

**‘Unite for Children. Unite for Hong Kong.’
Child Rights Advocacy Project
Hong Kong Committee for UNICEF
Application Form**

Notes:

1. Please read the Application Guidelines carefully before completing this application form.
2. All sections of this form are required to be filled out. Additional sheets may be attached to include additional information in all sections.
3. The Applicant is advised to provide concise and comprehensible information to facilitate the assessment team’s efficient and easy understanding.
4. The form should be completed and sent to the Hong Kong Committee for UNICEF in person, by post or email with relevant supporting documents.

Section A: Project Overview

1. Details of Applicant (Organization)

Name of Organization (Chinese Registered name): _____

(English Registered name): _____

Nature of Organization *Please tick the appropriate box*

A charitable & non-profit making Organization

- established under the Societies Ordinance (Cap. 151)
- incorporated under the Companies Registry (Cap 32)
- established by the Hong Kong legislature
- registered on the list of approved charitable institutions or trusts of a public character, being exempt from tax under Section 88 of the Inland Revenue Ordinance

Head/Authorized Representative of Organization:

Name: _____ Position: _____

Tel No: _____ Email: _____

Mailing Address of Organization:

Official Website of Organization, if any: _____

Application No.: _____ (For official use only)

Brief Description of Organization *maximum 200 words*

2. Project Team

Project Leader

Name: _____

Position: _____

Department/Unit: _____

Email: _____

Tel. No.: _____

Mobile: _____

Team Members

Name	Position	Department/Unit	Mobile/Tel No.
<i>Add space if appropriate</i>			

Application No.: _____ (For official use only)

3. In case of a joint application, please fill in the following sections and use a separate table for each of the joint applicant(s).

Information of the joint applicant(s)			
Name	(Chi)		
	(Eng)		
Address	(Chi)		
	(Eng)		
Website			
Contact Person of the joint applicant(s)			
Name	(Chi)	(Eng)	
Post Title	(Chi)	(Eng)	
Tel No.		Fax No.	
Email Address			
Aims / Objectives of the Organization			
Nature and details of collaboration with the principal applicant			
Responsibility of the joint applicant(s) under the proposed project			

4. Project Title: _____

5. Brief Description of the Project: *maximum 200 words*

6. Why Funding Should be Granted *maximum 200 words*

7. Area of Focus of the Project *Please tick the appropriate box(es)*

- General implementation work of child rights to survival, development, protection and/or participation in particular, breastfeeding and right to play
- Work for development and survival needs of poverty children
- Work for children with special education needs or disabilities
- Work for development and survival needs of minority groups of children, i.e. ethnic minority

8. Project Type *Please tick the appropriate box*

- New Project
- On-going Project

9. Funding period: From ____/____ (month/year) to ____/____ (month/year) *Not more than two years*

10. Total Funding Sought: HK\$_____

11. Total Number of Beneficiaries: _____

12. Total Number of Audience Reached: _____ *via publicity and promotion*

13. Relevant Past Experience *For new project only*

14. Past Achievements

For on-going project only

Section B: Details of the Project Proposal:

1. Project objectives

2. Key issues and problems being addressed *Please provide data to substantiate your explanation*

3. Implementation plan

Please fill out the following table if there will be publicity and promotion activities in the implementation plan.

Description of Media Plan	Target Audience	No. of Audience Reached
<i>Add space if appropriate</i>		
Total Number of Audience Reached		<i>Insert sum of the above here</i>

Application No.: _____(For official use only)

4. Work schedule

Items	Starting Date	Completion Date
<i>Add space if appropriate</i>		

5. Deliverables

Areas of deliverables	Key Performance Indicators
Advocacy-related	
Community Education/Outreach, if applicable	
Service-oriented, if applicable	
Promotion/Publicity- related	

6. No. of beneficiaries *Please provide detailed categories, if any*

Category of Beneficiaries	Total Number
<i>Add space if appropriate</i>	
Total Number of Beneficiaries	<i>Insert sum of the above here</i>

7. Project evaluation *Please state expected results & impact to the community and how to evaluate & measure the impact achieved.*

8. Sustainability of the proposal *Please state how the work can be continued after the project is completed.*

Section C: Details of the Budget

Please provide detailed breakdown in each category

Items	Total Cost	Funding Request
Implementation of plan <i>Provide detailed breakdown</i>	HK\$	HK\$
Publicity and promotion <i>Provide detailed breakdown</i>	HK\$	HK\$
Administration <i>Provide detailed breakdown</i>	HK\$	HK\$
<i>Add space if appropriate</i>		
TOTAL	HK\$ <i>Insert sum of the above here</i>	HK\$ <i>Insert sum of the above here</i>

If funding request is not equal to total cost, please name the source(s) of funding of the remaining cost.

Section D: Project Summary

Please complete this form in brief (point form is recommended and do not exceed one page) to facilitate quick referencing.

Application No.: (For official use only)	Nature*: Ongoing / New	Funding Requested: HK\$	No. of Beneficiaries:	No. of Audience Reached via Publicity:
Name of Organization:			Project Title:	
Background of Organization:				
Issues to be Addressed via the Project:				
Project Objectives:			Project Description:	
Implementation Plan:			Deliverables:	

* Delete as appropriate

Application No.: _____ (For official use only)

Section E: Declaration *To be read and signed by Head/Authorized Representative of the Organization (Applicant)*

We understand and agree to abide by the provisions of the Application Guidelines of 'Unit for Children. Unite for Hong Kong.' Child Rights Advocacy Project. We hereby certify that the information provided in this application form is correct & truthful.

Name: _____

Title: _____

Organization: _____

Signature: _____

Date: _____

Official Seal of the Organization:

FOR JOINT APPLICANT(S)

In case of a joint application, please fill in the following sections and use a separate table for each of the joint applicant.

We understand and agree to abide by the provisions of the Application Guidelines of 'Unit for Children. Unite for Hong Kong.' Child Rights Advocacy Project. We hereby certify that the information provided in this application form is correct & truthful.

Name: _____

Title: _____

Organization: _____

Signature: _____

Date: _____

Official Seal of the Joint Applicant:

Please check if the following items have been done before sending the application form:

1. Information has been completed in full
2. The application form has been signed by Head/Authorized Representative of the Applicant and Joint Applicant(s)
3. The official chop has been affixed
4. The Application Form has been converted to PDF format if sent by email
5. A copy of the Organization's registration document has been attached, this is also applicable to Joint Applicant(s) if any
6. Copies of supporting documents have been attached

Application No.: _____ (For official use only)