

The Hong Kong Council of Social Service

**HKCSS Most Impactful Small and Medium-sized Non-subvented NGO Award 2019**

**Agency Introduction Summary**

**(Part A)　Agency Background Information**The information collected in this session will only be used for adjudicators’ reference and will not be scored.

1. **Agency Information**

Agency Name (Full Name in English)**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

To save your time of filling in the following information, the Council will download and organize the information for participating agencies via the system of “Directory of Social Service Organizations in Hong Kong” and then submit to the adjudicators.

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| 1. Year of Establishment | 5. Total no. of Full-time Staff |
| 1. Community Chest Member of Hong Kong | 6. Average No. of Volunteers/ Year (including Board Member) |
| 1. Receiving funding from HKJC Charitable Trust | 7. Scope of Services & Highlight |
| 1. Mission & Objectives | 8. Total annual expenditure in year 2017/2018 |

We already updated the above information before submission of Agency Introduction Summary via system of “Directory of Social Service Organizations in Hong Kong” and confirmed they are correct.

Last Updated Date：\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_ (Y/M/D)

1. **Accountability and Transparency of Financial and Service Status**

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| * 1. Link of publishing and disclosing annual report |  |
| * 1. Link of publishing and disclosing annual financial report |  |
| * 1. Last updated date of service status/information | \_\_\_\_\_\_\_\_ / \_\_\_\_\_\_ / \_\_\_\_\_(Y/M/D) |

**(Part B)　Agency Introduction**

1. **Establishment of Agency**

Please briefly introduce the reason(s) for establishment of agency (e.g. identified social needs, and how establishment the board governance responds to the social needs (100 – 200 words))

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1. **Board Governance of Agency**

Please briefly describe the positive impact(s) of organization and service development brought by the board governance. For example, the role(s) and function(s) of the board; combination of board, service committee, and functional committees; division of labor among board and management team (staff); mechanism of selection and replacement; (100 – 200 words)

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1. **Networking Capacity of Agency**

Please describe how the agency utilizes the social network and expands human relationship to foster organization and service development. Please use existing partner(s) and partnership model(s) as example(s) with illustration of the nature of partnership(s), role(s) of partner(s) and specialty of partnership(s).

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1. **Service Approach and Impact**

Please briefly describe the agency’s operation strategy, service intervention model and its specialty(e.g. using medical-social collaboration model as entry point; utilizing manpower of volunteers to deliver services; using the advantages/resources of district organization to jointly render services) (100 – 200 words)

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1. **Positioning and Social Contribution of Agency**

Please briefly describe how agency uses creative or unique intervention strategy to provide service; and/or fills in service gaps and concerns about marginalized groups. Please also briefly describe the Key Performance Indicator(s) (KPI) and the performance in year 2018/2019. (100 – 200 words)

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1. **Self-assessment of Agency**

Please briefly illustrate the analysis of agency’s strength weakness, opportunity and threat as well as corresponding measures by the governance. (100 – 200 words)

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1. **Future Development Plan of Agency**

Please briefly illustrate the future development plan 1) direction or aspect(s); 2) development strategy and intervention approach; 3) networking development and 4) establishment and consolidation of governance level (board) and management level (senior staff team) (not more than 200 words)

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**Note of Agency Introduction Summary Writing：**

1. (Email: [ProjectStar@hkcss.org.hk](mailto:ProjectStar@hkcss.org.hk))   
   Please submit via email on or before **11 Oct 2019 5:00 pm**.
2. Format Requirement。

* The total number of pages of the project brief should be no more than 4 pages, excluding the (Part A).
* Please be aware of the word limit. Punctuations are not included. Word(s) exceeding the word limit will not be submitted to adjudicators.

1. The agency introduction summary can be written either in Chinese or English.
2. No attachment would be collected for the adjudication, for example, photos, publication, etc.

**Remarks：**

1. 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.
2. The information collected in this document will be submitted to all levels of adjudicators for reference and scoring.
3. The Council will download the information in (Part A) from the system of “Directory of Social Service Organizations in Hong Kong” for agencies by 11 October 2019 5:00 pm (deadline).