



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



# Online Briefing Session on the Tenth Batch of Child Development Fund (CDF) Projects

16 April 2024 (Tuesday)



勞工及福利局  
Labour and Welfare Bureau



社會福利署  
Social Welfare Department



Time	Content	Responsible Officer of SWD
2:30 p.m.	Opening Remarks	Miss CHAN Lai Chu Assistant Director (Youth & Corrections)
	Introduction of CDF Projects	
2:50 p.m.	Objectives and Key Components of CDF Projects	Mrs CHEUNG LAI Man Wai, Fanny Senior Social Work Officer (Youth)
3:10 p.m.	How to Apply	Ms KOO Wah Hung, Janet Mr KWOK Pui Sang, Kelvin Miss CHIU Tsz Kwan, Jessie Mr HO E Hong, Alpheus Officers of CDF Office
3:40 p.m.	Service Specifications	
4:20 p.m.	Assessment Mechanism	
4:40 p.m.	Questions and Answers Session	Mrs CHEUNG LAI Man Wai, Fanny Ms KOO Wah Hung, Janet Mr HO E Hong, Alpheus
5:10 p.m.	Closing Remarks	Miss CHOW Yuet Ming, Mina Chief Social Work Officer (Youth)



# Opening Remarks



# Introduction to CDF Projects



- The **Child Development Fund (CDF)** was set up in April 2008
- It aims to support longer-term development of **children from a disadvantaged background** with a view to **alleviating inter-generational poverty** through tripartite, cross-sector collaboration among the community and family, the business sector and the Government.



- The Government has allocated **\$1.08 billion** to CDF, benefitting over **26,000** underprivileged children (including children of ethnic minorities, with disabilities or living in cubicle apartments/sub-divided units)
- CDF projects are funded by the Government and operated by non-governmental organisations (NGOs) or schools across the territory
- To date, **36 NGOs** and **100 schools** have already been involved in operating the CDF projects. For the list of operators, please refer to:

<https://www.cdf.gov.hk/en/projects/operator/operator.html>



- An overall review was conducted between July and December 2023 with a view to enhance the uniqueness and competitiveness of CDF
- The SWD invited **NGO/school operators** and **other stakeholders** (including previous beneficiaries, current participating children/youth, parents/guardians, mentors, donors and strategic partners) to participate in the review



- Around **5 000 stakeholders** ( including over 60 NGOs/school operators) have provided feedback and recommendations through questionnaires, focus group meetings and in-depth interviews
- Upon the completion of the overall review, **enhancement measures** are introduced, the tenth batch school-based projects and tenth batch NGO-led projects are introduced simultaneously and the Second Projects of the ninth batch NGO-led projects, under one-plus-one approach, are terminated



Item	Major recommendations and enhancement measures
Target participants	Positioning the target participants to <b>Primary 3 to Primary 6</b>
Targeted savings	Imposing additional requirements as <b>prerequisites</b> for the release of Government's special financial incentive in order to strengthen learning motivation of participating children
PDP	Advancing the disbursement of the mentees' target savings of the first year to the <b>13th month</b> of the project at the earliest
Core training programmes	Parents/guardians and mentors <b>complete three</b> out of five <b>core training programmes</b> in the <b>first year</b>
Number of participants	Relaxing the threshold of the target number of participants to <b>25</b> the minimum and <b>100</b> the maximum (maximum 15% upward adjustment)
Mode of implementation	Introducing a <b>dual track approach</b> , i.e. <b>NGO/school operators</b> may apply for either a single three-year project or two consecutive three-year projects under the "one-plus-one-approach"



Both NGO/school operators may opt for their respective NGO-led or school-based projects:

- Single project
  - ▣ Applying **a single** three-year project
  - ▣ Applicant school/NGO **has not ever run any CDF project** may only apply for one three-year project



- One-plus-one approach
  - ▣ Applying **two consecutive** three-year projects
  - ▣ **NGOs** under one-plus-one approach are expected to operate the Second Project in the **same district/area** as the First Project
  - ▣ NGO/school operators may “roll over” mentors of the First Project to the Second Project so as to build up a quality pool of experienced mentors
  - ▣ The **confirmation of the Second Project** is subject to the satisfactory performance in operating the First Project and the result of the **Interim Assessment**. 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 or the period specified by the Government



# Objectives and Key Components of CDF Projects



- Target participants: **Primary 3 to Primary 6 students**
- Encourage under-privileged children to **plan for their future** and **develop positive attitudes**
- To provide **personal development opportunities** for the participating children
- To help participating children **develop a savings habit and accumulate intangible assets** (such as positive attitudes, personal resilience, social networks, etc.) through formulating and implementing PDP





The project duration of CDF is **three years**, comprising **three key components**:



# Targeted Savings - encourages children to develop a savings habit

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- **Participating children: targeted monthly savings**
  - **HK\$200** savings target per month for the **first two consecutive years** (participating children and their families may agree with the NGO/school operator on a lower savings target, if appropriate)
- **NGO/school operator: matching contribution**
  - seek partnership from the NGO/school network, corporate and/or individual donors for providing matching contribution to the targeted savings at 1:1 matching ratio



# Targeted Savings - encourages children to develop a savings habit

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## □ The Government: special financial incentive

- The Government will provide a Special Financial Incentive to participating children **fulfilling the prerequisites** 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 a participating child has set a monthly savings target lower than \$125 (i.e. 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 fulfillment of prerequisites





# Targeted Savings - encourages children to develop a savings habit

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## □ Utilising targeted savings

### □ The first phase

Subject to fulfilling the prerequisites below, participating children may advance using the Government's special financial incentive and matching contribution **for the first year** as early as in the **13th month** \*

- completed **12 monthly savings instalments**
- attended at least **4 core programmes**
- worked out preliminary PDP under guidance of the mentor(s)

\*NGO/school operator should ensure that sufficient matching contribution from corporates and/or private donors have been secured



# Targeted Savings - encourages children to develop a savings habit (con't)

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## □ Utilising targeted savings

### □ The second phase

A participating child who **cannot** fulfill the prerequisites of the first phase is still eligible for the matching contribution and special financial incentive if he/she fulfils the following within the **programme period\***

- completed **24 monthly saving instalments** programme
- attended at least **5 core programmes** within the project period
- worked out a PDP has been under the guidance of the mentor(s)

\*NGO/school operators should ensure that sufficient matching contribution from corporates and/or private donors have been secured



# PDP - equips children for future personal development



## PDP

- In the **first two years of the project**, participating children draw up their PDP under the guidance of mentors and operators after identifying their own hobbies/interests and long-term vision. The PDP should include both short-term and long-term **development goals**, with specific steps that set them on the path to achieve them



# PDP - equips children for future personal development (con't)



## Development goals

- should be related to character building, development of positive attributes, values and attributes and capacity enhancement (i.e. **hobby/interest development**, education or **skills enhancement**)

## Role and responsibilities of school/NGO operators

- Should monitor the progress of each participating child in **implementing his/her development goals**



# Mentorship – broadening social networks of participating children

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## Mentorship

- NGO/school operators should match a **volunteer mentor** with each participating child
- The **mentor-mentee ratio** should preferably be 1:1 and should not be exceed **1:3**



# Mentorship – broadening social networks of participating children (con't)

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## Role and responsibilities of mentor

- provides guidance to each participating child and assists him/her in drawing up and realising PDPs
- builds relationship and shares his/her experience with the child's parents/guardians



## Role and responsibilities of NGO/school operators

- provides appropriate **training and guidance** to the **mentors** recruited



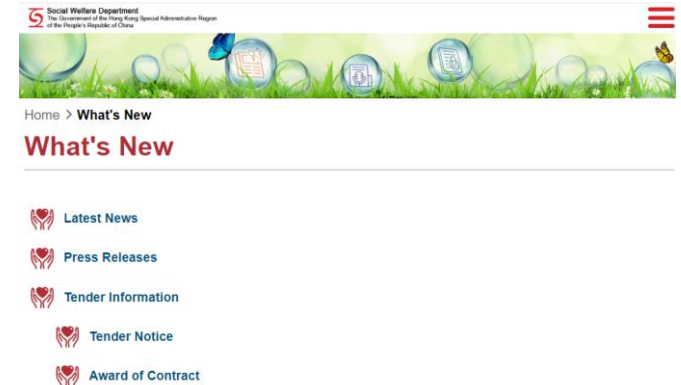
# How to Apply

# Guide on Application Procedures and Application Form

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The Guide on Application Procedures and Application Form is available via the SWD website ([swd.gov.hk/en/whatsnew/](http://swd.gov.hk/en/whatsnew/))

- Guide on Application Procedures
  - Chapter 1 Introduction
  - Chapter 2 How to Apply
  - Chapter 3 Service Specifications
  - Chapter 4 Assessment Mechanism
  - Chapter 5 Application Form (sample)
- Application Form (in the default PDF format )
  - Part One to Three
  - Part Two (**NGO** submits applications for more than one district should complete Part Two of application form for each additional district)



Please refer to **Guide on Application** for an overview. A full set of duly signed application form together with the required document(s) should reach the CDF office via prescribed mode of submission



# Application Requirements of school-based projects

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- Applicant School or any Partner School must be a **public sector school** (including government school, aided school and caput school) or a **school under the Direct Subsidy Scheme (“DSS”)**
- Except for government schools, all Applicant Schools and Partner schools must have a **“certificate of registration”** under Section 3 of the Education Ordinance (Cap. 279)
- Both Applicant School and Partner School **will not/have not apply/applied or receive/received** any other public funds or assistance under any other publicly-funded financial assistance schemes for the same project (excluding CDF)



# Arrangements on application of school-based projects

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Applicant Schools may apply as –

- **Sole applicant** and submit **single application**
- Collaborate with other school(s) to submit **joint application**
  - ▣ the schools should identify among themselves a leading party to act as the single contact point (i.e. **Applicant School**) and to submit the application while the others are **Partner School(s)** throughout the application period and subsequent project period
  - ▣ **Government schools** interested in operating the project may submit joint application with other aided school(s), caput school(s) or school(s) under Direct Subsidy Scheme (“DSS”). Government schools may only serve as **Partner School**
- To partner with, cooperate with or buy service from **NGO(s)** in operating the project

# Points to note before submitting school-based application



- A full set of completed application form
- A certified true copy of **“certificate of registration”** under Section 3 of the Education Ordinance (Cap. 279) (**certified by school principal**)
- Confirmation letter(s) for **provision of mentors/donations of matching contribution/other collaboration** (if any)
- 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)

# Application Requirements of NGO-led Projects



- 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
- 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);

# Application Requirements for joint application(s)



Applicant NGOs may apply as :

- **Sole applicant and submit single application**
- **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** (i.e. Applicant NGO) to submit the application while the others are Partner NGO(s) throughout the application period and subsequent project period

# Points to note before submitting NGO-led application



- NGO interested in operating the project **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
- 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)
- 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)

# Documents to be submitted for NGO-led application



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- A full set of completed application form
- **Confirmation letter(s)** for provision of **mentors/donations of matching contribution/other collaboration** (if any)
- 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)
- For NGOs currently **not receiving Social Welfare Department subventions**, one copy of each of the following documents should be submitted together with the application(s)
  - The registration under the Companies Ordinance or the Societies Ordinance or Registered Trustees Incorporation Ordinance or others as applicable;
  - The exemption from tax under Section 88 of the Inland Revenue Ordinance (Cap. 112);
  - Its Constitution or Article and Memorandum;
  - The management structure/ organisation chart and its members/ office bearers (names and post titles are suffice); and
  - The audited accounts of the organisation of the previous year or certified management accounts.



- In response to the recommendations of the 2019 Audit report, the SWD has duly taken into account the needs of each district when formulating the number of places for each district for **NGO-led Projects**
- The **distribution of the number of places** for the Tenth batch Projects has been made with reference to the latest statistics of children in low-income families provided by the Census and Statistics Department and the number of previous projects per district



## Districts/Areas for NGO-led Projects (con't)

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The Tenth Batch Projects will be awarded in following **12** districts/areas:  
(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

	Districts/Areas	Number of Places
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.

# Points to note for application under one-plus-one approach



- Unless specified otherwise, provided information is applicable to **both** the First Project and the Second Project
- The pledged service level of the Second Project should remain the same or pledged at a higher level as the First Project for the following aspects:
  - pledged number of participating children
  - target mentor-to-mentee ratio (1:3)
  - quantity of services, programmes and/or activities provided for participating children, their parents/guardians and mentors
  - the number of additional output/outcome indicators and/or enhanced achievement level (if any)

# Points to note for application under one-plus-one approach (con't)



- For the capability in seeking matching fund and recruiting mentors for the Second Project, NGO/school operators may only need to describe recruitment plan in the application form



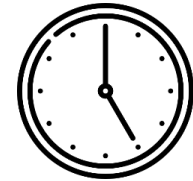
- Application form is accessible via SWD website:  
<https://www.swd.gov.hk/en/whatsnew/>
- Application form is in PDF format. Applicant NGO/school should use Adobe Reader to view and fill in the form
- The application form should be typed and printed in English or in Chinese with **default** font type and size
- **Any alternation** on default format of the PDF file (e.g. inserting or deleting any item/paragraph/page number) **will not be accepted**
- Application form must be duly signed by **school principal** / the **Board Chairperson** or **Head of the applicant organisation** (including digital signature)

## Submission of application (con't)



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- The full set of duly signed application form together with the required document(s) should reach the CDF Office, SWD on or before **5 p.m. on 21 May 2024**



- by **email** (email address: [scdf@swd.gov.hk](mailto:scdf@swd.gov.hk)); or
- **By hand** (Address: Room 942, 9/F, Wu Chung House, 213 Queen's Road East, Hong Kong)
- **Other mode of submission** (including by post) or **late application** will **NOT be considered**

## Submission of application (con't)



- Applicant NGO/school only needs to submit **one application**. In the event of any duplicated submissions, the **latest version** received by SWD shall prevail
- The application results are expected to be announced in **July 2024**

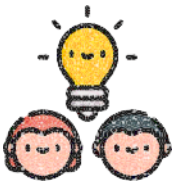


# Service Specifications



## Recruitment of eligible participating children

- The minimum number of participating children for each project is **25** while the maximum is **100** (with a flexibility of maximum 15% upward adjustment)
- **Primary 3 to 6** students in 2024/25 school year are eligible:
  - household income is less than 75% of the Median Monthly Domestic Household Income
  - Or currently receiving financial assistance, including:
    - Comprehensive Social Security Assistance
    - Working Family Allowance administered by the Working Family and Student Financial Assistance Agency
    - **full grants** from student financial assistance schemes
- 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







## Recruitment of suitable mentors

- A suitable mentor will be identified for each participating child (mentors should be **aged 18** or above). The mentor-mentee ratio should preferably be **1:1** and **should not be lower than 1:3** (i.e. each mentor should not be matched with more than 3 mentees)



- Example 1 : Assuming there are 50 participating children and the mentor-mentee ratio is 1:1, 50 mentors are required
- Example 2 : Assuming there are 50 participating children and the mentor-mentee ratio is 1:3, 17 mentors are required
- If any mentors dropped out from the project within the project period, a **replacement** is needed (Suggest Applicant School/NGO consider recruiting more mentors than the pledged number)



Provision of **training, community service opportunities** and **guidance** to **participating children**, including:

- With the use of existing services and programmes, initiate participating children to **draw up** their PDPs in the 1<sup>st</sup> year of Project(s); then vet and endorse their PDPs before the 13<sup>th</sup> month of the Project
- Assist them **achieve** the short-term and long-term development **goals** as set out in their PDPs
- The number of core training programmes provided to each participating child shall be at least **10\***



Provision of **training** and guidance to the **parents/guardians** and **mentors** to engage them in the **life planning** and **financial planning** for the participating children

- At least **5\*** core training programmes shall be provided to parents/guardians and mentors **respectively**
- with **3** core training programmes in the **1<sup>st</sup> year** and 2 core programmes in the 2<sup>nd</sup> year

\*Please refer to the Application Guide and the Appendix to Annex I of the application form for more details on the theme of core programmes. Each session of the training programmes should last for at least one hour. Kick-off ceremony and sharing session should not be counted as core training programmes.

# Completing the Annex I of the Application Form

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- Core training programmes shall cover the **themes** listed in the Appendix to Annex I with **training elements** related to the objectives of the CDF

## 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> <b>Programme</b> <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] <b>Objectives &amp; training elements of the programme /activity</b> [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> <b>Format of programme/ activity</b> (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] <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)]	<u>培訓導師</u> <b>Trainer</b> (例：社工) (e.g. Social Worker)

- Before completing the Application form, please refer to the Appendix to Annex I: Points to Note in Training Programmes/Activities for Participating Children, Parents/Guardians and Mentors

Core programmes for <u>participating children</u> shall cover:	Core programmes for <u>parents/guardians</u> shall cover:	Core programmes for <u>mentors</u> shall cover:
<ul style="list-style-type: none"> <li>• Self-awareness, self-confidence and personal development</li> <li>• Communication skills, interpersonal skills and social relationship</li> <li>• Financial management and planning</li> <li>• Interest nurturing and habit development</li> <li>• Capability building</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding children and teenagers</li> <li>• Financial management and planning</li> <li>• Supporting children to implement PDPs and life planning</li> <li>• Intergenerational relationship/family relations</li> <li>• Communication skills and parenting skills</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding children and teenagers</li> <li>• Financial management and planning</li> <li>• Supporting children to design and execute PDPs</li> <li>• Intergenerational relationship/family relations</li> <li>• Skills in communication and emotional support and handling special issues</li> </ul>



Organisation of regular **sharing sessions** for participating children, their parents/guardians, mentors and donors etc.;

- Once a year for the **first two years**
- Encourage to invite the CDF participants in previous batches and/or experienced mentors to share their experiences on a voluntary basis



**Monitor gatherings/communications between the mentors and the participating children**, ensuring that participating children receive appropriate guidance and attend activities in a safe manner

- Provide guidelines for their gatherings/communications
- At least once in a month



**Solicitation** of donations from non-profit making organisations/corporates and/or individual donors (e.g. CDF strategic partners, churches or community/school network) for providing **matching contribution** to targeted savings at **1:1 matching ratio**

- Any requirements from the 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
- Example: 50 participating children achieved their target savings of \$4,800 each, total amount = \$240,000; then Grantee need solicit \$240,000 (1:1) matching contribution
- Matching contribution should be secured for the eligible participating children to implement their PDPs at the 13<sup>th</sup> month the earliest. If there is a shortfall, it is the responsibility of the Grantee to make up the difference from sources of funding other than those provided by CDF



**Monitoring** the implementation of the **savings programmes** and the short-term **development targets** in the PDPs of the participating children (the balance of the unspent targeted savings should return to the participating children after the Project ends)



Obtain prior consent from the participating children, their 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



**Handling complaints** related to the Project(s)



Providing overall **project evaluation** and **monitoring**



For **school-based** projects, operating schools should provide appropriate **bridging arrangement** to let the participating children continue with CDF Project(s) if they were to leave the school before completion of CDF Project



- A maximum amount of **HK\$27,170 per participating child** will be allocated to the Grantee for conducting the training/programmes for the participating child, his/her parents/guardians and mentor.
  - ▣ Funding include HK\$24,700 **training subsidy** and HK\$2,470 **administrative expenses**
  - ▣ The Grantee is required to spend **at least 60% of the approved training subsidy directly on the participating children**
  - ▣ Operating Schools/NGOs are required to return the unspent funding to the government upon project completion
  
- Subject to the fulfilment of prerequisites, the Government will provide a **special financial incentive** at 1:1 ratio to the participant's targeted savings
  - ▣ maximum of HK\$4,800 (not less than HK\$3,000)







- The Government reserves the right to adjust the amount of funding
- 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 project is **terminated**; or
  - Any participating child(ren) **drop(s) out** from the First or Second Project pre-maturely for whatsoever reasons or **is/are confirmed to be not meeting the eligibility criteria**; or
  - The actual number of participating children **falls short** of the initial target number of participating children.





- Upon approval of the application and execution of the Agreement, payment will be released to the Grantee
  - ▣ Payment will be distributed in **installments** in the form of advances
  - ▣ The last instalment of grant payment (comprising Benefiting over 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 met 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 will be paid into and kept at the Designated Bank Account
- 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 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)



## □ Submission of Reports

- Operating NGOs/Schools are required to submit -
  - **Quarterly Statistical Returns (QSR)**
  - **Financial and Auditor's reports**
  - Other reports as and when necessary
- During the service period, the operating NGOs /Schools shall submit the following documents to the Government and/or the Steering Committee on the CDF as and when required by the Government -
  - **Quarterly programme plan** and its **progress update;**
  - Update on **implementation of PDPs;** and
  - Report the latest progress of the project



## □ Site Visits

- SWD will monitor the quality of services in accordance with the **Agreement (including these Service Specifications)**. **Announced and/or unannounced visits** will be conducted

## □ Checking of Duplicate Applications

- Children **who have participated** in CDF projects before (inclusive of dropout cases regardless of their reported reasons) will **not be eligible** for subsequent projects
- Operating NGOs shall seek the consent of the parents/guardians of the selected children to **release the personal data of their children** to SWD for checking out duplicated applications **before offering places to them**
- Since the application period of the Tenth Batch NGO-led Projects and School-based Projects is the same, the operating NGOs/schools should first find out whether the participating children have already participated/enrolled in other Projects



Date	Particulars
21 May 2024	Closing of applications
Jun – Jul 2024	Vetting of applications
Jul 2024	<ul style="list-style-type: none"> <li>■ Announcement of results</li> <li>■ Award of Projects and signing of Agreements with selected schools/NGOs</li> </ul>
Jul – Oct 2024	<ul style="list-style-type: none"> <li>■ Commencement of service</li> <li>■ Start of recruiting participating children and mentors (participating children must be eligible)</li> </ul>
Nov 2024	Commencement of the Programmes and Activities



Date	Particulars
Feb – Jun 2027	Interim Assessment* (to access school/NGO operators in implementing the First Project)
Jul – Aug 2027	<ul style="list-style-type: none"> <li>■ Confirmation of the Second Project</li> <li>■ Signing of supplementary agreements (if applicable)*</li> </ul>
Oct 2027	Completion of the Programmes and Activities of the Project / First Project
Nov – Dec 2027	Submission of final reports and settlement of unspent targeted savings of participating children to wrap up the Project / the First Project

\* Applicable to the Second Project under one-plus-one approach only

# Interim Assessment (Applicable to one-plus-one approach only)

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Before confirmation of the Second Project, the SWD will assess the performance of NGO/school operators in implementing the First Project, include but not limited to:

- performance against the specified **output and outcome indicators**
- 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
- performance in **guiding and assisting** the participating children to **draw up** and **implement** their PDPs (including the planning of utilising the targeted savings)



# Interim Assessment (Applicable to one-plus-one approach only)



- feedback from the participating children and/or their parents/guardians on the effectiveness of the programme and activities in promoting the **personal development** of the participants, etc.
- NGO/school operators' **updated programme plan**, plan on seeking matching contributions/mentors and improvement measures for the Second Project



## Output Standard

	Output Standard	Agreed Level
1.	Total number of participating children	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
2.	Amount of matching contribution	At 1:1 for each participating child, with a maximum of HK\$4,800 for each participating child
3.	Total number of mentors	At least 1:3 for the mentors to mentees (participating children)
4.	Total number of participating children who have worked out the PDPs	At least 80% of participating children have worked out the PDPs at the end of the second year
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 - four times a year for each participating child for the first two years, and twice for the third year</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>



## Output Standard

	Output Standard	Agreed Level
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</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</li> <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>



## Output Standard

	Output Standard	Agreed Level
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</li> <li>■ In each month, at least 70% of the paired-up mentors/mentees have at least one time of gathering/communication</li> </ul>

- NGO/school operators are welcome to provide **additional training programmes** for participating children, parents/guardians and mentors
- NGO/school operators can then make preparations for the launch of the Project and start recruiting participating children and mentors **upon the signing of Agreement**



## Outcome indicators

	Outcome Standard	Agreed Level
1.	Successful rate of participating children who can complete the 2-year savings plan	At least 70%
2.	Successful 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%

Marks may be deducted in vetting if NGO/school submitting the next application for CDF Project in future if:

- ❑ Fail to deliver the required **output** and/or **outcome standards** upon completion of Project
- ❑ Fail to deliver the **higher pledged level of output and/or outcome indicator(s)** and/or additional indicator(s)
- ❑ Fail to submit the **financial reports** as set out in the prescribed date persistently



Government may **immediately terminate** the Agreement upon the occurrence of any of the following events:

- the NGO/school operator 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
- the continued engagement of the NGO/school operator or the continued performance of the Agreement is contrary to the interest of national security
- the Government reasonably believes that any of the events mentioned above is about to occur



# Assessment Mechanism



A **Vetting Committee** consists of members of the Labour and Welfare Bureau and SWD will be set up to assess the quality aspects of the applications. Assessment will be based on, but not limited to the factors below (please refer to **Chapter 4** of **Guide on Application Procedures** for details) :

- ability/measures to recruit **adequate mentors** to meet the pledged mentor-to-mentee ratio
- ability to provide **services/programmes/activities** to participating children, parents/guardians and mentors
- 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



## Assessment criteria (con't)



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- ability to seek **matching contributions** from the NGO/school network, business sector, and/or individual donors
- ability to **monitor the accounts** of the participating children and donations received
- the performance in previous batch(es) of CDF projects



The above information is not legally bound and serve **for general reference** only

For details related to the application of tenth batch CDF projects, please refer to the **SWD website**

( URL: <https://www.swd.gov.hk/> )

For enquiries, please contact  
the Child Development Office at 2892 5540



# Questions and Answers

# Closing Remarks



Thank you !