

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的計劃。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

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

- 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： _____

申請機構行政總裁或總幹事：
Head of the Applicant NGO： _____

總辦事處地址：
Address of Headquarters： _____

電話號碼：
Telephone No.： _____

傳真號碼：
Fax No.： _____

電郵地址：
Email Address： _____

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

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**

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

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

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:

- 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

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

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[#]，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。

（[#]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[#], 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 from partnering organisations/companies/ individual mentors should be attached.**

(#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

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.**

- 少於 Below 25%, HK\$ _____
- 25% - 50%, HK\$ _____
- 超過 Above 50% - 75%, HK\$ _____
- 超過 Above 75% - 少於 Below 100%, HK\$ _____
- 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 13th 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

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)

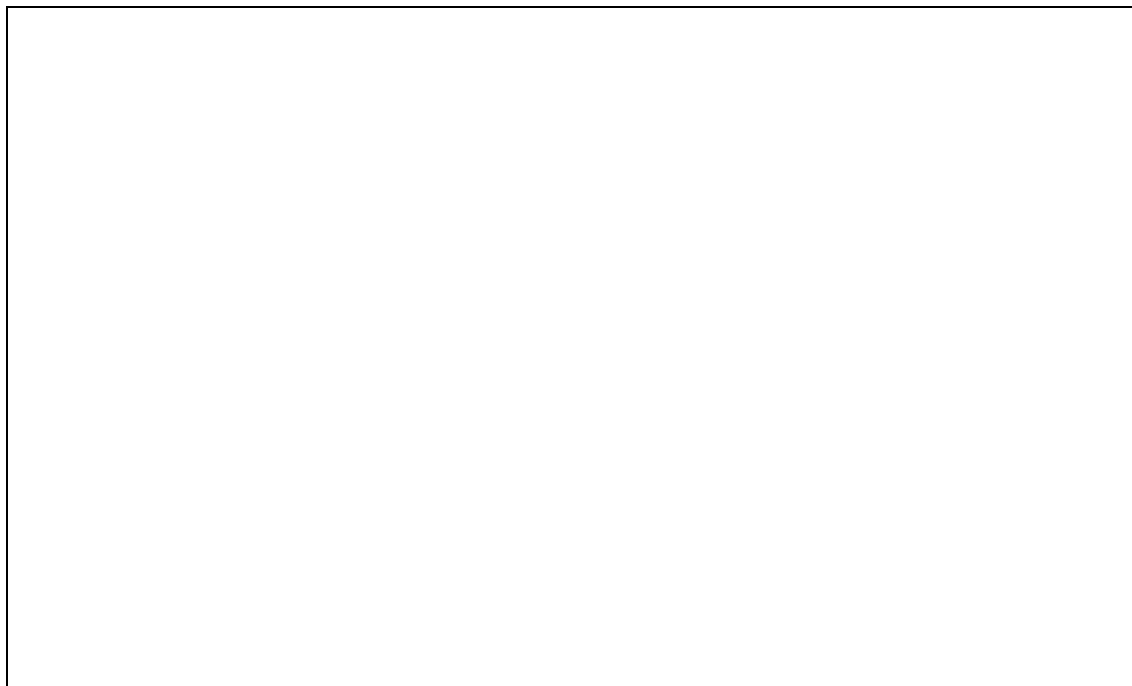
Description on (i) possible factors for withdrawal or low attendance rates of participating children, (ii) strategies to retain the children throughout the project period and (iii) measures to overcome withdrawal/passive participation. (Please list out in point form)

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

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 29-30 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 paragraph 29-30 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)

* 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)

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

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

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

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」第二十五至二十六段中，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 paragraph 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 | <u>活動主題</u> <u>Programme</u> <u>Theme</u> (詳見附件一附頁) (See Appendix to Annex 1) | <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：訓練兒童理財能力，教導兒童儲蓄的重要] <u>Objectives & 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] | <u>活動形式</u> <u>Format of programme/ activity</u> (例：講座) (e.g. Lecture) | <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] <u>No. of times of programme/ activity & 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)] | <u>培訓導師</u> <u>Trainer</u> (例：社工) (e.g. Social Worker) |
|-------------------------------------|------------------|---|---|---|---|---|
|-------------------------------------|------------------|---|---|---|---|---|

| | | | | | | |
|--------------------------|--------------------|-----|--|--|--|--|
| 四次核心活動 4 Core Programmes | 第一年 The first year | (1) | | | | |
| | | (2) | | | | |
| | | (3) | | | | |
| | | (4) | | | | |

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

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|-----------------------------|-----------------------|-----|--|--|--|--|
| 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) | | | | | | |
| | | | | | | |

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|--|--|--|--|--|--|--|
| Additional Training Programmes (See Note) | | | | | | |
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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.

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 & 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 & 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) | | | | |

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|-----------------------------|------------------------|-----|--|--|--|--|
| | | (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) | | | | | | |

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| Additional training Programmes (See Note) | | | | | | |
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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.

為友師提供的服務／活動

Services/Programmes/Activities provided for Mentors

| 活動種類 Type of programme/ activity | 時間表 Timeframe | <p>活動主題 Programme Theme (詳見附件一附頁) (See Appendix to Annex 1)</p> | <p>活動目標和訓練元素 [請為核心活動列明訓練元素，例如：訓練友師溝通技巧，教導友師理財知識] Objectives & training elements of the programme /activity [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>活動形式 Format of programme/ activity (例：講座) (e.g. Lecture)</p> | <p>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] No. of times of programme/ activity & Planned no. of participants [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>培訓導師 Trainer (例：社工) (e.g. Social Worker)</p> |
|-------------------------------------|-----------------------|---|---|---|--|---|
| 3 Core Programmes 三次核心活動 | 第一年 The first year | (1) | | | | |
| | | (2) | | | | |

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|-----------------------------|---------------------|-----|--|--|--|--|
| | | (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) | | | | | | |

| | | | | | | |
|--|--|--|--|--|--|--|
| Additional training Programmes (See Note) | | | | | | |
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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.

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>Timeframe</u> 時間表 Timeframe | <u>Objectives/Contents</u> 活動目標／內容 Objectives/Contents | <u>Planned no. of participants</u> 預算人數 Planned no. of participants | <u>Organiser</u> 主持人 (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 | <p>活動主題 Programme Theme (詳見附件一附頁) (See Appendix to Annex 1)</p> | <p>活動目標和訓練元素 [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] Objectives & training elements of the programme /activity [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]</p> | <p>活動形式 Format of programme/ activity (例：講座) (e.g. Lecture)</p> | <p>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] No. of times of programme/ activity & Planned no. of participants [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>培訓導師 Trainer (例：社工) (e.g. Social Worker)</p> |
|-------------------------------------|------------------|--|--|---|--|---|
|-------------------------------------|------------------|--|--|---|--|---|

| | | | | | | |
|--------------------------|--------------------|-----|--|--|--|--|
| 四次核心活動 4 Core Programmes | 第一年 The first year | (1) | | | | |
| | | (2) | | | | |
| | | (3) | | | | |
| | | (4) | | | | |

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

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|-----------------------------|-----------------------|-----|--|--|--|--|
| 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) | | | | | | |
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| Additional training Programmes (See Note) | | | | | | |
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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 | <u>活動主題</u> Programme <u>Theme</u> (詳見附件一附頁) (See Appendix to Annex 1) | <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] Objectives & training elements of the programme /activity [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] | <u>活動形式</u> Format of programme/ activity (例：講座) (e.g. Lecture) | <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] No. of times of programme/ activity & Planned no. of participants [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)] | <u>培訓導師</u> Trainer (例：社工) (e.g. Social Worker) |
|-------------------------------------|-----------------------|---|---|---|--|---|
| 3 Core Programmes | 第一年 The first year | (1) | | | | |

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

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| 附加訓練活動 <small>(見附註)</small> Additional training Programmes <small>(See Note)</small> | | | | | |
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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 align="center">活動主題 Programme Theme (詳見附件一附頁) (See Appendix to Annex 1)詳見附件一附頁</p> | <p align="center">活動目標和訓練元素 [請為核心活動列明訓練元素，例如：訓練友師溝通技巧，教導友師理財知識] Objectives & training elements of the programme /activity [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 align="center">活動形式 Format of programme/ activity (例：講座) (e.g. Lecture)</p> | <p align="center">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] No. of times of programme/ activity & Planned no. of participants [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">培訓導師 Trainer (例：社工) (e.g. Social Worker)</p> |
|-------------------------------------|-----------------------|--|--|--|---|--|
| 3 Core Programmes | 第一年 The first year | (1) | | | | |

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

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| Additional training Programmes (See Note) 附加訓練活動 (見附註) | | | | | |
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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:

| Programme/ activity | 活動種類 Type of Timeframe | 活動目標／內容 Objectives/Contents | 預算人數 Planned no. of participants | 主持人 Organiser (例: 社工) (e.g. Social Worker) |
|------------------------|------------------------------|--------------------------------|---|--|
| | | 2 Sharing Sessions 兩次分享會 | 第一年 The first year | (1) |
| 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 : _____ | |

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>A. 額外服務量指標／較高的達標水平 Additional/Enhanced achievement level of Output Indicator(s)</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> | | |
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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.

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B. 額外成效指標／較高的達標水平 Additional/Enhanced achievement level of Outcome Indicator(s)

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.)

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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 |
|--|----------------------------------|--|
| A. 額外服務量指標／較高的達標水平 Additional/Enhanced achievement level of Output Indicator(s) | | |
| 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.) | | |
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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.

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| B. 額外成效指標／較高的達標水平 Additional/Enhanced achievement level of Outcome Indicator(s) | | |
| 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.) | | |
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