

# HSBC Hong Kong Community Partnership Programme

## Organisation Information

Application Number	NDC001
Name of Tax Exempt Organisation (English)	Hong Kong Council of Social Service, The
Name of Tax Exempt Organisation (Chinese)	香港社會服務聯會

## Project Basic Information

Project Name (English)	[ENG] Sample_12M
Project Name (Chinese)	[英] 範例_12個月
Service District	North
Project Summary (English)	Sample
Project Summary (Chinese)	範例
Requested Funding Period	12 Months
Start Date	2026-09-01
End Date	2027-08-31

### Project Elements

1. Resilience
2. Community Engagement / Cohesion
3. Well-being
4. Art and Culture

Project Nature Elderly

Number of Beneficiaries

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<b>Beneficiaries</b>	<b>Type of Beneficiaries</b>	<b>Direct Beneficiaries (Headcount)</b>	<b>Indirect Beneficiaries (Headcount)</b>	<b>Total</b>
Youth	From Low Income Families	10		10
	Non-specific Youth	20		20
Elderly	From Low Income Families	50		50
	Persons with Disabilities	10		10
	Non-specific Elderly		20	20
	Others (Please Specify): Sample		30	30
	<b>Total</b>	<b>90</b>	<b>50</b>	<b>140</b>

**UN SDGs**

1. Good Health and Well-Being
2. Clean Water and Sanitation
3. No Poverty
4. Peace, Justice and Strong Institutions

**Key Social Problems to Be Addressed**

1. Sample

**Main Objectives**

1. Sample

**Project Strategies and Implementation Plan**

Sample

# Key Services / Activities

## Key Services / Activities

1. Service / Activity Name Sample 1

Service / Activity Frequency 10

Service / Activity Content Sample

### Number of Beneficiaries

Beneficiaries	Type of Beneficiaries	Direct Beneficiaries (Man-time)	Indirect Beneficiaries (Man-time)
Youth	From Low Income Families	30	
	Non-specific Youth	10	
Elderly	From Low Income Families	50	
	Persons with Disabilities		10
	Non-specific Elderly	20	
	Others (Please Specify): Sample	10	
<b>Total</b>		<b>120</b>	<b>10</b>

Service / Activity Organised Periods 1st Stage (Month 1 to 5)  
2nd Stage (Month 6 to 12)

Service / Activity District North

Does the Service / Activity Require the Participation of HSBC Employees? No

Is This Service / Activity Under the Community Festival, or Other Key Services / Activities? No, It is the Other Key Services / Activities

2. **Service / Activity Name** Sample 2

**Service / Activity Frequency** 3

**Service / Activity Content** Sample

**Number of Beneficiaries**

<b>Beneficiaries</b>	<b>Type of Beneficiaries</b>	<b>Direct Beneficiaries (Man-time)</b>	<b>Indirect Beneficiaries (Man-time)</b>
Youth	From Low Income Families	30	
	Non-specific Youth		20
Elderly	From Low Income Families	50	
	Persons with Disabilities	30	
	Non-specific Elderly	50	
	Others (Please Specify): Sample	40	
<b>Total</b>		<b>200</b>	<b>20</b>

**Service / Activity Organised Periods** 2nd Stage (Month 6 to 12)

**Service / Activity District** North

**Does the Service / Activity Require the Participation of HSBC Employees?** Yes

**Description of HSBC Volunteering Opportunities** Sample

**Is This Service / Activity Under the Community Festival, or Other Key Services / Activities?** Yes, It is the Community Festival Event

3. Service / Activity Name Sample 3

Service / Activity Frequency 5

Service / Activity Content Sample

**Number of Beneficiaries**

Beneficiaries	Type of Beneficiaries	Direct Beneficiaries (Man-time)	Indirect Beneficiaries (Man-time)
Youth	From Low Income Families	10	
	Non-specific Youth	30	
Elderly	From Low Income Families	20	
	Persons with Disabilities		30
	Non-specific Elderly	40	
	Others (Please Specify): Sample	5	
Total		105	30

Service / Activity Organised Periods 1st Stage (Month 1 to 5)

Service / Activity District North

Does the Service / Activity Require the Participation of HSBC Employees? Yes

Description of HSBC Volunteering Opportunities Sample

Is This Service / Activity Under the Community Festival, or Other Key Services / Activities? No, It is the Other Key Services / Activities

## Project Implementation and Impact

### Project Detailed Outcomes and Means of Measurement

Targeted Direct Beneficiaries	Type of Beneficiaries	Expected Outcomes	Outcomes and Changes Brought to Beneficiaries / Society	Means / Methods of Measurement
Youth	From Low Income Families	Enhanced Economic Well-being for People / Communities	80% Sample	Sample



3. Organisation / Company / Individual Name	Sample 3
Role and Importance in This Project	Sample
Type	Social Enterprises

Project Innovation and How Does the Project Address the Current Service Gap	Sample
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Please Compare This Project With Similar Projects Implemented by Other Organisations

1. Project / Organisation Name	Sample 1
Project Content	Sample
Beneficiaries	Sample
Comparative Advantage	Sample

Potential Problems and Solutions to Implement the Project	Sample
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Experience / References in Relevant Service	Sample
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Have You Received Any Previous Funding From HSBC?	No
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Has This Project Received Any In-cash and / or In-kind Donation / Sponsorship From Other Sources?	No
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# Programme Budget

## Key Services / Activities

1. Service / Activity Name Sample 1

This Service / Activity Incurs Expenses Yes

Projected Cost

Item	Remarks	Quantity	Unit Cost (HK\$)	Total Cost (HK\$)
Training Materials / Innovation & Technology Support	Sample	5	100	500
Tutor Cost	Sample	10	800	8000
Venue & Equipment Rental Fee	Sample	5	6000	30000
Subtotal (HK\$)				38500

Projected Income

Item	Remarks	Amount (HK\$)
Service / Activity Income (HK\$)	50 people x HKD20	1000
NGO Contribution (HK\$)		
Subtotal (HK\$)		1000

Requested Funding Amount (HK\$) 37500  
(Activity – Subtotal)

2. **Service / Activity Name** Sample 2

**This Service / Activity Incurs Expenses** Yes

Projected Cost

<b>Item</b>	<b>Remarks</b>	<b>Quantity</b>	<b>Unit Cost (HK\$)</b>	<b>Total Cost (HK\$)</b>
Training Materials / Innovation & Technology Support	Sample	10	300	3000
Venue Decoration Fee	Sample	10	50	500
Venue & Equipment Rental Fee	Sample	5	5000	25000
Tutor Cost	Sample	20	2000	40000
<b>Subtotal (HK\$)</b>				<b>68500</b>

Projected Income

<b>Item</b>	<b>Remarks</b>	<b>Amount (HK\$)</b>
Service / Activity Income (HK\$)		
NGO Contribution (HK\$)		10000
<b>Subtotal (HK\$)</b>		<b>10000</b>

**Requested Funding Amount (HK\$)** 58500  
**(Activity – Subtotal)**

3. **Service / Activity Name** Sample 3

**This Service / Activity Incurs Expenses** Yes

Projected Cost

<b>Item</b>	<b>Remarks</b>	<b>Quantity</b>	<b>Unit Cost (HK\$)</b>	<b>Total Cost (HK\$)</b>
Tutor Cost	Sample	15	4000	60000
Publication	Sample	30	100	3000
Venue & Equipment Rental Fee	Sample	4	5000	20000
<b>Subtotal (HK\$)</b>				<b>83000</b>

Projected Income

<b>Item</b>	<b>Remarks</b>	<b>Amount (HK\$)</b>
Service / Activity Income (HK\$)		
NGO Contribution (HK\$)		
<b>Subtotal (HK\$)</b>		<b>0</b>

**Requested Funding Amount (HK\$)** 83000  
**(Activity – Subtotal)**

## Purchase of Facilities / Equipment

1.	Item	Sample 1
	Service Recipients	200
	Purpose	Sample
	How This Item Benefits the Project	Sample
	Intended Use of the Item After Project Completion	Sample
	Quantity	50
	Unit Cost (HK\$)	3000
	Subtotal (HK\$)	150000
	NGO Contribution (HK\$)	50000
	Requested Funding Amount (HK\$) (Facilities / Equipment – Subtotal)	100000
2.	Item	Sample 2
	Service Recipients	300
	Purpose	Sample
	How This Item Benefits the Project	Sample
	Intended Use of the Item After Project Completion	Sample
	Quantity	10
	Unit Cost (HK\$)	2000
	Subtotal (HK\$)	20000
	NGO Contribution (HK\$)	
	Requested Funding Amount (HK\$) (Facilities / Equipment – Subtotal)	20000
	Requested Funding Amount (HK\$) (Facilities / Equipment – Total)	120000

## Manpower

1.	<b>Job Title</b>	Staff 1
	<b>Employment Mode</b>	Full Time
	<b>Employment Type</b>	Existing Staff
	<b>Salary (HK\$)</b>	8000 × 12 (By Month)
	<b>MPF Included in the Above Amount</b>	Yes
	<b>Responsibilities</b>	1. Sample1 2. Sample 2
	<b>Requirements</b>	1. Sample 1 2. Sample 2
	<b>Subtotal (HK\$)</b>	360000
	<b>NGO Contribution (HK\$)</b>	60000
	<b>Requested Funding Amount (HK\$) (Manpower – Subtotal)</b>	300000
2.	<b>Job Title</b>	Staff 2
	<b>Employment Mode</b>	Part Time
	<b>Employment Type</b>	New Staff
	<b>Salary (HK\$)</b>	8000 × 12 (By Month)
	<b>MPF Included in the Above Amount</b>	Yes
	<b>Responsibilities</b>	1. Sample 1 2. Sample 2
	<b>Requirements</b>	1. Sample 1 2. Sample 2
	<b>Subtotal (HK\$)</b>	96000
	<b>NGO Contribution (HK\$)</b>	
	<b>Requested Funding Amount (HK\$) (Manpower – Subtotal)</b>	96000

**Requested Funding Amount (HK\$)** 396000  
**(Manpower – Total)**

Central Administrative Cost

1.	Details	Sample 1
	Unit Cost (HK\$)	20000
	Remarks	Sample
2.	Details	Sample 2
	Unit Cost (HK\$)	50000
	Remarks	Sample

Requested Funding Amount (HK\$) 70000  
 (Central Administrative Cost – Total)

## Summary

### Project Execution Plan

Key Services / Activities	Targeted Beneficiaries	Community Festival Service / Activity	1st Stage (Month 1 to 5)	2nd Stage (Month 6 to 12)
Sample 1	<ul style="list-style-type: none"> <li>Youth</li> <li>Elderly</li> </ul>		✓	✓
Sample 2	<ul style="list-style-type: none"> <li>Youth</li> <li>Elderly</li> </ul>	Yes		✓
Sample 3	<ul style="list-style-type: none"> <li>Youth</li> <li>Elderly</li> </ul>		✓	

### Targeted Number of Beneficiaries (Man-time)

Beneficiaries	Direct Beneficiaries	Indirect Beneficiaries	Total
Youth	30	0	30
Elderly	60	50	110
Total	90	50	140

### Projected Cost

Key Services / Activities		
Item	Total Amount (HK\$)	% of Total Projected Cost
Total Projected Cost (HK\$)	886000	100

Sample 1	38500	4.35
Sample 2	68500	7.73
Sample 3	83000	9.37
Subtotal (HK\$)	190000	21.44

#### **Purchase of Facilities / Equipment**

<b>Item</b>	<b>Unit Cost (HK\$)</b>	<b>Total Amount (HK\$)</b>	<b>% of Total Projected Cost</b>
Sample 1	3000	150000	16.93
Sample 2	2000	20000	2.26
Subtotal (HK\$)		170000	19.19

#### **Manpower**

<b>Item</b>	<b>Unit Cost (HK\$)</b>	<b>Total Amount (HK\$)</b>	<b>% of Total Projected Cost</b>
Staff 1	30000	360000	40.63
Staff 2	8000	96000	10.84
Subtotal (HK\$)		456000	51.47

#### **Central Administrative Cost**

<b>Item</b>	<b>Total Amount (HK\$)</b>	<b>% of Total Projected Cost</b>
Sample 1	20000	2.26
Sample 2	50000	5.64
Subtotal (HK\$)	70000	7.9
Total Projected Cost (HK\$)	886000	100

#### **Projected Income**

##### **Key Services / Activities**

<b>Item</b>	<b>Total Amount (HK\$)</b>	<b>% of Total Projected Income</b>
Sample 1	1000	0.83
Sample 2	10000	8.26
Sample 3	0	0
NGO Contribution (HK\$)	10000	8.26
Subtotal (HK\$)	11000	9.09

##### **Purchase of Facilities / Equipment**

<b>Item</b>	<b>Total Amount (HK\$)</b>	<b>% of Total Projected Income</b>
NGO Contribution (HK\$)	50000	41.32

##### **Manpower**

Total Projected Income (HK\$)	121000	100
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<b>Item</b>	<b>Total Amount (HK\$)</b>	<b>% of Total Projected Income</b>
NGO Contribution (HK\$)	60000	49.59
Total Projected Income (HK\$)	121000	100

#### Summary

	<b>Total Amount (HK\$)</b>
Total Projected Cost (HK\$)	886000
Total Projected Income (HK\$)	121000
Amount Requested From CPP (HK\$)	765000