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| OFFICE USE: |  |
| UPDATED: | 23 Aug 2023 |

**香港中文大學逸夫書院**

**懷仁社區服務項目計劃申請表**

**Shaw College, The Chinese University of Hong Kong  
Caring Heart Community Service Project Scheme - Application Form**

在開始申請之前，請確保您已閱讀計劃指引。

Please make sure you have read the programme guideline before you start with the application.

本人已仔細閱讀並瞭解計劃指引，並同意受相關條款及細則約束。I have carefully read and understood the programme guideline and agree to be bound by the related terms and conditions.

**甲部: 申請資料**

**PART A – APPLICANT INFORMATION**

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| 項目名稱 Project Name | | | | | | | |
| 中文名稱: Chinese Name: |  | | 英文名稱: English Name: |  | | | |
| 申請類型Application Type | | | | | | | |
| 團體形式: | 註冊學生團體  Registered Student Association  非註冊學生團體  Non-registered Student Association  個別申請 (非學生團體)  Individual (non-student association) | | 學生團體名稱:  Student Association Name: | |  | |
| *(個別申請團隊無須填寫此欄 Individual applicants do not need to fill in this column)* | |
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| 項目負責人（此人將是此項目的主要聯絡人。請經常檢查電子郵件以了解申請狀態或任何更新。）  Project Representative (This person will be the major contact point of this project. Please check email frequently for the application status or any updates.) | | | | | | | |
| 中文姓名:  Chinese Name: | |  | 英文姓名:  English Name: | | |  | |
| 學生編號: Student ID No.: | |  | 主修/修讀年級: Major/Study Year: | | |  | |
| 聯絡電話: Contact No.: | |  | 書院: College: | | | 逸夫 SC | |
| CUHK電郵地址: CUHK Email Address: | |  | | | | | |
| 財政負責人 （此人將需與項目負責人共同持有聯名戶口以處理項目相關資金。）  Finance Representative (This person will need to hold a joint account with the project leader to handle project-related funds.) | | | | | | | |
| 中文姓名:  Chinese Name: | |  | 英文姓名:  English Name: | | |  | |
| 學生編號: Student ID No.: | |  | 主修/修讀年級: Major/Study Year: | | |  | |
| 聯絡電話: Contact No.: | |  | 書院: College: | | |  | |
| CUHK電郵地址: CUHK Email Address: | |  | | | | | |
| 項目成員 Project Member (3) | | | | | | | |
| 中文姓名:  Chinese Name: | |  | 英文姓名:  English Name: | | |  | |
| 學生編號: Student ID No.: | |  | 主修/修讀年級: Major/Study Year: | | |  | |
| 聯絡電話: Contact No.: | |  | 書院: College: | | |  | |
| CUHK電郵地址: CUHK Email Address: | |  | | | | | |
| 項目成員 Project Member (4) | | | | | | | |
| 中文姓名:  Chinese Name: | |  | 英文姓名:  English Name: | | |  | |
| 學生編號: Student ID No.: | |  | 主修/修讀年級: Major/Study Year: | | |  | |
| 聯絡電話: Contact No.: | |  | 書院: College: | | |  | |
| CUHK電郵地址: CUHK Email Address: | |  | | | | | |
| 項目成員 Project Member (5) | | | | | | | |
| 中文姓名:  Chinese Name: | |  | 英文姓名:  English Name: | | |  | |
| 學生編號: Student ID No.: | |  | 主修/修讀年級: Major/Study Year: | | |  | |
| 聯絡電話: Contact No.: | |  | 書院: College: | | |  | |
| CUHK電郵地址: CUHK Email Address: | |  | | | | | |

*\* 可按團隊人數自行新增欄位，或刪除多餘欄位。Columns can be added or removed based on the number of team members.*

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| 義工資料Volunteer Information | | | |
| 除團隊成員外，會否額外招募義工參與是次項目?  In addition to team members, will additional volunteers be recruited to participate in this project? | | 會  不會 (無需填寫此部份)  Yes No (No need to fill in this section) | |
| 招募對象:  Recruitment Targets: | 逸夫學生 Shaw Student  中大學生 CUHK Student  其他 Others: ) | 預期義工人數: Expected no. of volunteer: |  |
| 招募方法:  Recruitment method: | *例: 於書院社交平台及Weekly Highlights電郵宣傳*  *e.g. Promotion at College’s social media and Weekly Highlights email* | | |

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| 項目顧問 Project Advisor | | | |
| 中文姓名:  Chinese Name: |  | 英文姓名:  English Name: |  |
| 機構/部門: Organisation/Department/Unit: |  | 職位:  Position: |  |
| 聯絡電話: Contact No.: |  | 電郵地址: Email Address: |  |

**乙部: 項目資料**

**PART B – PROJECT INFORMATION**

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| 基本資料Basic Information | | | |
| 服務地點: Service Location: | 本地服務  非本地服務 (地點: )  Local Service Non-local Service (Location: ) | | |
| 服務對象: Service Target: |  | 服務對象人數: No. of Service Target: |  |
| 預計開始日期: Expected Starting Date: |  | 預計結束日期: Expected Completion Date: |  |

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| 合作單位Partner Unit | | | |
| 機構名稱: Organisation Name: |  | 中心名稱: Centre Name: |  |
| 聯絡人姓名:  Name of Contact Person: |  | 職位:  Position |  |
| 聯絡人電話: Contact No.: |  | 聯絡人電郵:  Email Address: |  |
| 備註: Remarks: |  | | |

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| 團隊背景 Background of the Project Team / Student Association |
| *介紹您所屬團隊的背景及過往相關經驗（100字以內） Introduce your association / team’s background and relevant past experience (Max. 100 words)* |

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| 服務背景及理念 Service Background and Rationale |
| *描述並解釋您的項目正試圖解決/討論的社會議題，並解釋項目的意義和重要性。(400 字以內) Describe and explain the social problem / issue that your project is trying to resolve / discuss, and justify why your project is important. (Max. 400 words)* |

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| 服務目的及目標 Service Aim and Objectives | |
| 服務目的: Service Aim: | *一個概括性的陳述，解釋項目廣泛而長遠的願景。 A general statement explaining the broad and long-term vision of the project.* |
| 服務目標: Service Objectives: | *實現上述目的而設立的具體目標，以要點的形式列出。 Specific targets to achieve the aim, written in point form.* |

**丙部: 活動資料**

**PART C – ACTIVITIES INFORMATION**

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| 活動 Activity (1) | | | |
| 活動名稱(如適用): Activity Name (if applicable): |  | | |
| 活動日期及時間: Activity Date & Time: |  | 活動地點: Venue: |  |
| 活動內容: Activity Content: |  | | |
| 活動目的: Activity Objectives: |  | | |
| 任何需特別注意及安排之事項: Any aspects that need special attention and arrangement: | *例如: 惡劣天氣安排 Example: Arrangements under inclement weather conditions* | | |
| 預期困難及解決方法:  Anticipated Difficulties and Solutions: |  | | |
| 備註 (如有): Remarks (If applicable): |  | | |

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| 活動 Activity (2) | | | |
| 活動名稱(如適用): Activity Name (if applicable): |  | | |
| 活動日期及時間: Activity Date & Time: |  | 活動地點: Venue: |  |
| 活動內容: Activity Content: |  | | |
| 活動目的: Activity Objectives: |  | | |
| 任何需特別注意及安排之事項: Any aspects that need special attention and arrangement: | *例如: 惡劣天氣安排 Example: Arrangements under inclement weather conditions* | | |
| 預期困難及解決方法:  Anticipated Difficulties and Solutions: |  | | |
| 備註 (如有): Remarks (If applicable): |  | | |

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| 活動 Activity (3) | | | |
| 活動名稱(如適用): Activity Name (if applicable): |  | | |
| 活動日期及時間: Activity Date & Time: |  | 活動地點: Venue: |  |
| 活動內容: Activity Content: |  | | |
| 活動目的: Activity Objectives: |  | | |
| 任何需特別注意及安排之事項: Any aspects that need special attention and arrangement: | *例如: 惡劣天氣安排 Example: Arrangements under inclement weather conditions* | | |
| 預期困難及解決方法:  Anticipated Difficulties and Solutions: |  | | |
| 備註 (如有): Remarks (If applicable): |  | | |

*\* 如有需要可按以上格式自行新增活動欄位。 Please add more activities in the same format if necessary.*

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| 後續跟進 (如有) Follow-up Action (if applicable) |
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**丁部: 項目評估**

**PART D – PROJECT EVALUATION**

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|  | 預期結果  Expected Outcome | 測量/評估方法  Measurement / Evaluation Method |
| *持份者(一):*  *服務使用者 Stakeholder (1): Service User* | *預期結果指在項目中實現的正面改變。 Outcome means positive changes achieved in the project.* | *簡單解釋你會如何評估結果。 Explain briefly how you would measure the outcomes.* |
| *持份者(二): 團隊成員 Stakeholder (2): Team Members* |  |  |
| *持份者(三):*  *Stakeholder (3):* |  |  |
| *持份者(四):  Stakeholder (4):* |  |  |

**戊部: 財政預算**

**PART E – Budget Plan**

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| 活動 Activity | 項目  Items | 數量  Unit | 單價 (港幣)  Unit Price (HKD) | 小計 (港幣) Subtotal (HKD) |
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| **總計 Total:** | | | |  |

*\* 如有需要可按以上格式自行新增活動欄位。 Please add more activities in the same format if necessary.*

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| 備註 Remarks |
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**己部: 條款及細則**

**PART F – TERMS AND CONDITIONS**

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| **潛在利益衝突聲明 Declaration of Potential Conflicting Interests**  本人/本團隊聲明本人/本團隊對即將提供的商品或服務沒有任何現有/潛在的財務利益。 I declare that I / our project team do / does not have any existing / potential financial interest in the goods or services to be provided.  本人/本團隊聲明本人/本團隊與懷仁社區服務項目計劃評審小組的任何成員之間沒有任何現有/潛在的個人或業職關係。  I declare that I / our project team do / does not have any existing / potential personal or professional relationship with any panel members of the Caring Heart Community Service Project Scheme.  本人/本團隊有現有/潛在的利益衝突:  I / Our project team have / has existing / potential conflicting interests: | | | |
| **待定資金 Pending Funding Support**  本人/本團隊的項目未獲得任何資金支持。  My / Our project has not received any funding support.  本人/本團隊的項目未有申請其他資金支持。  My / Our project has not applied for any other funding support.  本人/本團隊的項目已獲得以下資金支持:  My / Our project has received the following funding support:   |  |  |  |  | | --- | --- | --- | --- | | 名稱:  Name: |  | 資助金額:  Funding Amount: |  |   本人/本團隊的項目已申請以下資金支持並正在等待結果:  My / Our project has applied the following funding support and is waiting for the results:   |  |  |  |  | | --- | --- | --- | --- | | 名稱:  Name: |  | 資助金額:  Funding Amount: |  | | | | |
| 項目負責人姓名:  Name of Project Representative: |  | 項目負責人學生編號:  Student no. of Project  Representative: |  |
| 項目負責人簽署:  Signature of the Project Representative: |  | 日期:  Date: |  |