Guide for filling the Dedicated Fund (DF) Application Form – Appendix A2

System Enhancement under Agency-based Funding (IT Project)

Table of Content

General Notes on preparation and submission of the Dedicated Fund (DF) Application Form – Appendix A2 ("Appendix-A2") - System Enhancement under Agency-based Funding (IT Project)

1. *NGO should complete and submit individual "Appendix A2" for each IT project under the same application.   For instance, if two IT projects are involved in the same application, two Appendix-A2 forms should be submitted.*

2. *For joint application for IT project, the coordinating NGO and each participating NGO should submit their application form (**Annex 2**) according to the paragraph 12 of the DF Guidance Note on Application.   However, only the coordinating NGO should complete and submit the Appendix-A2 while other participating NGO(s) do(es) not need to fill-in the Appendix-A2.*

1.   General IT Information of the NGO

1.1 Summary of Proposed IT Project

(a) Note for Summary of Proposed IT Project
➤ *"Project Start Date" refers to the start date of the first stage of the "Implementation Plan".   "Project End Date" usually refers to the end date of the stage "System Nursing" of the "Implementation Plan".*
➤ *The Project Start / End Dates do not include the stage of "System Maintenance" of the "Implementation Plan".*

(b) Note for Amount to be Spent
➤ *Request for disbursement of funds to IT projects applied under the same application should be within three financial years.   The actual disbursement will be subject to the arrangement set out in paragraph 18 of the DF Guidance Note on Application.*

1.2 IT Profile of the Applicant NGO (Existing IT Environment)

i. IT Facilities

1.2. IT Profile of the Applicant NGO

(a) **Existing IT Environment** *(Agency as a whole)*

[Please "✓" as appropriate]

i. IT Facilities

No. of Workstations (PC, notebook etc)	100
No. of Data Centre(s) / Server Room(s)	☑Internal: 2 ☑Service Provider: 2
Subscription of Cloud Service	☑Yes ☐No
Network connection of PCs in office(s) (Can select multiple entries)	☑Local Area Network (LAN) / Wi-Fi ☑Internet access ☐Not connected ☐Others (please specify _Enter other connection_) ☐N/A
Security Safeguards	☑Firewall Protection on Workstations and Servers ☑Anti-virus Protection on Workstations and Servers ☐Others (please specify _Enter others security safeguards_) ☐N/A
Security Risk Assessment and Audit (SRAA) / Review	☑Regular SRAA / Review by external party ☑Regular SRAA / Review by Internal ☐No

ii. IT Application System

ii. IT Application Systems

[Please only fill in existing IT application system(s) related to this application]

Name of IT Application System	Type of System (e.g. HRM, Membership Registration, etc.)	Server Hosting Arrangement	Application Support
e.g. ABC System	*Accounting*	☐ *In-house* ☑ *Service Provider*	☐ *In-house* ☑ *Service Provider*
Financial Management System	Financial	☑ In-house ☐ Service Provider	☑ In-house ☐ Service Provider
Service Client Information System	Membership	☐ In-house ☑ Service Provider	☐ In-house ☑ Service Provider

Notes for IT Application System

➤ *Related IT application system(s) refer(s) to the system(s) that is / are business related to the proposed IT project and / or the system(s) is / are / will be interfaced with the proposed IT project.*

iii. IT Staff / IT Manpower

iii.　IT Staff / IT Manpower (Agency as a whole)

No. of IT Manpower	Rank / Post
1	IT Manager
2	System Analyst
2	Analyst Programmer
1	IT Support

2.　Proposed IT Project

2.1　Details of the Proposed IT Project

(a)　Name of the Proposed IT Project

2.　**Proposed IT Project**

2.1.　**Details of the Proposed IT Project**　*[Please use separate sheet for each IT project]*

(a)　**Name of the Proposed IT Project:**
XXX Service System

(b)　Brief Description of the Proposed IT Project

i)　Purpose(s) of the Proposed IT Project

i)　Purpose(s) of the Proposed IT Project
[Please describe the purpose(s) of the project / application system to be developed, the service / operational needs which necessitate development of the proposed IT project]

To provide the management function and support the daily operation for XXX Service
To ......

ii)　Background Information of the Service Unit(s) / Office(s) to be involved in Implementing the Proposed IT Project

ii)　Background Information of the Service Unit(s) / Office(s) to be involved in Implementing the Proposed IT Project

	Quantity	Remarks
No. of service unit(s) / office(s) involved	2	Enter Remarks
No. of staff who will use the application system	15	Enter Remarks
No. of service users / volunteers / public * who will access to the application system *[*Delete as appropriate]*	150	Enter Remarks
Estimated no. of persons with personal data to be stored in the application system	150	Enter Remarks

iii) Current Situation

> iii) Current Situation
> *[Please describe the existing mechanism / procedure which deliver the service or handle the operational process]*
>
> No IT System and the process of XXX Service is handled manually

Sample Only

iv) Needs / Problems Identified

> iv) Needs / Problems Identified
> *[Please describe the service or operational needs / problems identified which necessitate the development of the application system]*
>
> Low efficiency, and redundant effort to handle data input and data verification on the accuracy of data.

Sample Only

v) Major Functions of the Proposed IT Project

> v) Major Functions of the Proposed IT Project
> *[Please describe the major functions of the application system to be developed]*
>
> 1. Backend Portal
> - Client Information Management
> - Interface with Service Client Information System
> - Interface with Finance Management System
> 2. Public Portal
> - Service Request
> - Service Payment

Sample Only

Note for Major Functions of the Proposed IT Project

➢ *More detailed information of the major functions should be provided for large-scale IT project.*

➢ *If "off-the-shelf package" will be used for the proposed IT project, functions to be provided by the "off-the-shelf package" should be indicated. Furthermore, if program customisation to the "off-the-shelf package" will be required, the functions provided by the "off-the-shelf package" which require program customisation should be indicated as well.*

vi) Measures to Safeguard IT Security and Protect the Personal Data in the Proposed IT Project

vi) Measures to Safeguard IT Security and Protect the Personal Data in the Proposed [**Sample Only**
[Please list the network, host-based, application and manual security measures / procedures to be applied to protect the restricted data/personal data, if applicable]
1. Two Factor Authenication for Public Portal
2. Data Encryption at rest
3. Firewall Rule Protection
4. Anti virus
5. Endpoint Detection and Response
6. Practical Guideline on IT security for Staff

(c) Breakdown of Project Costs

1. Hardware

1. Hardware
[Remark: in case existing hardware will be used, please also provide the details and mark the costs as "N/A"]

Item and Description	Quantity	(a) One-off Costs	(b) Maintenance Costs	(c) Total Costs ($) (c) = (a) + (b)
Mid range VM Host Server for Production with 1 year maintenance - Web, App and DB VMs	1	$60,000	$6,000	$66,000
Low End VM Host Server for DR site - Web, App and DB VMs	1	N/A	N/A	N/A
Enter Item and Description	Enter Quantity	Enter One-off-Costs	Enter Maintenance Costs	Enter Total Costs
			Sub-total (1)	$66,000

Note for Hardware
➢ *All major hardware items related to the proposed IT project should be provided.*
➢ *If existing hardware will be used or the cost of the hardware item will be borne by NGO, "N/A" (Not Applicable) should be filled in the fields "One-off Costs" and "Maintenance Costs". For the sake of clarity, the situation should be indicated clearly under the "Item and Description".*
➢ *If maintenance costs of hardware item(s) will be applied, the covering period for the maintenance service should be stated.*
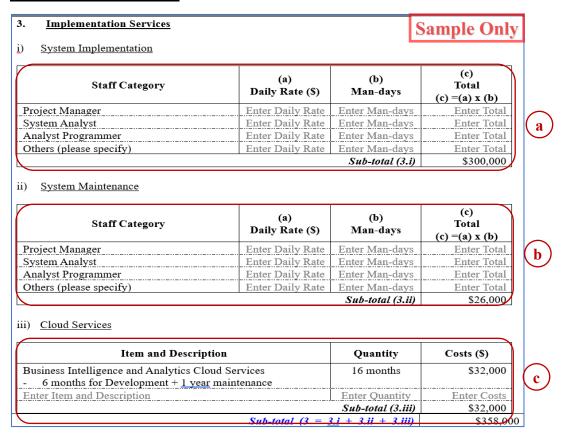
2. Software

2. Software[1]

[Remark: in case existing software will be used, please also provide the details and mark the costs as "N/A"]

Item and Description	Quantity	(a) One-off Costs	(b) Maintenance Costs	(c) Total Costs ($) (c) = (a) + (b)
Red Hat Enterprise Linux Subscription ➢ 1 year development + 1 year maintenance ➢ (Prod, DR) x (Web, App, DB)	6	$18,000	$18,000	$36,000
Enter Item and Description	Enter Quantity	Enter One-off-Costs	Enter Maintenance Costs	Enter Total Costs
			Sub-total (2)	$36,000

Note for Software

➢ *All major software items related to the proposed IT project should be provided.*

➢ *If existing software will be used or the cost of the software item will be borne by NGO, "N/A" (Not Applicable) should be filled in the fields "One-off Costs" and "Maintenance Costs". For the sake of clarity, the situation should be indicated clearly under the "Item and Description".*

3. Implementation Services

3. Implementation Services

i) System Implementation

Staff Category	(a) Daily Rate ($)	(b) Man-days	(c) Total (c) =(a) x (b)
Project Manager	Enter Daily Rate	Enter Man-days	Enter Total
System Analyst	Enter Daily Rate	Enter Man-days	Enter Total
Analyst Programmer	Enter Daily Rate	Enter Man-days	Enter Total
Others (please specify)	Enter Daily Rate	Enter Man-days	Enter Total
		Sub-total (3.i)	$300,000

a

ii) System Maintenance

Staff Category	(a) Daily Rate ($)	(b) Man-days	(c) Total (c) =(a) x (b)
Project Manager	Enter Daily Rate	Enter Man-days	Enter Total
System Analyst	Enter Daily Rate	Enter Man-days	Enter Total
Analyst Programmer	Enter Daily Rate	Enter Man-days	Enter Total
Others (please specify)	Enter Daily Rate	Enter Man-days	Enter Total
		Sub-total (3.ii)	$26,000

b

iii) Cloud Services

Item and Description	Quantity	Costs ($)
Business Intelligence and Analytics Cloud Services - 6 months for Development + 1 year maintenance	16 months	$32,000
Enter Item and Description	Enter Quantity	Enter Costs
	Sub-total (3.iii)	$32,000
	Sub-total (3 = 3.i + 3.ii + 3.iii)	$358,000

c

(a) Note for System Implementation

➢ *NGO should provide detailed breakdown of the implementation service in term of various staff categories, man-days and daily rate.*

➢ *In case the daily rate of a specific staff categories is on high side, with reference to the complexity of the proposed IT project and comparing with IT industry standard, NGO should provide elaboration to justify such high daily rate.*

➢ *In case the man-days provided is on high side, with reference to the major functions of the proposed IT project and the implementation plan, NGO should provide elaboration to justify such high man-days.*

(b) Note for System Maintenance

➢ *NGO should provide detailed breakdown of the system maintenance service in term of various staff categories, man-days and daily rate.*

➢ *Similarly, in case of man-days or daily rates on high side, NGO should provide elaboration to justify such situation.*

(c) Note for Cloud Services

➢ *Pricing model of cloud services varies. NGO should provide at least the charged item / unit price / quantity for the cloud services if applicable. For example, web hosting cloud service may charge on computing power and data storage etc., while business intelligence and analytics cloud service may charge on number of users or concurrent users.*

4. Other Staff Cost

4. Other Staff Cost			Sample Only
Staff Category	**(a)** **Daily Rate ($)**	**(b)** **Man-days**	**(c)** **Total** **(c) =(a) x (b)**
Enter Staff Category	Enter Daily Rate	Enter Man-days	Enter Total
		Sub-total (4)	N/A

Note for Other Staff Cost

➢ *"Other Staff Cost" is provided for the cost of internal staff to conduct the IT project for project administration and project coordination etc.*

➢ *To avoid double subsidy, NGO should ensure the allocated internal staff are not subvented staff and / or no cross-subsidisation by other funding.*

5. Other Costs

5. **Other Costs** *[Please specify, if any. for example, outsource project management service]*

Item and Description	Quantity	Costs ($)
Security Risk Assessment and Audit (SRAA) - Combined with SRAA of project 2, YYY Service System and shared 50% cost	1	$20,000
Privacy Impact Assessment (PIA) - Combined with PIA of project 2, YYY Service System and shared 50% cost	1	$20,000
Enter Item and Description	Enter Quantity	Enter Costs
	Sub-total (5)	$40,000
	Total (1)+(2)+(3)+(4)+(5):	$500,000
	Amount of DF Applied:	$500,000

Note for Other Costs

➢ *"Other costs" is provided for outsourcing services other than the implementation services. For example, Security Risk Assessment & Audit (SRAA) services, Privacy Impact Assessment (PIA) services, project management services etc.*

➢ *It is also recommended to combine the outsourcing services for multiple proposed IT projects, if it is considered applicable in several aspects, such as project schedule, project scope and project nature etc.*
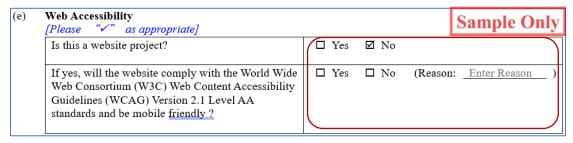
(d)   Technical Solution of the Proposed IT Project

(d)   **Technical Solution for the Proposed IT Project**:
[Please "✓" as appropriate; can choose more than one]

Category	Selection
Server class	☐ Mid-range ☐ PC Server ☑ Others (please specify VM) ☑ Not applicable
Operating system	☐ Windows ☑ Linux ☐ Others (please specify Optional) (version: Optional) ☐ Not applicable
Database system	☐ MS SQL ☑ MySQL ☐ ORACLE / DB2 ☐ MariaDB ☐ Others (please specify Optional) ☐ Not applicable
Application architecture	☑ Web-based ☐ Client-server ☐ Others (please specify Optional) ☐ Not applicable
Development approach	☐ Off-the-shelf package without program customisation (Name of package: Optional) ☐ Off-the-shelf package with program customisation (Name of package: Optional) ☑ Tailor-made approach (Development tools/language used: PHP) ☐ Not applicable
Hosting arrangement	☐ In-house ☑ Service provider ☐ Cloud subscription ☐ Not applicable
Application Support	☑ In-house ☐ Service provider
Backup approach	☐ Tape ☐ Portable hard disk ☑ Network-attached storage (NAS) ☐ Storage area network (SAN) ☐ Not applicable ☐ Others (please specify Optional)
Interface with existing / new system(s)	☑ Yes (please specify FMS and Service Client Information System) ☐ No ☐ Not applicable
Business continuity arrangement	☑ Resilient site for disaster situation ☐ Resilient system equipment in case of system failure ☐ Revert to paper mode ☐ Others (please specify Optional) ☐ Nil / Not applicable
Provide additional information, if any	Enter additional information, if any

Note for Technical Solution of the Proposed IT Project

➢   *In case some of the technical options are not yet determined or to be determined in the "System Analysis and Design" stage, NGO should select "Others" and provide elaboration in "please specify" field.*

(e)   Web Accessibility

<table>
<tr>
<td colspan="2">(e) Web Accessibility
[Please "✓" as appropriate]</td>
<td><strong style="color:red">Sample Only</td>
</tr>
<tr>
<td>Is this a website project?</td>
<td>☐ Yes   ☑ No</td>
</tr>
<tr>
<td>If yes, will the website comply with the World Wide Web Consortium (W3C) Web Content Accessibility Guidelines (WCAG) Version 2.1 Level AA standards and be mobile <u>friendly ?</u></td>
<td>☐ Yes   ☐ No   (Reason: <u>Enter Reason</u>)</td>
</tr>
</table>

Note for Web Accessibility

➢ *It is applicable to website project only.   It is highly recommended to implement the website project that should comply with W3C WCAG Version 2.1 Level AA standards, so that the website could ensure no barriers for disabilities to access the website and provide mobile friendly environment for the public in view of popularity of using mobile devices.*

(f)   Project Benefits and Sustainability

(f)   **Project Benefits and Sustainability**   <strong style="color:red">Sample Only
[Please "✓" as appropriate; can choose more than one]

☑Annual savings in staff effort : $ 100,000   per year
☐Other savings / additional revenue
   (description: Enter description   at $ Enter saving revenue   per year)
☑Improvement in operational efficiency
☑Improvement in service delivery
☑Improvement in corporate image
☐Other intangible benefits (please specify: Enter other intangible benefits   )

(g) Implementation Plan

Stage (*example*)	Start Date (*mm/yyyy*)	End Date (*mm/yyyy*)	No. of Month(s)
Tendering / Procurement	Start Date	End Date	Enter No. of Month(s)
Project Initialisation	Start Date	End Date	Enter No. of Month(s)
System Analysis and Design	Start Date	End Date	Enter No. of Month(s)
System Development	Start Date	End Date	Enter No. of Month(s)
System Integration Test / User Acceptance Test	Start Date	End Date	Enter No. of Month(s)
Data Conversion	Start Date	End Date	Enter No. of Month(s)
System Installation	Start Date	End Date	Enter No. of Month(s)
Security Risk Assessment and Audit	Start Date	End Date	Enter No. of Month(s)
Privacy Impact Assessment	Start Date	End Date	Enter No. of Month(s)
Production Rollout	Start Date	End Date	Enter No. of Month(s)
System Nursing	Start Date	End Date	Enter No. of Month(s)
System Maintenance	Start Date	End Date	Enter No. of Month(s)
Total duration (Total no. of months required for completion of the project)	Enter Total duration months		

Note for Implementation Plan

➢ *NGO may modify the stages of implementation plan according to the situation of the proposed IT Project.*

➢ *The period of each stage can be overlapped.   However, the total duration of the project should be counted from the start date of the first stage to the end date of the stage of "System Nursing" usually.*

➢ *The period of stage of "System Maintenance" should be specified according to the maintenance cost of various items to be applied in the proposed IT project. However, the period of stage of "System Maintenance" will not be counted in the total duration of the project.*

(h) Project Management Structure

(h) **Project Management Structure**

This project will be steered and monitored by:
[Please "✓" as appropriate, can choose more than one]

☐Head of Agency   ☐Senior Staff (please specify: Enter specify of senior staff   )
☐Board Member   ☐Technical Staff
☐Others: (please specify: Enter specify   )

(i)   Evaluation Mechanism

(i) Evaluation Mechanism		
		If yes, please provide details
Output and Outcome Standard Measurement	☐Yes ☐No	Enter details
Participants' Satisfaction Survey	☐Yes ☐No	Enter details
Internal and External Customer Feedback	☐Yes ☐No	Enter details
Other	☐Yes ☐No	Enter details

3.   Joint Application

3.   Joint Application
*[Please "✔" as appropriate.   If yes, the coordinating NGO of the **joint project** should complete the following Items 3(a) – (d)]*
☐Yes ☐No

(a) Name of the Coordinating NGO   ABC Company Limited

(b) Contact Person Responsible for the Joint Project
Name: CHAN Tai Man
Correspondence Address: DF Building, DF Road, Wan Chi, Hong Kong
Telephone No. / Fax No.:   12345678 / 12345678
Email: abc@abc.com

(c) Name of Other Participating NGO(s)
(a)   DEF Company Limited
(b)   XYZ Company Limited

(d) Annual Disbursement Amount Requested by NGOs under the Joint Project

No.	Name of NGOs	Project Cost ($) (a)	Proposed Administrative Support[3] ($) (b)	Total Amount Requested by Each NGO ($) [=(a)+(b)] and [=(c)+(d)+(e)]	Annual Disbursement Amount Requested ($)		
					2025- 26 (c)	2026- 27 (d)	20YY-YY (e)
1	ABC Company Limited	$790,000	$10,000	$800,000	$500,000	$300,000	Enter Amount
2	DEF Company Limited	$790,000	$10,000	$800,000	$500,000	$300,000	Enter Amount
3	XYZ Compnay Limited	$790,000	$10,000	$800,000	$500,000	$300,000	Enter Amount
	Total:	$2,370,000	$30,000	$2,400,000	$1,500,000	$900,000	Enter Amount

Note for Joint Application

➢   *Only the coordinating NGO should complete and submit the Appendix-A2 while other participating NGO(s) do(es) not need to fill-in the Appendix-A2.   The Additional Administrative Support for coordinating NGO should not be filled in this section.*