

For discussion on
13 January 2003

LEGCO PANEL ON WELFARE SERVICES

Community Investment and Inclusion Fund (CIIF)

Purpose

The purpose of this paper is to update Members on the progress of the Fund.

Background

2. In the 2001 Policy Address, the Chief Executive announced plans to establish a \$300 million CIIF, to encourage mutual concern and help amongst the population, and to promote community participation in both district and cross-sector programmes.

3. At the meeting held on 14 January 2002, Members supported the allocation of \$100 million from General Revenue to establish the Fund. In addition, the Social Welfare Advisory Committee (SWAC) supported a one-off grant of \$200 million from the Lotteries Fund which the Chief Executive approved on 8 February 2002, in accordance with the Government

Lotteries Ordinance. A chronology of events relating to the operation of the Fund in 2002 is at **Annex A**.

4. A briefing and consultation session on the proposed operation of the Fund was held with members of the public on 26 February. This was attended by 270 representatives from various welfare and community groups. The wide range of views collected was taken into account in designing the Fund's mode of operation.

Composition of the CIIF Committee

5. To reflect the unique nature of this Fund, an 18-member committee was set up in April 2002. This comprises 15 non-official members, 3 official members and is chaired by a non-official member. The membership of this Committee is diverse, representing a broad spectrum of community interests such as welfare non-governmental organizations (NGOs) (4), district councillors (2), women's groups (2), education (2), community (2), youth (1), medical (2), rehabilitation (2), academic (2), professional and business sectors (2).

The Sub-Committees

6. To facilitate the Committee's work, two sub-committees have been formed, namely, the Assessment Sub-Committee (ASC) and the Sub-Committee on Evaluation and the Development of Social Capital (SCEDSC). The terms of reference of the two sub-committees are at

Annex B.

7. The ASC advises the CIIF Committee on the criteria and procedure for assessing funding proposals. In September 2002, the Committee agreed to a three-step assessment process:

- ◆ the Secretariat is responsible for the first-level technical vetting and departmental consultation in respect of each proposal;
- ◆ the ASC is responsible for the second-level assessment on the quality, relevance, potential and cost-effectiveness of each proposal in achieving the broader social capital objectives. The ASC submits recommendations to the CIIF Committee on projects to be selected for funding and projects with potential, in which applicants are encouraged to submit revised proposals which are more aligned with the Fund's objectives; and
- ◆ the CIIF Committee is responsible for making the final decision on selecting projects for funding.

8. The SCEDSC advises the CIIF Committee on the appropriate framework, methodology and approach to evaluate the results to be achieved by the projects funded. It also advises on strategies to develop and achieve social capital outcomes. Given that social capital is a relatively new concept within the local context, the SCEDSC has decided to adopt a formative, enabling and participatory approach to its evaluation work. Successful

applicants will be encouraged to take a proactive role to define, monitor and report on the social capital outcomes achieved by the project. Every year, a sharing forum will be organized to disseminate information about the funded projects, their implementation experience, good practices and their practical results to facilitate incremental learning and knowledge transfer.

Eligibility

9. Members previously expressed concern about the eligibility criteria of the Fund. In this regard, there are two main considerations. Firstly, who is eligible to apply and secondly, the types of projects eligible for funding consideration. Very broad and flexible criteria have been set for both in order to encourage the widest possible involvement of the community, and to stimulate innovative ideas and strategies.

Who is eligible to apply?

10. All NGOs and private organizations (but not individuals and HKSAR Government bureaux and departments) are eligible to submit proposals. This flexibility must be balanced by the applicant's ability to be accountable for the expenditure of public funds. Hence, applicant organizations are expected to satisfy the following requirements:

- a) registered under, e.g. the Companies Ordinance or the Societies Ordinance; and/or

- b) approved charitable institutions and/or trusts of a public character under section 88 of the Inland Revenue Ordinance; and/or
- c) a member of an umbrella organization such as the Hong Kong Council of Social Service, or a federation/coalition of women's groups etc.

11. Groups that are not registered or members of umbrella organizations are not necessarily excluded. But preference will be given to those who are affiliated to, or are sponsored by, a registered organization or who possess a proven track record in organizing public or community programmes. As the Fund also seeks to promote cross-sector collaboration as a means to enhance social cohesion and to develop social capital, joint-organization applications are welcome.

Types of projects eligible for funding consideration

12. Funding is project-based. The following types of community projects are eligible to apply:

- a) the project objectives are closely aligned to the broad objectives of the Fund, namely, to develop social capital in HKSAR;
- b) the projects are community-initiated;
- c) the projects will generate community benefits;
- d) projects that facilitate cross-sector collaboration and territory-wide and local projects will be considered.

13. The types of projects not eligible include those:
- a) that are primarily profit-making;
 - b) that involve mainly one-off consumption activities, such as banquets, picnics and trips without any demonstrable long lasting community development benefit;
 - c) where the beneficiaries and implementation locations are outside the HKSAR;
 - d) that duplicate or replace financial resources for existing subvented services; or
 - e) that are in breach of existing policies or legislative requirements.

Progress

14. Considerable efforts have been made to publicize the Fund widely. The Fund was formally launched on 21 August 2002 by inviting the submission of proposals. A press briefing for over 40 electronic and print media was followed by a series of television and radio interviews with Members of the CIIF Committee and the Secretariat.

15. Over 20,000 copies of the CIIF Application Guide and Form (at **Annex C**) have been distributed to potential applicants through the Health, Welfare and Food Bureau, Home Affairs Department (HAD) (headquarters and District Offices), Social Welfare Department (SWD) (headquarters and District Social Welfare Offices), as well as the Hong Kong Council of Social Service.

16. An electronic version of the Guide and Form is available on the CIIF homepage. Over 45% of the applications have also submitted soft copies. An audio version of the Guide proved popular and over 70 copies were distributed to people with visual disabilities.

Support for Applicants

17. A four-prong approach was adopted to provide support for prospective applicants:

- a) face-to-face briefings and dialogue with prospective applicants;
- b) dissemination of information and practical support at district levels;
- c) support through a Partnership scheme; and
- d) direct information access by the public.

Dialogue with prospective applicants

18. 17 briefing sessions were organized by the Secretariat to familiarize potential applicants with the Fund's objectives and application arrangements. Around 1000 representatives from over 600 different community groups, NGOs and professional groups attended the sessions.

Support at the District Level

19. Potential applicants were able to approach staff of the Fund Secretariat, the SWD and the HAD (both headquarters and district branches), as well as the Hong Kong Council of Social Service, for assistance during the application process. Two training sessions were held with officers in the SWD and HAD District Offices to enhance the consistency of advice given about the Fund's objectives, operation and local service needs.

Support through the CIIF Partners Scheme

20. Some of the less well-established groups indicated the need for additional assistance in order to turn their project ideas into viable proposals. In response, a CIIF Partnership Scheme was established in July 2002 to:

- a) extend the network of support for the Fund;
- b) demonstrate collaboration between community groups, corporate bodies/ professionals, as well as the Government in a practical way; and
- c) contribute advice or mentoring assistance to applicants.

The initial recruitment of CIIF Partners from the community has been enthusiastic. Over 100 people from the welfare, professional (legal and accounting), as well as business sectors and who share the vision of the Fund have expressed an interest to volunteer their services in the form of mentoring, or providing practical advice or technical assistance to community groups who

may wish to put forward proposals. To date, 50 of these partners have completed briefing and training workshops. 15 requests for partner support have been received from first batch applicants and initial matching assistance has been provided by the Secretariat.

The CIIF Homepage

21. The CIIF homepage was launched in August 2002. This serves as an ongoing communication channel to provide the public with the latest information on the Fund and to increase transparency on the Fund's operation. Information posted to date includes: the background and objectives of the Fund, composition of the Committee, application information, details on the Partnership Scheme, briefing notes and Q&A. Information on projects funded by the CIIF, when available, will also be posted.

Outcome of the First Batch of Applications

22. Applications to the Fund will be processed in two to three batches a year. Response to the first call for proposals has been enthusiastic and 227 proposals were received when the first batch closed for application on 4 October 2002.

23. As part of the assessment process, Committee members and the Secretariat met 19 applicants, as short-listed by the CIIF Committee. The purpose of this discussion was to clarify and enhance the planned social capital outcomes, assess the projects' technical feasibility and review project

budgets before making a final decision.

Assessment Criteria

24. All projects were assessed on the following criteria:

- a) basic eligibility (whether the application or the status of the applicant meets the basic eligibility criteria, for instance, applications from individuals or Government departments were disqualified);
- b) project quality and potential social capital outcomes (factors to be considered include: innovativeness; positive values to be achieved; potential increase in social participation, social solidarity, self and mutual help, social inclusion of marginalized groups; sustainability of the operation and impact; degree of support from/engagement with other sectors, potential for knowledge transfer etc.);
- c) technical feasibility of the project (whether the proposal demonstrates a clear linkage between the proposed action in addressing the needs identified and achieving the planned outcome);
- d) applicants' background and capability (balancing track record with ability to innovate);

- e) financial viability (cost effectiveness, sustainability); and
- f) other planned outcome and considerations (e.g. whether the project would promote wider community interests etc.).

25. The Committee's assessment took into account the community's current concern for employment issues as reflected in the fact that about one third of the applications contain some employment related programmes such as training, job creation, service exchange or co-operative elements. After detailed consideration, the CIIF Committee adopted the following principles to guide its deliberations:

- a) CIIF will only consider supporting community-initiated and community-based projects with employment related outcomes, if they are the means to promote social capital, have clear sustainability plans beyond the funding period, and where setting up a business is not its primary goal.
- b) Purely commercial business propositions will not be supported.
- c) The CIIF will not fund projects which contain substantial commercial activities that would create unfair competitive advantages in the market or would result in undercutting existing operators running similar businesses.

- d) The CIIF will not fund incentive payments or subsidies to participants in these programmes or co-operatives. However, this does not preclude appropriate recognition of volunteers' expenses, which normally should not exceed \$70 per day.

26. After applying the assessment criteria outlined, the CIIF Committee has approved funding of \$9 million for 14 projects (which will be implemented as 12 projects). **Annex D** provides a summary of the approved projects. Highlights of these projects include:

- a) Two projects were combined by the applicant organization to achieve greater effectiveness and efficiency.
- b) Two different organizations have merged two different proposals into one project, providing a model of inter-agency collaboration, and integrated service delivery at the local level.
- c) 4 of the 12 projects contain "employment" related components.
- d) 18 paid staff positions will be created.
- e) It is estimated that over 4,000 volunteers will be mobilized.
- f) Over 18,000 participants will benefit from the services and programmes to be organized.
- g) 39 different types of user, volunteer or cross-sector self-help, mutual help or support networks will be established.

27. During this inaugural phase, the Committee has made special efforts to identify projects with different "demonstration" potential with

regard to social capital development and which can serve as “benchmarks” for other applicants. It is part of the Committee’s strategy to use practical examples generated from the local community, to incrementally promote the social capital development concept. Over 40 of the remaining applications from the first batch show potential in this regard and the relevant organizations will be invited to revise their proposals, with support from the Secretariat, for re-submission.

Way Forward

28. Briefings involving successful applicants will be held in January 2003 to provide feedback and to facilitate experience sharing with a view to enhancing the quality of proposals from other applicants. Invitations for the second batch of applications will follow shortly with a closing date set in the second quarter of 2003.

29. Radio Television Hong Kong will run a series of programmes (13) on the approved projects between January and April 2003. These will enhance understanding of the Fund and its prime objective of developing social capital in Hong Kong. Thereafter, a community forum will be held to facilitate experience sharing and for the organizers of the approved projects to report on the outcomes they have achieved, as part of the knowledge transfer and public accountability process.

Health, Welfare and Food Bureau

January 2003

Annex A

A Chronology of Events related to the CIIF Operation in 2002

Date	Event	Results
14 Jan 2002	Legislative Council Panel on Welfare Services: to seek advice and support for establishment of CIIF	A funding proposal for \$100 million from the General Revenue to set up the CIIF, was submitted to and endorsed by the Finance Committee on 1 February 2002
17 Jan 2002	SWAC: to seek advice and support for establishment of CIIF	Support to allocate \$200 million from Lotteries Fund to establish the CIIF
7 Feb 2002	Lotteries Fund Advisory Committee (LFAC): to inform the Committee on the proposed allocation of \$200 million from the Lotteries Fund to the CIIF	LFAC supported the proposed allocation
8 Feb 2002	Chief Executive approved the allocation of \$200 million from the Lotteries Fund	
26 Feb 2002	Public briefing and consultation regarding CIIF operation	Attended by 270 representatives from a wide range of community groups
April 2002	Establishment of the CIIF Committee	18-member Committee with 15 non-official and 3 official

		members
May-June 2002	Overall approach to the Fund	Clarified and established by the CIIF Committee
June 2002	(3-member) CIIF Secretariat established	Provide operational support to the CIIF Committee
July 2002	Prepare for public launch of CIIF	CIIF Application Guide and Form produced; infra-structure support, e.g. home-page and database established
21 Aug 2002	Public launch of the CIIF; first batch applications invited, to close on 4 October 2002	Resulting in over 40 media reports, TV and radio interviews
Aug – Sept 2002	Public briefings for prospective applicants	17 briefings held; attended by around 1000 people from over 600 organizations.
Aug 2002	Assessment Sub-Committee (ASC) and Sub-Committee for Evaluation and Development of Social Capital (SCEDSC)	Committees established; respective assessment procedures and evaluation framework being developed
4 Oct 2002	First batch of proposals	227 proposals received
Oct – Dec 2002	Assessment of proposals: 1 trial run; 2 ASC meetings, 2 CIIF Committee meetings; 1 SCEDSC meeting, and interviews with 19 applicant organizations	14 projects (integrated into 12 projects for implementation) selected with funding support from the first batch

Terms of reference of the Two Sub-Committees

A) Assessment Sub-committee:

- (1) To advise the CIIF Committee on a set of assessment criteria, process and mechanisms that are efficient, effective and appropriate for individual CIIF applications and that can best achieve the objectives of the CIIF;
- (2) To meet as required to consider the initial assessments of individual applications undertaken by the CIIF Secretariat;
- (3) To undertake additional vetting considered necessary for selected proposals in order to complete the assessment;
- (4) To draw up recommendations in respect of each application to the CIIF Committee for final endorsement; and
- (5) To review and recommend changes to the assessment criteria and process as and when appropriate for the endorsement of the CIIF Committee.

B) Sub-committee on Evaluation and the Development of Social Capital:

- (1) To advise the CIIF Committee on appropriate performance and outcome measures, performance monitoring and reporting channels for individual CIIF projects;
- (2) To advise the CIIF Committee on relevant, realistic and achievable measures for the overall performance of the CIIF;
- (3) To advise the CIIF Committee on the appropriate scope, methodologies, cost-effective mechanisms and realistic timeframe to monitor, evaluate, analyze and report to key stakeholders on the aggregated achievements of projects against the overall objectives of the Fund to enhance social capital;
- (4) To undertake any subsequent follow-up tasks (e.g. performance reports) as assigned by the CIIF Committee; and
- (5) To advise the CIIF Committee on social capital development strategies, facilitate the promotion of good practices and enable experience and knowledge transfer in furthering social capital development in Hong Kong through the operation of the Fund.

C **Content**

*Page
Number*

1.	Foreword	2
2.	What is the Community Investment and Inclusion Fund?	4
3.	What is “Social Capital”?	6
4.	Who is eligible to apply for funding?	15
5.	What type of projects will the Fund support? Which projects will be accorded priority?	17
6.	What will the funding cover? Other financial arrangements to note	19
7.	How will the applications be processed ?	22
8.	What will the grantees be required to do as regards the grant?	25
9.	Who should the applicants approach for assistance during the application process?	28
10.	Notes About Personal Data of the Applicants	37
11.	Application Form	39

1 Foreword

Invitations for proposals to help build strong, cohesive, forward looking and self-supporting communities

Hong Kong is at the crossroads – it is time for us to act together to build up the social capital of Hong Kong. This will enable us to move forward during this difficult time and work towards building a strong, caring and harmonious community. To promote this cause, the Chief Executive announced the setting up of the Community Investment and Inclusion Fund (CIIF) in his 2001 Policy Address, to be implemented over the next three years.

Social capital is both a novel idea and a much-treasured value. It refers to the strength of our community support networks, the links and respect between people, the sense of cohesion and willingness to sacrifice self-interest for our common good, the commitments we have for Hong Kong and the sense of belonging in being a member of the community.

Social capital provides the foundation upon which our people can channel their energies and creativity to ride out the storm, emerge from it stronger, build on our strength and work for a brighter future.

Hong Kong people have come through many difficult situations in the past. We have done it before and we can make it again.

We all have a social responsibility to help turn the situation around. We can and should work together to regenerate the energy, courage, resilience and positive outlook needed to create opportunities for our children, neighbours and fellow citizens.

- ✓ The CIIF will provide seed money (for up to three years) to support **projects** initiated by community groups, non-governmental organisations and/or the private sector.
- ✓ The aim is to promote **joined-up efforts** between community groups, corporate bodies or professional groups and the Government.
- ✓ The result is to build up **social capital** and build a compassionate, cohesive and vital society.

Innovations, initiatives and contribution from the community itself are the most essential sources of energy in revitalizing our community networks. Your positive support and active participation is the key to the success of this shared vision.

I therefore encourage you to act now, and look forward to receiving your project proposals.



Dr. Raymond Wu

Chairperson

Community Investment and
Inclusion Fund Committee

2

What is the Community Investment and Inclusion Fund?

Background

2.1 In the 2001 Policy Address, the Chief Executive announced the setting up of a \$300 million CIIF. This CIIF will provide seed money to support the collaborative efforts of community organisations and the private sector. The Fund aims to encourage mutual concern and aid among people, promote community participation at the local level, and support cross-sectoral programmes.

Fund Objectives

2.2 The Fund seeks to accomplish the following objectives:

- (a) to promote community participation, mutual assistance, support and social inclusion provided through strengthened community networks in the community. This will in turn help reinforce the sense of belonging in the community, enhance the social networks of individuals and families, broaden the support base available to assist them to resolve their problems and address common concerns. These community networks, strengthened relations, sense of belonging, and willingness to provide mutual aid form the foundation of social capital (the concept will be further elaborated in the next section); and

- (b) to encourage and facilitate cooperation between organisations of different nature (such as non-governmental organisations and the private sector), as well as cross-sectoral collaboration (such as that between welfare agencies and education organisations), in social networking and community support projects.

Means to Accomplish the Objectives

2.3 The Fund will accomplish these goals by encouraging **bottom-up solutions** that seek to promote the development of social capital, and by supporting local or territory-wide community projects initiated by the community itself. This would ultimately promote joined-up efforts between community groups, corporate bodies or professional groups and the Government, to contribute to the social well-being.

3

What is “Social Capital”?

3.1 An International Definition:

According to the World Bank, social capital refers to the institutions, relationships, and norms that shape the quality and quantity of a society’s social interactions.

Social capital is considered to be one of four main drivers of social development in modern societies, the other three being financial, infrastructure and human capital.

Social capital is more than the sum of the institutions or the talents of individuals that underpin a society – it is the glue that holds the people and the institutions together, to work for the common good.

3.2 The development of social capital in Hong Kong:

Social capital development is being actively encouraged in many countries.

We have listed in page 11 a number of examples of projects and initiatives that have led to social capital development in different communities. Our own cultural traditions and our local context will no doubt shape the means we find to build up our social capital and the expression of the end results.

The aim of the Fund is to revitalize and strengthen the vital roles played by local communities to develop local solutions to their shared concerns. Such local initiatives and networks will form the basis of social capital that generates energy for continuous and sustained local growth, pride and development.

One of the key objectives of the Fund is to actively engage local communities; and support community-initiated projects that will result in enhanced support networks, greater cohesion and increased social capital. **Therefore, when the CIIF Committee assesses project proposals, whether and how well they contribute to promoting social capital will carry considerable weight.**

3.3 Social Capital: How to Apply the Concept to the Fund

3.3.1 Social capital touches on a number of areas. For the purpose of the Fund, we will pay particular attention to the means and process of promoting social capital, as well as the end results.

3.3.2 We will assess whether project proposals can promote social capital according to the following:

(a) *Through what means can the project promote the development of social capital?*

The project should aim to develop one or more of the following:

- ◆ **Network** - the project should encourage the establishment or development of communication, liaison and enduring networks among individuals, organisations, social strata

(people from different social backgrounds or different walks of life) or across sectors;

- ♦ **Mutual Care and Trust** – the project should encourage the establishment or development of mutual care and trust among individuals, organisations, social strata or sectors;
- ♦ **Mutual Assistance and Reciprocity** – the project should increase the contribution of individuals or organisational participants to contribute their own efforts for the benefits of others. They should in turn, also be able to benefit from the project; and
- ♦ **Community Participation** – the project should provide and increase the opportunities for a diverse range of groups to be involved in social and community affairs as well as voluntary work, that will promote community ownership and a sense of belonging.

(b) Where to build the social capital?

The project should seek to promote the above through:

- ♦ **Increased solidarity and problem-solving skills within specific groups** (e.g. within families, schools or organisations) – the aspect of social capital developed is the increased “bonding” and cohesion amongst the members, strengthening their mutual aid, abilities and resilience within these groups;
- ♦ **Increased collaboration across sectors** (e.g. between the business, community and non-governmental sectors, or across the cultural, education, social and employment sectors) – the aspect of social capital developed is the new “bridges” built across the groups, sharing of resources and increasing their

strength to address common concerns;

- ♦ **Increased linkages between people from different social backgrounds who may not normally work together** (e.g. the “haves” and “have-nots”, the “young” and the “old”) – the aspect of social capital developed is the mutual understanding which helps minimize their differences, increase mutual understanding and respect, reach certain common grounds, build up their linkages and increase joint efforts.

(c) What are the ultimate aims such social capital could achieve?

The project should seek to achieve one or more of the following aim(s) in promoting the development of social capital:

- ♦ **Social Solidarity:** enhanced social cohesion and with the citizens’ sense of belonging to the community increased;
- ♦ **Social Inclusion:** increased social inclusion and integration of different strata, sectors and groups; resulting in a more caring and harmonious society;
- ♦ **Social Participation:** increased citizens’ interest in, motivation for and actual participation in social and community activities, increased involvement in voluntary work and increased services for the community;
- ♦ **Self-help and mutual-help:** enhanced individuals’ capacity for self-reliance and self-help; increased contribution of own efforts for the benefit of others; and strengthened community support networks; and
- ♦ **Positive Values:** certain positive and well-received values

(e.g. mutual assistance, self-empowerment and resilience against adversity) being promoted in society. Such values should be able to facilitate communication and cooperation between individuals or groups.

3.3.3 We will assess whether project proposals could promote social capital effectively and efficiently by the following criteria:

- (1) **Extent of self-initiation:** whether the project is bottom-up in nature, i.e. initiated by the community itself;
- (2) **Clear target groups:** the capacity of the project to effectively engage marginalized groups, that is, people who for various reasons are socially excluded from mainstream society, hard to reach, have minimal social network and low accessibility to existing services;
- (3) **Potential to extend connectedness:** how well the project can help link different parties (especially marginalized groups) to mainstream society (in terms of solidarity, inclusion, participation, care and mutual help etc.);
- (4) **Ability to mobilize community and cross-sectoral support:** the capacity of the applicant to mobilize support (e.g. volunteers, donations-in-kind, matching funds) or to join hands with others (e.g. the private sector);
- (5) **Potential to be a project model:** the capacity for the project to be innovative and hence serve as a successful prototype for others to follow;
- (6) **Potential to be a “snowball” agent:** the capacity of the applicant to produce a rippling effect to other groups through

the project, e.g. to arouse other groups’ interest to pursue similar projects or to adopt similar practices etc.;

- (7) **Degree of sustainability:** how well the project can produce long-lasting and sustainable benefits to the community (e.g. is the network formed able to continue after the project period); and
- (8) **Extent of financial sustainability:** the capacity of the project to sustain itself when funding support ends.

Any examples of projects that can promote social capital?

3.4 Social capital is a broad concept that can be promoted by a wide range of innovative and novel projects. Every development must take account of local needs, cultures and values. The following are some examples of the many projects that could contribute to this end:

At the work place/schools:

- ✓ **After-school care and holiday programmes for children run on a co-operative basis for families who opt for alternative kind of service.** The benefits include:
 - providing work or volunteer opportunities for scheme organizers, students, retirees, as well as youth waiting for employment;
 - providing constructive recreational and social experiences and enhanced skills;
 - providing positive alternatives to the children being attracted to delinquent and other risk taking activities;

- reduced anxiety and pressures on working parents to ensure proper protection for their children;
 - building up cross-group and cross-generational interactions;
 - strengthening self-help experiences;
 - providing opportunity to learn organisational skills; and
 - providing low cost/affordable options with closer quality assurance (being a co-operative).
- ✓ **“Leave bank”** established between employers and employee groups of large corporations
- It promotes mutual help by allowing employees with greater family commitments (e.g. to attend meetings with teachers regarding their children, to attend to sick children/frail family members, etc) to use otherwise expired leave balances of other employees with fewer family/personal commitments. The idea, amongst many others, also helps institute family-friendly policies at the workplace, hence enhancing family solidarity.
- ✓ **Corporate sponsorships and corporate volunteering initiatives:**
- this may involve teams of professional engineers/or other professionals volunteering their technical skills to help repair appliances for lone elders. Apart from offering much valued practical assistance to those in need, the scheme connects people from different social economic groups and promotes the sense of community contribution between people.

In the communities:

- ✓ **Neighbourhood Associations/ Committees:** kai-fong welfare councils and networks of clans are still among the most important “indigenous” platforms for social relations in Hong Kong. Kinship relations and residential communities remain important platforms for participants to develop localized or mutual help initiatives for the sake of the community as a whole. Examples of initiatives include:
- “local beautification committees” to strengthen the sense of local history, pride and sense of belonging;
 - “neighbourhood watch” programme to help build safer communities; and
 - “visit groups” to visit and build connections with the needy (e.g. frail elders, the disabled) in the community, and help them identify sources of assistance if needed.
- ✓ **Mentor Scheme**
- It is widely promoted around the world. Familiar local examples are the development of the alumni of universities or old boys/old girls of schools running a variety of mentor schemes.
 - In New Zealand, there are various community building schemes based on the “mentoring” approach. An “adopt a grandpa/grandma or adopt a grandson/granddaughter scheme” was run successfully in communities where indicators of social disengagement include (>60%) high truancy and vandalism/delinquency rates. Under this scheme, the “disengaged” youngsters may meet up with

their adopted “grands” to find listening ears, have a chat, have a meal, get some encouragement with their home work, learn to write a CV, while they may also do the odd chores for the elders. As a result of this “adopt a granny” scheme, school non-attendance and vandalism rates were more than halved.

- The benefits of various mentorschemes include: providing the network, encouragement and guidance for young people who would not otherwise have access to such connections, a developing sense of caring and engagement across the age groups and an affirmation of the values and contributions of the elders, restoring the respect for elders that we once have. The benefits are reciprocal for the young and the old. The networks formed generally last for a long time. The relationships established and the satisfaction achieved help to sustain these networks; and the monetary cost of sustaining these networks are usually low.

4

Who is eligible to apply for funding?

4.1 The following parties are eligible to submit applications to organize community projects:

- ✓ non-governmental organisations (e.g. welfare agencies, community groups, women’s groups etc); and
- ✓ private organisations.

4.2 The following are not eligible to submit applications:

- ✗ individuals; and
- ✗ the HKSAR Government (including bureaux, departments etc.)

4.3 Please note the following:

- ✓ Organisations should normally:
 - ◆ be registered under, for example, the Companies Ordinance or the Societies Ordinance; and/or
 - ◆ be approved charitable institutions and trusts of a public character under section 88 of the Inland Revenue Ordinance; and/or

- ◆ be a member of an umbrella organisation such as the Hong Kong Council of Social Service or a federation / coalition of women groups.
- ✓ For those who are not registered or members of umbrella organisations, preference will be given to those who are affiliated to or being sponsored by a registered organisation or who possess a proven track record in organizing public activities.
- ✓ We encourage collaboration amongst agencies, and this may result in joint submissions. However, there should be clear accountability arrangements, with one of the organizers identified among the co-organizers as the lead applicant.
- ✓ There is no limit on the number of applications each applicant may submit, provided they can demonstrate an ability to deliver.

5

What type of project will the Fund support? Which projects will be accorded priority?

5.1 Nature of projects to be supported

- ✓ The Fund will primarily support community-initiated projects that seek to promote the broad objectives of the Fund.
- ✓ The Fund is open to project proposals from different sectors, e.g. welfare, women, community etc.
- ✓ Both territory-wide and local projects will be considered.
- ✓ The period of funding sought for a project should be for no longer than three years. (The Fund will only support individual projects for a maximum of three years. However, the project may operate for more than three years, with the post-third-year period running on a self-financing basis or with alternative sources of funding.)
- ✓ The project should not primarily be profit making. Any profit arising from the project must be re-invested into the project, rather than distributed to organizers (please refer to section 6.5 for details).

5.2 Nature of Projects that would not be supported

- ✗ One-off consumption activities, such as banquets, picnics and trips, which will have no long lasting effect on community development.

- * Services that currently fall within the jurisdiction of other government subvention channels or funding bodies.

5.3 Nature of Projects to be accorded a higher priority

- (a) Projects that can effectively and efficiently promote the building up of social capital (please refer to section 3.3.3 on how we will assess the capability of projects in this regard).
- (b) For projects of equal merit, organisations, which have not been funded by CIIF previously, will be given a higher priority than those that have been funded already.
- (c) Projects without alternative sources of funding.

6

What will the funding cover? Other financial arrangements to note

Central Principles:

- ✓ **Prudence, accountability and value for money in the application of public fund for community benefits**
- ✓ **Seeding support for community initiatives that are self-sustaining in the long-run**

Funding Coverage

- 6.1 Grants to individual projects can be capital or time-limited recurrent funding or a combination of both.
- 6.2 Staff costs and honorarium payments for projects, where appropriate, can be supported on a time-limited basis.

Upper and Lower Limits of Funding for Individual Projects

- 6.3 The minimum amount per project is \$20,000. There is no pre-set level of maximum funding for individual projects.

Can the Projects be Profit-making?

- 6.4 The project should not be launched primarily for making a profit.

6.5 Should any profit arise from the project, it should be re-invested back. Profit is defined as total income of the project (i.e. CIIF grant plus other income or donation), less the costs of the project. For example,

(a)	The CIIF Grant	\$60,000
(b)	Other Project Income	\$120,000
(c)	Total Project Cost	\$80,000
(d)	Profit =(a)+(b)-(c) =\$60,000 + \$120,000 - \$80,000	\$100,000

Quotation

6.6 Grantees should ensure that purchase of goods and services in relation to their projects should be made on a competitive basis by obtaining quotations from a number of suppliers to ensure openness and value for money. A minimum of three quotations for the purchase of goods or services costing over \$10,000 should be obtained.

Other Financial Arrangements

6.7 Payment of the grant will normally be made on a reimbursement basis. In exceptional circumstances, the applicant may apply for an advance payment.

6.8 The grantee should keep a separate interest-bearing Hong Kong Dollar account with a bank licensed in Hong Kong, for the CIIF grant. Payments from that account should be made by the authorized representative(s) of the organisation that receives the approved funding. Any unspent balance of the grant should be kept at all times in that account.

6.9 Should staff be employed in projects funded by the grant (as approved in the project proposal), the employment terms should comply with the relevant Ordinances and should not be better than those for comparable jobs in the civil service.

6.10 All expenses incurred before the date of approving the grant will not be reimbursed by the CIIF. Application for supplementary grants will not normally be considered. The CIIF and the Health, Welfare and Food Bureau accept no liabilities for deficits arising from the project.

6.11 Any unspent amount of the grant over the recognized total expenditure of the project will be clawed back and returned to the CIIF.

6.12 The Grantees should maintain proper books, accounts and all relevant records and information related to the approved programmes receiving CIIF grant. These records should be kept at all reasonable times, for up to two years after the completion of the project, and be available for inspection by authorized staff of the Health, Welfare and Food Bureau and the Audit Commission.

6.13 Where circumstances justify and as approved by the CIIF Committee, the Health, Welfare and Food Bureau may withhold or reclaim any payment from the grantee.

Progress and Financial Reports

6.14 Grantees will be required to submit half-yearly and final progress and financial reports. Projects in receipt of funds in excess of \$250,000 will be required to submit annual audited statement. Please refer to section 8 on the details of financial reporting.



How will the applications be processed?

- 7.1 The CIIF Secretariat will issue an acknowledgment letter to the applicant within 2 weeks of receipt of the application. The CIIF Committee and Secretariat aim to ensure that the project proposals are assessed and processed efficiently and appropriately within a realistic timeframe. Provided all relevant information is provided, it is estimated that assessment of the first batch of applications may be completed within 3 to 4 months.
- 7.2 Applications will be assessed by the Community Investment and Inclusion Fund Committee (the CIIF Committee), which is responsible for approving applications, and deciding on the level of funding. The decision of the CIIF Committee shall be final.
- 7.3 Applications will be processed in batches. In the initial year of operation of the Fund, we estimate that we will process applications in around 3 batches each year. While there is no prescribed level of maximum total funding for each batch, discretion will be exercised with a view to maintaining a balanced distribution of funding among the separate allocation exercises each year.
- 7.4 The CIIF Committee was established in April 2002 and is tasked:
- (a) to handle applications for funding from the Community Investment and Inclusion Fund, including to examine and

approve applications, to decide on the level of funding for each successful application, and to monitor and evaluate the effectiveness of funded projects;

- (b) to advise the Secretary for Health, Welfare and Food on the most appropriate and effective means to facilitate the development of social capital in Hong Kong; and
- (c) to advise the Secretary for Health, Welfare and Food on all matters related to the administration of the Fund.

7.5 The Committee is chaired by a non-official, and is composed of both ex-officio and non-official members. Members of the Committee are:

Chairperson

Dr Wu Wai-yung, Raymond, GBS, JP

Vice-chairperson

Hon Chan Bernard Chamwut, JP

Non-official Members


Dr Chan Sze-tong, Thomas, JP
Dr Choi Yuen-wan, Philemon, SBS, JP
Ms Fang Meng-sang, Christine
Ms Kao Ching-chi, Sophia

Dr Kwok Kin-fun, Joseph, JP
Mrs Lee Cheung Wai-mi, Julita, BBS
Dr Leung Man-Kit, Christopher
Mrs Ng Wong Yee-man, Gloria, JP
Mr Tso Kai-lok, MH
Mr Wong King-cheung
Mr Wong Siu-yee, JP
Ms Yu Sau-chu, Jessie
Prof Yuen Tsang Woon-ki, Angelina, JP

Ex-officio Members

Secretary for Health, Welfare and Food or representative
Director of Home Affairs or representative
Director of Social Welfare or representative

- 7.6 For the purpose of assessing applications, applicants may be invited to provide supplementary information or to discuss the proposal with the CIIF Committee.



What will the grantees be required to do as regards the grant?

Monitoring Mechanism

- 8.1 The intention of the Fund is to encourage community participation. We have therefore adapted the monitoring, payment and evaluation approaches accordingly. We will strive to enable grantees flexibility in the management of resources, while the CIIF Secretariat must pay particular emphasis on monitoring project performance and achievement of objectives. It will be the responsibility of the grantee to exercise proper governance and stewardship to ensure the project objectives are achieved and that approved funding is applied according to the terms of the funding approval. The CIIF Secretariat and the grantees would have joint responsibility to ensure prudence is exercised and accountability is demonstrated in the use of public fund.

Regular and Final Reports

- 8.2 All grantees of the Fund will be required to submit the following reports:
- (a) half-yearly reports (to be submitted within one month following the end of the six-month period); and
 - (b) final evaluative report (to be submitted within four months following the agreed project completion date).

All of these should contain progress and financial reports (including an Income and Expenditure Statement with actual expenditure against budget plan and the annual Balance Sheet if appropriate). Failure to submit a report, or submission of reports containing insufficient, incomplete or false information may result in deferral or termination of project funding.

Audited Statement of Accounts

- 8.3 Projects in receipt of funds in excess of \$250,000 will be required to submit annual audited accounts. The accounts must contain the Auditors’ Report (including an assurance that the funding was spent in accordance with the conditions of grant), Balance Sheet, Income and Expenditure Statement, Cash Flow Statement and Notes to Accounts. All such accounts must have been audited by a certified public accountant.
- 8.4 Annual audited statement should be submitted no later than four months following the end of the financial year of the organisation, and the last audited statement of the project should be submitted no later than four months following the completion of the project.
- 8.5 Should the project be audited not separately, but as part of the annual auditing exercise of the grantee, the CIIF grant should be entered as a separate item in the audited financial statements.
- 8.6 Grantees should identify their own auditors. Should the auditing of CIIF grant incur extra cost (in terms of auditors’ remuneration), the extra cost can be claimed on a reimbursement basis from the CIIF (not as part of the grant for the project), according to the following scale:

Size of the Grant	Maximum Auditors’ Remuneration Payable (Per Year)
Less than \$1 million	\$5,000
\$1 million to \$5 million	\$10,000
Over \$5 million	\$20,000

Visit

- 8.7 Visits to projects may be arranged for members of the CIIF Committee and staff of the CIIF Secretariat. Grantees will be required to assist in arranging such visits.

Annual Forum

- 8.8 An annual public forum will be held to review progress of the Fund, to discuss a sample of projects and to share best practices. Grantees may be invited to share their experiences in organizing community projects.

9

Who should the applicants approach for assistance during the application process?

9.1 You may contact the following parties for general enquiries regarding the CIIF and for general assistance in completing the application form.

CIIF Secretariat

Contact Persons:	Project Management Officer Mrs. Grace Ng (2189 2744) or Assistant Project Management Officer Miss Daisy Ko (2189 2766)
Fax No.:	2541 3352
Address:	The CIIF Secretariat Health, Welfare and Food Bureau M/F, Murray Building Garden Road, Central, Hong Kong
Email Address:	gfmng@hwfb.gov.hk
Web-site:	http://www.hwfb.gov.hk/ciif/index.htm

The Hong Kong Council of Social Service

Contact Person:	Chief Officer (Agency Development & Partnership)
Telephone No.:	2864 2948
Fax No.:	2865 4916
Address:	11/F, Duke of Windsor Social Service Building, 15 Hennessy Road Wanchai, Hong Kong
Email Address:	cliff.choi@hkcss.org.hk

Assistance at District Level

Home Affairs Department (Headquarters and District Offices)

District	Contact Person	Tel. No.	Fax No.	Address
Headquarters	Liaison Officer (1)1	2835 1476	2834 5605	30/F Southorn Centre, 130 Hennessy Road, Wanchai, Hong Kong Email Add.: hadgen@had.gcn.gov.hk
Central & Western	Officer-in-charge (W)	2852 3473	2815 2155	G/F, 11/F & 14/F, Harbour Bldg, 38 Pier Road, Central, HK
Eastern	Liaison Officer I, in-charge (SD)	2886 6522	2904 8744	G/F, Eastern Law Courts Bldg, 29 Tai On Street, Sai Wan Ho, HK
Islands	Liaison Officer, in-charge (BM/VR)	2852 4379	2815 2291	20/F, Harbour Bldg, 38 Pier Road, Central, HK

<u>District</u>	<u>Contact Person</u>	<u>Tel. No.</u>	<u>Fax No.</u>	<u>Address</u>
Kowloon City	Senior Liaison Officer (DL)	2621 3438	2621 3199	Rooms 1706-1713, One Harbourfront, 18-22 Tak Fung Street, Hung Hom, Kln
Kwai Tsing	Liaison Officer, in-charge KwC(W)	2423 0225	2494 8079	1/F, Tai Wo Hau Estate Community Centre, No. 15 Tai Wo Hau Road, Kwai Chung, NT
Kwun Tong	Officer-in-charge (TIA)	2341 6315 Ext. 25	2797 8521	Kwun Tong District Branch Offices Bldg, G/F, 1/F, 3/F & 4/F, Tung Yan Street, Kln
North	Officer-in-charge (Fanling)	2675 1780	2675 4414	G/F, 3/F & 4/F, North District Government Offices, 3 Pik Fung Road, Fanling, NT
Sai Kung	Assistant District Officer (SK)	2792 3380	2792 9440	G/F & 2/F, Sai Kung Government Offices Bldg, 34 Chan Man Street, Sai Kung, NT
Sha Tin	Liaison Officer, in-charge (E)4	2158 5332	2695 4305	4/F, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, N.T.
Sham Shui Po	Officer-in-charge (SKM)	2150 8150	2360 1931	G/F & 4/F, Cheung San Wan Government Offices, 303 Cheung Shan Wan Road, Sham Shui Po, Kln

<u>District</u>	<u>Contact Person</u>	<u>Tel. No.</u>	<u>Fax No.</u>	<u>Address</u>
Southern	Senior Liaison Officer (S)	2814 5707	2552 4939	G/F & 1/F, Ocean Court, 3 Aberdeen Praya Road, Aberdeen, HK
Tai Po	Executive Officer (CA)	2654 1237	2652 1187	Tai Po Government Offices Bldg, 1 Ting Kok Road, Tai Po, NT
Tsuen Wan	Liaison Officer, in-charge (N)	2498 4582	2412 0244	1/F & 2/F, Tsuen Wan Station Multi-storey Carpark Bldg, 174-208 Castle Peak Road, Tsuen Wan, NT
Tuen Mun	Executive Officer/C	2451 3037	2450 3014	2/F, Tuen Mun Government Offices, 1 Tuen Hi Road, Tuen Mun, NT
Wan Chai	Senior Liaison Officer (WC)	2835 1995	2147 0465	21/F, Southorn Centre, 130 Hennessy Road, Wan Chai, HK
Wong Tai Sin	Officer-in-charge (Community Building)	3143 1150	2350 5421	6/F, Lung Cheung Office Block, 138 Lung Cheung Road, Wong Tai Sin, Kln
Yau Tsim Mong	Liaison Officer I (BM3)	2399 2553	3427 9426	1/F, Mong Kok Government Offices, 30 Luen Wan Street, Mong Kok, Kln
Yuen Long	Executive Officer (Community Affairs)	2470 1117	2474 7261	Yuen Long District Office Bldg, 269 Castle Peak Road, Yuen Long, NT

Social Welfare Department

(Headquarters and District Social Welfare Offices)

<u>District</u>	<u>Contact Person</u>	<u>Tel. No.</u>	<u>Fax No.</u>	<u>Address</u>
Headquarters	Executive Officer (Lotteries Fund) 1	2832 4319	2151 0573	Subventions and Performance Monitoring Branch Rm 3001, 30/F, Wu Chung House, 213 Queen's Road East, Wanchai, H.K. Email Address: eolf1@swd.gov.hk
Headquarters	Assistant Social Work Officer (Strategic Planning Section) 1	2152 9305	2116 9070	Corporate Affairs Office Rm 851, Wu Chung House, 213 Queen's Road East, Wanchai, H.K. Email Address: aspln1@swd.gov.hk
Central, Western and Islands	Assistant District Social Welfare Officer (Central, Western and Islands) 2	2852 3117	2581 4196	Central, Western and Islands District Social Welfare Office 7/F, Harbour Building, 38 Pier Road Central, H.K. Email Address: adocwi2@swd.gov.hk
Eastern & Wan Chai	Assistant District Social Welfare Officer (Eastern & Wan Chai) 2	2561 7542	2564 4259	Eastern & Wan Chai District Social Welfare Office Rm 1101-1104, Stanhope House, 734 King's Road, North Point, HK. Email Address: adoew2@swd.gov.hk

<u>District</u>	<u>Contact Person</u>	<u>Tel. No.</u>	<u>Fax No.</u>	<u>Address</u>
Kowloon City	Assistant District Social Welfare Officer (Kowloon City) 1	2365 0511	2764 1242	Kowloon City District Social Welfare Office Room 1101, 11/F, To Kwa Wan Government Office, 165 Ma Tau Wai Road, Kln. Email Address: adokc1@swd.gov.hk
Kwun Tong	Social Work Officer (Planning/Coordination) (Kwun Tong District) 1	2775 8606	2717 0716	Kwun Tong District Planning and Coordinating Team 7/F, Kowloon East Government Offices, 12 Lei Yue Mun Road, Kwun Tong, Kln. Email Address: spctkt1@swd.gov.hk
Sham Shui Po	Social Work Officer (Planning/Coordination) (Sham Shui Po District) 2	2360 5148	2361 7557	Sham Shui Po Planning & Coordinating Team 3/F, High Blk., Nam Cheong Comm. Ctr., Nam Cheong Estate, Kln. Email Address: spcssp2@swd.gov.hk
Shatin	Social Work Officer (Planning/Coordination) (Shatin District) 2	21586624	2694 1826/ 2604 4064	Shatin Planning & Coordinating Team Rm 713, 7/F, Shatin Government Offices Building, 1 Sheung Wo Che Road, Shatin, N.T. Email Address: stcst2@swd.gov.hk

<u>District</u>	<u>Contact Person</u>	<u>Tel. No.</u>	<u>Fax No.</u>	<u>Address</u>
Southern	Social Work Officer (Planning/Coordination) (Southern District) 2	2553 4759	2553 0254	Southern District Planning and Coordinating Team Rm 2201-04, 22/F, ABBA Commercial Building, 223 Aberdeen Main Road, HK. Email Address: sps2@swd.gov.hk
Tai Po/ North	Social Work Officer (Planning/Coordination) (Tai Po/North District) 2	2675 1827	2676 6934/ 2682 9320	Tai Po/North District Planning & Coordinating Team Rm 516, 5/F, North District Government Offices Building, 3 Pik Fung Road, Fanling, N.T. Email Address: spctpn2@swd.gov.hk
Tsuen Wan/Kwai Tsing	Assistant District Social Welfare Officer (Tsuen Wan & Kwai Tsing) 3	2406 0358	2413 6374	Tsuen Wan/Kwai Tsing District Social Welfare Office 12/F, 99 Plaza, 99 Tai Ho Road, Tsuen Wan, N.T. Email Address: adotwkt3@swd.gov.hk
Tuen Mun	Assistant District Social Welfare Officer (Tuen Mun) 2	2404 8190	2459 3993	Tuen Mun District Social Welfare Office Rm 204, 2/F, Tai Hing Government Offices, 16 Tsun Wen Road, Tuen Mun, N.T. Email Address: adotm2@swd.gov.hk

<u>District</u>	<u>Contact Person</u>	<u>Tel. No.</u>	<u>Fax No.</u>	<u>Address</u>
Wong Tai Sin & Sai Kung	Assistant District Social Welfare Officer (Wong Tai Sin & Sai Kung) 3	2306 9505	2326 9550	Wong Tai Sin & Sai Kung District Social Welfare Office Unit 801, 8/F, Lung Cheung Office Block, 138 Lung Cheung Road, Wong Tai Sin, Kln. Email Address: adowtssk3@swd.gov.hk
Yau Tsim Mong	Assistant District Social Welfare Officer (Yau Tsim Mong) 2	2782 7714	2782 5302	Yau Tsim Mong District Social Welfare Office Rm 503, 5/F., Mongkok Government Offices, 30 Luen Wan Street, Mongkok, Kln. Email Address: adoytm2@swd.gov.hk
Yuen Long	Assistant District Social Welfare Officer (Yuen Long)	3147 0785	2474 5982	Yuen Long District Social Welfare Office 6/F, Yuen Long Government Offices & Tai Kiu Market, No.2 Kiu Lok Square, Yuen Long, N.T. Email Address: adoyl@swd.gov.hk

Additional Assistance through the CIIF Partnership Scheme

9.2 To further the cause of the Fund, and to promote cross-sectoral cooperation, a CIIF Partnership Scheme has been established in order to:

- ♦ extend the network of support for the vision of the CIIF.
- ♦ demonstrate the “tripartite” partnership and collaboration (between community groups, corporate bodies/professionals and the Government).
- ♦ contribute advisory or mentoring assistance to applicants and grantees.

9.3 These CIIF Partners, who come from the community and share the vision of the Fund, may possess mentoring or specialist skills which can benefit the planning and delivery of projects. They would contribute to the Fund by offering:

- ♦ **mentoring assistance to applicants/grantees**, including encouragement and guidance to nurture a project from conception to completion; and/or
- ♦ **practical advice /technical assistance** as required by and agreed with the applicants/grantees.

9.4 Details of how the Partnership Scheme operates and how to access Partners’ assistance will be announced shortly. Details can be obtained from the CIIF Secretariat.

10

Notes About Personal Data of the Applicants

Purposes of Collection

10.1 The personal data provided as part of the application process will be used by the Health, Welfare and Food Bureau to process the application, conduct research, surveys and sharing sessions. The provision of personal data by means of this application is voluntary. If the applicant does not provide sufficient information, we may not be able to process the application.

Classes of Transferees

10.2 The personal data the applicant provides by means of application to the Fund may be disclosed to other Government bureaux, commissions and departments for the purposes mentioned above.

Access to Personal Data

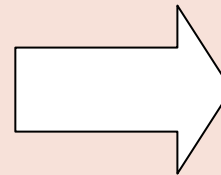
10.3 The applicant has a right of access and correction with respect to personal data as provided for in Section 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance, Cap. 486. The applicant’s right of access includes the right to obtain a copy of the personal data provided in the application.

11 *Application Form*

Enquiries

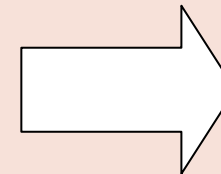
10.4 Enquiries concerning the personal data collected by means of application to the Fund, including the making of access and corrections, should be addressed to:

The CIIF Secretariat
Health, Welfare and Food Bureau
M/F, Murray Building
Garden Road
Central, Hong Kong
Telephone Number: 2189 2744/ 2189 2766
Fax Number: 2541 3352
Email Address: gfmng@hwfb.gov.hk

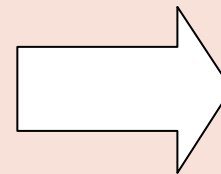


If you wish to make use of this application form, please tear it off from this booklet.

Should the space provided in the form be insufficient, you may provide extra information on separate sheets of paper. Soft copy of this form is also available at the Health, Welfare and Food Bureau homepage:



<http://www.hwfb.gov.hk/ciif/index.htm>



申請表格 Application Form

11.1 申請者的背景 Background of the Applicant*

申請機構名稱：
Name of Applicant Organisation:

地址：
Address:

電話號碼：
Telephone No.:

傳真號碼：
Fax No.:

電郵地址：
Email Address:

機構主席或總幹事：
Chairperson or Head of the Organisation:

計劃負責人（如與機構主席或主管不同，請填寫此部份）
Person responsible for the Project (please complete only if different from the Chairperson or Head of the Organisation)

計劃負責人：
Name of the Responsible Person:

計劃負責人的職銜：
Post Title of the Responsible Person:

計劃負責人的聯絡方法
（如與機構主席或主管的聯絡方法不同）：
Contact details of the Responsible Person, if different from those of the Chairperson or Head of the Organisation:

電話號碼 Tel. No. :
傳真號碼 Fax No. :
電郵地址 Email Address:

* 若申請由超過一個機構聯合提出，則其中一個機構須作為主要申請者。

* In case of joint application, a key organiser has to be identified among the co-organisers as the applicant.

貴機構已（請於適當位置填上✓號，另請夾附有關的文件）：

根據《公司條例》註冊

根據《社團條例》註冊

根據《稅務條例》第 88 條獲認可為
慈善機構及信託團體

根據其他條例註冊（請註明：_____）

The organisation is (please insert✓where appropriate. Please also attach relevant documents):

registered under the Companies Ordinance

registered under the Societies Ordinance

recognized as approved charitable institutions and trusts of a public character under section 88 of the Inland Revenue Ordinance

registered under other Ordinances

(Please specify: _____)

如貴機構未有根據任何條例註冊，請註明是否附屬於任何註冊機構；若是，請

If your organisation is not registered under any Ordinance, please indicate whether it is affiliated to any

註明身份

例如：

香港社會服務聯會之成員

聯會機構之成員

(請註明：_____)

registered organisation(s) and in what capacity:

e.g.

Member of the Hong Kong Council of Social Service

Member of federation or coalition of organisations, or umbrella organisations (Please specify: _____)

請簡述貴機構的背景，例如宗旨、歷史、成員、經費來源、主要從事的業務或服務、過去舉辦社區計劃的經驗、其他特別或專業背景等：

Please briefly describe the background of your organisation, such as aims, history, members, source of income, core activities, past record in organising community projects, any unique features or expertise:

機構財務狀況

請簡述貴機構的財務狀況

請提供以下文件作參考

1. 貴機構最近完成並經審計的帳目結算表；或
2. (若貴機構因並未註冊為法團而毋須編制經審計的帳目結算表) 由獨立執業會計師或由機構主席核証的最近期管理帳目或未經審計的帳目。

Financial Status

Please comment briefly on your agency's financial status.

Please submit for reference either:

1. The latest audited accounts of your organisation, or
2. (If your organisation is unincorporated where audit accounts are not mandatorily required) The latest management accounts or unaudited accounts. The accounts must be certified by the Chairperson of the organisation or certified public accountants.

11.2 與其他機構的合作關係 **Joint Efforts from Other Groups**

如你與其他機構合辦這個計劃，或有其他機構提供重要的贊助或協助，請提供以下資料：

If your proposal is a joint effort with or has significant support from other groups, please provide details:

合作機構名稱：

Name of the Collaborating Group(s):

合作或支援的性質
(例如：合辦機構／贊助機構等)：
Nature of Collaboration/Support
(e.g. Co-organizer/sponsor etc.):

電話號碼：
Telephone Number(s):

傳真號碼：
Fax Number(s):

電郵地址：
Email Address(es):

聯絡人：
Contact Person(s):

請簡述以上機構所提供的支援：
Please briefly itemize the support provided by the above organisation(s):

11.3 申請計劃的目標 Objectives of the Project Proposal

.....

計劃名稱：
Name of the Project:

請詳述貴機構建議推行這個計劃的原因

- ◆ 社區內有甚麼未滿足的需要或受關注的事項，引發你產生這個構思？
- ◆ 請提供有關這些社區需要或受關注事項的資料或實據（例如種類或程度）。

Why suggest this project?

- ◆ What are the needs or concern that you have identified that gave rise to this project?
- ◆ Please provide evidence for the type or level of concern/need identified.

- ◆ 你希望通過這個計劃達致甚麼目標？
- ◆ 這個計劃如何紓解以上提及的需要及受關注的事項？（請提供理據，以支持你所建議的計劃）
- ◆ What the project aims to achieve, i.e. what are the objective(s) of the project?
- ◆ How can the project address such needs and concerns? (Please explain with evidence, in order to support your proposed programmes)

11.4 申請計劃將如何運作 Operational Plan of the Project

計劃開始及結束日期 Project commencement and completion dates

計劃運作的詳細資料

- ◆ 計劃或活動的性質（如發展技能、建立互助小組、發展支援網絡等）；
- ◆ 請註明計劃的目標對象：
 1. 他們可能是使用服務的人士；或
 2. 透過計劃希望聯繫的人士
 例如：兒童、青少年、年輕父母、區內失業人士等；
- ◆ 將如何識別和接觸對象及如何招募義工；
- ◆ 參與人數[請分別列明以下的人數：(1) 服務或聯繫對象，(2) 義工，(3) 工作人員]；
- ◆ 將舉辦的活動或項目詳情；
- ◆ 活動的次數及頻率；
- ◆ 地區；及
- ◆ 其他。

Programme Details

- ◆ Programme/service nature e.g. skill development, to establish mutual help groups, to build up support network etc.)
- ◆ Please specify your target group(s):
 1. they may be the service recipients; or
 2. they may be people for whom you wish to set up network, e.g. children, young people, young parents, the unemployed
- ◆ How to identify and reach the target groups and volunteers;

- ◆ Number of participants (please specify the number of :
(1) participants from target network groups or service recipients, (2) volunteers and (3) staff;
- ◆ Details of activities or programme to be organized;
- ◆ Frequency of activities;
- ◆ Locations; and
- ◆ Others

請列明推行計劃的地區： Please specify the location(s) of the project:

中西區 Central & Western 東區 Eastern 離島 Islands 九龍城 Kowloon City 葵青 Kwai Tsing 觀塘 Kwun Tong
 北區 North 西貢 Sai Kung 沙田 Sha Tin 深水土步坊 Sham Shui Po 南區 Southern 大埔 Tai Po 荃灣 Tsuen Wan
 屯門 Tuen Mun 灣仔 Wan Chai 黃大仙 Wong Tai Sin 油尖旺 Yau Tsim Mong 元朗 Yuen Long 全港各區 All Districts

請說明貴機構以往曾否申請本基金 Please indicate whether your organization has submitted application(s) to the CIIF :

是 Yes 否 No

如有，請列明檔案編號 Please quote the CIIF reference number(s) for application(s) previously submitted: _____

計劃運作的詳細資料（續）

Programme Details (continued)

主要表現指標及預期目標

例如：

Key Performance Targets and Indicators

E.g.

- ◆ 指標：參加籌辦網絡的年輕父母人數；義工參與程度
- ◆ 目標：有二十對父母參加籌辦這個網絡；每位義工參加了三個項目
- ◆ Indicator: No. of young parents involved in organising self-help networks; level of volunteer contribution.
- ◆ Target: e.g. 20 pairs of parents will be involved in organising such network; each volunteer has joined 3 volunteer activities



11.5

計劃如何促進社會資本的發展？ How could the project promote social capital ?

申請計劃會通過甚麼方法發展社會資本？（請於適當位置填上✓號）

Through what means can the project promote the development of social capital? (Please insert ✓ where appropriate)

- 網絡 Network
- 關懷互信 Mutual Care and Trust
- 互助互惠 Mutual Assistance and Reciprocity
- 公民參與 Civil Engagement
- 其他 Others (請註明 Please specify : _____)

在那裡發展社會資本？（請於適當位置填上✓號及註明有關群體）

Where will the social capital be developed? (please insert ✓ where appropriate and specify the type of groups)

- 於某個服務對象或群體內 Within a specific group (_____)
- 在不同的群體之間 Between different groups (_____)
- 在不同界別和不同社會階層之間 Between different sectors and between different social strata (_____)
- 其他 Others : (請註明 Please specify : _____)

計劃發展出來的社會資本，最終是爲了達致甚麼目標？

What are the ultimate aims such social capital could achieve?

- 社會團結 Social Solidarity
- 社會融合 Social Inclusion
- 社會參與 Social Participation
- 自助互助 Self-help & Mutual-help
- 正面價值 Positive Values
- 其他 Others: (請註明 Please specify : _____)

你計劃如何評估及報告這些發展？

How do you plan to evaluate and report on these developments?

11.6 計劃的其他成效 Other Outcome of the Project

除了促進社會資本的發展外，你是否預期計劃會達致其他成效（例如增加區內就業機會）？就這些成效，有沒有設立目標？

Apart from promoting social capital, are there any other planned outcomes that the project could achieve (e.g. increase in local employment opportunities)? Any targets on achieving such outcome?

11.7 財政預算 Budget

請說明計劃現時是否會接受政府的其他撥款：

是 Yes
否 No

如是，請提供詳情（如：撥款金額、撥款部門、該撥款所支持的項目等）

Please indicate whether the project is currently funded by other sources of Government funding:

If yes, please provide details (e.g. amount, funding department, items which such funding supports etc.)

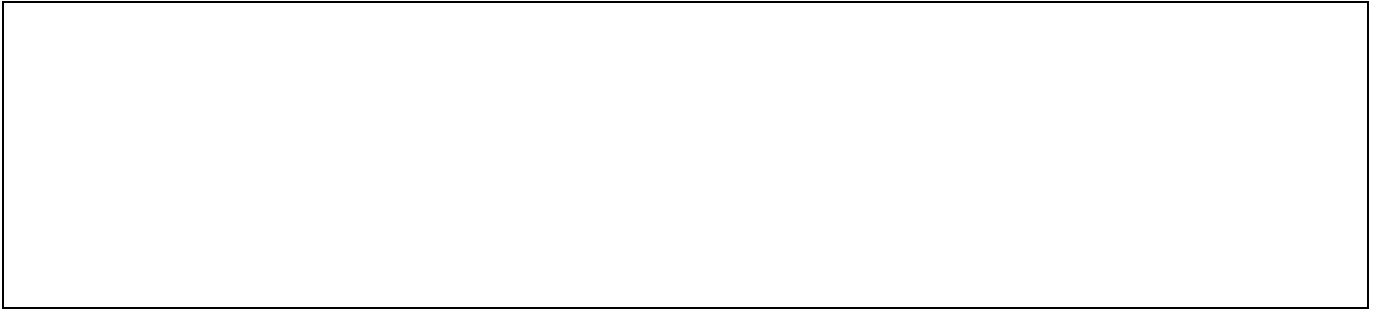
請說明計劃曾否申請政府其他的撥款：

是 Yes
否 No

如有，請提供詳情（如：向那個部門或基金提出申請、申請數額、結果爲何等）

Please indicate whether the project has been submitted as application for other sources of Government funding:

If yes, please provide details (e.g. department/funds to which the application was submitted to, amount sought, results etc.)



計劃的收入支出預算表 (如有需要, 請附詳細的收支表)

Budget Summary and Projected Cash Flow (Please attach detailed budget where necessary)

計劃預期支出 Projected Project Expenditure					計劃預期收入 (請註明每項收入來源) Projected Income (please specify each source of income)				向基金申請的 總金額 Amount requested from CIIF (c)=(a)-(b)																																			
支出類別 Expenses Category	項目 Item Description	數量 Quantity	每個單位的價錢 Unit Cost	總額 Total (a)	收取的費用 Fees & Charges	內部提供的資源 Internal Source	其他贊助 Other Sponsorship	總收入 Total Income (b)																																				
非經常開支 Non-recurrent	例如：翻新裝修 e.g. Renovation 器材 Equipment																																											
分類總額 Sub-total																																												
經常開支 Recurrent	例如：宣傳 e.g. Promotion 計劃活動的物資 Programme supplies 租金 Rent 員工及酬金開支 Staffing and Honorarium 備註：(義工) Note : (volunteers)																																											
分類總額 Sub-total																																												
總金額 Total																																												
Note: If the project is to be supported by volunteers, please advise the source of volunteers (i.e. organisations, individual, etc), the expected numbers of volunteers and the nature of support and assistance : 備註：若有義工參與計劃, 請列出義工的來源(例如：來自某機構、個人身份參與或其他)。另外, 請列出義工的人數及所提出的支援性質：		向基金申請的金額： <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td></td> <td>2003/04</td> <td>2004/05</td> <td>2005/06</td> <td>2006/07</td> </tr> <tr> <td>Amount Requested from the Fund :</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>第一季 Quarter 1</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>第二季 Quarter 2</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>第三季 Quarter 3</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>第四季 Quarter 4</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>總額 Total</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>									2003/04	2004/05	2005/06	2006/07	Amount Requested from the Fund :					第一季 Quarter 1					第二季 Quarter 2					第三季 Quarter 3					第四季 Quarter 4					總額 Total				
	2003/04	2004/05	2005/06	2006/07																																								
Amount Requested from the Fund :																																												
第一季 Quarter 1																																												
第二季 Quarter 2																																												
第三季 Quarter 3																																												
第四季 Quarter 4																																												
總額 Total																																												

資助金會以定期發還款項的方式發放[即受資助者先墊付開支，其後再憑所需證明文件（如發票或收據正本）向基金索回有關款項]。如欲申請提前發放部份資助金，請在以下說明理由，需要提前發放資助金的支出項目，和所涉及的金額。

請留意我們只會在特殊的情況下提前發放撥款，所涉及的金額不會超過計劃三個月的開支。

Disbursement of grants will be made in the form of regular reimbursement [i.e. the grantee has to arrange for payment first and to claim the amount from the Fund afterwards, with supporting documents as required (such as original invoices and receipts)]. Should you wish to apply for advance payment, please indicate the justifications, item(s) involved, and the amount required.

Please note that advance payment would only be approved under exceptional circumstances and it would cover no more than 3 months expenditure.

11.8 計劃的未來路向 **Future of the Project**

.....

請說明計劃在基金終止撥款後如何能夠繼續運作：

Please indicate how the project can continue to operate after support from the Fund ends:

11.9 其他資料 **Other Information**

.....

請提供與擬議計劃有關並且在處理申請過程中應考慮的其他資料：

Please provide any other information relevant to the project proposal that should be taken into account in processing applications:

11.10

申請人聲明 Declaration by the Applicant

本人保證在本申請表格填報的資料均屬真確無訛。本人明白如蓄意虛報資料或隱瞞任何重要資料，申請即告無效，同時，所有獲批的資助將停止發放，已支付的款項亦須全數退還社區投資共享基金。

I certify that all the information given in this application is true and accurate. I understand that if I willfully give any false information or withhold any material information, the application will become void. Any grant approved will be withheld and any payment made must be refunded to the Community Investment and Inclusion Fund.

簽署及蓋章（如適用）：

Signature and Chop (if any):

--

機構主席或總幹事姓名：

Name of the Chairperson or

Head of the Organisation:

--

職銜：

Position(s):

--

日期：

Date:

--

11.11

回郵地址 Return Address Labels

請填妥以下的回郵地址 Please fill in the following return address labels:

地址 Address :

機構 Organisation :

經辦人 Attn. :

--

地址 Address :

機構 Organisation

經辦人 Attn. :

--

11.12

申請備忘錄 Checklist for Applicants

多謝你遞交申請計劃書。

Thank you for submitting your proposal.

為確保我們能盡快處理閣下的申請，請你在遞交表格時注意以下事項：

To help us process your application as quickly as possible, please kindly check if you have done the following:

1. 填妥申請表格每一欄內所需要的資料
2. 機構的主席或總幹事於 11.10「申請人聲明」欄內簽署
3. 夾附下列文件：
 - i) 填妥的申請表格正本連同兩份副本；
 - ii) 已儲存申請計劃書檔案的電腦磁碟一隻（如適用）；
 - iii) 有關註冊文件的影印本；
 - iv) 貴機構最近完成並經審計的帳目或最近經核証的管理帳目；以及
 - v) 有關申請計劃書的其他附加資料（如適用）。

1. All items of the application form are completed;
2. The declaration in section 11.10 is signed by the Chairperson or Head of your organisation;
3. The following documents are attached:
 - i) the **original plus 2 copies** of the completed application form;
 - ii) a disk copy of the completed application form, if available;
 - iii) copies of relevant registration document;
 - iv) a set of the latest audited accounts or certified management accounts; and
 - v) attachments or supplementary information of the Project (if any).

11.13

提交建議書 Submission

請把填妥的申請表格（連同兩份複印本），載有申請書的電腦磁碟一隻（如適用的話），以及證明文件，直接寄往社區投資共享基金秘書處：

Please forward 3 hard copies of the completed application form, plus a disk copy (if available), with supporting documents, directly to the CIIF Secretariat :

香港中環花園道
美利大廈閣樓
衛生福利及食物局
社區投資共享基金秘書處

**The CIIF Secretariat
Health, Welfare and Food Bureau
M/F, Murray Building
Garden Road
Central, Hong Kong**

Summary of the Approved Projects

Name of Applicant Organization / Project	Approved Budget	Project Features
0015-01-D 基督教關懷無家者協會 Christian Concern for the Homeless Association 助人自助成長計劃 Helping Others-Self Growing Project"	579,600	A project to achieve self-help, mutual help, social inclusion and increase social participation of the homeless, squatters and disadvantaged. The homeless will be recruited and trained as volunteers to offer peer support to those in similar conditions - change of status from service user (client) to service provider, volunteer or eventually some as staff of the organization. Networks of volunteer support will be developed and expanded among the homeless, between the homeless and other volunteers and between different sectors (private sector, welfare organizations and the Government). Outcome Measures will include: Pre-post measurement to evaluate the changes of the homeless; index of well-being (精神健康指數量表 by Campell-Converse & Rogers, 1976); index of social tie (社會聯繫量表 by Wong, Sun & Lee 2001); Rosenberg Self-Esteem Scale (自尊心感量表 by Rosenberg, 1979) and index of helping others (義工服務精神量表 by applicant organization, 2003)
0023-01-K 博愛醫院朱國京夫人紀念 幼兒中心 Pok Oi Hospital Madam Chu Kok King Child Care Centre 你我一家親，生活樂繽紛 Project to promote family cohesion & more colourful family life	189,630	Networks will be built amongst the new arrivals (NA) and the locals through activities and mutual service, with the Child Care Centre to serve as an effective interception point to engage the new arrivals, with emphasis on enhancing the voluntary contribution by the new arrivals and locals in the programme. Outcome Measures will include: performance indicators on new arrivals' participation and reciprocity to the community, e.g. (1) Capacity building (NA in self-help efforts) : New arrivals could take an increasing role in planning and organizing activities (target: to take part at planning 30% or more of the activities); (2) Increased reciprocity (NA as contributors) : New arrival could organize activities to serve the community (target: the NA could organize 30% or more of the activities and workshops); and (3) Extend the social support network (target: to establish a volunteer group involving 30 NA and locals). Further measures of changes in social cohesion (i.e. increased joint efforts by the NA and locals) will be developed.
0069-01-D 圓玄學院 The Yuen Yuen Institute 荃郊網中人 Collaborating People in Tsuen Wan Rural Area (build up self-reliance of CSSA & other vulnerable families)	750,910	The project aims at promoting community participation, mutual assistance and social inclusion through strengthening the community networks in Tsuen Wan rural areas. The focus is on building a model for local/regional community development, starting from the semi rural bases, building on the current strengths and involvements of their local leaders and residents to help the disadvantaged groups in the district. The project includes local employment initiatives and will further the depth and nature of cross sector network building. The project promotes the concept of 'giving' instead of 'taking' and increases linkages between the "haves" and "have-nots". Outcome Measures: immediate results (formal volunteers teams are set up, vulnerable groups not only taking in community resources but also giving back, bonding between people from different strata to prepare programmes serving the local community and building up a net to include all people in the districts); long-term outcome(the net being knitted become firmer and stronger, a sense of belong to the community and to achieve social inclusion). Tools include: social distance scale, facility survey, altruism survey, trust survey, sociability survey and self-esteem scale.
0070-01-D 循道衛理觀塘社會服務 處 基層在職人士服務 部- 母嬰康逸社 Kwun Tong Methodist Social Service Grassroots Occupational Service Unit 'Healthy Mothers - to-be' "母嬰康逸社"婦女互助 網絡計劃 'Healthy Mothers - to-be'- A Women Networking Project	232,040	A project with focus on self-empowerment, building up a support and caring network between young pregnant or nursing mothers in need of support and unemployed women who are trained to provide post-natal companionship, mentorship and support. It aims to achieve self-help and mutual help by changing the values, capability and status of middle-aged unemployed women from that of service users into helper/mentor roles. A network will be formed among women to promote community education and to participate in community services. The mentors (陪月指導員) will contribute to future operation. Outcome Measures: include evaluating the personal development of the participants including self esteem, capability of self-help and strength of mutual help networks. Measurement tools: i)self evaluation form of the participants ii) evaluation form filled in by employers iii) Rosenberg Self-Esteem Scale; 1965 (自尊量表) and iv) Pearlin Mastery Scale; 1981 (駕御感量表) and v) Rotter Interpersonal Trust Scale; 1971 (人際信任量表)
0079-01-K 香港離島婦女聯會賽馬 會婦女綜合服務中心 Hong Kong Outlying Islands Women's Association 陽光社區計劃 Sunny Community Program	1,045,800	A project targeting the single parents in a new neighbourhood with limited community support networks. The project will adopt a bottom up approach to help develop confidence and personal capacity of the unemployed; extend care and concern for the single parent families, with a view to engaging them in the community network, and thereby to reciprocate to the community; develop self help and mutual help through empowering women and encouraging their community participation. The project would be handed over to the women leaders and the operators of the cooperative. Participants in the cooperative will contribute to the continued operation of the programme beyond CHIF funding. Outcome measures: indicators related to the continued operation of the cooperative, the enhancement of community participation and self-confidence; extra indicators on the strength of community support network built will be included.
0091-01-R 利民會 Richmond Fellowship 全因有你-社區共融計劃 It's all because of you: Community Cohesion Project	209,160	A project to promote positive values and build up mutual understanding amongst groups of ex-MI patients, elderly and youth. It has potential to be a 'demonstration' project in building up community awareness and promote social inclusion, self-help and mutual-help by increasing the social participation of and by turning the social disadvantages of a highly marginalized group (the ex-MI patients) into strengths within the design of the programme. The project aims to link up the three 'marginalized' groups in building up community support networks making contributions in 4 localities. Outcome measures: include changes in self-help & mutual help capabilities, values and attitudes after participation in the volunteering programme; degree of mutual acceptance, trust and reciprocity amongst the 3 participant groups; changes in the volunteer participants' perception of families in need in local communities; changes in assessment by third parties; ability of the networks formed to sustain themselves.

<p>0092-01-R</p> <p>基督教香港信義會北區青少年綜合服務中心 HK Lutheran North District Integrated Youth Services Centre</p> <p>想創空間-北區青少年互惠計劃 Youth Employment Project in the North District</p>	<p>1,107,700</p>	<p>The project aims to increase social capital by promoting positive values, self-help and mutual-help amongst the youth at risk. The mentor scheme and the Community Mutual Support Services will link up the youth at risk with the local community in a positive direction. The applicant organization will make use of their existing strong network in the district to solicit support of local collaborators so as to increase community involvement and improve the community relationship with the at-risk-youth.</p> <p>Outcome measures: include indicators on matching of youth and mentors; sustainability of the mentorship relationships; number of youth successfully securing employment; ability to form short and long-term life goals amongst the youth participants; changes in the local community's perception and assessment of the at risk youth involved in the programme in areas such as the youth's contribution to society, and their acceptance and trust level; the success rates of local mentors being able to successfully recruit local employees through the mentorship programmes, and their self-assessed capability to assist the youth in the programme.</p>
<p>0100/0101-01-K</p> <p>香港南區婦女會有限公司 及 香港仔街坊福利會社會服務中心 HK Southern District Women's Association Ltd and Aberdeen Kaifong Welfare Association Social Service Centre</p> <p>南區「愛心邨」計劃 "Caring Estates" in Southern District</p>	<p>2,042,800</p>	<p>A multi-level community networking project to be implemented by two collaborating organizations. The combined project involves building up neighbourhood support networks with an outreaching approach, building up caring communities with involvement of local community groups and local businesses, plus local employment promotion, second hands goods and services exchanges. The joint project between a "grass-root" type of women's organization with a more professional social service NGO for community building provides a good model to encourage local collaboration.</p> <p>Outcome Measures: <u>Caring Neighbourhood (including the Labour Centre):</u> Improvement in the families outreached (measurement : number of areas improved);Satisfaction level of the volunteers; No. of families outreached that join the volunteer programme or build network with their neighbours; % of jobless users of the labour centre who join the volunteer scheme.</p> <p><u>Caring Community:</u> No. of volunteer teams organized by the participating community group.</p> <p><u>Caring Businesses:</u> No. of businesses which donate products to the community.</p>
<p>0113-01-T</p> <p>城市睦福團契有限公司 Urban Peacemaker Evangelistic Fellowship Ltd</p> <p>「寶田鄰舍動力-社區關懷網絡計劃」 Community Care & Networking Programme for "Po Tin" Residents</p>	<p>1,005,300</p>	<p>A project to enhance the self and mutual-help capability and promote positive values for "Po Tin Interim Housing Estate" residents, and build up networks of support in a community with limited support structure. The aim is to involve a highly marginalized group of people to assist the participants to finally become "helpers"; to create support networks to coordinate the contribution of different sectors which can contribute to bridging and linking. A 3-layer network will be built amongst different sectors and organizations and the range of participating organizations will extend throughout the implementation of this Project.</p> <p>Outcome measures will include: Quantity: size of the support network; no. of peoples involved; completed programmes, etc.; Quality: the ability of families in solving problems by themselves, positive values being promoted; trust, mutual care and sense of belongings to the community as measured by case studies, survey and reports etc.</p> <p>Immediate effect: no. of residents get help, residents gained in self-confidence, network and connections being established among various sectors measured by questionnaires, scales and some behavioral measurement tools.</p> <p>Long term impact: to facilitate dissemination and continuation of project results after residents moved out of "Po Tin" areas; to establish a healthy growth and a self and mutual-help district (to build up bonding among residents and linking among different community groups); to early detect and prevent major family tragedies.</p> <p>Outcomes would be evaluated and measured by using users' survey, observation, case study, pre and post assessment, etc.</p>
<p>0127-01-K</p> <p>耆康會東區社區老人服務中心SAGE Eastern District Multi-service Centre for the Elderly</p> <p>跨代同行互關懷 - 社區共融計劃 Cross Generational Community Integration programme</p>	<p>264,600</p>	<p>A project to build mutual help support network among the elders, the new arrival families and youth through their involvement in the joint production of local papers and projects. The project will build on close cooperation and relations between the collaborators (NGO and school targeted at new arrivals). The project will capitalize the special features of the target groups (speak the same dialect) and the good relationship built with the collaborator. The design of the programme could encourage indepth communication among the target groups, which could help sustain the network built.</p> <p>Outcome Measures: Three new proposed indicators: 1. the impact created to the elderly and the new arrivals through publishing the newspaper; 2. to establish a recognition system for students; 3. the impact of the volunteer programme on the elders and the new arrivals. Other outcome measurement in areas e.g. mutual understanding, social integration, community participation, sustainability will be further developed.</p>
<p>0133/0134-01-P</p> <p>聖雅各福群會 St James' Settlement</p> <p>退休長者義務工作協會 - 社區互助網絡計劃 Retired Senior Volunteers' Association - Community Mutual Help Network Project</p>	<p>954,740</p>	<p>A combined project re-named Retired Senior Volunteers' Association – Community Mutual Help Network that will: build up the skills and confidence of senior residents to contribute voluntary service ; promote networking among seniors, between participants and service recipients, and between corporate sponsors and welfare agencies; build up intensive street-levels support networks for seniors in the Central and Western district; encourage mutual support through tangible services and mutual care and</p> <p>Outcome measures - include quantitative measures of networks, e.g. the number of times participants contact each other for support, the number of people contacted, the number of service recipients who later become volunteers, and the amount of voluntary service contributed by members of other organizations.</p>
<p>0151-01-D</p> <p>香港明愛家庭服務 Caritas - Hong Kong Family Service</p> <p>香港明愛家庭服務 - 家庭服務大使計劃 Family Service Ambassador Scheme, Caritas Family Service</p>	<p>599,700</p>	<p>A project to promote self-help and mutual help; recruit and train up the service recipients as family ambassadors so that they can render support to those in similar conditions. This project involves a process of transforming socially disadvantaged groups into self strengthening, concerning and committing to community services. A cross-district community movement will be launched in phases through the 18 service units to form a massive social mutual aid network. Each districts will have its own district group of Family Service Ambassadors rendering peer counseling and social support to individuals or families in crisis.</p> <p>Outcome Measures will include: a) measurement on stress level, self care ability, social network and participation and commitment in community b) evaluation methods: self evaluation, pre and post tests, feedback from other service users and etc.</p>
<p>A Total of 12 Projects (for 14 proposals) :</p>	<p>8,981,980</p>	