

Community Investment and Inclusion Fund Application Form (38th Batch)

1 Project Information

1.1 Name of Organisation (English):

機構名稱 (中文):

Name of Service Unit (English):

服務單位名稱 (中文):

1.2 Name of Project (English):

計劃名稱 (中文):

1.3 Anticipated Commencement and Completion Date (years):

(01/MM/YYYY – DD/MM/YYYY)

(years)/(years & X-month intake period) (if applicable)

1.4 Amount requested:

\$

1.5 Target District(s) (can select more than ONE):

<input type="checkbox"/> Wong Tai Sin	<input type="checkbox"/> Kwun Tong	<input type="checkbox"/> Yau Tsim Mong	<input type="checkbox"/> Eastern
<input type="checkbox"/> Kowloon City	<input type="checkbox"/> Kwai Tsing	<input type="checkbox"/> Central & Western	<input type="checkbox"/> Islands
<input type="checkbox"/> Yuen Long	<input type="checkbox"/> Sha Tin	<input type="checkbox"/> Sai Kung	<input type="checkbox"/> Tai Po
<input type="checkbox"/> Tin Shui Wai	<input type="checkbox"/> Ma On Shan	<input type="checkbox"/> Tseung Kwan O	
<input type="checkbox"/> Sham Shui Po	<input type="checkbox"/> Southern	<input type="checkbox"/> North	<input type="checkbox"/> Wan Chai
<input type="checkbox"/> Tsuen Wan	<input type="checkbox"/> Tuen Mun	<input type="checkbox"/> All districts in HK	

1.6 Target Group(s) (can select more than ONE):

<input type="checkbox"/> Children (0-14) & Families	<input type="checkbox"/> Youth (15-24)	<input type="checkbox"/> Adults (25-64)	<input type="checkbox"/> Elderly (65 or above)
<input type="checkbox"/> Women	<input type="checkbox"/> Local Residents	<input type="checkbox"/> New Arrivals	<input type="checkbox"/> Ethnic Minorities
<input type="checkbox"/> Unemployed persons	<input type="checkbox"/> School Dropouts	<input type="checkbox"/> People with Disabilities/ People with Chronic Illnesses	
<input type="checkbox"/> Middle class/ Professionals	<input type="checkbox"/> Others (Please specify: _____)		

1.7 No. of Participants (Please refer to Appendix 1; total numbers should be the same as those at Annex 3):

(i) No. of Volunteers (Note 1) :

(ii) No. of Direct Participants (Note 2) :

Total No. of Participants (i + ii) :

1.8 Application Scheme (Please choose one):

- Dedicated Funding Application: The Community Support Programme for New Public Rental Housing (PRH) Estates
(Please complete Annex 1: 'Community Support Programme for New PRH Estates: Information About New PRH Estate(s)'.) (Please refer to the [Application Guidelines for the Community Support Programme for New PRH Estates](#) for details.)
- Dedicated Funding Application: Ageing-in-place – The Programme for Building a Dementia-friendly Community
(Please refer to the [Application Guidelines for Ageing-in-place – The Programme for Building a Dementia-friendly Community](#) for details.)
- General Funding Application

1.9 Project Description

- ◆ *Please summarise within 500 words (font size 12, single-spaced) the project objectives and strategies for developing social capital (Note 3). Content beyond the specified word limit will not be considered.*

2

Project Details

Please complete this part in font size 12 and single space.

2.1 Community Characteristics and Project Rationale (Contents beyond 2 pages will not be considered.)

- ◆ *What are the specific community characteristics (such as community culture, population structure, community resource, community strengths, community needs and so on) that gave rise to this project? Please provide evidence and statistics.*
- ◆ *How would the project use the above community characteristics to build social capital for tackling the community needs?*

2.2 Social Capital Outcomes, Project Objectives and Intervention Strategies

2.2.1 Social Capital Outcomes

(Applicable to all projects. Applicants do not have to fill in this section.)

To promote community participation, mutual assistance, support and social inclusion through strengthened community networks in the community. This will in turn help reinforce the sense of belonging in the community, enhance the social networks of individuals and families, broaden the support base available to assist them to resolve their problems and address common concerns.

2.2.2 Project Strategic Map

- ◆ *Please specify the Project Objectives and Intervention Strategies based on the Community Characteristics and Project Rationale stated in 2.1. (Number of Project Objectives can be varied based on the project content) and use a **Strategic Map** to demonstrate how the Intervention Strategies lead to the achievement of Project Objectives.*
- ◆ *The Strategic Map should include **Project Objectives, Intervention Strategies, participation role(s) and nature of collaboration sector(s), social network** that can be established, etc.*

2.2.3 Project Objectives and Intervention Strategies (Contents beyond 4 pages will not be considered.)

- ◆ *Please describe in details the deployment of Intervention Strategies you provided in 2.2.2, e.g., methods for participants recruitment and cohesion, recruitment and training of volunteers, arrangement of gathering points, network building strategies.*
- ◆ *Number of Intervention Strategies can be varied based on the project content.*

Project Objective (1):

Intervention Strategy:

Project Objective (2):

Intervention Strategy:

Project Objective (3):

Intervention Strategy:

2.3 Implementation Plan and Expected Output of Intervention Strategies

Please specify relevant implementation plan, relevant activities and output of those intervention strategies stated in items 2.2.2 & 2.2.3.

(Please fill in **Annex 3: Implementation Plan and Expected Output of Intervention Strategies** for this part.)

[Click here to download **Annex 3: Implementation Plan and Expected Output of Intervention Strategies**.](#)

2.4 The Outcome Measurement of Social Capital Outcome and Project Objectives

“SC outcomes” (2.4.1) will adopt indicators of the social capital questionnaire provided by the CIIF. Please set out indicators for “Project Objectives” (2.4.2) only.

(2.4.1) SC outcomes (Applicable to all projects. Applicants do not have to fill in this section.)			
SC Outcomes	Outcome Indicators	Evaluation Tools and Methods	Schedule
To promote community participation, mutual assistance, support and social inclusion through strengthened community networks in the community. This will in turn help reinforce the sense of belonging in the community, enhance the social networks of individuals and families, broaden the support base available to assist them to resolve their problems and address common concerns.	<p>Enhancing the social capital of direct participants and volunteers in the following six core dimensions:</p> <ol style="list-style-type: none"> Social network -- Direct participants and volunteers had contacts with their family members and relatives more frequently, Direct participants and volunteers had contacts with people with different backgrounds more frequently. Mutual-help and reciprocity -- Direct participants and volunteers could seek help from more people when they encountered difficulties/ problem, Direct participants and volunteers could seek help from more agencies/ organisations when they encountered difficulties/ problems and Direct participants and volunteers helped others more frequently. Trust and solidarity -- Direct participants’ and volunteers’ trust and solidarity towards the people in the community had increased. Social participation -- Direct participants and volunteers’ social participation had increased. Social cohesion and inclusion -- Direct participants and volunteers regarded the community’s social cohesion and inclusion had increased. Information and communication -- Direct participants and volunteers could obtain information more easily, and had sufficient channels to express their views about the community. 	Adopt the questionnaire provided by CIIF and conduct a pre and post assessment for all volunteers and participants to evaluate the effectiveness of the development of six core SC outcomes, namely “social networks”, “trust and solidarity”, “mutual-help and reciprocity”, “social cohesion and inclusion”, “social participation” and “information and communication”.	Pre-assessment for the participants and volunteers when they first participate in the project; post-assessment within three months before project ends.

(2.4.2) Project Objectives					
Project Objectives (identical to 2.2.3)	Outcome Indicators Based on Project Objectives, please specify measurable indicators at cognitive, behavioural and sustainable development levels.	Mid-Term (%)	Final (%)	Evaluation Tools and Methods	Schedule
1.					
2.					
3.					

2.5 Information of Collaborators

Please provide details of the **proposed collaboration** with key collaborators and general collaborators and **complete Annex 4: ‘Disclosure of Conflict of Interests by the Project with Organization / Collaborators’**. To ensure the feasibility of the project implementation, please contact the proposed key collaborators as soon as practicable to check/ confirm their intention to collaborate. Please also ensure that the contact persons of the below collaborators have been informed that their contact information have been provided to the CIIF Secretariat in this application.

(1) Key Collaborators are those who have key roles in the project and perform specific key functions in the implementation strategy.

	Name of Key Collaborator	Sector <i>(must align with the collaborative model indicated in the proposal)</i> <i>(e.g. Community, Welfare, School, Business, Medical, etc.)</i>	Nature of Collaboration and Key Role of Collaborator <i>(Please elaborate which intervention strategy the collaborator plays a key role)</i> <i>(e.g. participate in the cross-collaboration platform, organise XXX volunteer training)</i>	Contact Person(s) <ul style="list-style-type: none"> ▪ Name ▪ Position ▪ Telephone Number ▪ Address ▪ Email Address
1.				
2.				
3.				
4.				
5.				

(2) General Collaborators are those who assist in the daily operation of the project.

	Name of General Collaborators	Sector	Nature of Collaboration and Role of Collaborator <i>(e.g. assist in the promotion of the project)</i>	Contact Person(s) <ul style="list-style-type: none"> ▪ Name ▪ Position ▪ Telephone Number ▪ Address ▪ Email Address
1.				
2.				
3.				
4.				
5.				

2.6 Ways of Promoting Social Capital

Please explain how the project will raise the public (including the project participants and collaborators) awareness of social capital and enhance their participation in social capital building and recognition of its importance.

2.7 Please elaborate on the Development and Sustainability Plan after the funding period

Please specify the Sustainability Plan based on the social network stated in 2.2.2.

2.8 Relevant Experiences & Strategic Advantages *(Within 500 words)*

2.9 Anticipated Challenges and Contingency Plan in Building Social Network and Collaboration Platform

2.10 Proposed Manpower Plan and Qualifications

Position	No. of Staff	Qualification and Years of Relevant Experience	Monthly Salary [#] / Hourly Wage \$ (excluding MPF*)	Master Pay Scale (if applicable)	Employment Period	Role & Responsibilities

[#] Actual inflation rate should not be higher than the percentage of annual Civil Service Pay Adjustment released by Government.
^{*} Upper limit of the Mandatory Provident Fund (MPF) is 5% of monthly salary and should not exceed the maximum mandatory contributions of the MPF. Please show MPF in Detailed Budget Breakdown ([Annex 2: Proposed Income and Expenditure Breakdown](#)).

2.11 Has the applicant organised or assisted in the organisation of activities or programmes echoing or supporting government policies/ measures within three years of the application deadline (i.e. 4 February 2022 to 3 February 2025)?

- Yes (Please provide the relevant activity/ programme details in Annex 5)
- No

2.12 Other Information

Please provide other information relevant to the project proposal that should be taken into account for processing the application, if applicable.

3

Budget

3.1 Budget Summary

(Please read through the notes and submit [Annex 2: Proposed Income and Expenditure Breakdown.](#))

(Please double-click the table below to open excel file.)

	Community Support Programme for New PRH N= _____ months	1st Year (HK\$)	2nd Year (HK\$)	3rd Year (HK\$)	Total Amount (HK\$)	Percentage %
Project Income						
1. Fee Income					0	#DIV/0!
2. Other Income (Note i)					0	#DIV/0!
Total Project Income (a)	0	0	0	0	0	#DIV/0!
Project Expenditure						
1. Furniture & Equipment (Note ii)					0	#DIV/0!
2. Operating Expense (Note iii)					0	#DIV/0!
3. Rental Expense (Note iv)					0	#DIV/0!
4. Programme Expense (Note v)					0	#DIV/0!
5. Promotion Expense					0	#DIV/0!
6. Staffing Expense (Including MPF) (Note vi)					0	#DIV/0!
7. Volunteers' Subsidies (Note vii)					0	#DIV/0!
8. Insurance					0	#DIV/0!
Total Project Expenditure (b)	0	0	0	0	0	#DIV/0!
Amount Requested from CIIF (c) = (b)-(a)	0	0	0	0	0	

Funded items exclude expenditures incurred before project commencement date and after project end date or termination date (Note viii), audit fees (Note ix) and "Research & Evaluation" expenses (Note x).

Notes

- (i) In Annex 2: Proposed Income and Expenditure Breakdown, please indicate the name of Sponsor or Donor, Groups and their nature of business and breakdown for the amount of sponsorship. In project expenditure, please indicate the designated items being sponsored with amount, quantity, names and all related details.
- (ii) Furniture and Equipment refers to furniture, equipment, instrument, machinery or the asset to be used for carrying out the Project. All non-consumable assets are included in this budget item. In Annex 2: Proposed Income and Expenditure Breakdown, please list out the name, quantity and unit price for each item to be purchased. If the purchase amount of a single item is less than HK\$1,000, please exclude it from Furniture and Equipment and include the amount in Programme Expense or Operating Expense. Consideration will be given to the relevance to achieving project objectives and reasonableness of requested budget on furniture and equipment. Furniture and equipment such as motor vehicle or photocopier will normally not be considered. **Please refer to Pricing Standards for Common furniture and equipment items supported by CIIF (Appendix 2).**
- (iii) In Annex 2: Proposed Income and Expenditure Breakdown, please specify the name of each item for operating expense, details of breakdown calculations and all related details.
- (iv) In Annex 2: Proposed Income and Expenditure Breakdown, please specify the nature, function, area, monthly rental amount, rental period and all related details for rental expenses.
- (v) One-off and entertaining events, which may not be consistent with the principle of social capital building and without long lasting effect (such as banquets, movie watching, karaoke, gifts giving and other leisure activities), are usually not supported. All program expenses must be reasonable and cost-effective.
- (vi) If staffing expenses (including MPF) exceed 75% of the overall budget, full justification should be provided. In Annex 2: Proposed Income and Expenditure Breakdown, please provide the monthly staff salary point for each year, inflation percentage of the salary point, employer's monthly MPF contribution and all related details.
- (vii) Volunteers' Subsidies include food/drinks and traveling subsidies should not exceed \$76 for each volunteer who participates in the activity continuously for three hours or longer (including lunch or dinner) or \$59 for less than three hours.
- (viii) All expenses incurred before project commencement date and after project end date or termination date will not be subsidised by CIIF, except expenditure for project staff recruitment for the project, for the Sexual Conviction Record Check, pre-employment body check-up and back pay due to salary adjustment (provided that such costs are included in the Approved Budget).
- (ix) **Audit fees should NOT be included in the "Budget Summary" (3.1).** The audit fees will be reimbursed upon receipt of the statement of expenditure or/and other supporting documents. For details, please refer to the "Notes to Grantees" and the "Notes for Auditors of Grantees".
- (x) "Research & Evaluation" expenses should not exceed \$200,000, and the applicant should partner with tertiary institutions/ academics in conducting evaluation research. **Please attach a detailed proposal** which specifies study scope and objectives, methodology, time schedule, expected impact & research fee.

3.2 Other funding

Please state whether the project or related programmes has applied for, or is currently being funded, in part or in full by, Government or other funding sources.

Yes

No

If yes, please provide details (e.g. department/funds to which the application was submitted to, amount sought, results, amount granted, funding department, items for which such funding supports, and implementation period etc.).

4

Particulars of the Organisation

In general, all application acknowledgement and results will be notified via email. Please ensure to provide all of the following information of the organisation and Project Coordinator.

4.1 (i) Organisation

Main Applicant and Contact
(Applicable to joint applications only; please indicate.)

Name of the Organisation*:	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

*In case of joint applications, a lead organisation should be identified as the main applicant and contact.

Name of Chairperson or Head of the Organisation:

Address:

Telephone No.: **Fax No.:**

Email Address:
(Application acknowledgement and result will be notified via email)

Organisation Website:

(ii) Project Coordinator

Name:

Post Title:

Contact Details:

Tel. No.:

Fax No.:

Correspondence Address:

Email Address:
(Application acknowledgement and result will be notified via email)

4.2 Other Information

(i)	<p>The organisation should be registered under the following ordinance: <i>(You must submit copy(ies) of registration document(s), otherwise the application will not be processed. Please check below where appropriate.)</i></p> <p><input type="checkbox"/> Companies Ordinance (Registration No. _____)</p> <p><input type="checkbox"/> Societies Ordinance (Registration No. _____)</p> <p><input type="checkbox"/> Section 88 of the Inland Revenue Ordinance (Registration No. _____)</p> <p><input type="checkbox"/> Education Ordinance (Registration No. _____)</p> <p><input type="checkbox"/> Hospitals, Nursing Homes and Maternity Homes Registration Ordinance (Registration No. _____)</p> <p><input type="checkbox"/> Medical Clinics Ordinance (Registration No. _____)</p> <p><input type="checkbox"/> Member of umbrella organisations such as the Hong Kong Council of Social Service or federation / coalition of women groups (Please specify: _____)</p> <p><input type="checkbox"/> Others (Please specify: _____)</p>						
(ii)	<p>Nature of this application:</p> <p><input type="checkbox"/> New application</p> <p><input type="checkbox"/> Active/completed funded project and applying funding for the next phase of development. Please provide information on:</p> <table data-bbox="311 1041 1508 1182"> <tr> <td>Project number: _____</td> <td>Project title: _____</td> <td>Implementation period: _____</td> </tr> <tr> <td>Project number: _____</td> <td>Project title: _____</td> <td>Implementation period: _____</td> </tr> </table> <p><input type="checkbox"/> Resubmitted proposal; information as below:</p> <p>Project number: _____ Project title: _____ Application batch: _____</p>	Project number: _____	Project title: _____	Implementation period: _____	Project number: _____	Project title: _____	Implementation period: _____
Project number: _____	Project title: _____	Implementation period: _____					
Project number: _____	Project title: _____	Implementation period: _____					
(iii)	<p>1. Total No. of Paid Employees in the Organisation: _____ persons</p> <p>2. Manpower in Accounting/Financial Department:</p> <p>(i) Financial Controller/Financial Manager/Accounting Manager: _____ person(s)</p> <p>(ii) Accountant/Assistant Accountant/Accounting Clerk: _____ person(s)</p> <p>(iii) Others: _____ person(s) (Please specify: _____) (e.g. voluntary accounting personnel, no accounting staff)</p>						
(iv)	<p>For first-time applicants ONLY - Please briefly describe the background of your organisation, such as aims, history, members, source of income, core activities etc.</p>						

5

Submission

Please submit the following according to your submission channel, **otherwise the application will not be processed**:

(Please check the below boxes where appropriate.)

Required Document/ Information	Submission by Post/ In-person	Electronic Submission*
1. One original copy of the application form, including: <ul style="list-style-type: none"> ➤ All sections of the application form are completed; ➤ Organisation chop and the signature of Chairperson or Head of your organisation on the declaration in section 6 and Annex 4; ➤ Annex 1: Information About the New PRH Estate(s) (if applicable) ; ➤ Annex 2: Proposed Income and Expenditure Breakdown; ➤ Annex 3: Implementation Plan and Expected Output of Intervention Strategies; ➤ Annex 4: Disclosure of Conflict of Interests; ➤ Annex 5: Details of Experience in Organising/ Assisting in the Organisation of Activities/ Programmes Echoing/ Supporting Government Policies/ Measures; 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2. Two sets of copies of application form (including Annex 1 to 5);	<input type="checkbox"/>	
3. Electronic copy : <ul style="list-style-type: none"> ➤ An USB with the application form and annexes saved in raw formats (Word, Excel); ➤ Upload the application form and annexes in (1) raw formats (Word, Excel) and (2) PDF (a combined file of the application form and annexes); 	<input type="checkbox"/>	<input type="checkbox"/>
4. Copies of organisation registration document under the relevant ordinance(s)	<input type="checkbox"/>	<input type="checkbox"/>
5. A set of the most recent audited reports or certified management accounts (i.e. within one year); for management accounts, please include (1) Income and Expenditure Accounts/Income Statement and (2) Balance Sheet/Statement of Financial Positions	<input type="checkbox"/>	<input type="checkbox"/>
6. Independent research proposal (if applicable); and	<input type="checkbox"/>	<input type="checkbox"/>
7. Attachments or supplementary information of the Project (if any)	<input type="checkbox"/>	<input type="checkbox"/>

#Address for submissions by post or in-person:

CIIF Secretariat, Home and Youth Affairs Bureau
 Room 401-402, 4/F, Chinachem Exchange Square
 1 Hoi Wan Street, Quarry Bay, Hong Kong

***Electronic submissions:** Applicants who choose to submit an [electronic application form](#) shall keep the original copies of the application form and relevant documents.

6

Declaration by the Applicant

Please declare by checking all the below boxes and providing the required information.

- I certify that all the information given in this application is true and accurate, including but not limited to the initial indication of intent for collaboration from the key collaborators in this application. I understand that if I willfully give any false information or withhold any material information, the application will become void. Any grant approved will be withheld and any payment made (including interest) must be refunded to the Community Investment and Inclusion Fund. Making false declarations or withholding of material information may result to referral to law enforcement authorities.

- I understand and agree that all information in this application will be used for internal assessment by the CIIF and may be disclosed to other government bureaux/ departments for comment if/ when deemed necessary.

- I understand that if the application is successfully approved, I must implement and complete the project (including all intervention strategies, implementation details, collaborator lists, expected output, etc. in the application) according to the Conditions of Grant, otherwise the CIIF reserves the right to withhold part or all of the grant approved.

Signature and Chop:

**Name of the Chairperson or
Head of the Organisation:**

Position:

Date:

Notes on Commonly Used Glossary

Glossary	Definition
<u>Note 1:</u> Volunteers	<p>Anyone who is willing to offer one's time and effort not for material returns, but for benefiting and improving the community, without restriction on service hours.</p> <p><i>(with reference to the definition of the Hong Kong Agency for Volunteer Service)</i></p>
<u>Note 2:</u> No. of Direct Participants	<p>Refers to the number of persons who have directly participated in project programmes, e.g. children received after-school care service, elderly or families visited, etc. If the same participant takes part in several programmes of the Project, <u>please count only once when he/she first participates in the programme and prevent multiple counting.</u></p>
<u>Note 3:</u> Social Capital	<p>According to the World Bank, research findings and the experience of CIIF funded-projects, social capital refers to the institutions, relationships and norms that shape the quality and quantity of a society's social interactions. Social capital includes social norms (personal attitudes and social values), networks and institutions.</p> <p>Specifically, funded projects should base on six core social capital dimensions, namely (1) social networks; (2) trust and solidarity; (3) mutual-help and reciprocity; (4) social cohesion and inclusion; (5) social participation; and (6) information and communication, to foster community empowerment and promote social capital development.</p> <p><i>(with reference to the definition of the World Bank)</i></p>

**Pricing Standards for
Common furniture and equipment items supported by CIIF**
(for reference only)

(I) Furniture

Item	Unit Price (HK\$)
Storage cabinet	1,450
Magnetic white board (Movable)	1,650
Display board	1,300
Bookcase	2,000
Others	At minimum market price

(II) Equipment

Item	Unit Price (HK\$)
Desktop computer set with monitor	6,400
Notebook computer	5,500
Tablet computer	3,000
PC software package	2,000
Printer	1,500
Scanner	1,000
Two-in-one printer and scanner	2,500
Digital camera	2,950
Digital video recorder	4,300
Portable PA system	5,850
Smart Phone	3,700
Others	At minimum market price

Remarks:

- CIIF will only approve the purchase of furniture and equipment if such purchase is necessary for the implementation of the project and the price is reasonable.
- For other furniture and equipment, please refer to the "[Price List of Common Furniture and Equipment](#)" under the [Lotteries Fund of the Social Welfare Department](#).
- If the purchase of a single item in the above list amounts to less than HK\$1,000, please exclude it from Furniture and Equipment and include it as a Programme Expense or Operating Expense.
[e.g. For a purchase of 3 sets of microphone (\$450 each) totaling \$1,350 ($\$450 \times 3 = \$1,350$), it would be included as a Programme Expense or Operating Expense instead of Furniture and Equipment.]

Name of Organisation: _____

Name of Project: _____

**Community Investment and Inclusion Fund
Community Support Programme for New Public Rental Housing Estates
Information About New PRH Estate(s)**

Applicants are required to provide the following information:

Name of the Target New PRH Estate(s): _____

District(s): _____

Number of Blocks in the New PRH Estate(s): _____

Anticipated Date of Resident-intake*: _____

Anticipated Number of PRH Flats: _____

Anticipated Population in the New PRH Estate(s): _____

Source of Information: _____

Other Supplementary Information (if any): _____

* "Intake" means "residents having signed a tenancy agreement and received a key".

Community Investment and Inclusion Fund

Disclosure of Conflict of Interests

To help us conducting an honest and fair assessment, applicant must indicate and disclose any pecuniary interest with applicant organisation / collaborative partners or agencies, e.g. service purchase or leasing agreements.

Name of Project: _____

Application No.: _____ *(to be filled by the CIIF Secretariat)*

(Please check the below box as appropriate.)

- There is NO pecuniary interest involved with collaborators.
- Yes, details are provided as follows:

Name of Units of the Applicant Organisation/ Collaborator(s)	Nature of Pecuniary Interest Involved

Name of the Chairperson
or Head of the Organisation: _____

Position : _____

Signature and Organisation Chop: _____

Date: _____

Community Investment and Inclusion Fund

Details of Experience in Organising/ Assisting in the Organisation of Activities/ Programmes Echoing/ Supporting Government Policies/ Measures

Name of Applicant Organisation:

If the applicant has organised or assisted in the organisation of activities or programmes echoing or supporting government policies/ measures within three years of the application deadline (i.e. 4 February 2022 to 3 February 2025), please provide the details of the relevant activities or programmes below:*

No.	Objective and Type of Activity/ Programme	Date & Time	Venue	Number of Beneficiaries/ Direct Participants	Role of Applicant (Main Organiser/ Co-Organiser/ Assisting Organisation)	Please list out all Organisers [#] (if applicable)
<i>e.g. :</i>	<i>Celebration of the Anniversary of the Establishment of the HKSAR</i>	<i>01/07/2023, 09:00-11:00</i>	<i>XXX Estate</i>	<i>XX</i>	<i>Main Organiser</i>	
1.						
2.						
3.						
4.						
5.						
6.						
7.						

*Activities/ programmes include but not limited to those related to the enhancement of understanding of the development of the nation, celebration of the anniversary of the founding of the People's Republic of China, celebration of the anniversary of the establishment of the Hong Kong Special Administrative Region, etc.

*Please delete or insert rows as appropriate.

[#]If the applicant was the assisting organisation of the activity/ programme, please list out all organisers (Main Organiser and/or Co-organiser). If the applicant was the Main Organiser or Co-organiser, please list out all other Main Organisers or Co-organisers, if applicable.