



範例(一) Example 1 - 常見毛病

乙部 - 活動計劃詳情 Section B - Project Details

(I) 擬申請資助的各項活動詳情 Details of activities seeking sponsorship

(請在本部分提供每項活動的資料。如活動多於一項，請複印此頁填寫。)

Please provide details of each activity in this section. If there is more than one activity under the project, please make copy of this page to provide the relevant details.)

活動名稱 Name of Activity

關懷大行動 Action for caring

內容欠詳盡，活動形式難以達致共融
Lack of elaboration, failed to show how to achieve social cohesion

1. 活動內容 Description 探訪智障人士，派發禮物 Visit the mentally disabled and sending gifts to service recipients

未有提供活動次數
Frequency of activity is not provided

內容欠詳盡
Lack of elaboration

2. 舉行日期 Date(s)

2012年7月-12月
July-December, 2012

3. 地點 Venue

待定 To be confirmed

對象不明確
Unclear target group

4. 活動對象 Target groups

義工/參加者
Volunteers/Participants
青年/兒童/婦女/居民
Young People/
Children/
Residents

服務對象
Service recipients
智障人士
The mentally disabled

觀眾 Audience

5. 預計人數 Estimated no. of persons

500

500

預計人數不大合理
Estimated no. of persons is not reasonable



活動預算支出 Estimated Expenditure

支出項目 Expenditure item	單價(元) Unit price(\$)	數量 No. of units	數額(元) Amount (\$)	擬向委員會 申請的資助額(元) Amount of sponsorship sought from the Committee (\$)
活動物資 Activity Materials	4,000	-	4,000	4,000
禮物 Presents	8,000	-	8,000	8,000
獎品 Prizes	2,000	-	2,000	2,000
橫額 Banner			1,000	1,000
雜項 Miscellaneous	1,000	-	1,000	1,000
車費 Travel expenses	4,000	-	4,000	4,000
			額 Total :	20,000
				20,000

活動物資內容及用途未明
Details on usage of materials not provided

禮物及獎品用途類似
Presents and prizes are similar

預算支出欠詳盡
Lack of elaboration on the estimated expenditure



其他收入 Other Income	
收入項目 Item of income	數額(元) Amount (\$)
加者收取的費用 Fees to be collected from participants(\$_____元 x _____)	0
團體自行承擔的開支 Provision from the applicant	0
贊助 Other sponsorship	0
總額 Total :	0

其他資料 Other information

宣傳計劃 海報、單張 Poster, Leaflet

Publicity plan

內容欠詳盡

Lack of elaboration

活動的工作人員數目及工作分配

Number of workers involved in the project and allocation of duties

10 人

10 persons



活動成效評估方法

問卷 Questionnaire

Method of performance
assessment

內容欠詳盡 Lack of elaboration

過去三年舉辦同類活動的經驗

沒有 Nil

Experience in organising similar activities
in the past three years

(請註明這些活動是否獲本委員會贊助

*Please state whether these activities were sponsored
by this Committee)*

其他相關資料

沒有 Nil

Other relevant information



範例二 Example 2 - 應包括內容

乙(二)部 - 活動計劃詳情 Section B – Project Details

(I) 擬申請資助的各項活動詳情 Details of activities seeking sponsorship

(請在本部分提供每項活動的資料。如活動多於一項，請複印此頁填寫。)

Please provide details of each activity in this section. If there is more than one activity under the project, please make copy of this page to provide the relevant details.)

活動名稱 Name of Activity

關懷大行動 Action for Caring

1. 活動內容
Description

青年義工每星期探訪中度智障人士，教導他們製作簡單手工藝，並提供一些生活技能訓練(如自理訓練)
The young volunteers will visit the mentally disabled every week, teaching them simple handicrafts and providing them training on practical skills for life.

2. 舉行日期
Date(s)

2012年7-8月
(逢星期日、共8次)
July-August, 2012
(Every Sunday,
8 times in total)

3. 地點
Venue

XX 弱能人士中心
XX Centre for the mentally
disabled

4. 活動對象
Target groups

青年 Young People

智障人士
The mentally disabled

5. 預計人數 Estimated
no. of persons

10

20

觀眾 Audience



活動預算支出 Estimated Expenditure

支出項目 Expenditure item	單價(元) Unit price(\$)	數量 No. of units	數額(元) Amount (\$)	擬向委員會 申請的資助額(元) Amount of sponsorship sought from the Committee (\$)
訓練道具 Training props	400	4	1,600	1,600
手工藝製作材料 Handcrafts Materials	1,000	4	4,000	4,000
禮物(給智障人士) Presents for the mentally disabled	35	20	700	700
橫額 Banner	160	2	320	320
車費 Travel expenses	1,000	4	4,000	4,000
文具 Stationery	300	-	300	300
總額 Total :			10,920	10,920



其他收入 Other Income	
收入項目 Item of income	數額(元) Amount (\$)
向參加者收取的費用 Fees to be collected from participants(\$_____元 x _____)	0
申請團體自行承擔的開支 Provision from the applicant	0
其他贊助 Other sponsorship	0
總額 Total :	0

(II) 其他資料 Other information

1. 宣傳計劃
Publicity plan

印製宣傳海報及單張，透過本中心及區內學校派發予青少年，並在中心刊物及網頁介紹活動內容
Distribute posters and leaflets to young people at the centre and schools. Introduce the activities in publications and website.
2. 活動的工作人員數目及工作分配
Number of workers involved in the project and allocation of duties

1 名督導主任(監督活動進行)、3 名社工(籌劃活動安排)、10 名青年義工(協助推行活動)
1 supervisory officer (to supervise the activity),
3 social workers (to plan the activity),
10 young volunteers (to assist in carrying out the activity)
3. 活動成效評估方法
Method of performance assessment

訓練期—要求青年義工訂定參加活動的目標；活動推行期—定時作中期檢討
Sharing stage – young volunteers will perform self assessment on the goals set during the Training stage, and submit their thoughts after the activities.

分享會—青年義工根據訓練期訂下的目標作自我評估，並提交活動感想
Launching stage – periodic mid-term reviews during the activities, Sharing stage – young volunteers will perform self assessment on the goals set during the Training stage, and submit their thoughts after the activities.



過去三年舉辦同類活動的經驗

沒有 Nil

Experience in organising similar activities
in the past three years

(請註明這些活動是否獲本委員會贊助)

*Please state whether these activities were sponsored
by this Committee)*

其他相關資料

沒有 Nil

Other relevant information