的

Click here to enter text.

1. Content and Format 内容及形式

Click here to enter text.

1. Proposed Implementation Schedule 預期進行日期及地點

|  |  |  |
| --- | --- | --- |
| Activities 活動 | Date/Time 日期/時間 | Venue 地點 |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. Proposed Implementation Schedule 預期進行日期及地點

Click here to enter text.

**SECTION C 丙部: Budget開支預算**

Applicant is required to submit a proposed budget using excel form, showing all expenditures and resources of funds and income together with justifications and calculation.

請使用Excel表格擬備開支預算鄉情，包括個別活動的分項數字，連同本撥款申請表格一併遞交。

**SECTION D 丁部: Other Details 其他資料**

1. Publicity Arrangements 宣傳安排

Click here to enter text.

1. Number of Staff Members implementing the project and their respective duties (including numbers of volunteers)

執行計劃的工作人員數目及工作分配（包括義工人數）

Click here to enter text.

1. Method of Assessment of the project’s effectiveness 活動成效評估方法

Click here to enter text.

1. Prepare the risk assessment regarding child protection and a mitigation plan 兒童保護風險評估和相應的應對計劃

Click here to enter text.

1. Child safeguarding measures while working with children 與兒童互動時的守護操施

Click here to enter text.

1. Quality Assurance Measure 質量保證措施

Click here to enter text.

1. Other relevant information (anticipated challenges and contingency plan) 其他相關資料及應變計劃

Click here to enter text.

1. **Other attachments (其他補充資料)** 
   * 1. Copy of certificate of incorporation
     2. Organisation and Project team’s experience and project profile

A description of the Organisation, its proposed projects and their respective staff, the professional services they can provide and their experience, knowledge and expertise in relation to the project and their relevant project experience in the past five (5) years immediately preceding the deadline of submission of the proposal

* + 1. Qualification and experience of the project team

The structure and composition of the project team, setting out the academic and professional qualifications of each member (in particular each member’s expertise, experience and knowledge relevant to the project), with description of their responsibilities and degree of involvement

Non-essential requirements:

1. Reference letters from clients within 5 years
2. Other Service Conditions

|  |  |
| --- | --- |
| Signature and Official Chop  簽署及機構印鑑 |  |
| Name of the authorized person of the organisation  獲授權人姓名 |  |
| Post 職銜 |  |
| Date 日期 |  |

**~ End ~**

**~完~**