**香港社會服務聯會**

**The Hong Kong Council of Social Service**

**2015年度「卓越實踐在社福」獎勵計劃**

**2015 Best Practice Awards in Social Welfare**

**報告撮要 Project Summary**

**撰寫須知Note of Report Writing：**

1. 請於**2015年3月27日**或以前以電郵方式遞交

Please return the project brief via email by **27 March 2015**

(電郵Email：[BPAwards@hkcss.org.hk](mailto:BPAwards@hkcss.org.hk))

1. 文件格式要求 Format Requirement:

* 請使用微軟文書處理系統，並以\*.doc或\*docx的格式儲存

Please prepare your report using Microsoft Word and save in the format of \*doc or \*docx.

* 請提交之報告不可多於3頁，「機構聯絡資料」部份除外

The total number of pages of the project brief should be no more than 3 pages, excluding the part of “Contact Information”.

* 版面設定的四邊邊界需為2.5厘米

Page margins should be of 2.5cm each.

* 行距為「單行間距」

All pages should be printed with at least single line spacing.

* 字體大小不少於12

All texts/character should be with a font size of at least 12.

* 字元間距需設定為「標準」

All character spacing should be set as “normal”.

1. 報告撮要可以中文或英文書寫  
   The project summary could be written either in Chinese or English.
2. 是次評審將不收取任何附件(如相片、刊物等)  
   No attachment would be collected for the adjudication, for example, photos, publication, etc.

**備註Remarks：**

如報告牽涉任何版權或個人資料的披露，參選機構需負責取得有關人士的同意。

Should there be copyright issues or disclosure of personal information in the report, the agency should be responsible for seeking the consent of the concerned parties.

**報告撮要 Project Summary**

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|  | **計劃名稱**  (Project Name) | **：** |  | | | | | | | | | | |
|  | **計劃編號**  (Project Code) | **：** |  | | | | | | | | | | |
|  | **參選組別**  (Category of submission) | **：** | □主題組別Thematic Group | | | | | | | | | | |
| □非主題組別Non-thematic Group | | | | | | | | | | |
|  | **計劃推行時期**(Service/project period and duration) | **：** |  | / |  | 至  To |  | / |  | ，共 |  | 個月 | |
| 月 month |  | 年  Year | 月 month |  | 年  Year | Total in months | | | |
|  | **服務對象**  (Service Target) | **：** |  | | | | | | | | | | |
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|  | **計劃簡介** (Brief Introduction of the Service / Project) | | | | | | | | | | | |
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|  | **服務理念及社會觸覺**(Social Responsiveness)  **服務理念及目標**Rationale and Specific Objectives of the project**：** | | | | | | | | | | | |
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|  | **如何識別及回應機構、服務對象和社會的需要 (例如：參考地區數據、進行社區需求調查，或引用其他研究結果等)**How can the project timely identify and respond to needs of the organization, service users and/or community(for example: taking reference from community profile, conducting community need assessment, or making reference to the findings from other researches, etc)**：** | | | | | | | | | | | |
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|  | **服務的工作手法**Working Approach  **工作手法**Elaboration of the Working Approach**：** | | | | | | | | | | | |
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|  | **服務設計如何達致服務目標**How can the service intervention lead to goal attainment**：** | | | | | | | | | | | |
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|  | **服務果效**Effectiveness and Impact  **服務成果(例如：機構、服務使用者、社區或政策在計劃介入前後的轉變)及成效量度工具(例如﹕前後測問卷、社會影響評估、服務使用者聚焦小組等)**  Achievement of outcome(for example; the change of agency itself, the service users, the community or policy) and outcome measurement tools (for example: pre- and post-test questionnaires, Social Impact Assessment, service user focus groups, etc)**：** | | | | | | | | | | | |
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|  | **如何有效運用人力、財政及社區資源**How to be Cost-effective utilization of manpower, financial & community resources**：** | | | | | | | | | | | |
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|  | **如何令計劃具持續及長期果效**How can the project achieve Long term impact & sustainability**：** | | | | | | | | | | | |
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|  | **鞏固知識及實踐智慧**Knowledge Consolidation and Application  **清楚分析及紀錄關鍵成功因素，並輔以服務檢討數據** Clear analysis and documentation of critical success factors supported by data from evaluation | | | | | | | | | | | |
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|  | **明確運用實証研究結果或有實証支持的服務模式**Explicit adoption of directly related research findings or service model which is supported by research evidence | | | | | | | | | | | |
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|  | **有關實踐經驗如何為未來的應用提供參考**Clear delineation on the future applicability of the practice | | | | | | | | | | | |
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|  | **實務智慧及知識分享**Dissemination of practice wisdom and knowledge | | | | | | | | | | | |
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|  | **創新**Innovation | | | | | | | | | | | |
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|  | **協作**Synergy  **如何發揮跨專業 / 跨服務合作的力量**How to make use of multi-disciplinary / cross-service cooperation： | | | | | | | | | | | |
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**機構聯絡資料 Contact Information：**

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| --- | --- | --- | --- |
|  | **機構名稱**  (Agency) | **：** |  |
|  | **聯絡人**  (Contact Person) | **：** |  |
|  | **職稱**  (Post) | **：** |  |
|  | **電話**  (Tel.No.) | **：** |  |
|  | **電郵**  (Email) | **：** |  |