

**JEAN C K HO FAMILY FOUNDATION
FUNDING APPLICATION FORM**

Serial No. _____

Name of Project: _____

Organization name: _____
Tel: _____ E-mail: _____ Website : _____
Address : _____
 Hong Kong China Macau Others (please specify _____)
Address : _____
Name of Organization Head : _____

Project-in-charge submitting application
Name: _____ Post/Title: _____ Profession: _____
Office Tel: _____ Office E-mail: _____
Office Fax: _____ Mobile (optional): _____

Period of Project
Proposed starting date: _____ Proposed completion date: _____
(Please choose only one)
 Less than one year One to less than two years Two to less than three years Over three years (please specify _____)

Nature / Type of Project
(Please choose only one) New project Extension to on-going project
 Others (please specify _____)

Total amount requested (HKD): _____

The Proposed Project

Please give a concise description of your proposed Project (max. 2 pages), including but not limited to the following items:

1. Objectives
2. Target group and number of beneficiaries
3. Needs and justifications
4. Details of Project components
5. Schedule of implementation and milestones of achievement
6. Planned outcomes and means of assessment
7. Detailed budget with quotations (if applicable)
8. Major collaborating bodies and nature of collaboration (if applicable)
9. Supervisory structure and plans of monitoring
10. Sustainability plan
11. Other funding source(s) approached and/or secured (if any)

Name of Project-in-charge: _____ Title: _____

Signature: _____ Date: _____

Required Attachments

Concerning the Project:

1. Major qualifications and related work experience of each key Project staff

Concerning your Organization:

2. Organization's registration and constitution documents, such as
 - a) Certificate of Incorporation
 - b) Certificate of Charity (e.g. letter from Inland Revenue Department)
 - c) Memorandum & Articles of Association /constitution document
3. Most recent audited financial statement
4. Current year operating budget, including expenses and revenue, and sources of funding
5. Current year list of board/management committee members
6. Most recent annual reports

Please email to info@jhofoundation.org.hk after completion. Thank you.