

# **Guide on Application Procedures**

## **Tenth Batch of Child Development Fund NGO-led Projects**

Chapter 1	Introduction	1 - 7
Chapter 2	How to Apply	8 - 13
Chapter 3	Service Specifications	14 - 33
Chapter 4	Assessment Mechanism	34 - 44
Chapter 5	Application Form	45 - 112

# *Chapter 1*

## *Introduction*

## **Background Information**

1. The Child Development Fund (“CDF”) was set up in April 2008. It funds projects which promote the longer-term development of children from a disadvantaged background and encourage them to develop an asset-building habit with a view to reducing inter-generational poverty. CDF Projects are implemented with the joint efforts of the family, private sector, community and Government. With funding from CDF and the assistance of volunteer mentors, project operators organise specially designed three-year projects for the participants, teaching them how to formulate Personal Development Plans (“PDPs”) and implement PDPs using their own savings, matching contribution and the Government’s Special Financial Incentive. The operators provide training and guidance to the participating children, their parents/guardians and mentors throughout the three-year project period to facilitate their completion of the Project. The Government has allocated \$1.08 billion to CDF. So far, nine batches of 200 Projects operated by non-governmental organisations (“NGOs”) and nine batches of 112 school-based Projects operated by schools have been rolled out, benefitting over 26 000 underprivileged children in total.

2. To enhance the uniqueness and competitiveness vis-à-vis other funding projects targeting children from disadvantaged background, an overall review of the CDF Programme was conducted by the Social Welfare Department in 2023. The findings of the review have been endorsed by the Steering Committee on the Child Development Fund (SCCDF) with recommendations and enhancement measures summarised as follows:

### Target participants

- Positioning the target participants of CDF Programme to Primary 3 to Primary 6 students to enable the underprivileged children to benefit from the Programme, including character building and development

of positive attributes, values and saving habits, at an early developmental stage.

### Three Key Components

#### *I. Target Savings*

- Maintaining the current requirement of target savings for mentees of \$200 per month and up to \$4,800 for two years;
- Imposing additional requirements for participants as a prerequisite for release of the Government's matching fund, such as satisfactory attendance in core programmes and activities organised by operators, and formulation of a preliminary Personal Development Plans (PDPs) under the guidance of the mentor, in order to strengthen mentees' learning motivation.

#### *II. PDP*

- Advancing the disbursement of the mentees' target savings (including monthly savings, matching contribution and Government financial incentive) of the first year to the 13th month of the project at the earliest to allow sufficient time for the mentees to implement the PDPs progressively under the supervision of mentors.

#### *III. Mentorship*

- Strengthening support and training for mentors through enhancing the train-the-trainer programmes for CDF operators to address the needs of mentors;

- Advancing the training for mentors and parents/guardians to complete three out of five core training programmes in the first year of the project so that the parents/guardians and mentors could better support the mentees to implement their PDPs.

### Project Duration

- Maintaining the project duration of three years.

### “One-plus-one-approach” and Target Number of Participants of each Project

- The operators of both NGO-led and school-based projects are allowed to apply for either a single three-year project or two consecutive three-year projects under the “one-plus-one-approach” in each application; and
- Relaxing the threshold of the target number of participants for both the NGO-led and school-based projects to allow more flexibility to the operators in planning and implementation of the Programme. The minimum number of participants is 25 while the maximum is 100 (with a flexibility of maximum 15% upward adjustment).

3. In view of the above, a dual track approach is introduced to NGO-led projects with effect from the tenth batch CDF projects to provide more choices and flexibility for operators. Eligible operators may apply for either a single three-year project or two consecutive three-year projects under the “one-plus-one-approach<sup>1</sup>” in each application. Applicant NGO has not ever run any CDF

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<sup>1</sup> An “one-plus-one” approach has been applied to NGO-led projects since the fifth batch, each selected NGO would be awarded two 3-year projects (i.e. First Project followed by Second Project) in one go but the confirmation of the Second Project is subject to the performance of NGOs in implementing the First Project. If the operator’s performance in operating the First Project is assessed to be satisfactory, it could start implementing its Second Project in the fourth year. This “one-plus-one” approach is also expected to facilitate operators to “roll over” their mentors from the First Project to the Second Project, thus help build up a quality pool of experienced mentors.

projects may only apply for implementing one three-year project. The Applicant with experience in operating CDF project(s) as operator may opt for applying one single three-year project or two consecutive three-year projects under the “one-plus-one-approach”. The track record/performance of the previous batch(es) as operator or partner NGO would be taken into account for the application of subsequent CDF batches. To benefit more needy children, programmes and activities of the tenth batch will commence in the fourth quarter of 2024, providing 2 200 to 2 530 places. The distribution of districts/areas are set out in **Annex 1**.

### **The Tenth Batch Projects**

4. Under the dual track approach, NGOs interested in taking the “one-plus-one” approach may apply for two consecutive CDF projects in the same districts/areas in the application. Each project of the tenth batch should offer 25 (being the minimum required number) to 100 (being the ceiling number, with a flexibility of 15% upward adjustment) places. The applicant NGO is required to state the number of participating children it pledges to recruit for the single project/ each of the First and Second Projects in its application. If the NGO would recruit more children on top of the pledged number for the single project/ the First and/or Second Project, for each Project, the NGO must ensure that the minimum mentor-to-mentee ratio is still met for these additional children. In any case, the additional number of children shall be no more than 15% of the pledged number for the single project / each of the First Project and Second Project respectively.

5. The signing of agreements with the selected NGOs is expected to be completed by late July 2024. The operating NGOs can then make preparations for the launch of the single project(s) / First project(s) and start recruiting participating children and mentors upon the signing of agreements. For projects approved under the “one-plus-one” approach, the confirmation of the

Second Projects is expected to be made in August 2027 the earliest after the Interim Assessment.

**Annex 1**

**Districts/Areas for the Tenth Batch Child Development Fund  
Projects under the “single project” and “one-plus-one” Approach  
(for reference only)**

Districts/Areas	Number of Places
1. Hong Kong Island	200
2. Tung Chung	100
3. Kwun Tong	300
4. Wong Tai Sin (including San Po Kong and Tsz Wan Shan)	100
5. Sai Kung (including Tseung Kwan O)	100
6. Kowloon City and Yau Tsim Mong	200
7. Sham Shui Po	200
8. Sha Tin	300
9. Tai Po and North District	300
10. Tsuen Wan and Kwai Tsing	300
11. Tuen Mun	200
12. Yuen Long (including Tin Shui Wai)	200

Each selected NGO under the “one-plus-one” approach is expected to operate the Second Project in the same district/area, subject to its satisfactory performance in operating the First Project and the result of the Interim Assessment.



# *Chapter 2*

## *How to Apply*

## **Application Requirements**

1. The applicant non-governmental organisation (NGO) or any partner non-governmental organisation (Partner NGO) **has/ have/ will not applied/ apply or received/ receive any public funding other than CDF for the proposed project(s)** (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, Partnership Fund for the Disadvantaged and the Enhancing Self-Reliance Through District Partnership Programme).
  
2. Applicant NGOs are required to complete the **Application Form** at Chapter 5 of this Guide and note the below bullets:
  - (a) The application form is in PDF format. Adobe Reader is required to view and fill in the form. **Please send application form in the default PDF format.**
  
  - (b) The application form should be typed **in English or in Chinese with default font type and size.**
  
  - (c) Each question of the application form has its specific preset space, the applicant NGO must provide the answer within the space limit and select the checkbox as appropriate. **Additional contents provided in additional sheets or by altering the default format of the PDF file will NOT normally be considered.**
  
  - (d) The application form must be **duly signed** by the **Board Chairperson** or **Head** of the applicant NGO.
  
  - (e) Applicant NGO only needs to submit one application. In the event of any duplicated submissions, the latest version received by SWD shall prevail.

3. For NGOs, including Applicant NGOs and Partner NGOs, currently **not** receiving SWD subventions, **one copy** of each of the following documents should be submitted together with the application(s) to verify its legal entity and non-profit-making status:

- (a) the registration under the Companies Ordinance or the Societies Ordinance or Registered Trustees Incorporation Ordinance or others as applicable;
- (b) the exemption from tax under Section 88 of the Inland Revenue Ordinance (Cap. 112);
- (c) its Constitution or Article and Memorandum;
- (d) the management structure/ organisation chart and its members/ office bearers (names and post titles are suffice); and
- (e) the audited accounts of the organisation of the previous year or certified management accounts.

4. NGOs 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.

### **Submission of Application**

5. The following documents are to be submitted:

- (a) An completed application form in full set, including General Information (Part One), Details of the Projects (Part Two) and Submission of Application (Part Three);
- (b) Confirmation letter(s)/ Proof from partnering organisations/ companies for mentors/ matching contribution/other collaboration (if any);

- (c) Proven evidence on the setup and management as well as the information on the background of the trusts/foundations (if the donations come from charitable trusts/foundations established or managed by business corporations/non-profit making organisations); and
- (d) One copy of each documentary proof as required in paragraph 3 above as appropriate.

6. An interested NGO can submit application for more than one district, but each NGO should not submit more than one application for each district. Disregard the number of projects applied for, only ONE application form is required while an individual copy of Part Two for EACH selected district / area is required.

7. The applicant NGO is also required to indicate whether it would like to be considered for taking up projects in other district(s) / area(s) where there is/ are inadequate number of suitable application(s) (i.e. Part One (V) Q2). The applicant NGO, which has indicated such intention in the application, will be invited to submit “Details of the Projects” (Part Two) later when there is/are such case(s) in the district(s).

8. **The deadline of application is 5:00 p.m. on 21 May 2024 (Tuesday)** and an acknowledgement receipt will be issued. The full set of duly signed application form together with the required document(s) should reach the CDF office via email to the following email address or by hand to the following correspondence address before the deadline. Application by post will not be accepted.

Email address: scdf@swd.gov.hk

Correspondence address:

Child Development Fund Office

Social Welfare Department

Room 942, 9/F

Wu Chung House

213 Queen's Road East

Wan Chai, Hong Kong

9. **Late submission shall NOT be considered.**

### **Enquiries**

10. Any enquiries on the application can be made to the Child Development Fund Office of the SWD:

Tel. No. : 2892 5540

Fax No. : 2152 9396

### **Notification of Results**

11. Subject to the number of applications received and adequate information provided by the applicants, applicant NGOs will be notified in writing the results in July 2024.

## **Prevention of Bribery**

12.

(a) The applicant NGO or any partner NGO shall not, and shall procure that its employees, agents and sub-contractors shall not, offer and advantage as defined in the Prevention of Bribery Ordinance, (Cap. 201) in connection with the application.

(b) Failure to so procure or any act of offering advantage referred to in (a) above committed by the applicant NGO or any partner NGO or by an employee, agent or sub-contractor of the applicant NGO or any partner NGO shall, without affecting the applicant NGO or any partner NGO's liability for such failure and act, result in its application being invalidated.

## **Access to Personal Data**

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

14. Enquiries concerning the personal data collected by means of the application, including the making of access and corrections, should be addressed to –

Office: Child Development Fund Office  
Social Welfare Department

Address: Room 942, 9/F  
Wu Chung House  
213 Queen's Road East  
Wan Chai, Hong Kong

Tel. no.: 2892 5540

# *Chapter 3*

## *Service Specifications*

## **Objectives**

1. The Child Development Fund (CDF) seeks to encourage children from a disadvantaged background to plan for the future and cultivate positive attitudes with a view to reducing inter-generational poverty. It also aims to provide these children with more personal development opportunities. Through formulating and implementing PDPs, the CDF seeks to encourage these children to develop an asset-building habit as well as accumulate savings and intangible assets (such as positive attitudes, personal resilience and capacities, social networks, etc.) which are important to their future development.

## **Key Components of the CDF**

2. The CDF comprises three major components, namely personal development plans, mentorship programme and targeted savings.

### *Personal Development Plans (PDPs)*

3. The participating children are required to draw up PDPs with specific targets (both short-term and long-term ones) under on-going guidance from their mentors and through the goal-oriented training formulated and provided by the Operating Non-Governmental Organisations (NGOs) (i.e. the “**Grantee**” under the Agreement relating to the Grant for the Tenth Batch of NGO-led CDF Projects) for the first two years. The development targets shall be related to character building, development of positive attributes, values and attributes and capacity enhancement (i.e. hobby/interest development, education or skills enhancement) which could equip the children for future personal development. To enhance the quality of the PDPs drawn up by the children, the Grantee is required to vet and endorse the children’s PDPs before implementation by the children. The Grantee will monitor the progress of implementation throughout the three-year project period.



### *Mentorship Programme*

4. A personal mentor, who is a volunteer, will be identified for each participating child. Mentors should provide guidance to children so that they could draw up their PDPs with development targets. These mentors should preferably also build relationship and share their experience with the children's parents/guardians. The mentor-mentee ratio should preferably be 1:1 and should not be lower than 1:3 to ensure that the mentees would be given adequate attention and guidance by the mentors. The Grantee shall provide appropriate training and guidance to the mentors recruited. CDF operators are encouraged to invite the CDF participants in previous batches and/or experienced mentors to share their experiences with other CDF participants and/or new mentors on a voluntary basis so as to enhance mutual support amongst mentors and recognise the contributions of experienced mentors. These practices not only provide opportunities for the CDF participants of the current batch to expand their social network with elder peers, but also motivate those of the previous batches to become mentors of the CDF Projects in the future.

### *Targeted Savings*

5. The participating children are encouraged to accumulate financial assets for their future development. They would be asked to save for the first two years and then spend the savings in accordance with their PDPs. The savings target is HK\$200 per month for the first two consecutive years. However, the participating children and their families can agree with the Grantee on a lower savings target. In addition, the Grantee shall seek partnership from the business sector, corporate and/or individual donors for providing matching contribution to the targeted savings at 1:1 matching ratio for each participating child who can complete the two-year savings programme. If there is a shortfall for the matching contribution, it is the responsibility of the Grantee to make up the difference from sources of funding other than those provided by CDF. The Grantee shall also have contingency measures to assist those participating children and families who have difficulty in meeting their saving targets due to

temporary financial hardship. The Government will provide a Special Financial Incentive at 1:1 ratio to the participant's targeted savings, i.e. a maximum of \$4,800 (\$200 x 24 months) for each participating child who can complete the two-year savings programme. If the participant has set a monthly savings target lower than \$125 (meaning a total 24-month contribution below \$3,000), the Government would still provide a fixed amount of \$3,000 Special Financial Incentive upon his/her completion of the entire targeted savings programme.

6. To allow flexibility in the planning and execution of the PDPs, especially for younger children who need longer time to attain progress and achievement, participating children may use the accumulated targeted savings, matching contribution from corporates or private donors and Special Financial Incentive from the Government gained in the first year at the 13<sup>th</sup> month the earliest for implementation of PDPs progressively under the supervision of mentors and operators, subject to the fulfilment of prerequisites, including having:

- (i) completed 12 monthly savings instalments;
- (ii) attended at least 4 core programmes; and
- (iii) worked out his/her preliminary PDP under guidance of the mentor(s).

7. The Grantee has to submit application to the Social Welfare Department (SWD) for advance release of the Government's Special Financial Incentive for the first year at 1:1 ratio (i.e. a maximum of \$2,400 (\$200 x 12 months)) within a prescribed period if a participating child has fulfilled the prerequisites by the end of the first year. The remaining 12 months' portion will be released by end of the second year. If a participating child has fulfilled the prerequisites between 13<sup>th</sup> and 18<sup>th</sup> month, the 12 months' portion of the Government's Special Financial Incentive would be released by the 19<sup>th</sup> month. If the participating child has not fulfilled the prerequisites for advanced

disbursement, he/she is still eligible for the matching contribution and Special Financial Incentive if he/she fulfils the following :

- (i) his/her 24 monthly saving instalments programme have been completed;
- (ii) at least 5 core programmes attended within the project period; and
- (iii) a PDP has been worked out under the guidance of the mentor(s)

The Grantee is advised to ensure that sufficient matching contribution from corporates and/or private donors have been secured and preferably received before disbursement and are available by the end of 24 months in all circumstances. A proper record and the documentary proof shall be kept for checking and audit in future.

8. Some participating children may have unspent targeted savings by the end date of the CDF Projects. The balance of the targeted savings (including the children's own savings, the matching contribution and the Special Financial Incentive), if kept by the Grantee during the Project Period, shall be returned to the participating children. If the participating children and their parents/guardians/appointees want to continue implementing the PDPs after completion of the CDF Projects, the Grantee shall discuss and come into mutual agreement with them on the way for handling the unspent targeted savings. The Grantee is not obliged to but may, in the interest of the participating children, continue keeping the unspent targeted savings for the children after completion of the CDF Projects. If it is mutually agreed that the unspent targeted savings be kept by the operating NGOs for a specific period after completion of the CDF Projects, the respective Grantee shall continue to monitor the savings with the established guidelines/procedures and control/audit mechanism at its own costs. A proper record and the documentary proof shall be kept for checking and audit in future.

## **The Projects**

9. A dual track approach has been introduced to NGO-led projects with effect from the tenth batch CDF projects to provide more choices and flexibility for operators. Eligible NGOs may apply for either a single three-year project or two consecutive three-year projects under the “one-plus-one-approach” in each application. Applicant NGO which has not ever run any CDF projects may only apply for implementing a single three-year project.

### *Eligible Participants*

10. **Primary 3 to 6** students in 2024/25 school year who are:
- (i) receiving Comprehensive Social Security Assistance; or
  - (ii) full grants from student financial assistance schemes; or
  - (iii) Working Family Allowance administered by the Working Family and Student Financial Assistance Agency; or
  - (iv) whose household income is less than 75% of the Median Monthly Domestic Household Income

at the time of recruitment period, are eligible to participate in the Projects. However, children who have participated/are participating in CDF project (inclusive of those who dropped out from CDF project prematurely regardless of reasons) before will not be eligible for subsequent projects.

### **Scope of Service**

11. The Grantee shall be responsible for the operation of the Project, the First Project and the Second Project (if applicable), including:
- (a) identification and recruitment of participating children and suitable mentors;

- (b) provision of training, community service opportunities and guidance to participating children, including the use of existing services and programmes, to start preparing them to draw up their PDPs in the first year of Project(s), vet and endorse their PDPs, and help them achieve the short-term as well as long-term development targets as set out in their PDPs. In consideration of the different needs and goals of participating children, provision of different tailor-made programmes is encouraged. As stated in Output Standard 5 in paragraph 25 of the Service Specifications, the number of core programmes provided to each participating child shall be at least 10;
  
- (c) solicitation of donations from non-profit making organisations/corporate and/or individual donors for providing matching contribution to the targeted savings at 1:1 matching ratio. Contributions shall be made by registered business corporations operating their business in Hong Kong, non-profit making organisations registered in Hong Kong or charitable trusts/foundations which are established and managed by such corporations/organisations. Any requirements from the non-profit making organisations/corporate/individual donors must not be in conflict with the objectives and guidelines of the CDF. Donations should also not come from corporations running business in connection with tobacco or any foundation funded by tobacco companies. If there is a shortfall for the matching contribution, it is the responsibility of the Grantee to make up the difference from sources of funding other than those provided by the Government;
  
- (d) provision of training and guidance to the parents/guardians to engage them in the personal growth and development, life planning and financial planning for the participating children;

- (e) provision of training and guidance to the mentors;
- (f) participating in any evaluative studies to be conducted by the Government, including but not limited to arrange and/or assist any consultant or agency appointed by the Government to have access to information necessary for the studies and information related to the participating children, their parents/guardians, mentors and donors, etc. The Grantee shall obtain prior consent from the participating children, parents/ guardians, mentors and donors etc., for the voluntary transfer or disclosure of their personal data on a need basis to the concerned bureau(x)/department(s) or any engaged consultant or agency appointed by the Government for the purpose of operation, monitoring and evaluation of CDF;
- (g) monitoring the implementation of the savings programmes and the short-term development targets in the PDPs of the participating children. Some participating children may have unspent targeted savings by the end date of the CDF Projects. If the participating children and their parents/guardians/appointees decide not to continue implementing their PDPs after completion of the CDF Projects, the balance of the targeted savings (including the children's own savings, the matching contribution and the Special Financial Incentive), if kept by the Operating NGO during the project period, should be returned to the participating children. A proper record and the documentary proof should be kept for checking and audit in future;
- (h) organisation of regular sharing sessions for participating children, their parents/guardians, mentors and donors etc.;
- (i) handling complaints related to the Project(s); and

- (j) providing overall project evaluation and monitoring.

### **Commencement of Service**

12. The Government aims at awarding the Projects and signing agreements with the Grantee in July 2024. Subject to the endorsement of the Government, the Grantee can then make preparations for the launch of the Project and start recruiting participating children and mentors upon the signing of agreements. After completion of recruiting participating children and mentors, the three year CDF Projects should commence on 1 November 2024 and the Government reserves the right to advise on the actual commencement date. For Applicant NGOs applying for two consecutive three-year projects under the “one-plus-one-approach”, the Government will award the two consecutive Projects in one-go for approved projects, but confirmation of the Second Project is subject to the satisfactory performance of the Grantee in implementing the First Project and the result of the Interim Assessment to be conducted in accordance with paragraph 22 below. If the Grantee fails to pass the Interim Assessment to the satisfaction of the Government, it will not be entitled to start the Second Project and the relevant Agreement will expire upon the Grantee’s completion of the First Project in accordance with the terms of the Agreement.

### **Time Schedule**

13. The time schedule for the Projects, the First Projects and the Second Projects of Tenth Batch NGO-led Projects (if applicable), is as follows:

<b>Date</b>	<b>Approved Tenth Batch NGO-led Projects / First Projects under “one-plus-one-approach”</b>	<b>Second Projects under “one-plus-one- approach”</b>
27 March 2024	Invitation of applications	
16 April 2024	Briefing session for interested NGOs	

<b>Date</b>	<b>Approved Tenth Batch NGO-led Projects / First Projects under “one-plus-one-approach”</b>	<b>Second Projects under “one-plus-one- approach”</b>
21 May 2024	Closing of applications	
End May – June 2024	Vetting of applications	
July 2024	Announcement of results Award of Projects and signing of agreements with selected NGOs	
Upon signing of agreements	<ul style="list-style-type: none"> <li>• Commencement of service</li> <li>• Start of recruiting participating children and mentors</li> </ul>	
Early/Mid August 2024	<ul style="list-style-type: none"> <li>• Briefing session for awarded NGOs (no briefing session would be arranged for the Second Projects)</li> </ul>	
31 October 2024	<ul style="list-style-type: none"> <li>• Completion of recruiting participating children and mentors</li> </ul>	
1 November 2024	<ul style="list-style-type: none"> <li>• Commencement of the Programmes and Activities</li> </ul>	
1 February – 30 June 2027 (28- 32th month of the First Projects)		<ul style="list-style-type: none"> <li>• Assessment of Grantee’ performance in implementing the First Projects</li> </ul>
31 August 2027 (34th month of the First Projects)		<ul style="list-style-type: none"> <li>• Confirmation of the Second Projects</li> <li>• Signing of supplementary</li> </ul>



<b>Date</b>	<b>Approved Tenth Batch NGO-led Projects / First Projects under “one-plus-one-approach”</b>	<b>Second Projects under “one-plus-one- approach”</b>
		agreements (if applicable)
31 October 2027	<ul style="list-style-type: none"> <li>• Completion of the Programmes and Activities</li> </ul>	
1 November – 31 December 2027	<ul style="list-style-type: none"> <li>• Submission of final reports and settlement of unspent targeted savings of participating children to wrap up the Projects / First Projects</li> <li>• Completion of the Projects / First Projects</li> </ul>	
1 January 2028		<ul style="list-style-type: none"> <li>• Commencement of service</li> <li>• Start of recruiting participating children and mentors</li> </ul>
31 March 2028		<ul style="list-style-type: none"> <li>• Completion of recruiting participating children and mentors</li> </ul>
1 April 2028		<ul style="list-style-type: none"> <li>• Commencement of the Programmes and Activities</li> </ul>
31 March 2031		<ul style="list-style-type: none"> <li>• Completion of Programmes and Activities</li> </ul>

<b>Date</b>	<b>Approved Tenth Batch NGO-led Projects / First Projects under “one-plus-one-approach”</b>	<b>Second Projects under “one-plus-one- approach”</b>
1 April – 31 May 2031		<ul style="list-style-type: none"> <li>• Submission of final reports and settlement of unspent targeted savings of participating children to wrap up the Second Projects</li> <li>• Completion of the Second Projects</li> </ul>

## **Funding**

14. Subject to such adjustment as may be required by the Government, a maximum amount of HK\$27,170 per participating child (including HK\$24,700 training subsidy and HK\$2,470 administrative expenses) will be allocated to the Grantee for conducting the training/programmes for the participating child, his/her parents/guardians and mentor. The Grantee is required to spend at least 60% of the approved training subsidy directly on the participating children.

15. The Government will not accept any liabilities or financial implications arising from the Projects, including the implementation of participating children’s PDPs, beyond the approved funding. The Government reserves the right to request for refund of the allocation, or portion of the allocation on pro-rata basis, in case the First Project and/or Second Project (if applicable) is/are terminated or any participating child(ren) drop(s) out from the First or Second Project (if applicable) pre-maturely for whatsoever reasons or is/are confirmed to be not meeting the eligibility criteria as specified in paragraph 10 above, or the actual number of participating children falls short of the initial target number of participating children.

## **Payment Arrangement**

16. Upon approval of the application and execution of the Agreement, payment will be released to the Grantee in accordance with the terms of the Agreement. The last instalment of grant payment (comprising about 5% of the total grant) will only be issued after the Grantee has delivered all the required number of core programmes and sharing sessions, as well as meeting the Outcome Indicator on achieving short-term targets of PDPs by the end of the Project. The Grantee shall open a Designated Bank Account in accordance with the Agreement. All payment released by the Government for the Project, including the training subsidy, the administrative expenses and Special Financial Incentive for participating children will be paid into and kept at the Designated Bank Account.

17. The Grantee is responsible for implementing an effective and sound financial management system including budget planning, projection, accounting, internal control system and auditing. The Grantee shall maintain a separate set of books and records and supporting documents on financial account on income and expenditure relating to the Project and to make available for inspection by the Government representative. The Grantee shall submit a set of Financial Reports together with an auditor's report signed by a certified public accountant registered under the Professional Accountants Ordinance (Cap. 50) to the SWD in accordance with the terms of the Agreement.

## **Control Mechanism**

18. As children who have participated in CDF Projects before (inclusive of dropout cases regardless of their reported reasons) will not be eligible for subsequent projects (see paragraph 10 above), the Grantee shall seek the consent of the parents/guardians of the selected children to submit the personal data of their children to SWD for checking out duplicated applications before offering places to them.

19. SWD will monitor the quality of services in accordance with the Agreement (including these Service Specifications). For service monitoring, SWD may conduct announced and unannounced visits to assess the actual service delivery and investigate problem performance identified and complaints known to SWD. As and when necessary, SWD may conduct user satisfaction survey for the service unit.

20. To assist SWD in evaluating the services, the Grantee shall provide quarterly statistical returns and yearly submissions in a prescribed format relating to the Output Indicators and Outcome Indicators in paragraphs 25-26 below or specific returns on need basis. The Grantee shall submit financial and auditor's reports and keep separate account statements to record the expenditure. As and when necessary, the Grantee may be required to submit self-evaluation reports on its own service performance, including but not limited to output and outcome performance.

21. The Grantee shall submit quarterly programme plan and its progress update, update on implementation of PDPs and report the latest progress of the Project to the Government and/or the Steering Committee on the CDF as and when required by the Government during the service period.

### **Interim Assessment**

22. Before confirmation of the Second Project, the Grantee's performance in implementing the First Project will be assessed during February to June 2027 (or such other period as may be specified by the Government) ("Interim Assessment"). The Interim Assessment will take into account at least the followings –

- (a) result of the assessment of the Grantee's performance against the Output and Outcome indicators as set out in paragraphs 25-26 below;

- (b) result of the assessment of the Grantee's actual service delivery and performance through announced and/or unannounced visits, interviews with the service co-ordinator/frontline staff of the Project as well as the participating children and/or their parents/guardians;
- (c) the Grantee's performance in guiding and assisting the participants to draw up their PDPs before the end of the second year and implement their PDPs in the second and/or third year (including the planning of the spending of the targeted savings);
- (d) feedback from the participating children and/or their parents/guardians on the effectiveness of the programme/activities in promoting the personal development of the participants, etc.; and
- (e) the Grantee's updated programme plan, plan on seeking matching contributions/mentors and improvement measures for the Second Project to be submitted as and when requested by the Government.

### **Performance Assessment**

23. Unless otherwise specified by the Government, the Grantee must commence the Programmes and Activities of the Project / First Project on 1 November 2024 and the Second Project on 1 April 2028. The Programmes and Activities of each Project shall be completed three years after date of commencement (including targeted monthly savings, implementation of PDPs and training programmes for participating children, parents/guardians and mentors or such other period as may be specified by the Government).

24. SWD will be responsible for monitoring the progress of the Project, the First Project and the Second Project (if applicable). A set of Output and Outcome Indicators as set out in the table below (or such other indicators proposed by the Grantee and agreed by the Government) will be adopted to assess the performance of the services provided by the Grantee. Besides, SWD reserves the right to request supplementary information/data for monitoring purpose.

25. Output indicators for single Project, each of the First Project and the Second Project (if applicable):

<b>Output Standard</b>		<b>Agreed Level</b>
1	Total number of participating children	<ul style="list-style-type: none"> <li>■ Between the range of 25 (being the minimum required number) and 100 (being the ceiling number, with a flexibility of 15% upward adjustment) per project</li> </ul>
2	Amount of matching contribution	<ul style="list-style-type: none"> <li>■ At 1:1 for each participating child, with a maximum of HK\$4,800 for each participating child</li> </ul>
3	Total number of mentors	<ul style="list-style-type: none"> <li>■ At least 1:3 for the mentors to mentees (participating children)</li> </ul>
4	Total number of participating children who have worked out the PDPs	<ul style="list-style-type: none"> <li>■ At least 80% of participating children have worked out the PDPs at the end of the second year of Project</li> </ul>

<b>Output Standard</b>		<b>Agreed Level</b>
5	Total number of core programmes on training/community services opportunities to the participating children	<ul style="list-style-type: none"> <li>■ 10 core programmes in total [Note 2] - four times a year for each participating child for the first two years, and twice for the third year[Note 3]; and</li> <li>■ At least 80% of the participating children have attended at least 7 out of the 10 programmes throughout the 3-year Project</li> </ul>
6	Total number of core programmes on training to parents/guardians to engage them in life planning and financial planning for the children	<ul style="list-style-type: none"> <li>■ Five core programmes in total - 3 core programmes in the first year and 2 core programmes in the second year[Note 4]; and</li> <li>■ At least 70% of the parents/guardians have attended not less than 4 out of the 5 programmes throughout the 3-year Project</li> </ul>
7	Total number of core programmes on training and guidance to the mentors	<ul style="list-style-type: none"> <li>■ Five core programmes in total - 3 core programmes in the first year and 2 core programmes in the second year [Note 5]; and</li> </ul>

<sup>2</sup>The Grantees are welcome to provide more training programmes to participating children, parents/guardians and mentors on top of the prescribed number and themes of core training programmes. They are required to provide core programmes and sharing sessions. Core programmes must be delivered according to the timeframe set by the Government and cover the designated themes. Sharing sessions should be separated from core programmes. Kick-off ceremony should not be counted as core programme nor sharing session in any event.

<sup>3</sup> The core programmes for participating children shall cover: (i) self-awareness, self-confidence and personal development; (ii) communication skills, interpersonal skills and social relationship; (iii) financial management and planning; (iv) interest nurturing and habit development and (v) capability building.

<sup>4</sup> The core programmes for parents/guardians shall cover: (i) understanding children and teenagers; (ii) financial management and planning; (iii) supporting children to implement PDPs and life planning; (iv) intergenerational relations/family relations; (v) communication skills and parenting skills.

<sup>5</sup> The core programmes for mentors shall cover: (i) understanding children and teenagers; (ii) financial management and planning; (iii) supporting children to design and execute PDPs; (iv) intergenerational relations/ family relations; and (v) communication and emotional support skills and handling special issues.

<b>Output Standard</b>		<b>Agreed Level</b>
		<ul style="list-style-type: none"> <li>■ At least 70% of the mentors have attended not less than 4 out of the 5 programmes throughout the 3-year Project</li> </ul>
8	Total number of sharing sessions for children, their parents/guardians, mentors and donors, etc.	<ul style="list-style-type: none"> <li>■ Once a year for the first two years; and</li> <li>■ At least 70% attendance rate among all children, their parents/guardians, mentors and donors for each sharing session</li> </ul>
9	Total number of gatherings/communications between the mentors and the participating children	<ul style="list-style-type: none"> <li>■ Monthly gatherings/communications between the mentors and the participating children; and</li> <li>■ In each month, at least 70% of the paired-up mentors/mentees have at least one time of gathering/communication</li> </ul>

26. Outcome indicators for each Project, each of the First Project and the Second Project (if applicable):

<b>Outcome Standard</b>		<b>Agreed Level</b>
1	Success rate of participating children who can complete the 2-year savings plan	At least 70%
2	Success rate of participating children who can achieve short-term targets of the PDPs with utilisation of some targeted savings by the end of the third year	At least 70%



27. For those Project(s) which (i) fail(s) to deliver the required Output and/or Outcome Standards as stipulated at paragraphs 25-26 above upon completion of the Project, (ii) fail(s) to deliver the higher pledged level of Output and/or Outcome Indicator(s) and/or additional indicator(s) upon the completion of Project(s), or (iii) fail(s) to submit the financial reports as set out in the prescribed date persistently, as and when necessary, it would be recorded down and marks may be deducted in vetting when the Applicant NGO and Partner NGO(s) submits next application for CDF Project in future.

### **Safeguard of National Security**

28. The Grantee or any partner NGO(s) should be aware that the Government may immediately terminate the Agreement upon the occurrence of any of the following events –

- (a) the Grantee has engaged or is engaging in acts or activities that are likely to constitute or cause the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security;
- (b) the continued engagement of the Grantee or the continued performance of the Agreement is contrary to the interest of national security; or
- (c) the Government reasonably believes that any of the events mentioned above is about to occur.

### **Corruption Prevention and Probity Requirements**

29. It is the responsibility of the Grantee to ensure that its management, board members, staff and Partner NGO(s) comply with the Prevention of Bribery Ordinance (Chapter 201 of the Laws of Hong Kong) and the relevant

requirements. The Grantee shall prohibit the members, staff and Partner NGO(s) from offering, soliciting or accepting advantages when discharging their duties under this Service Specifications. With regard to the provision of the related services, the Grantee shall avoid and declare any conflict of interest. The Grantee shall also make reference to the relevant guidelines on corruption prevention and probity requirements to uphold integrity in every aspect, including but not limited to the governance structure, internal control, financial/fund management, procurement, staff administration, delivery of services/activities, management of maintenance works as set out in the “Best Practice Checklist on Governance and Internal Control in Non-Governmental Organisations” and the “Integrity and Corruption Prevention Guide on Managing Relationship with Public Servants” issued by the Independent Commission Against Corruption.

# *Chapter 4*

## *Assessment Mechanism*

## Assessment of Application

### 1. *Mandatory Requirements*

Only applications having met all the mandatory requirements set out below shall be considered for quality assessment –

- (a) the applicant NGO and the Partner NGO(s) (if any) must be charitable organisations exempt from tax under Section 88 of the Inland Revenue Ordinance (Cap. 112) in Hong Kong;
- (b) the applicant NGO and the Partner NGO(s) (if any) have not/ will not applied/ apply or received/ receive any public funding (other than CDF) for the proposed project(s);
- (c) if the applicant NGO and the Partner NGO(s) (if any) decided to apply for two consecutive three-year projects under the “one-plus-one” approach, the Applicant NGO and the Partner NGO(s)(if any) are applying to operate two consecutive projects in the same districts/areas;
- (d) the proposed project comprises three major components, namely PDPs, mentorship programme and targeted savings;
- (e) the proposed project offers between 25 (being the minimum required number ) and 100 places (being the ceiling number, with a flexibility of 15% upward adjustment) for Primary Three to Primary Six students in 2024/25 school year, irrespective of age;
- (f) the proposed project shall meet the minimum mentor-to-mentee ratio at 1:3;
- (g) the proposed project shall meet the 1:1 matching contribution ratio;
- (h) Part Three (II) of the Application Form should be duly signed by the Board Chairperson or Head of the applicant NGO; and
- (i) the application is submitted in the application form before the deadline as stipulated in Chapter 2 - How to Apply.

2. A vetting committee consists of members of the Labour and Welfare Bureau and the SWD (“**Vetting Committee**”) will be set up to assess the quality aspects of the applications according to the weighting set out at **Attachment 1** to this Chapter. Detailed information to be included in the application is set out at **Attachment 2** to this Chapter.
3. In general, the assessment will be based on the following factors relevant to the applicants-
  - (a) relevant experience in the provision of children and youth (aged 6 to 24) services in Hong Kong;
  - (b) relevant experience in organising mentorship programme for children and youth in Hong Kong;
  - (c) availability of site(s)/venue(s) and relevant experience in the provision of children and youth services in the serving district/area;
  - (d) target number of participating children (minimum 25);
  - (e) ability/ measures to recruit the participating children, the availability of support network/ ability to establish and maintain effective network with other organisations in the district/ area (including that for recruitment of children of ethnic minorities, with disabilities or living in cubicle apartments/sub-divided units);
  - (f) ability/ measures to recruit adequate mentors to meet the pledged mentor-to-mentee ratio;
  - (g) ability to provide services/programmes/activities to participating children, parents/guardians and mentors;
  - (h) ability/ measures to retain the participating children and mentors throughout the project period and to encourage their participation in the trainings/ community services/ sharing sessions;
  - (i) ability to seek matching contributions from the NGO network, business sector, and/or individual donors;
  - (j) ability to monitor the accounts of the participating children and donations received;

- (k) mechanism to handle complaints related to the project(s);
- (l) ability to recruit or deploy suitable staff personnel to implement and monitor the Project(s); and
- (m) ability to provide overall project evaluation, monitoring, use of information technology, enhanced achievement level of output/ outcome indicators and/ or availability of additional indicators.

Upon confirming the capability of an Applicant in operating a CDF Project, the Vetting Committee would further assess the suitability of the Applicant in operating the Second three-year CDF Project under the “one-plus-one-approach”.

4. Extra marks will be given to the applicant NGOs who can demonstrate in the applications that they –

- (a) can recruit more than 100 participating children in each project;
- (b) pledge a mentor-mentee ratio higher than the mandatory minimum requirement of 1:3;
- (c) have established networks with children of ethnic minorities or with disabilities or have detailed plans for recruiting them and have the capacity to provide adequate support for them throughout the project period;
- (d) have established networks with or have concrete and feasible recruitment plans for children living in cubicle apartments/sub-divided units; or
- (e) pledge additional output/ outcome indicators or enhanced achievement level of the output/ outcome indicators.

5. A set of output and outcome indicators, as set out in paragraph 25-26 of **Chapter 3 - Service Specifications**, will be adopted to assess the performance of the services provided by awarded operating NGOs. The applicant may propose additional output/ outcome indicators apart from those specified and/or higher attainment level for the consideration of the Vetting Committee.

6. For those applicant NGOs having operated NGO-led CDF Projects in the past, their past performance in implementing the Projects will also be considered by the Vetting Committee. For previous Project(s) which (i) failed to deliver the required output and/ or outcome standards as stipulated at paragraph 25-26 of Chapter 3 – Service Specifications upon completion of the Project, (ii) failed to deliver the higher pledged level of output and/ or outcome indicator(s) and/ or additional indicator(s) upon the completion of Project(s), or (iii) failed to submit the financial reports as set out in the prescribed date persistently, as and when necessary, it would be recorded down and marks may be deducted in vetting.

**Attachment 1 - Weighting for Quality Assessment for the Applications for the Tenth Batch of CDF Projects**

<b>Quality Aspects (factors for quality assessments being stipulated in Chapter 4 – Assessment Mechanism)</b>	<b>Relative weighting (by %)</b>
<b><i>Relevant Experiences &amp; Venues (6%)</i></b>	
1. Relevant experience in the provision of children and youth (aged 6 to 24) services in Hong Kong in the past three years ( from 1 March 2021 to 29 February 2024)	1%
2. Relevant experience in organising mentorship programme for children and youth (aged 6 to 24) in Hong Kong in the past three years ( from 1 March 2021 to 29 February 2024)	1%
3. Availability of site(s)/venue(s)/service provision in the serving district/area	4%
<b><i>Ability to recruit/ retain target children/ suitable mentors and deliver planned services (70%)</i></b>	
4. Target number of participating children	1%
5. Ability/measures to recruit the participating children, the availability of support network/ability to establish and maintain effective network with other organisations in the district/area (including that for recruitment of children of ethnic minorities, with disabilities or living in cubicle apartments/sub-divided units)	17%
6. Ability/measures to recruit adequate mentors to meet the pledged mentor-to-mentee ratio	19%
7. Ability to provide services/programmes/activities to participating children, parents/guardians and mentors	9%
8. Ability/measures to retain the participating children and mentors throughout the project period and to encourage their participation in the trainings/community services/sharing sessions	24%
<b><i>Ability to secure matching contributions (6%)</i></b>	
9. Ability to seek 1:1 matching contributions from the NGO network, business sector, and/or individual donors	6%
<b><i>Financial Management (4%)</i></b>	
10. Ability to monitor the accounts of the participating children and donations received	4%
<b><i>Human Resource Management (9%)</i></b>	
11. Mechanism to handle complaints related to the project	3%
12. Ability to recruit or deploy suitable staff personnel with relevant experience to implement and monitor the project	6%
<b><i>Added-value Measures Relating to Service Performance and Monitoring (5%)</i></b>	
13. Ability to provide overall project evaluation, monitoring, use of information technology, enhanced achievement level of output/outcome indicators and /or availability of additional indicators	5%
<b>Total</b>	<b>100%</b>

Notes: Marks may be deducted in vetting if the applicant NGO(s) has/have under-performance in previous batch(es) of CDF Project(s), including (i) failure to deliver the required output and outcome standards as stipulated at paragraphs 25 and 26 of Chapter 3 – Service Specifications upon completion of the Project, (ii) failure to deliver the higher pledged level of output/outcome indicator(s) and/or additional indicator(s) upon completion of the Project, and (iii) failure to submit the financial reports as set out in the prescribed date persistently.



## **Attachment 2 - Information to be Included in the Application**

1. Target district(s)/area(s) for the projects
  - Please state the district(s)/area(s) where the organisation intends to operate the projects.
2. Authenticity of charity status
  - Documentary proof showing that the organisation has been exempted from tax under Section 88 of the Inland Revenue Ordinance (Cap. 112) in Hong Kong.
3. Relevant experience in the provision of children and youth services in Hong Kong
  - Experience in providing recognised children and youth services in Hong Kong in the past three years (including subvented or self-financing welfare services).
4. Relevant experience in organising mentorship programme for children and youth in Hong Kong
  - Experience in organising recognised mentorship programme for children and youth in Hong Kong in the past three years (including subvented or self-financing welfare services).
5. Availability of site(s)/venue(s)/service provision in each serving district/area
  - Details of centre base and/or venues suitable for running programmes in each serving district/area.
  - Relevant experience in the provision of children and youth services
6. Target number of participating children
  - The target number of participating children for the single project / each of the First and Second Projects.

7. Ability/measures to recruit the participating children, the availability of support network/ability to establish and maintain effective network with other organisations in the district/area (including that for recruitment of children of ethnic minorities, with disabilities or living in cubicle apartments/sub-divided units).

- 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). NGOs are free to partner with schools/churches/local organisations on recruitment of participating children.
- Familiarity with local scene (e.g. district/area characteristics, population profile, social resources etc.).
- Description on the mechanisms, strategy and approach in recruiting the participating children.
- Information on any established networks with children of ethnic minorities, with disabilities or living in cubicle apartment/sub-divided units, or have detailed plans for recruiting them; and the capacity to provide adequate support for them throughout the project period.

8. Ability/measures to recruit adequate mentors to meet the pledged mentor-to-mentee ratio

- Pledged mentor-to-mentee ratio.
- Description on selection criteria for mentors.
- Information with supporting document(s) on any established networks with organisations/strategic partners for recruiting mentors for the single project / First Project. NGOs are free to partner with schools/churches/local organisations on recruitment of mentors.
- Description on the plan for recruiting mentors for the Second Project (if applicable).
- The mechanisms to recruit and supervise them.

9. Ability to provide services/programmes/activities to participating children, parents/guardians and mentors

- Description on strategies to ensure the participating children have worked out the PDPs as at the end of the second year of Project.
- 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.
- 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.).

10. Ability/measures to retain the participating children and mentors throughout the project period and to encourage their participation in trainings/ community services/sharing sessions

- Description on possible factors for withdrawal or low attendance rates of participating children/ mentors and the corresponding strategies on retention and measures to overcome withdrawal/passive participation.
- Description on the strategies to assist/facilitate the participating children and families to complete their savings programme, as well as 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, and to cope with withdrawal of participating children and/or mentors.

11. Ability to seek matching contribution from the NGO network, business sector, and/or individual donors

- For NGOs that have already secured donations from the NGO network, business sector/individual donors for providing matching contribution to the First Project, please also provide the following information:
  - Written confirmation(s) of the amount and purpose of donations of the partnering business sector/non-profit making organisations/individual donors.
  - Basic information of the company/organisation/individual (e.g. name contained in the HKID card, business address, company name and business registration number, nature of business, information on the non-profit making organisation, etc. where applicable) of the donors.
  - 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.
- 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 of the First Project should be specified.
- Description on the plan in seeking sufficient donations for the proposed number of participating children of the Second Project.

12. Ability to monitor the accounts of the participating children and donations received

- 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 Special Financial Incentives to the participating children after they have completed the savings programme).

13. Mechanism to handle complaints related to the projects

- Description on the proposed mechanisms in handling complaints related to the projects.

14. Ability to recruit or deploy suitable staff personnel to implement and monitor the project

- Specification on the qualification and experience of staff being engaged or deployed for the project, appropriate training to the staff concerned, the structure of staff supervision and any back up/support from the parent agency as applicable.

15. Ability to provide overall project evaluation, monitoring, use of information technology, enhanced achievement level of output/outcome indicators and /or availability of additional indicators

- Description on the internal mechanism to monitor and evaluate the service quality standards, outputs and outcomes etc. and effective use of information technology to facilitate communication between participating children and mentors and the applicant's monitoring of the project.
- Additional output indicators or enhanced achievement level of the output indicators as set out in paragraph 25 of the Service Specifications, if any.
- Additional outcome indicators or enhanced achievement level of the outcome indicators as set out in paragraph 26 of the Service Specifications, if any.

\* If the Grantee fails to deliver the higher pledged level of output/outcome indicator(s) and/or additional indicator(s) upon the completion of project, it would be recorded down for the purpose of deduction of their marks when the applicant school submits next application for CDF project in future.

16. Synergy in implementing two consecutive CDF projects (if applicable)

- Description on the capacity / facilitation (e.g. staffing, network, premises, etc.) of the operating NGO to ensure it has appropriate support in implementing the two consecutive CDF projects.
- Description on the methods to roll over mentors, donors and/or other resources/network from the First Project to the Second Project.

# *Chapter 5*

## *Application Form*

# 兒童發展基金 *Child Development Fund*

## 第十批計劃 The Tenth Batch of Projects

### 申請表格 Application Form

#### 遞交申請須知

1. 截止申請日期為 2024 年 5 月 21 日下午 5 時正(逾期申請將不獲考慮)
2. 申請表格以 PDF 格式備存。申請機構須使用 Adobe Reader 以閱讀及填寫預設的 PDF 格式文件，並以此格式遞交申請表格。
3. 申請表格應按預設的字型和大小以英文或中文填寫。
4. 就申請表格內每條問題，申請機構必須於預設位置內填寫建議內容及在選項方格中選取適當的選項，任何以附頁或通過修改 PDF 格式文件提交的額外內容一般不會作考慮。
5. 如申請機構(機構)揀選超過一個區域／地區推行計劃，請就每一個已選的區域／地區填寫及遞交一份獨立的第二部分資料。
6. 政府會同時以單一計劃形式以及「一加一模式」推出今個批次的兒童發展基金計劃。機構可以申請一個三年計劃或以「一加一模式」申請兩個三年計劃，而從未營辦過兒童發展基金計劃的機構只可以申請一個三年計劃。在「一加一模式」下，每間獲選的機構會獲批兩個分別為期三年的計劃(即第一個計劃和其後的第二個計劃)，但第二個計劃獲確認與否，將視乎該機構推行第一個計劃時的表現。該機構在營辦第一個計劃時的表現如被評為令人滿意，便可在第四年開展第二個計劃。除非另有說明，申請機構在此申請表格所提供的計劃資料將同時適用於第一個和第二個計劃。
7. 申請機構須於申請表格第一部分(II)「強制性的要求」作出確認。
8. 申請表格第三部分(II)「申請機構聲明及同意書」須由申請機構的董事會主席或總幹事簽署。
9. 遞交申請表格時必須夾附下列文件：
  - i) 填妥及完整的申請表格
  - ii) 伙伴機構就配對捐款，及／或協助招募友師所發出的書面證明(如適用)
  - iii) 信託基金成立及管理的證明及其他背景資料(若捐贈是來自由商業或非牟利機構所成立及管理的信託基金)

iv)- viii)項只適用於目前並無接受社會福利署資助的機構（包括合辦機構）

iv) 有關註冊文件的副本

v) 機構董事會成員名單

vi) 機構管理架構圖

vii) 機構組織章程大綱及細則

viii) 機構上一年度的經審計的帳目或最近經核證的管理帳目

10. 申請機構須於截止申請時間前將填妥及簽妥的指定申請表格連同所需文件以電郵方式遞交至以下電郵地址或直接送達以下通訊地址。基金不接受以郵寄方式遞交的申請。申請機構只須提交一份申請。如有任何重複提交，社署將以最後一份收悉的申請表格為準。

電郵地址: scdf@swd.gov.hk

通訊地址: 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

### Points to note on submission of application

1. **The deadline of application is 5 p.m. on 21 May 2024 (Late application will not be considered).**
2. The application form is in PDF format. Adobe Reader is required to view and fill in the form. **Please send application form in the default PDF format.**
3. The application form should be typed **in English or in Chinese with default font type and size.**
4. The Applicant Non-governmental Organisation (NGO) has to complete all items of the application form and select the checkbox as appropriate, additional **contents provided in additional sheets or by altering the default format of the PDF file will NOT normally be considered.**
5. If Applicant NGO has selected more than one district/area, please **complete and submit an individual copy of Part Two for EACH selected district/area.**
6. The Government will adopt both single project and “**one-plus-one**” approach for this batch of Child Development Fund projects. NGOs can apply for one three-year project or two three-year project under “one-plus-one” approach. Applicant NGO, having not ever run any CDF projects, may only apply for implementing a three-year project. Under “one-plus-one” approach, each selected NGO would be awarded two 3-year projects (i.e. First Project followed by Second Project) in one go but the confirmation of the Second Project is subject to the performance of NGO in implementing the First Project. If the NGO’s performance in operating the First Project is assessed to be satisfactory, it could start implementing its Second Project in the fourth year. Unless otherwise specified, the information provided by the NGO under this application form is applicable to both the First and Second Projects (if applicable).



7. The Applicant NGO must confirm meeting all the requirements under Part One (II) “Mandatory Requirements”.
8. The declaration in Part Three (II) must be **duly signed** by the **Board Chairperson or Head of the applicant organisation**.
9. When submitting application, the following documents should be attached:
  - i) a completed application form in full set;
  - ii) the confirmation letter(s) for donations for matching contribution and/or provision of mentors (if any);
  - iii) proven evidence on the setup and management as well as the information on the background of the trusts/foundations (if the donations come from charitable trusts/foundations established or managed by business corporations/non-profit making organisations)

*Items iv)- viii) are only for NGOs currently not receiving Social Welfare Department subventions*

- iv) Copies of relevant registration document
  - v) List of the board of directors
  - vi) Organisation chart
  - vii) Organisation’s Constitution or Memorandum and Articles
  - viii) The audited accounts of the organisation of the previous year or certified management accounts
10. The full set of duly signed application form together with the required document(s) should reach the CDF office via email to the following email address or by hand to the following correspondence address before the deadline. Application by post will not be accepted. Applicant NGO only needs to submit one application. In the event of any duplicated submissions, the latest version received by SWD shall prevail.

Email address: [scdf@swd.gov.hk](mailto:scdf@swd.gov.hk)

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

## 申請機構主導計劃

### Application for the NGO-led Project

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- 第十批機構主導計劃  
The Tenth Batch of NGO-led Project
- 第十批機構主導計劃（「一加一模式」）  
The Tenth Batch of NGO-led Project (“one-plus-one”)

除非另有說明，申請機構在此申請表格所提供的計劃資料將同時適用於第一個和第二個計劃。

Unless otherwise specified, the project information provided by the applicant organisation under this application form is applicable to both the First and Second Projects.

#### 第一部分       ： 基本資料 Part One        ： General information

#### (I)        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)

（有意營辦計劃的機構可單獨遞交申請表格，亦可與其他機構合作，提交共同申請表格。如提交共同申請表格，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，其他的為合辦機構。）

(Interested NGOs may submit application(s) on their own, or collaborate with other NGO(s) to submit joint application(s). 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, while the others are partner NGO(s).)

申請機構名稱：

Name of Applicant NGO：

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申請機構行政總裁或總幹事：

Head of the Applicant NGO：

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總辦事處地址：

Address of Headquarters：

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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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貴機構從何得知有關兒童發展基金（基金）的資訊：(可選擇多於一項)

How did your organisation learn the information of the Child Development Fund (CDF) :  
(choosing more than one item is allowed)

- 基金網頁 Child Development Fund (CDF)'s website (www.cdf.gov.hk)
- 社署網頁 SWD's website (www.swd.gov.hk)
- 政府新聞公報 Government Press Release
- 地區會議 District Meetings
- 宣傳活動 Publicity Activities
- 其他 Others (請註明 Please specify: \_\_\_\_\_)

貴機構獨自申請，或與其他機構聯合申請？

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
- 與其他機構聯合申請（請列出合辦的機構名稱）  
A joint application with other NGO(s) [Please list the name(s) of the other NGO(s)  
below]

合辦機構(1)

Partner NGO (1) \_\_\_\_\_

合辦機構(2)

Partner NGO (2) \_\_\_\_\_

## (II) 強制性的要求 Mandatory requirements

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申請表格必須符合全部下列的要求，方會獲考慮作質素評估。申請機構須確認是否已符合下列全部要求：

Only application meeting all the mandatory requirements set out below will be considered for quality assessment. Applicant NGO must confirm whether all the requirements set out below are met:

- 是 Yes  
 否 No

1. 申請機構及所有合辦機構必須是根據香港《稅務條例》第 112 章第 88 條獲豁免繳稅的慈善團體；  
The applicant NGO and all partner NGO(s) must be charitable organisations exempt from tax under Section 88 of the Inland Revenue Ordinance (Cap. 112) in Hong Kong;
2. 申請機構及任何合辦機構不曾／不會就建議的計劃申請或接受任何的公帑資助（兒童發展基金除外）；  
The applicant NGO and any partner NGO(s) has(ve) not/will not applied/apply or received/receive any public funding other than CDF for the proposed projects;

3. 申請機構及任何合辦機構申請在同一區域／地區連續營辦兩個計劃；  
The applicant NGO and any Partner NGO(s) is/are applying to operate two consecutive projects in the same districts/areas;
4. 建議的計劃由三個元素組成，分別是個人發展規劃、師友配對和目標儲蓄；  
The proposed project(s) shall consist of three major components, namely personal development plans, mentorship programme and targeted savings;
5. 建議的計劃將提供介乎 25 至 100 個名額予就讀小三至小六的兒童(不論其年齡)。每一個計劃額外招募的兒童人數不得超過建議承諾數目的 15%；  
The proposed project(s) shall offer 25 to 100 places for 3 to Primary 6 students (irrespective of their age). The additional number of children shall be no more than 15% of the pledged number for each project;
6. 建議計劃的友師與參加兒童比例最低須達 1:3;  
The proposed project(s) shall meet the minimum mentor-to-mentee ratio at 1:3;
7. 建議的計劃符合 1:1 配對捐款比例；及  
The proposed project(s) shall meet the 1:1 matching contribution ratio; and
8. 申請機構的董事會主席或總幹事已在此申請表格的第三部分(II)簽妥。  
This application form is duly signed by the Board Chairperson or Head of the Applicant NGO on Part Three (II)

備註：如申請機構建議多於一個計劃，只有符合全部上述要求的建議，方會獲考慮作質素評估。

Note: If more than one project is proposed by the applicant NGO, only those projects which meet all the above mandatory requirements will be considered for quality assessment.

**(III) 此部分只適用於目前並無接受社署資助的機構填寫**  
(如為聯合營辦的申請，請提供所有沒有接受社署資助的機構的背景資料)

**This section is only applicable to NGOs which are not currently receiving subventions from SWD**

**[If this is a joint application, please provide the information of all the NGO(s) not receiving subventions from SWD]**

1. 申請機構 Applicant NGO

\_\_\_\_\_ (申請機構名稱)已根據以下條例註冊：

\_\_\_\_\_ (Name of applicant NGO) is registered under the following ordinance:

- «公司條例» 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：  
Background of the applicant NGO, including mission, brief history, source of operating expenses, and core welfare services provided :

(請夾附機構董事會成員名單、機構管理架構圖、機構組織章程大綱及細則，以及機構上一年度的經審計帳目或最近經核證的管理帳目，請參閱第三部分(I) 遞交申請文件清單 4 至 8 項。)

(Please attach a list of the board of directors, an organisation chart, organisation's Constitution or Memorandum and Articles and the audited accounts of the organisation of the previous year or certified management accounts as stated in the **Checklist items 4 to 8 of Part Three (I).**)

**宗旨 Mission :**

**簡史 Brief History :**

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

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

2. 合辦機構(1) (如適用) Partner NGO (1) (if applicable)

\_\_\_\_\_ (合辦機構名稱) 已根據以下條例註冊:

\_\_\_\_\_ (Name of Partner NGO) is registered under the following ordinance:

- «公司條例» 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)

合辦機構的背景，包括宗旨、簡史、經費來源、主要提供的福利服務：

Background of the partner NGO, including mission, brief history, source of operating expenses, and core welfare services provided :

(請夾附機構董事會成員名單、機構管理架構圖、機構組織章程大綱及細則，以及機構上一年度的經審計帳目或最近經核證的管理帳目，請參閱第三部分(I) 遞交申請文件清單 4 至 8 項。)

(Please attach a list of the board of directors, an organisation chart, organisation's Constitution or Memorandum and Articles and the audited accounts of the organisation of the previous year or certified management accounts as stated in the **Checklist items 4 to 8 of Part Three (I).**)

**宗旨 Mission :**

**簡史 Brief History :**

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

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

3. 合辦機構(2) (如適用) Partner NGO (2) (if applicable)

\_\_\_\_\_ (合辦機構名稱)已根據以下條例註冊:

\_\_\_\_\_ (Name of Partner NGO) is registered under the following ordinance:

- «公司條例» 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)

合辦機構的背景，包括宗旨、簡史、經費來源、主要提供的福利服務：

Background of the partner NGO, including mission, brief history, source of operating expenses, and core welfare services provided :

(請夾附機構董事會成員名單、機構管理架構圖、機構組織章程大綱及細則，以及機構上一年度的經審計帳目或最近經核證的管理帳目，請參閱第三部分(I) 遞交申請文件清單 4 至 8 項。)

(Please attach a list of the board of directors, an organisation chart, organisation's Constitution or Memorandum and Articles and the audited accounts of the organisation of the previous year or certified management accounts as stated in the **Checklist items 4 to 8 of Part Three (I).**)

**宗旨 Mission :**

**簡史 Brief History :**

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

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

**(IV) 有關經驗  
Relevant experience**

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1. 申請機構及所有合辦機構**過去三年**（二零二一年三月一日至二零二四年二月二十九日）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 and all partner NGO(s)' experience in the provision of services for children and youth (aged 6 to 24) in Hong Kong **in the past 3 years** (1 March 2021 – 29 February 2024):  
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) 支援活動、(c) 發展和社交活動或 (d) 社區參與活動；**及**  
*Children and youth services refer to (a) guidance and counselling; (b) supportive programmes; (c) developmental and socialisation programmes or (d) community engagement 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, and number of participants not less than 6 and attendance rate not less than 70%.*

申請機構 Applicant NGO

- 0 次 0 times  
 共 30 次或以下 30 times or below  
 共 31 次或以上 31 times or more

合辦機構(1) (如適用) Partner NGO (1) (if applicable)

(只適用於聯合營辦的申請 Only applicable to joint application)

- 0 次 0 times  
 共 30 次或以下 30 times or below  
 共 31 次或以上 31 times or more

合辦機構(2) (如適用) Partner NGO (2) (if applicable)

(只適用於聯合營辦的申請 Only applicable to joint application)

- 0 次 0 times  
 共 30 次或以下 30 times or below  
 共 31 次或以上 31 times or more

2. 申請機構及所有合辦機構過去三年（二零二一年三月一日至二零二四年二月二十九日）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 and all partner NGO(s)' experience in organising mentorship programme for children and youth (aged 6 to 24) in Hong Kong **in the past 3 years** (1 March 2021 – 29 February 2024):

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; and number of participants not less than 6; and attendance rate not less than 70%.*



申請機構 Applicant NGO

- 0 次 0 times  
 共 1 次至 15 次 1 to 15 times  
 共 16 次或以上 16 times or more

合辦機構(1) (如適用) Partner NGO (1) (if applicable)

(只適用於聯合營辦的申請 Only applicable to joint application)

- 0 次 0 times  
 共 1 次至 15 次 1 to 15 times  
 共 16 次或以上 16 times or more

合辦機構(2) (如適用) Partner NGO (2) (if applicable)

(只適用於聯合營辦的申請 Only applicable to joint application)

- 0 次 0 times  
 共 1 次至 15 次 1 to 15 times  
 共 16 次或以上 16 times or more

**(V) 推行計劃的區域／地區**  
**District/area of the projects**

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1. 請揀選服務區域／地區。如選擇超過一個區域／地區，需就揀選的每一個區域／地區填寫及遞交一份獨立的第二部分資料  
Please select the district(s)/area(s). If more than one district/area are selected, an individual copy of Part Two should be completed and submitted for EACH district/area selected.
- 港島 [包括中西南及離島區 (不包括東涌) 和東區及灣仔區]  
Hong Kong Island [including Central, Western, Southern & Islands District (excluding Tung Chung) and Eastern & Wan Chai District]
- 東涌  
Tung Chung
- 觀塘區  
Kwun Tong District
- 黃大仙 (包括新蒲崗及慈雲山)  
Wong Tai Sin (including San Po Kong and Tsz Wan Shan)
- 西貢 (包括將軍澳)  
Sai Kung (including Tseung Kwan O)
- 九龍城及油尖旺區  
Kowloon City and Yau Tsim Mong District
- 深水埗區  
Sham Shui Po 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 (包括天水圍)  
Yuen Long District (including Tin Shui Wai)

2. 除以上揀選的區域／地區外，如在其他區域／地區沒有合適／或足夠的合適建議，貴機構是否有興趣考慮在有關區域／地區推行計劃？如有興趣，請選擇有興趣的區域／地區，惟暫時毋須就相關區域／地區遞交第二部分資料。

Apart from the district(s)/area(s) selected above, please also indicate whether your organisation would like to be considered for taking up projects in those district(s)/area(s) where there is/are inadequate number of suitable application(s). Applicant NGO is not required to submit Part Two for the relevant district(s)/area(s) at this stage.

- 港島 [包括中西南及離島區 (不包括東涌) 和東區及灣仔區]  
Hong Kong Island [including Central, Western, Southern & Islands District (excluding Tung Chung) and Eastern & Wan Chai District]
- 東涌  
Tung Chung
- 觀塘區  
Kwun Tong District
- 黃大仙 (包括新蒲崗及慈雲山)  
Wong Tai Sin (including San Po Kong and Tsz Wan Shan)
- 西貢 (包括將軍澳)  
Sai Kung (including Tseung Kwan O)
- 九龍城及油尖旺區  
Kowloon City and Yau Tsim Mong District
- 深水埗區  
Sham Shui Po 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 (包括天水圍)  
Yuen Long District (including Tin Shui Wai)
- 不會在揀選以外的區域／地區推行計劃  
Not to take up projects in district(s)/area(s) other than selected

**第二部分** : 計劃詳情  
**Part Two** : **Details of the projects**

(如申請機構揀選超過一個區域／地區，請就每一個已選的區域／地區填寫及遞交一份獨立的本部分資料)

(If Applicant NGO selects more than one district/area, please complete and submit an individual copy of this part for EACH selected district/area)

申請機構需根據此部分規定提供第一個及第二個計劃(如適用)資料。請注意，就第二個計劃下列的服務承諾水平需最少與第一個計劃相同或提高承諾水平，否則第二個計劃所提供的資料將不會於質素評估中被考慮：

- (i) 參加計劃的兒童目標人數；
- (ii) 友師與參加計劃兒童的目標比例；
- (iii) 為參加計劃的兒童、其父母／監護人及友師提供的服務／活動數目；及
- (iv) 額外服務量／成效指標及／或提高達標水平 (如適用)

**Applicant NGO needs to provide information for the First and Second Projects (if applicable) as specified in this section. Please note the pledged service level for the following aspects of the Second Project should remain at the same level as the First Project or pledged at a higher level, otherwise, the information provided for the Second Project will not be considered in the quality assessment:**

- (i) target number of participating children ;
- (ii) target mentor-to-mentee ratio ;
- (iii) the quantity of Services/Programmes/Activities provided for the Participating Children, their Parents/Guardians and Mentors; and
- (iv) the no. of additional Output/Outcome Indicator(s) and/or Enhanced Achievement Level (if applicable).

申請機構名稱：

Name of Applicant NGO : \_\_\_\_\_

**(I) 計劃資料**  
**Project information**

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1. 第一個計劃的名稱 : \_\_\_\_\_ (中文)  
First Project title : \_\_\_\_\_ (in English)
  
2. 第二個計劃的名稱 (如適用) : \_\_\_\_\_ (中文)  
Second Project title (if applicable): \_\_\_\_\_ (in English)
  
3. 推行計劃的區域／地區 : \_\_\_\_\_  
District/area of the projects : \_\_\_\_\_

4. 參加計劃的兒童的目標人數 (目標人數最少為 25 位，最多為 115 位)

Target number of participating children (the minimum number of participating children is 25; and the maximum number is 115)

**第一個計劃 For the First Project**

---

總數	:	位
Total	:	persons

---

**第二個計劃 (如適用) For the Second Project (if applicable)**

---

總數	:	位
Total	:	persons

---

**(II) 區內網絡  
Network in the district/area**

---

1. 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 district/area

**第一個計劃 For the First Project**

- 有 1 個 [ Have one site/venue]

地址:

Address:

---

- 有 2 個 [ Have 2 sites/venues]

地址:

Address:

---

地址:

Address:

---

- 有 3 個或以上 [ Have 3 sites/venues or more]

地址:

Address:

---

地址:

Address:

---

地址:

Address:

---

- 沒有，但其他機構承諾可提供免費借用場地 No, but can find a venue from other organisation(s) which can be used free of charge.

[機構名稱 : \_\_\_\_\_ (中文)]

[Name of the organisation: \_\_\_\_\_

\_\_\_\_\_ (in English)]

借用場地地址：  
Address of the venue on loan:

---

---

- 完全沒有 No at all

**第二個計劃（如適用） For the Second Project (if applicable)**

- 服務基地／會址及數目與第一個計劃相同  
**Availability of site(s)/venue(s) is the same as the First Project**

如服務基地／會址與第一個計劃不同，請填寫以下：

If the availability of sites(s)/venue(s) is/are different from the First Project, please fill in the followings:

- 有 1 個 [ Have one site/venue ]

地址：  
Address:

---

- 有 2 個 [ Have 2 sites/venues ]

地址：  
Address:

---

地址：

Address:

---

- 有 3 個或以上 [ Have 3 sites/venues or more ]

地址：  
Address:

---

地址：

Address:

---

地址：

Address:

---

- 沒有，但其他機構承諾可提供免費借用場地 No, but can find a venue from other organisation(s) which can be used free of charge.

[機構名稱： \_\_\_\_\_ (中文)]

[Name of the organisation: \_\_\_\_\_  
\_\_\_\_\_ (in English)]

借用場地地址：  
Address of the venue on loan:

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- 完全沒有 No at all

2. 在揀選推行計劃的區域／地區中，申請機構有沒有提供有關兒童及青少年的服務？  
Relevant experience in the provision of children and youth services in the serving district/area

有 Yes

請列舉相關的服務項目名稱及舉辦年份

Please list out the name(s) of the relevant service programme(s) and provide the year(s) in which these programme(s) is/are being held

沒有 No

3. 於所揀選的區域／地區內招募兒童參加計劃的能力  
Ability to recruit participating children in the selected district/area

(i) 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. district/area characteristics, population profile, social resources etc.) (Please list out in point form)

(ii) 闡述已與少數族裔／殘疾兒童／居住板間房／劏房的兒童建立的網絡及招募他們的詳細計劃，以及闡明在整個計劃期間為他們提供適切的支援的能力

Information on any established networks with **ethnic minorities children/ children with disabilities/children living in cubicle apartments/sub-divided units** and the detailed plans for recruiting them; and the capacity to provide adequate support for them throughout the project period

**(a) 招募少數族裔兒童**

**Recruiting ethnic minorities children**

**第一個計劃 For the First Project**

沒有計劃招募少數族裔兒童

No plan to recruit **ethnic minorities children**

有計劃招募少數族裔兒童

Have plan to recruit **ethnic minorities children**

如有計劃招募少數族裔兒童，請填寫以下：

If you plan to recruit **ethnic minorities children**, please fill in the followings:

有網絡和計劃招募少數族裔兒童，及在計劃期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 project period. Brief descriptions are as follows: (Please list out in point form)

**第二個計劃（如適用） For the Second Project (if applicable)**

- 沒有計劃招募少數族裔兒童  
No plan to recruit **ethnic minorities children**
- 有計劃招募少數族裔兒童  
Have plan to recruit **ethnic minorities children**

如有計劃招募少數族裔兒童，請填寫以下：

If you plan to recruit **ethnic minorities children**, please fill in the followings:

- 有關的網絡和計劃招募少數族裔兒童，及在計劃期內給他們所提供的支援與第一個計劃相同  
The established network and plan in recruiting **ethnic minorities children**, and the support to be provided to them throughout the project period is the same as the First Project

如有網絡和計劃招募少數族裔兒童，及在計劃期內給他們提供的支援與第一個計劃不同，請填寫以下：(請逐點列出)

If the established network and plan in recruiting **ethnic minorities children**, and the support to be provided to them throughout the project period is different from the First Project, please fill in the followings: (Please list out in point form)

**(b) 招募殘疾兒童**  
**Recruiting children with disabilities**

**第一個計劃 For the First Project**

- 沒有計劃招募殘疾兒童  
No plan to recruit **children with disabilities**
- 有計劃招募殘疾兒童  
Have plan to recruit **children with disabilities**

如有計劃招募殘疾兒童，請填寫以下：

If you plan to recruit **children with disabilities**, please fill in the followings:  
有網絡和計劃招募殘疾兒童，及在計劃期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 **children with disabilities**, and will provide adequate support to them throughout the project period. Brief descriptions are as follows: (Please list out in point form)

**第二個計劃 (如適用) For the Second Project (if applicable)**

- 沒有計劃招募殘疾兒童  
No plan to recruit **children with disabilities**
- 有計劃招募殘疾兒童  
Have plan to recruit **children with disabilities**

如有計劃招募殘疾兒童，請填寫以下：

If you plan to recruit **children with disabilities**, please fill in the followings:

- 有關的網絡和計劃招募殘疾兒童，及在計劃期內給他們所提供的支援與第一個計劃相同  
The established network and plan in recruiting **children with disabilities**, and the support to be provided to them throughout the project period is the same as the First Project

如有網絡和計劃招募殘疾兒童，及在計劃期內給他們提供的支援與第一個計劃不同，請填寫以下：(請逐點列出)

If the established network and plan in recruiting **children with disabilities**, and the support to be provided to them throughout the project period is different from the First Project, please fill in the followings: (Please list out in point form)



(c) 招募居住板間房／劏房的兒童

**Recruiting children living in cubicle apartments/sub-divided units**

**第一個計劃 For the First Project**

- 沒有計劃招募居住板間房／劏房的兒童  
No plan to recruit **children living in cubicle apartments/sub-divided units**
- 有計劃招募居住板間房／劏房的兒童  
Have plan to recruit **children living in cubicle apartments/sub-divided units**

如有計劃招募居住板間房／劏房的兒童，請填寫以下：

If you plan to recruit **children living in cubicle apartments/sub-divided units**, please fill in the followings:

有網絡和計劃招募居住板間房／劏房的兒童。簡述如下：(請逐點列出)

With established network and plan in recruiting **children living in cubicle apartments/sub-divided units**. Brief descriptions are as follows: (Please list out in point form)

**第二個計劃 (如適用) For the Second Project (if applicable)**

- 沒有計劃招募居住板間房／劏房的兒童  
No plan to recruit **children living in cubicle apartments/sub-divided units**
- 有計劃招募居住板間房／劏房的兒童  
Have plan to recruit **children living in cubicle apartments/sub-divided units**

如有計劃招募居住板間房／劏房的兒童，請填寫以下：

If you plan to recruit **children living in cubicle apartments/sub-divided units**, please fill in the followings:

- 有關的網絡和計劃招募居住板間房／劏房的兒童與第一個計劃相同  
The established network and plan in recruiting **children living in cubicle apartments/sub-divided units** is the same as the First Project

如有網絡和計劃招募居住板間房／劏房的兒童與第一個計劃不同，請填寫以下：(請逐點列出)

If the established network and plan in recruiting **children living in cubicle apartments/sub-divided units** is different from the First Project, please fill in the followings: (Please list out in point form)

**(III) 招募兒童參加計劃的能力**  
**Ability to recruit participating children**

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1. 闡述現有網絡及夥伴，網絡／夥伴與計劃的關連性和多元化，以及維繫網絡／夥伴及跨界別協作的方法以協助營辦計劃（例如可夥拍學校、教會及地區團體等招募學員）（如未有網絡，則闡明如何建立／達致上述目標）

Information on the networks and partnership already in existence, their relevance and diversification as well as the approach to maintain the networks/ partnership and multi-disciplinary collaboration for operating the projects (e.g. The applicant NGO may partner with schools, churches and local organisations on recruitment of participating children) (or to establish/achieve the aforesaid if not yet available ).

2. 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.

(IV) 招募足夠友師參加計劃的能力  
Ability to recruit adequate mentors

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1. 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-to-mentee ratio (Each mentor should mentor no more than three participating children)

**第一個計劃 For the First Project**

- 1 : 1  
 1 : 2  
 1 : 3  
 其他 Others （請註明 Please specify: \_\_\_\_\_）

**第二個計劃（如適用） For the Second Project (if applicable)**

- 1 : 1  
 1 : 2  
 1 : 3  
 其他 Others （請註明 Please specify: \_\_\_\_\_）

2. 如已為第一個計劃覓得伙伴機構／公司承諾提供友師，或已招募個人義工為第一個計劃友師，請提供以下資料：

If support of partnering organisations/companies has been secured for provision of mentors, or individual mentors have been recruited for the First Project, please provide the following information:

有\_\_\_\_\_間伙伴機構／公司已承諾提供全部／共\_\_\_\_\_位友師<sup>#</sup>，及／或已招募\_\_\_\_\_位個人義務友師，共\_\_\_\_\_人，即佔承諾第一個計劃的友師數目的\_\_\_\_\_％。須附有關伙伴機構／公司／個人義工友師已親筆簽署之承諾書。

（<sup>#</sup>如申請機構就多於一個區域／地區提交申請，應只填報伙伴機構／公司承諾為此區域／地區提供的友師。如伙伴機構／公司沒有註明提供友師的區域／地區及／或個別區域／地區提供友師的人數，則須把該伙伴機構／公司承諾提供的友師總人數平均分配於所有申請的區域／地區）

\_\_\_\_\_ partnering organisations/companies have committed to provide a total of \_\_\_\_\_ mentors<sup>#</sup>, and/or \_\_\_\_\_ individual mentors have been recruited, making it \_\_\_\_\_ mentors in total, i.e. \_\_\_\_\_% of the pledged number of mentors required for the First Project. **Duly signed confirmation letter(s) from partnering organisations/companies/ individual mentors should be attached.**

(<sup>#</sup>if the applicant NGO applies for more than one district/area, only the number of mentors provided for this district/area should be filled in here. If the partnering organisation(s)/company(ies) do(es) not specify the district(s)/area(s) for which the mentors are provided and/or the number of mentors for individual district/area, the total number of mentors committed by the partnering organisations/companies should be evenly allocated to all districts/areas applied for.)

3. 如現時尚未為第一個計劃招募全數所需友師，或未有伙伴機構／公司／個人承諾為第一個計劃提供／擔任友師，請在下面提供能協助招募友師的網絡、招募友師的途徑及宣傳策略：

If not 100% of the mentors required have been recruited for the First Project, or that no partnering organisation /company /individual mentors has committed to provide mentors /recruited as mentors at the moment for the First Project, please specify below the available network of recruiting mentors, mentors recruitment strategies and promotion plan:

4. 闡述有關第二個計劃的招募友師的方案（如適用）  
Description on the plan for recruiting mentors for the Second Project. (if applicable)

**(V) 友師招募和督導的機制**

**The mechanisms to recruit and supervise mentors**

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1. 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)

2. 簡述可協助第一個計劃招募友師的機構／策略伙伴的現有網絡（如適用，請提供相關文件）

Brief information on any established networks with organisations/strategic partners for recruiting mentors for the First Project. (Please provide supporting document(s) if any)

3. 簡述招募友師的機制，如友師申請的程序及如何篩選

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

4. 說明向友師提供的培訓及督導

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

**(VI) 尋求機構網絡、商界及／或個人捐助者提供配對捐款的能力**  
**Ability to seek matching contributions from the NGO network, business sector and/or individual donors**

---

1. 如已為第一個計劃覓得非牟利機構／商界／信託基金／個人捐助者捐助 1:1 配對捐款，請提供以下資料：

If donations have been secured for 1:1 matching contribution from the non-profit making organisation(s)/ business sector/ trust(s)/ foundation(s)/ individual donor(s) for the First Project, please provide the following information:

- (i) 已為**第一個計劃**籌得的配對捐款（不包括其他用途的捐款），並須附有**有關非牟利機構／商界／信託基金／個人捐助者**列有**確實捐款額及簽署的確認書**。

Total amount of matching contributions secured (donations for other purposes should not be included) for the **First Project** from non-profit making organisation(s)/ business sector/ trust(s)/ foundation(s)/ individual donor(s) with **duly signed confirmation(s) on the exact amount attached**.

- |                                                        |            |
|--------------------------------------------------------|------------|
| <input type="checkbox"/> 少於 Below 25%,                 | HK\$ _____ |
| <input type="checkbox"/> 25% - 50%,                    | HK\$ _____ |
| <input type="checkbox"/> 超過 Above 50% - 75%,           | HK\$ _____ |
| <input type="checkbox"/> 超過 Above 75% - 少於 Below 100%, | HK\$ _____ |
| <input type="checkbox"/> 100%                          | HK\$ _____ |

(# 如申請機構就多於一個區域／地區提交申請，應只填報此區域／地區配對捐款。如捐助者沒有指定捐助的區域／地區及／或個別區域／地區的捐款金額，則須把該捐助者的捐款總額平均分配於所有申請的區域／地區)

(# if the applicant NGO applies for more than one district/area, only the amount of matching contributions secured for this district/area should be filled in here. If the donor(s) do(es) not specify the district(s)/area(s) for which donations are made and/or the amount of donations for individual district/area, the total amount of donations from the donor(s) should be evenly allocated to all districts/areas applied for.)

- (ii) 請提供上述(VI)1(i)項的資料

Please provide information on item (VI)1(i) above

捐助者的機構／公司／個人捐助者的基本資料（包括香港身份證上的姓名、公司註冊地址、公司名稱及商業登記號碼、業務性質、非牟利機構資料等）。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或管理的信託基金，則提供商業機構設立該信託基金的資料

Organisation(s)/company(ies)/ individual(s)' basic information (e.g. the name shown on the Hong Kong Identity Card, business registered address, company name and business registration number, nature of business, information on the non-profit making organisation(s) etc.) of donor(s). If the donations come from charitable trusts/foundations established or 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

(iii) 就上述(VI)1(i)的捐款，請確認其符合下列的要求：

For those donations stated in (VI)1(i) above, please confirm that the following requirements are met:

- 捐款是來自在香港註冊的非牟利機、構商業機構或由其成立和管理的信託基金。  
Donations are made by non-profit making organisations registered in Hong Kong, registered business corporations operating their business in Hong Kong or charitable trusts/foundations which are established and managed by such corporations/organisations.
- 非牟利機構／商界／個人捐助者的要求並沒有與兒童發展基金的目的和原則產生衝突或抵觸。  
Any requirements from the non-profit making organisations/ business sector/ individual donors are not in conflict with the objectives and guidelines of CDF.
- 捐款並非來自營運與煙草事業有關的公司／商業機構或由煙草公司資助的基金。  
Donations are not come from corporations running business in connection with tobacco or any foundation funded by tobacco companies.

是 Yes\*

不是 No

\*如符合上述所有要求，請於「是」的空格填上「✓」；否則於「不是」的空格填上「✓」。 **本題必須填寫，不能留空。**

Please put a '✓' in the 'Yes' checkbox if **all** the above-mentioned requirements are met; if not, put a '✓' in the 'No' checkbox. This is a **required field, leaving blank is not allowed.**

2. 如目前尚未為第一個計劃覓得全數捐款，請列出有關策略及時間表，說明如何在計劃最早第 13 個月至第二年完結前籌募足夠的 1:1 配對捐款（請逐點列出）

If the donation is not yet fully secured for 1:1 matching contribution for the First Project at this moment, details of the strategy and schedule in seeking sufficient matching contributions at the 13<sup>th</sup> month the earliest to the end of the second year of Project should be specified. (Please list out in point form)

3. 說明如何為第二個計劃建議的參加計劃兒童人數徵集足夠的捐款（如適用）  
Description on the plan in seeking sufficient donations for the proposed number of participating children for the Second Project. (if applicable)

**(VII) 向參加計劃的兒童、其父母／監護人及友師提供服務／活動的能力**

**Ability to provide services/programmes/activities to the participating children, their parents/guardians and mentors**

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1. 說明如何確保參加計劃的兒童在計劃第二年完結前已訂立個人發展規劃。  
Description on strategies to ensure the participating children have worked out the PDPs at the end of the second year of Project.

2. 為參加計劃的兒童、其父母／監護人及友師提供的服務／活動(請填寫附件一)  
Services/ Programmes/ Activities provided for the Participating Children, their Parents/ Guardians and Mentors (Please fill in **Annex 1** attached) (請填寫附件一 Please fill in **Annex 1** attached)

3. 說明如何確保附件一所填寫的核心活動及附加訓練活動（如適用）能夠按期完成。  
Description on strategies to deliver the core programmes and additional training programme(s) (if applicable) in Annex 1 according to the schedule



**(VIII) 在整個計劃期內留住參加計劃的兒童與友師，以及鼓勵他們積極參與培訓／社會服務／分享會的能力／措施**

**Ability to retain the participating children and mentors throughout the project period and to encourage their participation in the trainings/community services/sharing sessions**

---

1. 說明(i)可能會引致參加計劃的兒童退出計劃或出席率低的因素；(ii)在整個計劃期內留住參加兒童的策略；以及(iii)克服退出／被動參與的措施。(請逐點列出)  
Description on (i) possible factors for withdrawal or low attendance rates of participating children, (ii) strategies to retain the children throughout the project period and (iii) measures to overcome withdrawal/passive participation. (Please list out in point form)

2. 說明(i)可能會引致參加計劃的友師退出計劃或出席率低的因素;(ii) 整個計劃期內留住友師的策略；以及(iii)克服退出／被動參與的措施。(請逐點列出)  
Description on (i) possible factors for withdrawal or low attendance rates of participating mentors, (ii) strategies to retain the mentors throughout the project period and (iii) measures to overcome withdrawal/passive participation. (Please list out in point form)

3. 說明如何鼓勵／協助參加兒童及其家庭完成目標儲蓄計劃，是否設有應變方案，包括緊急援助基金，以協助因面對短暫經濟困境而難以達到儲蓄目標的兒童及其家庭 (請逐點列出)

Description on strategies to assist/facilitate the participating children and families to complete their Targeted Savings programme. Any contingency measures, 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. (Please list out in point form)

4. 處理友師退出計劃的補救措施或應變方案 (請逐點列出)

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

**(IX) 監察參加計劃的兒童和所得捐款的帳目的能力**  
**Ability to monitor the accounts of the participating children and donations received**

---

1. 就(i)參加計劃的兒童和(ii)所得捐款，分別說明監察的帳目的擬議程序和措施(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特別財政獎勵)(請逐點列出)

Regarding the accounts of (i) the participating children and (ii) donations, please separately describe the proposed procedures and measures to monitor these accounts (e.g. how to handle the accounts, monitor the savings situation, disburse the matching contributions and Special Financial Incentives to the participating children after they have completed the savings programme). (Please list out in point form)

(i)

(ii)

**(X) 處理與計劃有關的投訴的機制**  
**Mechanism to handle complaints related to the projects**

---

1. 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，說明處理有關計劃的投訴的建議機制

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 (只適用於目前接受社會福利署津助的機構)

Yes (Only applicable to NGOs which are currently receiving subventions from SWD)

不是，建議的處理投訴機制如下：

No, the proposed complaints handling mechanism is as follows:

**(XI) 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 projects**

---

1. 訂明調派主理或參與計劃的職員的資歷及經驗、監督職員的架構，為計劃職員提供的培訓以及所屬機構所提供的後援／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, appropriate training to the staff concerned, and back up/support from the parent agency as applicable.

**(XII) 提供全面計劃評估、監察、資訊科技支援、提升的服務量及／或成效指標的達標水平及／或會否提供額外的指標**

**Ability to provide overall project evaluation, monitoring, use of information technology, enhanced achievement level of output/outcome indicators and/or availability of additional indicators for the projects**

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1. 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.

2. 說明資訊科技的運用以協助參加計劃的兒童和友師聯繫及計劃的監察  
Description on the use of information technology to facilitate communication between participating children and mentors; and project monitoring.

3. 按已訂明的資源，除服務規定說明第 25-26 段中列明的服務量及／或成效指標外，請說明會否提高有關指標的達標水平及／或提供額外的指標\*(如適用)  
On top of the output and/or outcome indicators as set out in paragraphs 25-26 of the Service Specifications, please indicate whether to pledge a higher achievement level of these indicators and/or provide additional indicators at the prescribed resource provision, \*if any.

(請填寫附件二 Please fill in **Annex 2** attached)

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\* 如營辦計劃的機構在計劃完結時未能達到已承諾的較高服務量/成效指標水平，將被記錄在案，日後該機構再次提交基金計劃申請時將被扣分。

\* If the Grantee fails to deliver the higher pledged level of output/outcome indicator(s) upon the completion of project, it would be recorded down for the purpose of deduction of their marks when the applicant NGO submits next application for CDF project in future.

**(XIII) 連續營辦兩個基金計劃的協同作用（如適用）**

**Synergy in implementation of two consecutive CDF projects (if applicable)**

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1. 說明機構在各方面的能力／協作（例如在人手安排、社區網絡、服務基地等），確保有足夠的支援連續營辦兩個基金計劃

Description on the capacity/facilitation (eg. staffing, network, premises, etc.) to ensure it has appropriate support in implementing the two consecutive CDF projects.

2. 說明可將第一個計劃的友師、捐助者及／或其他資源／網絡「過渡」至第二個計劃的方法

Description on the methods to roll over mentors, donors and/or other resources/network from the First Project to the Second Project.

(XIV) 計劃負責人聯絡資料  
Contact Information of the Project Officer

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先生 Mr     女士 Miss/Ms/Mrs

計劃負責人 : \_\_\_\_\_  
Name of the Project Officer : \_\_\_\_\_

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

所屬中心名稱 : \_\_\_\_\_  
Name of the Service Unit : \_\_\_\_\_

電話號碼 : \_\_\_\_\_  
Telephone No. : \_\_\_\_\_

傳真號碼 : \_\_\_\_\_  
Fax No. : \_\_\_\_\_

電郵地址 : \_\_\_\_\_  
Email Address : \_\_\_\_\_

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

— 完 —

— END —

**第三部分** : **遞交申請**  
**Part Three** : **Submission of application**

**(I) 遞交申請文件清單**

**Checklist of Documents to be Submitted**

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1. 填妥及完整的申請表格；   
A completed application form in full set;
2. 伙伴機構就配對捐款，及／或協助招募友師所發出的書面證明（如適用）；   
Confirmation letter(s) for donations for matching contribution and/or provision of mentors (if any)
3. 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或非牟利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 trusts/foundations (if the donations come from charitable trusts/foundations established or managed by business corporations/non-profit making organisations)

**4 – 8 項只適用於目前並無接受社署資助的機構 [請於文件右上方註明相關項目編碼，例如，有關註冊文件的副本上註明第三部分 (I) (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. Part Three (I) (5) marked on the copies of relevant registration document.)***

4. 有關註冊文件的副本   
Copies of relevant registration document
5. 機構董事會成員名單   
List of the board of directors
6. 機構管理架構圖   
Organisation chart
7. 機構組織章程大綱及細則   
Organisation's Constitution or Memorandum and Articles
8. 機構上一年度經審計的帳目或最近經核證的管理帳目   
The audited accounts of the organisation of the previous year or certified management accounts



## (II) 申請機構聲明及同意書 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、簡報會或分享會之用。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，本人亦同意在有關的刊物、宣傳資料和各項活動中，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 any inaccurate information will make the application become invalid. The Child Development Fund (CDF) will withhold any funding allocation and payment made must be refunded to the CDF.

I consent that information provided in this application form will be used by the Social Welfare Department (SWD) for processing the applications, and also used for conducting research, evaluative studies or projects and training/briefing/sharing sessions. I consent that the information contained in this application form can be uploaded to the websites of CDF and SWD for public access if the application is successful. I also consent to specify the name and logo of the CDF in all publications, publicity materials and in programmes and activities related to the CDF if the proposal(s) is/are funded by CDF.

簽署 : \_\_\_\_\_  
Signature : \_\_\_\_\_

姓名 : \_\_\_\_\_  
Name : \_\_\_\_\_

職銜 : 董事會主席／機構總幹事  
Title : Board Chairperson/Agency Head

電話號碼 : \_\_\_\_\_  
Telephone no. : \_\_\_\_\_

電郵地址 : \_\_\_\_\_  
Email Address : \_\_\_\_\_

日期 : \_\_\_\_\_  
Date : \_\_\_\_\_

\_\_\_\_\_  
(機構蓋章 Organisation Chop)

兒童發展基金 Child Development Fund

為參加計劃的兒童、其父母／監護人及友師提供的服務／活動

**Services/Programmes/Activities provided for the Participating Children, their Parents/Guardians and Mentors**

申請機構須根據第三章「服務規定說明」第二十五段及二十六段中，有關活動主題、節數及出席率所協定的服務量標準來填寫下列「核心活動」的資料。歡迎機構提供更多「核心活動」以外的訓練活動。如申請機構有意提供更多「核心活動」以外的訓練活動，請在下列「附加訓練活動」部分提供有關資料，惟在根據個別服務量標準評核出席率時，「附加訓練活動」的出席率不會被計算在內。

Please provide information on “Core Programmes” according to the programme theme, agreed frequency and attendance rate of the Output Standards stipulated in paragraphs 25 to 26 of the Chapter 3 - Service Specifications. Applicants are welcome to organise more training programmes/activities on top of the “Core Programmes”. If the Applicant NGO plans to organise additional training programmes/activities, please provide such information under “Additional training Programmes” in the table below. However, the attendance of these “Additional training Programmes” will not be taken into account when assessing the attendance rate under respective Output Standards.

**第一個計劃 For the First Project**

為參加計劃的兒童提供的服務／活動

**Services/Programmes/Activities provided for the Participating Children**

活動種類 Type of programme/ activity	時間表 Timeframe	活動主題 <u>Programme Theme</u> (詳見附件一附頁) (See Appendix to Annex 1)	活動目標和訓練元素 [請為核心活動列明訓練元素，例如：訓練兒童理財能力，教導兒童儲蓄的重要] <u>Objectives &amp; training elements of the programme /activity</u> [Please elaborate the training elements of the core programmes, e.g. to train children on their ability of wealth management, to teach children on the importance of savings]	活動形式 <u>Format of programme/ activity</u> (例：講座) (e.g. Lecture)	活動的次數和預算人數 [如活動分開數次舉行，請提供活動節數和每節的預算人數(詳見附件一附頁)，例如：4次、每次25人] <u>No. of times of programme/ activity &amp; Planned no. of participants</u> [If a programme/ activity is to be held in several sessions, please provide the no. of sessions and the planned no. of participants per session (See Appendix to Annex 1) (e.g. 4 sessions, 25 participants per session)]	培訓導師 <u>Trainer</u> (例：社工) (e.g. Social Worker)
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四次核心活動 4 Core Programmes	第一年 The first year	(1)				
		(2)				
		(3)				
		(4)				

四次核心活動 4 Core Programmes	第二年 The second year	(1)				
		(2)				
		(3)				
		(4)				

兩次核心活動 2 Core Programmes	第三年 The third year	(1)				
		(2)				
附加訓練活動 (見附註)						

Additional Training Programmes (See Note)						

附註: 如擬舉辦附加訓練活動，請必須清楚列明活動的次數及其預算參加的人數。

Note: If any additional training programmes are to be organised, please indicate clearly the number of times of programmes and the planned number of participants for each programme.

為參加計劃兒童的父母／監護人提供的服務／活動

Services/Programmes/Activities provided for Parents/Guardians of Participating Children

活動種類 Type of programme/ activity	時間表 Timeframe	活動主題 <u>Programme Theme</u> (詳見附件一附頁) (See Appendix to Annex 1)	活動目標和訓練元素 [請為核心活動列明訓練元素，例如：訓練父母/監護人處理親子衝突的技巧，教導父母/監護人理財規劃] <u>Objectives &amp; training elements of the programme /activity</u> [Please elaborate the training elements of the core programmes, e.g. to train the parents/guardians on their ability of handling conflict, teach the parents/guardians on financial planning]	活動形式 <u>Format of programme/ activity</u> (例：講座) (e.g. Lecture)	活動的次數和預算人數 [如活動分開數次舉行，請提供活動節數和每節的預算人數 (詳見附件一附頁)，例如：4次、每次25人] <u>No. of times of programme/ activity &amp; Planned no. of participants</u> [If a programme/ activity is to be held in several sessions, please provide the no. of sessions and the planned no. of participants per session (See Appendix to Annex 1) (e.g. 4 sessions, 25 participants per session)]	培訓導師 <u>Trainer</u> (例：社工) (e.g. Social Worker)
3 Core Programmes 三次核心活動	第一年 The first year	(1)				
		(2)				

		(3)				
2 Core Programmes 兩次核心活動	第二年 The second year	(1)				
		(2)				
附加訓練活動(見附註)						



<b>Additional training Programmes (See Note)</b>						

附註: 如擬舉辦附加訓練活動，請必須清楚列明活動的次數及其預算參加的人數。

Note: If any additional training programmes are to be organised, please indicate clearly the number of times of programmes and the planned number of participants for each programme.

為友師提供的服務／活動

Services/Programmes/Activities provided for Mentors

<p>活動種類 Type of programme/activity</p>	<p>時間表 Timeframe</p>	<p><u>活動主題</u> <b>Programme</b> <b>Theme</b> (詳見附件一附頁) (See Appendix to Annex 1)</p>	<p><u>活動目標和訓練元素</u> [請為核心活動列明訓練元素，例如：訓練友師溝通技巧，教導友師理財知識] <b>Objectives &amp; training elements of the programme /activity</b> [Please elaborate the training elements of the core programmes, e.g. to train the mentors on their communication skill, teach the mentors about financial knowledge]</p>	<p><u>活動形式</u> <b>Format of programme/ activity</b> (例：講座) (e.g. Lecture)</p>	<p><u>活動的次數和預算人數</u> [如活動分開數次舉行，請提供活動節數和每節的預算人數(詳見附件一附頁)，例如：4次、每次25人] <b>No. of times of programme/ activity &amp; Planned no. of participants</b> [If a programme/ activity is to be held in several sessions, please provide the no. of sessions and the planned no. of participants per session (See Appendix to Annex 1) (e.g. 4 sessions, 25 participants per session)]</p>	<p><u>培訓導師</u> <b>Trainer</b> (例：社工) (e.g. Social Worker)</p>
<p>3 Core Programmes 三次核心活動</p>	<p>第一年 The first year</p>	(1)				
		(2)				

		(3)				
2 Core Programmes 兩次核心活動	第二年 The second year	(1)				
		(2)				
附加訓練活動 (見附註)						

<b>Additional training Programmes (See Note)</b>						

附註: 如擬舉辦附加訓練活動，請必須清楚列明活動的次數及其預算參加的人數。

Note: If any additional training programmes are to be organised, please indicate clearly the number of times of programmes and the planned number of participants for each programme.

為參加計劃的兒童、其父母／監護人、友師及捐助者等人舉辦的分享會

**Sharing Sessions provided to the Participating Children, their Parents/Guardians, Mentors and Donors, etc.**

<u>Programme/ activity</u> 活動種類 Type of	<u>時間表</u> Timeframe	<u>活動目標／內容</u> Objectives/Contents	<u>預算人數</u> Planned no. of participants	<u>主持人</u> Organiser (例: 社工) (e.g. Social Worker)
2 Sharing Sessions 兩次分享會	第一年 The first year	(1)	參加計劃的兒童 Participating Children : _____ 父母／監護人 Parents/Guardians : _____ 友師 Mentors : _____ 捐助者 Donors : _____ 總數 Total : _____	
	第二年 The Second year	(2)	參加計劃的兒童 Participating Children : _____ 父母／監護人 Parents/Guardians : _____ 友師 Mentors : _____ 捐助者 Donors : _____ 總數 Total : _____	

**第二個計劃（如適用） For the Second Project (if applicable)**

**為參加計劃的兒童提供的服務／活動**  
**Services/Programmes/Activities provided for the Participating Children**

第二個計劃所提供的「核心活動」及「附加訓練活動」與第一個計劃相同（不需填寫以下表格）

The “Core Programmes” and “Additional Training Programmes” provided for the Second Project are the same as the First Project (please leave the following table blank)

如第二個計劃的服務／活動與第一個計劃不同，請填寫下表：

If the services/programmes/activities provided for the Second Project are different from the First Project, please fill in the following table:

活動種類 Type of programme/ activity	時間表 Timeframe	活動主題 <u>Programme</u> <u>Theme</u> (詳見附件一附頁) (See Appendix to Annex 1)	活動目標和訓練元素 <u>[請為核心活動列明訓練元素，例如：提升兒童自我認識，訓練兒童理財能力，教導兒童儲蓄的重要]</u> <u>Objectives &amp; training elements of the programme /activity</u> <u>[Please elaborate the training elements of the core programmes, e.g. to raise children’s self-awareness, to train children on their ability of wealth management, to teach children on the importance of savings]</u>	活動形式 <u>Format of programme/ activity</u>  (例：講座) (e.g. Lecture)	活動的次數和預算人數 <u>[如活動分開數次舉行，請提供活動節數和每節的預算人數（詳見附件一附頁），例如：4次、每次25人]</u> <u>No. of times of programme/ activity &amp; Planned no. of participants</u> <u>[If a programme/ activity is to be held in several sessions, please provide the no. of sessions and the planned no. of participants per session (See Appendix to Annex 1)</u> <u>(e.g. 4 sessions, 25 participants per session)]</u>	培訓導師 <u>Trainer</u>  (例：社工) (e.g. Social Worker)
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四次核心活動 4 Core Programmes	第一年 The first year	(1)				
		(2)				
		(3)				
		(4)				

四次核心活動 4 Core Programmes	第二年 The second year	(1)				
		(2)				
		(3)				
		(4)				



兩次核心活動 2 Core Programmes	第三年 The third year	(1)				
		(2)				
附加訓練活動 (見附註)						

Additional training Programmes (See Note)						

附註：如擬舉辦附加訓練活動，請必須清楚列明活動的次數及其預算參加的人數。

Note: If any additional training programmes are to be organised, please indicate clearly the number of times of programmes and the planned number of participants for each programme.

備註：營辦機構可於進行第一個計劃成效評估時，適當地調整第二個計劃的服務／活動，並提交服務／活動修改計劃書予社署審批。

Remarks: The operating NGO may suitably adjust the services/programmes/activities for the Second Project by submitting an updated programme plan to SWD during the performance assessment of the First Project.

為參加計劃兒童的父母／監護人提供的服務／活動

**Services/Programmes/Activities provided for Parents/Guardians of Participating Children**

第二個計劃所提供的「核心活動」及「附加訓練活動」與第一個計劃相同（不需填寫以下表格）

The “Core Programmes” and “Additional Training Programmes” provided for the Second Project are the same as the First Project (please leave the following table blank)

如第二個計劃的服務／活動與第一個計劃不同，請填寫下表：

If the services/programmes/activities provided for the Second Project are different from the First Project, please fill in the following table:

活動種類 Type of programme/ activity	時間表 Timeframe	<p align="center"><u>活動主題</u></p> <p align="center"><b>Programme</b></p> <p align="center"><b>Theme</b></p> <p align="center">(詳見附件一附頁)</p> <p align="center">(See Appendix to Annex 1)</p>	<p align="center"><u>活動目標和訓練元素</u></p> <p align="center">[請為核心活動列明訓練元素，例如：訓練父母/監護人處理親子衝突的技巧，教導父母/監護人理財規劃]</p> <p align="center"><b>Objectives &amp; training elements of the programme /activity</b></p> <p align="center">[Please elaborate the training elements of the core programmes, e.g. to train the parents/guardians on their ability of handling conflict, teach the parents/guardians on financial planning]</p>	<p align="center"><u>活動形式</u></p> <p align="center"><b>Format of programme/ activity</b></p> <p align="center">(例：講座)</p> <p align="center">(e.g. Lecture)</p>	<p align="center"><u>活動的次數和預算人數</u></p> <p align="center">[如活動分開數次舉行，請提供活動節數和每節的預算人數（詳見附件一附頁），例如：4次、每次25人]</p> <p align="center"><b>No. of times of programme/ activity &amp; Planned no. of participants</b></p> <p align="center">[If a programme/ activity is to be held in several sessions, please provide the no. of sessions and the planned no. of participants per session (See Appendix to Annex 1) (e.g. 4 sessions, 25 participants per session)]</p>	<p align="center"><u>培訓導師</u></p> <p align="center"><b>Trainer</b></p> <p align="center">(例：社工)</p> <p align="center">(e.g. Social Worker)</p>
3 Core Programmes	第一年 The first year	(1)				

		(2)				
		(3)				
2 Core Programmes 兩次核心活動	第二年 The second year	(1)				
		(2)				

<b>附加訓練活動 (見附註)</b> <b>Additional training Programmes (See Note)</b>						

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附註：如擬舉辦附加訓練活動，請必須清楚列明活動的次數及其預算參加的人數。

Note: If any additional training programmes are to be organised, please indicate clearly the number of times of programmes and the planned number of participants for each programme.

備註：營辦機構可於進行第一個計劃成效評估時，適當地調整第二個計劃的服務／活動，並提交服務／活動修改計劃書予社署審批。

Remarks: The operating NGO may suitably adjust the services/programmes/activities for the Second Project by submitting an updated programme plan to SWD during the performance assessment of the First Project.

**為友師提供的服務／活動**  
**Services/Programmes/Activities provided for Mentors**

第二個計劃所提供的「核心活動」及「附加訓練活動」與第一個計劃相同（不需填寫以下表格）

The “Core Programmes” and “Additional Training Programmes” provided for the Second Project are the same as the First Project (please leave the following table blank)

如第二個計劃的服務／活動與第一個計劃不同，請填寫下表：

If the services/programmes/activities provided for the Second Project are different from the First Project, please fill in the following table:

活動種類 Type of programme/ activity	時間表 Timeframe	<p style="text-align: center;"><b>活動主題</b> <b>Programme</b> <b>Theme</b> (詳見附件一附頁) (See Appendix to Annex 1)詳見附件一附頁</p>	<p style="text-align: center;"><b>活動目標和訓練元素</b> [請為核心活動列明訓練元素，例如:訓練友師溝通技巧，教導友師理財知識] <b>Objectives &amp; training elements of the programme /activity</b> [Please elaborate the training elements of the core programmes, e.g. to train the mentors on their communication skill, teach the mentors about financial knowledge]</p>	<p style="text-align: center;"><b>活動形式</b> <b>Format of programme/ activity</b> (例: 講座) (e.g. Lecture)</p>	<p style="text-align: center;"><b>活動的次數和預算人數</b> [如活動分開數次舉行，請提供活動節數和每節的預算人數（詳見附件一附頁），例如:4次、每次25人] <b>No. of times of programme/ activity &amp; Planned no. of participants</b> [If a programme/ activity is to be held in several sessions, please provide the no. of sessions and the planned no. of participants per session (See Appendix to Annex 1) (e.g. 4 sessions, 25 participants per session)]</p>	<p style="text-align: center;"><b>培訓導師</b> <b>Trainer</b> (例: 社工) (e.g. Social Worker)</p>
3 Core Programmes	第一年 The first year	(1)				

		(2)				
		(3)				
		(1)				
2 Core Programmes 兩次核心活動	第二年 The second year	(2)				



<b>Additional training Programmes (See Note)</b> <b>附加訓練活動 (見附註)</b>						

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附註：如擬舉辦附加訓練活動，請必須清楚列明活動的次數及其預算參加的人數。

Note: If any additional training programmes are to be organised, please indicate clearly the number of times of programmes and the planned number of participants for each programme.

備註：營辦機構可於進行第一個計劃成效評估時，適當地調整第二個計劃的服務／活動，並提交服務／活動修改計劃書予社署審批。

Remarks: The operating NGO may suitably adjust the services/programmes/activities for the Second Project by submitting an updated programme plan to SWD during the performance assessment of the First Project.

為參加計劃的兒童、其父母／監護人、友師及捐助者等人舉辦的分享會

**Sharing Sessions provided to the Participating Children, their Parents/Guardians, Mentors and Donors, etc.**

第二個計劃所舉辦的分享會與第一個計劃相同

The sharing sessions provided for the Second Project are the same as the First Project

如第二個計劃的分享會與第一個計劃不同，請填寫下表：

If the sharing sessions provided for the Second Project are different from the First Project, please fill in the following table:

<u>活動種類</u> Type of Programme/	<u>時間表</u> Timeframe	<u>活動目標／內容</u> Objectives/Contents	<u>預算人數</u> Planned no. of participants	<u>主持人</u> Organiser (例: 社工) (e.g. Social Worker)
2 Sharing Sessions 兩次分享會	第一年 The first year	(1)	參加計劃的兒童 Participating Children : _____ 父母／監護人 Parents/Guardians : _____ 友師 Mentors : _____ 捐助者 Donors : _____ 總數 Total : _____	
	第二年 The Second	(2)	參加計劃的兒童 Participating Children : _____ 父母／監護人 Parents/Guardians : _____ 友師 Mentors : _____ 捐助者 Donors : _____ 總數 Total : _____	

為參加計劃的兒童、其父母／監護人及友師提供的訓練活動須知  
Points to Note in Training Programmes/Activities  
for Participating Children, Parents/Guardians and Mentors

訓練活動的定義

Meaning of Training Programmes/Activities

1. 為參加計劃的兒童 *For Participating Children*

指一項有目標的小組活動，以促進參加兒童的個人成長，內容應涵蓋以下主題：(1) 自我意識、自信及個人發展；(2) 人際關係、溝通技巧及社交關係；(3) 財務管理及計劃；(4) 興趣培養及習慣建立和(5) 能力建立。餘下的訓練活動可包括但不限於以上主題。每節訓練活動不應少於一小時。

Refers to a purposeful group intervention activity for enhancing the personal development of the participant, which shall cover themes as follows: (i) self-awareness, self-confidence and personal development; (ii) communication skills, interpersonal skills and social relationship; (iii) financial management and planning; (iv) interest nurturing and habit development; and (v) capability building. The remaining training programmes may include, but not limited to the above themes. Each session should last for at least one hour.

2. 為父母／監護人 *For Parents/Guardians*

指一項有目標的小組活動，以促使家長／監護人參與兒童的生涯規劃及財政計劃，內容應涵蓋以下主題：(1) 了解兒童及青少年；(2) 財務管理及計劃；(3) 協助子女實踐個人發展計劃及生涯規劃；(4) 跨代／家庭關係和(5) 溝通及育兒技巧。每節訓練活動不應少於一小時。

Refers to a purposeful group intervention activity to engage parents/guardians in life planning and financial planning for children, which shall cover themes as follows: (i) understanding children and teenagers; (ii) financial management and planning; (iii) supporting children to implement PDPs and life planning; (iv) intergenerational relationship/family relations; (v) communication skills and parenting skills. Each session should last for at least one hour.

3. 為友師 *For Mentors*

指一項有目標的小組活動，以向友師提供適切的訓練，內容應涵蓋以下主題：(1) 了解兒童及青少年；(2) 財務管理與計劃；(3) 協助兒童計劃及實踐個人發展目標；(4) 跨代及家庭關係和(5) 溝通及情緒支援和處理特殊事件的技巧。每節訓練活動不應少於一小時。

Refers to a purposeful group intervention activity for providing appropriate training to mentors, shall cover themes as follows: (i) understanding children and teenagers; (ii)

financial management and planning; (iii) supporting children to design and execute PDPs; (iv) intergenerational relationship/family relations; and (v) communication and emotional support skills and handling special issues. Each session should last for at least one hour.

### 活動數目及出席的計算

#### Calculation on number of programmes/activities and attendance rate

1. 縱使在一個訓練活動當中，對象包含參加計劃的兒童、父母／監護人及友師，該項訓練活動只能在其中一個類別作一個活動計算。  
Each training programme/activity, though its targets may include participating children, parents/guardians and mentors, could only be counted as one programme under one category.
2. 每個訓練活動如有多於一節的活動，仍作一個活動計算，該項活動的預算參加人數總和不可少於第二部分(I)所列的參加計劃兒童的目標人數。  
Each training programme/activity with more than one session should be counted as one programme. The total planned number of participants for all sessions should not be less than the target number of participating children as mentioned in Part Two (I).
3. 參加計劃的兒童、父母／監護人及友師如在相同的活動有多過一次的出席，營辦機構／學校不應計算有關的重複出席。  
For any participating child, parent/guardian or mentor who has attended more than once in the same programme/activity, the operating organisation/school should **NOT** count the repeated attendance.

兒童發展基金辦事處

Child Development Fund Office

社會福利署

Social Welfare Department

2024年3月

March 2024

兒童發展基金 Child Development Fund

額外服務量／成效指標及／或提高達標水平(如適用)\*

**Additional Output/Outcome Indicator(s) and/or Enhanced Achievement Level (if applicable)\***

**第一個計劃 For the First Project**

<p>服務量／成效指標的名稱 Name of the output/outcome indicator(s)</p>	<p>原要求水平 Original Required Level</p>	<p>建議(提升)達標水平 Pledged (enhanced) achievement level</p>
<p><b>A. 額外服務量指標／較高的達標水平 Additional/Enhanced achievement level of Output Indicator(s)</b></p>		
<p>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.)</p>		

\* 如營辦計劃的機構在計劃完結時未能達到已承諾的較高服務量/成效指標水平，將被記錄在案，日後該機構再次提交基金計劃申請時將被扣分。

\*If the Grantee fails to deliver the higher pledged level of output/outcome indicator(s) upon the completion of project, it would be recorded down for the purpose of deduction of their marks when the applicant NGO submits next application for CDF project in future.

<b>B. 額外成效指標／較高的達標水平 Additional/Enhanced achievement level of 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.)		

**第二個計劃(如適用) For the Second Project (if applicable)**

**額外服務量／成效指標及／或提高達標水平 (如適用)\***

**Additional Output/Outcome Indicator(s) and/or Enhanced Achievement Level (if applicable)\***

第二個計劃的額外服務量／成效指標及／或提高達標水平與第一個計劃相同

The additional output / outcome indicators and/or enhanced achievement level for the Second Project are the same as the First Project

如第二個計劃的額外服務量／成效指標及／或提高達標水平與第一個計劃不同，請填寫下表：

If the additional output/outcome indicators and/or enhanced achievement level for the Second Project are different from the First Project, please fill in the following table:

服務量／成效指標的名稱 Name of the output/outcome indicator(s)	原要求水平 Original Required Level	建議(提升)達標水平 Pledged (enhanced) achievement level
<b>A. 額外服務量指標／較高的達標水平 Additional/Enhanced achievement level of Output 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.)		

\* 如營辦計劃的機構在計劃完結時未能達到已承諾的較高服務量/成效指標水平，將被記錄在案，日後該機構再次提交基金計劃申請時將被扣分。

\*If the Grantee fails to deliver the higher pledged level of output/outcome indicator(s) upon the completion of project, it would be recorded down for the purpose of deduction of their marks when the applicant NGO submits next application for CDF project in future.



<b>B. 額外成效指標／較高的達標水平 Additional/Enhanced achievement level of 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.)		