

**GUIDANCE NOTES FOR COMPLETING THE PROJECT FORM**

**Annex A**

1. **Project title** should be precise and self-explanatory, outlining the objective.
2. **Amount sought** should be presented in \$million and rounded up to the third decimal place, i.e. \$thousand.
3. **Brief project description** should outline what will be done in the project. Details covering background, plan, etc. should be provided in Annex A-1.
4. **Project schedule** must be realistic. Quoting project duration is better than fixing exact commencement and completion dates.
5. **Recurrent implications** refer to the annual recurrent cost that is not budgeted but would be incurred either after completion of the project or during implementation of the project. For renovation of an organisation's premises, for example, there are usually nil or some additional running costs; for capital set-up and procurement, it could be ongoing maintenance, staff, and operation costs, etc.; and for staff employment, it could be the cost of any continued employment. Sources of funding should be separately identified for meeting these recurrent implications.
6. **Alternative sources of funding** should detail other sources of funding being sought for the same project and the progress.
7. **Value of the project** should emphasise the project's benefit to the public, in terms of, for example, the number and variety of target beneficiaries and the community implications. It could also highlight the implications if the project is not approved.

**Annex A-1**

8. **Project description** should cover details about the nature, timing, location, and scope of the project. For example, to propose renovating an organisation's premises, information like the location, floor area, major renovation items, contractors, nature of

premises (owned/ rented), age of the premises, duration/works schedule, tenancy of site, etc. is essential.

9. **Justifications** should highlight, with figures as far as possible, why the project proposal should be supported, and, if possible, why it is worth being funded particularly by the “Chief Executive's Community Project List”. It should also explain why **alternative sources of funding** are not available, and the details set out in the **Project description** should be explained as appropriate. For example, to justify the renovation of an organisation’s premises, details like the age of the premises, utilisation rates, and the number of beneficiaries, or a quantitative account of the organisation’s services and achievements are essential.
10. **Amount sought:** Projects seeking fixed-term recurrent funding will be accorded low priority. Even if there is a case, confirmation that: (a) there will be no extension after the term ends; or (b) sources of funding have been identified for any extension; is necessary.
11. **Recurrent implications and committed source of funding** should set out: (a) any recurrent cost that could be incurred after completion of the project; and (b) identified sources of funding that are committed to such a cost. [see item 5]

## **Annex A-2**

12. All calculation should be correctly presented. A detailed breakdown of the major items should be attached to the project forms.
13. **Quotations** are necessary on major items, such as procurements and works items. They should be attached to the project form.

## **Annex A-3**

14. **Background of the applicant** should not only present facts and figures but also provide track records of implementing previously approved projects, if any.