政府總部
勞工及福利局
香港下亞厘畢道
中區政府合署

LABOUR AND WELFARE BUREAU
GOVERNMENT SECRETARIAT

Central Government Offices
Lower Albert Road
Hong Kong

本函檔號 Our Ref.:	LWB/CR 2/781/10 Pt.2	電話號碼 Tel No.: 2810 3931
來函檔號 Your Ref.:		傳真號碼 Fax No.: 2524 7635

香港
中區昃臣道八號
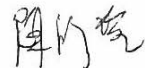立法會大樓
政府帳目委員會秘書

（經辦人：伍美詩女士）

伍女士：

審計署署長衡工量值式審計工作報告書
（第五十五號報告書）
社區投資共享基金（第十一章）

　　二零一零年十一月二十五日的來信收悉。就來信要求提供的資料，勞工及福利局及社區投資共享基金委員會的綜合回應載於**附件**，以供參考。

　　回應的英文譯本將會於稍後送上。

勞工及福利局局長

（陳靜婉　　　　　　　　代行）

二零一零年十一月二十九日

附件

副本送：　社區投資共享基金委員會主席
　　　　　（受文人：楊家聲先生）　　（傳真號碼：2523 7283）
　　　　　財經事務及庫務局局長
　　　　　（受文人：黃志勤先生）　　（傳真號碼：2147 5236）
　　　　　審計署署長
　　　　　（受文人：李劍儀女士）　　（傳真號碼：2583 9063）

就政府帳目委員會在 **2010年11月25日**
要求提供資料的回應

問 1 世界銀行和亞洲發展銀行對「社會資本」的定義為何？請與社區投資共享基金的定義作比較。

答 1 社區投資共享基金(基金)對社會資本的定義乃依據世界銀行於網上發佈的資料而制訂，社會資本是指一些制度、關係和標準，社會的互動能力及質素就是憑這些關係和體制而形成的。社會資本包括社會規範(個人態度及社會價值觀)、網絡和制度。發展社會資本所應用的「策略」包括「認知」、「關係」和「結構」三個層面，融合了「角色轉化」和「社會互信」等心理學及社會學的概念，從橫向角度發展，在不同背景的群體之間搭橋舖路，而從縱向角度發展，通過協作連結跨界別和不同權力階層的夥伴。社會資本不僅是社會上的各種制度及個人才能的總和，更把各種制度緊緊凝聚起來，並團結社會各界人士，為謀求共同的福祉而努力。

根據我們在互聯網上搜尋的結果顯示，亞洲發展銀行在社會資本定義上著墨並不多，社會資本包含了網絡、組群、互信、相互理解、個人態度、社會價值觀及制度，基本上與世界銀行的定義類近。

問 2 基金委員會轄下的評審及評估小組委員會有否向委員發出指引？若有，請提供該等評審及評估的工作指引。該等指引自 **2002** 年以來，曾否作出更改？若有，請提供有關文本，並標明更改的內容。

答 2 基金委員會轄下的評審小組委員會(即評審及評估小組委員會的前身)於 2002 年 9 月 20 日召開的第一次會議上就評審程序及準則提出建議，該建議指引其後於 2002 年 9 月 24 日基金委員會會議上獲委員通過，有關的指引夾附於 **附錄 1**。
基金委員會其後於 2009 年 5 月 8 日及 2009 年 6 月 29 日兩次會議上檢討評審及評估小組委員會的運作，建議制訂更清晰及具體的評審準則及程序，以更有效處理計劃申請。考慮到原訂評審準則未有為每個範疇項目製訂評分比重，亦欠缺整體評分，基金評審及評估小組委員會於 2010 年 4 月的會議上修訂評審準則，其後於 2010 年 5 月的基金委員會會議上通過，更新後的評審表格夾附於 **附錄 2**。

問 3 推廣及發展小組委員會以何形式向基金委員會提出意見？若有週年報告或類近文件作為提交意見的渠道，請提供該等自 2002 年以來的文件。

答 3 社區投資共享基金委員會轄下之推廣及發展小組委員會於 2005 年 4 月成立，負責就推廣、市場和聯繫策略，以及推動社會資本進一步發展的措施，向基金委員會提供意見。

推廣及發展小組委員會大約每年召開兩次會議，並會向基金委員會提交文件，提出建議及供委員會確認。自 2005 年 4 月以來，小組委員會向基金委員會提交的文件夾附於**附錄 3**。

問 4 請提供基金秘書處於**2002年、2003年、2009年及2010年向評審及評估小組委員會遞交的撥款建議的詳細資料。**

答 4 評審及評估小組委員會於 2002、2003、2009 及 2010 年合共舉行了 8 次會議，有關基金秘書處向小組委員會遞交的撥款建議的詳細資料夾附於**附錄 4**。

[註：基金於 2002 年成立初期設有兩個小組委員會，分別是評審小組委員會及評估和社會資本發展小組委員會。基金委員會於 2008 年 4 月 18 日的會議上通過將兩個小組委員會的功能合併，成立評審和評估小組委員會，就制訂申請主題、甄選計劃的評審準則，以至監察計劃結果、評估成效和總結成功關鍵因素等方面向基金委員會提供建議。]

問 5 **請提供審計報告第1.9段所提述的聯校研究報告。**

答 5 聯校研究報告夾附於**附錄 5**。

問 6 **根據審計報告第2.6(b)段所述，於2009年10月基金委員會的會議上，委員考慮第15期撥款申請。請提供出席委員利益申報及42個申請機構的名單。**

答 6 有關出席委員於 2009 年 10 月 15 日舉行的基金委員會會議上的利益申報資料及第 15 期申請的 42 個申請機構的名單夾附於**附錄 6**。

問 7 請提供審計報告第**2.15**段所提述的**17**項表現資料，並解釋為何只公布其中**9**項而隱去其餘**8**項資料。

答 7 截至 2010 年 11 月 25 日，基金的 17 項表現資料如下 –

1. 16期申請合共獲資助計劃總數：213 項計劃（當中有119 項計劃已經完成，84 項在進行中，另有10 項計劃在基金和計劃團隊雙方同意下提早終止）；

2. 16 期申請合共獲批核金額：超過 2.1 億元；

3. 合共超過560 000名參加者；

4. 約 21 000名參與者轉變角色，由受助變為助人；

5. 提升超過5 000名人士的自信和能力，投身勞動市場；

6. 支援逾14 500 個家庭；

7. 建立逾450個互助網絡；

8. 成立超過20個自務組織；

9. 動員超過5 000個合作夥伴，包括商界、非政府組織、學界、居民組織、醫院、區議會及政府部門，其中逾四分之一為商界夥伴；

10. 計劃推行地區：基金資助的計劃覆蓋全港18 區，其中在天水圍推展的計劃最多，共有 28項；其次是深水埗區，佔23項(詳見**附錄7.1**)；

11. 計劃對象分類：主要包括兒童及家庭網絡、建構社區能力、青少年發展、社會共融(少數族裔及新移民服務)、社區健康網絡及跨代共融長者充能等(詳見**附錄7.2**) ；

12. 計劃表現分類：在213個計劃當中，約26%屬於表現理想的旗艦項目、62%表現合符預期、約12%表現未如理想/有改善空間；

13. 每項計劃每季發放撥款金額：請參看**附錄7.3**；

14. 累積發放撥款金額：超過港幣1.2億元；

15. 計劃表現報告提交紀錄：請參看**附錄7.4**；

16. 計劃年度審計報告提交紀錄：請參看**附錄7.5**；及

17. 實地探訪出席紀錄及取消原因(如有)：秘書處如期按2010年計劃進行實地探訪，當中只有1個因人手變動而暫未進行，已安排於2010年12月內完成，預期為所有計劃在2010年進行實地探訪的安排能順利完成。此外，秘書處因應實際需要在今年度額外進行4次實地探訪(詳見**附錄7.6**)。

我們並無刻意隱去上述第 10 至 17 項資料，只是沒有如第 1 至 9 項資料般透過不同途徑發放予公眾。因應審計

署的建議，秘書處會將上述 17 項資料上載至基金網頁供公眾閱覽，並會定期作出更新。

問 8 **審計報告第 3.5 段所述的進度行政報告與其他基金或區議會撥款申請的要求比較，有何差異？**

答 8 基金的目標與定位清晰，是一項旨在促進及推廣社會資本發展的種子基金。基金的資金並不是為個別人士提供財政支援或用作支持各項社福計劃，因此並不適宜和其他基金或區議會撥款申請作出比較。

問 9 **請提供於審計報告第3.10段中提述的第16期評分制度的文本，並請與第16期前的評分要求作出比較。**

答 9 第 16 期前的評審準則主要包括以下八大範疇：
1. 機構往績和承擔能力
2. 申請書是否符合基金目標及是否有發展社會資本的潛質
3. 成效及表現指標
4. 推行策略及活動的創新性
5. 計劃的可行性
6. 機構的財政狀況及計劃財政的合理性
7. 持續發展方案
8. 潛在風險

每個項目設 0-5 分評級，5 為最高分：
- 總平均分獲3分或以上者為有潛質獲接納的建議書
- 總平均分在2.5至2.9需要委員進一步討論
- 總平均分在2.5以下則不建議接納

基金評審及評估小組委員會於 2010 年 4 月的會議上通過修訂評審準則，並於 2010 年 5 月獲基金委員會確認，主要修訂如下：

在原有的 8 個範疇上增設以下 5 個範疇：
1. 準確評估及滿足社區需要
2. 介入模式及網絡策略
3. 具備有效的評估工具及方法
4. 關鍵性協作伙伴的參與
5. 申請機構的領導才幹

13 個範疇經重新整合後變成四個主要範疇合共 11 項細項，我們再按四個主要範疇的重要性設不同的評分比重：

1. 對社會資本建立的掌握（佔10%）
2. 計劃有效度（佔70%）
3. 機構能力（佔15%）
4. 其他包括識別危機或處理困難的能力（佔5%）

每個主要範疇設有合格分數，評審總分為 100 分：

- 總分達70或以上者為有潛質獲接納的建議書
- 總分在51至69需要委員進一步討論
- 總分在50以下則不建議接納

在新修訂的評分制度實施後，秘書處已即時上載至基金網頁供公眾瀏覽，並在第 16 期及第 17 期的申請簡介會上作出釋述。有關第 16 期及之前的評分制度文本夾附於**附錄 1 及 2**。

問 10　當局在委任各界人士成為基金委員會之前，有否考慮該等人士對《社會資本》的認識及有否為新加入成員就《社會資本》作出簡介？

答 10　當局在委任基金委員會委員時，會仔細考慮各相關因素，包括他們對社會資本的認識及實踐經驗，以及他們能否肩負推動社會資本發展的使命等，以決定個別人士是否適合出任基金委員會委員。

我們向新加入委員發出委任書時，會夾附一份當局於 2002 年向立法會財務委員會申請基金撥款的文件，文件載列社會資本簡介、基金的成立背景、目標、營運模式及審批準則等，以供新委員參考。

問 11　基金秘書處有否就進度報告向受資助團體發出指引（參閱審計報告第 4.12 段）？若有，請提供該等文本。

答 11　根據基金撥款協議，受資助機構每年需要遞交 4 次季度報告，基金秘書處會於每次遞交報告限期前約半個月透過電郵發放指引，提醒受資助機構準時提交報告及需要注意的事項。有關文本夾附於**附錄 8**。

問 12　請提供審計報告第4.5(c)段所提述交予有關決策局/部門填寫的問卷。

答 12　有關問卷夾附於**附錄 9**。基金秘書處已按審計署的建議刪除問題的答案部分「無意見」的方格，經修訂的表格已即時應用於今年八月開展的第 17 期申請。有關修訂文本夾附於**附錄 10**。

問 13　審計報告第5.16段所提述的一次性活動的長遠效益為何？除審計署審查的六項計劃之外，秘書處有否拒絕其他計劃的一次性活動申請？拒絕的理據為何？請列出遭拒絕及獲接納的申請者名單及其計劃的名稱，及該等一次性活動的金額。

答 13　基金是採用向受資助者發還款項的形式，按季發還撥款。我們已在基金申請表中註明「單次性而不符合社會資本理念及對計劃的發展缺乏長遠效果的消費活動支出，一般不獲資助(例如飲宴、嘉年華會和旅行的開支等)。如申請者認為個別單次性活動有推行的必要，則要闡述有關單次性活動如何建立社會資本及符合成本效益，並提供相關活動之支出及收入預算」。

　　　　在考慮是否發還個別活動開支時，我們主要會考慮活動的性質是否與計劃目標相符，以及如何有助發展社會資本。在申請發還款項時，受資助機構需要就活動性質、出席紀錄、活動的成效及活動開支提出合理的理據。

　　　　有關基金秘書處自 2007 年 7 月至今對一次性活動開支發還的審批紀錄夾附於**附錄 11**。

勞工及福利局
社區投資共享基金委員會
2010 年 11 月

委員會秘書附註：附錄 2、3、4(申請計劃摘要及基金秘書處的建議：衛生福利及食物局參考編號11-1、17-1 及 113-1 除外)、5、6、7.1 至 7.6、8(基金計劃每季進度報告除外)及 9 至 11 並無在此隨附。

2002 年 9 月 20 日 　　　　　　　　　　　　　　文件 CIIF-AS　01/02
討論文件

社區投資共享基金計劃：評審程序及準則

　　　　本文件旨在請各委員，就評審社區投資共享基金的申請時所應採取的評審程序及準則，提出意見。以下的建議程序及準則，已適當地採納了各委員於較早會議時所提出的意見。

1.　主要原則

- ✓　基金是發展社會資本的種子基金 － 既不應與現有的政府資助或其他撥款互相重疊，亦不應取而代之；

- ✓　獲支持的計劃應屬社區自發性質，並以發展社會資本為明確目標 － 撥款不會用於支持長期或正規服務，或一次過的消費活動；

- ✓　計劃應盡量能於撥款期完結後繼續運作。

2.　評審方式

2.1　由於這項新基金在性質，成效和目的方面都別具創意，其承受的風險亦相應增加。基於這些原因，廉政公署和社會福利署已把基金列作新的研究範疇，而審計署亦很可能審查這項基金。

2.2　基金委員會須處理的風險範圍包括下列各方面：

- ✓　預期效果嶄新，可能難以具體說明、實現、監察和衡量；

- ✓　申請者的往績會有很大差別(其主要影響包括增加計劃失敗的風險，及延誤或不履行承諾的情況——即使在其他歷史較悠久的基金中，這些情況也很常見)；

- ✓　評審準則和程序嶄新，且未經測試(令評審過程中達致共識和前後一致的難度增加)。

2.3　在制定評審程序時會恪守下列原則：

✓ 簡化行政程序，方便規模較小和較新的團體參與；

✓ 確保決策過程公平和具問責性，盡量減低濫用或不當使用資助金的風險，從而達到廉政公署和審計署等監察機構的要求；

✓ 確保評審過程和評審結果具透明度，以獲取公眾信任，令他們相信基金能有效達到其主要目的。

2.4 根據其他基金管理委員會的經驗，審核和評審過程可能會極為繁複和費時，對秘書處和委員會均構成負擔。秘書處已考慮若干"經過測試"的方式，並預計需要下列資源：

✓ 向評審小組委員會作出初步建議前，用作處理一宗簡單直接申請的時間，最少需要 10 小時；若申請涉及大量向其他政府部門查詢和徵詢意見的工作，則處理時間需要大約 20 小時；

✓ 除委員會的審議時間外，每名小組委員會成員均需要最少一至兩小時審閱和考慮每宗申請。

秘書處現建議使用一個審核和評審方式：即採納評審技術工程標書是否符合標準規格時所使用的嚴格評審機制，但會作出簡化，而選取其中可取的成分。

3. 審核和評審程序

3.1 作出決定的流程會涉及三個互相融合的層次：即從秘書處、到評審小組委員會，最後會到全體委員會。層次越高，考慮的角度應越為宏觀。每個層次的考慮重點將為：

a) **秘書處**：秘書處將負責初步的評審工作，當中包括審視計劃的細節及技術詳情；

b) **評審小組委員會**：小組委員會參考了秘書處的建議後，應按主要的評審準則（例如第四節中載列的準則），來評定計劃的優劣，以及綜合訂定一套撥款建議，向全體委員會提交；

c) **社區投資共享基金委員會**：全體委員會應對計劃主要帶來的成效及風險作出評估，以作出最後決定。

3.2 附件 A 的流程圖顯示下列評審程序:

(a) 秘書處接收、處理、初步分析和審核申請;

(b) 評審小組委員會評審申請,並作出撥款建議;

(c) 由基金委員會作出決定;

(d) 評審完畢後進行的工作,包括由秘書處發出批准通知,並確認機構接納撥款。

3.3 基金秘書處負責的審核工作:

3.3.1 秘書處會首先根據一些現有的"符合資格"或"不合資格"準則,來評審收到的計劃建議書,例如申請由個人提出;申請者沒有可靠的註冊身分,或不是可承擔法律責任的真正組織的附屬團體,或並非獲這些組織贊助或支持;或申請明顯與其他政府資助重疊。

3.3.2 若建議符合 3.3.1 段所述的資格準則,秘書處會根據一份需評估的主要事項清單進行分析,然後按相關準則或範疇來評核。

3.3.3 秘書處進行初步審核後,會就每項計劃擬備摘要(見附件 B),該摘要將包括請申請者澄清的項目,以及其他相關政府部門的意見。秘書處會綜合初步建議,並分作以下分類,提交評審小組委員會考慮:

(a) 把明顯符合基金準則的計劃列入 "*建議接受*" 類別（並會就撥款額作出初步建議）;

(b) 把明顯在基金範圍外的計劃(包括那些有**不合資格**因素的計劃)列入 "*建議拒絕*" 類別;

(c) 把具有足夠條件應獲小組委員會進一步考慮的計劃列入 "*須更詳細考慮的計劃*" 類別。

3.4 評審小組委員會負責的評審工作:

鑑於考慮到每個小組委員會不可能詳細評審每項計劃，並基於"例外管理"原則，現建議小組委員會集中覆檢秘書處提供的初步審核結果。

這個階段的工作包括：

(a) 初步評審摘要連同秘書處的建議和利益申報表，會一併提交評審小組委員會成員傳閱；

(b) 小組委員會成員須就秘書處對每項計劃作出的初步建議提供書面意見，並就每批申請提交已簽署的利益申報表；

(c) 如有需要，與申請團體會晤；

(d) 覆檢或確認秘書處提供的初步評審結果，或提出理由，解釋為何建議作出更改，把計劃由"建議接納"或"建議拒絕"類別改作"須更詳細考慮的計劃"類別，以供小組委員會進一步考慮(實際上每項建議的改動都會把有關計劃列入"須更詳細考慮的計劃"類別)；

(e) 小組委員會舉行會議時，會集中就"須更詳細考慮的計劃"類別作出決定，然後綜合建議，提交基金委員會通過。建議會分作三大類別：

■ 批准(連同建議的撥款額)；

■ 拒絕；

■ 請有關團體修訂並重新遞交申請。

3.5 基金委員會的決定：基金委員會的決定為最終的決定。

(a) 基金委員會轄下小組委員會的綜合建議，會提交基金委員會傳閱，以便作正式決定；

(b) 每批申請都會連同一份利益申報表，供基金委員會委員申報利益；

(c) 委員會會議舉行前，會請委員交回申報利益的確認書，以及提出委員會須考慮的主要事項；

(d) 基金委員會委員其後會確認或修訂小組委員會的建議，即批准(連同撥款額)、拒絕，或押後考慮，包括請有關團體修訂並重新遞交申請。

3.6 審批後的工作：

(a) 基金秘書處負責其後的通知、監督付款和監察計劃進度的工作。
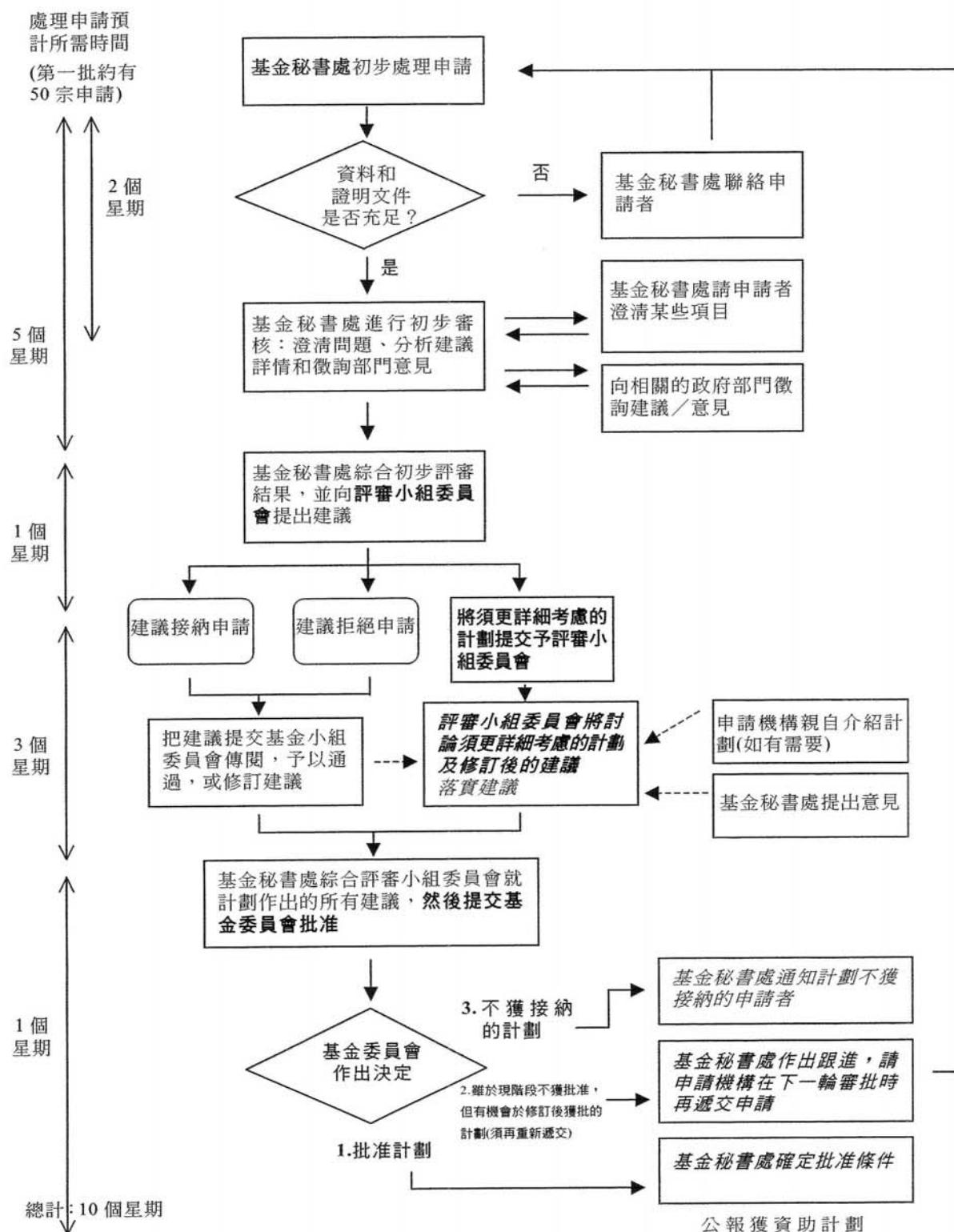
(b) 評估和社會資本發展小組委員會負責持續監察基金的整體表現和成效。

4. 評審準則

秘書處會根據下文各項準則來審核、分析申請和向評審小組委員會作出初步建議。

擬議計劃獲界定為"符合資格"，便會按下列各點進行評審。

- **申請者的背景和能力**(在往績和創新能力之間作出權衡)

- **擬議計劃的技術可行性**(建議能否清楚顯示其策略、為解決已確定的需要而採取的擬議行動，以及達到預期成效這三方面之間的聯繫，即介入邏輯。這點與計劃在財政上是否可行不同。)

- **計劃在建立社會資本成效上的潛質**（例如可持續性，能否推動社會融合，是否成為動員社區資源的力量）

- **其他預計的成效**

- **財政上是否可行**(成本效益、持續發展)

- **可能出現的不利因素；以及**

- **其他考慮因素**

社區投資共享基金秘書處
2002 年 9 月

社區投資共享基金計劃 ── 評審程序

處理申請預計所需時間
(第一批約有50宗申請)

2個星期

5個星期

1個星期

3個星期

1個星期

總計：10個星期

基金秘書處初步處理申請

資料和證明文件是否充足？

否 → 基金秘書處聯絡申請者

是

基金秘書處進行初步審核：澄清問題、分析建議詳情和徵詢部門意見

→ 基金秘書處請申請者澄清某些項目

→ 向相關的政府部門徵詢建議／意見

基金秘書處綜合初步評審結果，並向**評審小組委員會**提出建議

建議接納申請

建議拒絕申請

將須更詳細考慮的計劃提交予評審小組委員會

把建議提交基金小組委員會傳閱，予以通過，或修訂建議

評審小組委員會將討論須更詳細考慮的計劃及修訂後的建議 落實建議

申請機構親自介紹計劃(如有需要)

基金秘書處提出意見

基金秘書處綜合評審小組委員會就計劃作出的所有建議，**然後提交基金委員會批准**

基金委員會作出決定

3. 不獲接納的計劃 → 基金秘書處通知計劃不獲接納的申請者

2.雖於現階段不獲批准，但有機會於修訂後獲批的計劃(須再重新遞交) → *基金秘書處作出跟進，請申請機構在下一輪審批時再遞交申請*

1.批准計劃 → 基金秘書處確定批准條件

公報獲資助計劃

- 377 -

申請計劃摘要及
社區投資共享基金秘書處的建議

(A) 申請詳情

衛生福利及食物局檔號： _____

申請機構姓名／名稱： _____

合作機構名稱： _____

申請計劃名稱： _____

向基金申請的總金額： _____

(B) 申請計劃摘要：

■　　主要目標

■　　主要服務成效

■　　目標對象

■　　地區

■　　特色

(C) 建議成效摘要(包括表現目標、指標、應用／發展／推廣社會資本的程度等)：

(D)向基金申請的金額：

項目	支出	收入	申請金額
總計			

(E) 基金秘書處的綜合意見：

準則／範疇	評分 *(請在合適的方格內加✓號)* 低　　　　　　　高						理由
	0	1	2	3	4	5	
往績和能力							
技術可行性							
建議計劃的質素和在建立社會資本方面的成效							
財政上是否可行／預算是否合理							
其他預計的成效							
其他因素／意見／持續運作的能力							
其他不利因素							

其他政府部門的意見：		
部門	意見	
整體建議：	☐ 建議批准申請 ☐ 建議拒絕申請 ☐ 須更詳細考慮的計劃—— 　須進一步考慮某些項目	

(F) 評審小組委員會的建議：

　　☐　支持申請計劃
　　　　建議的撥款額 ＿＿＿＿＿＿＿＿＿＿＿

　　☐　不支持申請計劃

　　☐　須再遞交計劃書供進一步考慮

　　評審小組委員會的意見：

　　主席簽署(基金評審小組委員會)： ＿＿＿＿＿＿＿＿＿＿＿＿

(G) 基金委員會的決定：

　　向基金提出的撥款申請：

　　☐　基金委員會批准申請；
　　　　獲批金額為： ＿＿＿＿＿＿＿＿＿＿＿

　　☐　對現有計劃押後作出決定，以便申請者考慮修改計劃後重新
　　　　遞交申請

　　☐　不支持計劃

簽署：＿＿＿＿＿＿＿＿＿＿＿＿＿＿ 日期：＿＿＿＿＿＿＿＿＿＿＿＿＿＿

姓名：＿＿＿＿＿＿＿＿＿＿＿＿＿＿
(基金委員會主席)

評估申請計劃
基金秘書處的初步審核和分析(只供秘書處填寫)

(1) 不合資格因素 □ 申請機構不合資格(例如個人、政府部門)＿＿＿＿

＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿

＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿

□ 計劃不合資格(例如現時已獲其他津貼資助；符合資格／應申請其他現有的基金或資助)：＿＿＿＿＿＿＿＿＿＿＿＿

＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿

＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿

□ 其他：＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿

＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿

＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿

(2) 初步評分：

評審準則	指標	評分					
		0	1	2	3	4	5
I. 申請者的背景和能力	(a) 申請機構的管理委員會及／或職員在推行相關計劃方面有公認的往績／經驗						
	(b) 需權衡的考慮：屬新組織、具創新能力						

評審準則	指標	評分					
		0	1	2	3	4	5
	(c) 清晰的管治問責機制：						
	― 是否註冊機構？						
	― 是否建立了適當的聯屬關係？						
	― 是否獲註冊機構贊助或支持？						
	(d) 其他社區組織提供的支援及聯繫						
II. 技術可行性	(a) 計劃目標清晰						
	(b) 明確說明可為社區帶來的利益						
	(c) 可提出社區需要的證據						
	(d) 社區自發行動的證據						
	(e) 跨界別／組別合作的程度						
III. 計劃質素和在建立社會資本方面可發揮的成效	(a) 具創新能力和可建立正面價值的證據						
	(b) 促進社會參與和社會團結的程度						
	(c) 可發揮自助和互助精神的證據						
	(d) 促進邊緣社羣(例如殘疾人士、長者、"雙失"青年和失業人士等)與主流社會						

評審準則	指標	評分					
		0	1	2	3	4	5
	融合的程度						
	(e) 有助香港發展、推廣和應用社會資本的證據						
	(f) 可否持續運作,考慮因素包括:						
	— 基金資助終止後可繼續運作(多久?)						
	— 能否傳授技術和知識						
	— 是否獲其他社區組織支持/與其他社區組織合作						
IV. 財政上是否可行	(a) 擬議預算的合理程度。準則包括:						
	— 建議購置的物品類別、數量和預算價格是否恰當						
	— 擬聘職員的人數、借助義工的情況和整套計劃是否恰當						
	— 根據擬取得的成果評估計劃的成本效益						
	(b) 申請機構的財政能力:						
	— 申請者有否提供財政報告?						
	— 機構的營運狀況,出現盈餘還是虧損?						
	— 申請者的資產負債能						

評審準則	指標	評分					
		0	1	2	3	4	5
	力(例如：出現淨資產抑或淨負債的財政狀況？)						
	(c) 具有任何財政或支援來源						
	(d) 資助終止後，計劃仍可繼續進行的財政能力 — 未來的資助來源 — 能夠財政自給的證據						
V. 其他預計的成效	有待識別						
VI. 可能出現的負面因素	(a) 政治考慮因素 (b) 受資助者、伙伴、義工、員工和參加者之間可能出現的利益衝突 (c) 其他：						
VII. 其他因素和意見	(a) 例如是否具有潛質成為可起示範作用的計劃，或可作廣泛推廣 (b) 其他：						
VIII. 整體評分							

＊委員會秘書附註：附錄 4 只備英文本。

(圖圈) Marginal 可作考慮

Summary of Project Proposal and Recommendation from CIIF Secretariat

(A) Details of Application

HWFB Reference No.: 11-1

Name of Applicant(s): 耆康會懷熙荃灣社區老人服務中心 SAGE Chan Tseng Hsi Tsuen Wan Multi-service Centre for the Elderly

Name of Collaborating Groups: 本計劃沒有與共其他單位合辦,但有部份內容將與本 衣區的青少年中心合作 (This project does not have a co-organiser. But some parts of the program will be organised jointly with other [non-specified] youth centres in Kwai Tsing).

Name of Project Proposal: 耆情天地 A special space: service for the elderly

Total Amount Requested from CIIF: $1,408,917.00 (3 years: Feb. 2003 – Feb. 2006)

(B) Summary of the Proposal :

■ Key objectives:
1) To arouse the older people's awareness on personal health (both physical and psychological health)
2) To provide care and support for older people so as to increase their self esteem and to encourage them to think positively
3) To increase and establish social networks for the older people who live alone or who are in need
4) To increase linkages between youth, women and the old
5) To enhance the older people's IT knowledge e.g. obtain information through the internet, get access to government web sites and make payment through internet.

■ Main outputs
1) To increase support network for older people
2) To increase mutual care and trust, increase mutual assistance and reciprocity
3) To develop positive values – to provide care and support for older people so as to increase their self esteem and to encourage them to think positively
4) The ultimate aims: social solidarity, social inclusion, self-help and mutual-help and positive values will be achieved through the project.

■ Target group(s)
1) Older people (60 years old or above) in Kwai Tsing District or older people with the following features:
   a) those who live alone or whose family is not able to take care of them
   b) those who are without any social network
   c) those who have health problems
   d) those who have financial problems
   e) those who are in very poor living conditions
   f) those who have no knowledge about the resources in the society
2) volunteers who want to serve the older people e.g volunteers from the youth centre
3) people in the community

■ Location
Kwai Tsing District

■ Unique feature
Establish the first Cyber Cafe for older people in Hong Kong. The Cyber Café will be operated with the assistance from youngsters.

(C) Summary of Proposed Outcome (Including Performance Targets, Indicators, Degree of Application/Development/Promotion of Social Capital, etc.) :

1) Operational Plan:
   a) To provide Integrated Supporting Service (綜合支援服務) with the assistance from 2 social workers from the centre, volunteers and companions who will accompany older people when they go to clinic (陪診員):
      i) To provide maintainance service or transport service - improve the living conditions of 25-30 older people each month.
      ii) To provide companionship service when the older people go to clinic.
      iii) To provide psychological support and referral service(轉介服務)
   b) Health Centre for the Old. The aim is to increase the older people's awareness on health and to increase positive values.
      i) Seminars on health – conducted by nurses or professionals once a month.
      ii) Health Inspection – conducted by the outreaching team under Department of Health and some volunteers once a month
      iii) Health Corner and Health Information Sections – 2 sections each daily with the assistance from 2 social workers and volunteers
   c) Cyber Café for the Old (耆網吧). A technician and some volunteers will be in charge of the daily operation of the Cyber Café while the financial matters will be

handled by the applicant organisation. The opening hours is 6 hours a day and hence 1,584 people will be benefited from the café each day (6 hours X 12 Older people X 22 days). The service charge is $2.- per hour which includes a drink. Youngsters and women will prepare the tea reception.

    i) To provide computers for the older people to get access to internet

    ii) To conduct computer courses

    iii) To provide tea reception.

2) Performance indicators

    a) Number of volunteers participated in the project : 3960 volunteers

    b) Number of people visited the health centre: 63360 people

    c) Number of older people benefited from the project: 3960 elders

    d) Support network to older people who live alone or in need: around 500 elders

    e) Number of people using the computer facilities: 57024 people

3) Monitoring and evaluation

    The evaluation of the program is mainly through:

    a) the actual number of participants of each program

    b) feedback from participants – both older people and the volunteers

    c) feedback from the working group

    d) feedback from the youth centers or volunteering organisations

4) Future of the project

    The sustainability of the project depends very much on:

    a) the number of companions required by older people when they go to clinics

    b) the number of older people using the Cyber Café and the assistance from youth centres

    c) the number of people using the Health Centre

    d) the amount received from other funding for homecare improvements (改善家居服務得到其他基金支援)

5) Other outcome of the project:

    a) increase job opportunities – recruit women helpers in the community as companions when the older people go to clinics. These women will have an income in return. One technician and one program assistant will be recruited for this project.

    b) Increase linkages between the young and the old

    c) Increase the older peoples' awareness of personal health.

Remarks:

1) Five Staff is required for this project:

    a) a Senior Social Welfare Worker – paid by the applicant organization

    b) a Social Welfare Assistant – paid by the applicant organization

    c) an IT technician – paid by CIIF

    d) a program assistant – paid by CIIF

    e) a worker – paid by the applicant organization

(D) Amount Requested from CIIF:

Item (項目)	Expenditure (支出)	Income (收入)	Amount Requested (申請總數)
健身及檢查身體的器材 Health equipments (e.g. electronic weighing machines, meters for measuring blood pressure, blood sugar and cholesterol, etc.)	$31,640.00	$0.00	$31,640.00
電腦設施 Computer equipments (e.g.computer hardwares and softwares, multi-media projector, screen, etc)	$234,295.00	$0.00	$234,295.00
辦公室設施 Office equipments (e.g. photocopying machine, cabinets, desks, chairs, etc.)	$39,380.00	$0.00	$39,380.00
電器用品 Electrical appliances (e.g. television, VHS recorder, microphone, etc.)	$15,410.00	$0.00	$15,410.00
裝修 Renovation (e.g. air conditioners, sofa, repaint the walls,etc)	$164,800.00	$0.00	$164,800.00
宣傳單張 Leaflets for promotion of the activities	$10,000.00	$0.00	$10,000.00
租金 Rent	$427,680.00	$0.00	$427,680.00

員工薪酬(兩個員工) Staff cost (2 staff)	$453,600.00	$0.00	$453,600.00
上網費用 Charges for broadband	$32,112.00	$0.00	$32,112.00
Total	$1,408,917.00	$0.00	$1,408,917.00

(E) Consolidated Comments from CHF Secretariat :

Criteria / Aspects	Rating (Please tick as appropriate)						Justifications
	Low					High	
	0	1	2	3	4	5	
Track Record & Capability					✓		The applicant is under the auspices of the Hong Kong Society for the Aged, which is a non-governmental organization established in 1977.
Technical Feasibility					✓		The project has very clear objective and the project will benefit the community.
Proposal Quality & Social Capital Outcomes					✓		Increase network between elderly and youth.
Financial Viability/ reasonableness of budget		✓					With the heavy staff cost and recurrent expenses, it is unlikely that the project can be sustainable on a self-financing basis. Besides, setting up of a new centre is the highest-cost option.
Other Planned Outcome					✓		Create job opportunities for women and youth.
Additional Factors / Other Comments / sustainability	✓						
Other Negative Factors					✓		Potential overlaps with other subvented services.

Comments from other government departments:

Departments   *Comments*

SWD : The proposed project is not supported.

1) The SAGE is currently receiving welfare subvention to operate two multi-service centres for the elderly, including the Applicant which already operates two support teams for the elderly respectively in Tsuen Wan and Kwai Tsing Districts providing similar volunteer support and networking services as proposed in the Applicant's application.

2) In addition, there are 6 social centres for the elderly operated by other NGOs in Tsing Yi which also provide more or less the same services as proposed.

3) The two multi-service centres for the elderly operated by the SAGE in Kwai Tsing Districts and the existing 6 social centres for the elderly operated by other NGOs in Tsing Yi have already installed one to two personal computers with Internet access in each of them with a grant from the Lotteries Fund by end of 2001. In this connection, elders can easily gain access to computers and learn Information Technology in these elderly service units.

4) There are four Integrated Children & Youth Services Centres and one Children & Youth Centre in Tsing Yi with good computer facilities, the Applicant can network with them to provide services to elders with a goal to promote cross-generational collaboration, instead of setting up a new internet bar for the elders.

5) The proposal to set up a new centre is the highest-cost option. The proposed services are/can be provided by existing service units in the district through networking and collaboration among elderly services units, youth services units, medical/health services units provided by HA/DH at a minimal cost.

6) With the heavy staff cost and recurrent expenses, it is unlikely that the project can be sustainable on a self-financing basis. 65% of the budget ($913,392 in $1,408,917) is recurrent in nature for the employment of staff and rental of accommodation. These can be dispensed with if the project is launched by existing (subvented) staff at existing accommodation through collaboration with other services units.

Overall Recommendations:	☐ Recommend to approve ☐ Recommend to reject ☑ Marginal – issues for further consideration	Although there are potentials to develop cross-generational networks and linking, the proposed option is too costly and with many components overlapping with existing subvented services. Hence marginal – to reject.

(F) Recommendation from CIIF Assessment Sub-committee :

☐   Proposal supported
       Suggested Amount of Grant: _____

☐   Proposal not supported

☐   Proposal to be re-submitted

Comments from CIIF Assessment Sub-committee:

Signature of Chairperson (CIIF Assessment Sub-committee) : _____

(G) Decision by the CIIF Committee :

The application for CIIF grant is:

☐ Approved by CIIF Committee; and
    The amount of grant approved is: _____.

☐ Decision deferred on current proposal, for applicant to consider resubmission after
    modification.

☐ Proposal not supported.

Signature: _____   Date: _____

Name: _____
       (Chairman – CIIF Committee)

Assessment of CIIF Project Proposals
Initial vetting and analysis by the CIIF Secretariat (Office Use Only):

(1) Disqualifying Factors ☐ Ineligible applicants (e.g. Individuals, gov't dept.) _____

                          _____

                    ☐ Ineligible project (e.g. currently funded by other subvention,
                        are eligible to / should apply other existing funds): _____

                          _____

                    ☐ Others: _____

                          _____

(2) Initial Ratings :

Assessment Criteria	Indicators	Rating					
		0	1	2	3	4	5
I. Applicants' background and capability	(a) Proven track record/demonstrated experience of applicant organisation's management committee and/or staff, in operating related programmes.					✓	
	(b) Balancing consideration: new group, ability to innovate.					✓	
	(c) Clear governance accountability: - being a registered organization? - has appropriate affiliation? - being sponsored by a registered organisation?					✓	
II. Technical Feasibility	(a) Clearly specified project objectives.					✓	
	(b) Clearly stated community benefits to be achieved.					✓	
	(c) Evidence of need identified.					✓	
	(d) Evidence of clear programme logic: that the proposed programmes will achieve the planned results					✓	

Assessment Criteria	Indicators	Rating					
		0	1	2	3	4	5
III. Project Quality and Potential Social Capital Outcomes	(a) Evidence of positive values to be achieved. Would the established values result in positive or negative social capital?					✓	
	(b) Evidence of network(s) being established and its nature including: - the size and strength of the network; - whether it would contribute bridging and linking among groups; and					✓	
	(c) Whether the established network(s) would enhance existing relationships or produce added and positive value to groups.					✓	
	(d) Extent of increase in social participation and social solidarity to be achieved.					✓	
	(e) Extent of community self-initiation.					✓	
	(f) Clear target group: the capacity of the project to identify and engage marginalized groups.					✓	
	(g) Evidence of innovation and hence serve as a project model for others to follow/refer to.					✓	
	(h) Evidence of self and mutual help to be achieved.					✓	
	(i) Degree of inclusion (in main stream society) of marginalized groups such as people with disability, elderly, disengaged youth, unemployed people, etc.					✓	
	(j) Evidence of development, promotion and application of social capital in Hong Kong.					✓	
	(k) Operational sustainability, in terms of: - continuality (how long?) beyond funding period; - transfer of skill and knowledge.				✓		
	(l) Support from/engagement with other community groups.					✓	
	(m) Potential to be a snowball agent: i.e. the capacity of the applicants to arouse other groups' interest to pursue similar projects or to adopt similar practices.					✓	

Assessment Criteria	Indicators	Rating					
		0	1	2	3	4	5
IV. Financial Viability	(a) Reasonableness of proposed budget. Criteria including: - appropriateness in terms of proposed items to be acquired, their quantity and budget price. - appropriateness in terms of no. of staff to be recruited, use of volunteers and the total package. - cost-effectiveness of the project relating to the end-products to be developed.		✓				
	(b) Financial capability of applicant's organization: - does the applicant provide financial reports? - operational position of the organization, was it in a surplus or deficit position? - the balance sheet strength of the applicants (e.g. Was it in a net asset or liabilities position?)			✓			
	(c) Existence of any source of financing or backing (contribution from own organisation or from sponsor?)		✓				
	(d) Financial sustainability after funding period - existence of future funding source; - evidence of self-financing.		✓				
V. Other Planned Outcome	(a) Increase job opportunities					✓	
VI. Possible Negative (Risk) Factors	(a) Contravene Government interests/policies.	✓					
	(b) Possible conflict of interest amongst grantee, partners, volunteers, staff, participants.	✓					
	(c) Negative effect on the creditability of the Fund.	✓					
	(d) Others (risk of duplicating existing subvented services)					✓	

Assessment Criteria	Indicators	Rating					
		0	1	2	3	4	5
VII. Additional Factors and Other Comments	Specify	✓					
VIII. Overall Rating	Some elements with good potential to establish cross-generational linking between younger and older people through the establishment of the cyber-café for elders. But this positive consideration is outweighed by the extent of duplication with existing services already subvented by SWD. The results could be achieved without necessarily establishing such a high cost independent service.				✓		

Summary of Project Proposal and
Recommendation from CIIF Secretariat

(A) Details of Application

HWFB Reference No.:   17-1

Name of Applicant(s):   香港青暉社屬會青暉婦女會(Ching Fai Women Association federated with the Hong Kong Ching Fai Association)

Name of Collaborating Groups: 深水埗婦女聯合會 (Sham Shui Po Women's Organisations Federation) and 香港青年義工團(Hong Kong Youth Volunteer Association),

Name of Project Proposal: 愛家教室(Family Education - Love and Caring at Home)

Total Amount Requested from CIIF: $1,045,500.00 (3 years: May 2003 – May 2006)

(B) Summary of the Proposal :

■ **Key objectives**
The key objective of the project are:
a) to emphasis the value of family and to put effort on the education of children (重視家庭價值，盡力子女教育)
b) to provide after school care service (assist the parents who have to work during day time (雙職父母)and to take care of their children)
c) to conduct training workshops for parents on the communication skills with their children
d) to train the unemployed women as family tutors (to take care of the children and to assist them in finishing the homework)
c) to develop networks for parents so that they can share their experience and to support each other

■ **Main outputs**
a) the project aims at achieving social participation, self-help and mutual-help through developing mutual care and trust among the family members and between different families
b) to build up support networks in different families and between the counselors in the centre and the parents
c) to promote positive values such as to emphasis the value of family and to put an

effort on the education of children (重視家庭價值，盡力子女教育)
d) to increase the quality of the next generation

■ Target group(s)
Women, working parents and families, involving young people and other women as volunteers
■ Location
All districts in HK (the centre is at Sham Shui Po)
■ Unique feature
a) collaboration from 2 welfare organisations in the district: the project is co-organised with the Hong Kong Youth Volunteer Association which has agreed to provide some youth graduated from tertiary institutions as volunteers and tutors. Besides, the Sham Shui Po Women's Organisations Federation agrees to provide women members as volunteers

(C) Summary of Proposed Outcome (Including Performance Targets, Indicators, Degree of Application/Development/Promotion of Social Capital, etc.) :

1) Operational Plan:
a) to provide after school care service
• to take care of the children and to assist them in finishing all the homework,
• to provide lessons on self discipline, moral education and to develop the analytical ability of the children
• to conduct talent training courses on music and art
• the applicant organization will charge a monthly fee of $650.- for those who only need assistance in finishing homework and $980.- for those who receive all the service including the charges for lunch
b) Training workshops for parents in the evening and during weekends
• provide two in one course (二合一課程) which teaches cookery, pottery and etc. in the first part of the lesson and then the skills on how to communicate with their children in the second part so that parents can apply the skills on daily life
c) Family tutors training course
• recruit the unemployed women as family tutors. The organization observed that some women has already received secondary education and they can be tutors instead of being a domestic helper
d) Volunteering networks for parents
• to build up networks among the parents, to conduct experience sharing sessions, to assist in the training workshops for parents

2) Performance indicators
    a) After school care service to children – totally 280 service recipients (aged 6-14)
    b) Lessons on music, art and calligraphy: totally 60 lessons
    c) Training workshop for parents – 310 parents
    d) Training for family tutors – 170 participants
    e) Volunteer network for parents – 120 people

3) Monitoring and evaluation
a) To submit a yearly report on the outcomes of the project
b) To evaluate the feedback from service recipients and to compare their changes after receiving the service
c) The outcome of the project is reflected in the actual number of participants in each program

4) Future of the project
a) to set up a counter for selling toys, stationary and the materials for calligraphy and pottery
b) to set up a membership system – membership fees and charges for borrowing toys and books
c) to obtain income from selling second hand musical instruments, toys and school uniforms

(D)   **Amount Requested from CIF:**

Item (項目)	Expenditure (支出)	Income (收入)	Amount Requested (申請總數)
收入 Fees & Charges	$0.00	$620,000.00	-$620,000.00
贊助 Other Sponsorship	$0.00	$100,000.00	-$100,000.00
間格裝修，房間裝修 4 間（每間約 180 呎）Renovation of 4 rooms	$40,000.00	$0.00	$40,000.00
廚房 1 個（200 呎）Renovation of a kitchen	$30,000.00	$0.00	$30,000.00
洗手間 2 個 Renovation of 2 washrooms	$10,000.00	$0.00	$10,000.00
主題房設施 Renovation of an activity room	$100,000.00	$0.00	$100,000.00
冷氣(分體式 5 架) Five air conditioners	$25,000.00	$0.00	$25,000.00
影印機、電腦、打印機（各 1）One photocopying	$15,000.00	$0.00	$15,000.00
machine, a computer and one printer			
寫字桌連椅 3 套 3 sets of desks and chairs	$3,000.00	$0.00	$3,000.00
文件柜 2 個 2 cabinets	$1,000.00	$0.00	$1,000.00
雙爐頭煮食爐 1 個 One stove	$2,000.00	$0.00	$2,000.00
電飯煲 1 個 One rice cooker	$800.00	$0.00	$800.00
焗爐 1 個 One oven	$700.00	$0.00	$700.00
學生食用廚房必須用品 Apparatus for cooking	$2,000.00	$0.00	$2,000.00
宣傳費 Promotion fees	$6,000.00	$0.00	$6,000.00
計劃活動開辦費補貼 Subsidy for project events	$90,000.00	$0.00	$90,000.00
租金(包括水電、燃料、電話、寬頻等雜項) Rent (include charges for electricity, heat, telephone and broadband)	$540,000.00	$0.00	$540,000.00
員工薪酬－ 1 個全職和 3 個兼職 Staff cost – one full time staff and 3 part time staff	$900,000.00	$0.00	$900,000.00
Total	$1,765,500.00	$720,000.00	$1,045,500.00

(E) Consolidated Comments from CIIF Secretariat :

Criteria / Aspects	Rating (Please tick as appropriate) Low ⟶ High						Justifications
	0	1	2	3	4	5	
Track Record & Capability					✓		The applicant has shown evidence of organizing community-building projects in the past years. The project is also collaborated with the Hong Kong Youth Volunteer Association and Sham Shui Po Women's Organisations Federation which have agreed to provide volunteers and tutors for the programs.
Technical Feasibility					✓		•clearly specified objectives: to provide after school care service, to conduct training workshops for parents on communication skills, to train the unemployed women as family tutors, to build up volunteering networks for parents •evidence of need identified •clealy stated community benefits to be achieved
Proposal Quality & Social Capital Outcomes					✓		•establish network among volunteers and among families •bridging and linking between parents and children •transfer of skills between parents and between youth volunteers and women •promote positive values: to emphasis the value of family and to put effort on the education of the next generation •the project aims at self-help and mutual-help •increase solidarity in families and increase social participation
Financial Viability/ reasonableness of budget		✓					•Income and expenditure position: deficit, current liability > current asset, no breakdown on salary expenses (1 full-time and 3 part-time staff), no supporting documents in relation to the substantiate rental charges of $15,000 per month. •The applicant has considered the financial sustainability of the project after 3 years – a counter for selling toys and stationary, membership fees and income gained from selling second hand goods

							Comments
Other Planned Outcome					✓		Create job opportunities for women
Additional Factors / Other Comments / sustainability				✓			Plan for financial sustainability to be clarified.
Other Negative Factors	✓						

Comments from other government departments:

Departments *Comments*

Views from relevant departments are being sought.

| Overall Recommendations: | ☑ Recommend to approve
 ☐ Recommend to reject
 ☐ Marginal – issues for further consideration | |

(F) Recommendation from CIIF Assessment Sub-committee :

☐ Proposal supported
    Suggested Amount of Grant: _____

☐ Proposal not supported

☐ Proposal to be re-submitted

Comments from CIIF Assessment Sub-committee:

Signature of Chairperson (CIIF Assessment Sub-committee) : _____

(G) Decision by the CIIF Committee :

The application for CIIF grant is:

☐ Approved by CIIF Committee; and
    The amount of grant approved is: _____.

☐ Decision deferred on current proposal, for applicant to consider resubmission after modification.

☐ Proposal not supported.

Signature: _____   Date: _____

Name: _____
    (Chairman – CIIF Committee)

Assessment of CIIF Project Proposals
Initial vetting and analysis by the CIIF Secretariat (Office Use Only):

(1) Disqualifying Factors ☐ Ineligible applicants (e.g. Individuals, gov't dept.) _____

_____

☐ Ineligible project (e.g. currently funded by other subvention, are eligible to / should apply other existing funds): _____

_____

☐ Others: _____

_____
_____

(2) Initial Ratings :

Assessment Criteria	Indicators	Rating					
		0	1	2	3	4	5
I. Applicants' background and capability	(a) Proven track record/demonstrated experience of applicant organisation's management committee and/or staff, in operating related programmes.					✓	
	(b) Balancing consideration: new group, ability to innovate.					✓	
	(c) Clear governance accountability: - being a registered organization? - has appropriate affiliation? - being sponsored by a registered organisation?					✓	
II. Technical Feasibility	(a) Clearly specified project objectives.					✓	
	(b) Clearly stated community benefits to be achieved.					✓	
	(c) Evidence of need identified.					✓	
	(d) Evidence of clear programme logic: that the proposed programmes will achieve the planned results					✓	

Assessment Criteria	Indicators	Rating					
		0	1	2	3	4	5
III. Project Quality and Potential Social Capital Outcomes	(a) Evidence of positive values to be achieved. Would the established values result in positive or negative social capital?					✓	
	(b) Evidence of network(s) being established and its nature including: - the size and strength of the network; - whether it would contribute bridging and linking among groups; and					✓	
	(c) Whether the established network(s) would enhance existing relationships or produce added and positive value to groups.					✓	
	(d) Extent of increase in social participation and social solidarity to be achieved.					✓	
	(e) Extent of community self-initiation.					✓	
	(f) Clear target group: the capacity of the project to identify and engage marginalized groups.					✓	
	(g) Evidence of innovation and hence serve as a project model for others to follow/refer to.					✓	
	(h) Evidence of self and mutual help to be achieved.					✓	
	(i) Degree of inclusion (in main stream society) of marginalized groups such as people with disability, elderly, disengaged youth, unemployed people, etc.					✓	
	(j) Evidence of development, promotion and application of social capital in Hong Kong.					✓	
	(k) Operational sustainability, in terms of: - continuality (how long?) beyond funding period; - transfer of skill and knowledge.					✓	
	(l) Support from/engagement with other community groups.					✓	
	(m) Potential to be a snowball agent: i.e. the capacity of the applicants to arouse other groups' interest to pursue similar projects or to adopt similar practices.					✓	

Assessment Criteria	Indicators	Rating					
		0	1	2	3	4	5
IV. Financial Viability	(a) Reasonableness of proposed budget. Criteria including: - appropriateness in terms of proposed items to be acquired, their quantity and budget price. - appropriateness in terms of no. of staff to be recruited, use of volunteers and the total package. - cost-effectiveness of the project relating to the end-products to be developed.			✓			
	(b) Financial capability of applicant's organization: - does the applicant provide financial reports? - operational position of the organization, was it in a surplus or deficit position? - the balance sheet strength of the applicants (e.g. Was it in a net asset or liabilities position?)			✓			
	(c) Existence of any source of financing or backing (contribution from own organisation or from sponsor?)			✓			
	(d) Financial sustainability after funding period - existence of future funding source; - evidence of self-financing.				✓		
V. Other Planned Outcome	a) Create job opportunities for women					✓	
VI. Possible Negative (Risk) Factors	(b) Contravene Government interests/policies.	✓					
	(c) Possible conflict of interest amongst grantee, partners, volunteers, staff, participants.	✓					
	(d) Negative effect on the creditability of the Fund.	✓					
	(e) Others	✓					
VII. Additional Factors and Other Comments		✓	·				

Assessment Criteria	Indicators	Rating					
		0	1	2	3	4	5
VIII. Overall Rating	A proposal with planned results of enhancing the self-help and mutual help capability of the identified groups, potential to link up between youth, women and families in need. Good indication of collaboration in designing and implementing the project. Concerns about financial sustainability beyond the funding period to be clarified. And views from relevant departments are being sought.					✓	

**Summary of Project Proposal and
Recommendation from CIF Secretariat**

(Accept / 考慮接受)

(A) Details of Application

HWFB Reference No.: 113-1

Name of Applicant(s): 城市睦福團契有限公司 Peacemaker Evangelistic Fellowship Ltd.

Name of Collaborating Groups: 基督教宣道會盈豐堂, 基石教會興田堂 (Local Churches)

Name of Project Proposal: 寶田鄰舍動力 -- 社區關懷網絡計劃 Community Care and Networking Programmes for Residents in "Po Tin Interim Housing", Tuen Mun.

Total Amount Requested from CIF: $1,562,590.00 (for 3 years, starting 2 months after funding approval)

(B) Summary of the Proposal :

■ Key objectives
  (i) To build up and strengthen the relationships between residents/families living in Po Tin Interim Houses (bonding), encouraging and promoting mutual help, positive values and problem-solving skills;
  (ii) To build linkages or networks between residents of Po Tin Interim House and community groups in Po Tin (intra-community bridging), encouraging residents to participate more in community programmes and joint problems solving;
  (iii) To build networks among Po Tin residents with other sectors such as commercial organisations, government departments like housing and social welfare, religious groups and kindergartens (bridging and linking) so that they would be more responsive to the needs of the Po Tin residents.

■ Main outputs
  (i) Refurbish their local centre and establish it as a base for providing services and organizing activities;

(ii) **Volunteer Home visiting Scheme** (linking) – visits to needy and poor families (e.g. for CSSA recipients, new residents dislocated from other areas and unemployed peoples) and matching with appropriate volunteers, with a view to promoting goodwill, mutual understanding and better communication. Besides, with the sponsorship from commercial organisations, visiting gifts like food, daily products would be provided to these families in need. It is targeted that a total of 704 regular home visits and 15 large-scale home visits would be made during the 3 years' project period.

(iii) **Adjustment and integration** (linking) programme for new neighbours – this programme would be jointly organized by the applicant, social service unit, estate management office, Christian groups, kindergartens and commercial organisations. Activities under this programme would include welcoming gatherings, help talks for newcomers to understand District resource and related information, support for individual families and festival celebration programmes. The projected outputs are as follows:-
  - 6 welcome gatherings for newcomers
  - 90 support for individual families
  - 12 festival celebration programme
  - 8 times: setting up resource exhibition booth

(iv) **Women support networks** (bonding and linking) – to provide support to women in Po Tin House who face various adjustment problems relating to employment, support network, schooling for their children etc as a result of their relocation and dislocation. Mutual-help groups and different training classes and courses will be set up. Some of the women would be become representatives/ambassadors of the area who would in turn stimulate more people to promote the welfare of women and neighbourhood. It is targeted that a total of 324 women sessions would be held.

(v) **Large scale community activities / festival celebration** – there would be gatherings which would involve groups from various sectors and all residents of Po Tin Interim House. A total of 12 activities would be held over the 3 years period. .

(vi) **Mutual help** (linking) - Po Tin residents would be invited to participate a mutual help programme which aims to identify residents' special skills and perform a matching on people who need the assistance from others. Sense of belongings, self-respect, mutual care and trust will thus be improved and strengthened. The target groups are unemployed people and CSSA recipients who have skills to contribute. It is projected that a total of 288 sessions would be held over the project period.

(vii) **Cross-sector Networks** (bridging) – activities like sharing sessions for

different sector groups, training and gathering for volunteers from different organisations would be held so as to strengthen the networks, enhance the nature of their collaboration, and increase inclusion. The followings are the expected outputs:-
- discussion with members from different groups - 36 times
- training course – 12 sessions
- "precious moment" gathering – 36 times
- "The use of electronic promotion tools" – 26 times
- network sharing sessions – 3 times
- publications – 10,000 pieces

■ Target group(s)
- All residents in Po Tin Interim Housing Area (over 10,000 living 9 blocks each with 28 storeys)

■ Location
- Po Tin Interim Housing, Tuen Mun, N.T.

■ Unique feature: a sense of transiency, dislocation and helplessness would be experienced by most of the residents who moved to the interim estate established since 1990/2000. Over 30% are singles and just under half living in 3-5 people units; mostly poor. The "interim" housing arrangement accentuates the sense of transiency making it even harder for the residents to build up neighbourliness, trust and mutual help, which this scheme seeks to address.

(C) **Summary of Proposed Outcome (Including Performance Targets, Indicators, Degree of Application/Development/Promotion of Social Capital, etc.) :**

Quantity
1. No. of residents who have linked up with community groups: 4,850 times
2. No. of residents visited by volunteers/ community groups: 1,152 times
3. No. of sessions that residents have attended   324 sessions
4. No. of community groups organized by/ for residents :   4
5. Sharing sessions with cross sector groups: 85

Quality
1. Positive values being promoted.
2. Improved mutual care trust, sense of belonging to the community

Immediate Effect
1. Residents within the networks can get help.

2. Residents gained in self-confidence.
3. Residents changed from "victim" to "blesser" roles and altruism promoted.
4. Networks established between community groups, government departments and commercial organisations.

Long Term Impact
1. To enable a healthy growth of a District, not just asking for help, but turn into a self-helping community.
2. Ability to respond promptly to any sudden changes or emergencies in the District.
3. To early detect and prevent major family tragedies.
4. To develop a unique culture in Po Tin Interim Houses

(D) **Amount Requested from CIIF:**

Item (項目)	Expenditure (支出)	Income (收入)	Amount Requested (申請總數)
收入 - 收取的費用 Fees and Charges		$2,000.00	-$2,000.00
收入 - 內部資源 Internal Resources		$200,000.00	-$200,000.00
收入 - 教會及個人捐獻 Other Donations		$100,000.00	-$100,000.00
裝修 Renovation	$10,000.00		$10,000.00
傢俬 Furniture	$10,800.00		$10,800.00
器材 Equipment	$58,000.00		$58,000.00
宣傳 Promotion	$7,340.00		$7,340.00
計劃活動支出 - 探訪計劃 Programme Expenses – Volunteer Home Visiting Scheme	$45,000.00		$45,000.00
計劃活動支出 - 新鄰居適應計劃 Programme Expenses – Integraation Programme for New Neighbours	$48,600.00		$48,600.00
計劃活動支出 - 開心天地婦女支援組 Programme Expenses – Women Support Networks	$36,000.00		$36,000.00
計劃活動支出 - 社區活動/ 節慶 Programme Expenses – large Scale Community Activities/Festival Celebration	$66,000.00		$66,000.00

計劃活動支出 - 發揮所長互助計劃 Programme Expenses - Mutual Help	$17,520.00		$17,520.00
計劃活動支出 - 跨界別網絡計劃 Programme Expenses - Cross-sector Networks	$21,500.00		$21,500.00
租金及管理費 Rent and Management Fees	$288,000.00		$288,000.00
員工薪金(連強積金) - 2名專工幹事 Salaries - 2 Programme Staff	$1,225,476.00		$1,225,476.00
核數3次 Audit Fees	$21,000.00		$21,000.00
行政費(如文具或郵費等) Administrative Expenses (e.g. stationery, postage, etc.)	$6,000.00		$6,000.00
什項 Miscellaneous Items	$3,354.00		$3,354.00
Total	$1,864,590.00	$302,000.00	$1,562,590.00

(Note: Salaries for 2 Programme Staff are budgeted at $16,210 (MPS pt. 11) per month plus 5% MPF)

Preliminary comments about the proposed budget:

- The programme costs are reasonable.
- The center base refurbishment cost is reasonable.
- Over 80% of the proposed budget relate to the support of 2 paid staff and rental costs over the 3-year period.
- Issues for discussion with the applicant: other possible approaches to increase the volunteering element in the programme organisation.
- The audit fee should be excluded from the above budget as it will be claimed from the CIIF separately and at a predetermined scale.

(F) **Consolidated Comments from CIIF Secretariat :**

Criteria / Aspects	Rating (Please tick as appropriate)						Justifications
	Low					High	
	0	1	2	3	4	5	
Track Record & Capability						✓	Have 19 years experience in carrying out community projects particularly with people living in temporary housing situations.
Technical Feasibility						✓	
Proposal Quality & Social Capital Outcomes						✓	
Financial Viability/ reasonableness of budget						✓	The applicant contributes $200k and expects to solicit $100k donations for this project.
Other Planned Outcome				✓			Address local poverty
Additional Factors / Other Comments / sustainability						✓	Plans of collaboration with business sponsors
Other Negative Factors							Clarify their ability to work across religious boundaries

Comments from other government departments:

Departments	*Comments*
To be sought from SWD & HAD on the roles of other community groups in the area	

Overall Recommendations:	✓ Recommend to approve ☐ Recommend to reject ☐ Marginal – issues for further consideration

(F)   Recommendation from CIIF Assessment Sub-committee :

☐   Proposal supported
Suggested Amount of Grant: _____

☐   Proposal not supported

☐   Proposal to be re-submitted

Comments from CIIF Assessment Sub-committee:

Signature of Chairperson (CIIF Assessment Sub-committee) : _____

(G) Decision by the CIIF Committee :

The application for CIIF grant is:

☐ Approved by CIIF Committee; and
The amount of grant approved is: _____ .

☐ Decision deferred on current proposal, for applicant to consider resubmission after modification.

☐ Proposal not supported.

Signature: _____   Date: _____

Name: _____

(Chairman – CIIF Committee)

Assessment of CIIF Project Proposals
Initial vetting and analysis by the CIIF Secretariat (Office Use Only):

(1) Disqualifying Factors ☐ Ineligible applicants (e.g. Individuals, gov't dept.) _____ .

_____

☐ Ineligible project (e.g. currently funded by other subvention, are eligible to / should apply other existing funds): _____

_____

☐ Others: _____

_____

(2) Initial Ratings :

Assessment Criteria	Indicators	Rating					
		0	1	2	3	4	5
I. Applicants' background and capability	(a) Proven track record/demonstrated experience of applicant organisation's management committee and/or staff, in operating related programmes.				✓		
	(b) Balancing consideration: new group, ability to innovate.				✓		
	(c) Clear governance accountability:						
	- being a registered organization?					✓	
	- has appropriate affiliation?					✓	
	- being sponsored by a registered organisation?					✓	
II. Technical Feasibility	(a) Clearly specified project objectives.					✓	
	(b) Clearly stated community benefits to be achieved.					✓	
	(c) Evidence of need identified.				✓		
	(d) Evidence of clear programme logic: that the proposed programmes will achieve the planned results				✓		

Assessment Criteria	Indicators	Rating					
		0	1	2	3	4	5
III. Project Quality and Potential Social Capital Outcomes	(a) Evidence of positive values to be achieved. Would the established values result in positive or negative social capital?					✓	
	(b) Evidence of network(s) being established and its nature including:						
	- the size and strength of the network;				✓		
	- whether it would contribute bridging and linking among groups; and				✓		
	(c) Whether the established network(s) would enhance existing relationships or produce added and positive value to groups.				✓		
	(d) Extent of increase in social participation and social solidarity to be achieved.					✓	
	(e) Extent of community self-initiation.					✓	
	(f) Clear target group: the capacity of the project to identify and engage marginalized groups.					✓	
	(g) Evidence of innovation and hence serve as a project model for others to follow/refer to.			✓			
	(h) Evidence of self and mutual help to be achieved.				✓		
	(i) Degree of inclusion (in main stream society) of marginalized groups such as people with disability, elderly, disengaged youth, unemployed people, etc.					✓	
	(j) Evidence of development, promotion and application of social capital in Hong Kong.				✓		
	(k) Operational sustainability, in terms of:						
	- continuality (how long?) beyond funding period;				✓		
	- transfer of skill and knowledge.				✓		
	(l) Support from/engagement with other community groups.					✓	
	(m) Potential to be a snowball agent: i.e. the capacity of the applicants to arouse other groups' interest to pursue similar projects or to adopt similar practices.			✓			

Assessment Criteria	Indicators	Rating					
		0	1	2	3	4	5
IV. Financial Viability	(a) Reasonableness of proposed budget. Criteria including:						
	- appropriateness in terms of proposed items to be acquired, their quantity and budget price.					✓	
	- appropriateness in terms of no. of staff to be recruited, use of volunteers and the total package.				✓		
	- cost-effectiveness of the project relating to the end-products to be developed.					✓	
	(b) Financial capability of applicant's organization:						
	- does the applicant provide financial reports?					✓	
	- operational position of the organization, was it in a surplus or deficit position?				✓		
	- the balance sheet strength of the applicants (e.g. Was it in a net asset or liabilities position?)					✓	
	(c) Existence of any source of financing or backing (contribution from own organisation or from sponsor?)					✓	
	(d) Financial sustainability after funding period						
	- existence of future funding source;				✓		
	- evidence of self-financing.				✓		
V. Other Planned Outcome	Specify						
VI. Possible Negative (Risk) Factors	(a) Contravene Government interests/policies.						
	(b) Possible conflict of interest amongst grantee, partners, volunteers, staff, participants.						
	(c) Negative effect on the creditability of the Fund.						
	(d) Others						

Assessment Criteria	Indicators	Rating					
		0	1	2	3	4	5
VII. Additional Factors and Other Comments	Specify: needs quite well researched; record of involvement in the area; experience of working with people in difficult circumstances;					✓	
VIII. Overall Rating	The proposal contains : - strong self-help and empowerment elements within the area, - strong community building strategies, and - plans to involve cross sector collaboration. - Overall consistent with the CHF social capital objectives.					✓	

附錄**8**

社區投資共享基金
計劃每季進度報告

甲部　計劃資料

報告涵蓋時間:　　　　　　　　　　　　　　　至

受資助機構名稱:

計劃名稱:　　　　　　　　　　　　　　　計劃編號:

計劃推行日期:　　　　　　　　　　　　　　至

乙部　計劃表現

1.　計劃輸出數量

1.1　整體輸出數量

請填寫今季新增及由計劃推行至今的參與人數(不要填寫人次)，計劃參與人數分為義工、直接參與人數及間接參與人數三類，切勿重覆計算。

	預期數量		實際數量	
	今季新增	累積	今季新增	累積
(i)　義工人數				
(ii)　直接參與人數 (不包括義工)				
(iii)　間接參與人數 (註: 意指非直接參與人士，如計劃展覽參觀者 或開幕禮圍觀者)				
總數				

1.2 個別推行項目的輸出數量

請按撥款協議內所訂的活動項目，逐一匯報個別項目在此季及累積的參與對象及人數。每個項目可多於一種參與對象，需清晰填寫每類對象的人數(不要填寫人次)。

推行項目	對象	義工人數				參與人數			
		預期數量		實際數量		預期數量		實際數量	
		今季	累積	今季	累積	今季	累積	今季	累積
(i)	a)								
	b)								
	c)								
(ii)	a)								
	b)								
	c)								
(iii)	a)								
	b)								
	c)								
(iv)	a)								
	b)								
	c)								
(v)	a)								
	b)								
	c)								

請交代及分析輸出數量差異的原因（差異包括指計劃表現比預期突出或遜於預期）

1.3 其他輸出數據統計

基金會定期統計所有受資助項目在建立社會資本的成果，請按以下的分類填寫計劃在此季的貢獻。如計劃就某個類別並沒有推行相關策略，請在有關的欄目填上「不適用」。

類別	預期數量		實際數量	
	今季	累積	今季	累積
(i) 成功建立的特別角色				
◆ 樓長/層長				
◆ 生命導師				
◆ 其他				
(ii) 角色轉化				
◆ 由受助者轉化為義工/領袖				
◆ 由參與者/義工轉化為領袖/統籌者				
(iii) 協助就業				
◆ 創造全職職位及聘用待業人士				
◆ 創造兼職職位及聘用待業人士				
◆ 協助待業人士獲取全職工作				
◆ 協助待業人士獲取兼職工作				
(iv) 成功建立的互助網絡				
◆ 跨代(請說明)				
◆ 跨階層				
◆ 跨族裔				
◆ 跨界別				
◆ 跨組織				
◆ 其他				

類別	今季預期數量	今季實際數量	今季新增合作社/協作夥伴名稱 (註：合作社需同時提供參與人數)	累積數量
(v) 合作社			名稱(人數)：_____（　人）	
(vi) 關鍵性協作夥伴(註一)				
◆ 商戶(大型企業)				
◆ 商戶(50 人以下的中小企業)				
◆ 地區團體/居民組織				
◆ 教育團體				
◆ 專業團體				

◆ 政府部門				
◆ 非政府組織				
◆ 服務機構				
◆ 教會				
◆ 政治團體				
◆ 商會				
◆ 工會				
◆ 青少年團體				
◆ 婦女組織				
◆ 醫療界				
◆ 其他(請說明)				

註一：下列多種伙伴填寫作參考，如計劃在某些類別沒有建立關鍵性協作夥伴，則可自行刪除有關分類項目。

2. 推行項目的輸出質量

請按撥款協議中核准計劃書所載的推行目標，逐項作出匯報，並夾附評估工具樣本及評估結果資料，如問卷的整體分析數據等供基金秘書處參考。

推行項目的目標	預期表現指標	實際成效		所使用的評估工具
		今季	累積	
(i)				
(ii)				
(iii)				
(iv)				
(v)				

請交代推行項目的差異原因及分析（差異包括指有突出表現或遜於預期）

---

3. 關鍵性協作夥伴在計劃的參與程度及功能

```
┌─────────────────────────────────────────────────────────────────┐
│                                                                   │
│                                                                   │
│                                                                   │
│                                                                   │
│                                                                   │
│                                                                   │
│                                                                   │
│                                                                   │
└─────────────────────────────────────────────────────────────────┘
```

4. 建立社會資本之整體成效及目的表現評估

4.1 成效及目的之達致情況

請按核准計劃書所訂的計劃整體成效及目的之表現指標,每年匯報一次所達致的程度,並請夾附評估工具樣本及評估結果資料,如問卷的整體分析數據等供基金秘書處參考。

計劃整體成效及目的	預期的表現指標	實際的累積成效	所使用的評估工具
1.			
2.			
3.			
4.			

4.2 自我評估計劃的整體表現:

我認為計劃由開始推行至今,整體的表現屬於:(只選一項)

☐　　超越預期表現

☐　　符合預期表現

☐　　低於預期表現

4.3 計劃整體成效及目的達致情況之差異原因及分析（差異包括指計劃表現比預期突出或遜於預期）

5. 推行計劃所遇到的困難/挑戰及應變措施

6. 財政運用狀況及評估

6.1 計劃由開始推行至今，個別項目或整體支出有沒有超出撥款上限？

☐ 沒有超出撥款上限

☐ 個別支出項目將會/已經超出撥款上限　(請填寫 6.2 項)

☐ 整體支出將會/已經超出撥款上限　(請填寫 6.2 項)

6.2 請交代超支情況及原因，並建議處理方法：

| |
| |

7. 人手流失及安排 (如適用)

請列出計劃在此季度出現的人手變動情況，包括由基金撥款資助所聘用的計劃職員及在「社區投資共享基金協議」內列明負責監察和管理計劃的計劃統籌人。(注意：計劃統籌人之更換必須得到基金的事先書面批准，詳見撥款協議第 9 項)

7.1 離職員工資料

姓名	職位	離職日期	離職原因	離職時每月薪酬

7.2 新聘員工資料

姓名	職位	入職日期	全職／非全職（註一）	學歷及相關資歷	工作經驗	每月薪酬	職責及職能

註一：　如屬非全職，請清楚列明其比率及工作時數，如半職，每週兼職 10 小時等。

8. 計劃參加者的回應

請在此部分分享參加者的正面轉變、動人故事、嘉許或投訴等。

9. 計劃的持續及發展方案

請交代計劃的持續及發展方案的部署工作，如計劃屬初階段推行可不用填寫。

10. 計劃宣傳資料

請夾附傳媒報導/活動相片/宣傳單張等供參考。(如適用)

媒體名稱	專欄/節目名稱	搖出/ 刊載日期	接受訪 問人數	內容

(註: 請 貴機構按個人資料(私隱)條例規定，確保所提交的活動相片已取得相中人的同意，以供基金作宣傳推廣及製作報告之用。)

報告撰寫人姓名：＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿ 職位：＿＿＿＿＿＿＿＿＿＿＿＿＿

簽署：＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿ 日期：＿＿＿＿＿＿＿＿＿＿＿＿＿

丙部　受款人確證真實無誤

本人謹此代表受資助機構，證明上述報告資料均屬真實無誤。

計劃統籌人*簽署　_____　機構蓋章　_____

計劃統籌人*姓名　_____　日期　_____
(請用正楷填寫)

* 計劃統籌人必須為「社區投資共享基金協議」內列明負責監察和管理計劃的該名人士。