

Partnership Fund for The Disadvantaged

(Fourth Round Application)

(18.01.2008 – 30.06.2008)

Application Guide
(for the NGO application use only)

January 2008



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Background

1. The Chief Executive of the Hong Kong Special Administrative Region, in the 2005 Policy Address, announced the setting up of a \$200 million Partnership Fund for the Disadvantaged (the Fund / PFD) to promote the development of a tripartite partnership among the Government, the business community and the welfare sector to help the disadvantaged. About \$190 million is for the Matching Grant Portion while a maximum of \$10 million for the Support Measures Portion. The Government will provide matching grants to donations made by business organisations to support welfare non-governmental organisations (welfare NGOs) in providing social welfare projects. The Government hopes that enhanced cooperation of the three parties concerned will strengthen social cohesion.

Objectives of the Fund

2. The Fund aims to:
- (a) incentivise the welfare sector to expand their network in seeking and securing corporate participation; and
 - (b) encourage the business sector to take up more social responsibility in helping create a cohesive, harmonious and caring society.
3. To achieve the intended objectives, applicant welfare NGOs are required to ensure that the donations are coming from business corporations, and used in programmes helping the disadvantaged.

Nature of the Fund

4. Grants to welfare NGOs would be calculated in accordance with the contributions from business corporations, in cash or/and in-kind, on a dollar-to-dollar matching basis. The grant is one-off in nature and welfare NGOs will absorb the financial consequences, if any, after using up the grant from this Fund.

Launching of the Fund

5. The funding is allocated in different rounds until depletion of the Fund. Allocations of funding for the first three Rounds were completed in August 2005, April 2006 and October 2007 respectively. The Fourth Round is now open for application, and the application deadline is 30 June 2008. This application guide is for the use of welfare NGOs in making application for the Fund.

Eligible applicants

6. Bona-fide charitable welfare NGOs having tax-exempted status under Section 88 of the Inland Revenue Ordinance (Cap. 112)^{Note 1} can apply for the matching grant portion of the Fund.

Project proposals to be accepted for consideration

7. Project proposals (Proposals) meeting the following basic requirements may be considered by the Fund-

- (a) the Proposal should be an initiative in support of the Government's welfare policy but currently not receiving funding support from the Government in any form (e.g. being supported under a "Funding and Service Agreement" with Social Welfare Department (SWD), being a service contract awarded by SWD, or funded by any public funds such as the Lotteries Fund, the Community Investment and Inclusion Fund, and the Enhancing Self-Reliance Through District Partnership Programme);
- (b) the initiative should be delivered in Hong Kong, and would benefit directly the welfare of the underprivileged groups such as people with disability, elderly people with inadequate social support, children from deprived families, victims of family violence/abuse, etc.;
- (c) contributions should be made by registered business corporations operating their business in Hong Kong or charitable trusts/foundations which are established and managed by such business corporations; Donations from professional associations and religious bodies, contributions from charitable trusts/foundations not established and managed by the business corporations and funds under the management of government departments/public bodies will not be accepted;
- (d) the Proposal should have business corporation's contribution in cash, in-kind or a combination of the two. Contribution in

^{Note 1} For list of charitable institutions and trust of a public character, which are exempted from tax under Section 88 of the Inland Revenue Ordinance (Cap. 112), please refer to the following homepage: http://www.ird.gov.hk/eng/tax/ach_index.htm. Only those welfare organisations will be eligible to apply.

service is encouraged but is not matched by the Fund because this may affect the development of corporate volunteering work;

- (e) the business contributions for the Proposal should be obtained within a year before the Fourth Round Application, i.e. on or after 18 January 2007. This is to encourage the formation of more partnerships between welfare NGOs and business corporations, which is the prime objective of the Fund. The welfare NGO applicant has to confirm the committed business contribution for the Proposal in the application;
- (f) the Proposal seeking a matching grant from the Fund should not have been started before the approval of the Fund;
- (g) the Proposal should not be self-financing projects either, as they are already operating in a cost recovery mode through fee charging; and
- (h) any requirements from the business corporations on their contributions must not be in conflict with the objectives and guidelines of the Fund. Donations should not come from corporations running business in connection with smoking.

Guidelines in assessing applications

8. The following guidelines will be adopted by the Advisory Committee in assessing applications-

- (a) priority would be given to applications which
 - (i) can support one or more of the Government's welfare policies in building individual capacity, strengthening families and enhancing community mutual support and provide more direct benefits to the underprivileged groups. Other priorities may also be drawn up by the Advisory Committee in the light of the latest socio-economic situation;
 - (ii) can sustain partnership with the business corporations in serving the underprivileged groups after exhaustion of funding from the Fund. The plans of how to sustain the partnership may be modified from the original Proposal, with possibly different contributions from the welfare NGO and the business corporations;

- (iii) can use funding from the Fund in a way that would maximize the direct benefits of the disadvantaged groups;
- (b) business corporations are encouraged to contribute as much as possible rather than being constrained by the ceiling for each application to be granted under the Fund;
- (c) business contributions in kind will be translated into monetary value for matching purpose. Welfare NGOs are required to provide quotations as stated in para. 13-14 of this Guide if the donated items are not on the designated list ^{Note 2} of the Government. Only new and saleable items would be counted; and
- (d) joint application from more than one welfare NGO or joint contribution from more than one business corporation for the same application can be accepted. In such case, a principal welfare NGO should be responsible for the application and complying with all the conditions of the grant.

^{Note 2} The designated list refers to the “Government’s Price List of Common Furniture and Equipment” (PLCFE) as stated in para. 12 of this Guide.

Allocation of the Fund

9. Upon taking into account the Proposal's budget vetted by the Fund's Advisory Committee, the Government will provide grants to welfare NGOs in accordance to donations made by business corporations on a matching basis as approved by the Fund's Advisory Committee ^{Note 3}. Allocation of fund for each approved Proposal will be capped at the maximum of HK\$2,000,000 while there is no limit on the amount of contribution from the business corporations.

10. Contributions in cash will be matched on a dollar-to-dollar basis. For contributions in kind, items may include, but not limit to, office equipment, tools and supplies, product ^{Note 4}, vehicles, and office space, etc. They should be translated into monetary value for matching.

11. To encourage welfare NGOs to establish more partnership with business corporations to implement different kinds of social welfare projects to directly benefit the disadvantaged groups, each applicant welfare NGO is allowed to submit a maximum of ten applications in the Fourth Round (i.e. during the period 18 January 2008 to 30 June 2008), provided that they can demonstrate an ability to deliver all the projects simultaneously.

Translation of contribution in kind to monetary value

12. Reference will be made to the Government's Price List of Common Furniture and Equipment (PLCFE) for monetary value of the contribution in kind. The List can be browsed from the Lotteries Fund under NGO Corner in SWD's homepage:

http://www.swd.gov.hk/doc/lot_fund/plcfe%202007.pdf

13. If the in-kind contribution is not on the PLCFE List, applicant welfare NGOs will be required to provide quotations for valuation of the in-kind contribution as follows:

Value of single items	Quotation requirements
(a) Not exceeding \$50,000	Applicant welfare NGOs should obtain at least two quotations
(b) Exceeding \$50,000	Applicant welfare NGOs should obtain at least five quotations

Note 3 Terms of Reference and membership of the Advisory Committee are at Annex 1.

Note 4 Except product samples "not for sale" which cannot be translated into monetary value for matching.

14. Quotation with lowest value will be referred to. For any in-kind with unique value, justification on the value is required.

Procurement of F&E, works and other services funded by the Fund

15. If the approved Proposals involve F&E, works and other services, welfare NGOs are required to follow quotation and tender procedures, making reference to Lotteries Fund Manual at SWD's homepage:

http://www.swd.gov.hk/doc/lot_fund/LFM_200604e.pdf

Disposal of equipments and materials purchased by the Fund

16. SWD reserves the rights in the disposal of the equipments and materials purchased by the Fund in the approved projects by making reference to Lotteries Fund Manual upon completion of projects or discontinuation of projects. Prior approval from SWD on any redistribution plan proposed by welfare NGO is required.

Application requirements

17. Applicant welfare NGOs are required to provide the following information in their applications:

- (a) Details of the Proposal (including operational plan, detailed budget and timeframe, etc);
- (b) For welfare NGOs currently not receiving SWD subventions, documents showing the eligibility of their organisation as a welfare NGO, which include:
 - (i) the registration under Section 88 of the Inland Revenue Ordinance (Cap. 112),
 - (ii) detailed information on its Constitution or Article and Memorandum,
 - (iii) the management structure and its members, and
 - (iv) the audited accounts of the organisation of the previous year;
- (c) Information and documents about the partnering business corporation(s) and the donation including:
 - (i) written confirmation of the amount and nature of contributions of the partnering business corporation(s);
 - (ii) basic information of the partnering business corporation(s);
 - (iii) translation, and quotations, if applicable, of contributions in kind into monetary terms (refer to para. 12-14);
 - (iv) background information of the trusts/foundations including the proof on the set up of the trusts/foundations by the business corporation(s) if the contributions were made from charitable trusts/foundations established and managed by business corporations;
 - (v) other participation beyond financial contributions such as professional services, volunteering, etc.;

- (d) Declaration of conflict of interest in the proposed partnership, if any, between the applicant welfare NGO and its business partner(s), including specifying whether the welfare NGO has any previous or ongoing business dealings with the business donors;
- (e) Any plan on how to sustain partnership with the business corporation(s) in serving the underprivileged groups after the end of the project period; and
- (f) Any other factors meriting the Advisory Committee's special consideration.

Application form

18. All applicant welfare NGOs are required to complete the Application Form at *Annex 2* which can be downloaded from SWD's website as follows:

<http://www.swd.gov.hk/doc/partnership/appround4.doc>

19. Applicant welfare NGO should submit all supporting documents wherever required. Where the information sought is not applicable or not available, please fill in "Not applicable" or "Not available"/"Not yet available (with submission date)" as appropriate.

20. The application form must be typed and printed. Additional pages may be attached to the form if necessary.

21. One soft copy (1.44 MB 3.5" floppy disk or compact disc preferably in MS WORD 97 or above for Windows format) and two hard copies of the completed application form, with one copy of each documentary proof as required in para. 17(b), (c) and (d) as appropriate. The documents are to be submitted to the following address:

The Secretariat
Partnership Fund for the Disadvantaged
Social Welfare Department
9/F, Wu Chung House
213 Queen's Road East
Wan Chai, Hong Kong

22. The Secretariat accepts applications from 18 January 2008 to 30 June 2008. Applicant welfare NGOs are advised to submit their applications as soon as possible to facilitate an earlier start of the vetting process and earlier notification of results.

Advisory Committee

23. An Advisory Committee of Partnership Fund for the Disadvantaged comprising non-official members from the welfare, business and academic sectors is set up to examine on which applications should be approved and advise on all matters relating to the operation of the Fund including reviewing and refining the guidelines for assessing applications in the light of experience and changing circumstances. Terms of reference and membership of the Committee are at *Annex 1*.

Receipt of application

24. Applicant welfare NGOs and their business partners should enter into an agreement before sending an application to SWD.

25. Acknowledgement will be sent to the applicant welfare NGO upon receipt of an application by SWD.

Notification of results

26. Subject to the number of application received and adequate information provided by the applicant, vetting will be processed once received. In normal circumstances, applicant welfare NGOs will be notified in writing the assessment results within three months after the receipt of all relevant information required for processing the application.

Ineligible applications

27. Applications will not be considered if they are submitted by ineligible applicant or inadequate information is provided by the applicant.

Liability of applicant welfare NGOs

28. Neither the Hong Kong Special Administrative Region Government, the Advisory Committee, nor SWD will have any liability on the Proposals submitted by applicant welfare NGOs, and also the agreement to be entered between the welfare NGOs and the business corporations concerned. Applicant welfare NGO should be responsible for the costs, partnership and liability arising from planning, implementing, administrating and sustaining the project, as well as compliance with legal requirements applicable to the project.

Debriefing

29. Debriefing sessions may be arranged for unsuccessful applicant welfare NGOs to share areas for future improvement, if required.

Payment arrangement

30. Grants from the Fund will be disbursed to the applicant welfare NGO, either in one go or at intervals to be directed by the Advisory Committee, upon confirmation of the commencement of the Proposal and receipt of contribution from the business corporation(s) concerned. SWD reserves the right to withhold any payment if the applicant welfare NGO fails to provide adequate information as required or fails to deliver the Proposal as approved and on time.

Financial arrangement

31. Welfare NGOs should demonstrate in their final audited financial statements that they have used all or an amount equal to the approved grant under the Fund, whichever is the lower, of the donations from the business corporations in the approved Proposal. Unless otherwise approved by the Advisory Committee, any unspent sum from the Fund at the end of the project should be returned to SWD.

Books of account and record

32. Welfare NGOs are required to have separate account for the Fund. As the Fund is a public fund, welfare NGOs will be required to submit final audited financial statements to account for the usage of the grant from the Fund to SWD, and to certify that the grant from the Fund has been used for the purposes as specified in the applications. For Proposals in receipt of grants of above \$250,000 from the Fund, welfare NGOs will be required to submit annual audited accounts as well if the Proposals spread beyond one year. Welfare NGOs should maintain proper records of the projects and make them available for inspection upon request.

Report on the project

33. Welfare NGOs will be required to furnish a concise evaluation report at the end of the each project, or progress reports at intervals to SWD as specified by the Advisory Committee which will be uploaded onto a web-based platform for public scrutiny.

Suspension and termination of the Fund

34. SWD reserves the rights to request for refund of the grant to the Fund, or portion of the grant on pro-rata basis, in case the project is terminated pre-maturely.

Visit and sharing

35. Visits to approved projects may be arranged for members of the Advisory Committee and staff of SWD. Successful welfare NGOs will be required to assist in arranging such visits and/or sharing their experience in forming partnership with business corporations and in implementing the projects. Welfare NGOs are also encouraged to invite members of the Advisory Committee to attend programmes of their projects. Business donors are encouraged to involve in implementation and keep track of the progress of the projects.

Use of the Fund's Logo

36. Successful welfare NGOs are required to use the Fund's logo in all publications, publicity materials, programmes and activities, facilities/equipment such as vehicles, special rooms, etc financed by the Fund. Welfare NGOs are also required to keep the Secretariat of PFD informed of the publicity plan.

Enquiries

37. Any enquiries on the application can be made to the Secretariat of Partnership Fund for the Disadvantaged of the SWD:

Tel. No. : 2116 4294

Fax No. : 2575 6537

E-mail address : projo@swd.gov.hk

Purpose of collection

38. The personal data, as well as the data of their business partners, provided as part of the application process will be used by the SWD:

- to process the applications;
- to conduct research, survey;
- to conduct sharing session; and
- to post to the web-based platform for public scrutiny.

The provision of personal data by means of this application is voluntary. The applicant welfare NGO shall seek business corporations' and persons' consent on disclosing their information to SWD for the application. If the applicant welfare NGO does not provide sufficient information, we may not be able to process the application.

Classes of transferees

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

Access to personal data

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

Terms of Reference and Membership of Advisory Committee

Terms of Reference

- Examine and advise the Director of Social Welfare on which applications for the Fund should be approved; and
- Advise the Director of Social Welfare on all matters relating to the operation of the Fund including reviewing and refining guidelines for assessing applications in the light of experience and changing circumstances.

Membership (from 1.2.2007)

Chairman

Mr Stephen FISHER, JP Director of Social Welfare

Non-Official Members

Ms CHAN Kit-wing, Ellen, MH
The Revd Dorothy LAU, BBS, JP
Mrs LEE LAU Chu-lai, Julie, JP
Mr MA Siu-leung, MH
Prof MOK Bong-ho
Ms TAO Chee-ying, Theresa
Dr Jimmy WONG Chi-ho, BBS, JP
Mr Charles YANG, JP
Mr YEUNG Po-kwan, OBE, JP
Dr YUE Kwok-to
Mr LEUNG Wing-yu
Mr TAI Yiu-wah, Robert, MH

Official Members

Miss Ann HON, Assistant Director of Social Welfare (Subventions)
Ms Lily NG, Chief Social Work Officer (Subventions) (Secretary)

攜手扶弱基金
Partnership Fund for the Disadvantaged

申請表格 Application Form

1. 申請基金的非政府福利機構的資料
Particulars of the Applicant Welfare NGO

申請基金的非政府福利機構名稱：
Name of Applicant Welfare NGO : _____

非政府福利機構行政總裁或總幹事：
Head of the Welfare NGO : _____

總辦事處地址：
Address of Headquarters : _____

電話號碼：
Telephone No. : _____

傳真號碼：
Fax No. : _____

電郵地址：
Email Address : _____

非政府福利機構從何得知有關攜手扶弱基金之資訊：
How your welfare NGO obtained information of Partnership Fund for the Disadvantaged:

- 社會福利署攜手扶弱基金網頁 SWD's website
- 攜手扶弱基金通訊 PFD Newsletter
- 地區會議 District Meeting
- 宣傳活動 Publicity Activity
- 其他 Others

(請註明 Please specify: _____)

此部份只適用於目前並無接受社署資助的非政府福利機構填寫

This Section is only applicable to welfare NGOs which are not currently receiving subventions from the Social Welfare Department.

非政府福利機構是否根據《稅務條例》第 112 章第 88 條獲認可的慈善機構及信託團體？

Whether the welfare NGO is an approved charitable institutions and trusts of a public character under section 88 of the Inland Revenue Ordinance?

有 Yes 否 No

非政府福利機構已根據以下條例註冊：

The welfare NGO is registered under the following ordinance:

- 《公司條例》 the Companies Ordinance
 《社團條例》 the Societies Ordinance
 《註冊受託人法團條例》 Registered Trustees Incorporation Ordinance
 其他條例 other Ordinances (請註明 Please specify: _____
如有需要請夾附有關的文件 Please attach related documents if necessary)

非政府福利機構的背景，包括宗旨、歷史、經費來源、主要提供的福利服務等：

Background of welfare NGO, including mission, history, source of operating expenses, core services provided, etc. :

(請夾附機構董事會成員名單、機構管理架構圖、機構組織章程的詳細資料，以及機構上一年的經審計帳目或最近經核証的管理帳目，請參閱第八項遞交文件核對清單。)

(Please attach a name list of the board of directors, an organisation chart, organisation's Constitution or Articles and Memorandum and the audited accounts of the organisation of the previous year or certified management accounts, please check the checklist in Item 8 for documents submission.)

2. 擬提供的福利服務計劃 Proposed Welfare Project

服務計劃名稱：

Project Title : _____

服務範圍：

Service Programme :

- 安老服務
Elderly Services
- 家庭及兒童福利服務
Family & Child Welfare Services
- 康復及醫務社會服務
Rehabilitation & Medical Social Services
- 青年及感化服務
Youth & Corrections Service
- 為其他弱勢社群提供的服務
Services for Other Disadvantaged Groups

推行計劃的地區（可揀選多於一項）：

Location(s)/District(s) of the project (can select more than one option) :

- | | |
|--|--|
| <input type="checkbox"/> 中西南及離島區
Central Western, Southern and Islands District | <input type="checkbox"/> 荃灣及葵青區
Tsuen Wan and Kwai Tsing District |
| <input type="checkbox"/> 東區及灣仔區
Eastern and Wan Chai District | <input type="checkbox"/> 屯門區
Tuen Mun District |
| <input type="checkbox"/> 觀塘區
Kwun Tong District | <input type="checkbox"/> 元朗區
Yuen Long District |
| <input type="checkbox"/> 黃大仙及西貢區
Wong Tai Sin and Sai Kung District | <input type="checkbox"/> 沙田區
Shatin District |
| <input type="checkbox"/> 九龍城及油尖旺區
Kowloon City and Yau Tsim Mong District | <input type="checkbox"/> 大埔及北區
Tai Po and North District |
| <input type="checkbox"/> 深水埗區
Sham Shui Po District | |

計劃簡介：
Project Brief：

1. 計劃目的：
Programme Objective：

2. 計劃內容：
Programme Content：

3. 評估成效方法：
Methods of Evaluating Effectiveness：

計劃開始日期：
Date of Commencement: _____

計劃結束日期：
Date of Completion: _____

計劃負責人：
Name of the Project Officer: _____

計劃負責人的職銜：
Post Title of the Project Officer: _____

電話號碼：
Telephone No.: _____

傳真號碼：
Fax No.: _____

電郵地址：
Email Address: _____

地址：
Address: _____

受惠人數：
Number of Beneficiary: _____

整項計劃總支出：(A + B + C)
Total Expenses: (A + B + C) _____

A. 整項計劃之人手支出：
Staffing Cost: _____

	開支項目 Expenditure Items	單項價格 Unit Cost	預算 Budget
1.			\$
2.			\$
3.			\$
		總開支： Total Expenditures :	\$

B. 核數費：
Audited Fee: _____

C. 活動支出：
Program Expenses:

本計劃各項活動（共_____項）之總開支預算為 \$ _____.

Total Expenditures for All Activity(ies) (no. of activity: _____) is \$ _____.

活動詳細資料： (如多於一項活動，請就每一項活動填寫一份資料。)

Programme Details (Please use separate sheet for each activity if there are more than one activity.)

活動名稱：

Name of Activity : _____

活動節數：

服務對象人數：

No. of Session : _____ No. of Beneficiary : _____

活動的預算項目：

Breakdown of the Budget for the Proposed Activity :

開支項目 Expenditure Items		單項價格 Unit Cost	預算 Budget
1.			\$
2.			\$
3.			\$
總開支： Total Expenditures :			\$

活動名稱：

Name of Activity : _____

活動節數：

服務對象人數：

No. of Session : _____ No. of Beneficiary : _____

活動的預算項目：

Breakdown of the Budget for the Proposed Activity :

開支項目 Expenditure Items		單項價格 Unit Cost	預算 Budget
1.			\$
2.			\$
3.			\$
總開支： Total Expenditures :			\$

(如有需要，請另備附頁 Please use separate sheet if additional space is required.)

3. 商業贊助的資料^{#1}

Sponsorship from Business Corporation^{Note 1}

(需夾附伙伴商業機構發出的書面證明。若商業贊助是來自由商業機構成立及管理的慈善信託或慈善基金，請另提供其背景資料。Please attach written confirmation from the partner business corporation. If the contributions were made from charitable trusts/foundations, please provide information on the background of the trusts/foundations.)

提供贊助的商業機構：

Corporation Providing Sponsorship : _____

聯絡人：

Contact Person(s) : _____

電話號碼：

Telephone Number(s) : _____

傳真號碼：

Fax Number(s) : _____

電郵地址：

Email Address(es) : _____

贊助的慈善信託或慈善基金是否由持有香港商業登記的機構成立及管理？
(如適用)

Whether the charitable trust/foundation was established and managed by registered business corporation operating business in Hong Kong? (if applicable)

是 Yes 否 No

伙伴商業機構是否從事煙草或有關業務？

Whether the business corporation running business in connection with smoking?

是 Yes 否 No

與商業伙伴是否有任何利益衝突？(須包括從前或現在與伙伴商業機構間之任何業務往來)

Any conflict of interest in the proposed business partnership? (should include any previous or on-going business dealings with the partner)

是 Yes (請列明 please specify : _____)

否 No

註1: 如多於一個伙伴商業機構，請就每一個伙伴商業機構填寫一份資料。

Note 1: Please use separate sheet for each corporation if there are more than one partner.

贊助總值：

Value of Corporation Donation:

伙伴商業機構作出以下之贊助：

Business Partners provide the following contribution(s):

現金捐贈：\$ _____ (A)

Cash donation:

實物捐贈：\$ _____ (B)

In-kind donation:

物資 In-kind	數量 Quantity	單價 Unit Cost	估值 ^{**2} Value ^{Note2}
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____

捐贈總值：\$ _____ (A + B)

Total Value:

伙伴商業機構除作出財務捐贈外所提供的協助：

Participation of the partnering business corporation(s) beyond financial contributions:

是 Yes

義務工作 Volunteering

提供就業機會 Provision of job

提供專業服務 Professional services

其他 Others

(請列明 Please specify : _____)

否 No

註2: 請以「*」表示屬政府《常用傢具及設備價目表》內的項目。如實物捐贈不在此價目表內，申請機構需按本申請指南中財務安排第12-14段的要求提供報價(單項物品之價值不超過50,000元，申請機構最少要取得兩份報價；單項物品之價值超過50,000元，申請機構最少要取得五份報價)，以供社署考慮該物資的估值。如該捐贈並沒有其他相類的項目可作參考，機構必須提供解釋。(只有全新及可公開發售的物品才計算在內)

Note 2: Please denote a "*" to illustrate item which is covered in the <Price List of Common Furniture and Equipment> and provide quotations information for the contributions in accordance with paragraph 12-14 under Financial Arrangement of the Application Guide (For item value not exceeding \$50,000, applicant NGOs should obtain at least two quotations; For item value exceeding \$50,000, applicant NGOs should obtain at least five quotations) or justifications for unique item as appropriate for consideration of the valuation of in-kind contribution. (Only new and saleable items would be counted)

4. 預算的收入與開支 Estimated Income and Expenses

整項服務計劃的預算開支：

Estimated Expenditure of Whole Project : _____

伙伴商業機構的贊助款額：

Sponsored Amount from Corporation
Partner :

申請非政府福利機構支付的款額：

Applicant Welfare NGO's Contribution : _____

其它收入 Other Income :

(請註明來源及款項 Please specify the
source and the amount)

申請基金款額：

Amount of Fund Applied :

服務計劃現時有否接受政府的其他撥款？

Whether the project is currently funded by other Government funding?

是 Yes

否 No

如有，請提供詳情（如：撥款金額、撥款部門、該撥款所支持的項目等）

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

機構有否同時申請其他撥款(例如獎券基金、社區投資共享基金及“伙伴倡自強”社區協作計劃等)以推行有關服務計劃？

Whether the organisation is simultaneously applying other funding (such as Lotteries Fund, the CIIF, and the Enhancing Self-Reliance Through District Partnership Programme etc.) for carrying out the project?

有 Yes

否 No

如有，請註明 If yes, please specify:

服務計劃現時是否自負盈虧(如通過收費收回成本)？

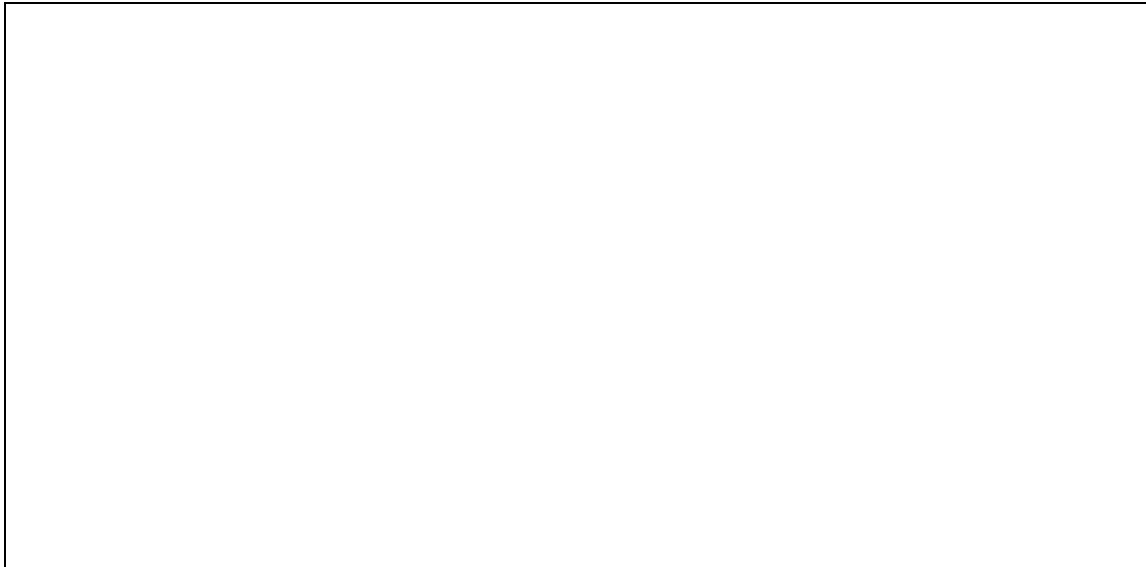
Whether the project is now self-financing (such as operating in a cost recovery mode through fee charging)?

是 Yes

否 No

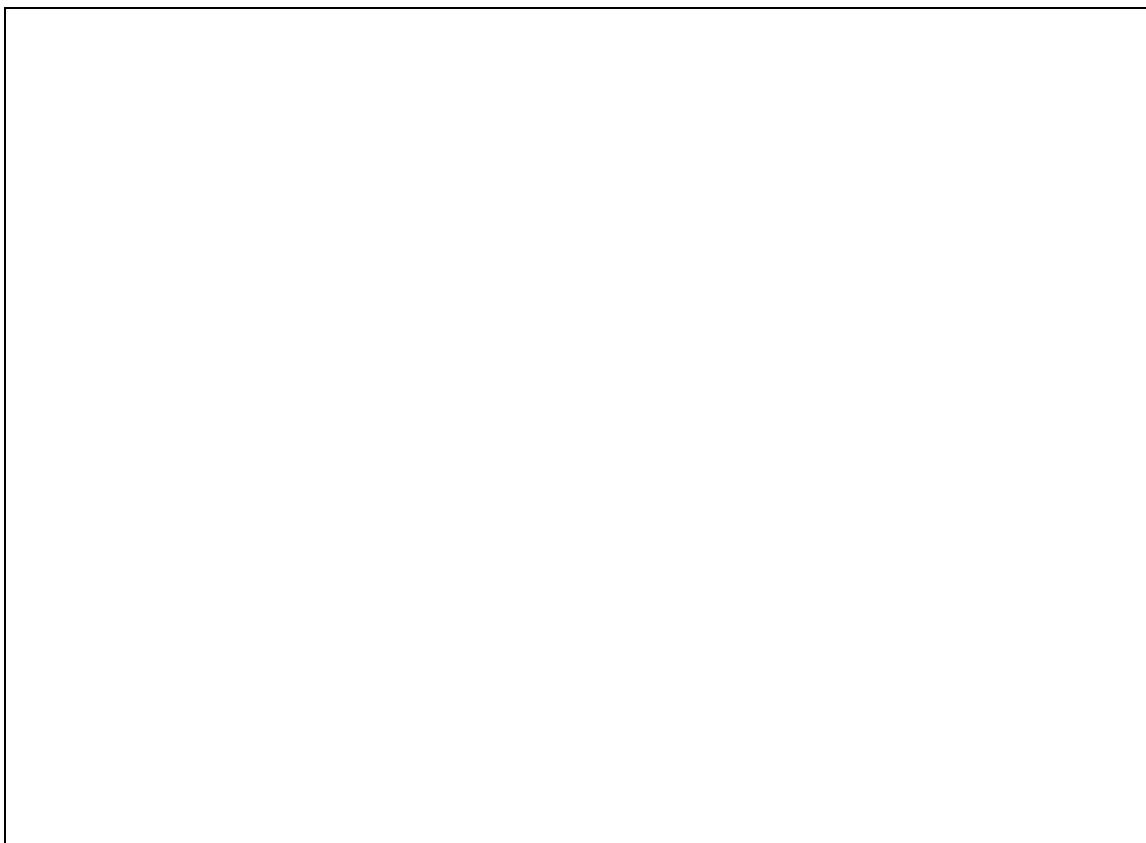
5. 與商業機構持續伙伴關係的策略

Strategic Plan on Sustaining Social Partnership with Corporations



6. 其他因素提供給諮詢委員會作考慮

Other Factors for Advisory Committee's Consideration



7. 遞交申請需知 Points to Note in Submitting Application

1. 填妥申請表格每一欄內所需要的資料
2. 機構董事會主席須於第 9 欄「申請機構聲明及同意書」內簽署
3. 夾附下列文件：
 - i) 填妥的申請表格正本連同兩份副本；
 - ii) 已儲存申請計劃書檔案的電腦磁碟一隻；
 - iii) 有關註冊文件的影印本(只適用於目前並無接受社署資助的非政府福利機構)；
 - iv) 貴機構董事會成員名單、機構管理架構圖、機構組織章程的詳細資料，以及機構上一年的經審計的帳目或最近經核証的管理帳目(只適用於目前並無接受社署資助的非政府福利機構)；以及
 - v) 有關申請計劃書的其他附件和附加資料(如適用)。
4. 送交或郵遞：

香港灣仔皇后大道東 213 號
胡忠大廈 9 樓
社會福利署
攜手扶弱基金秘書處

1. All items of the application form are completed
2. The declaration in section 9 is signed by the Board Chairperson of your organisation
3. The following documents are attached:
 - i) the original plus 2 copies of the completed application form;
 - ii) a disk copy of the completed application form;
 - iii) copies of relevant registration document (*for welfare NGOs currently not receiving SWD subventions only*);
 - iv) a name list of the board of directors, an organisation chart, organisation's Constitution or Articles and Memorandum and the audited accounts of the organisation of the previous year or certified management accounts (*for welfare NGOs currently not receiving SWD subventions only*); and
 - v) attachments or supplementary information of the Project (if any).
4. Please send to:

The Secretariat
Partnership Fund for the Disadvantaged
Social Welfare Department
9/F, Wu Chung House
213 Queen's Road East, Hong Kong

8. 遞交申請文件清單 Checklist

1. 填妥的申請表格正本連同兩份副本
the original plus 2 copies of the completed application form
 2. 已儲存申請計劃書檔案的電腦磁碟一隻
a disk copy of the completed application form
 3. 伙伴商業機構就捐贈所涉及的款額及性質發出的書面證明
Written confirmation of the amount and nature of contributions of the partnering business corporation(s)
 4. 商業機構成立及管理該基金的證明及其他背景資料（若捐贈是來自自由商業機構成立及管理的慈善信託或慈善基金）
Proven evidence on the setup and management of the trusts/foundations and information on the background of the trusts/foundations (If the contributions were made from charitable trusts/foundations established and managed by business corporations)
 5. 商業機構捐贈實物的折算金額和相關報價表
Translation of contributions in-kind into monetary terms and relevant quotations
- 6 – 10 項只適用於目前並無接受社署資助的非政府福利機構**
Point 6 – 10 for welfare NGOs currently not receiving SWD subventions only
6. 有關註冊文件的影印本
copies of relevant registration document
 7. 機構董事會成員名單
a name list of the board of directors
 8. 機構管理架構圖
an organisation chart
 9. 機構組織章程的詳細資料
organisation's Constitution or Articles and Memorandum
 10. 機構上一年的經審計的帳目或最近經核証的管理帳目
the audited accounts of the organisation of the previous year or certified management accounts

9. 申請非政府福利機構聲明及同意書

Declaration and Consent of the Applicant welfare NGO

本人保證在本申請表格填報的資料均屬真確無訛。本人明白如填報資料不確，申請將被當無效，同時，基金將停止發放資助，已支付的款項亦須全數退還攜手扶弱基金。

本人同意社會福利署可使用本申請表格內的資料以審批該申請，亦會用作有關研究、檢討計劃、訓練及簡報會之用，以加強非政府福利機構與商業機構建立伙伴關係的知識和能力。本人同意若本申請被接納並得到資助，社會福利署可將本申請表格內的資料上載本基金及社署網頁，以供公眾瀏覽。如這項計劃獲得基金撥款，本人同意在有關的宣傳資料、刊物和各項活動中，印上或採用基金標記。

I certify that all the information given in this application is true and accurate. I understand that if any inaccurate information will make the application become invalid. The Fund will withhold any funding allocation and payment made must be refunded to the Partnership Fund for the Disadvantaged.

I consent that information provided in this application form as part of the application process will be used by the Social Welfare Department to process the applications, conduct research, evaluative studies or project and training / sharing session that would enhance welfare NGOs' understanding and competence in building up and maintaining partnership with the business sector. Besides, I consent to release the information provided for this application concerning my organisations' information and the Proposal to the web-based platform for public access if the application is successful. I also consent to using the Fund's logo in all publications, publicity materials and in programmes and activities related to the Fund if the application is successful.

簽署：

Signature :

姓名：

Name :

職銜：

Title :

董事會主席

Board Chairperson

電話號碼：

Telephone no. :

日期：

Date :

(機構蓋章 Organisation Chop)