**Dedicated Fund (DF)**

**Evaluation Report - Annex 5**

**Staff Training and System Enhancement (non- IT project)**

*[Please use separate sheet for each project]*

**Particulars of the Applicant NGO[[1]](#footnote-1)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of NGO   |  |  |  | | --- | --- | --- | | (Code of NGO: | Code | ) | | : | (Eng) Enter English Name of NGO |
| (Chi) Enter Chinese Name of NGO |

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| |  |  | | --- | --- | | **Name of Project** | Enter Name of Project |   **Implementation Period**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | From: | Start Date | (dd/mm/yyyy) to: | End Date | (dd/mm/yyyy) | | |

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| --- | --- | --- |
| **Scope of Project** | [Please “✓” as appropriate] Agency-based Funding  Staff training (Local)  Staff training (Outside Hong Kong)  Non-IT system enhancement | Non-agency-based Funding  Mainland exchange tour  National studies programme |

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| 1. **No. of Participant [For staff training, Mainland exchange tour and national studies programme only]**   [Please “✓” as appropriate, can choose more than one]   |  |  |  | | --- | --- | --- | | **Type of participants** | | **No. of participant** | |  | Subvented Staff of Applicant NGO | Enter No. of participant | |  | Non-subvented Staff of Applicant NGO[[2]](#footnote-2) | Enter No. of participant | |  | Staff of other NGOs which do not operate subvented services[[3]](#footnote-3) (if applicable) | Enter No. of participant | |  | Board Member[[4]](#footnote-4) | Enter No. of participant | |  | Total: | Enter Total No. of participant |   \*For Mainland exchange tour, please separately attach the name list of participants, indicating whether they are (i) subvented / non-subvented staff; (ii) social workers / non-social workers; (iii) joining Mainland exchange tour for the first time (reason should be provided for nominating individual staff to join Mainland exchange tour repeatedly). |  |
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| 1. **Method of Evaluation**   [Please “✓” as appropriate, can choose more than one]   |  |  |  |  | | --- | --- | --- | --- | |  | Interview |  |  | |  | Questionnaire |  |  | |  | Others (please specify: | Enter the details | ) |  1. **Outcome and Output Evaluation**   [Please “✓” as appropriate; can choose more than one. For Mainland exchange tour, please also complete “the output” section.]   |  | | **Outcome** | | | | --- | --- | --- | --- | --- | | Very Effective | Effective | Not Effective | | **Knowledge, Skills and Management Capacities** | | | | | | 🞎 | Enhance staff’s professional knowledge and skills |  |  |  | |  | Enhance staff’s IT-related knowledge |  |  |  | |  | Enhance staff’s knowledge on gerontechnology |  |  |  | |  | Enhance supervisory skills and managing crises |  |  |  | |  | Promote inter-disciplinary collaboration |  |  |  | |  | Enhance management capabilities of NGO |  |  |  | |  | |  |  |  | | --- | --- | --- | | Others (please specify: | Others, if any | ) | |  |  |  | | **National Affairs** | | | | | |  | Enhance understanding of national affairs, including but not limited to the Mainland’s development |  |  |  | |  | Enhance understanding of Mainland’s welfare service development |  |  |  | |  | Enhance national consciousness and identity |  |  |  | |  | Enhance understanding the necessity of safeguarding national security |  |  |  | |  | |  |  |  | | --- | --- | --- | | Others (please specify: | Others, if any | ) | |  |  |  | | **Non-IT System Enhancement** | | | | | |  | Enhance human resource management |  |  |  | |  | Enhance financial management |  |  |  | |  | Enhance service operation, management and delivery |  |  |  | |  | Enhance efficiency in administration and management |  |  |  | |  | |  |  |  | | --- | --- | --- | | Others (please specify: | Others, if any | ) | |  |  |  | | **Output** | | | | | | **For Mainland exchange tour only** | | | **No. of Visit/Meeting** | | | | Visit to Mainland welfare agencies or community units | | | Enter No. of Visit/Meeting | | | | Meeting with Mainland officials, stakeholders of welfare agencies or community units | | | Enter No. of Visit/Meeting | | | | |  |  |  | | --- | --- | --- | | Others (please specify: | Others, if any | ) | | | | Enter No. of Visit/Meeting | | |  1. **Expenditure**  |  |  |  | | --- | --- | --- | |  | **Funds Approved by SWD ($)** | **Total Expenditure ($)** | | Project Cost | Enter Funds Approved by SWD | Enter Total Expenditure | | Administrative Support | Enter Funds Approved by SWD | Enter Total Expenditure | | Total: | |  |  | | --- | --- | | **(a)** | Enter Total | | |  |  | | --- | --- | | **(b)** | Enter Total | | | Balance **= (a) - (b)**: | Enter Balance | |   **Contribution of Expenditure by each NGO in Joint Project**  [For Joint project only and to be filled by the coordinating NGO]   |  |  |  |  |  | | --- | --- | --- | --- | --- | | No. | Name of NGOs involved | Allocation to  Each NGO ($) | Actual Expenditure of  Each NGO ($) | | | No. | Enter Name of project | Enter Allocation to Each NGO | Enter Actual Expenditure of Each NGO | | | No. | Enter Name of project | Enter Allocation to Each NGO | Enter Actual Expenditure of Each NGO | | | No. | Enter Name of project | Enter Allocation to Each NGO | Enter Actual Expenditure of Each NGO | | | Total: | | |  |  | | --- | --- | | **(a)** | Enter Total | | |  |  | | --- | --- | | **(b)** | Enter Total | | | | Balance = **(a) - (b):** | | Enter Balance | |  1. **Other Evaluations, if any** [Not more than 200 words] |
| 1. **Declaration**  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | The information reported in this Evaluation Report is, to the best of my knowledge, both true and correct; the approved funds were used in accordance with the requirements stipulated in DF Guidance Notes for Application, “Notes and Requirements for Mainland Exchange Tour” (if applicable) and approval letter(s) issued by the Social Welfare Department; and the procurement of projects and services are in line with the procedures specified in the Social Welfare Services Lump Sum Grant Subvention Manual. | | | | | | | | Signature | : |  |  |  | | Name | : | Enter Name |  | Enter Name | | Post | : | NGO Head |  | Chairperson of Governing Board | | Date | : | Entre Date |  | Entre Date |  |  |  |  |  | | --- | --- | --- | --- | | *Contact Person* | | | | | Name / Post | : | Enter Name | | | Tel. No. / Fax No. | : | |  |  |  |  | | --- | --- | --- | --- | | Enter Telephone No. | / | Enter Fax No. |  | | | | E-mail | : | Enter E-mail | | |

1. For joint project, only the coordinating NGO is required to complete the Evaluation Report. [↑](#footnote-ref-1)
2. When non-subvented staff are arranged to attend the proposed training project, the number of non-subvented staff should not exceed 40% of the total number of enrolled participants of the project. [↑](#footnote-ref-2)
3. If an online staff training project such as a sharing session, talk or seminar can accept more participants at no additional cost, NGOs are encouraged to open the online training project for staff of other NGOs which do not operate subvented welfare services. [↑](#footnote-ref-3)
4. 50% of the Board members’ expenses for training projects outside Hong Kong have to be contributed by the NGOs concerned and should not be charged to the Lump Sum Grant (LSG) or LSG reserve. [↑](#footnote-ref-4)