**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)