**Dedicated Fund (DF)**

**Updating Form - Annex 3**

*[Please use separate sheet for each project. Joint project should be completed by the coordinating NGO only]*

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

|  |  |  |
| --- | --- | --- |
| Name of NGO | : | (Eng) Enter English Name of NGO |
| |  |  |  |  | | --- | --- | --- | --- | | (Code of NGO: | Code | ) | (Chi) Enter Chinese Name of NGO | | | |
| Name of Contact Person | : | Enter Name of Contact Person |
| Post | : | Enter Post |
| Telephone No. / Fax No. | : | Enter Telephone No./Fax No. |
| Email Address | : | Enter Email Address |

|  |  |
| --- | --- |
| **Name of Project** | Enter Name of Project |

|  |  |  |
| --- | --- | --- |
| **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 |

**Area for Updating**

*[Please “✓” as appropriate (can choose more than one) and complete the relevant part(s).]*

Part I – Extension of Project

Part II – Virement of Approved Funding (Only applicable to Agency-based Funding)

Part III – Revised budget (Only applicable to Agency-based Funding with unspent balance)

Part IV – Cancellation of Approved Project

|  |  |  |
| --- | --- | --- |
|  | Part V – Others, please specify | Please specify, if any |

|  | **SWD Internal Use** |
| --- | --- |
| ***Part I – Extension of Project***  *[Only required for extending project beyond the approved period.]*  **1. Approved implementation period**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | From: | | Start Date | | (dd/mm/yyyy) | | To: | End Date | | (dd/mm/yyyy) | |   **2. Proposed extension period**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | From: | | Start Date | | (dd/mm/yyyy) | | To: | End Date | | (dd/mm/yyyy) | |   **3. Reason for extension**  [Not more than 200 words] | ***Part I***  Approved  Not Approved   |  |  |  | | --- | --- | --- | | (Reason: | Reason | ) | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Part II – Virement of Funds between Approved Projects***  *[Only applicable to Agency-based Funding]*   |  |  | | --- | --- | | **4. Original approved amount ($)** | Enter Original Approved Amount |   **5. Reason for surplus** [Not more than 200 words]    **6. Approved project(s) for receiving the virement**   |  |  |  | | --- | --- | --- | | No. | Virement of Funding  to the following Approved Project | Amount of Funding  to be vired  ($) | | No. | Virement of Funding | Amount of Funding | | No. | Virement of Funding | Amount of Funding | |  | Total: | Total Amount of Funding |  1. **Confirmation by NGO**   *[Please “✓” as appropriate]*   |  |  | | --- | --- | |  | Virement of funds from one project to another will not create any adverse impact on the first mentioned project. | | ***Part II***  Approved  Not Approved   |  |  |  | | --- | --- | --- | | (Reason: | Reason | ) | |
| ***Part III – Revised Budget***  ***[Only applicable to Agency-based Funding with unspent balance.]***   |  |  | | --- | --- | | **8. Original approved amount ($)** | Enter Original Approved Amount |  |  |  | | --- | --- | | **9. Revised amount requested ($)** | Enter Revised Amount Requested |   **10. Reason for revising the budget** [Not more than 200 words]      ***Part IV – Cancellation of Approved Project***   |  |  | | --- | --- | | **11. Original approved amount ($)** | Enter Original Approved Amount |  |  |  | | --- | --- | | **12. Unspent balance ($)** | Enter Unspent Balance |   **13. Reason for cancellation** [Not more than 200 words] | ***Part III***  Approved  Not Approved   |  |  |  | | --- | --- | --- | | (Reason: | Reason | ) |   ***Part IV***  N.A.  Approved  Not Approved   |  |  |  | | --- | --- | --- | | (Reason: | Reason | ) | |
| ***Part V – Others***   1. **Other updates** [Not more than 200 words] | ***Part V***  N.A.  Approved  Not Approved   |  |  |  | | --- | --- | --- | | (Reason: | Reason | ) | |
|  | Signature:   |  |  |  | | --- | --- | --- | | Name / Post: | | Name/Post | | Date: | Date | | |

|  |  |  |
| --- | --- | --- |
| Signature | : |  |
| Name of NGO Head | : | Enter Name of NGO Head |
| Date | : | Enter Date |

1. For joint projects, only the coordinating NGO is required to complete and submit this form. [↑](#footnote-ref-1)