

攜手扶弱基金 (專款部分 — 第五輪申請)
Partnership Fund for the Disadvantaged
(Fifth Round Dedicated Portion Application)
機構申請表格 Application Form for Organisation

重要事項 Important Notes :

1. 必須填妥申請表格內每頁的每一部分。Must fill out every part of all pages in the application form.
2. 請核取適切的方格。Please select the boxes as appropriate.
3. 遞交申請時必須夾附所需文件。Must attach all the required documents when submitting an application.
 - 3.1 申請表格正本 Original copy of the application form
 - 3.2 由機構董事會主席簽署的「申請機構聲明及同意書」The “Declaration and Consent of the Applicant Organisation” duly signed by the Board Chairperson of your organisation
 - 3.3 儲存已填妥的申請表格的電腦光碟 Compact disc copy of the completed application form
 - 3.4 伙伴商業機構就捐贈所涉及的款額及性質發出的書面證明 (如已收捐款, 請夾附商業機構簽發的支票副本及發給商業機構的收據) Written confirmation of the amount and nature of donations of the partnering business corporation(s) (If the donation has been received, please attach copy(ies) of cheque(s) issued by the business corporation(s) and copy(ies) of receipt(s) issued to the business corporation(s))
 - 3.5 商業機構的商業登記證副本或由商業機構成立和管理的慈善信託或慈善基金的登記文件及其他背景資料(包括其資金來源) Copy(ies) of Business Registration Certificate of the partnering business corporation(s) or document(s) on the set-up and management of the trust(s)/foundation(s) with information on the background of the trust(s)/foundation(s) (including their source(s) of funding)
 - 3.6 商業機構捐贈實物的折算金額和相關報價表 (如適用) Translation of contributions in kind into monetary terms and relevant quotations (If applicable)
 - 3.7 項適用於所有推行功課輔導、學習技巧訓練及語文訓練班等的申請計劃, 不論推行的地點所在, 均須符合《教育條例》(第 279 章)的規定
Point 3.7 is for all project proposals providing tutorial classes, learning skills training and language training, etc., which irrespective of the venue of such classes/training, may warrant regulation under the Education Ordinance (Cap. 279)
 - 3.7 根據《教育條例》(第 279 章)第 9(5)條所發出的豁免學校註冊文件(副本) Copy(ies) of certificate(s) of exemption from registration as a school under section 9(5) of the Education Ordinance
 - 3.8 – 3.13 項只適用於目前並非社會福利署(社署)資助的非政府福利機構
Points 3.8 – 3.13 are only for applicant organisations currently not receiving subventions from Social Welfare Department (SWD)
 - 3.8 機構背景, 包括宗旨、歷史、經費來源、主要提供的福利服務等的單張或簡介 Leaflet or brief background about the applicant organisation, including the mission, history, source of operating expenses, core services provided, etc.
 - 3.9 有關註冊文件的影印本 Copy(ies) of relevant registration documents
 - 3.10 機構董事會成員名單 Name list of the Board of Directors
 - 3.11 機構管理架構圖 Organisation chart
 - 3.12 機構組織章程的詳細資料 Organisation’s constitution or Articles of Association
 - 3.13 機構以申請日期計算過去十八個月內經審計的帳目 Audited accounts of the organisation not earlier than 18 months before the date of the application

請將申請表格及相關文件送交或郵遞至:

香港灣仔皇后大道東 213 號胡忠大廈 7 樓 735 室 社會福利署 攜手扶弱基金秘書處
Please send the application form and related documents to:
The Secretariat of Partnership Fund for the Disadvantaged, Social Welfare Department,
Room 735, 7/F, Wu Chung House, 213 Queen’s Road East, Wan Chai, Hong Kong

攜手扶弱基金 (專款部分 — 第五輪申請)
申請書確認回條
Partnership Fund for the Disadvantaged
(Fifth Round Dedicated Portion Application)
Acknowledgement of Receipt of Application

第一部分 Part I

致:

To:

ABC Association Limited

(機構中英文名稱 Name of Organisation in Chinese & English)

由

攜手扶弱基金秘書處

From:

The Secretariat of Partnership Fund for the Disadvantaged (PFD)

計劃名稱 (中文)

繽紛學習計劃

Project Title (English)

Brilliant Learning Programme

檔案編號 Ref No.

SWD/COR/PFD/DF/13/

(此欄供本署填寫 For office use only)

秘書處已收到你的申請書。有關申請結果將另行通知。

The Secretariat has received your application. We will notify you of the result of your application when it is available.

接收申請日期 Application received on:

(此欄供本署填寫 For office use only)

攜手扶弱基金秘書處蓋印
PFD Secretariat Chop:

(如申請表格以郵遞方式遞交，請填寫第二部分。Please complete Part II if the application form is sent by post.)

第二部分 Part II

董事會主席姓名

Name of Board Chairperson:

Mr. CHAN Tai-man

總辦事處地址

Address of Headquarters:

Room 305, 3/F, Wan Chai Square,

Wan Chai

Hong Kong

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only

1. 申請機構資料 Particulars of Applicant Organisation

機構名稱(中文):	ABC 機構有限公司	<input type="checkbox"/> Checked SWD/COR/PFD/DF /13/____
Name of Organisation (English):	ABC Association Limited	
機構行政總裁/總幹事姓名 Name of Head of Organisation:	Mr. LEE Ting-ting	
總辦事處地址 Address of Headquarters:	Room 305, 3/F, Wan Chai Square, Wan Chai, Hong Kong	
電話號碼 Telephone No.:	2345 6789	
電郵地址 E-mail Address:	leett@abcal.org.hk	

2. 擬提供的福利服務計劃 Proposed Welfare Project

2.1 服務計劃負責人 Responsible Project Officer

姓名 Name:	Ms CHEUNG Man-man	<input type="checkbox"/> Checked
職位/所屬單位 Post/ Office:	Programme Officer	
電話號碼 Telephone No.:	2345 2345	
電郵地址 E-mail Address:	cheungmm@abcal.org.hk	
地址 Address:	Shop 3, G/F, Wan Chai Square, Wan Chai, Hong Kong	

2.2 基本資料 Basic Information

服務計劃名稱(中文):	繽紛學習計劃	<input type="checkbox"/> Checked
Project Title (English):	Brilliant Learning Programme	
計劃開始及結束日期 Date of Commencement and Completion:	September 2019 至 August 2020 to	
計劃時期 Duration of Project:	1 (年/Years) 0 (月/Months)	
受惠對象性別比例 ^{**1} Gender Ratio of Beneficiaries ^{Note 1} :	(男 Male) 50 % : (女 Female) 50 %	
推行計劃的服務單位名稱/地址 Name(s)/Address(es) of Service Unit(s):	Shop 3, G/F, Wan Chai Square, Wan Chai, Hong Kong	

2.3 服務範圍 Service Programme

- | | | |
|---|--|----------------------------------|
| <input type="checkbox"/> 安老服務 | Elderly Services | <input type="checkbox"/> Checked |
| <input type="checkbox"/> 家庭及兒童福利服務 | Family & Child Welfare Services | |
| <input type="checkbox"/> 康復及醫務社會服務 | Rehabilitation & Medical Social Services | |
| <input checked="" type="checkbox"/> 青年及感化服務 | Youth & Corrections Services | |
| <input type="checkbox"/> 為其他弱勢社群提供的服務 | Services for Other Disadvantaged Groups | |

2.4 推行計劃的地區 Location(s)/District(s) of the Project

- | | | |
|---|--|----------------------------------|
| <input type="checkbox"/> 東區 Eastern District | <input type="checkbox"/> 油尖旺區 Yau Tsim Mong District | <input type="checkbox"/> Checked |
| <input checked="" type="checkbox"/> 灣仔區 Wan Chai District | <input type="checkbox"/> 深水埗區 Sham Shui Po District | |
| <input type="checkbox"/> 中西區 Central & Western District | <input type="checkbox"/> 荃灣區 Tsuen Wan District | |
| <input type="checkbox"/> 南區 Southern District | <input type="checkbox"/> 葵青區 Kwai Tsing District | |

^{**1} 申請機構籌備活動時須考慮性別主流化及參考相關資料，詳情可登入勞工及福利局網頁：
<http://www.lwb.gov.hk/chi/home/index.htm>

Note 1 Applicant organisations are advised to make reference to gender mainstreaming and related information in arranging activities for the beneficiaries. For details, please refer to the website of the Labour and Welfare Bureau:
<http://www.lwb.gov.hk/eng/home/index.htm>

- | | |
|---|---|
| <input type="checkbox"/> 離島區 Islands District | <input type="checkbox"/> 屯門區 Tuen Mun District |
| <input type="checkbox"/> 觀塘區 Kwun Tong District | <input type="checkbox"/> 元朗區 Yuen Long District |
| <input type="checkbox"/> 黃大仙區 Wong Tai Sin District | <input type="checkbox"/> 沙田區 Sha Tin District |
| <input type="checkbox"/> 西貢區 Sai Kung District | <input type="checkbox"/> 大埔區 Tai Po District |
| <input type="checkbox"/> 九龍城區 Kowloon City District | <input type="checkbox"/> 北區 North District |

 Checked

2.5 受惠人士 Target Beneficiaries

類別 (可選多於一項) Type (may select more than one option)	人數 No. of Beneficiaries	只選一項 主要受惠人士 Select one Major Beneficiary Type
<input checked="" type="checkbox"/> 青年/中學生 Youth/Secondary Students	200	<input checked="" type="checkbox"/>
<input type="checkbox"/> 兒童/小學生 Children/Primary Students		<input type="checkbox"/>
<input type="checkbox"/> 婦女 Women		<input type="checkbox"/>
<input checked="" type="checkbox"/> 家庭 Families	200	<input type="checkbox"/>
<input type="checkbox"/> 少數族裔 Ethnic Minorities		<input type="checkbox"/>
<input type="checkbox"/> 殘疾人士 Persons with Disabilities		<input type="checkbox"/>
<input type="checkbox"/> 新來港人士 New Arrivals		<input type="checkbox"/>
<input type="checkbox"/> 長者 Elderly Persons		<input type="checkbox"/>
<input type="checkbox"/> 更生人士 Ex-offenders		<input type="checkbox"/>
<input type="checkbox"/> 失業人士 Unemployed Persons		<input type="checkbox"/>
<input type="checkbox"/> 義工 Volunteers		<input type="checkbox"/>
<input type="checkbox"/> 公眾人士 General Public		<input type="checkbox"/>
<input type="checkbox"/> 其他 Others		<input type="checkbox"/>
總數 Total	400	

 Checked

甄選參與課餘學習及支援項目學生的準則 Selection criteria for the student participants of the after-school learning and support programmes
Form 1 to Form 3 students from low-income families (i.e. below 75% of Median Monthly Domestic Household Income); and
Students having low learning motivation or low self-confidence and with unsatisfactory academic performance in English.

2.6 計劃目的 Project Objectives

- | | |
|---|----------------------------------|
| (1) strengthening students' whole-person development including but not limited to developing the participating students' learning capability and study skills, or strengthening their life-planning skills; and
(2) providing support for parents in understanding the need of their children in learning and development, hence equipping them with effective parenting skills. | <input type="checkbox"/> Checked |
|---|----------------------------------|

2.7 財政預算總表 Proposed Budget Summary

收入來源 Source of Income		款項 Amount and Nature (\$)		總數 Total (\$)	%	<input type="checkbox"/> Checked
來自	1	間商業贊助	現金 Cash	272,340	272,340	48.88

From	Business Sponsorship(s)	實物 ^{註2} In Kind ^{Note 2}			
申請機構支付的款額 Applicant Organisation's Contribution				6,500	1.17
其他收入 Other Income (請填寫 2.7(ii)項 Please complete item 2.7(ii))				6,000	1.07
申請基金款額 Amount of Fund Sought				272,340	48.88
總收入 Total Income				557,180	100

(總收入應與 2.8(iv) 項的總開支相符 Total Income here should be the same as Total Expenditure in item 2.8(iv))

(i) 折算實物價值 Estimation of In Kind Value :

物品 Items	參考價值 ^{註2} Price Referred ^{Note 2}	報價 ^{註3} Quotations ^{Note 3}					<input type="checkbox"/> Checked
		Q1	Q2	Q3	Q4	Q5	
1.							
2.							

(ii) 其他收入 (如適用) Other Income (if applicable) :

收入項目 Income Items		計算程式 Calculation Details	總數 Total (\$)	<input type="checkbox"/> Checked <input type="checkbox"/> Supported
1.	Enrolment fee of Activity 1: English Writing Enhancement Class	\$20 per student x 200 students	4,000	
2.	Enrolment fee of Activity 2: Seminar on improving children's learning effectiveness	\$10 per parent x 200 parents	2,000	
總數 Total			6,000	

2.8 預算開支詳情 Details of Estimated Expenditure

(i) 人手支出 Staffing Cost

職位名稱 Post Title	月薪(包括強積金) Monthly Salary (including MPF)(\$)	受聘時期(月) Employment Duration (month)	預算 Budget (\$)	<input type="checkbox"/> Checked <input type="checkbox"/> Supported
1. 0.5 Project Coordinator	\$12,390	12	148,680	<input type="checkbox"/> Checked <input type="checkbox"/> Supported
2.				<input type="checkbox"/> Checked <input type="checkbox"/> Supported
總數 Total(A)			148,680	<input type="checkbox"/> Checked

^{註2} 折算捐贈實物價值時，請依《常用傢具及設備價目表》([https://www.swd.gov.hk/storage/asset/section/562/en/PLCFE_2018_\(by_categories\)_March_2018_cleaned_copy.pdf](https://www.swd.gov.hk/storage/asset/section/562/en/PLCFE_2018_(by_categories)_March_2018_cleaned_copy.pdf))的「單價」為參考價值。

Note 2 Please provide "Price Referred" for contributions in kind according to the "Unit Price" of "Price List of Common Furniture and Equipment" (PLCFE) ([https://www.swd.gov.hk/storage/asset/section/562/en/PLCFE_2018_\(by_categories\)_March_2018_cleaned_copy.pdf](https://www.swd.gov.hk/storage/asset/section/562/en/PLCFE_2018_(by_categories)_March_2018_cleaned_copy.pdf)).

^{註3} 如捐贈實物不在《常用傢具及設備價目表》內，申請機構須為不超過 50,000 元的單項物品取得最少兩份書面報價，而超過 50,000 元的單項物品則須取得最少五份書面報價。所有書面報價須由申請機構行政總裁/總幹事簽署核證。

Note 3 If contributions in kind are not covered in PLCFE, the applicant organisation has to seek and provide at least two written quotations for single item of a value not exceeding \$50,000 and at least five written quotations for single item of a value exceeding \$50,000. All written quotations should be certified by the Head of the applicant organisation.

		<input type="checkbox"/> Supported
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職位 1 Post 1: 學歷 Qualification: Associate Degree or above in social work	<input type="checkbox"/> Checked
相關工作經驗(年) Relevant working experience (year): 2	
工作範圍 Job Duties: He/she will be responsible for coordinating and organising the programme; planning, managing and monitoring the project implementation; and providing counselling and support service for the students and parents.	

職位 2 Post 2: 學歷 Qualification: _____	<input type="checkbox"/> Checked
相關工作經驗(年) Relevant working experience (year): _____	
工作範圍 Job Duties: _____	

(ii) 行政支援開支 Administration Overheads
(不超過計劃總開支 10% not exceeding 10% of the Total Project Expenditure)

開支項目 (包括支持理據及計算程式) Items (including justifications and calculation details)	預算 Budget (\$)	<input type="checkbox"/> Checked
1. 服務計劃的籌劃及管理、工作協調及質素保證 Service planning and management, coordination and quality assurance - Service Supervisor, who should be a registered social worker possessed a Bachelor's degree in social work with at least five years of management experience in related service. He/ she is responsible to perform duties including but not limited to the supervision of the Project Coordinator in service planning, management and coordination, human resource management, bookkeeping and account management, and risk management works.	3,000	<input type="checkbox"/> Supported
2. 人力資源管理 Human resource management	0	<input type="checkbox"/> Supported
3. 帳目管理及財務監控 (包括核數費) Accounting management and financial monitoring (including audit fee) - Audit fee for one report	5,000	<input type="checkbox"/> Supported
4. 風險責任管理、內部審計及管控 (包括勞工保險) Risk management, internal audit and compliance (including employees' compensation insurance) - Insurance premium for the whole project, including outdoor activities and employees' compensation insurance	3,000	<input type="checkbox"/> Supported
5. 公共關係、伙伴協作、企業傳訊及服務推廣 Public relations, partnership, corporate communication and publicity Public materials, including - Activity 1: A4 size colour Promotion leaflet printing fee (\$0.5@ x 1 460 copies)= \$730 - Activity 2: A3 size colour Poster printing and postage fee (\$2.7@ x 100 NGO and School recipients)= \$270	1,000	<input type="checkbox"/> Supported

6.	辦公及活動場所與器材設施提供、日用消耗品補給 Office/ Project venue, equipment and facilities, and consumables - Cost including telephone line and broadband service (\$600 per month); and stationery, papers, toners and other consumables (\$600 per month)	14,400	<input type="checkbox"/> Supported
7.	資訊科技設施供應及技術支援 Information technology facilities and support - Cost for purchasing a 1TB portable USB hard drive with encryption function for storing all related programme materials	300	<input type="checkbox"/> Supported
總數 Total (B)		26,700	<input type="checkbox"/> Checked <input type="checkbox"/> Supported

(iii) **活動支出 Programme Expenses** (如活動多於一項，請複製表格範本。Please copy and insert template if more than one activity is planned.)

- * 請展示計算程式。如開支項目涉及聘用導師、教練等人手，請提供有關人士的資歷及相關工作經驗要求。 Please illustrate the calculation details of the expenditure item. The required qualification and relevant work experience of staff such as tutors and coaches, if applicable, should be provided.

活動一 Activity 1 :					<input type="checkbox"/> Checked	
名稱 Name : English Writing Enhancement Class					<input type="checkbox"/> Supported	
目的 Purpose : To provide participating students with opportunities of immersing in an English environment and to learn the language; and to enhance students' confidence in using the language, and to enhance their written communication skills.						
內容 Content : The English Enhancement Class teaches students English writing skills with a primary focus on grammar and composition. This class requires students to practise brainstorming, free-writing, sentence construction, paragraph construction and the organisation of ideas.						
服務對象及參與活動總人數 Target & Total no. of Participants in Activity : 60 Form 1 students, 60 Form 2 students and 80 Form 3 students from low income families						
班/組數 No. of Classes/ Groups :		10 classes (3 Form 1 classes, 3 Form 2 classes, 4 Form 3 classes)	每班/組人數 No. of Beneficiaries per Class/Group :	20 students		
每班/組節數 No. of Sessions per Class/Group :		30 sessions	每節時數 No. of Hours per Session :	2 hours		
預算 Budget Breakdown :						
開支項目 Expenditure Items (包括聘用額外人手或活動物資 including additional manpower and activity materials)		單項價格 (註明所用單位) Unit Cost (Please state the parameter) (\$)	數量 Quantity	預算 Budget (\$)	理據/詳細說明* Justifications/ Elaborations*	<input type="checkbox"/> Checked
1.	Tutor Fee	\$500 per session	300 sessions	150,000	The instructor will be a university graduate or above majoring in English related subjects, with at least one year of relevant teaching experience. Remuneration: \$250 per hour x 2	<input type="checkbox"/> Supported

					hours per session x 30 sessions x 10 classes = \$150,000	
2.	Class Material Fee	\$100/ student	200 students	20,000	Materials include a student handbook, study notes, worksheets, and teaching materials used in all classes	<input type="checkbox"/> Supported
3.	Certificate Printing Fee	\$1/ certificate	200 students	200	Certificates are presented to students with a view to recognizing their active class participation.	<input type="checkbox"/> Supported
總數 Total (C)				170,200		<input type="checkbox"/> Checked <input type="checkbox"/> Supported

活動二 Activity 2					<input type="checkbox"/> Checked
名稱 Name : Seminar on improving children's learning effectiveness					<input type="checkbox"/> Supported
目的 Purpose : To enlighten the parents on their role and good practice to facilitate their children's learning.					
內容 Content : The speaker will help the parents to understand the developmental stage of the children and the learning theory; and apply the theories into the learning process of their children in term of the age, gender and learning potential. The parents will be enlightened to evaluate the suitability and effectiveness of their method adopted in helping their children to learn. Besides, some effective measures to enhance the effectiveness of the children's learning will be shared with the parents.					
服務對象及參與活動總人數 Target & Total no. of Participants in Activity : 200 parents of low income families					
班/組數 No. of Classes/ Groups :		1	每班/組人數 No. of Beneficiaries per Class/Group :	200	
每班/組節數 No. of Sessions per Class/Group :		1	每節時數 No. of Hours per Session :	3 hours	
預算 Budget Breakdown :					
開支項目 Expenditure Items (包括聘用額外人手或活動物資 including additional manpower and activity materials)	單項價格 (註明所用單位) Unit Cost (Please state the parameter) (\$)	數量 Quantity	預算 Budget (\$)	理據/詳細說明* Justifications/ Elaborations*	<input type="checkbox"/> Checked
1. Speaker Fee	\$1,600 per session	1 session	1,600	The speaker will be a master degree holder and a registered social worker with minimum ten-year work experience in counselling service and at least 15 years of related teaching	<input type="checkbox"/> Supported

					experience. Remuneration: \$800 per hour x 2 hours of teaching per session x 1 session= \$1,600 Project Coordinator will responsible for 1 hour of the talk	
2.	Material Fee	\$10/ parents	200 parents	2,000	Materials include handouts and light refreshment	<input type="checkbox"/> Supported
3.	Certificate Printing Fee	\$1/ certificate	200 certificates	200	Certificates are presented with a view to recognizing attendees' active class participation.	<input type="checkbox"/> Supported
總數 Total (C)					3,800	<input type="checkbox"/> Checked <input type="checkbox"/> Supported

活動三 Activity 3 :					<input type="checkbox"/> Checked
名稱 Name : Talent and social development programme					<input type="checkbox"/> Supported
目的 Purpose : Provide Multi-talent training camp, painting class and social service outings to arouse students' awareness of their natural endowment and readiness to develop their study plans.					
內容 Content : The multi-talent camp will stress on talent development, personal planning (including goal setting and time management) and team building which are all vital in their job hunts. The painting class provides students with basic knowledge and technique of drawing and colouring. Social service programme will provide volunteer training to enlighten the students' serving hearts and understand the needs of the underprivileged. Students will conduct concern visits to elderly's home to practise their skills learnt.					
服務對象及參與活動總人數 Target & Total no. of Participants in Activity : 100 Form 1-3 students from low income families					
班/組數 No. of Classes/ Groups :		Training camp: 1 class; Painting class: 10 classes Social service: 4 classes	每班/組人數 No. of Beneficiaries per Class/Group :	Training camp: 100 students; Painting class: 10 students Social service: 25 students	
每班/組節數 No. of Sessions per Class/Group :		Training camp: 1 session; Painting class: 10 session Social service outings: 1 session	每節時數 No. of Hours per Session :	Training camp: 3D2N; Painting class: 2 hours Social service outings: 3 hours	
預算 Budget Breakdown :					
開支項目 Expenditure Items	單項價格 (註明所用單位) Unit Price	數量 Quantity	預算 Budget	理據/詳細說明* Justifications/	<input type="checkbox"/> Checked

(包括聘用額外人手或活動物資 including additional manpower and activity materials)		Unit Cost (Please state the parameter) (\$)		(\$)	Elaborations*	
1.	Multi-talent training camp – Camp fee	\$400 per student	100 students	40,000	Camp fee including training instructor and material fee, accommodation fee, catering fee, facilities rental fee, insurance, transportation fee. Trainer should be diploma holders of social work and certificate holders of adventure-based training by recognised institution, with at least five years of relevant experience.	<input type="checkbox"/> Supported
2.	Multi-talent training camp – Transportation fee (round trip)	\$2,000 per round trip per coach	2 coaches	4,000		<input type="checkbox"/> Supported
3.	Painting class instructor fee	\$500 per session	100 sessions	50,000	The instructor will be a degree holder in art related disciplines with minimum five-year of related teaching experience. Remuneration: \$250 per hour x 2 hours of teaching per session x 10 sessions per class x 10 classes= \$50,000	<input type="checkbox"/> Supported
4.	Social service outing – Gift packs	\$15 per gift pack	200 persons	3,000	Gift packs will be given to the underprivileged group during concern visit. It includes snacks and canned foods. 50 elderly persons per visit x 4 visits x \$15 per gift = \$3,000	<input type="checkbox"/> Supported
5.	Social service outing – Transportation fee	\$1,000 per round trip for 25 students	4 round trips	4,000		<input type="checkbox"/> Supported
總數 Total (C)					101,000	<input type="checkbox"/> Checked <input type="checkbox"/> Supported

活動四 Activity 4 :		<input type="checkbox"/> Checked
名稱 Name :	Drama and music appreciation programme	<input type="checkbox"/> Supported
目的 Purpose :	Provide students with an opportunity to appreciate traditional music and drama so as to unleash their potential in drama and	

內容 Content :		music. Student will learn the history and theory of music and dramas respectively and conduct their interested topics in music or drama under the guidance of instructor. They will then appreciate the performances held in the Hong Kong City Hall or different cultural centres. Finally they will perform an evaluation of what they learnt and experienced.			
服務對象及參與活動總人數 Target & Total no. of Participants in Activity :		100 Form 1-3 students from low income families			
班/組數 No. of Classes/ Groups :		1 group	每班/組人數 No. of Beneficiaries per Class/Group :	100 students	
每班/組節數 No. of Sessions per Class/Group :		22 sessions, including five drama performances appreciation, five music performances appreciation, 10 pre performance appreciation preparation seminar and, two post performance appreciation evaluation seminar	每節時數 No. of Hours per Session :	Drama performance and Piano performance: 3 hours; Pre performance preparation seminar and post-performance evaluation seminar: 1 hour	
預算 Budget Breakdown :					
開支項目 Expenditure Items (包括聘用額外人手或活動物資 including additional manpower and activity materials)	單項價格(註明所用單位) Unit Cost (Please state the parameter) (\$)	數量 Quantity	預算 Budget (\$)	理據/詳細說明* Justifications/ Elaborations*	<input type="checkbox"/> Checked
1. Instructor fee for pre-performance preparation seminar	\$400 per session	10 sessions	4,000	Instructor should be a master degree holder in music, drama or visual art related disciplines, with at least five years of experiences in music and drama appreciation and with 1 year's or above relevant teaching experience. Remuneration: \$400 per hour x 12 sessions= \$4,800	<input type="checkbox"/> Supported
2. Instructor fee for post-performance evaluation seminar	\$400 per session	2 sessions	800	Same as 1	<input type="checkbox"/> Supported
3. Music performance admission fee for five performances	\$500 per student for five performances	100 students + 1	51,000	The performance should be performed by recognized	<input type="checkbox"/> Supported

4.	Drama performance admission fee for five performances	\$500 per student for five performances	Instructor + 1 Project Coordinator or	51,000	performers with at least five years of performance experience. Budget: \$100 per ticket x 5 performances x (100 + 1 + 1) persons	<input type="checkbox"/> Supported
總數 Total (C)				106,800		<input type="checkbox"/> Checked <input type="checkbox"/> Supported

(iv) 計劃總開支 Total Project Expenditure

[2.8 項(i), (ii)及(iii) (即所有活動支出)的總和 The sum of expenditure in items 2.8(i), (ii) & (iii)(i.e. expenses of all activities)]

2.8(i) (A) + 2.8(ii) (B) + 2.8(iii) (C) =

\$ **557,180** Checked
 Supported

(總開支應與 2.7 項的總收入相符 Total Expenditure here should be the same as Total Income in item 2.7)

2.9 有關恆常功課輔導班、學習技巧訓練及語文訓練班的詳細資料 Details of Regular Tutorial Class, Learning Skills Training and Language Training Class

活動性質 Nature of Activity	每節推行時間 Operation Hours of each Session	總節數 Total no. of Sessions (no. of sessions per week x no. of weeks)	參與學生人數 No. of Students	導師：學生比例 Tutor to Student Ratio	<input type="checkbox"/> Checked <input type="checkbox"/> Supported
1. Activity 1: English Writing Enhancement Class	2 hours	10 classes x 2 sessions per week x 15 weeks= 300 sessions	20 students x 3 classes	1: 20	
2. Activity 3: Talent and social development programme – Painting class	2 hours	10 classes x 1 session per week x 10 weeks= 100 sessions	10 students x 10 classes	1: 10	

2.10 成效評估 Outcome Effectiveness

成效範圍 ^{註4} Area of Effectiveness <i>Note 4</i>	目標結果 Outcome Target	評估方法 Method of Evaluation	<input type="checkbox"/> Checked <input type="checkbox"/> Supported
1. Developing the participating students' learning capability and academic performance	- Average attendance rate reach 80% - Over 80% of the students improve their oral and written English skills with reference to the baseline data - Over 80% of the student express more confidence in communicating with English	- Attendance record - Oral and written examination results - Questionnaires to students and school teachers - Questionnaires to students	
2. Providing support for parents in understanding the need of their children in learning and development, hence equipping them with effective parenting skills.	- Over 80% of the parents improved their understanding in the need of their children in learning and development.	- Questionnaires to parents	

^{註4} 請提供申請專款部分在下列範圍(如適用)的目標結果，以便評估計劃的成效：

- 協助受惠學生的全人發展，包括但不限於發展有關學生的學習能力和技巧，或改善學生生涯規劃技巧
- 紓緩家長親職壓力並改善其親職技巧
- 支援家長持續就業或加入勞動市場

Note 4 For projects applying for the dedicated portion, please provide the outcome targets in the following areas, as the case may be, to measure the effectiveness of the project:

- strengthening students' whole-person development including but not limited to developing the concerned students' learning capability and study skills, or strengthening their life-planning skills
- effectiveness in supporting parents to relieve their stress in parenting and improvement to parenting skills
- support for parents to facilitate them to stay in employment or join the workforce

3. 商業贊助的資料^{註5}

Sponsorship from Business Corporation^{Note 5}

公司名稱 Company Name	Sunny Company Ltd.	<input type="checkbox"/> Checked
地址 Address	18/F, Sunny Building, Central, Hong Kong	
業務性質 Nature of Business	Investment Company	
聯絡人 Contact Person	Ms Mary Leung	
職位 Post Title	Marketing Manager	
電話號碼 Telephone No.	2333 3333	
電郵地址 E-mail Address	maryleung@sunny.com.hk	
請註明 Please indicate :		
3.1 伙伴商業機構有否曾經贊助獲批的攜手扶弱基金計劃？如有，共贊助多少次？ Has the business corporation sponsored any approved PFD Project? If yes, please state no. of sponsorship offered? <input type="checkbox"/> 是 Yes _____ 次 times <input checked="" type="checkbox"/> 否 No		<input type="checkbox"/> Checked
3.2 贊助的慈善信託或基金是否由持有香港商業登記及於香港經營業務的商業機構成立、管理及提供資金？ Is the charitable trust/foundation established, managed and funded by a registered business corporation operating business in Hong Kong? <input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No <input checked="" type="checkbox"/> 不適用 Not applicable		<input type="checkbox"/> Checked
3.3 伙伴商業機構是否從事煙草或有關業務？ Is the business corporation running business in connection with smoking? <input type="checkbox"/> 是 Yes <input checked="" type="checkbox"/> 否 No		<input type="checkbox"/> Checked
3.4 申請機構、其董事會成員或項目主要參與工作人員與商業伙伴之間是否存在任何實際、潛在或可被視為有衝突的利益？(包括過往或一向以來與商業伙伴間的任何業務往來) Is there any actual, potential or perceived conflict of interest in the proposed business partnership between the applicant organisation, its board members or key personnel involved in the project and the business corporation(s) (including any previous or on-going business dealings with the business corporation (s)) ? <input type="checkbox"/> 是 Yes <input checked="" type="checkbox"/> 否 No 如有，請詳盡披露一切有關詳情，並提出方法及安排以適當處理該利益衝突。 If yes, please provide details and set out actions taken / to be taken to properly manage the conflict of interest.		<input type="checkbox"/> Checked
3.5 贊助總值 Value of Donation: <input checked="" type="checkbox"/> (A) 現金 Cash \$ 272,340 <input type="checkbox"/> (B) 實物 In Kind \$ _____ 實物 In Kind 數量 Qty 單價 Unit Cost(\$) 估值 ^{註6} Value (\$) ^{Note6}		<input type="checkbox"/> Checked

^{註5} 如多於一個伙伴商業機構，請就每一個伙伴商業機構填寫一份資料。

Note 5 For an application involving more than one business corporation, details of each corporation have to be provided.

^{註6} 請以「*」表示屬政府《常用傢具及設備價目表》內的項目。

Note 6 Please use “*” to denote items which are covered in the “Price List of Common Furniture and Equipment”.

總值 Total : \$ 272,340 (A + B)

SAMPLE

4. 服務計劃的其他資金來源

Other Funding Source(s) for the Project

請註明 Please indicate :		有 Yes	否 No	
4.1	<p>計劃(包括計劃內所有活動/項目)是否曾經/現時/將會申請其他政府資助?(例如獎券基金、社區投資共享基金、“伙伴倡自強”社區協作計劃、校本課後學習支援計劃及香港賽馬會全方位學習基金等)</p> <p>Any application (including any activities/programmes of the entire project) made for other Government funding in respect of this project in the past, at present, or under planning (such as Lotteries Fund, Community Investment and Inclusion Fund, Enhancing Self-Reliance Through District Partnership Programme, School-based After-school Learning and Support Programmes, Hong Kong Jockey Club Life-wide Learning Fund, etc.) ?</p> <p>如有, 請提供詳情(如: 資助金額、資助部門、資助項目等)</p> <p>If yes, please provide details (e.g. amount of funding, funding department, funded items, etc.) :</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Checked
		Note 7		
4.2	<p>服務計劃現時是否自負盈虧(如通過收費收回成本)?</p> <p>Is the project self-financed (such as operating in a cost recovery mode through fee-charging)?</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Checked
4.3	<p>服務計劃內擬購置的家具或設備是否與機構過往五年內獲攜手扶弱基金批准的計劃所記錄的存貨相同? 如是, 請提供詳情 (例如: 記錄的相關存貨及未能在此服務計劃使用存貨的原因)。</p> <p>Are the proposed furniture or equipment item(s) to be purchased in this project similar to the inventory item(s) recorded in other PFD projects of the organisation which were approved in the past 5 years? If yes, please provide details (such as the related item(s) recorded in the inventory and reason for not using such item(s) in this project.)</p> <p>如有, 請註明:</p> <p>If yes, please specify :</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Checked

^{註7} 在遞交申請後 2 個月內, 申請機構需以書面通知秘書處其他基金申請的結果或退出其他基金申請的文件副本, 否則本基金會拒絕有關申請。

Note 7 The applicant organisation is required to inform the Secretariat in writing about the result of other funding application(s) or provide copy(ies) of document(s) showing its withdrawal from other funding application(s) within 2 months after submission of this application; otherwise, this application will be rejected.

5. 申請機構聲明及同意書

Declaration and Consent of the Applicant Organisation

本人謹此聲明

- (i) 本人確認已詳閱《攜手扶弱基金專款部分 — 第五輪申請的申請須知》，並願意遵守須知內列明的所有細則；
- (ii) 本人保證在本申請表格填報的資料均屬真確無訛。本人明白如填報資料不確，申請將被視為無效，同時，基金將取消已批准的資助，而已支付的款項亦須全數退還香港特別行政區政府。蓄意虛報資料或隱瞞任何重要資料者同時有可能被轉介到執法機關處理；
- (iii) 本人已徵得載於本申請表內本機構及伙伴商業機構的所有人員的訂明同意，社署可使用本申請表格內屬於他們的個人資料以審批本申請、處理本機構及／或本機構的伙伴商業機構就本申請所提出的投訴、履行法定職責、進行有關研究及調查、監察和檢討本申請的處理、整理統計數字、上載網上平台以供公眾查閱及舉辦訓練課程及分享會，以加強非政府福利機構與商業機構建立及維持伙伴關係的了解和能力；
- (iv) 本人同意在有關本計劃的宣傳資料、刊物、各項活動、佈置/背景和設施，印上或採用基金標記；
- (v) 本人同意社署為上述的目的而向相關政府決策局及部門披露及要求查核本申請內提交的資料；
- (vi) 本人同意社署就懷疑申請機構及／或其負責人違反上述聲明的個案進行調查及／或追討已發放的配對基金的目的，要求其他機構／人士(包括但不限於政府決策局及部門)披露本人及本機構負責人的個人資料(包括但不限於聯絡方法)，並授權該些機構／人士向社署提供所需資料及紀錄；及
- (vii) 本人同意接收任何有關社署攜手扶弱基金的資訊及刊物。

I hereby declare that -

- (i) I have read the “Application Guide on the Application for the Partnership Fund for the Disadvantaged (PFD) (Fifth Round Dedicated Portion Application)” (the Guide) and agree to follow the provisions set out in the Guide;
- (ii) I certify that all the information given in this application as well as the accompanying information is true and accurate. I understand any inaccurate information will make the application invalid such that any grant approved will be withheld and payment made must be refunded in full to the Government of the Hong Kong Special Administrative Region. Making false declarations or withholding material information may result in referral to law enforcement authorities;
- (iii) I have obtained the prescribed consent of our staff and staff of our business partners to the use of their personal data contained in this application form by SWD to process this application, handle complaints related to this application lodged by my organisation and/ or my business partners, discharge statutory duties, conduct research or surveys, monitor and review the handling of this application, prepare statistics, post to the web-based platform for public scrutiny and conduct training and sharing sessions that would enhance applicant organisations’ understanding and competence in building up and maintaining partnership with the business sector;
- (iv) I consent to use the logo of the PFD in all publications, publicity materials, programmes and activities, decorations / backdrops, facilities/ equipment related to this project;
- (v) I consent to SWD’s disclosure of the information provided in this application to other Government bureaux and departments and request for verification of the said information for the purposes mentioned above;
- (vi) I consent to SWD’s making request to other parties (including but not limited to Government bureaux and departments) for disclosing my personal data and those of our head(s) of the organisation (including but not limited to contact means) for the purpose(s) of investigating into suspected cases of violation of the above declaration by applicant organisation and/ or its head(s), and/ or recovering the matching grant released. I also consent to the said parties’ disclosure of the requested data and records to SWD; and
- (vii) I hereby give consent to receiving information and materials on PFD from SWD.

姓名：
Name : Mr. CHAN Tai-man

職銜：
Title : 董事會主席
Board Chairperson

日期：
Date : 20 March 2019

簽署：
Signature : Chan

電話號碼：
Telephone no. : 2345 7890

機構蓋章：
Organisation
Chop: ABC

Checked