

第三章  
*Chapter 3*

申請表格  
*Application Form*

**兒童發展基金**  
**Child Development Fund**

**申請表格 Application Form**

*(請就每項計劃填寫一份申請表格)*

*( Please use one application form for one project )*

截止申請日期：不遲於 2010 年 2 月 26 日下午 5 時正 (逾期申請將不獲考慮)

**Deadline of application : Not later than 5 p.m. on 26 February 2010**

**(Late application will not be considered)**

**注意:**

- 每份申請表格必須以英文 (字型: Times New Roman; 大小: 12) 或中文 (字型: 標楷體; 大小: 13) 以打印機列印。
- 遞交表格連同附表總計不可超逾 25 頁, 但不包括第 II 欄有關伙伴機構之背景資料及第 V 欄遞交申請文件清單中 3 至 9 項所要求之文件 (請於文件右上方註明相關項目編碼)。社署有權不審閱 25 頁後的文件內容

**Remarks:**

- Each Application Form must be typed and printed, either in English (font size = 12 for Times New Roman) or in Chinese (font size = 13 in '標楷體').
- Total pages of each submission should not be more than 25 pages, including the annexes but exclusive of the background information of the partner NGO(s) if applicable in Section II, and the Checklist items 3 to 9 of Section V in the Application Form. (Please mark the corresponding item number on the top right corner of the attached documents). SWD reserves the right not to assess contents beyond 25 pages.

**申請基金的非政府機構("申請機構")的資料**

**Particulars of the Applicant Non-governmental Organisation (NGO)**

(如提交為共同申請書，非政府機構間應互相選定由一間機構，擔任唯一的聯絡及申請機構。)

(For a joint application, they should identify among themselves a leading party to act as the single contact point as well as the applicant NGO to submit the application.)

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申請機構名稱：

Name of Applicant NGO :

\_\_\_\_\_

申請機構行政總裁或總幹事：

Head of the 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 :

\_\_\_\_\_

申請機構從何得知有關兒童發展基金之資訊：(可選擇多於一項)

**Where did your organisation learn the information of the Child Development Fund (choosing more than one item is allowed)**

- 兒童發展基金網頁 Child Development Fund's website (www.cdf.gov.hk)
- 社會福利署網頁 Social Welfare Department's website
- 報紙 Newspaper
- 地區會議 District Meeting
- 宣傳活動 Publicity Activities
- 其他 Others (請註明 Please specify: \_\_\_\_\_)

此計劃是由貴機構獨自申請，抑或與其他非政府機構聯合申請?

Whether your organisation is the sole applicant or a joint applicant with other NGO(s)

由本機構獨自申請

My organisation is the sole applicant.

與其他非政府機構聯合申請 (請列出合辦的非政府機構名稱)

A joint application with other NGO(s) [ Please list down the name(s) of the other NGO(s) below ]

\_\_\_\_\_

\_\_\_\_\_

## **I. 必需符合的要求 Mandatory Requirements**

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必須滿足下列全部的要求，建議書才會被考慮及評核

Only application meeting all the mandatory requirements set out below will be considered for quality assessment

1. 申請機構是根據香港《稅務條例》第 112 章第 88 條獲認可的慈善機構及信託團體;  
The applicant NGO(s) is a charitable organisation registered under Section 88 of the Inland Revenue Ordinance (Cap. 112) in Hong Kong;
2. 申請機構過去 5 年(即由二零零五年一月一日至二零零九年十二月三十一日)在香港有提供兒童及青少年服務之良好記錄;  
The applicant NGO(s) has/have good track record on the provision of children and youth services in Hong Kong in the past five years (i.e. from 1 January 2005 to 31 December 2009);
3. 建議計劃包含三個元素組成，分別是個人發展計劃、師友計劃和目標儲蓄;  
The proposed project shall consist of three major components, namely personal development plans, mentorship programme and targeted savings;
4. 建議計劃將提供至少 100 個名額予 10 至 16 歲兒童; 及  
The proposed project will offer at least 100 places for children aged 10-16 ; and
5. 建議書於申請表規定的截止日期前遞交。  
The application meets the deadline as stipulated in the application form.

**II. 此部份只適用於目前並無接受社署資助的非政府機構填寫**  
**This section is only applicable to NGOs which are not currently receiving subventions from the Social Welfare Department**

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申請機構已根據以下條例註冊：

The applicant 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)

申請機構的背景，包括宗旨、簡史、經費來源、主要提供的福利服務（如為聯合營辦之申請，請提供各合辦非政府機構的背景資料；伙伴機構請附加紙張以闡明）：

**Background of applicant NGO(s), including mission, brief history, source of operating expenses, and core services provided. If this is a joint application, please provide the background information of all the involved NGO(s). Partner NGO(s) would need to use additional sheet(s) :**

(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，以及機構上一年度的經審計帳目或最近經核証的管理帳目，請參閱第V欄 遞交申請文件清單 5至9項。)

(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 as stated in the Checklist items 5 to 9 of Section V.)

**宗旨 Mission :**

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**簡史 Brief History :**

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**經費來源 Source of Operating Expenses :**

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**主要提供的福利服務 Core Services Provided :**

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

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服務計劃名稱：

Project Title : \_\_\_\_\_

推行計劃的區域/地區（每份建議書只能選擇一個服務區域/地區）：

Region/district of the project (can select only one region/district for each proposal) :

- 香港島 (包括中西區, 南區, 東區, 灣仔區, 離島區)  
Hong Kong Island (including Central & Western District, Southern District, Eastern District, Wanchai District, Islands District)
- 東涌  
Tung Chung
- 觀塘區  
Kwun Tong District
- 黃大仙區 (包括新蒲崗及慈雲山區)  
Wong Tai Sin District (including San Po Kong and Tsz Wan Shan)
- 西貢區 (包括將軍澳區)  
Sai Kung District (including Tseung Kwan O)
- 九龍城及油尖旺區  
Kowloon City and Yau Tsim Mong District
- 深水埗區  
Shamshuipo District
- 沙田區  
Shatin District
- 大埔及北區  
Tai Po and North District
- 荃灣及葵青區  
Tsuen Wan and Kwai Tsing District
- 屯門區  
Tuen Mun District
- 元朗區  
Yuen Long District
- 天水圍  
Tin Shui Wai

申請機構及/或如有共同申請之成員機構，有否就其他區域/地區提交服務建議書？如有，請說明有關機構及區域/地區的名稱

Whether your organisation and/or partner(s) in joint application, where applicable, have submitted proposals for other region(s)/district(s), and if so, the name(s) of the agency and region (s)/district(s) concerned.

- 有 / Yes [ 請列出機構及申辦區域/地區名稱 Please specify the name of the agency(s) and the applied region(s)/district(s) ]

- 
- 沒有 / No

## 有關經驗及會址 *Relevant Experience and Venue*

1. 申請機構過去五年(二零零五年一月一日至二零零九年十二月三十一日)在香港提供有關兒童及青少年服務(6至24歲)的經驗：

**Applicant NGO(s)' experience in the provision of services for children and youth (aged 6 to 24) in Hong Kong in the past 5 years (1.1.2005 – 31.12.2009):**

計算的服務經驗必須符合下列所有條件:

*Only service experience meeting all the criteria below should be counted*

- i 兒童及青少年服務指 (a) 指導及輔導、(b) 為身處弱勢環境的兒童及青年提供的支援服務(但不包括純學科補習班)、(c) 社群化服務 或 (d) 培養社會責任和發展個人潛能的活動 及

*Children and youth services refer to (a) guidance and counselling; (b) supportive services for children and youth in disadvantaged circumstances (excluding tutorial classes); (c) socialisation programmes or (d) social responsibility and competence enhancement programmes; and*

- ii. 服務的目標為 6 至 24 歲內的兒童及青少年 及

*Service targets are children and youth aged 6 to 24; and*

- iii 服務計劃/小組進行時間必須不少於 4 節, 每節不少於 1 小時; 及 參加人數不少於 6 人; 及 平均出席率不少於 70%。

*The programme/group should have at least 4 sessions with each session not less than 1 hour, number of participants not less than 6 and attendance rate not less than 70%*

### 申請機構 Applicant NGO

- |                                       |                   |
|---------------------------------------|-------------------|
| <input type="checkbox"/> 共 10 次或以下    | 10 times or below |
| <input type="checkbox"/> 共 11 次至 20 次 | 11 – 20 times     |
| <input type="checkbox"/> 共 21 次至 30 次 | 21 – 30 times     |
| <input type="checkbox"/> 共 31 次至 40 次 | 31 – 40 times     |
| <input type="checkbox"/> 共 41 次至 50 次 | 41 – 50 times     |
| <input type="checkbox"/> 共 51 次或以上    | 51 times or more  |

### 伙伴機構 1 (如適用) Partner NGO 1 (if applicable)

(只適用於聯合營辦之申請 Only applicable to joint application)

- |                                       |                   |
|---------------------------------------|-------------------|
| <input type="checkbox"/> 共 10 次或以下    | 10 times or below |
| <input type="checkbox"/> 共 11 次至 20 次 | 11 – 20 times     |
| <input type="checkbox"/> 共 21 次至 30 次 | 21 – 30 times     |
| <input type="checkbox"/> 共 31 次至 40 次 | 31 – 40 times     |
| <input type="checkbox"/> 共 41 次至 50 次 | 41 – 50 times     |
| <input type="checkbox"/> 共 51 次或以上    | 51 times or more  |

### 伙伴機構 2 (如適用) Partner NGO 2 (if applicable)

(只適用於聯合營辦之申請 Only applicable to joint application)

- |                                       |                   |
|---------------------------------------|-------------------|
| <input type="checkbox"/> 共 10 次或以下    | 10 times or below |
| <input type="checkbox"/> 共 11 次至 20 次 | 11 – 20 times     |
| <input type="checkbox"/> 共 21 次至 30 次 | 21 – 30 times     |

- 共 31 次至 40 次      31 – 40 times
- 共 41 次至 50 次      41 – 50 times
- 共 51 次或以上      51 times or more

2. 申請機構過去五年(二零零五年一月一日至二零零九年十二月三十一日)在香港提供有關師友計劃予兒童及青少年(6 至 24 歲)的經驗：

**Applicant NGO(s)' experience in the provision of mentorship programme for children and youth (aged 6 to 24) in Hong Kong in the past 5 years (1.1.2005 – 31.12.2009):**

*計算的師友計劃必須符合下列所有條件:*

*Only mentorship programmes meeting all the criteria below should be counted*

- i. 有義務友師，為 6 至 24 歲內的兒童及青少年參與者提供指導的服務(但不包括純學科補習班) 及

*Having volunteer mentors providing guidance to children and youth aged 6 to 24 (excluding tutorial classes); and*

- ii. 服務計劃/小組進行時間必須不少於 4 節，每節不少於 1 小時； 及參加人數不少於 6 人； 及平均出席率不少於 70%。

*The programme/group should have at least 4 sessions with each session not less than 1 hour, number of participants not less than 6 and attendance rate not less than 70%*

- 0 次      0 times
- 共 1 次至 5 次      1 to 5 times
- 共 6 次至 10 次      6 to 10 times
- 共 11 次至 15 次      11 to 15 times
- 共 16 次至 20 次      16 to 20 times
- 共 21 次至 25 次      21 to 25 times
- 共 26 次或以上      26 times or more

3. 在揀選推行計劃的區域/地區中，是否有屬於申請機構的服務基地/會址？

**Availability of site(s)/venue(s) in the serving region/ district**

- 有 1 個 ( Have one site/ venue)

地址:

Address: \_\_\_\_\_

- 有 2 個或以上 [ Have 2 sites/ venues or more ]

地址:

Address: \_\_\_\_\_

地址:

Address: \_\_\_\_\_

- 沒有，但友好機構承諾可提供免費借用服務基地(機構名稱：\_\_\_\_\_)

No. But venue can be provided free of charge from other organisation. (Name

of the organisation: \_\_\_\_\_ )

借用地方地址:

Address of the venue on loan: \_\_\_\_\_

完全沒有 No at all

## 計劃簡介 Project Brief

4. 參加計劃的兒童目標人數 (請列明編配予 10 至 13 歲及 14 至 16 歲參加兒童的名額建議比例)

**Target number of participating children (and the proposed proportion between children aged 10-13 and those aged 14-16)**

10 至 13 歲 :	位	(	%)
Aged 10 – 13:	persons	(	%)
14 至 16 歲 :	位	(	%)
Aged 14 – 16:	persons	(	%)
總數 :	位	(100	%)
<b>Total</b> :	persons	( 100	%)

5. 招募兒童參加計劃的能力：  
**Ability to recruit participating children :**

- (i) 闡述現有網絡，網絡與計劃的關連性和多元化，以及維繫網絡及跨界別協作的方法(如未有網絡，則闡明如何建立／達致上述目標)

Information on the networks already in existence, their relevance and diversification as well as the approach to maintain the networks and multi-disciplinary collaboration (or to establish/achieve the aforesaid if not yet available).

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- (ii) 對區內情況的熟悉程度(例如區域/地區特色、人口結構、社區資源等)(請逐點列出)

Familiarity with local scene (e.g. region/district characteristics, population profile, social resources etc.) (Please list out in point form)

➤ \_\_\_\_\_

➤ \_\_\_\_\_

➤ \_\_\_\_\_

➤ \_\_\_\_\_

➤ \_\_\_\_\_

➤ \_\_\_\_\_

(iii) 說明招募參加計劃的兒童的機制、策略和方法

Description on the mechanism, strategy and approach in recruiting the participating children

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(iv) 闡述已與少數族裔/殘疾兒童建立的網絡或訂有招募他們的詳細計劃，以及闡明有能力在整段三年期間為他們提供適切的支援

Information on any established networks with ethnic minorities/disabled children or have detailed plans for recruiting them; and the capacity to provide adequate support for them throughout the three-year period.

有網絡和計劃招募少數族裔兒童，及在三年的計劃內給他們提供足夠支援。簡述如下 (請逐點列出)

With established network and plan in recruiting ethnic minorities children, and will provide adequate support to them throughout the three-year period. Brief descriptions are as follows : (Please list out in point form)

➤ \_\_\_\_\_

➤ \_\_\_\_\_

➤ \_\_\_\_\_

➤ \_\_\_\_\_

➤ \_\_\_\_\_

➤ \_\_\_\_\_

有網絡和計劃招募殘疾兒童，及在三年的計劃內給他們提供足夠支援。簡述如下 (請逐點列出)

With established network and plan in recruiting disabled children, and will provide adequate support to them throughout the three-year period. Brief descriptions are as follows : (Please list out in point form)

➤ \_\_\_\_\_

➤ \_\_\_\_\_

➤ \_\_\_\_\_

➤ \_\_\_\_\_

➤ \_\_\_\_\_

暫時沒有計劃招募少數族裔和殘疾兒童

No plan to recruit ethnic minorities and disabled children

## 6. 招募足夠友師參加計劃的能力

### Ability to recruit adequate mentors :

- (i) 友師與參加計劃兒童的目標比例 (每位友師不可指導多於 3 位兒童)  
Target mentor /mentee ratio (Each mentor should mentor no more than three participating children)

1 : 1

1 : 2

1 : 3

Others 其他 (Please specify 請註明: \_\_\_\_\_ )

- (ii) 說明友師的主要篩選準則 (請逐點列出)

Description on selection criteria for mentors (Please list out in point form)

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

- (iii) 簡述可協助招募友師的機構/策略伙伴的現有網絡

Information on any established networks with organisations/ strategic partners for recruiting mentors for the project

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- (iv) 說明友師招募和友師督導的機制

The mechanisms to recruit and supervise mentors.

- 有\_\_\_\_\_間伙伴機構/公司已承諾提供全部/部份友師，共\_\_\_\_\_人，即佔總數 \_\_\_\_\_% (須附有關承諾書)  
(如未招募全數友師，須在下面列出計劃招募友師的途徑及相關宣傳策略)

\_\_\_\_\_ partnering organisations/companies have committed to provide \_\_\_\_\_ mentors (i.e. \_\_\_\_\_% of the total number of mentors required.)

**(Attaching confirmation letter(s) is required.)**

( Please specify below the mentors recruitment strategies and promotion plan, if not 100% of the mentors required have been secured.)

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- 暫未有伙伴機構/公司承諾提供友師，現列出招募友師的途徑及宣傳策

略如下

No partnering organization/company committed to provide mentors for the project at the moment. The mentors recruitment strategies and promotion plan are specified below.

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- (v) 簡述招募友師的機制，如友師申請的程序及如何篩選

Description on the mechanism in recruiting mentors, such as application procedures and screening of mentors.

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- (vi) 描述對友師的培訓及督導

Description on the training and supervision to be provided to the mentors

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7. 向參加計劃的兒童、父母/監護人及友師提供服務/計劃/活動的能力：  
**Ability to provide services/programmes/activities to the participating children, parents/ guardians and mentors**

(請填寫附表一 Please fill in **Annex 1** attached.)

8. 在整個計劃期內保留參加計劃的兒童和友師，以及令培訓/社會服務/分享會出席率維持在滿意水平的能力

**Ability to retain the participating children and mentors throughout the project period and to maintain a satisfactory attendance rate of the trainings/community services / sharing sessions**

- (i) 說明可能會影響保留參加計劃的兒童和友師/出席率的因素，以及克服退出/被動參與的問題的相應措施 (請逐點列出)

Description on possible factors affecting the retention / attendance rates and the corresponding measures to overcome withdrawal / passive participation (Please list out in point form)

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

- (ii) 處理參加者及／或友師退出計劃的建議補救措施和應變方案，包括是否設有緊急援助基金，協助因暫時面對經濟困境而難以達到儲蓄目標的兒童及其家人（請逐點列出）

Proposal of remedial measure or contingency plan, including the availability of emergency fund to assist those participating children and families who have difficulty in meeting their saving targets due to temporary financial hardship, to cope with withdrawal from participants and/or mentors. (Please list out in point form)

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

- (iii) 處理友師退出計劃的補救措施和應變方案（請逐點列出）

Remedial measures or contingency plan to cope with withdrawal of mentors (Please list out in point form)

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**9. 尋求私營機構及個人捐助者提供配對供款的能力**

**Ability to seek matching contributions from the private sector and/or individual donors**

- (i) 說明建議為參加計劃的兒童的儲蓄所提供的配對供款的比例  
Proposed matching ratio for the participating children's savings

1 : 1

1 : 2

其他（請註明）- 1 : \_\_\_\_\_ Others (Please specify)

- (ii) 已覓得商業機構/信託基金/個人捐助者配對捐款的申請機構，請提供以下資料：

For applicant NGO that has already secured donations from the private sector / trusts/foundations/ individual donor(s), please provide the following information:

- a) 總配對捐款額，並須附有關商業機構/信託基金/個人捐助者列有捐款額的確認書

Total amount of donations from private sector/trusts/foundations/individual donor(s) with **written confirmation on the exact amount attached**

- 1% - 20%, HK\$ \_\_\_\_\_
- 21% - 40%, HK\$ \_\_\_\_\_
- 41% - 60%, HK\$ \_\_\_\_\_
- 61% - 80%, HK\$ \_\_\_\_\_
- 81% - 99%, HK\$ \_\_\_\_\_
- 100%, HK\$ \_\_\_\_\_

b) 請提供上述(a)項之資料 Please provide information on item (a) above

捐助者的公司/個人捐助者的基本資料(包括香港身份證中之姓名，家居住址/公司營業地址、公司名稱及商業登記號碼、業務性質等)；如果有信託基金的捐款，須提供有關信託基金的背景資料，包括若捐款是來自商業機構所設立和管理的信託基金，則提供商業機構設立該信託基金的資料

Basic company/ individual(s)' information (e.g. the name contained in the Hong Kong Identity Card, home/business address, company name and business registration number, nature of business, etc. where applicable) of donor(s); If the donations were made from charitable trusts / foundations established, or which are managed by business corporation(s), the background information of the trusts / foundations including the information on the set up of the trusts / foundations by the business corporation(s) should be provided

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(iii) 如尚未覓得全數捐款，則須列出有關策略及時間表，說明如何為參加計劃的兒童徵集足夠捐款 (請逐點列出)

If the donation is not yet fully secured, details of the strategy and time schedule in seeking sufficient donations for the proposed number of participating children should be specified. (Please list out in point form)

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

10. 監察參加計劃的兒童和已收捐款的帳戶的能力

**Ability to monitor the accounts of the participating children and donations received**

- (i) 說明監察參加計劃的兒童和已收取的捐款的帳戶的擬定程序和措施(例如如何管理帳戶、監察儲蓄情況，以及在參加計劃的兒童完成儲蓄計劃後分發配對捐款和財政獎勵)(請逐點列出)

Description on the proposed procedures and measures to monitor the accounts of the participating children and donations (e.g. how to handle the accounts, monitor the savings situation, disburse the matching contributions and financial incentives to the participating children after they have completed the savings programme). (Please list out in point form)

➤ \_\_\_\_\_  
➤ \_\_\_\_\_  
➤ \_\_\_\_\_  
➤ \_\_\_\_\_  
➤ \_\_\_\_\_  
➤ \_\_\_\_\_

- (ii) 就撥款要求，機構會否開立專用銀行帳戶？

Readiness to open a designated bank account for the project as required.

會 Yes

不會；只會沿用機構現有帳戶 No, applicant NGO's current bank account will be used.

## 11. 處理與計劃有關的投訴的能力

### Ability to handle complaints related to the project

- (i) 是否按社會福利署「服務質素標準」，處理與計劃有關的投訴？如否，說明提議有關計劃的處理投訴機制？ Whether the complaints handling system complies with the “Service Quality Standards” of SWD? If not, please describe the proposed mechanisms in handling complaints related to the project.

是 Yes

不是，建議投訴機制如下 No, the proposed complaints handling mechanism is as follows

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 12. 招募或調派合適職員推行及監察計劃的能力

### Ability to recruit or deploy suitable staff personnel to implement and monitor the project :

訂明調派主理或參與計劃的職員資歷、經驗、監督職員的架構，以及所屬機構所提供的後勤／支援服務(如適用)

Specification on the qualification and experience of staff to be engaged or

deployed for the project, the structure of staff supervision and back up / support from the parent agency as applicable.

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**13. 推行全面計劃評估、監察、創新方案、增值項目和應變措施的能力：  
Ability to provide overall project evaluation, monitoring, innovative initiatives, value-added items and contingency measures to sustain the project :**

- (i) 說明監察及評估服務質素標準、服務量和服務成效等的內部機制，及任何支援計劃的應變措施 [不包括第 8(ii)項提及之應變方案]  
Description on the internal mechanism to monitor and evaluate the service quality standards, outputs and outcomes etc, and any contingency measures to sustain the project [excluding those contingency measures mentioned in item 8(ii) above].

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- (ii) 按已訂明的資源增訂額外服務量及/或成效指標或提高達標水平，及/或創新方案(如適用)  
Description on additional output and/or outcome indicators and/or enhanced achievement level, and/or innovative initiatives at the prescribed resource provision, where applicable.

(請填寫附表二 Please fill in **Annex 2** attached )

- 完 -

- **END** -

計劃負責人：

**Name of the Project Officer:**

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計劃負責人的職銜：

**Post Title of the Project Officer:**

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電話號碼：

**Telephone No.:**

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傳真號碼：

**Fax No.:**

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電郵地址：

**Email Address:**

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地址：

**Address:**

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## **IV.遞交申請需知 Points to Note in Submitting Application**

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1. 填妥申請表格每一欄內所需要的資料
2. 申請機構董事會主席須於第 VI 欄「非政府機構申請聲明及同意書」內簽署
3. 夾附下列文件：
  - i) 填妥的申請表格正本連同四份副本；
  - 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機構)；
  - iv) 申請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，以及機構上一年度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. **親手**送交：

香港灣仔皇后大道東 213 號  
胡忠大廈 9 樓 942 室  
社會福利署  
兒童發展基金辦事處

1. All items of the application form are completed
2. The declaration in section VI is signed by the Board Chairperson of your organisation
3. The following documents should be attached:
  - i) the original plus 4 hard copies of the completed application form;
  - ii) a disk copy of the completed application form;
  - iii) copies of relevant registration document (*for 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 NGOs currently not receiving SWD subventions only*); and
  - v) attachments or supplementary information of the Project (if any).
4. Please deliver **by hand** to:

Child Development Fund Office  
Social Welfare Department  
Room 942, 9/F, Wu Chung House  
213 Queen's Road East, Hong Kong

## V. 遞交申請文件清單 Checklist

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1. 填妥的申請表格正本連同四份副本   
The original plus 4 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 containing the soft-copy of the completed application form
3. 伙伴機構就捐贈所涉及的款額，及/或協助徵募友師所發出的書面證明(如適用)   
Written confirmation of the contribution amount and / or support in providing mentors from the partnering corporation(s) / organisation(s) (if applicable)
4. 信託基金成立及管理的證明及其他背景資料（若捐贈是來自自由商業機構所成立及管理的信託基金）   
Proven evidence on the setup and management as well as the information on the background of the trust foundations (If the contributions were made from charitable trusts/foundations established and managed by business corporations)

**5 – 9 項只適用於目前並無接受社署資助的非政府機構（請於文件右上方註明相關項目編碼，例如，有關註冊文件的影印本上註明V(5)）**

***Point 5– 9 are only for NGOs currently not receiving SWD subventions (Please mark the corresponding item number on the top right corner of the documents, eg. V(5) marked on the copies of relevant registration document. )***

5. 有關註冊文件的影印本   
Copies of relevant registration document
6. 機構董事會成員名單   
A name list of the board of directors
7. 機構管理架構圖   
An organisation chart
8. 機構組織章程的詳細資料   
Organisation's Constitution or Articles and Memorandum
9. 機構上一年度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

## VI. 非政府機構申請聲明及同意書

### Declaration and Consent of the Applicant NGO

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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兒童發展基金。

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。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，印上或採用基金的名稱及標誌。

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 Child Development Fund.

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. Besides, I consent to release the information provided for this application concerning my organisation's information and the Proposal to the web-based platform for public access if the application is successful. I also consent to specify the name and logo of the Fund 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：

董事會主席

Title :

Board Chairperson  
\_\_\_\_\_

電話號碼：

Telephone no. : \_\_\_\_\_

日期：

Date : \_\_\_\_\_

\_\_\_\_\_  
(機構蓋章 Organisation Chop)



**兒童發展基金 Child Development Fund**  
**額外服務量及/或成效指標 及/或 提高達標水平 (如適用)**

**Additional Output and/or Outcome Indicators and/or Enhanced Achievement Level (if applicable)**

<b>類別 Category</b> 1. 服務量指標 <b>Output Indicator</b> 2. 成效指標 <b>Outcome Indicator</b> 3. 達標水平 <b>Achievement Level</b>	<b>服務量/成效指標的名稱</b> <b>Name of the output/outcome indicator</b>	<b>原要求水平 (新建議的服務量/成效指標並不適用)</b> <b>Original Required Level (not applicable to proposed additional output/outcome indicator)</b>	<b>建議(提升)服務量/成效指標達標水平</b> <b>Pledged (enhanced) achievement level of output/outcome indicator</b>
<b>A. 新建議的服務量/成效指標 Proposed additional output/outcome indicator(s)</b>			
如這項目不適用，請在下面註明「不適用」 (Please state "Not Applicable" if this item is not applicable.)			
<b>B. 建議提升基本服務量/成效指標達標水平 Pledged enhanced achievement level of output/ outcome indicator(s)</b>			
如這項目不適用，請在下面註明「不適用」 (Please state "Not Applicable" if this item is not applicable.)			

**創新方案 Innovative Initiatives (如適用) (if applicable)**

<b>創新方案 Innovative Initiatives</b>	<b>目標 Objectives</b>
如這項目不適用，請在下面註明「不適用」 (Please state “Not Applicable” if this item is not applicable.)	