

Guide on Application Procedures
Eleventh Batch of
Child Development Fund Projects

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Chapter 1

Introduction

Background Information

1. The Child Development Fund (“CDF”) was set up in April 2008. It funds projects which promote the longer-term development of children from a disadvantaged background and encourage them to develop an asset-building habit with a view to reducing inter-generational poverty. CDF projects are implemented with the joint efforts of the family, private sector, community and Government. With funding from CDF and the assistance of volunteer mentors, project operators organise specially designed three-year projects for the participants, teaching them how to formulate Personal Development Plans (“PDPs”) and implement PDPs using their own savings, matching contribution and the Government’s special financial incentive. The operators provide training and guidance to the participating children, their parents/guardians and mentors throughout the three-year project period to facilitate their completion of the project. The total commitment of the CDF will increase to \$1.26 billion as reflected in the 2026-27 Budget. So far, ten batches of 355 projects operated by non-governmental organisations (“NGOs”) and schools have been rolled out, benefitting over 30 000 underprivileged children.

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

Target Participants

- Positioning the target participants of CDF Programme to Primary 3 to Primary 6 students to enable the underprivileged children to benefit from the Programme, including character building and development of positive attributes, values and saving habits, at an early developmental stage.

Three Key Components

I. Targeted Savings

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

II. PDPs

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

III. Mentorship

- Strengthening support and training for mentors through enhancing the train-the-trainer programmes for CDF operators to address the needs of mentors;
- Advancing the training for mentors and parents/guardians to complete three out of five core training programmes in the first year of the project so that the parents/guardians and mentors could better support the mentees to implement their PDPs.

Project Duration

- Maintaining the project duration of three years.

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

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

3. Eligible NGOs/Schools may apply for either a single three-year project or two consecutive three-year projects under the “one-plus-one-approach”¹ in each application. Applicant NGOs/Schools which have not ever run any CDF projects may only apply for implementing a single three-year project. Applicant NGOs/Schools with experience as CDF project operator may opt for applying for a single three-year project or two consecutive three-year projects under the “one-plus-one-approach”. The track record/performance of the previous batch(es) as operator and Partner NGO/School would be taken into account for the application of subsequent CDF batches. The programmes and activities of the eleventh batch of NGO-led and School-based projects will commence in the fourth quarter of 2026, providing around

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

4600 places. The distribution of places in districts/areas for the eleventh batch projects is set out in **Annex 1**.

The Eleventh Batch of CDF Projects

4. Each project of the eleventh batch should offer a minimum of 25 up to a maximum of 100 places (with a flexibility of 15% upward adjustment). The Applicant NGO/School is required to pledge the number of participating children for the single project/ each of the First and Second Projects in its application. If the NGO/School would recruit additional children beyond the pledged number for the single project/ each of the First and Second Projects, the NGO/School must ensure that the mentor-to-mentee ratio for these additional children will meet the pledged level (minimum ratio 1:3). In any case, the additional number of children shall be no more than 15% of the pledged number for each project.

5. The signing of agreements with the selected NGOs/Schools is expected to be completed by late July 2026. The selected operators can then make preparations for the launch of the single project/ First Project and start recruiting participating children and mentors upon the signing of agreements. For projects approved under the “one-plus-one-approach”, the confirmation of the Second Projects is expected to be made in July 2029 the earliest subject to the satisfactory performance of the operators in implementing the First Projects and the results of the Interim Assessment.

**Districts/Areas for the Eleventh Batch Child Development Fund
Projects under the
“Single project” and “One-plus-one-approach”
(for reference only)**

Districts/Areas	Indicative Number of Places
1. Hong Kong Island	400
2. Tung Chung	150
3. Kwun Tong	550
4. Wong Tai Sin (including San Po Kong and Tsz Wan Shan)	250
5. Sai Kung (including Tseung Kwan O)	200
6. Kowloon City and Yau Tsim Mong	350
7. Sham Shui Po	400
8. Sha Tin	400
9. Tai Po and North District	500
10. Tsuen Wan and Kwai Tsing	550
11. Tuen Mun	400
12. Yuen Long (including Tin Shui Wai)	450

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 results of the Interim Assessment.

Chapter 2

How to Apply

Application Requirements

1. *(Applicable to School-based project application only)* The Applicant School or any Partner School(s) must be a public sector school¹ or a school under the Direct Subsidy Scheme (“DSS”). For aided and caput schools and schools under DSS, documentary proof of the “Certificate of Registration” under Section 3 of the Education Ordinance (Cap. 279) should be submitted together with the application.
2. The Applicant NGO/Schools or any Partner NGO(s)/School(s) **must not have received or will not receive any form of public funding other than CDF for the proposed project(s)** (e.g. being supported under a “Funding and Service Agreement” with the Social Welfare Department (“SWD”), being a service contract awarded by SWD, or funded by any public funds such as the Lotteries Fund, the Community Investment and Inclusion Fund, Partnership Fund for the Disadvantaged and the Enhancing Self-Reliance Through District Partnership Programme, etc.).
3. For the avoidance of doubt, the operators of the tenth batch of CDF projects are not barred from applying for the eleventh batch projects.
4. Interested NGO/School may submit applications on their own or collaborate with up to two Partner NGOs or two primary schools respectively to submit joint application. These Applicant NGOs/Schools shall identify themselves a leading party [refer as “Applicant NGO/School” while other NGO(s)/School(s) refer as “Partner NGO(s)/School(s)"] to submit the application and become the single contact throughout the application period and project period if being selected.
5. To streamline the application procedures of the CDF and establish a regular application cycle to facilitate the long-term project and manpower planning by NGO and School operators, the application cycles of both NGO-led and School-based projects are combined and launched on a biennial basis starting from the

¹ Public sector schools include government schools, aided schools and caput schools.

eleventh batch. NGOs/Schools interested in participating in the CDF please refer to **Annex 2** for understanding of the administrative duties and liabilities of CDF operators and how to select the operation mode (i.e. NGO-led or School-based projects).

6. The Applicant NGO/School is required to complete the **Application Form** and note the below bullets:

- (a) The application form is in PDF format. Adobe Reader is required to view and fill in the form. **Please submit the application form in the default PDF format. Additional contents provided in additional sheets or by altering the default format of the PDF file will NOT be considered.**
- (b) The application form should be typed **in English or in Chinese with default font type and size within the space limit.**
- (c) The application form must be **duly signed** by the **Board Chairperson/Head of the Applicant NGO or Principal of the Applicant School.**
- (d) Applicant NGO/School should only submit one application for a project.
- (e) An interested NGO can submit application for more than one district, but each NGO should not submit more than one application for each district. Disregard the number of projects applied for, only One application form is required while an **individual copy of Part Two for EACH selected district/ area is required.**

Submission of Application

7. Applicant NGO/School should submit the following documents:

- (a) A completed application form in full set, including General Information (Part One), Details of the Projects (Part Two) and Submission of Application (Part Three);
- (b) Confirmation letter(s)/ proof from partnering organisations/ companies for mentors/ matching contribution/ other collaboration (if any); and
- (c) Proven evidence on the setup and management as well as the information on the background of the trusts/foundations (if the donations come from charitable trusts/foundations established or managed by business corporations/non-profit making organisations).

Documents Required

8. Applicant NGO and Partner NGO(s), **currently not receiving SWD subventions**, should submit one certified true copy of each of the following documents to verify its legal entity and non-profit-making status:

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

9. Applicant School and Partner School(s) should submit one certified true copy of the “Certificate of Registration” under Section 3 of the Education Ordinance (Cap. 279).

Deadline of application

10. The deadline of application is **5:00 p.m. on 21 May 2026 (Thursday)** and an acknowledgement receipt will be issued upon receipt of application. **Late submission will NOT be accepted.** The full set of duly signed application form together with the required document(s) should be submitted through GovHK or via email to cdf@swd.gov.hk before the deadline. **Application submitted by post will not be accepted.** In the case of duplicated submissions, the latest version received by SWD shall prevail.

Enquiries

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

Tel. No. : 2892 5540

Fax No. : 2152 9396

Email : cdf@swd.gov.hk

Notification of Results

12. Applicant NGOs/Schools will be notified in writing the results in around July 2026.

Prevention of Bribery

13. The Applicant NGO/School or any Partner NGO(s)/School(s) shall not, and shall procure that its employees, agents and sub-contractors shall not, offer an

advantage as defined in the Prevention of Bribery Ordinance, (Cap. 201) in connection with the application.

14. Failure to so procure or any act of offering advantage referred to in paragraph 13 above committed by the Applicant NGO/School or any Partner NGO(s)/School(s) or by an employee, agent or sub-contractor of the Applicant NGO/School or any Partner NGO(s)/School(s) shall, without affecting the Applicant NGO/School or any Partner NGO(s)/School(s)'s liability for such failure and act, result in its application being invalidated.

Access to Personal Data

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

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

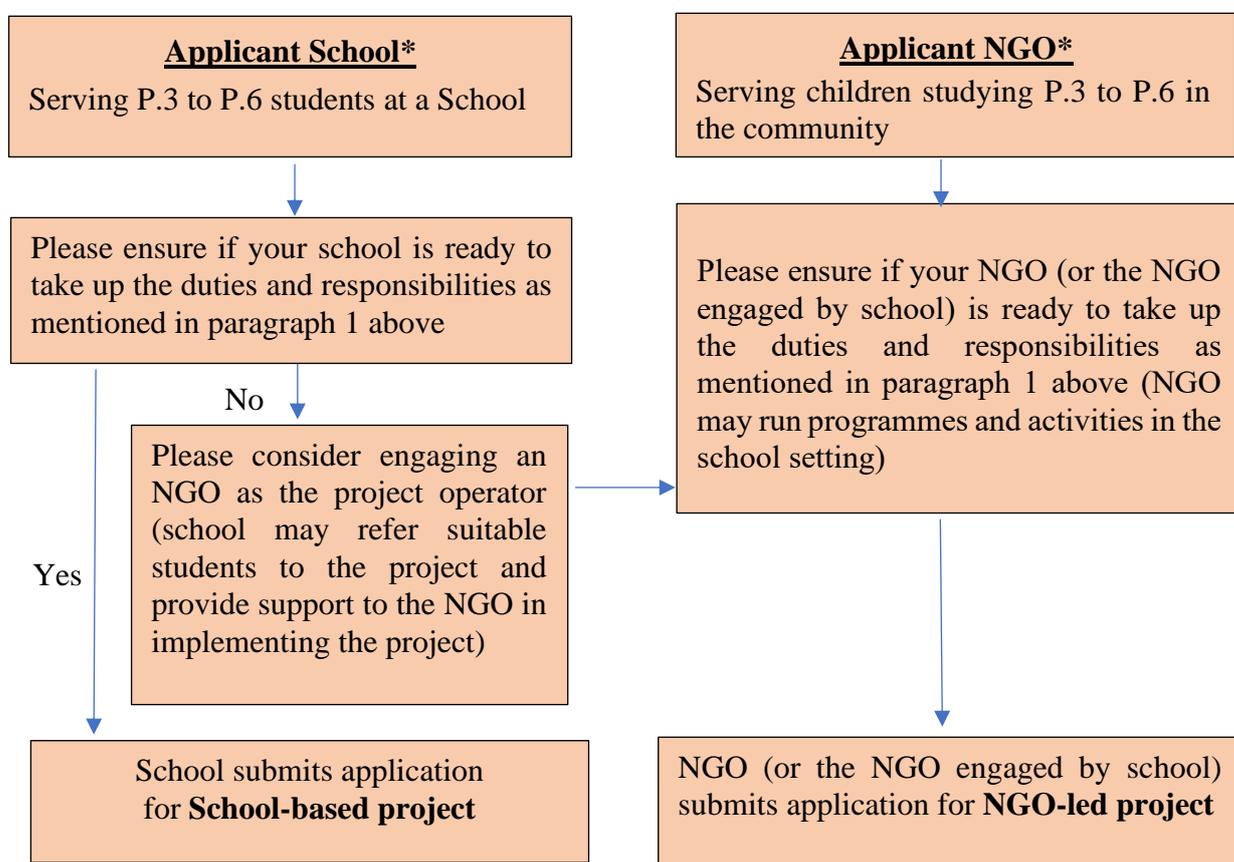
Office : Child Development Fund Office
Social Welfare Department

Address : Room 744, 7/F,
Wu Chung House,
213 Queen's Road East,
Wan Chai, Hong Kong

Tel. no. : 2892 5540

Administrative Duties and Responsibilities of Project Operator under the Child Development Fund

1. Being accountable for the overall project administration and implementation, including financial management and performance monitoring, the core administrative duties and responsibilities of a project operator are summarised below –
 - Identification and recruitment of participating children and mentors;
 - Provision of training and guidance to the participating children, parents/guardians and mentors;
 - Solicitation of donations;
 - Monitoring the implementation of the savings programmes and personal development plans of the participating children;
 - Handling complaints;
 - Providing overall project evaluation and monitoring;
 - Maintaining a designated bank account for the sole purpose of keeping and operating all monies of the grant and the special financial incentives;
 - Maintaining proper books of accounts, other accounting records for all transactions and all relevant records and information; and
 - Submitting financial reports and auditor’s report as required.
2. Having regard to the above duties and responsibilities of a project operator, please refer to the flowchart below in selecting a suitable application mode (i.e. NGO-led or School-based).



* New School/NGO applicants can only apply for a single three-year project. Relevant track record/ performance of the applicants in the previous batch(es) of CDF projects will be taken into account during vetting of the application proposals.

Chapter 3

Service Specifications

Child Development Fund

Eleventh Batch of NGO-led/ School-based Projects

Service Specifications

Objectives

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

Key Components of the CDF

2. The CDF comprises three major components, namely PDPs, mentorship programme and targeted savings.

PDPs

3. The participating children are required to draw up PDPs with specific targets (both short-term and long-term ones) under on-going guidance from their mentors and through the goal-oriented training formulated and provided by the operating non-governmental organisations (NGOs)/schools (“**Grantee**”)¹ for the first two years. The development targets shall be related to character building, development of positive attributes, values and attributes and capacity enhancement (i.e. hobby/interest development, education or skills enhancement) which could equip the children for future personal development. To enhance the quality of the PDPs drawn up by the children, the Grantee is required to vet and endorse the

¹ Upon successful application, the operating NGOs/ governing body of the schools will be required to enter into an agreement relating to the grant for the eleventh batch of NGO-led/School-based CDF projects with the Government (“Grant Agreement”).

children's PDPs before implementation by the children. The Grantee will monitor the progress of implementation throughout the three-year project period.

Mentorship Programme

4. A personal mentor, who is a volunteer, will be identified for each participating child. Mentors should provide guidance to children so that they could draw up their PDPs with development targets. These mentors should preferably also build relationship and share their experience with the children's parents/guardians. The mentor-mentee ratio² should preferably be 1:1 and should not be lower than 1:3 to ensure that the mentees would be given adequate attention and guidance by the mentors. The Grantee shall provide appropriate training and guidance to the mentors recruited. The Grantee are encouraged to invite the CDF participants in previous batches and/or experienced mentors to share their experiences with other CDF participants and/or new mentors on a voluntary basis so as to enhance mutual support amongst mentors and recognise the contributions of experienced mentors. These practices not only provide opportunities for the CDF participants of the current batch to expand their social network with elder peers, but also motivate those of the previous batches to become mentors of the CDF projects in the future.

Targeted Savings

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

² The Grantee shall ensure that sufficient mentors are recruited according to the pledged mentor-mentee ratio before the project commencement. The Government may restrain the Grantee from recruiting participating children beyond the pledged mentor-mentee ratio as appropriate.

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

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

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

7. The Grantee has to submit application to the Social Welfare Department (SWD) for advance release of the Government's Special Financial Incentive for the first year at 1:1 ratio (i.e. a maximum of \$2,400 (\$200 x 12 months)) within a prescribed period if a participating child has fulfilled the prerequisites by the end of the first year. Therefore, if the participating children apply for an advance release of Special Financial Incentive, the maximum amount that can be released is \$2,400 (\$200 x 12 months) for the first year. If a participating child has fulfilled the prerequisites between 13th and 18th month, the 12 months' portion of the Government's Special Financial Incentive would be released by the 19th month. The remaining 12 months' portion with a maximum of \$2,400 (\$200 x 12 months) will be released by end of the second year, subject to fulfilment of the prerequisites. If the participating child has not fulfilled the prerequisites for advance disbursement, he/she is still eligible for the matching contribution and Special Financial Incentive if he/she fulfils the following:

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

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

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

The Projects

9. Eligible NGOs/Schools may apply for either a single three-year project or two consecutive three-year projects under the "one-plus-one-approach", namely "First Project" and "Second Project", in each application. Applicant NGOs/Schools which have not ever run any CDF projects may only apply for implementing a single three-year project.

Eligible Participants

10. **Primary 3 to 6 students** in 2026/27 school year (for single project or First Project under the "one-plus-one-approach") or 2029/30 school year (for Second Project under the "one-plus-one-approach") (if applicable) who are:

- (i) receiving Comprehensive Social Security Assistance; or
- (ii) full grants from School Textbook Assistance ("TA") Scheme; or
- (iii) Working Family Allowance administered by the Working Family and

- Student Financial Assistance Agency; or
- (iv) whose household income is less than 75% of the Median Monthly Domestic Household Income (“MMDHI”)

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

Scope of Service

11. The Grantee shall be responsible for the operation of the project(s), including:

- (a) identification and recruitment of participating children and suitable mentors;
- (b) provision of training, community service opportunities and guidance to participating children, including the use of existing services and programmes, to start preparing them to draw up their PDPs in the first year of project(s), vet and endorse their PDPs, and help them achieve the short-term as well as long-term development targets as set out in their PDPs. In consideration of the different needs and goals of participating children, provision of different tailor-made programmes is encouraged. As stated in Output Standard 5 in paragraph 24 below, the number of core programmes provided to each participating child shall be at least 10;
- (c) solicitation of donations from non-profit making organisations/ corporate and/or individual donors for providing matching contribution to the targeted savings at 1:1 matching ratio. Contributions shall be made by registered business corporations operating their business in Hong Kong, non-profit making organisations registered in Hong Kong or charitable trusts/foundations which are established and managed by such corporations/organisations. Any requirements from the non-profit making organisations/corporate/individual donors must not be in conflict with the objectives and guidelines of the CDF. Donations shall also not come from corporations running business

in connection with tobacco or any foundation funded by tobacco companies. If there is a shortfall for the matching contribution, it is the responsibility of the Grantee to make up the difference from own resources other than those provided by the Government;

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

- (j) providing overall project evaluation and monitoring.
- (k) (*applicable to School-based project only*) provision of 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.

Commencement of Service

12. The Government aims at awarding the project(s) and signing the Grant Agreement with the Grantee in July 2026. Subject to the endorsement of the Government, the Grantee can then make preparations for the launch of the project(s) and start recruiting participating children and mentors upon the signing of the Grant Agreement. After completion of recruiting participating children and mentors, the three-year CDF projects should commence on 1 November 2026 and the Government reserves the right to advise on the actual commencement date. For Applicant NGOs/Schools applying for two consecutive three-year projects under the “one-plus-one-approach”, the Government will award the two consecutive projects in one-go for approved projects, but confirmation of the Second Project is subject to the satisfactory performance of the Grantee in implementing the First Project and the result of the Interim Assessment to be conducted in accordance with paragraph 22 below. If the Grantee fails to pass the Interim Assessment to the satisfaction of the Government, it will not be entitled to start the Second Project and the Grant Agreement will expire upon the Grantee’s completion of the First project in accordance with the terms of the Grant Agreement.

Time Schedule

13. The time schedule for the eleventh batch of CDF projects is as follows:

Date	Single Project/ First Project under “one- plus-one-approach”	Second Project under “one- plus-one-approach” (if applicable)
27 March 2026	Invitation of applications	
Mid-April 2026	Briefing session for interested Applicant NGOs/Schools	
21 May 2026	Closing of applications	
End May –	Vetting of applications	

Date	Single Project/ First Project under “one- plus-one-approach”	Second Project under “one- plus-one-approach” (if applicable)
June 2026		
July 2026	<ul style="list-style-type: none"> • Announcement of results • Award of projects and signing of Grant Agreements with selected operators 	
<i>Upon signing of the Grant Agreement</i>	Start recruiting participating children and mentors	
Mid-August 2026	Briefing session for awarded operators <i>(no briefing session would be arranged for the Second Projects)</i>	
31 October 2026	Completion of recruiting participating children and mentors	
1 November 2026	Commencement of programmes and activities	
February – June 2029 (28-32th month of the First Project)		Assessment of Grantee’s performance in implementing the First Project
July 2029 (33rd month of the First Project)		<ul style="list-style-type: none"> • Confirmation of the Second Project • Signing of supplementary agreements (if applicable)
1 August 2029 (34th month of the First Project)		Commencement of recruiting participating children and mentors
31 October 2029	Completion of programmes and activities	Completion of recruiting participating children and mentors
1 November 2029		Commencement of programmes and activities

Date	Single Project/ First Project under “one-plus-one-approach”	Second Project under “one-plus-one-approach” (if applicable)
1 November – 31 December 2029	<ul style="list-style-type: none"> • Submission of final reports and settlement of unspent targeted savings of participating children • Completion of the project 	
31 October 2032		Completion of programmes and activities
1 November – 31 December 2032		<ul style="list-style-type: none"> • Submission of final reports and settlement of unspent targeted savings of participating children • Completion of the project

Funding

14. Subject to such adjustment as may be required by the Government, a maximum amount of HK\$28,270 per participating child (including HK\$25,700 training subsidy and HK\$2,570 administrative expenses) will be allocated to the Grantee for conducting the training/programmes for the participating child, his/her parents/guardians and mentor. The Grantee is required to spend at least 60% of the approved training subsidy directly on the participating children.

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

Payment Arrangement

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

17. The Grantee is responsible for implementing an effective and sound financial management system including budget planning, projection, accounting, internal control system and auditing. The Grantee shall maintain a separate set of books and records and supporting documents on financial account on income and expenditure relating to the project(s) and to make available for inspection by the Government representative. The Grantee shall submit a set of financial reports together with an auditor's report duly audited, dated, signed and certified as being accurate and complete by a practice unit as defined under the Accounting and Financial Reporting Council Ordinance (Cap. 588) which is not in any way connected with the Grantee in accordance with the terms of the Grant Agreement.

Control Mechanism

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

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

20. To assist SWD in evaluating the services and calculating the grant payment, the Grantee shall provide quarterly statistical returns and yearly submissions in a prescribed format relating to the output and outcome indicators in paragraphs 24 below or specific returns on need basis. The Grantee shall submit financial and auditor's reports and keep separate account statements to record the expenditure. As and when necessary, the Grantee may be required to submit self-evaluation reports on its own service performance, including but not limited to output and outcome performance.

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

Interim Assessment [applicable to project(s) under “one-plus-one-approach” only]

22. Before confirmation of the Second Project, the Grantee's performance in implementing the First Project will be assessed during February to June 2029 (or such other period as may be specified by the Government) (“Interim Assessment”). The Interim Assessment will take into account at least the followings –

- (a) result of the assessment of the Grantee's performance against the output and outcome indicators as set out in paragraph 24 below;
- (b) result of the assessment of the Grantee's actual service delivery and performance through announced and/or unannounced visits, interviews with the service co-ordinator/frontline staff of the project as well as the participating children and/or their parents/guardians;
- (c) the Grantee's performance in guiding and assisting the participants to draw up their PDPs before the end of the second year and implement their PDPs in the second and/or third year (including the planning of the spending of the targeted savings);
- (d) feedback from the participating children and/or their parents/guardians on the effectiveness of the programmes/activities in promoting the personal development of the participants, etc.; and
- (e) the Grantee's updated programme plan, plan on seeking matching

contributions/mentors and improvement measures for the Second Project to be submitted as and when requested by the Government.

Performance Assessment

23. Unless otherwise specified by the Government, the Grantee must commence the programmes and activities of the single project/First Project on 1 November 2026 and the Second project on 1 November 2029 (if applicable). The programmes and activities of each project shall be completed three years after date of commencement (including targeted monthly savings, implementation of PDPs and training programmes for participating children, parents/guardians and mentors or such other period as may be specified by the Government).

24. SWD will be responsible for monitoring the progress of the project(s). A set of output and outcome indicators as set out in the table below (or such other indicators proposed by the Grantee and agreed by the Government) will be adopted to assess the performance of the services provided by the Grantee. Besides, SWD reserves the right to request supplementary information/data for monitoring purpose.

Output indicators for each of the projects:

Output Standard		Agreed Level
1	Total number of participating children	<ul style="list-style-type: none"> ■ 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	<ul style="list-style-type: none"> ■ At 1:1 for each participating child, with a maximum of HK\$4,800 for each participating child
3	Total number of mentors	<ul style="list-style-type: none"> ■ At least 1:3 for the mentors to mentees (participating children)
4	Total number of participating children who have worked out the PDPs	<ul style="list-style-type: none"> ■ At least 80% of participating children have worked out the PDPs at the end of the second year of project

Output Standard		Agreed Level
5	Total number of core programmes ³ for the participating children	<ul style="list-style-type: none"> ■ Ten core programmes in total - four times a year for each participating child for the first two years, and twice for the third year; and ■ At least 80% of the participating children have attended at least 7 out of the 10 programmes throughout the 3-year project
6	Total number of core programmes ⁴ for parents/guardians	<ul style="list-style-type: none"> ■ Five core programmes in total - 3 core programmes in the first year and 2 core programmes in the second year; and ■ At least 70% of the parents/guardians have attended not less than 4 out of the 5 programmes throughout the 3-year project
7	Total number of core programmes ⁵ for mentors	<ul style="list-style-type: none"> ■ Five core programmes in total - 3 core programmes in the first year and 2 core programmes in the second year; and ■ At least 70% of the mentors have attended not less than 4 out of the 5 programmes throughout the 3-year project
8	Total number of sharing sessions ⁶ for children, their parents/guardians, mentors and donors, etc.	<ul style="list-style-type: none"> ■ Once a year for the first two years; and ■ At least 70% attendance rate among all children, their parents/guardians, mentors and donors for each sharing session

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

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

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

⁶ Sharing sessions should be separated from core programmes.

Output Standard		Agreed Level
9	Total number of gatherings/ communications between the mentors and the participating children	<ul style="list-style-type: none"> ■ Monthly gatherings/ communications between the mentors and the participating children; and ■ In each month, at least 70% of the paired-up mentors/mentees have at least one time of gathering/communication

Outcome indicators for each of the projects:

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

25. For those project(s) which (i) fail(s) to deliver the required output and/or outcome standards as stipulated at paragraphs 24 above upon completion of the project, (ii) fail(s) to deliver the higher pledged level of output and/or outcome indicator(s) and/or additional indicator(s) upon the completion of project(s), (iii) fail(s) to submit the financial reports as set out in the prescribed date persistently, or (iv) record(s) substantiated complaint(s), it would be recorded down and marks may be deducted in vetting when the Applicant NGO/School and Partner NGO(s)/School(s) submits next application for CDF project in future.

Safeguard of National Security

26. The Grantee or any Partner NGO(s)/School(s) should be aware that the Government may immediately terminate the Grant Agreement upon the occurrence of any of the following events –

- (a) the Grantee has engaged or is engaging in acts or activities that are likely to constitute or cause the occurrence of offences

endangering national security or which would otherwise be contrary to the interest of national security;

- (b) the continued engagement of the Grantee or the continued performance of the Grant Agreement is contrary to the interest of national security; or
- (c) the Government reasonably believes that any of the events mentioned above is about to occur.

Corruption Prevention and Probity Requirements

27. It is the responsibility of the Grantee to ensure that its management, board members, staff and Partner NGO(s)/School(s) comply with the Prevention of Bribery Ordinance (Chapter 201 of the Laws of Hong Kong) and the relevant requirements. The Grantee shall prohibit the members, staff and Partner NGO(s)/School(s) from offering, soliciting or accepting advantages when discharging their duties under the Service Specifications. With regard to carrying out the duties under the Grant Agreement, the Grantee shall avoid and declare any conflict of interest. The Grantee shall also make reference to the relevant guidelines on corruption prevention and probity requirements to uphold integrity in every aspect, including but not limited to the governance structure, internal control, financial/fund management, procurement, staff administration, delivery of services/activities, management of maintenance works as set out in the “Corruption Prevention Guide on Governance and Internal Control for Non-Governmental Organisations” and “Best Practice Checklist – Strengthening Integrity and Accountability – Government Funding Schemes – Grantee’s Guidebook” issued by the Independent Commission Against Corruption.

Child Development Fund Office
Youth and Corrections Branch
Social Welfare Department
March 2026

Chapter 4

Assessment Mechanism

Assessment of Application

1. *Mandatory Requirements*

Only applications meeting all the mandatory requirements set out below will be assessed –

- (a) *(applicable to NGO-led project application only)* the Applicant NGO and Partner NGO(s) (if any) must be charitable organisations exempt from tax under Section 88 of the Inland Revenue Ordinance (Cap. 112) in Hong Kong.
- (b) *(applicable to School-based project application only)* the Applicant School and Partner School(s) (if any) must be a public sector school or a school under Direct Subsidy Scheme (DSS). Other than government schools, all Applicant Schools and Partner Schools must have a “Certificate of Registration” under Section 3 of the Education Ordinance (Cap. 279) in Hong Kong;
- (c) the Applicant NGO/School and Partner NGO(s)/School(s) (if any) must not have received or will not receive any public funding other than CDF for the proposed projects;
- (d) *(applicable to NGO-led project application only)* to apply for two consecutive projects under the “one-plus-one-approach”, the Applicant NGO and Partner NGO(s) (if any) must apply for operating the projects in the same districts/areas;
- (e) the proposed project(s) shall consist of three major components, namely personal development plans, mentorship programme and targeted savings;
- (f) the proposed project(s) shall offer 25 to 100 places for Primary 3 to 6 students (irrespective of their age). The additional number

of children shall be no more than 15% of the pledged number for each project;

- (g) the proposed project(s) shall meet the minimum mentor-to-mentee ratio at 1:3;
- (h) the proposed project(s) shall meet the 1:1 matching contribution ratio; and
- (i) this application form is duly signed by the Board Chairperson/Head of the Applicant NGO or the Principal of the Applicant School.

2. A vetting committee consists of members of the Labour and Welfare Bureau (LWB) and the SWD (“**Vetting Committee**”) will be set up to assess the quality aspects of the applications according to the weighting set out at **Annex 1** to this Chapter.

3. In general, the Vetting Committee will assess the applications based on the following factors relevant to the applicants -

- (a) relevant experience in the provision of children and youth (aged 6 to 24) services in Hong Kong;
- (b) relevant experience in organising mentorship/personal development programmes for children and youth (aged 6 to 24) in Hong Kong;
- (c) target number of participating children (minimum 25);
- (d) (*applicable to NGO-led project application only*) availability of site(s)/venue(s) and relevant experience in the provision of children and youth services in the serving district/area;

- (e) availability of support network/ability to establish and maintain effective network with other organisations for operating the project;
- (f) ability/measures to recruit the participating children, the availability of support network/ ability to establish and maintain effective network with other organisations (including that for recruitment of children of ethnic minorities, with disabilities or living in cubicle apartments/sub-divided units);
- (g) ability/measures to recruit adequate mentors to meet the pledged mentor-to-mentee ratio;
- (h) ability to provide services/programmes/activities to participating children, their parents/guardians and mentors;
- (i) 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;
- (j) ability to seek matching contributions from the Applicant NGO/School's network, business sector and/or individual donors;
- (k) ability to monitor the accounts of the participating children and donations received;
- (l) mechanism to handle complaints related to the project;
- (m) ability to recruit or deploy suitable staff personnel to implement and monitor the project;
- (n) ability to provide overall project evaluation, monitoring, use of information technology in operating the project;

- (o) availability of additional output/outcome indicators and/or enhanced achievement level of output/outcome indicators; and
- (p) (*applicable to School-based project application only*) measures to provide bridging arrangement to let participating children continue with the CDF project if they were to leave the school before completion of the project.

4. Upon confirming the capability of Applicant NGO/School in operating a CDF project, the Vetting Committee would further assess the suitability of the Applicant NGO/School in operating the Second Project under the “one-plus-one-approach”, if applicable.

5. Extra marks will be given to the application which can demonstrate the following criteria:

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

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

7. For those Applicant NGOs/Schools having operated CDF projects in the past, their past performance in implementing the projects will also be considered by the Vetting Committee. For previous project(s) which (i) failed to deliver the required output and outcome standards as stipulated in Chapter 3 – Service Specifications upon completion of the project, (ii) failed to deliver the higher pledged level of output/outcome indicator(s) and/or additional indicator(s) upon the completion of project, (iii) failed to submit the financial reports as set out in the prescribed date persistently, or (iv) record(s) substantiated complaint(s), it would be recorded down and marks may be deducted in the vetting.

Annex 1 - Weighting for Quality Assessment for the Applications for the Eleventh Batch of CDF School-based Projects

Quality Aspects	Relative weighting (by percentage*)
<i>I. Relevant experiences & Venues (8%)</i>	
1. Relevant experience in the provision of children and youth (aged 6 to 24) services in Hong Kong in the past three years (from 1 March 2023 to 28 February 2026)	1%
2. Relevant experience in organising mentorship for children and youth (aged 6 to 24) in Hong Kong in the past three years (from 1 March 2023 to 28 February 2026)	2%
3. Availability of site(s)/venue(s)/service provision in the serving district/area	5%
<i>II. Ability to recruit/retain target children/suitable mentors and deliver planned services (68%)</i>	
1. Target number of participating children	1%
2. Ability/measures to recruit the participating children	8%
3. Ability/measures to recruit adequate mentors to meet the pledged mentor-to-mentee ratio	17%
4. Ability to provide services/programmes/activities to participating children, parents/guardians and mentors	17%
5. 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	22%
6. Measures to provide bridging arrangement to let participating children continue with the CDF Project if they were to leave the school before completion of the project	3%
<i>III. Ability to secure matching contributions (7%)</i>	
1. Ability to seek 1:1 matching contributions from the school network (e.g. school's sponsoring body, school alumni, etc.), non-profit making organisations, corporate and/or individual donors	7%
<i>IV. Financial management (4%)</i>	
1. Ability to monitor the accounts of the participating children and donations received	4%
<i>V. Human resource management (8%)</i>	
1. Mechanism to handle complaints related to the project	2%
2. Ability to recruit or deploy suitable staff personnel to implement and monitor the project	6%
<i>VI. Added-value measures relating to service performance and monitoring (5%)</i>	
1. Ability on service monitoring and outcome assessment, use of information technology and availability of additional/enhanced output/outcome indicators	5%
Total	100%

*All percentages have been rounded off to the nearest integer.

Annex 1 - Weighting for Quality Assessment for the Applications for the Eleventh Batch of CDF NGO-led Projects

Quality Aspects	Relative weighting (by percentage*)
<i>I. Relevant experiences & Venue (8%)</i>	
1. Relevant experience in the provision of children and youth (aged 6 to 24) services in Hong Kong in the past three years (from 1 March 2023 to 28 February 2026)	1%
2. Relevant experience in organising mentorship for children and youth (aged 6 to 24) in Hong Kong in the past three years (from 1 March 2023 to 28 February 2026)	2%
3. Availability of site(s)/venue(s)/service provision in the serving district/area	5%
<i>II. Ability to recruit/retain target children/suitable mentors and deliver planned services (68%)</i>	
1. Target number of participating children	1%
2. Ability/measures to recruit the participating children, the availability of support network/ability to establish and maintain effective network with other organizations in the district/area (including that for recruitment of children of ethnic minorities, with disabilities or living in cubicle apartments/sub-divided units.	13%
3. Ability/measures to recruit adequate mentors to meet the pledged mentor-to-mentee ratio	16%
4. Ability to provide services/programmes/activities to participating children, parents/guardians and mentors	17%
5. 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	21%
<i>III. Ability to secure matching contributions (7%)</i>	
1. Ability to seek 1:1 matching contributions from the NGO network, business sector, and/or individual donors	7%
<i>IV. Financial management (4%)</i>	
1. Ability to monitor the accounts of the participating children and donations received	4%
<i>V. Human resource management (8%)</i>	
1. Mechanism to handle complaints related to the project	2%
2. Ability to recruit or deploy suitable staff personnel to implement and monitor the project	6%
<i>VI. Added-value measures relating to service performance and monitoring (5%)</i>	
1. Ability on service monitoring and outcome assessment, use of information technology and availability of additional/enhanced output/outcome indicators	5%
Total	100%

*All percentages have been rounded off to the nearest integer.