# Annex III 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 Organisation 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 (please attach for more details詳情請另插附件)

Include: 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\*\* and portfolio (with description or publication, can be attached as appendix) of community-led actions, (preference will be given to those with experiences in child engagement or youth engagement work) 過往社區／社群發起活動（兒童或青年參與工作尤佳）之活動紀錄\*\*及文案集（可另插附件）

Track Record

|  |  |  |
| --- | --- | --- |
| Period時期(MM/YY-MM/YY)(月/年-月/年) | Project Name項目名稱 | Project Descriptions 計劃簡介(E.g. funding organization, input to participants and achievements)（如：贊助機構、給參加者的投入及成果） |
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Portfolios—project flyers, news clips…etc. Please attach as appendix.

文案集—如項目單張、剪報等。請插入附件

1. network and influencing experience with local authorities (including but not limited to government departments and District Council) and relevant community stakeholders in last 5 years在過去5年與當區社區團體（包括但不限於政府部門、區議會／員）和其他社區持份者的合作及倡議經驗（請按日期先後填寫）\*\*

|  |  |  |
| --- | --- | --- |
| Period時期(MM/YY-MM/YY)(月/年-月/年) | Local authorities當區社區團體 | Influencing experience於計劃內所合作及倡議的工作 |
|  |  |  |
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1. network and collaboration experience with professional collaborators in community-led actions 在過去5年於社區／社群發起活動時與專業協作者的合作經驗\*\*

|  |  |  |
| --- | --- | --- |
| Period時期(MM/YY-MM/YY)(月/年-月/年) | Professional collaborators (Profession)專業協作者 （專業範疇） | Role of Professional collaborators in the project and support service專業協作者在項目裡的角色及支援範圍 |
|  |  |  |
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*\*Provide the certificate of incorporation 須提供公司註冊證書*

*\*\* list in dates with chronological order按日期先後填寫*

3. Brief Description of the Project (For example outline the activities, objectives of the project to be carried out, influencing and advocacy plan, its continuity and scalability (if applicable)) in 100 words. Graphics can be used.

請用不多於100字簡述計劃（如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））。可用圖表說明。

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. Project Team Composition 團隊

a) Responsible Persons 負責人

|  |  |
| --- | --- |
|  | **Officer-in-charge of the Project 計劃主管** |
|  | Name姓名 | 職銜Post |
|  | Telephone電話 | 電郵E-mail |
|  | Supervisory Experience 督導經驗 |
| **Project officer 計劃主任**  |
| [ ] Present Employee 現職職員\*\*\* | Name姓名 | 職銜Post |
| Relevant qualification and experience 相關學歷及經驗 |
| [ ] To be employed after application succeed 在申請成功後聘請\*\*\* | Qualifications and Working Experience Requirement 學歷及工作經驗要求 |

*\*\*\*Please choose either one 請二擇其一*

b. Project Team Structure 項目團隊結構
 Report line and manpower contingency plan must be shown in this part
 在這部份必須列明團隊內的匯報途徑及人員替補安排
(Please insert image as below if necessary 如需以圖表顯示，請在下方插入圖檔)

Click here to enter text.



c. Corporate Governance and quality management機構管治及質素管理
 How each role listed in the above team structure functions and assure the project quality?
 在以上團隊在項目中的工作內容為何？團隊如何發揮並確保項目質素？
 Click here to enter text.

**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。*

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

Click here to enter text.

1. Adult Supporters 成人工作人員

|  |  |  |
| --- | --- | --- |
| Types of adult supporters工作人員種類 | Target no. of adult supporters預計工作人員人數 | Recruitment source 招募來源 |
| Professional Collaborators專業協作者\*(Types of professions專業類別: \_\_\_\_\_\_\_\_\_\_\_\_\_\_) |  |  |
| Adult Facilitators 成人協作者\* |  |  |

\*Please refer to Annex I pg.5 for more details 詳情請參閱附件I第五頁

1. Content and Format 内容及形式

Stage 0 Before Commencement
第0階段 項目開始前

|  |  |
| --- | --- |
| Goal目標 | 1. To recruit eligible children who are committed to join a one-year programme voluntarily招募合資格、亦能自願參與為期一年計劃的兒童
2. To understand the scope of community development which child participants are interested in networking relevant stakeholders了解參與兒童有興趣的社區發展範疇，以便招募相關界別持份者參與計劃
 |
| Fixed Output必要輸出(Please mark the numbering in the output in below relevant activity請於下方圖表合適活動中填上輸出的編號) | 1. Selection criteria of children participants甄選兒童參加者的準則
 |
| Fixed Expected Outcomes預期必要成效(Please mark the numbering in the outcomes in below relevant activity請於下方表格合適活動中填上成效的編號) | 1. Recruit at least 25% more than the targeted no. of participants of interested children who did not join Voices of the Children (VoC) before招募比計劃兒童人數目標多於25%的兒童；參加者需為從未參加過兒童留聲台的兒童
2. Shortlisted 12-20 child participants who are committed for the whole project according to the criteria set by partners and PIHK按照培幼會及計劃伙伴共同訂立之準則，甄選12-20名有志於參加為期一年計劃的兒童
3. At most 3 scopes of community developments are identified發掘不多於三個社區發展範疇
 |

|  |  |  |  |
| --- | --- | --- | --- |
| Activity Name (Time Frame)活動名稱（推行時段） | Description內容 | Output[[1]](#endnote-1)輸出[i](#章節附註i) | Expected Outcomes[[2]](#endnote-2)預期成效[ii](#章節附註ii) |
| One activity for each table. If more than one activity for this stage, please copy the table to input每個表格只填一個活動，如此階段多於一個活動，請複制表格填寫 | Describe briefly what will be done and where the activities will be held. How this activity contributes to the goal stated above.簡述活動內容及舉行地點。此活動將如何達致此階段的目標？ | No. of sessions, expected no. of children for recruitment workshops and recruited for the project活動節數、預計參加招募工作坊兒童人數及最後招募之兒童總數 | Fill in the numbering of relevant fixed expected outcomes and /or other necessary outcomes by applicant填寫相應之必要預期成效及/或其他申請者認為必須之成效 |
| (填寫範例)1. 街站招募活動
 | 機構將在旺角地鐵站不同出口擺放街站，讓同區居民及兒童了解項目內容及進行即場報名。 | * 節數：2次
* 預計報名人數：60人
* 招募總數：20人
 | * a
 |
| (Example)1. Group interview workshop
 | To gather all applicants joining a 3-hour workshop in our local centre. During the planned activities (e.g. group discussions, games about community issues), the worker(s) can identify suitable children to attend the 1-year project. | * Output Item A
* 1 session
* Expected attendees: 30
* Selected attendees:20
 | * b, c
* To get to know participants’ background info and personalities
 |
| Remarks / Risks and Assumption[[3]](#endnote-3)備註 / 風險及必備條件[iii](#章節附註iii) | Anything needs to be fulfilled in order to achieve the outcome when the activities are done?在活動實踐時，有甚麼條件需要配合才能達致預期效果？1.（只需於適用情況下填寫）機構在擺放街站期間，需遵守疫情相關的社交距離措施。2. (Write only when applicable) Online engagement will be adopted if the epidemic situation worsens.  |

\*Copy the table for the next activity which serve the **same goal**.
複製此表格以填寫達致相同目標的活動

Stage 1 Community Issue Identification
第一階段 社區議題發掘

|  |  |
| --- | --- |
| Goal目標 | Children are empowered to identify issues that are relevant and important to them in the community through support from **professional collaborators**.透過**專業協作者**的支援，兒童被充權以辨識對自身重要的社區議題。 |
| Fixed Expected Outcomes 預期必要成效(Please mark the numbering in the outcomes in below relevant activity 請於下方表格合適活動中填上成效編號) | 1. Professional collaborators understand their position and how they can contribute to children on community issue identification (Stage 1) and/or planning on community actions (Stage 2)專業協作者了解其角色，及如何促進兒童發掘社區議題（第一階段）及 / 或策劃社區行動（第二階段）
 |

|  |  |  |  |
| --- | --- | --- | --- |
| Activity Name (Time Frame)活動名稱（推行時段） | Description內容 | Output[i](#章節附註i)輸出[i](#章節附註i) | Expected Outcomes[ii](#章節附註ii)預期成效[iI](#章節附註ii) |
| One activity for each table. If more than one activity for this stage, please copy the table to input每個表格只填一個活動，如此階段多於一個活動，請複制表格填寫 | Describe briefly what will be done, where the activities will be held and how this activity contributes to the goal stated above.簡述活動內容及舉行地點。此活動將如何達致此階段的目標？ | No. of sessions, expected no. of professional collaborators recruited活動節數、預計招募專業協作者人數 | Fill in the numbering of relevant fixed expected outcomes and /or other necessary outcomes by applicant填寫相應之必要預期成效及/或其他申請者認為必須之成效 |
| Remarks / Risks and Assumption [III](#章節附註iii)備註 / 風險及必備條件[III](#章節附註iii) | Anything needs to be fulfilled in order to achieve the outcome when the activities are done?在活動實踐時，有甚麼條件需要配合才能達致預期效果？ |

\*Copy the table for the next activity which serve the **same goal**.
複製此表格以填寫達致相同目標的活動

Stage 1 Community Issue Identification (Con’t)
第一階段 社區議題發掘（續）

|  |  |
| --- | --- |
| Goal目標 | Children are empowered to identify issues that are relevant and important to them in the community through support from **adult facilitators**.透過**成人促進者**的支援，兒童被充權以辨識對自身重要的社區議題。 |
| Fixed Activity必要活動 | 1. Training provided by PIHK由國際培幼會提供的培訓
 |
| Fixed Expected Outcomes 預期必要成效(Please mark the numbering in the outcomes in below relevant activity 請於下方表格合適活動中填上成效編號) | 1. Adult facilitators’ awareness of UNCRC rights are improved (after training)成人促進者在培訓後對兒童權利公約有更深的認識
2. Adult facilitators’ awareness on the situation of ‘children’s rights’ in their community is improved (after training)成人促進者在培訓後，對社區裡有關「兒童權利」的情況有更深入了解
3. Adult facilitators’ knowledge on level of child participation and children’s development is improved.成人促進者對兒童參與程度及兒童發展有更深的認識
4. Adult facilitators improve their skills of engaging and listening to children.成人促進者的促進及聆聽兒童的技巧有所提升
5. Adult facilitators improve their understanding of UNCRC basic requirements of quality child participation.成人促進者對於兒童權利公約所列明之執行有質素的兒童參與基本要求加深了解
6. Adult facilitators understand PIHK’s Child Safeguarding Policy and requirements for safe child participation in the programme.成人促進者了解國際培幼會守護兒童政策及於計劃內對安全的兒童參與要求
 |

|  |  |  |  |
| --- | --- | --- | --- |
| Activity Name (Time Frame)活動名稱（推行時段） | Description內容 | Output[i](#章節附註i)輸出[i](#章節附註i) | Expected Outcomes[ii](#章節附註ii)預期成效[iI](#章節附註ii) |
| One activity for each table. If more than one activity for this stage, please copy the table to input每個表格只填一個活動，如此階段多於一個活動，請複制表格填寫 | Describe briefly what will be done, where the activities will be held and how this activity contributes to the goal and outcome(s) stated in this table.簡述活動內容及舉行地點。此活動將如何達致此表格的目標及成效？ | No. of training sessions, expected no. of adult facilitator recruited培訓節數、預期招募成人促進者人數 | Fill in the numbering of relevant fixed expected outcomes and /or other necessary outcomes by applicant填寫相應之必要預期成效及/或其他申請者認為必須之成效 |
| Remarks / Risks and Assumption[III](#章節附註iii)備註 / 風險及必備條件[III](#章節附註iii) | Anything needs to be fulfilled in order to achieve the outcome when the activities are done?在活動實踐時，有甚麼條件需要配合才能達致預期效果？ |

\*Copy the table for the next activity which serve the **same goal**.
複製此表格以填寫達致相同目標的活動

Stage 1 Situation Analysis (Community Issue Identification) (Con’t)
第一階段 情境分析（社區議題發掘）（續）

|  |  |
| --- | --- |
| Goal目標 | Children are empowered to identify issues that are relevant and important to them in the community through support from **activities for children**.透過**一系列活動**，兒童被充權以辨識對自身重要的社區議題。 |
| Fixed Expected Outcomes 預期必要成效(Please mark the numbering in the outcomes in below relevant activity 請於下方表格合適活動中填上成效編號) | 1. Children’s awareness of UNCRC rights are improved after training.兒童在培訓後，對兒童權利公約列明之兒童權利有更深認識
2. Children feel that the identified community issue(s) are relevant and important to their well-being / interests.兒童認為所揀選之社區議與自身有切身關係、並覺得對自己的福祉有重要的關係
3. The issue(s) identified are specific enough to draw clear indicators of success for Stage II.

所揀選的社區議題足夠具體，讓清晰的活動成效指標得以建立 |

|  |  |  |  |
| --- | --- | --- | --- |
| Activity Name (Time Frame)活動名稱（推行時段） | Description內容 | Output[i](#章節附註i)輸出[i](#章節附註i) | Expected Outcomes[ii](#章節附註ii)預期成效[ii](#章節附註ii) |
| One activity for each table. If more than one activity for this stage, please copy the table to input每個表格只填一個活動，如此階段多於一個活動，請複制表格填寫 | Describe briefly what will be done and where the activities will be held. How this activity contributes to the goal and outcome(s) stated in this table.簡述活動內容及舉行地點。此活動將如何達致此表格的目標及成效？ | No. of sessions, No. of community issues identified, others stated by applicant活動節數、社區議題的數量、其他（由申請者填寫） | Fill in the numbering of relevant fixed expected outcomes and /or other necessary outcomes by applicant填寫相應之必要預期成效及/或其他申請者認為必須之成效 |
| Remarks / Risks and Assumption[iii](#章節附註iii)備註 / 風險及必備條件[iii](#章節附註iii) | Anything needs to be fulfilled in order to achieve the outcome when the activities are done?在活動實踐時，有甚麼條件需要配合才能達致預期效果？ |

\*Copy the table for the next activity which serve the **same goal**.
複製此表格以填寫達致相同目標的活動

Stage 2 Planning of Action
第二階段 社區行動策劃

|  |  |
| --- | --- |
| Goal目標 | Children participate in the planning of action according to the issues identified in Stage I to the highest of their intention and ability.按照於第一階段所發掘的社區議題，促進兒童按其最大意願及能力參與社區行動策劃 |
| Fixed Expected Outcomes 預期必要成效(Please mark the numbering in the outcomes in below relevant activity 請於下方表格合適活動中填上成效編號) | 1. Overall objectives are set for the programme擬訂整體行動計劃目的
2. Existing advocacy opportunities in the community are explored to plan for children發掘社區現有的倡議機會給兒童參與
3. Children identify with the action plan and agree that it advances their best interests兒童同意該社區行動能有助改善他們的福祉
4. Children feel that they have adequate participation in the development of objectives and indicators for bringing positive changes on the identified issues兒童認為他們在擬訂目標及活動成效指標時有足夠參與，並認為這些行動能為相關議題帶來正面的改變
 |

|  |  |  |  |
| --- | --- | --- | --- |
| Activity Name (Time Frame)活動名稱（推行時段） | Description內容 | Output[i](#章節附註i)輸出[i](#章節附註i) | Expected Outcomes[ii](#章節附註ii)預期成效[ii](#章節附註ii) |
| One activity for each table. If more than one activity for this stage, please copy the table to input每個表格只填一個活動，如此階段多於一個活動，請複制表格填寫 | Describe briefly what will be done and where the activities will be held. How this activity contributes to the goal and outcome(s) stated in this table.簡述活動內容及舉行地點。此活動將如何達致此表格的目標及成效？ | No. of sessions, No. of action plans (by children and programme worker)活動節數、行動計劃數目（由兒童及計劃工作人員策劃） | Fill in the numbering of relevant fixed expected outcomes and /or other necessary outcomes by applicant填寫相應之必要預期成效及/或其他申請者認為必須之成效 |
| Remarks / Risks and Assumption[iii](#章節附註iii)備註 / 風險及必備條件[iii](#章節附註iii) | Anything needs to be fulfilled in order to achieve the outcome when the activities are done?在活動實踐時，有甚麼條件需要配合才能達致預期效果？ |

\*Copy the table for the next activity which serve the **same goal**.
複製此表格以填寫達致相同目標的活動

Stage 3 Implementation of Action
第三階段 執行社區行動

|  |  |
| --- | --- |
| Goal目標 | Children participate in the implementation of action according to the action plans as set in Stage II to the highest of their intention and ability.兒童根據於第二階段所訂立的行動計劃及自身最大的意願和能力去執行社區行動 |
| Fixed Expected Outcomes 預期必要成效(Please mark the numbering in the outcomes in below relevant activity 請於下方表格合適活動中填上成效編號) | 1. Children’s opinion is properly presented and channeled to public / community stakeholder兒童的意見適當地向大眾 / 社區持份者傳達
2. Community members / relevant stakeholders understand and identify with the community issues from a child-centred perspective社區人士 / 相關持份者能從兒童角度認識社區議題
3. Community members / relevant stakeholders perform certain actions to advance children’s interests.社區人士 / 相關持份者作出相應行動以促進兒童的利益
 |

|  |  |  |  |
| --- | --- | --- | --- |
| Activity Name (Time Frame)活動名稱（推行時段） | Description內容 | Output[i](#章節附註i)輸出[i](#章節附註i) | Expected Outcomes[ii](#章節附註ii)預期成效[ii](#章節附註ii) |
| One activity for each table. If more than one activity for this stage, please copy the table to input每個表格只填一個活動，如此階段多於一個活動，請複制表格填寫 | Describe briefly what will be done and where the activities will be held. How this activity contributes to the goal and outcome(s) stated in this table.簡述活動內容及舉行地點。此活動將如何達致此表格的目標及成效？ | No. of sessions, others stated by applicant活動節數、其他（由申請者填寫） | Fill in the numbering of relevant fixed expected outcomes and /or other necessary outcomes by applicant填寫相應之必要預期成效及/或其他申請者認為必須之成效 |
| Remarks / Risks and Assumption[iii](#章節附註iii)備註 / 風險及必備條件[iii](#章節附註iii) | Anything needs to be fulfilled in order to achieve the outcome when the activities are done?在活動實踐時，有甚麼條件需要配合才能達致預期效果？ |

\*Copy the table for the next activity which serve the **same goal**.
複製此表格以填寫達致相同目標的活動

Stage 4 Programme-end Activities
第四階段 總結活動

|  |  |
| --- | --- |
| Goal目標 | Children celebrate the achievements of the project with adult supporters and community stakeholders參與兒童與成人支持者及社區持份者一同為項目成果慶功 |
| Activity Name (Time Frame)活動名稱（推行時段） | Description內容 | Output[i](#章節附註i)輸出[i](#章節附註i) | Expected Outcomes[ii](#章節附註ii)預期成效[ii](#章節附註ii) |
| One activity for each table. If more than one activity for this stage, please copy the table to input每個表格只填一個活動，如此階段多於一個活動，請複制表格填寫 | Describe briefly what will be done, where the activities will be held and how this activity contributes to the goal stated above.簡述活動內容及舉行地點。此活動將如何達致此階段的目標？ | No. of sessions活動節數 | Necessary outcomes raised by applicant申請者認為必須之成效 |
| Remarks / Risks and Assumption[iii](#章節附註iii)備註 / 風險及必備條件[iii](#章節附註iii) | Anything needs to be fulfilled in order to achieve the outcome when the activities are done?在活動實踐時，有甚麼條件需要配合才能達致預期效果？ |

\*Copy the table for the next activity which serve the **same goal**.
複製此表格以填寫達致相同目標的活動

Remarks備註

1. Proposed Implementation Schedule 預期進行日期

|  |  |  |  |
| --- | --- | --- | --- |
| Stage 階段 | Activity Name 活動名稱 | 2022年 | 2023年 |
| 9月 | 10月 | 11月 | 12月 | 1月 | 2月 | 3月 | 4月 | 5月 | 6月 | 7月 | 8月 | 9月 | 10月 |
| Before Commencement 項目開始前 | E.g. 例如 Street Booth Recruitment 街站招募 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Activity 1 活動1 |  |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Activity 2 活動2 |   |   |  |   |   |   |   |   |   |   |   |   |   |   |
| Community Issue Identification 社區議題發掘 | Activity 3 活動3 |   |   |   |   |  |   |   |   |   |   |   |   |   |   |
| Activity 4 活動4 |   |   |   |   |   |   |  |   |   |   |   |   |   |   |
| Activity 5 活動5 |   |   |   |   |   |   |   |   |   |  |   |   |   |   |
| Activity 6 活動6 |   |   |   |   |   |   |   |   |   |   |   |  |   |   |
| Planning of Action社區行動策劃 | Activity 7 活動7 |   |   |   |   |   |   |   |   |   |   |   |  |  |  |
| Activity 8 活動8 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Implementation of Action執行社區行動 | Activity 9 活動9 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Activity 10 活動10 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Activity 11 活動11 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Programme-end Activities活動總結活動 | Activity 12 活動12 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Activity 13 活動13 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Please insert row when necessary 請按需要增加行數 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

1. How will project team ensure the below basic requirements for the implementation of the right to be heard (Child Participation) listed in General Comment No.12 (CRC/C/GC/12) throughout the project? Please use previous related work to illustrate.
項目團隊將如何在整個項目中確保下列源自《第12號文件一般性文件》(CRC/C/GC/12) 之執行兒童發表意見權利的基本要求（兒童權利）？請用以往項目例子闡述。

|  |  |
| --- | --- |
| Basic Requirements of Child Participation兒童參與的基本要求 | How to ensure this requirement throughout the project?如何確保項目達致這些要求？ |
| Transparent & Informative透明和公開的 |  |
| Voluntary 自願的 |  |
| Respectful 尊重的 |  |
| Relevant 相關的 |  |
| Child-friendly 有益兒童的 |  |
| Inclusive 包容性 |  |
| Supported by Training有培訓支持 |  |
| Safe and sensitive to Risk安全且對危險敏感e.g. Child Safeguarding Measures 如守護兒童措施 |  |
| Accountable 問責的 |  |

1. How will project team motivate children to participate in community development? Please use previous related work to illustrate.
項目團隊將如何引發兒童對參與社區發展的動機或興趣？請用以往項目例子闡述。

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，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. 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

(How will the agency and project team guarantee project quality? Please share possible measures throughout the project.)
（機構及項目團隊將如何確保項目質素？請舉出可在項目中實行的措施）

Click here to enter text.

1. Other relevant information (anticipated challenges e.g. COVID and contingency plan) 其他相關資料及應變計劃 （如：疫情）

Click here to enter text.

1. **Other attachments (其他補充資料)**
	* 1. Copy of certificate of incorporation 公司註冊證明
		2. Project Portfolio 項目文案集
		Portfolio with publications e.g. flyers, news clips of community-led actions project which were completed by agency / project team in last 5 years, preference will be given to those with experiences in child engagement or youth engagement work
		過去5年社區／社群發起活動（兒童或青年參與工作尤佳）之文案集，須附上有關刊物如：單張、剪報
		3. Non-essential requirements: 非必要文件：
2. Reference letters from clients and/or awards earned within 5 years
在過去5年，由其他合作單位撰寫的推薦信
3. Award list within 5 years 在過去5年獲得獎項列表
4. Other Service Conditions 其他項目條文

|  |  |
| --- | --- |
| 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~**

1. **Outputs** are the actions or items that contribute to achieve outcomes **輸出**為計劃中為達致預期成效所策劃的行動或項目的預期數字 [↑](#endnote-ref-1)
2. **Outcomes** are what needs to achieve in this stage in order to fulfil the goal set for this stage **預期成效**為達致此階段目標而需要達到的成效 [↑](#endnote-ref-2)
3. **Risk and Assumption** describe the situations, events, conditions or decisions which are necessary for the success of the project, but which are largely or completely beyond the control of the project's management. Please assess the level of risk for each listed in the column. List risks which are likely occur and significant to the goal achievements only. **風險及必備條件**指一些情況、事件、決定等為計劃成功的必備條件，但這些條件很大程度超出計劃管理範圍。請自行評估，並列出有較高機會發生並對活動有重要影響的風險及條件 [↑](#endnote-ref-3)