

FU TAK IAM FOUNDATION LIMITED
CAPITAL PROJECT FUNDING APPLICATION FORM
 (applicable to construction/renovation, equipment purchase/installation)

Name of project	
Amount requested (HKD or please specify)	
Organization name (as appeared in effective legal document):	Website _____
Tel: _____ E-mail: _____	
Address : _____	
Established in :	
<input type="checkbox"/> HK <input type="checkbox"/> China <input type="checkbox"/> Macau <input type="checkbox"/> Others (please specify _____)	
Chief executive	
Name: _____ Post title : _____	
Is your organization registered with the government as a not-for-profit or charitable organization?	
<input type="checkbox"/> No <input type="checkbox"/> Yes Registration no.: _____ Country of registration: _____	
Is auditors' report available for review?	
<input type="checkbox"/> Yes, most recent year: _____ <input type="checkbox"/> No	
Current year annual budget of organization (HKD or please specify)	
Project-in-charge regarding this Project	
Name: _____	Post title: _____ Profession: _____
Office tel: _____	Office e-mail: _____
Office fax: _____	Mobile (optional): _____
Immediate supervisor	
Name: _____	Post title: _____
Period of funding support applied	
From _____	To _____
(Please choose only one)	
<input type="checkbox"/> Less than one year <input type="checkbox"/> One to less than two years <input type="checkbox"/> Two years <input type="checkbox"/> Over two years (please specify _____)	

<p>Type of the Project</p> <p>(Please choose only one) <input type="checkbox"/> New project <input type="checkbox"/> Extension to on-going project</p>
<p>Scope of the Project (Please choose only one)</p> <p> <input type="checkbox"/> Social welfare <input type="checkbox"/> Education <input type="checkbox"/> Medical & health <input type="checkbox"/> Amateur sports <input type="checkbox"/> Animal welfare <input type="checkbox"/> Arts & culture <input type="checkbox"/> Environment & conservation <input type="checkbox"/> Heritage </p>
<p>Service users or beneficiaries of the Project (Please choose the major one)</p> <p> <input type="checkbox"/> Animals <input type="checkbox"/> Children & youth <input type="checkbox"/> Disabled persons <input type="checkbox"/> Disaster victims <input type="checkbox"/> Elders <input type="checkbox"/> Ethnic minorities <input type="checkbox"/> Families <input type="checkbox"/> General population <input type="checkbox"/> Patient group <input type="checkbox"/> Specially for men <input type="checkbox"/> Specially for women <input type="checkbox"/> Service practitioners (e.g. lawyers, doctors, teachers, volunteers, etc) <input type="checkbox"/> Others (please specify _____) </p>
<p>Service area of the Project</p> <p> <input type="checkbox"/> Hong Kong <input type="checkbox"/> China <input type="checkbox"/> Macau <input type="checkbox"/> Others (please specify _____) </p>

PART A: Organization Background *(Please present your points marked by numbers in sequence.)*

I. **Briefly summarize the background, mission, and services or work of your Organization.**

II. **Please list the major source(s) of revenue currently supporting the Organization.**

III. **If the proposed project concerns a particular department only, specify and briefly describe the services or work of this department.**

- IV. Please provide your Organization structure chart, and list the no. and different posts of staff. (If the Project concerns a particular department only, also provide the department's supervisory chart, no. and different posts of staff.)
- V. Please spell out the major collaborating bodies of your Organization (and if applicable, of the particular department).

PART B: The Proposed Project *(Please present your points marked by numbers in sequence.)*

- I. Please give a brief description of the proposed Project in 100 words.
- II. Analyze the needs or problems that justify the proposed Project. Show relevant data or evidence, such as geographic, demographic, or socio-economic statistics, etc..

III. Project Plan

1. Objectives
2. Target beneficiaries and number
3. Description of services / activities which are implemented in the proposed premises or related with the proposed equipment
4. Planned outcomes and mechanism of measurement of the services / activities (that are listed in #3 above)
5. Purpose and particulars of each proposed equipment
6. Construction / renovation contents, current and proposed layout plan (if applicable)
7. Feasibility study of the construction / renovation works (if applicable)
8. Status and expiry date of the land use concerned (if applicable)
9. Proposed budget with quotations (Please use the form provided by FTIF)
10. Schedule of works / milestone & timelines
11. Details of human resource and supervisory structure of this proposed Project
12. Any other documents to illustrate the possible success of the proposed Project
13. List the present co-funders or the potential co-funders in future

PART C: Required Attachments

Concerning the Project:

1. Brief qualifications and related work experience of Project-in-charge and each key Project staff

Concerning the Organization:

2. Most recent auditors' report
3. Current year annual budget
4. Current year list of board/management committee members
5. Most recent annual report
6. Organization's registration or constitution documents, including
 - a) Certificate of incorporation/registration,
 - b) Certificate of tax exemption or charity (e.g. letter from Inland Revenue Department of H K) and
 - c) Memorandum & Articles of Association / constitution document

Concerning the Department:

(If you are requesting for fund concerning a particular department.)

7. Current year annual budget of the department
8. Most recent audited financial statements of the department

Name of Project-in-charge: _____

Post title: _____

Signature: _____

Date: _____

Please deliver by hard copy to :

2B, 2/F, TLP132, No. 132 Tai Lin Pai Road, Kwai Chung, N.T. Hong Kong

Date Rec'd: _____ Submission: _____
(Completed by FTIF)