

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

(在申請機構主導計劃時，如申請機構揀選超過一個區域／地區，請就每一個已選的區域／地區填寫及遞交一份獨立的本部分資料)
(for NGO-led project application, if Applicant NGO selects more than one district/area, please complete and submit an individual copy of this part for EACH selected district/area)

申請機構／學校需根據此部分規定提供第一個及第二個計劃(如適用)之相關資料。第二個計劃在下列範疇的服務水平，須最少與第一個計劃相同，或高於第一個計劃之承諾水平；若未達此要求，則第二個計劃所提供的資料將不會於評審中予以考慮。服務範疇包括：

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

Applicant NGO/School must, in accordance with the following regulations, submit information for the First and Second Projects (if applicable). For the Second Project, the service levels in the following areas must be at least the same as or higher than those of the First Project. Otherwise, the information provided for the Second Project will not be considered in the assessment. The service areas include:

- (i) target number of participating children ;
- (ii) target mentor-to-mentee ratio ;
- (iii) the quantity of Services/Programmes/Activities provided for the Participating Children, their Parents/Guardians and Mentors; and
- (iv) additional Output/Outcome Indicator(s) and/or Enhanced Achievement Level (if applicable)

申請機構／學校名稱：

Name of Applicant NGO/School :

(I) 計劃資料
Project information

- | | | | |
|--|---|-------|--------------|
| 1. 第一個計劃的名稱 | : | _____ | (中文) |
| First Project title | : | _____ | (in English) |
| 2. 第二個計劃的名稱（如適用） | : | _____ | (中文) |
| Second Project title (if applicable) | : | _____ | (in English) |
| 3. 推行計劃的區域／地區
(機構主導計劃適用) | : | _____ | |
| District/area of the projects
(Applicable to NGO-led project) | : | _____ | |

4. 參加計劃的兒童的目標人數*
Target number of participating children*

第一個計劃 The First Project	第二個計劃（如適用） The Second Project (if applicable)
位 persons	位 persons

*目標人數最少為25位，最多為100位

Minimum number is 25 and maximum number is 100

(II) 相關經驗 Relevant experience

1. 兒童及青少年服務 Services for children and youth

申請機構／學校及所有合辦機構／學校過去三年（二零二三年三月一日至二零二六年二月二十八日）在香港為兒童及青少年（6至24歲）提供服務的經驗（次數）：

Experience of Applicant NGO/School and Partner NGO/School in the provision of services for children and youth (aged 6 to 24) in Hong Kong in the past 3 years (1 March 2023 – 28 February 2026):

計算的服務經驗必須符合下列所有條件：

Only service experience meeting all the criteria below should be counted:

- i. 為6至24歲的兒童及青少年服務提供 (a)指導及輔導、(b)支援活動、(c)發展和社交活動或(d)社區參與活動；及

Providing the following services (a) guidance and counselling; (b) supportive programmes; (c) developmental and social activities or (d) community engagement programmes for children and youth aged 6 to 24; and

- ii. 服務計劃／小組進行時間必須不少於4節，每節不少於1小時；及參加人數不少於6人；及平均出席率不少於70%。

The programme/group should have at least 4 sessions with each session not less than 1 hour, and number of participants not less than 6 and attendance rate not less than 70%.

申請機構／學校及所有合辦機構／學校

Applicant NGO/School and all Partner NGO(s)/School(s)

☐ 沒有相關經驗 No relevant experience

☐ 有相關經驗，_____（次數） With relevant experience of _____ times

2. 師友計劃 Mentorship programme

申請機構／學校及所有合辦機構／學校過去三年（二零二三年三月一日至二零二六年二月二十八日）在香港提供師友計劃予兒童及青少年（6至24歲）的經驗（次數）：
Experience of Applicant NGO/School and Partner NGO/School in organising mentorship programme for children and youth (aged 6 to 24) in Hong Kong in the past 3 years (1 March 2023 – 28 February 2026):

計算的師友計劃必須符合下列所有條件:

Only mentorship programmes meeting all the criteria below should be counted:

- i. 有義務友師，為6至24歲的兒童及青少年提供的服務(但不包括純學科補習班)；及

Having volunteer mentors providing guidance to children and youth aged 6 to 24 (excluding tutorial classes); and

- ii. 服務計劃／小組進行時間必須不少於4節，每節不少於1小時；及參加人數不少於6人；及平均出席率不少於70%。

The programme/group should have at least 4 sessions with each session not less than 1 hour, and number of participants not less than 6 and attendance rate not less than 70%.

申請機構／學校及所有合辦機構／學校

Applicant NGO/School and all Partner NGO(s)/School(s)

☐ 沒有相關經驗 No relevant experience

☐ 有相關經驗，_____（次數） With relevant experience of _____ times

(III) 區內網絡 Network in the district/area

1. 在揀選推行計劃的區域／地區中，是否有屬於申請機構／學校的服務基地／會址？
Availability of site(s)/venue(s) in the serving district/area

第一個計劃 For the First Project

- ☐ 有 1 個 [Have one site/venue]
地址：
Address: _____
- ☐ 有 2 個 [Have two sites/venues]
地址：
Address: _____
地址：
Address: _____
- ☐ 有 3 個或以上 [Have three sites/venues or more]
地址：
Address: _____
地址：
Address: _____
地址：
Address: _____
- ☐ 沒有，但可向其他機構免費借用場地 No, but can find a venue from other organisation(s) which is free of charge.

[機構名稱：_____ (中文)]
[Name of the organisation: _____
_____ (in English)]

借用場地地址：
Address of the venue on loan:

- ☐ 完全沒有 No at all

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

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

如服務基地／會址與第一個計劃不同，請填寫以下：

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

- ☐ 有 1 個 [Have one site/venue]
地址：
Address: _____

- ☐ 有 2 個 [Have two sites/venues]
地址：
Address: _____
地址：
Address: _____

- ☐ 有 3 個或以上 [Have three sites/venues or more]
地址：
Address: _____
地址：
Address: _____
地址：
Address: _____

- ☐ 沒有，但可向其他機構免費借用場地 No, but can find a venue from other organisation(s) which is free of charge.

[機構名稱：_____ (中文)]
[Name of the organisation: _____
_____ (in English)]

借用場地地址：
Address of the venue on loan:

- ☐ 完全沒有 No at all

2. (只適用於機構主導計劃)申請機構有沒有在揀選推行計劃的區域／地區中提供相關的兒童及青少年的服務？

(Applicable to NGO-led Projects only) Relevant experience in the provision of children and youth services in the serving district/area

☐ 有 Yes

請列舉相關的服務項目名稱及舉辦年份

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

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☐ 沒有 No

3. 招募少數族裔／殘疾兒童／居住板間房／劏房的兒童的安排

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

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

(a) 招募少數族裔兒童 Recruiting ethnic minorities children

第一個計劃 For the First Project

☐	沒有計劃招募少數族裔兒童 No plan to recruit ethnic minorities children
☐	有計劃招募少數族裔兒童 Have plan to recruit ethnic minorities children
	請簡述如下： Please fill in the followings: 在現有網絡或計劃招募少數族裔兒童，及在計劃期內給予支援。如下：(請逐點列出) With established network or plan in recruiting ethnic minorities children, and will provide support to them throughout the project period. Brief descriptions are as follows: (Please list out in point form)

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

☐	沒有計劃招募少數族裔兒童 No plan to recruit ethnic minorities children
☐	有計劃招募少數族裔兒童，及在計劃期內給予的支援與第一個計劃相同 Have plan to recruit ethnic minorities children, the support is the same as the First Project.
☐	有計劃招募少數族裔兒童，但與第一個計劃 不同，請填寫以下：(請逐點列出) If the plan is different from the First Project, please fill in the followings: (Please list out in point form)

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

第一個計劃 For the First Project

☐	沒有計劃招募殘疾兒童 No plan to recruit children with disabilities
☐	有計劃招募殘疾兒童 Have plan to recruit children with disabilities
	請簡述如下： Please fill in the followings: 在現有網絡或計劃招募殘疾兒童，及在計劃期內給予支援。如下：(請逐點列出) With established network or plan in recruiting children with disabilities, and will provide support to them throughout the project period. Brief descriptions are as follows: (Please list out in point form)

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

☐	沒有計劃招募殘疾兒童 No plan to recruit children with disabilities
☐	有計劃招募殘疾兒童，及在計劃期內給他們所提供的支援與第一個計劃相同 Have plan to recruit children with disabilities, the support is the same as the First Project.
☐	有計劃招募殘疾兒童，但與第一個計劃 不同 ，請填寫以下：(請逐點列出) If the plan is different from the First Project, please fill in the followings: (Please list out in point form)

(c) 招募居住板間房／劏房的兒童 Recruiting children living in cubicle apartments/sub-divided units

第一個計劃 For the First Project

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

請簡述如下：

Please fill in the followings:

在現有網絡或計劃招募居住板間房／劏房的兒童，及在計劃期內給予支援。如下：(請逐點列出)

With established network or plan in recruiting children living in cubicle apartments/sub-divided units, and will provide support to them throughout the project period. Brief descriptions are as follows: (Please list out in point form)

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

☐	沒有計劃招募居住板間房／劏房的兒童 No plan to recruit children living in cubicle apartments/sub-divided units
☐	有計劃招募居住板間房／劏房的兒童，及在計劃期內給他們所提供的支援與第一個計劃相同 Have plan to recruit children living in cubicle apartments/sub-divided units, the support is the same as the First Project.
☐	有計劃招募居住板間房／劏房的兒童，但與第一個計劃不同，請填寫以下：(請逐點列出) If the plan is different from the First Project, please fill in the followings: (Please list out in point form)

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

1. (只適用於機構主導計劃) 對區內情況的熟悉程度(例如區域／地區特色、人口結構、社區資源等)(請逐點列出)

(Applicable to NGO-led projects only) Familiarity with local scene (e.g. district/area characteristics, population profile, social resources etc.) (Please list out in point form)

2. (適用於機構主導計劃及校本計劃)闡述現有網絡及夥伴與計劃的關連性，以及如何維繫和利用網絡／夥伴的合作，促進跨界別協作以協助營辦計劃 (例如可夥拍非政府機構、學校、教會及地區團體等招募學員)，如未有網絡，則闡明如何建立／達致上述目標。

(Applicable to NGO-led and School based Projects) Provide information on the existing networks and partnerships, their relevance in relation to the project, and the methods to maintain the networks/partnerships for multi-disciplinary collaboration in operating the project (e.g. partnering with NGOs, schools, churches and local organisations on recruitment of participating children), or to describe how to establish or achieve the aforesaid if such networks are not yet available.

3. (只適用於機構主導計劃) 說明招募參加計劃的兒童的機制、策略和方法
(Applicable to NGO-led projects only) Description on the mechanism, strategy and approach in recruiting the participating children.

(V) 招募友師的能力
Ability to recruit mentors

1. 友師與參加計劃兒童的目標比例（每位友師不可指導多於3位兒童）
Target mentor-to-mentee ratio (Each mentor should mentor no more than three participating children)

第一個計劃 <u>The First Project</u>	第二個計劃（如適用） <u>The Second Project (if applicable)</u>
☐ 1 : 1	☐ 1 : 1
☐ 1 : 2	☐ 1 : 2
☐ 1 : 3	☐ 1 : 3

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

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

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

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

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

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

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

If the required number of mentor was not yet secured for the project/First project, or not yet received any support from partnering organisation /company /individual mentors in recruiting the mentors, please specify the available network, recruitment strategies and promotion plan of recruiting mentors.

4. 闡述第二個計劃的招募友師的方案（如適用）

Description on the recruitment plan of mentors for the Second project. (if applicable)

(VI) 友師招募和督導的機制
The mechanisms to recruit and supervise mentors

1. 友師的主要篩選準則 (請逐點列出)

Description on selection criteria for mentors. (Please list out in point form)

2. 簡述招募友師的機制，如友師申請的程序及如何篩選

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

3. 說明向友師提供的培訓及督導

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

(VII) 尋求配對捐款的能力

Ability to seek matching contributions

1. 如已為計劃／第一個計劃覓得非牟利機構／商界／信託基金／個人捐助者捐助 1:1 配對捐款（不包括其他用途的捐款），請提供以下資料，並須附有關非牟利機構／商界／信託基金／個人捐助者列有確實捐款額及簽署的確認書：

If 1:1 matching contribution (donations for other purposes should not be included) from the non-profit making organisation(s)/ business sector/ trust(s)/ foundation(s)/ individual donor(s) have been secured for the project/First project, please provide the following information with **duly signed confirmation(s) on the exact amount attached**:

(i) 已覓得配對捐款總額 Total amount of matching contributions secured

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

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

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

(ii) 請提供上述(VII)1(i)項的資料

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

捐助者的機構／公司／個人捐助者的基本資料（包括香港身份證上的姓名、公司註冊地址、公司名稱及商業登記號碼、業務性質、非牟利機構資料等）。如果有信託基金的捐款，須提供有關信託基金的背景資料，包括若捐款是來自商業機構所設立或管理的信託基金，則提供商業機構設立該信託基金的資料。

Basic information of the donor(s)/organisation(s) (e.g. the name shown on the Hong Kong Identity Card, business registered address, company name and business registration number, nature of business, information on the non-profit making organisation(s) etc.). If the donations come from charitable trusts/foundations established or managed by business corporation(s), the background information of the trusts/foundations including the information on the set up of the trusts/foundations by the business corporation(s) should be provided.

(iii) 就上述(VII)1(i)的捐款，請確認其符合下列的要求(本題必須填寫)：

For those donations stated in (VII)1(i) above, please confirm that the following requirements are met (**This field must be filled.**):

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

☐ 是 Yes*

☐ 不是 No

*如符合上述所有要求，請於「是」的空格填上「✓」；否則於「不是」的空格填上「✓」。。
Please put a '✓' in the 'Yes' checkbox if all the above-mentioned requirements are met; if not, put a '✓' in the 'No' checkbox.

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

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

3. 說明如何為第二個計劃建議的參加計劃兒童人數徵集足夠的捐款（如適用）

Description on the plan in seeking sufficient donations for the proposed number of participating children for the Second Project. (if applicable)

(VIII) 向參加計劃的兒童、其父母／監護人及友師提供服務／活動的能力

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

1. 說明如何確保參加計劃的兒童在計劃第二年完結前已訂立個人發展規劃。

Description on strategies to ensure the participating children have worked out the PDPs at the end of the second year of the project.

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

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

(IX) 提升計劃參加者的出席率及參與動機的能力

Ability to improve the attendance of the participants and to encourage their participation

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

2. 說明(i)可能會引致**參加計劃的友師**退出計劃或出席率低的因素;(ii)在整個計劃期內留住友師的策略；以及(iii)克服退出／被動參與的措施。(請逐點列出)

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

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

Description on strategies to assist/facilitate the participating children and families to complete their Targeted Savings programme. Contingency measures to assist those participating children and families who have difficulty in meeting their saving targets due to temporary financial hardship (e.g.the availability of emergency fund) (Please list out in point form)

4. 處理友師退出計劃的補救措施或應變方案 (請逐點列出)

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

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

1. 就(i)參加計劃的兒童的儲蓄和(ii)所得捐款，分別說明監察帳目的擬議程序和措施(例如：如何管理帳戶、監察儲蓄進度，以及分發配對捐款和特別財政獎勵)(請逐點列出)
Regarding the management of accounts of (i) the participating children and (ii) donations, please separately describe the proposed procedures and measures in monitoring. (e.g. handling of the accounts, monitor the savings progress, disbursement of the matching contributions and Special Financial Incentives). (Please list out in point form)

(i)

(ii)

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

1. 請說明處理有關計劃的投訴的建議機制
Please describe the proposed mechanisms in handling complaints related to the project

2. (只適用於機構主導計劃) 是否按社會福利署「服務質素標準」, 處理與計劃有關的投訴?
(Applicable to NGO-led projects only) Whether the complaints handling system complies with the “Service Quality Standards” of SWD?

☐ 是 (只適用於目前接受社會福利署津助的非政府機構)

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

☐ 不是, 建議的處理投訴機制如下:

No, the proposed complaints handling mechanism is as follows:

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(XII) 營辦計劃的人力資源

Manpower in operating the project

1. 訂明調派主理或參與計劃的職員的資歷及經驗、監督職員的架構, 為計劃職員提供的培訓和監督 (如適用)

Specification on the qualification and experience of staff to be engaged or deployed for the project, the structure of staff supervision, appropriate training and supervision to the staff concerned.

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2. (只適用於校本計劃) 如申請學校擬任用駐校社工主理或參與計劃，請列明其資助來源，以避免與任何形式的公共資助重疊 (如適用)
(Applicable to School-based projects only) If school social worker(s) is/are to be engaged or deployed for the project, please state the funding source(s) for the post(s) to avoid cross subsidisation with any public funding (if applicable)

(XIII) 服務監察及成效評估

Service monitoring and outcome assessment

1. 說明監察及評估服務質素標準、服務量和服務成效等的內部機制
Description on the internal mechanism to monitor and evaluate the service quality standards, outputs and outcomes etc.

2. 說明如何運用資訊科技以協助參加計劃的兒童和友師的聯繫，以及監察計劃的進度
Description on the use of information technology to facilitate communication between participating children and mentors; and project monitoring.

3. 按已訂明的資源，除服務規定說明中列明的服務量及／或成效指標外，請說明會否提高有關指標的達標水平及／或提供額外的指標 ^{*}(如適用)(請填寫附件二)
On top of the output and/or outcome indicators as set out in the Service Specifications, please indicate whether to pledge a higher achievement level of these indicators and/or provide additional indicators at the prescribed resource provision, ^{*}if any. (Please fill in **Annex 2** attached)

(XIV) (只適用於校本計劃) 銜接安排
(Applicable to School-based projects only) Bridging arrangement

1. 說明銜接安排以讓於完成計劃前因畢業、轉校或其他原因而離校的參加兒童可繼續參與計劃
Description on bridging arrangement to ensure that the participating children who graduate, transfer schools, or leave for other reasons can continue to participate in the concerned CDF project before its completion.

^{*}如營辦機構/學校在計劃完結時未能達到已承諾的較高服務量/成效指標水平，有關情況將被記錄在案，日後該申請機構/學校及其合辦者再次提交基金計劃申請時可在審批中被扣分。

If the Grantee fails to deliver the higher pledged level of output/outcome indicator(s) upon the completion of project, it would be recorded down and marks may be deducted in vetting when the Applicant NGO/School and its partner(s) submit next application for CDF project in future.

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

☐ 先生 Mr ☐ 女士 Miss/Ms/Mrs

計劃負責人 :
Name of the Project Officer : _____

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

所屬中心名稱（只適用於
非政府機構） :
Name of the Service Unit :
(Applicable to NGOs only) _____

電話號碼 :
Telephone No. : _____

傳真號碼 :
Fax No. : _____

電郵地址 :
Email Address : _____

地址 :
Address : _____

— 完 —

— END —

兒童發展基金 Child Development Fund

為參加計劃的兒童、其父母／監護人及友師提供的服務／活動

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

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

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

第一個計劃 For the First Project

為參加計劃的兒童提供的服務／活動

Services/Programmes/Activities provided for the Participating Children

<u>活動種類</u> Type of programme/ activity	<u>時間表</u> Timeframe	<u>活動主題</u> Programme Theme (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] Objectives & training elements of the programme /activity [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> Format of programme/ activity (例：講座) (e.g. Lecture)	<u>活動的次數和預算人數</u> [如活動分開數次舉行，請提供活動節數和每節的 預算人數(詳見附件一附頁)，例如：4次、每次25人] No. of times of programme/ activity & Planned no. of participants [If a programme/ activity is to be held in several sessions, please provide the no. of sessions and the planned no. of participants per session (See Appendix to Annex 1) (e.g. 4 sessions, 25 participants per session)]	<u>培訓導師</u> Trainer (例：社工) (e.g. Social Worker)

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

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

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

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

附註：如擬舉辦附加訓練活動，請必須清楚列明活動的次數及其預算參加的人數。

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

為參加計劃兒童的父母／監護人提供的服務／活動

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

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

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

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

附註: 如擬舉辦附加訓練活動，請必須清楚列明活動的次數及其預算參加的人數。

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

為友師提供的服務／活動

Services/Programmes/Activities provided for Mentors

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

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

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

附註：如擬舉辦附加訓練活動，請必須清楚列明活動的次數及其預算參加的人數。

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

為參加計劃的兒童、其父母／監護人、友師及捐助者等人舉辦的分享會

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

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

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

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

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

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

如第二個計劃的服務／活動與第一個計劃不同，請填寫下表：

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

活動種類 Type of programme/ activity	時間表 Timeframe	活動主題 <u>Programme</u> <u>Theme</u> (詳見附件一附頁) (See Appendix to <u>Annex 1</u>)	活動目標和訓練元素 <u>Objectives & training elements of the</u> <u>programme /activity</u> <u>Please elaborate the training elements of the core</u> <u>programmes, e.g. to raise children’s self-awareness,</u> <u>to train children on their ability of wealth</u> <u>management, to teach children on the importance of</u> <u>savings</u>	活動形式 <u>Format of</u> <u>programme/ activity</u> (例: 講座) (e.g. Lecture)	活動的次數和預算人數 <u>No. of times of programme/ activity &</u> <u>Planned no. of participants</u> <u>If a programme/ activity is to be held in several</u> <u>sessions, please provide the no. of sessions and the</u> <u>planned no. of participants per session (See</u> <u>Appendix to Annex 1)</u> (e.g. 4 sessions, 25 participants per session)	培訓導師 <u>Trainer</u> (例: 社工) (e.g. Social Worker)

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

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

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

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

附註：如擬舉辦附加訓練活動，請必須清楚列明活動的次數及其預算參加的人數。

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

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

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

為參加計劃兒童的父母／監護人提供的服務／活動
Services/Programmes/Activities provided for Parents/Guardians of Participating Children

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

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

如第二個計劃的服務／活動與第一個計劃不同，請填寫下表：

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

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

3 Core Programmes 三次核心活動	第一年 The first year	(2)				
		(3)				
	第二年 The second year	(1)				
		(2)				

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

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附註：如擬舉辦附加訓練活動，請必須清楚列明活動的次數及其預算參加的人數。

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

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

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

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

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

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

如第二個計劃的服務／活動與第一個計劃不同，請填寫下表：

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

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

3 Core Programmes 三次核心活動	第一年 The first year	(2)				
		(3)				
	第二年 The second year	(1)				
2 Core Programmes 兩次核心活動		(2)				

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

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附註：如擬舉辦附加訓練活動，請必須清楚列明活動的次數及其預算參加的人數。

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

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

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

為參加計劃的兒童、其父母／監護人、友師及捐助者等人舉辦的分享會

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

- ☐ 第二個計劃所舉辦的分享會與第一個計劃相同（不需填寫以下表格）
The sharing sessions provided for the Second Project are the same as the First Project

如第二個計劃的分享會與第一個計劃不同，請填寫下表：

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

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

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

訓練活動的定義

Meaning of Training Programmes/Activities

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

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

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

2. 為父母／監護人 *For Parents/Guardians*

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

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

3. 為友師 *For Mentors*

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

Refers to a purposeful group intervention activity for providing appropriate training to mentors, shall cover themes as follows: (i) understanding children and teenagers; (ii) financial management and planning; (iii) supporting children to design and execute PDPs; (iv) intergenerational relationship/family relations; and (v) communication and emotional support skills and handling special issues. Each session should last for at least one hour.

活動數目及出席的計算

Calculation on number of programmes/activities and attendance rate

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

社會福利署

Social Welfare Department

兒童發展基金辦事處

Child Development Fund Office

2026 年 3 月

March 2026

兒童發展基金 Child Development Fund

額外服務量／成效指標及／或提高達標水平(如適用) *

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

第一個計劃 For the First Project

服務量／成效指標的名稱 Name of the output/outcome indicator(s)	原要求水平 Original Required Level	建議(提升)達標水平 Pledged (enhanced) achievement level
A. 額外服務量指標／較高的達標水平 Additional/Enhanced achievement level of Output Indicator(s)		
如這項目不適用，請在下面註明「不適用」 (Please state "Not Applicable" if this item is not applicable.)		

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

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

B. 額外成效指標／較高的達標水平 Additional/Enhanced achievement level of Outcome Indicator(s)		
<u>如這項目不適用，請在下面註明「不適用」 (Please state “Not Applicable” if this item is not applicable.)</u>		

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

額外服務量／成效指標及／或提高達標水平 (如適用)*

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

☐ 第二個計劃的額外服務量／成效指標及／或提高達標水平與第一個計劃相同

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

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

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

服務量／成效指標的名稱 Name of the output/outcome indicator(s)	原要求水平 Original Required Level	建議(提升)達標水平 Pledged (enhanced) achievement level
A. 額外服務量指標／較高的達標水平 Additional/Enhanced achievement level of Output Indicator(s)		
如這項目不適用，請在下面註明「不適用」 (Please state "Not Applicable" if this item is not applicable.)		

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

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

B. 額外成效指標／較高的達標水平 Additional/Enhanced achievement level of Outcome Indicator(s)		
<u>如這項目不適用，請在下面註明「不適用」 (Please state “Not Applicable” if this item is not applicable.)</u>		