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
來函檔號 Your Ref.: SD/PAC/R55

電話號碼 Tel No.: (852) 2810 3931
傳真號碼 Fax No.: (852) 2524 7635

29 November 2010

Ms Macy NG
Public Accounts Committee
Legislative Council Building
8 Jackson Road
Central
Hong Kong

Dear Ms NG,

The Director of Audit's Report on the results of value for money audits (Report No.55)

The Community Investment and Inclusion Fund (Chapter 11)

I refer to your letter dated 25 November 2010 and would like to provide the required information (in Chinese) at **Annex** for your perusal please. This is a consolidated response from the Labour and Welfare Bureau and the Community Investment and Inclusion Fund Committee.

The English translation of our response will follow shortly.

Yours sincerely,

(Ms Karyn CHAN)
for Secretary for Labour and Welfare

Note by Clerk, PAC:** **This letter is the English translation mentioned in the last paragraph.

c.c.

Chairman, CIIF Committee	(Attn: Mr KS YEUNG)	Fax No: 2523 7283
SFST	(Attn: Mr CK WONG)	Fax No: 2147 5236
D of Audit	(Attn: Ms Olivia LEE)	Fax No: 2583 9063

Internal

AA/SLW
PSLW
DS(W)1
PMO (CIIF)

Annex

Response to the request for information made by the Public Accounts Committee on 25 November 2010

Q1 What is the definition of "social capital" according to the World Bank and the Asian Development Bank? Please make a comparison with the definition adopted by the Community Investment and Inclusion Fund (CIIF).

A1 The definition of social capital adopted by the CIIF is based on the World Bank's definition announced on its official website – social capital refers to the institutions, relationships, and norms that shape the quality and quantity of a society's social interactions. Social capital includes social norms (individual attitudes and social values), networks, and institutions. The "strategies" deployed in social capital development include "cognitive", "relational" and "structural" dimensions, incorporating psychological and sociological concepts of "role transformation", "social trust" in horizontal "bridging" across heterogeneous groups and collaboration in vertical "linking" partnerships across sectors and power hierarchy. Social capital is more than the sum of the institutions or the talents of individuals that underpin a society – it agglomerates the people and the institutions together with a view to striving for the common good.

According to the result of our internet search, the Asian Development Bank does not elaborate much on the definition of social capital. Social capital includes networks, groups, mutual trust, mutual understanding, personal attitudes, social values and systems, which are basically similar to the World Bank's definition.

Q2 Did the Assessment and Evaluation Sub-committee (AESC) established under the CIIF Committee issue guidelines to its members? If yes, please provide the assessment and evaluation guidelines. Have the guidelines been modified since 2002? If so, please provide the texts and indicate the modifications.

A2 The AESC (formerly known as the Assessment Sub-committee) held its first meeting on 20 September 2002 to discuss the proposed assessment procedures and criteria. The proposed guidelines were endorsed by the CIIF Committee on 24 September 2002. The relevant guidelines are at **Appendix 1**.

The CIIF Committee subsequently reviewed the operation of AESC at its meetings on 8 May 2009 and 29 June 2009, and recommended that the AESC should develop clearer and more concrete assessment criteria and procedures in order to process applications efficiently. Taking into account the lack of clear weighting in the vetting criteria and overall score in the original set of assessment criteria, the AESC revised the assessment criteria in April 2010 and the revisions were endorsed by the CIIF Committee in May 2010. The revised marking scheme is at **Appendix 2**.

Q3 In what format does the Promotion and Development Sub-committee (PDSC) submit proposals to the CIIF Committee? Please provide annual year reports or related documents for channelling these proposals since 2002.

A3 The PDSC under the CIIF Committee was established in April 2005. It is responsible for advising the CIIF Committee on the promotion, marketing and networking and promotion strategies as well as measures to enhance further development of social capital. The PDSC meets around twice a year and makes recommendations to the CIIF Committee for endorsement. PDSC papers and documents submitted to the CIIF Committee since April 2005 are at **Appendix 3**.

Q4 Please provide detailed information on the funding recommendations prepared by the CIIF Secretariat for submission to the AESC in 2002, 2003, 2009 and 2010.

A4 A total of eight AESC meetings were held in 2002, 2003, 2009 and 2010. Funding recommendations prepared by the CIIF Secretariat are at **Appendix 4**.

[Note: Two sub-committees, namely the Assessment Sub-committee and the Evaluation and Development of Social Capital Sub-Committee, were set up when the CIIF was first launched in 2002. At the CIIF Committee held on 18 April 2008, members decided to merge the above two sub-committees into the AESC to advise the CIIF Committee on the formulation of themes of application and vetting criteria, monitoring of project performance, assessment of project effectiveness and consolidation of successful factors etc.]

Q5 **Please provide the research reports conducted by a consortium comprising academics as mentioned in paragraph 1.9 of the Audit Report.**

A5 The research reports are at **Appendix 5**.

Q6 **According to paragraph 2.6 (b) of the Audit Report, the CIIF Committee considered the 15th batch of applications at the meeting held in October 2009. Please provide the declaration records of the attendees and the list of 42 applicants for the 15th batch of applications.**

A6 The declaration records of the attendees of the CIIF Committee meeting held on 15 October 2009 and the list of 42 applicants for the 15th batch of applications are at **Appendix 6**.

Q7 **Please provide the 17 items of performance information as mentioned in paragraph 2.15 of the Audit Report and explain why only 9 data were published whereas the remaining 8 data were left out.**

A7 As at 25 November 2010, the 17 items of performance information of the CIIF are listed as follows –

1. Number of approved projects in the 16 batches of applications: 213 (among the 213 projects, 119 are completed, 84 are still in progress and the remaining 10 were terminated early by mutual agreement between the CIIF and the project teams);

2. Amount of funding allocated to the 16 batches of applications: over $210 million;

3. Engaged over 560 000 participants;

4. Transformed 21 000 people from service recipients to providers of assistance;

5. Helped over 5 000 people re-enter the labour market with enhanced confidence and capabilities;

6. Supported over 14 500 families;

7. Formed over 450 mutual support networks;

8. Founded over 20 self-support groups;

9. Mobilised over 5 000 collaboration partners, including business sector, non-governmental organizations, schools, residents' organisations, hospitals, District Councils and government departments. Over one-fourth of the partners come from the business sector;

10. Geographical distribution of the projects: CIIF-funded projects cover all the 18 districts in Hong Kong, with 28 projects implemented in Tin Shui Wai, followed by 23 projects in Sham Shui Po (details at **Appendix 7.1**);

11. Project target groups: Major target groups include "family and children network", "community capacity building", "youth development", "social integration (including ethnic minorities and new immigrants)", "community health care network", "cross generation integration" and "elderly support and empowerment" (details at **Appendix 7.2**);

12. Classification of project performance: Among the 213 approved projects, about 26% are well-performed flagship projects, 62% are able to meet the expected targets and the remaining 12% with unsatisfactory performance/rooms for improvement;

13. Quarterly reimbursement claims of CIIF projects: please see **Appendix 7.3**;

14. Total amount of funding released: over $120 million;

15. Submission records of performance reports: please see **Appendix 7.4**;

16. Submission records of annual audit reports: please see **Appendix 7.5**; and

17. Records of site visits and reasons for cancellation (if applicable): The Secretariat visited all the project teams as scheduled in the 2010 site visit plan, except for the postponement of one visit to December 2010 owing to staff changes. The Secretariat also conducted four additional visits this year in view of the actual needs (details **Appendix 7.6**).

We did not deliberately leave out items 10 to 17 of the performance information which were only not released to the public through various channels in the same way as items 1 to 9. In accordance with the recommendations of the Audit Commission, the Secretariat will upload all the 17 items of performance information onto the CIIF website and regularly update them for public information.

Q8 **As mentioned in paragraph 3.5 of the Audit Report, the grantee needs to prepare quarterly project progress reports. How do they differ from the progress reports prepared for other funds or applications for the District Councils' funding?**

A8 The CIIF has a clear objective and positioning. It provides seed money to facilitate and promote the development of social capital. It does not provide financial support for individuals or support various social welfare programmes. Thus, it is not appropriate to make a comparison between the CIIF and other funds or applications for the District Councils' funding.

Q9 **Please provide the texts of the marking scheme used in the 16th batch of applications as mentioned in paragraph 3.10 of the Audit Report and compare it with the marking scheme used in previous batches of applications.**

A9 The marking scheme used in processing applications before the 16th batch mainly include the following eight categories –

1. Organization's background and capability
2. Whether the application aligns with CIIF objectives and has the potential to develop social capital
3. Effectiveness and performance indicators
4. Implementation of innovative strategies and programmes
5. Technical feasibility
6. Financial viability and reasonableness of its budget plan
7. Sustainability
8. Risk factors

Each project has a designated rating from 0 to 5, with 5 being the highest –

- Proposals with an average rating of 3.0 or above will likely be accepted
- Proposals with an average rating between 2.5 and 2.9 may require further deliberation of the CIIF Committee
- Proposals with a rating below 2.5 are usually not recommended for acceptance

The AESC revised the marking scheme in April 2010 and the revisions were endorsed by the CIIF Committee in May 2010. The major amendments to the marking scheme are as follows –

The original eight categories have been expanded with five additional categories –

1. Accurate assessment and ability to fulfil community needs
2. Intervention model and networking strategies
3. Effective evaluation tools and methods
4. Support from key collaborators
5. Effective leadership

The 13 categories have been reorganised into 4 key categories with 11 assessment criteria. We then weigh the 4 key areas according to their importance –

1. Understanding of social capital building (10%)
2. Project effectiveness (70%)
3. Organisation's capability (15%)
4. Other factors including risk evaluation and problem-solving ability (5%)

Each category has a passing mark, with 100 being the full assessment mark –

- Proposals with a total score above 70 will likely be accepted
- Proposals with a score between 51 and 69 may require further deliberation of the CIIF Committee
- Proposals with a score below 50 are usually not recommended for acceptance

The Secretariat has made the above information available for public access through the CIIF's website when the new marking scheme has been put in place. It was also introduced in the briefings for the 16th batch and 17th batch of applications. The marking schemes used in the 16th batch of applications and previous batches of applications are at **Appendices 1 and 2** respectively.

Q10 **When appointing members from different sectors to the CIIF Committee, has the Administration considered their knowledge in social capital and whether brief introduction of social capital was given to the new members?**

A10 When appointing members to the CIIF Committee, the Administration will carefully consider all relevant factors, including their knowledge and experience in social capital and whether they could facilitate the promotion and development of social capital, and determine the suitability of individuals to serve as members of the CIIF Committee.

When issuing appointment letters to the new members, we will attach a copy of the relevant Legislative Council Finance Committee paper which includes an introduction to social capital, background, objectives, models and assessment criteria, etc. of the CIIF when it was set up in 2002 for their information.

Q11 **Has the CIIF Secretariat issued guidelines to the project grantees regarding the progress reports (see paragraph 4.12 of the Audit Report). If yes, please provide the relevant guidelines.**

A11 According to the Conditions of Grant, the project grantees need to submit four quarterly progress reports every year. The CIIF Secretariat will issue the relevant guidelines by email around half a month before the submission deadline to remind the project grantees to submit reports on time and of other matters requiring attention. The guidelines are attached at **Appendix 8**.

Q12 **Please provide the questionnaire for relevant bureaux/departments to fill in as mentioned in paragraph 4.5(c) of the Audit Report.**

A12 The questionnaire is attached at **Appendix 9**. The CIIF Secretariat has already deleted the "no comment" checkbox from the answer section based on the recommendation of the Audit Commission. The revised questionnaire has immediately been used in processing the 17th batch of applications which commenced in August this year. The revised questionnaire is at **Appendix 10**.

Q13 **What is the long-lasting effect of the one-off activities as mentioned in Paragraph 5.16 of the Audit Report? Apart from the six projects examined by the Audit Commission, has the CIIF Secretariat rejected other applications for one-off activities? What were the reasons for rejection? Please provide a list including the name of the applicant, the title of the project and the amount of the applied one-off activities for all rejected and accepted applications.**

A13 CIIF funding is paid quarterly to grantees on a reimbursement basis. We have stated in the CIIF application form that "one-off large-scale events, which are not in line with the rationale of social capital building and without continuous impact, will generally not be supported (such as banquets, carnivals and tours). If the one-off event is regarded as crucial in the project, please elaborate on its cost-effectiveness and how it can help build social capital. Please also provide the budgeted expenses and income of the one-off event.".

In considering whether to reimburse expenditure on individual activities, we will mainly consider whether the nature of the activities is in line with the project objectives and how the activities would facilitate social capital development. When applying for reimbursements, grantees are required to provide justifications regarding the nature of the activities, attendance records, effectiveness and expenditure of the activities.

The assessment records of all applications for reimbursement for one-off activities conducted by the CIIF Secretariat since July 2007 are at **Appendix 11**.

Labour and Welfare Bureau
The Community Investment and Inclusion Fund Committee
November 2010

Note by Clerk, PAC:** ***Appendices 2, 3, 4 (except Summary of Project Proposal and Recommendation from CIIF Secretariat: HWFB Reference Nos: 11-1, 17-1 and 113-1), 5, 6, 7.1 to 7.6, 8 (except Quarterly Performance Report on Key Milestones), 9 to 11 not attached.

For discussion on
20 September 2002

Paper CIIF-AS 01/02

CIIF Applications: Assessment Procedures and Criteria

This paper seeks Members' comments on the proposed procedures and criteria to be adopted for assessing applications under the CIIF. Views expressed by Members in previous Committee meetings have been incorporated as appropriate.

1. Key Principles

- ✓ The Fund is a seed fund for developing social capital - it should neither duplicate nor replace existing government subventions or other funding;

- ✓ Projects to be supported should be community-initiated with a clear objective to develop social capital - funding is not directed at supporting long term, or supplementing existing services or one-off consumption projects; and

- ✓ To sustain operation beyond the funding period.

2. Assessment Approach

2.1 The innovative nature, merit and intent of this new Fund comes with increased risk exposure. For these reasons the Fund has been identified as one of the new study areas for ICAC and SWD. It is also likely that it will be scrutinized by the Audit Commission.

2.2 The risk areas to be addressed by the CIIF Committee include the following:

- ✓ The expected outcomes are new and may be difficult to specify, achieve, or monitor as well as measure;

- ✓ The track record of applicants will vary (including the risk of project failure, late or non-delivery that tends to be high even amongst other more established Funds); and

- ✓ The assessment criteria and process are new and untested (increasing the degree of difficulty in reaching a consensus and consistency in the assessment process).

2.3 The following principles will be adhered to when designing the assessment procedures:

- ✓ Make the administrative process simple so as to facilitate the involvement of smaller and less well-established groups;

- ✓ Make the decision making process fair and accountable to minimize the risk of abuse or misuse and hence address the requirements of monitoring offices such as the ICAC and the Audit Commission.

- ✓ Make the assessment process and assessment outcomes transparent so as to gain public confidence in the effectiveness of the Fund to achieve its primary purposes.

2.4 Judging from the experience of other Funds , the vetting and assessment processes can be extremely cumbersome and time-consuming for both the Secretariat and the Committee to manage. The Secretariat has considered various "tested" approaches, and estimated the following resource requirements:

- ✓ A minimum of 10 hours for the processing of a simple and straightforward application, and around 20 hours for applications requiring substantial clarification and consultation with other government departments, to the stage of making an initial recommendation to the Sub-committee.

- ✓ Apart from the committee deliberation time, each Sub-Committee member will need a minimum of 1 to 2 hours to read through and consider each application.

The Secretariat is proposing a vetting and assessment approach that takes on board the positive elements but simplifies the tight assessment system applied to assessing technical tenders against standard specifications.

Vetting and Assessment Procedures

3.1 The flow of decision making process will involve three integrated layers, i.e. from the Secretariat, to the Sub-committee and finally to the CIIF Committee. Each onward layer should take an increasingly broader perspective. The assessment focus of each layer will be:

a) **the Secretariat**: the Secretariat should do the initial, detailed and technical vetting;

b) **the Assessment Sub-committee:** the Sub-committee will take account of the recommendations of the Secretariat, assess the merits of projects along major assessment criteria (such as those outlined in section 4) and consolidate a set of funding recommendations to the CIIF Committee;

c) **the CIIF Committee**: the CIIF Committee will assess the major risk-benefit potentials of the projects in finalizing the decision.

3.2 The flow-chart in Annex A shows the following assessment procedures:

a) receipt, processing, initial analysis and vetting by the Secretariat,
b) assessment and recommendation by the Assessment Sub-Committee,
c) decision making by the CIIF Committee, and
d) the post-assessment tasks including the notification of approval and confirmation of acceptance by the Secretariat.

3.3 Vetting by the CIIF Secretariat:

3.3.1 Incoming project proposals will firstly be assessed on the existence of some "qualifying" or "disqualifying" factors, such as applications by individuals, applicants without credible registration status, affiliation or sponsorship from bona fide groups that can assume legal liability, or those that clearly duplicate other Government subventions

3.3.2 Proposals meeting the qualifying criteria (outlined in 3.3.1) will be analyzed against a checklist of key components. Ratings will be given under respective criteria or areas.

3.3.3 A summary for each individual project will be prepared (see Annex B) after the Secretariat's initial vetting, including seeking clarification from the applicants and comments from relevant Government departments. A set of consolidated initial recommendations will be grouped and put to the Assessment Sub-committee as follows:

(a) The "***recommend to accept***" cluster for projects that clearly meet the criteria of the Fund (with an initial recommended funding amount);

(b) The ***"recommend to reject"*** cluster for projects that are clearly outside of the scope of the Fund; including those with **disqualifying factors**; and

(c) The ***"marginal"*** group of projects with sufficient merits to warrant further consideration by the Sub-committee.

3.4 Assessment by the Assessment Sub-committee:

Considering the impracticality of the Sub-committee assessing every project in detail, and based on the principle of "management by exception", it is proposed that the Sub-committee should focus on reviewing the initial vetting undertaken by the Secretariat.

This phase will involve:

(a) The set of initial assessment summaries with recommendations with a declaration of interest form, will be circulated to the Assessment Sub-Committee;

(b) Sub-committee members will be requested to provide written comments on the Secretariat's initial recommendations on each proposal, together with a signed declaration of interest form for each batch of applications;

(c) Meeting with applicant groups if necessary;

(d) Reviewing, confirming or giving reasons to suggest changes to the Secretariat's initial vetting results from "recommend to accept" or "recommend to reject" to "marginal" for further consideration by the Sub-committee (as every suggested variation will in effect place the project into the "marginal" group); and

(e) When the Sub-Committee meets, it should focus on reaching a decision on the "marginal" group; and then consolidate recommendations to the CIIF Committee for endorsement. The recommendations will be sorted into three categories:

- Approve (with a suggested amount of grant),
- Reject, and
- Deferral, including invitation to "revise and re-submit."

3.5 Decision by the CIIF Committee: decision by the CIIF Committee is final.

(a) The consolidated recommendations from the Sub-committee CIIF Committee, will be circulated to the CIIF Committee for formal decision;

(b) A declaration of interest form will accompany each batch of applications for CIIF Committee members to declare their interest;

(c) Written confirmation of the declaration of interest and key issues for consideration at the Committee will be invited prior to the Committee meeting; and

(d) CIIF Committee members will then either confirm or revise the recommendations of the Sub-committee to approve (the level of grant), reject, or defer consideration,

including an invitation to "revise and re-submit.

3.6 Post assessment and approval:

(a) The CIIF Secretariat will manage the subsequent notification, payment control and progress monitoring tasks.

(b) The Evaluation and Development of Social Capital Committee will undertake the on-going monitoring of the overall performance of the Fund.

4. Assessment criteria

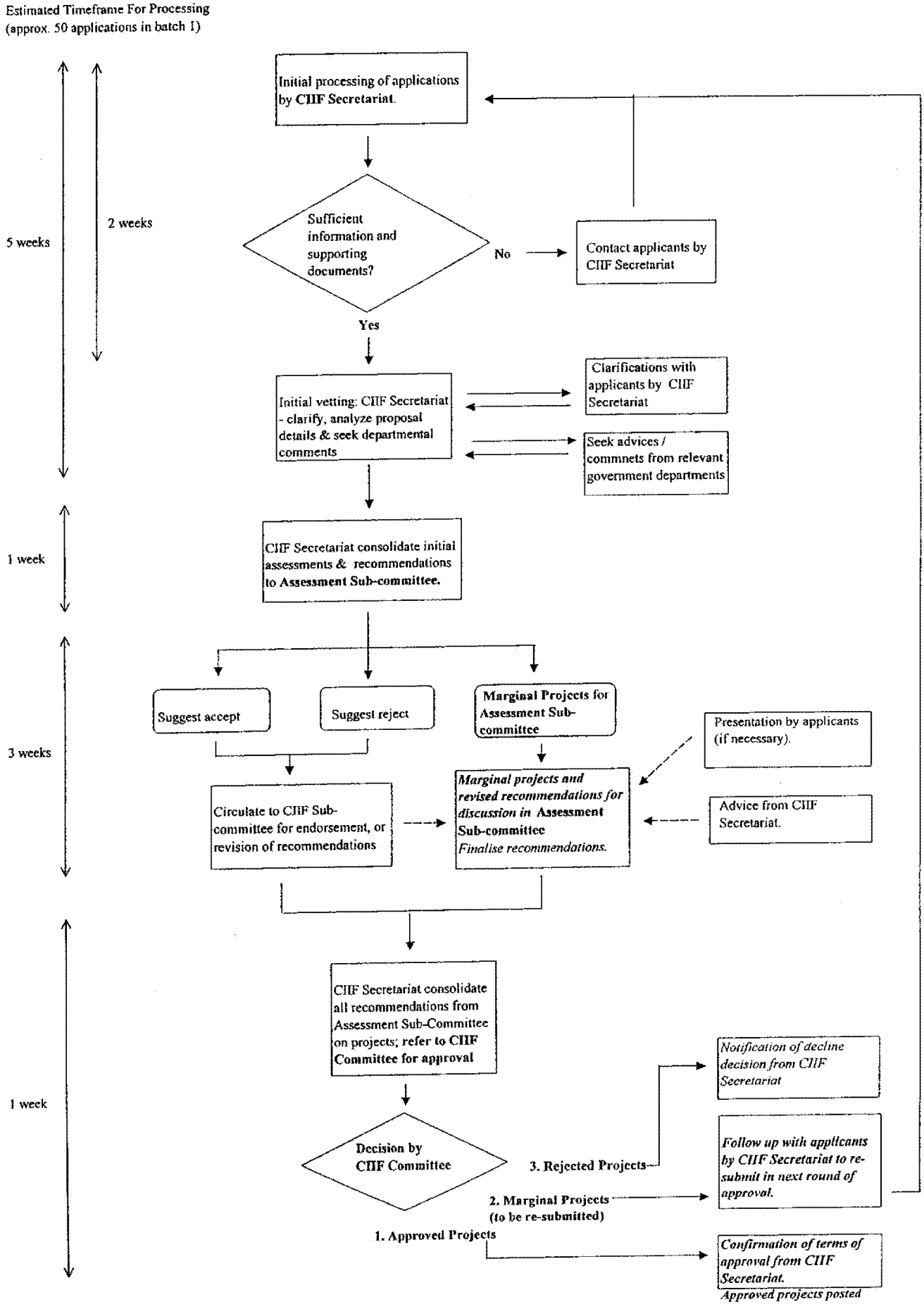
The following areas will form the basis of the Secretariat's vetting, analysis and initial recommendations to the Assessment Sub-Committee.

The proposed projects will be assessed according to the following dimensions once it has passed the "qualifying" or "disqualifying" factors.

- **Applicants' background and capability** (balancing track record with ability to innovate)
- **Technical feasibility of the proposed project** (whether the proposal demonstrates clear linkages between their strategies, proposed action in addressing the needs identified, and achieving the planned outcome, i.e. intervention logic. This is different from financial viability of the project).
- **Potential social capital outcomes** (e.g. sustainability, inclusion, driving energy within the community)
- **Other planned outcomes**
- **Financial viability** (cost effectiveness, sustainability)
- **Possible negative factors; and**
- **Other considerations**

CIIF Secretariat
September 2002

CIIF Projects - Assessment Procedures



Annex B

Summary of Project Proposal and Recommendation from CIIF Secretariat

(A) Details of Application

HWFB Reference No.: _____

Name of Applicant(s): _____

Name of Collaborating Groups: _____

Name of Project Proposal: _____

Total Amount Requested from CIIF: _____

(B) Summary of the Proposal :

- Key objectives
- Main outputs
- Target group(s)
- Location
- Unique feature

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

(D) Amount Requested from CIIF:

Item	Expenditure	Income	Amount Requested
Total			

(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							
Technical Feasibility							
Proposal Quality & Social Capital Outcomes							
Financial Viability/ reasonableness of budget							

Other Planned Outcome							
Additional Factors / Other Comments / sustainability							
Other Negative Figures							
Comments from other government departments: ***Departments*** ***Comments***							
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-worked for further consideration

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 organization'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 organization? (d) Existence of support and connection with other community groups.						
II. Technical Feasibility	(a) Clearly specified project objectives. (b) Clearly stated community benefits to be achieved. (c) Evidence of need identified. (d) Evidence of community self-initiation. (e) Extent of collaboration across sectors/groups.						
III. Project Quality and Potential Social Capital Outcomes	(a) Evidence of innovation and positive values to be achieved. (b) Extent of increase in social participation and social solidarity to be achieved. (c) Evidence of self and mutual help to be achieved. (d) Degree of inclusion (in main stream society) of marginalized groups such as people with disability, elderly, disengaged youth, unemployed people, etc. (e) Evidence of development, promotion and application of social capital in Hong Kong. (f) Operational sustainability, in terms of: - Continuality (how long?) beyond funding						

Assessment Criteria	Indicators	Rating					
		0	1	2	3	4	5
	period. - Transfer of skill and knowledge. - Support from/engagement with other community groups.						
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. (d) Financial sustainability after funding period - Existence of future funding source. - Evidence of self-financing.						
V. Other Planned Outcome	Specify						
VI. Possible Negative Figures	(a) Political considerations (b) Possible conflict of interest amongst grantee, partners, volunteers, staff, participants. (c) Others:						

Assessment Criteria	Indicators	Rating					
		0	1	2	3	4	5
VII. Additional Factors and Other Comments	(a) For example, the potential to become a project model or for wider dissemination. (b) Others:						
VIII. Overall Rating							

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,但有部份內容將與青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 CHF
   d) a program assistant – paid by CHF
   e) a worker – paid by the applicant organization

(D) Amount Requested from CHF:

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)* Low 0	1	2	3	4	High 5	Justifications
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.				✓		

Accept
考慮接受

Summary of Project Proposal and Recommendation from CHF 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 CHF: $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 CHF:

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 machine, a computer and one printer	$15,000.00	$0.00	$15,000.00
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 0	1	2	3	4	High 5	Justifications
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

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 CHF Assessment Sub-committee :

☐ Proposal supported
Suggested Amount of Grant: _____

☐ Proposal not supported

☐ Proposal to be re-submitted

Comments from CHF Assessment Sub-committee:

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

(G) Decision by the CHF Committee :

The application for CHF grant is:

☐ Approved by CHF 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 – CHF Committee)

Assessment of CHF Project Proposals
Initial vetting and analysis by the CHF 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					✓	
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.					✓	

Accept
考慮接受

Summary of Project Proposal and Recommendation from CIIF Secretariat

(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 CIIF: $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 CHF:

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(連强積金) - 2名專職幹事 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 CHF separately and at a predetermined scale.

(E) Consolidated Comments from CHF Secretariat :

Criteria / Aspects	Rating *(Please tick as appropriate)* Low					High	Justifications
	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.					✓	

Community Investment & Inclusion Fund
Quarterly Performance Report on Key Milestones

Section A Project Information

Period covered: _____ to _____

Name of Grantee: _____

Project Name: _____ No.: _____

Project Period: _____ to _____

Section B Project Performance

1. Project Quantity

1.1 Overall Quantity

Please fill in the increased and cumulative numbers (not attendances) of participants for this quarter and ever since the Project was launched respectively. The numbers of project participants are divided into three categories, namely volunteers, direct participants and indirect participants, without multiple counting.

	Expected Quantity		**Actual Quantity**	
	Quarterly Increased	**Cumulative**	**Quarterly Increased**	**Cumulative**
(i) No. of Volunteers				
(ii) No. of Direct Participants (volunteers not included)				
(iii) No. of Indirect Participants (Note: persons who do not directly participate in the Project, e.g. visitors to the exhibitions or onlookers of the opening ceremony of the Project)				
Total				

1.2 Individual Programme Quantity

Please provide a breakdown of the target groups and numbers of participants for this quarter and on a cumulative basis by individual programmes contained in the Conditions of Grant. Each programme may have more than one target group, and the number (not attendance) of each target group should be clearly stated.

Programme	Target Groups	No. of Volunteers				No. of Participants			
		Expected Quantity		Actual Quantity		Expected Quantity		Actual Quantity	
		For this Quarter	Cumulative	For this Quarter	Cumulative	For this Quarter	Cumulative	For this Quarter	Cumulative
(i)	a)								
	b)								
	c)								
(ii)	a)								
	b)								
	c)								
(iii)	a)								
	b)								
	c)								
(iv)	a)								
	b)								
	c)								
(v)	a)								
	b)								
	c)								

Please explain and analyse the discrepancy in quantity (which refers to the situation that the Project has performed better or lower than expected.)

1.3 Statistics of Other Quantities

The CIIF will compile periodic statistics on the social capital outcomes of all funded projects. Please provide a breakdown of the contributions by categories of the Project for this quarter. If the Project has not implemented the strategies for any particular category, please enter "N.A." in the relevant column.

Category	Expected Quantity		Actual Quantity	
	For this Quarter	Cumulative	For this Quarter	Cumulative
(i) Succeeding in Creating Special Roles				
♦ House Captains/Floor Captains				
♦ Life Navigators				
♦ Others				
(ii) Role Transformation				
♦ Service Recipients Transformed into Volunteers/Leaders				
♦ Participants/Volunteers Transformed into Leaders/Co-ordinators				
(iii) Assisting Employment				
♦ Creating Full-Time Jobs and Employing Unengaged Persons				
♦ Creating Part-Time Jobs and Employing Unengaged Persons				
♦ Assisting Unengaged Persons to Secure Full-Time Jobs				
♦ Assisting Unengaged Persons to Secure Part-Time Jobs				
(iv) Succeeding in Building Mutual Help Support Networks				
♦ Cross Generations (Please specify)				
♦ Cross Strata				
♦ Cross Ethnicities				
♦ Cross Sectoral				
♦ Cross Organisations				
♦ Others				

Category	Expected No. for this Quarter	Actual No. for this Quarter	Names of Newly Increased Co-operatives/ Collaborators for this Quarter (Note: No. of participants should be provided for co-operatives)	Cumulative No.
(v) Co-operatives			Name (No.):_____ (persons)	
(vi) Key Collaborators (Note 1) ♦ Business Operators (Large Enterprises) ♦ Business Operators (Small and Medium Enterprises with less than 50 staff) ♦ Local Bodies/ Residents' Organisations ♦ Educational Bodies ♦ Professional Bodies ♦ Government Departments ♦ Non-Government Organisations ♦ Service Agencies ♦ Church Groups ♦ Political Groups ♦ Chambers of Commerce ♦ Trade Unions ♦ Youth Groups ♦ Women's Groups ♦ Medical Sector ♦ Others (Please specify)				

Note 1: The numerous categories of collaborators listed below are for reference only. If the Project has not secured collaborators of any category, it may be deleted accordingly.

2. Programme Quality

Please report by the programme objectives set out in the approved plan under the Conditions of Grant, and also attach the samples of evaluation tools and information on assessment results, e.g. the overall analytical data of questionnaires, for the reference of the CIIF Secretariat.

Programme Objectives	Expected Outcome Indicators	Actual Outcomes		Evaluation Tools Used
		For this Quarter	Cumulative	
(i)				
(ii)				
(iii)				
(iv)				
(v)				

Please give the reasons for and an analysis of the discrepancy (which refers to the situation that the Project has performed better or lower than expected.)

3. Participation and Functions of Key Collaborators in the Project

4. Overall Social Capital Outcomes and Specific Objectives Assessment

4.1 Achievement of Outcomes and Objectives

Please report on the annual achievement of the overall outcome and objective performance indicators contained in the approved plan, and also attach the samples of evaluation tools and information on assessment results, e.g. the overall analytical data of questionnaires, for the reference of the CIIF Secretariat.

Project Overall Outcomes and Objectives	**Expected Outcome Indicators**	**Actual Cumulative Outcomes**	**Evaluation Tools used**
1.			
2.			
3.			
4.			

4.2 Self-Assessment of Overall Project Performance:

In my opinion, the overall performance so far has been: (select only one option)

□ better than expected

□ consistent with expectations

□ lower than expected

4.3 Reasons for and Analysis of the Discrepancy in Achieving the Overall Outcomes and Objectives of the Project (which refers to the situation that the Project has performed better or lower than expected.)

5. Difficulties/Challenges Encountered in Project Implementation and Contingency Measures

6. Financial Position and Assessment

6.1 Has any individual programme or the overall expenditure exceeded the funding ceiling so far?

□ The funding ceiling has not been exceeded

□ Individual items of expenditure will exceed/have exceeded the funding ceiling. (Please fill in Item 6.2)

□ The overall expenditure will exceed/has exceeded the funding ceiling. (Please fill in Item 6.2)

6.2 Please account for the over-spending and recommend solutions:

7. Staff Turnover and Arrangements (If applicable)

Please list out any staff turnover of the Project in this quarter, including CIIF-funded project staff and Project Co-ordinator who is responsible for project monitoring and management as specified in the Conditions of Grant for the CIIF. (Note: Any alteration of Project Co-ordinator must obtain the prior approval in writing by the CIIF, see Section 9 of the Conditions of Grant for details.)

7.1 Information on Resigned Staff

Name	Position	Resignation Date	Reasons for Resignation	Monthly Salary on Resignation

7.2 Information on New Employees

Name	Position	Employment Date	Full Time ／Non-Full time (Note 1)	Education Attainment and Relevant Qualifications	Working Experience	Monthly Salary	Responsibilities and Functions

Note 1: For non-full time staff, please specify their ratio and working hours, e.g. part-time, 10 hours each week.

8. Feedback from Project Participants

Please share in this part any positive changes, touching stories, commendations or complaints of participants.

9. Sustainability and Development Plan of the Project

Please brief on any preparation work for the sustainability and development plan of the Project. If the Project is at an initial stage, it may be unnecessary to fill in this part.

10. Information on Project Promotion

Please attach media reports/photos of activities/promotional leaflets for reference. (If applicable)

Name of Agent	Name of Column/Programme	Date of Broadcast/ Publication	No. of Respondents	Content

(Note: Your organisation is requested to observe the requirements of the Personal Data (Privacy) Ordinance in ensuring that all photos of activities submitted have already obtained the consent of the persons shot for being used by the CIIF in publicity, promotion and report production.)

Name of Reporter: _____ Post: _____

Signature: _____ Date: _____

Section C Verification by Grantee

I hereby certify on behalf of the grantee that the above information provided in this report is true and correct.

Signature of Project Co-ordinator*	_____	Chop of Grantee	_____
Name of Project Co-ordinator* (Please fill in block letters)	_____	Date	_____

* Project Co-ordinator must be the person who is responsible for project monitoring and management as specified in the Conditions of Grant for the CIIF.