

**HO CHEUNG SHUK YUEN CHARITABLE FOUNDATION
FUNDING APPLICATION FORM**

Serial No. _____

Name of Project:

Organization name: _____			
Tel: _____	E-mail: _____	Website : _____	
Address : _____			
<input type="checkbox"/> Hong Kong	<input type="checkbox"/> China	<input type="checkbox"/> Macau	<input type="checkbox"/> Others (please specify _____)
Address : _____			
Name of Organization Head : _____			

Project-in-charge submitting application		
Name: _____	Post/Title: _____	Profession: _____
Office Tel: _____	Office E-mail: _____	
Office Fax: _____	Mobile (optional): _____	

Period of Project			
Proposed starting date: _____	Proposed completion date: _____		
(Please choose only one)			
<input type="checkbox"/> Less than one year	<input type="checkbox"/> One to less than two years	<input type="checkbox"/> Two to less than three years	<input type="checkbox"/> Over three years (please specify _____)

Nature / Type of Project	
(Please choose only one)	
<input type="checkbox"/> New project	<input type="checkbox"/> Extension to on-going project
<input type="checkbox"/> Others (please specify _____)	

Total amount requested (HKD): _____
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The Proposed Project

Please give a concise description of your proposed Project (max. 2 pages), including but not limited to the following items:

1. Objectives
2. Target group and number of beneficiaries
3. Needs and justifications
4. Details of Project components
5. Schedule of implementation and milestones of achievement
6. Planned outcomes and means of assessment
7. Detailed budget with quotations (if applicable)
8. Major collaborating bodies and nature of collaboration (if applicable)
9. Supervisory structure and plans of monitoring
10. Sustainability plan
11. Contribution of organization and participants
12. Other funding source(s) approached and/or secured (if any)

Name of Project-in-charge: _____ Title: _____

Signature: _____ Date: _____

Required Attachments

Concerning the Project:

1. Major qualifications and related work experience of each key Project staff

Concerning your Organization:

2. Organization's registration and constitution documents, such as
 - a) Certificate of Incorporation
 - b) Certificate of Charity (e.g. letter from Inland Revenue Department)
 - c) Memorandum & Articles of Association /constitution document
3. Most recent audited financial statement
4. Current year operating budget, including expenses and revenue, and sources of funding
5. Current year list of board/management committee members
6. Most recent annual reports

**Please email to pc@HOcsyfoundation.org.hk and
liliane.cck@gmail.com after completion. Thank you.**