



2021（暑期）及 2021/22 年度（上學期）懷仁社區服務項目計劃  
計劃指引

### 1. 計劃目的

- a) 提倡社區關懷，提供機會予同學幫助有需要人士。
- b) 加深對社會的認識，為改善社會出一分力。

### 2. 申請資格

- a) 申請人須以團隊為單位，每團隊由三至十名逸夫書院學生組成，同學可來自不同學系和年級。
- b) 書院鼓勵本地生和非本地生組隊參加，以促進彼此交流和學習。

### 3. 資助及獎勵形式

- a) 獲資助團隊數目不限。
- b) 成功申請服務項目資助之團隊最多可獲金額分別為 HK\$25,000〔本地服務項目〕或 HK\$50,000〔中國內地、澳門或台灣服務項目〕。
- c) 有關資助可津貼擬推行服務項目之部分或全部開支。
- d) 資助金額將按有關項目之財政預算、計劃受惠人數等因素而決定。金額只可用於服務項目上。購買制服、固定資產等開支將不獲資助。
- e) 成功申請之團隊會於服務項目開始時獲發半數資助金額，餘額會於項目完成後，待團隊遞交工作報告及財政報告〔連同所有開支單據正本〕後發還予有關同學。如計劃結束時尚餘資助，有關團隊須將餘額全數交還書院。
- f) 所有團隊須於計劃完成後一個月內遞交工作報告、財政報告〔連同所有開支單據正本〕、服務相片及影片予書院。
- g) 每位成功獲資助而又順利完成服務項目的團隊成員均可獲頒發獎狀。另書院會按各服務團隊之表現、報告及小組匯報作評分，選出優異社區服務項目金、銀、銅獎，獎金分別為 HK\$10,000、HK\$6,000 及 HK\$4,000，由團隊成員平分。書院更會於合適場合，讓團隊與其他同學分享經驗，並對團隊的優異成績予以表揚。

### 4. 申請詳情

- a) 申請團隊須自行草擬計劃書〔不超過 15 頁〕，列明團隊成員資料、服務項目理念、目的、服務對象、服務性質、推行日期及地點、財政預算及檢討方法等。
- b) 服務項目可於本港、中國內地、澳門或台灣進行。
- c) 服務對象可包括但不限於長者、殘疾人士/長期病患者、單親家庭、新來港人士、低收入家庭及少數族裔等。
- d) 服務項目如為同學自發原創的、直接使服務對象受惠及持續的〔如數日、數星期、數月等〕將獲優先考慮。各項活動須與服務項目目的相關。
- e) 在內地、澳門或台灣進行服務的團隊須於服務開展前獲本港或當地服務機構書面同意合作。在本港進行服務的團隊可選擇與中文大學校內部門或校外非牟利機構合作。
- f) 申請團隊的同學須有份參與構思、組織和推行整個服務項目。
- g) 申請團隊不得以資助進行籌款、外判服務予其他單位或資助其他機構的服務項目。
- h) 申請團隊須邀請一名中大教職員或非牟利機構職員出任項目顧問。
- i) 書院將甄選申請團隊參加面試。

## 5. 申請團隊如有需要可聯絡以下人士建議或轉介有關服務項目

1. 陳加才先生 香港中文大學社會工作學系	電話：3943 8533 電郵：kcchan@swk.cuhk.edu.hk	長者、精神健康及少數族裔人士服務；提供平等及無障礙的服務使用者策略和規劃
2. 何慧明博士 香港中文大學社會工作學系	電話：3943 7843 電郵：wmho@swk.cuhk.edu.hk	青少年、家庭及兒童精神健康服務
3. 林巧香女士 香港中文大學逸夫書院	電話：3943 7311 電郵：candice.lam@cuhk.edu.hk	長者、弱勢社羣、少數族裔、復康服務及社會企業
4. 魏雁濱教授 香港中文大學社會工作學系	電話：3943 9377 電郵：npngai@swk.cuhk.edu.hk	兒童、青少年、長者及復康服務
5. 黃洪教授 香港中文大學社會工作學系	電話：3943 7510 電郵：hwong@cuhk.edu.hk	本港及內地扶貧、社區發展及弱勢社群服務

## 6. 甄選準則

- 服務項目資助的準則包括對受助者的幫助及覆蓋度、活動設計、服務創意及創新、跨學系/年級和本地/非本地生的協作、團隊合作以及項目效益等。
- 優異社區服務項目獎的甄選準則包括達到該服務項目的目標、項目推行和資源管理有成效、團隊能考慮到服務後續的問題、可從服務中得到學習、報告和匯報表現優異等。

## 7. 行事曆

事項	日期	
	2021 年暑期項目	2021/22 年度上學期項目
1. 接受申請	2021 年 2 月上旬起	
2. 截止申請	2021 年 3 月 8 日	2021 年 5 月 31 日
3. 面見獲揀選之申請團隊	2021 年 3 月中旬	2021 年 6 月中旬
4. 公佈申請結果	2021 年 3 月下旬	2021 年 6 月下旬
5. 籌備及開始推行服務項目	2021 年 4 月上旬起	2021 年 7 月上旬起
6. 完成服務	2021 年 8 月 31 日前	2021 年 12 月 31 日前
7. 遞交工作報告、財政報告及所有開支單據	計劃完成後一個月內	
8. 小組匯報、頒發優異社區服務項目獎	2021/22 學年上學期初	2022/23 學年上學期初

## 8. 申請方法

申請團隊須於截止日期前將計劃書，財政預算及項目顧問意見表經電郵遞交至 [shaw-college@cuhk.edu.hk](mailto:shaw-college@cuhk.edu.hk)，電郵主題列明為「2021（暑期）及 2021/22 年度（上學期）懷仁社區服務項目計劃申請-項目名稱」。

計劃書範本：

[https://www.shaw.cuhk.edu.hk/sites/default/files/share/files/college\\_life/Caring\\_Heart\\_Community\\_Service\\_Proposal\\_Template\\_Chi.docx](https://www.shaw.cuhk.edu.hk/sites/default/files/share/files/college_life/Caring_Heart_Community_Service_Proposal_Template_Chi.docx)

項目顧問意見表：

[https://www.shaw.cuhk.edu.hk/sites/default/files/share/files/college\\_life/Caring\\_Heart\\_Community\\_Service\\_Comment\\_Form\\_Project\\_Advisor\\_Chi.doc](https://www.shaw.cuhk.edu.hk/sites/default/files/share/files/college_life/Caring_Heart_Community_Service_Comment_Form_Project_Advisor_Chi.doc)

財政預算(本地項目)範本：

[https://www.shaw.cuhk.edu.hk/sites/default/files/share/files/college\\_life/Caring\\_Heart\\_Community\\_Service\\_Budget\\_Local\\_Projects\\_Template\\_Chi.xlsx](https://www.shaw.cuhk.edu.hk/sites/default/files/share/files/college_life/Caring_Heart_Community_Service_Budget_Local_Projects_Template_Chi.xlsx)

財政預算(內地、澳門或台灣項目)範本：

[https://www.shaw.cuhk.edu.hk/sites/default/files/share/files/college\\_life/Caring\\_Heart\\_Community\\_Service\\_Budget\\_Mainland\\_Project\\_Template\\_Chi.xlsx](https://www.shaw.cuhk.edu.hk/sites/default/files/share/files/college_life/Caring_Heart_Community_Service_Budget_Mainland_Project_Template_Chi.xlsx)

## 9. 截止日期

- 2021 年暑期服務項目：2021 年 3 月 8 日〔星期一〕
- 2021/22 年度上學期服務項目：2021 年 5 月 31 日〔星期一〕

10. 查詢：陳小姐（電話：3943 8637 / 電郵：aminchan@cuhk.edu.hk）



**Shaw College, The Chinese University of Hong Kong**  
**Caring Heart Community Service Project Scheme 2020 (Summer Break)**  
**& 2021/22 (1<sup>st</sup> term)**

### 1. Objectives

- a) To encourage care and concern for the needy in Hong Kong.
- b) To provide opportunities for students to serve people in need, so as to enhance their understanding of society and to contribute to the betterment of society.

### 2. Eligibility

- a) Shaw College students **in team of** 3 to 10 students, from any discipline and any year of study, are eligible to apply for service project subsidy.
- b) **Team comprising of local and non-local students are encouraged to facilitate mutual exchange and learning.**

### 3. Subsidy & Award

- a) There is no limit to the number of teams receiving subsidy.
- b) Each successful team of selected students will receive subsidy of no more than HK\$25,000 (for local service projects) or HK\$50,000 (for Mainland China, Macau or Taiwan service projects).
- c) Subsidies are to cover part or full cost of implementation of the service projects.
- d) Amount of subsidy approved per team may be determined by size of beneficiary, budget, etc. The amount should be used on service projects only. Purchase of team t-shirts and fixed assets will not be subsidized.
- e) Each successful team will be granted half of the amount of approved subsidy at the beginning of the project. Another half will only be disbursed upon successful completion of the project, as well as submission of report, financial statement and original receipts. Unused balance of the approved subsidy should be fully returned to the College after the completion of the project.
- f) All successful teams should submit project reports, financial statements with original receipts, project photos and videos to the College **within one month after project completion.**
- g) Each member of subsidized teams who has successfully completed their service projects will be presented a certificate as recognition. The Gold, Silver and Bronze Awards of “Outstanding Service Project” will also be offered to teams with good performance. The award money will be HK\$10,000 for Gold Award, HK\$6,000 for Silver Award and HK\$4,000 for Bronze Award, and will be equally shared among teammates. In addition, they will be invited to share their experiences with other students and recognized in appropriate College occasions.

### 4. Application

- a) A service project proposal (no more than 15 pages) is required at the time of application to cover the details of team members, rationale, objective, target group, service nature, implementation, project schedule, budget, evaluation, etc.
- b) Service project can be implemented in **Hong Kong, Mainland China, Macau or Taiwan.**
- c) Client groups may include but not limited to senior citizens, persons with disability / chronic illness, single-parent families, new arrivals, low income families, ethnic minorities, etc.
- d) Service project should preferably be original, initiated by applicants, directly beneficial to the clients and carried out for a period (e.g. several days/weeks/months). Activities of the project should meet the service objectives.
- e) Joint organization with a unit of CUHK or a local/mainland/Macau/Taiwan non-profit-making organization is required for mainland, Macau or Taiwan projects, and optional for local projects.
- f) Students are required to participate in planning, organizing and implementing the whole service project.
- g) Fund-raising, contracting the service to another party or using the subsidy to carry out a project of another body is not appropriate.
- h) Each team should have an advisor, preferably a CUHK staff member or one from a non-profit-making community service organization.
- i) Presentation and / or selection interview is required for short-listed teams.

## 5. Possible community service & channels can be suggested or referred by

1.	Mr. CHAN Kar-choi Department of Social Work, CUHK	Tel.: 3943 8533 E-mail: kcchan@swk.cuhk.edu.hk	Services on elderly, mental health and ethnic population; access and equity
2.	Dr. HO Wai-ming Department of Social Work, CUHK	Tel.: 3943 7843 E-mail: wmho@swk.cuhk.edu.hk	Youth, family and child mental health service
3.	Ms. Candice LAM Shaw College, CUHK	Tel.: 3943 7311 E-mail: candice.lam@cuhk.edu.hk	Elderly, disadvantaged and minority groups, rehabilitation services and social entrepreneurship
4.	Prof. NGAI Ngan-pun Department of Social Work, CUHK	Tel.: 3943 9377 E-mail: npngai@swk.cuhk.edu.hk	Children, youth, elderly and rehabilitation services
5.	Prof. WONG Hung Department of Social Work, CUHK	Tel.: 3943 7510 E-mail: hwong@cuhk.edu.hk	Local and mainland poverty alleviation projects, community development, disadvantaged group service

## 6. Selection Criteria

- For project subsidy: benefit to target group, size of beneficiary, program design, innovation and creativity, cross-cultural and inter-disciplinary collaboration of team members, team work and cost effectiveness, etc.
- For Outstanding Service Project Awards: awards will be on a competitive basis, and consideration will be given to the overall merit of each project including achievement of objectives, effectiveness in implementation and resources management, sustainability of the service, learning by the team, report and presentation, etc.

## 7. Schedule

Description	Date/Period	
	2021 Summer Break Projects	2021/22 1 <sup>st</sup> Term Projects
1. Invitation of applications	Starting from Early February 2021	
2. <b>Deadline for submission of applications</b>	<b>8 March 2021</b>	<b>31 May 2021</b>
3. Presentation and/ selection interview for short-listed teams	Mid March 2021	Mid June 2021
4. Announcement of results	Late March 2021	Late June 2021
5. Preparation and Commencement of projects	Starting from Early April 2021	Starting from Early July 2021
6. Completion of projects	By 31 August 2021	By 31 December 2021
7. Submission of report, financial statement and receipts	Within one month after project completion	
8. Presentation / sharing of service experience, Award of Outstanding Service Project	Early 1 <sup>st</sup> term of 2021/22	Early 1 <sup>st</sup> Term of 2022/23

## 8. Application Method

The below documents should be submitted to College via email at [shaw-college@cuhk.edu.hk](mailto:shaw-college@cuhk.edu.hk) before deadline, with subject as “Application for Caring Heart Community Service Project Scheme 2021 (Summer) & 2021/22 (1<sup>st</sup> Term) – PROJECT NAME”.

Template of Proposal:

[https://www.shaw.cuhk.edu.hk/sites/default/files/share/files/college\\_life/Caring\\_Heart\\_Community\\_Service\\_Proposal\\_Template\\_Eng.docx](https://www.shaw.cuhk.edu.hk/sites/default/files/share/files/college_life/Caring_Heart_Community_Service_Proposal_Template_Eng.docx)

Comment Form of Project Advisor:

[https://www.shaw.cuhk.edu.hk/sites/default/files/share/files/college\\_life/Caring\\_Heart\\_Community\\_Service\\_Comment\\_Form\\_Project\\_Advisor\\_Eng.doc](https://www.shaw.cuhk.edu.hk/sites/default/files/share/files/college_life/Caring_Heart_Community_Service_Comment_Form_Project_Advisor_Eng.doc)

Template of Budget (Local Project):

[https://www.shaw.cuhk.edu.hk/sites/default/files/share/files/college\\_life/Caring\\_Heart\\_Community\\_Service\\_Budget\\_Local\\_Projects\\_Template\\_Eng.xlsx](https://www.shaw.cuhk.edu.hk/sites/default/files/share/files/college_life/Caring_Heart_Community_Service_Budget_Local_Projects_Template_Eng.xlsx)

Template of Budget (Mainland, Macau or Taiwan Project):

[https://www.shaw.cuhk.edu.hk/sites/default/files/share/files/college\\_life/Caring\\_Heart\\_Community\\_Service\\_Budget\\_Mainland\\_Project\\_Template\\_Eng.xlsx](https://www.shaw.cuhk.edu.hk/sites/default/files/share/files/college_life/Caring_Heart_Community_Service_Budget_Mainland_Project_Template_Eng.xlsx)

## 9. Deadline for Application

- 2021 Summer Break Projects: **8 March 2021 (Monday)**
- 2021/22 1<sup>st</sup> Term Projects: **31 May 2021 (Monday)**

## 10. Enquiry

Ms. Amin CHAN (Tel: 3943 8637 / E-mail: aminchan@cuhk.edu.hk)