

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

(請就每一份計劃書填寫一份申請表格)
(Please use one application form for one project)

截止申請日期：不遲於 2008 年 6 月 30 日下午 5 時正
Deadline of Application : Not later than 5 p.m. on 30 June 2008

1. 申請基金的非政府機構的資料
Particulars of the Applicant Non-governmental Organisation (NGO)

申請基金的非政府機構名稱：

Name of Applicant NGO :

非政府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 :

非政府機構從何得知有關兒童發展基金之資訊：

How your NGO obtained information of the Child Development Fund :

- 報紙 Newspaper
- 社會福利署網頁 SWD's website
- 地區會議 District Meeting
- 宣傳活動 Publicity Activity
- 其他 Others

(請註明 Please specify: _____)

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

服務計劃名稱：

Project Title : _____

推行計劃的地區（只可揀選一項）：

District of the project (can select only one option) :

- 香港島（包括中西區，南區，東區，灣仔區，離島）
Hong Kong Island (including Central & Western District, Southern District, Eastern District, Wanchai District, Islands District)
- 九龍東（包括觀塘區，黃大仙區，西貢區）
Kowloon East (including, Kwun Tong District, Wong Tai Sin District, Sai Kung District)
- 九龍西（包括油尖旺區，九龍城區，深水埗區）
Kowloon West (including Yau Tsim Mong District, Kowloon City District, Shamshuipo District)
- 新界東（包括沙田區，大埔區，北區）
New Territories East (including Shatin District, Tai Po District, North District)
- 新界西（包括葵青區，荃灣區，屯門區，元朗區）
New Territories West (including Kwai Tsing District, Tsuen Wan District, Tuen Mun District, Yuen Long District)
- 天水圍
Tin Shui Wai
- 東涌
Tung Chung

有否就其他地區／區域提交服務建議書？如有，請說明有關地區／區域的名稱

Whether service proposals for other CDF pioneer projects in other regions / districts have been submitted, and if so, the name(s) of the regions / districts concerned.

有 / Yes (請列出地區 / please specify the district(s) : _____

_____)

沒有 / No

計劃簡介：
Project Brief：

1. 計劃目的：

Programme Objective：

2. 參加計劃的兒童目標人數：

Target Number of Participating Children：

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 (*indicate the proposed proportion between children aged 10-13 and those aged 14-16*)

3. 招募兒童參加計劃的能力：

Ability in Recruiting the Participating Children：

(i) 招募參加計劃的兒童的機制、策略及方法

Description on the proposed mechanisms, strategy and approach in recruiting the participating children

(ii) 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)

(iii) 對區內情況的熟悉程度(例如地區特色、人口結構、社區資源等)

Familiarity with local scene (e.g. district characteristics, population profile, social resources etc.)

4. 提供服務/計劃/活動的能力：

Ability to Provide Services / Programmes / Activities :

- (i) 詳細說明將會向參加計劃的兒童、父母／監護人及友師提供的服務／計劃／活動(包括舉辦次數和課題內容)

Detailed description of the services / programmes / activities (including the frequency and topics to be covered) that will be offered to the participating children, parents / guardians and mentors

- (ii) 上述服務／計劃／活動的推行草案(包括交付成果的計劃頻率／區間，以及其他的資料如如何安排合適的導師／場地／計劃等)

A tentative implementation plan of the services / programmes / activities mentioned above (including planned frequency / interval of deliverables and various inputs in terms of suitable trainers / venues / programmes etc.)

- (iii) 說明友師的篩選準則，以及招募和督導機制

Description on selection criteria for mentors, the mechanisms to recruit and supervise them

5. 在整個先導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／維持出席率的因素，以及克服退出／參與被動的問題的相應措施

Description on possible factors affecting the retention / attendance rates and the corresponding measures to overcome withdrawal / passive participation

- (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

Proposal of remedial measures or contingency plan to cope with withdrawal from participants and / or mentors

6. 尋求商業機構及個人捐助者提供配對供款的能力：
Ability in Seeking Matching Contributions from the Business Sector and 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

- (ii) 已覓得商業機構／個人捐助者捐款的非政府機構，請亦提供以下資料：
For NGOs that have already secured donations from the business sector / individual donors, please also provide the following information:

- a) 商業機構／個人捐助者提供捐款額的確認書
Written confirmation of the amount of donations of the partnering business corporation(s) / individual donor(s)

- b) 捐助者的公司／個人基本資料(包括香港身份證所記錄的個人資料、住址／營業地址、公司名稱及商業登記號碼、業務性質等)

Basic company/individual information (e.g. personal information contained in the HKID card, home/business address, company name and business registration number, nature of business etc where applicable) of the donors

- c) 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慈善信託／基金，則提供商業機構設立該信託／基金的證明

Background information of the trusts / foundations including the proof on the set up of the trusts / foundations by the business corporation(s) if the donations were made from charitable trust / foundations established and managed by business corporations

- (iii) 如尚未覓得捐款，則應提供為建議的參加計劃的兒童人數徵集足夠捐款的策略及時間表的具體細節

If the donation is not yet secured, concrete details of the strategy and time schedule in seeking sufficient donations for the proposed number of participating children should be specified

7. 監察參加計劃的兒童和已收取的捐款的帳戶的能力：

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議程序和措施(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)

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

- (ii) 說明協助參加計劃的兒童成功完成儲蓄計劃的機制(例如向貧困的參加計劃的兒童發放緊急補助金，協助他們履行儲蓄規定)

Description on the mechanism(s) to assist the participating children to successfully complete the savings programme (e.g. emergency grant to needy participating children to help them to fulfill the savings requirement)

8. 處理與先導計劃有關的投訴的能力：

Ability in Handling Complaints Related to the Pioneer Project：

說明處理與先導計劃有關的投訴的建議機制

Description on proposed mechanisms in handling complaints related to the pioneer project

9. 招募或調派合適職員推行及監察計劃的能力：

Ability in Recruiting or Deploying Suitable Staff Personnel to Implement and Monitor the Project：

明確訂明調派主理或參與先導計劃的職員人數／資歷／經驗、監督職員的架構，以及所屬機構所提供的任何後勤／支援服務(如適用)

Specification on the number / qualification / experience of staff being engaged or deployed for the project, the structure of staff supervision and any back up / support from the parent agency as applicable

10. 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 in Providing Overall Project Evaluation, Monitoring, Innovative Initiatives,
Value-added Items and Contingency Measures :

- (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
Description on the internal mechanism to monitor and evaluate the service quality standards, outputs and outcomes etc.

- (ii) 按已訂明的資源增訂額外服務量指標或提高達標水平(如適用)
Description on additional output indicators or enhanced achievement level at the prescribed resource provision, where applicable

- (iii) 按已訂明的資源增訂額外成效指標或提高達標水平(如適用)
Description on additional outcome indicators and/or enhanced achievement level at the prescribed resource provision, where applicable

- (iv) 說明其他相關和適切的創新方案及／或增值項目
Description of other innovative initiatives and / or value-added items where are relevant and applicable

- (v) 說明將會採用的應變措施
Description of contingency measures that will be put in place

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: _____

受惠兒童人數：

Number of Beneficiary Children : _____

3. 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 5 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六份副本；
 - 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) 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 5 is signed by the Board Chairperson of your organisation
3. The following documents should be attached:
 - i) the original plus 6 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

4. 遞交申請文件清單 Checklist

1. 填妥的申請表格正本連同六份副本
the original plus 6 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發出的書面證明(如有)
Written confirmation of the amount of contributions of the partnering business corporation(s) (if available)
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 - 9 項只適用於目前並無接受社署資助的非政府機構

Point 6 - 10 for NGOs currently not receiving SWD subventions only

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

5. 申請非政府機構聲明及同意書

Declaration and Consent of the Applicant 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。

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 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：

Title :

董事會主席

Board Chairperson

電話號碼：

Telephone no. :

日期：

Date :

(機構蓋章 Organisation Chop)