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| --- | --- | --- | --- |
| **Organisation Name**  **機構名稱** | (EN 英文) |  | |
| (CHI 中文) |  | |
| **Organisation Address**  **機構地址** | (EN 英文) |  | |
| (CHI 中文) |  | |
| **Organisation Website**  **機構網站** |  | | |
| **Authorised Person**  **機構授權人士** | (Name姓名) | |  |
| (Title 職稱) | |  |
| **Project Contact Person**  **項目聯絡人** | (Name 姓名) | |  |
| (Title職稱) | |  |
| **Contact Details of Contact Person**  **項目聯絡人聯絡方法** | Tel電話號碼 | |  |
| Email電郵地址 | |  |

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| **Project Name**  **項目名稱** | (EN英文) |  | |
| (CHI中文) |  | |
| **Main Theme(s)**  **主要未來技能**  **(can choose more than one item) (可選多於一項)** | □ Financial Literacy  理財教育 | | □ Digital Literacy / Inclusion  數碼技能 / 數碼共融 |
| □ Climate Change  氣候變化 | | □ Others, please specify  其他, 請列出: |
| **Soft Skills(s)**  **軟技能**  **(can choose more than one item) (可選多於一項)** | □ Cognitive Flexibility  認知靈活性 | | □ Emotional and Social Intelligence 情緒與社交能力 |
| □ Judgement and Decision-making  決策與判斷力 | | □ Creative and Innovative Mindset 創意思維 |
| □ Others, please specify  其他, 請列出: | | |
| **Service Target(s)**  **服務對象**  **(can choose more than one target) (可選多於一項)** | □ Children and Youth兒童及青少年  □ Elderly長者  □ Family and Community家庭及社區  □ School 學校  □ People with disabilities 殘疾人士  □ Ethnic Minority 少數族裔  □ Others, please specify其他, 請列出: | | |
| **Service District(s) (Please tick, can choose more than one district):**  **服務地區 (請√, 可選多於一項)**   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  | All districts in HK全港各區 |  | Wan Chai  灣仔 |  | Kwun Tong  觀塘 |  | Yuen Long元朗/  Tin Shui Wai天水圍 | |  | Eastern  東區 |  | Yau Tsim Mong  油尖旺 |  | Sha Tin沙田 / Ma On Shan 馬鞍山 |  | Sai Kung西貢 / Tseung Kwan O 將軍澳 | |  | Southern  南區 |  | Sham Shui Po  深水埗 |  | Tai Po  大埔 |  | Tuen Mun  屯門 | |  | Central & Western 中西區 |  | Kowloon City  九龍城 |  | Tsuen Wan  荃灣 |  | Islands  離島 | |  | North  北區 |  | Wong Tai Sin  黃大仙 |  | Kwai Ching  葵青 |  |  | | | | |
| **Will this project receives any in-cash and/or in-kind donation/sponsorship from other sources?**  **本申請項目會否獲得其他渠道的資金及/或物資等資助？**  □ Yes, please specify會，請列明所得資助的金額及渠道：  □ No 不會 | | | |
| **Key Social Problem(s) to be addressed** (brief description in point form)  **項目所回應的社會問題**(請以列點形式簡述)   1. Social problem:   Reason / current situation:   1. Social problem:   Reason / current situation:  And more…. | | | |
| **Brief Project Objective(s) and Expected Impacts***– what does your organisation wants to achieve after completion of this project? What positive impact will be brought to the beneficiaries? (brief description in point form)*  **簡述項目目標及預期影響**– 貴機構希望項目完成後能達至甚麼目的? 能為受惠者帶來哪些正面影響? (以列點形式簡述)            *And more…* | | | |
| **Target No. of Beneficiaries / Reach** – *Please provide detailed breakdown*  **預期受惠人次 / 受眾** – *請提供細目*   |  |  |  | | --- | --- | --- | | 1. **Primary(direct) beneficiaries 直接服務對象**   (e.g. elderly, youth, the public) (如長者、青少年、公眾人士) | | | | Beneficiaries對象 | Ways of benefiting the target beneficiaries  受惠方式 | Quantity  數量 (人次) | |  |  |  | |  |  |  | |  |  |  | |  |  |  | | 1. **Secondary(indirect) beneficiaries 間接服務對象**   (e.g. parents, teachers) (如家長、老師) | | | | Beneficiaries對象 | Ways of benefiting the target beneficiaries  受惠方式 | Quantity  數量 (人次) | |  |  |  | |  |  |  | |  |  |  | |  |  |  | | **TOTAL 總數** | |  | | | | |
| **Programme Details 項目詳情**   |  |  | | --- | --- | | **Main Theme 1**  **學習活動 1** | | | **Main Theme**  **主要未來技能** |  | | **Soft Skills(s)**  **軟技能** |  | | **Please explain the relevance between the selected main theme and soft skill(s)**  **請闡述所選的主題及軟技能之間的相關性** | | | **Programme Details** (*Please list the major project activities, including preparation stage, Strategies and solutions to be adopted, and Implementation Plan*)  **項目詳情 (請列出主要活動內容，包括前期項目準備工作、項目擬採用的策略及方案、執行計劃等)** | | | **Practice Opportunities** (brief description of practice opportunities and its rationale)  **實踐機會** (請簡述實踐機會内容及意義) | |  |  |  | | --- | --- | | **Main Theme 2 (if any)**  **學習活動 2 (如有)** | | | **Main Theme**  **主要未來技能** |  | | **Soft Skills(s)**  **軟技能** |  | | **Please explain the relevance between the selected main theme and soft skill(s)**  **請闡述所選的主題及軟技能之間的相關性** | | | **Programme Details** (*Please list the major project activities, including preparation stage, Strategies and solutions to be adopted, and Implementation Plan*)  **項目詳情 (請列出主要活動內容，包括前期項目準備工作、項目擬採用的策略及方案、執行計劃等)** | | | **Practice Opportunities** (brief description of practice opportunities and its rationale)  **實踐機會** (請簡述實踐機會内容及意義) | |  |  | | --- | | **Contingency Plan***(please provide a plan to deal with any emergency / unforeseeable risk that might possibly happen and cause problems to the service, e.g. the continuation of the epidemic)*  **替代方案 (請提供替代方案，以應對項目因某種未能預期的原因而令計劃受阻，如疫情持續)** | | **Overall Programme Schedule 整體項目時間表** | | | | |
| **Key Performance Indicator(s)**  **具體成效指標**   |  |  |  | | --- | --- | --- | | Expected Outcome  預計成效 | Performance Indicators  成效指標 | Means / Method of Measurement  評估工具 / 方法 (由機構建議) | | 指定成效指標 | | | | 80% of service recipients satisfied with the service provided by the organisation | |  | | 85% of service recipients agreed that future skill development is one of the important components for personal growth | |  | | 85% of service recipients understood the relevancy of the future skills being learned on their daily lives | |  | | 80% of service recipients are able to turn the skills learned into practice | |  | | 85% of service recipients agreed that the skills they learned have brought positive impact on their daily lives | |  | | 其他成效指標 (由機構建議) | | | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  |   Remarks: Grantees are required to prepare pre and post questionnaire for participants to fill in and submit analysis report for review. | | | |
| **Brief Background of Your Organisation**  **機構的背景資料**  Can include organization background, service target, mission, service content and strategies.  可包括機構背景、服務對象、使命、工作策略及內容等 | | | |
| **Experience / References in relevant service**  **過往相關的服務經驗 / 例子分享** | | | |
| **Additional Information** *– if any that yet cover in the above*  **其他資料(如有)**  e.g.   * Stakeholders engagement plan (e.g. acknowledgement, publicity, media coverage, etc.)   持份者的參與   * Volunteer opportunities 義工參與機會 | | | |
| Please declare if any of your organisation’s Board members and Executive committee members had affiliation with Hang Seng Bank. 請申報貴 機構的董事會成員和執行委員會成員是否與恒生銀行有關聯。  □ Yes, please specify 有, 請列明:  □ No 否 | | | |
| **Budget Plan**  計劃預算  Please fill in the Project Budget Plan in a separate template  請另外填寫項目財政預算表 | | | |

**Please submit your application (i.e. application form, budget plan and relevant documents) to** [**futureskillsfund@hkcss.org.hk**](mailto:futureskillsfund@hkcss.org.hk) **on or before 5pm on 20 May 2022. You will receive an automatic notification email if you submitted the application successfully.**

**請於2022年5月20日下午5時或之前提交申請至** [**futureskillsfund@hkcss.org.hk**](mailto:futureskillsfund@hkcss.org.hk) **(包括項目計劃書、項目預算表及其他相關文件)。如您成功提交申請，您將會收到一封自動發出的電郵通知。**

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