**Annex 6(a) to Enclosure III**

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| **攜手扶弱基金 (\*恆常／專款部分 — 第 輪申請)** |
| **Partnership Fund for the Disadvantaged** |
| **( Round \*Regular/Dedicated Portion Application)** |
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| **\*第一／二／三期\*進度報告／終期檢討報告** |
| **\*1st/2nd/3rd \*Progress Report / Final Evaluation Report** |

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| **報告時期：****Covered Period：** |  | **至to** |  |  |

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| **檔號File Name：** | **SWD/COR/PFD/** |  |

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| 1. **機構／學校資料 Particulars of Organisation/School**
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| **機構／學校名稱(中文) :** |  |
| **Name of Organisation/School (English) :** |  |

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| 1. **福利服務計劃資料 Welfare Project Information**
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| **2.1 基本資料Basic Information** |
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| **服務計劃名稱(中文) :** |  |
| **Project Title (English) :** |  |
| **服務計劃負責人姓名****Name of Responsible Project Officer :** |  |
| **職位／所屬單位Post/Office :** |  |
| **電話號碼Telephone No. :** |  |
| **電郵地址E-mail Address :** |  |

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| **2.2 實際推行情況Progress and Development** |
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| **計劃開始及結束日期****Date of Commencement and Completion :** |  | 至to |  |
| **計劃時期Duration of Project :** |  | (年/Years) |  | (月/Months) |
| **受惠對象性別比例** **Gender Ratio of Beneficiaries :** | **(男Male)** |  | **%** | **:** | **(女Female)** |  | **%** |
| **推行計劃的服務單位名稱／地址****Name(s)/Address(es) of Service Unit(s) :** |  |
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| **實際推行與計劃差異的原因Reasons for Variation:** *(如適用 if appropriate)* |

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| **2.3 推行計劃的地區Location(s)/District(s) of the Project** *(請參照獲批的申請表格第2.4部分填寫。Please fill in with reference to Section 2.4 of the approved application form.)* |
| 1.  | 2.  | 3.  |
| 4.  | 5.  | 6.  |
| **實際推行地區與計劃差異的原因Reasons for Variation:** *(如適用 if appropriate)* |

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| **2.4 受惠人士Target Beneficiaries** *(請參照獲批的申請表格第2.5部分填寫。Please fill in with reference to Section 2.5 of the approved application form.)* |
| **受惠人士****Target Beneficiary** | **預期受惠人數****Proposed no. of Participants** | **實際受惠人數****Actual no. of Participants***(只適用於終期檢討報告**for final evaluation report only)* |
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| **總數Total** |  |  |
| **實際受惠人數差異原因及曾經／將會安排的改善方法 Reasons for Variation and Improvement Measures taken or plan to take :** *(只適用於終期檢討報告for final evaluation report only)* |

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| **2.5 預期計劃目的Proposed Project Objectives** *(請參照獲批的申請表格第2.6部分填寫。Please fill in with reference to Section 2.6 of the approved application form.)* |
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| **計劃目的達致情況及差異原因Attainment of Project Objectives and Reasons for Variation** *(只適用於終期檢討報告for final evaluation report only)* |

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| 1. **活動內容 Programme Content** *(請參照獲批的申請表格第2.8(iii)部分填寫。Please fill in with reference to Section 2.8 (iii) of the approved application form.)*
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| **活動一 Activity 1** |
| **名稱Name：** |  |
| **目的Purpose：** |  |
| **內容Content：** |  |
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| **服務輸出Service Output** | **預期Proposed** | **實際Actual** |
| **服務對象及參與活動總人數****Target & Total no. of Participants in Activity** |  |  |
| **總節數****Total no. of sessions** |  |  |
| **總時數****Total no. of hours** |  |  |
| **出席率****Attendance (%)** |  |  |
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| **活動匯報Activity Report** *(請提供適當資料以證明已完成此活動並達致目標，包括服務推行情況、參加者回應及意見等。Please provide reasonably adequate information to support the completion of pledged activity and achievement of targeted outputs, including service implementation, response and feedback from participants etc.)* |
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| **活動輸出量差異原因及曾經／將會安排的改善方法 Reasons for Variation and Improvement Measures taken or plan to take** *(如適用 if appropriate)* |
| **活動相片、報告及其他補充資料Activity Photos, Reports and other Supplementary Information** |
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| 1. **成效評估 Outcome Effectiveness** *(只適用於終期檢討報告。請參照獲批的恆常部分申請表格第2.9部分或專款部分申請表格第2.10部分填寫。 For final evaluation report only. Please fill in with reference to Section 2.9 of the approved Regular Portion application form or Section 2.10 of the approved Dedicated Portion application form. )*
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| **成效範圍 Area of Effectiveness :**  |
| **評估方法Method of Evaluation :** *(包括評估工具(例如：問卷、調查或其他評估工具)，發放及回收數量等，並請提供有關評估工具的樣本及相關結果的統計撮要於附件。Including evaluative tool(s), e.g. questionnaires, survey or other evaluative tools, no. of distribution and collection etc., please also provide the sample of corresponding evaluative tool(s) and statistical summary of the findings in Annex.)* |
| **預期目標結果****Proposed Outcome Target** | **實際目標結果****Actual Outcome** |
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| **附件項目****List of Annex(es) :** | 1. 評估工具的樣本Sample of relevant evaluative tool(s)
2. 評估結果的統計撮要Statistical summary of the findings
3. *(to be supplemented by the organisation)*
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| **實際成效差異原因及曾經／將會安排的改善方法 Reasons for Variation and Improvement Measures taken or plan to take :** *(如適用 if appropriate)* |

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| 1. **服務計劃整體評估及改善方法 Overall Evaluation on the Project and Improvement Measures to be Taken** *(只適用於終期檢討報告 for final evaluation report only)*
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| 1. **服務使用者及商業伙伴滿意度調查結果 Result of the Satisfaction Surveys conducted for the Business Partner(s) and Service Users** *(只適用於終期檢討報告for final evaluation report only)*
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| 1. **完成此計劃後與商業機構的持續伙伴關係 Sustainability of the Social Partnership with Business Corporations after the Project** *(只適用於終期檢討報告 for final evaluation report only)*
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| 1. **其他Other Remark** *(例如﹕需要本署特別注意的事項 E.g. Issues that require special attention)*
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| 1. **機構／學校聲明 Declaration of the Organisation/School**
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| 本人保證在本報告填報的資料均屬真確無誤。I certify that all the information provided in this report is true and accurate. |
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| **姓名 :****Name :** |  | **簽署 :****Signature :** |  |
| **職銜 :****Title :** | **\*總幹事／學校校長****\*Head of Organisation /** **School Principal** | **電話號碼 :****Telephone no. :** |  |
| **日期 :****Date :** |  | **機構／學校蓋章 :****Organisation/School Chop :** |  |