

**HO CHEUNG SHUK YUEN CHARITABLE FOUNDATION  
PRELIMINARY PROPOSAL FORM**

Serial No. \_\_\_\_\_

**Name of Project:** \_\_\_\_\_

**Organization name:** \_\_\_\_\_  
Tel: \_\_\_\_\_ E-mail: \_\_\_\_\_ Website: \_\_\_\_\_  
Address: \_\_\_\_\_  
 Hong Kong       China       Macau       Others (please specify \_\_\_\_\_ )  
Address: \_\_\_\_\_  
Name of Organization Head: \_\_\_\_\_

**Is your Organization registered with the government as a not-for-profit or charitable organization?**  
 Yes       No      Registration No.: \_\_\_\_\_ Country of registration: \_\_\_\_\_  
Are audited financial statements available for review?       Yes, most recent year: \_\_\_\_\_       No

**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: \_\_\_\_\_

**Nature / Type of Project**  
(Please choose only one)       New project       Extension to on-going project  
    Others (please specify \_\_\_\_\_)

**Service users or beneficiaries of the Project:** \_\_\_\_\_

**Total amount requested (HKD):** \_\_\_\_\_

## The Proposed Project

I. Briefly summarize the background, mission, services and major source(s) of revenue of your Organization.

II. Briefly present what need(s) you will meet by your proposed Project.

III. Is/ Was this proposed Project currently / previously funded by other sources? Please specify.

IV. Concisely describe your proposed Project (e.g. objectives, no. of beneficiaries, contents, activities and timelines). (150-200 words)

V. Briefly describe the plans of monitoring, evaluation (e.g. evidence-based measures) and ways of sustaining the Project.

Name of Project-in-charge: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please email to [pc@HOcsyfoundation.org.hk](mailto:pc@HOcsyfoundation.org.hk) after completion. Thank you.**