



# Link Together Initiatives 2024/25

## Briefing Session

8 March, 2024





# Agenda

- 01 Introduction to Link Together Initiatives
- 02 2023/24 Sponsored Projects and Fund Allocation
- 03 Eligibility and Selection Criteria for Applications
- 04 Application Procedures and Implementation Schedule
- 05 Q&A



## Community Project Funding

Assist in defining the application for funding programme, screening criteria, and due diligence to identify the most suitable charitable organisations.

## Link University Scholarship

Assist in recruitment, collection and verification of data, liaison, formulation of evaluation criteria, arrangement of interview dates, and disbursement of scholarships, among other matters.

# Linking Lives & Communities



**Link Together Initiatives** is our flagship charity and community engagement programme. It was established in 2013 to engage stakeholders in the communities we serve to help us identify changing social needs and find the most effective ways to enhance the sustainable development of our communities through impactful and innovative projects.

Let's hear from our project partners and other stakeholders: [https://youtu.be/9xVkbF\\_RTsY?si=3SGi16gJ-26WIMT](https://youtu.be/9xVkbF_RTsY?si=3SGi16gJ-26WIMT)



## 1 Funding Source

With unitholders' approval, Link contributes up to 0.25% of its net property income from the previous financial year to charitable causes.

## 2 Sponsorships

- **Link University Scholarship:** Our flagship programme launched in 2015 to provide non-means-tested scholarships to students who are the first in three generations of their families to attend university in Hong Kong.
- **Community Projects by NGOs:** Partnering with the like-minded non-profit organisations to implement innovative projects that generate positive impacts for the community.



## 3 Focus Areas

We aim to create the optimal impact through focusing on areas that are highly related to Link's portfolio and core strengths:

- **Environmental Sustainability**
- **Inclusion & Active Ageing**
- **Youth Empowerment**





# Link Together Initiatives

## Goals

- Support projects with innovative service concepts to address service gaps in society
- Support charitable organisations in providing services to communities surrounding Link's properties and promote sustainable community development

## Principles

- Support startups and well-established charitable organisations in serving those in need through innovative service models
- Establish long-term partnerships with charitable organisations and actively participate in project management, especially in formulating contingency plans
- Connect different stakeholders, including community members, businesses, and employees, through Link's property network to develop the community together
- Establish an ecosystem for charitable organisations and create synergies
- Promote projects and issues of concern through Link's online social platforms

# Link Together Initiatives Social Media Platforms and e-Magazine "Channel 823"

**朋輩情緒支援**

4個同行貼士，同一方向幫助他

- 1 為對方點立安全空間抒發感受
- 2 關心聆聽對方而不加批判
- 3 不以智者自居與對方關係平等
- 4 提醒他人同時照顧自己情緒

**表達藝術治療 Q&A**

- Q 甚麼是表達藝術治療？  
A 透過藝術表達身心靈健康的心理治療。
- Q 表達藝術治療有甚麼藝術媒介？  
A 繪畫、舞蹈、戲劇、音樂、文字創作。
- Q 沒有藝術天份就不能參與治療？  
A 任何人都可以參與！
- Q 表達藝術治療與心理治療有甚麼關係？  
A 表達藝術治療是心理治療的一種，透過藝術媒介來表達和處理情緒。

**領展「愛·匯聚計劃」**  
2 November 2023

【愛·匯聚計劃十周年】沈慶權和很多男士一樣，負責着作為家庭支柱的重擔，終日奔波勞碌，為口奔馳，壓力亦令其變得不可言喻。直至退休後，他才有閒暇想起自己對表演藝術的興趣，所以一看到由領展資助的 Arts Options「長·智·戲」計劃招募學員，就立即報名參加，成為學員後的沈慶權，不但能一吐快憤，性格亦隨之轉變！

「課程一開始，導師讓我們用不同方法自我介紹，我才知道原來除了語言，身體的任何一部分都可以用來表達自己！之後學員在課堂都各自用很多方式來打招呼。幾堂課下來，家人都說我比以前開朗了，話也多了很多。」

在領展資助下，「長·智·戲」計劃的學員在領展旗下商場及一些小型劇院作公開演出，他們更破天荒演出亞洲，讓遠道赴美國在藝術節表演，最令人鼓舞的，便是「長·智·戲」今年成功成立一個非牟利的長者劇團。

沈慶權自己也隨著這個項目成長，由幕前走到幕後，再成為「長智戲有限公司」的董事，他認為這不僅是角色的不同，「很多長者認為自己年紀大了什麼東西都學不來，但幕前演出講求體力記憶力，幕後及董事工作則要求策劃能力，所以擔任這些高職位代表長者還是能勝任很多工作，而且如果我可以，【老友記】們也不用害怕嘗試，因為你們也可以！」

領展「愛·匯聚計劃」自2019年起資助Arts Options，為全齡人士提供專業戲劇培訓，不但發揮他們的藝術潛能，亦希望透過他們退休後的精神生活品質。了解更多 <https://bit.ly/47bY4N>

**樂學** 儂儂藝術教育慈善基金  
給基層兒童一個平台  
追逐英語和藝術夢

**領展商場成為香港首批認證蝴蝶園**

**長·智·戲 金齡劇團**

**活齡長者 人生新篇章**

**可回收**

- 生、熟食物
- 吃剩食物
- 剩餘食物

**不可回收**

- 過多水分
- 過硬或過大物料
- 非廚餘物

**智能廚餘回收 轉廢為能**

**延續「街坊車神」精神 送出運動關懷包**

**運動培育自信 大一生立志為人師表 啟導人生**

領展 LINK

社區參與 > 823 頻道 > 從播種到結果 領展「愛·匯聚計劃」的十周年

是蝴蝶需要蝴蝶園，還是人需要蝴蝶園？

2023年10月



今年正是「愛·匯聚計劃」成立十周年，轉眼過去一直利用其無與倫比的優勢，與社區機構、商業夥伴及租戶等共同推動創新的社會服務項目，協助不同層面和社群。《823頻道》特別訪問其中兩間受惠機構——惜食堂及Arts Options的代表，聽取他們與領展共同成長、擔當社區的故事。

惜食堂：與領展是「完美搭檔」，創新形式。

運動培育自信 大一生立志為人師表 啟導人生

或許也有這樣的誤解，以為視障人士需要視力正常者協助，才能建立發展方向、成就人生理想，惟事實可以是相反的。

最近，十位視障人士便成功成為期約半年的「進·人生—視障專業人士教練培訓—社區服務計劃」，成為專業的人生教練，用勇敢、毅力和熱愛，打破局限，成就夢想。

領展 LINK

社區參與 > 823 頻道 > 珍惜食物 捐贈剩食 以愛相連

領展 LINK

社區參與 > 823 頻道 > 金齡演員夥拍資深導演 11月上演《莫酒人》

運動培育自信 大一生立志為人師表 啟導人生

2023年04月

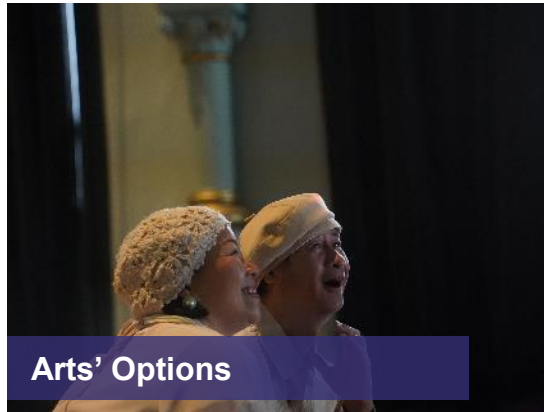
珍惜食物 捐贈剩食 以愛相連

2023年02月

金齡演員夥拍資深導演 11月上演《莫酒人》

2023年09月

# Sponsored Projects 2023/24



Arts' Options



Bo Charity Foundation Ltd.



Environmental Association Ltd.



Hong Kong Expressive Arts Therapy Service Center Ltd.



InspiringHK Sports Foundation Ltd.



Art Mentor Education Foundation Ltd.



The Ebenezer School And Home For The Visually Impaired Ltd.



KELY Support Group



Shanghai Smiles Foundation



# Link University Scholarship



Established in  
**2015**



Total funding  
**32 million\***



Number of beneficiaries  
**1,600\***



Covering  
**11 universities**



\*As of 2023/24





# Funding Distribution for 2023/24

Annual funding amount: Up to 0.25% of its net property income from the previous financial year

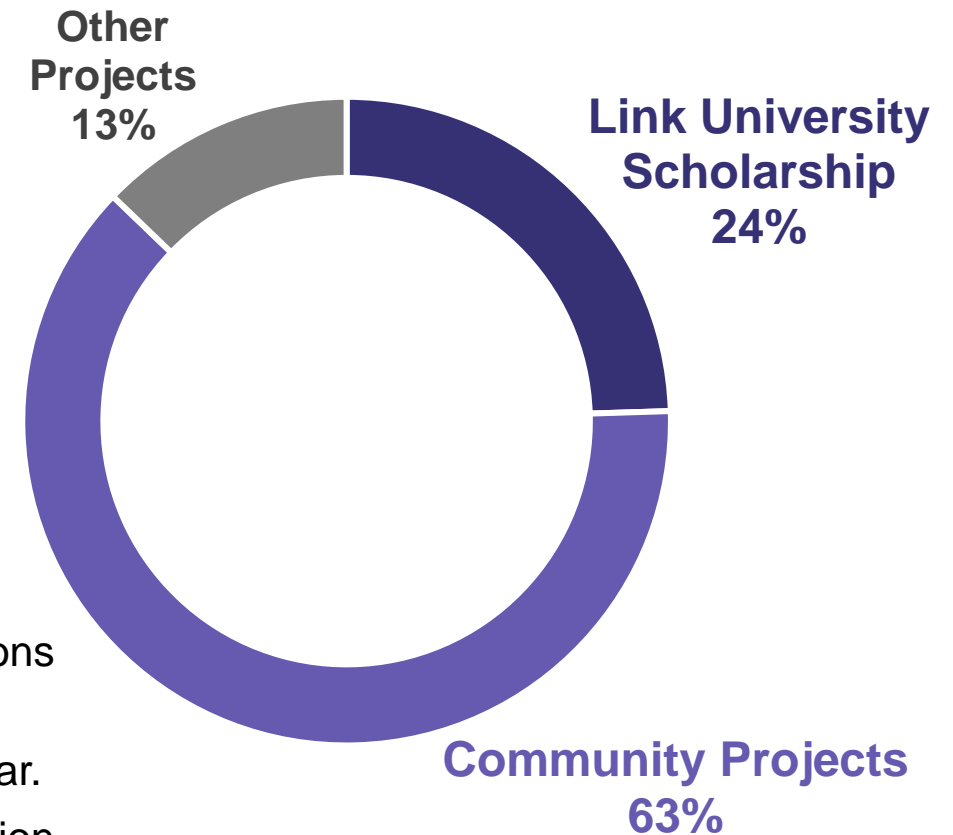
**\$18M**

- Sponsoring for 9 Community Projects
- Link University Scholarship
- Other projects

The funding amount for a project varies from hundreds of thousands to millions of Hong Kong dollars, depending on the scale of the project.

A single project can receive up to 30% of the total funding allocated for that year.

(Note: The funding distribution may be adjusted based on actual needs, selection procedures, etc)



# Link Together Initiatives Application Details





# Eligible Applicants

- ☑ A **charitable organisation** registered under Section 88 of the Inland Revenue Ordinance (Cap 112) or, if the applicant organisation is a charitable organisation in any jurisdictions outside Hong Kong, prime reference should be made to the descriptions adopted by the relevant government department(s) or authority(ies) in the respective jurisdictions, which has/have the legal powers or authorities similar to that of HKIRD in declaring charitable status and/ or classifying charitable organisations in the relevant jurisdictions;
- ☑ The organisation provides charitable services to local communities **in the vicinity of the properties owned and/ or operated by Link**;
- ☑ Board or Executive Committee members of the applicant organisation **must not** be a Connected Person (as defined in the Hong Kong Code on Real Estate Investment Trusts) of Link;
- ☑ The applicant organisation should not propose projects that have the sole or dominant purpose of promoting a particular **political event/campaign or a specific religious event**;
- ☑ Granted projects are required to start in October 2024. The funding must be used to support the implementation of the projects



# Selection Criteria

1. Match with the focus area(s);
2. Ability to address social need(s) with innovative concept(s) and effective solution(s);
3. Sustainability and potential for further growth of the project;
4. Involve collaborations among social service sectors to maximise the impact to the community;
5. Potential to promote the participation of Link's staff and its stakeholders in the project, e.g. employee volunteering and tenant engagement, etc.;
6. Track record of the applicant in providing the proposed or similar services;
7. Use of funds in an appropriate and cost-effective manner;
8. Comprehensive mechanism to evaluate the success of the project, such as Total Impact Assessment to evaluate and quantify the value.

## Selection Criteria (Cont'd)



### Please note :

- Applications for supporting any recurrent operating costs, conferences, annual meetings, endowments, advertising campaigns and/or fundraising activities of the applicant organisation **will not be considered**.
- Project-related administrative costs **should not be more than 10%** of the total funding requested.

- Projects and funding will be reviewed and recommended by the **Selection Committee**, and approved by the **Link Board of Directors**.
- The Selection Committee comprises representatives from the HKCSS as well as various departments within Link.



# Application Schedule

<b>Application Period</b>	<b>From 2 April 2024, to 7 May 2024, 23:59 (HKT)</b>
<b>Review, Selection, and Interviews</b>	May-June 2024 Interviews tentatively scheduled for mid-June (12-14 June)
<b>Approval</b>	July 2024
<b>Announcement of results</b>	August 2024
<b>Project Implementation Period</b>	<b>From 1 October 2024 to 30 September 2025</b>
<b>Submission of Progress Reports</b>	December 2024 (Quarter), March 2025 (Interim), and June 2025 (Quarter)
<b>Submission of Final Report</b>	Within 1 month after the completion of activities (i.e., by 31 October 2025)

(Note: The schedule may be adjusted based on actual needs, selection procedures, etc. Link reserves the right make changes to Link Together Initiatives without further notice.)

# Application Method

1. Enter Link Together Initiatives webpage:

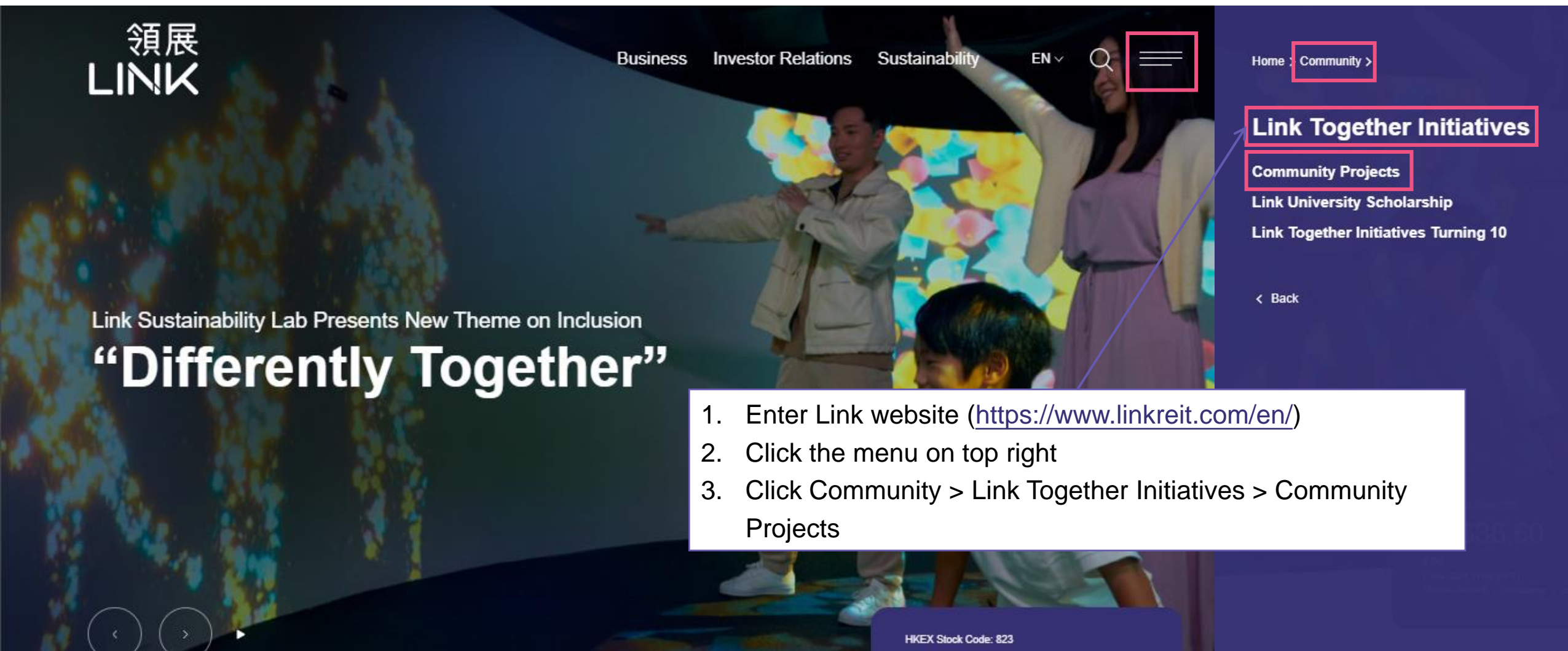
<https://www.linkreit.com/en/community/link-together-initiatives/>

Fill out the online application form, upload project proposal and relevant documents.

2. Application deadline: **7 May 2024 (Tuesday) 23:59**



***\*\*Late and/or incomplete submission will not be considered\*\****



The screenshot shows the LINK website interface. The top navigation bar includes 'Business', 'Investor Relations', 'Sustainability', and 'EN'. A search icon and a menu icon (three horizontal lines) are on the right. The menu is open, showing 'Home' and 'Community >'. Under 'Community >', 'Link Together Initiatives' is highlighted. Below it, 'Community Projects' is also highlighted. Further down, 'Link University Scholarship' and 'Link Together Initiatives Turning 10' are listed. A '< Back' link is at the bottom of the menu. The main content area features a large image of people in a presentation setting with the text 'Link Sustainability Lab Presents New Theme on Inclusion "Differently Together"'. The HKEX Stock Code: 823 is displayed at the bottom right.

領展  
LINK

Business Investor Relations Sustainability EN

Home : Community >

**Link Together Initiatives**

**Community Projects**

Link University Scholarship

Link Together Initiatives Turning 10

< Back

Link Sustainability Lab Presents New Theme on Inclusion  
**“Differently Together”**

HKEX Stock Code: 823

1. Enter Link website (<https://www.linkreit.com/en/>)
2. Click the menu on top right
3. Click Community > Link Together Initiatives > Community Projects



# Application Procedures (Cont'd)

Online Application Form

- 1 Terms & Conditions
- 2 Organisation Information
- 3 Contact Person and Authorised Person for Project
- 4 Basic Information about the Project
- 5 Budget Summary
- 6 Upload Project Proposal and Related Documents

## Part I - Terms and Conditions

1. The applicant organisation must be a charitable organisation that is registered under Section 88 of the Inland Revenue Ordinance (Cap. 112) or, if the applicant organisation is a charitable organisation in any jurisdictions outside Hong Kong, prime reference should be made to the descriptions adopted by the relevant government department(s) or authority(ies) in the respective jurisdictions, which has/have the legal powers or authorities similar to that of HKIRD in declaring charitable status and/or classifying charitable organisations in the relevant jurisdictions.
2. The applicant organisation must be providing charitable services to local communities in the vicinity of the properties owned and/ or operated by Link.
3. Board or Executive Committee members of the applicant organisation must not be a Connected Person (as defined in the Hong Kong Code on Real Estate Investment Trusts) of Link.
4. The applicant organisation must not propose projects that have the sole or dominant purpose of promoting a particular political event/campaign or a specific religious event.
5. The Project of this application submitted by the applicant organisation does not receive funding(s) from the applicant organisation's contribution and Government subsidy).
6. The information provided in the application form, project proposal and other related documents by the

Checking the terms and conditions is required in order to proceed with the application process.

7. Grantees shall
8. About Spending  Your organisation has read and agreed with the Terms and Conditions and would like to proceed with the application.

(a) Each Gran

(b) During the standard p declaration

(c) Grantees

Next >

# Application Procedures (Cont'd)



Please have the necessary documents prepared for uploading to complete the application.

Online Application Form

- 1 Terms & Conditions   2 Organisation Information   3 Contact Person and Authorised Person for Project   4 Basic Information about the Project   5 Budget Summary
- 6 Upload Project Proposal and Related Documents

\* All fields required

Organisations must submit the online application with all the related documents and proposal on or before 7 May 2024 (HKT). Late applications will not be considered.

## Part II - Organisation Information

Organisation name which is registered under section 88 of the Inland Revenue Ordinance (Cap112) or Organisation name declared with charitable status and/or classified as charitable organisation in the relevant jurisdictions by the government department(s) or authority(ies) in the respective jurisdictions

English

Chinese

### Organisation Register Location

- Hong Kong  
 Outside Hong Kong

Telephone No.  
 ( 852 )

Office Address

English

Chinese

- 1 Terms & Conditions   2 Organisation Information   3 Contact Person and Authorised Person for Project   4 Basic Information about the Project   5 Budget Summary
- 6 Upload Project Proposal and Related Documents

## Part III - Contact Person and Authorised Person for Project

### Name of Service Unit for Project

English

Chinese

Telephone No.  
 ( 852 )

### Office Address

English

Chinese

Website

### Social Media Page e.g. Facebook, Instagram, Weibo

(Please provide the URL e.g. <https://www.facebook.com/LinkTogetherInitiatives/>; <https://www.instagram.com/linkreithk/>. If there is no social media platform, please input 'NA'.)

### Contact Person

Title

Mr

Mrs

Ms

# Application Procedures (Cont'd)

- 1
  - 2
  - 3
  - 4
  - 5
  - 6
- 1 Terms & Conditions   2 Organisation Information   3 Contact Person and Authorised Person for Project   4 Basic Information about the Project   5 Budget Summary   6 Upload Project Proposal and Related Documents

Online Application Form

## Part VI - Upload Project Proposal and Related Documents

Application **MUST** upload all documents (except item 11) listed below in order to complete the application. Document's templates can be found in Link's website ([here](#)).

(File format should be in doc, docx, xls, xlsx or pdf, while file size of each document should not exceed 5MB. Total file size should not exceed 80MB.)

1) Project Proposal drafted by applicant organisation including the below details: project name, details of the applicant organisation, service unit and Authorised Person, project objective(s) and description, type and number of beneficiaries, district or areas served, activities plan, project insurance coverage, implementation schedule, anticipated result, performance measurement indicators and evaluation period, sustainability plan etc.

(.doc,.docx,.xls,.xlsx only)

↑ Select

2) Project Budget Sheet drafted by applicant organisation including the following details: project name, organisation and service unit names, detailed breakdown of expense, project income (if applicable), applicant organisation's contribution (if applicable), Government Subsidy (if applicable) etc.

(.doc,.docx,.xls,.xlsx,.pdf only)

↑ Select

3) Declaration by Applicant Organisation Form signed by an Authorised Person of the Applicant Organisation with the organisation chop (please upload in pdf format)

(.pdf only)

↑ Select

4) Organisation registration document under the relevant ordinance(s)

(.doc,.docx,.xls,.xlsx,.pdf only)

↑ Select

5) Certificate of charity status registered under Section 88 of the Inland Revenue Ordinance (Cap. 112); for charitable organisation in any jurisdictions outside Hong Kong, Certificate and/or proof(s) of charity status declared as charitable status and/or classified as charitable organisations in the relevant jurisdictions by the government department(s) or authority(ies) in the respective jurisdictions\*

(.doc,.docx,.xls,.xlsx,.pdf only)

↑ Select

Click "Submit" to submit the application.

Submit >



# Application Procedures (Cont'd) – Save Draft

## Online Application Form

- 1 Terms & Conditions
- 2 Organisation Information
- 3 Contact Person and Authorised Person for Project**
- 4 Basic Information about the Project
- 5 Budget Summary
- 6 Upload Project Proposal and Related Documents

**Contact Person**

**Title**

Mr       Mrs       Ms

**Name**

English

Chinese

**Position**

English

Chinese

**Email Address**

**Telephone No.**

( 852 )

An edit link will be sent to the **email address of the provided project contact person**. Please ensure that the email address provided is correct, otherwise the draft cannot be saved and re-opened.

**Authorised Person**  
(Information will be used for Grant Agreement)

**Title**

Mr       Mrs       Ms

**Name**

English

Chinese

**Position**

English

Chinese

**Email Address**

**Telephone No.**

( 852 )

Please note the following:

After your draft is successfully saved, an edit link will be sent to the email address of the provided project contact person. Please ensure that the email address provided is correct. The save function will save text only. Any attachments will not be recorded.

# Application Procedures (Cont'd) – Save Draft

## Online Application Form

Application draft for Link Together Initiatives 2024/25 (Ref. No: [REDACTED])



Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.



**CAUTION: External Email. Be careful before you click on any link or open any attachment.**

Dear Applicant,

Your draft for the application has been saved successfully. To access it, please click the link provided below:

[https://www.linkreit.com/en/community/link-together-initiatives/community-projects/\[REDACTED\]](https://www.linkreit.com/en/community/link-together-initiatives/community-projects/[REDACTED])

You are allowed to make unlimited edits to the draft during the application period. After making any changes, please click 'Save draft' to ensure your modifications are recorded. A new edit link will be sent to the email address of the provided contact person, and the previous link will no longer be valid.

Please note that your draft has not been submitted. If you intend to apply, please complete the form and click 'Submit' by 7 May 2024 (HKT).

Should you have any further questions, please send email to [linktogetherinitiat@linkreit.com](mailto:linktogetherinitiat@linkreit.com).

Yours sincerely,  
Secretariat  
Link Together Initiatives

Please note: This is an auto generated email, please do not reply as it will not be received.

### Please note:

1. The save function will save text only. **Any attachments will not be recorded.**
2. You are allowed to make **unlimited edits to the draft** during the application period. After making any changes, please click 'Save draft' to ensure your modifications are recorded.
3. **A new edit link** will be sent to the email address of the provided contact person, and the previous link will no longer be valid.
4. Saving the draft **does not imply submitting the application.** Please complete and confirm the form by clicking 'Submit'.

# Application Procedures (Cont'd) – Save Draft

## Online Application Form

Social Media Page e.g. Facebook, Instagram, Weibo

(Please provide the URL e.g. <https://www.facebook.com/LinkTogetherInitiatives/>; <https://www.instagram.com/linkreithk/>. If there is no social media platform, please input 'NA'.)

<https://www.facebook.com/LinkTogetherInitiatives/>; <https://www.instagram.com/linkreithk/>

Contact Person

Title

Mr

Mrs

Ms

Name

English

C\*\*\*\*\*n

Chinese

陳文

Position

English

Programme Manager

Chinese

項目經理

Email Address

\*\*\*\*\*m

Telephone No.

(852 )

g\*\*\*\*\*2

Authorised Person

(Information will be used for Grant Agreement)

Title

Mr

Mrs

Ms

1. After opening the draft through the edit link, to ensure the privacy of relevant individuals, personal information, including English and Chinese names, email addresses and phone numbers, will be partially masked with asterisks (\*) in between, except for the first and last two characters.
2. The data in a masked field will be removed upon clicking, requiring the information to be re-entered.



# Document Submission

**The following document templates can be downloaded from Link website:**

<https://www.linkreit.com/en/community/link-together-initiatives/community-projects/apply-fund/>

**A) A Project Proposal drafted by the applicant organisation, including:**

1. Project name, objectives, summary, and duration
2. Applicant organisation, project contact person, and authorized personnel
3. Scope of service, area, types of service recipients, and expected number of beneficiaries
4. Requested funding amount
5. Social issues addressed by the project, expected positive impact, innovation, and uniqueness
6. Project insurance information
7. Project strategies and plans, implementation schedule
8. Promotional angles, marketing plan, and channels
9. Specific performance indicators and sustainability of the project
10. Whether borrowing Link's properties, mobilizing merchant networks and volunteer teams, contingency plan
11. Background information on the organization, past relevant service experience/examples

**B) A Project Budget Plan drafted by the applicant organisation · including project name, organisation and service unit names, detailed expenses, project income (if applicable), amount contributed by the applicant organisation (if applicable), government funding (if applicable), etc.**

# Document Submission

The following document templates can be downloaded from Link website:

<https://www.linkreit.com/en/community/link-together-initiatives/community-projects/apply-fund/>

## C) Signed and stamped Declaration of Applicant Organisation

## D) Other relevant documents:

1. The organisation's certificate of incorporation or registration document under the relevant ordinance(s);
2. Certificate of charity status registered under Section 88 of the Inland Revenue Ordinance (Cap.112) or, if the applicant organisation is a charitable organisation in any jurisdictions outside Hong Kong, please provide a Certificate and/or proof(s) of charity status declared as charitable status and/or classified as charitable organisations in the relevant jurisdictions by the government department(s) or authority(ies) in the respective jurisdictions\*;
3. Public Liability Insurance documents and terms;
4. A set of the latest year audited accounts or certified latest management accounts;
5. List of Board members and Executive Committee members (click here to download the template);
6. Constitution details;
7. Organisation structure; and
8. Attachments or supplementary information of the project (if applicable).

## Notes: :

1. Use the latest version of browsers to open and fill out the application form under **stable internet conditions**.
2. Prepare all relevant documents before filling out the application form. Each file should not exceed **5MB**, and the total size of all files should not exceed **60MB**.



# Project Proposal Template

## Project Proposal

Application for Link Together Initiatives 2024/25 領展「愛·匯聚計劃」資助申請

Project Proposal 項目建議書

<b>Organisation Name</b> 機構名稱	(EN 英文) (CHI 中文)
<b>Authorised Person</b> 機構授權人士	(Name 姓名) (Title 職稱)
<b>Project Contact Person</b> 項目聯絡人	(Name 姓名) (Title 職稱)
<b>Project Name</b> 項目名稱	(EN 英文) (CHI 中文)
<b>Project Duration</b> 項目年期	<input type="checkbox"/> 1 year 一年 <input type="checkbox"/> 2 years 兩年 <input type="checkbox"/> 3 years 三年
<b>Focus Area(s)</b> 服務範疇 (can select more than one item) (可選多於一項)	<input type="checkbox"/> Environmental Sustainability 環境可持續發展 <input type="checkbox"/> Inclusion and Active Ageing 共融及活齡社區 <input type="checkbox"/> Youth Empowerment 青少年培育
<b>Service Target</b> 服務對象 (can select more than one item) (可選多於一項)	<input type="checkbox"/> Youth, age range 青少年, 年齡範圍: <input type="checkbox"/> Elderly, age range 長者, 年齡範圍: <input type="checkbox"/> Others, please specify 其他, 請列出: Type of beneficiaries 服務對象種類: Target age range 年齡範圍:
<b>Service Location</b> 服務地區	

## Project Budget Plan

**\*For projects with a duration exceeding one year,, please separate the financial budget on an annual basis.**

Application for Link Together Initiatives 2024/25 領展「愛·匯聚計劃」申請

Budget Plan 財務預算

Organisation Name:

機構名稱

Project Name:

項目名稱

Requested Fund Amount:

申請資助金額

HK\$ (港幣)

-

### A) Project Expenditure 項目開支

Programme Expenses 活動支出	Unit price 單價	Quantity 數量	Total Cost 總數	Remarks 備註
Project management (including extra manpower) 項目管理 (包括額外人力)				
Recruitment & coordination of participants 招募及聯絡參加者				
Event production (technical support, helpers' payment, props) 籌辦活動 (技術支援、助理工資、用具等)				
Venue rental 場地租用				
Equipment rental / Purchase of Material 租用器材 / 購置物料				
<b>Sub-total 小計</b>			-	
Training 培訓	Unit price 單價	Quantity 數量	Total Cost 總數	Remarks 備註
<b>Sub-total 小計</b>			-	
Volunteers' allowance 義工津貼	Unit price 單價	Quantity 數量	Total Cost 總數	Remarks 備註



# Tips

	✓ DO	X DON'T
<p><u>Phase 1:</u></p> <p><b>Proposal Submission</b></p>	<ul style="list-style-type: none"> <li>✓ Fill out the form, prepare and upload all relevant documents</li> <li>✓ Ensure information are accurate and correct</li> <li>✓ Provide specific and clear descriptions in the project proposal, such as:               <ul style="list-style-type: none"> <li>• Social issues addressed by the project</li> <li>• Expected positive impact of the project on society</li> <li>• Project details (including strategies and plans to be adopted, implementation schedule)</li> <li>• Promotional angles, marketing plan, and channels for the project</li> <li>• Sustainability of the project</li> <li>• Performance indicators and evaluation</li> <li>• Track record</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>X Late Submission (Will be disqualified)</li> <li>X Exaggerate the project's effectiveness</li> </ul>
<p><u>Phase 2:</u></p> <p><b>Selection Interviews</b></p>	<ul style="list-style-type: none"> <li>✓ Emphasise the strengths and uniqueness</li> <li>✓ Highlight key winning factors, such as innovativeness</li> </ul>	<ul style="list-style-type: none"> <li>X Be late</li> <li>X Monotonous storytelling</li> </ul>



# Tips

	✓ DO	X DON'T
<p><b><u>Phase 3:</u></b></p> <p><b>Project Execution</b></p>	<ul style="list-style-type: none"> <li>✓ Stick to the schedule and achieve project milestones.</li> <li>✓ Be transparent. Work and communicate closely with Link</li> <li>✓ Proactively contact HKCSS/ Link for assistance when encounter any difficulties during execution</li> </ul>	<p>X Make unauthorised changes or modifications to approved proposal and budget</p>
<p><b><u>Phase 4:</u></b></p> <p><b>Reporting</b></p>	<ul style="list-style-type: none"> <li>✓ Provide detailed descriptions of progress according to the template</li> <li>✓ Propose feasible solution to recover progress if the project falls behind schedule</li> <li>✓ Keep receipts of expenses properly for random checks</li> </ul>	<p>X Avoid late submissions and concealing project progress</p>

# Enquiry



## Community Project Fund

Contact :  
Priscilla Wong / Kyla Lee

Tel No. : (852) 2864 2902  
Email : [link@hkcss.org.hk](mailto:link@hkcss.org.hk)

## Link University Scholarship

Contact :  
YY Wong

Tel No. : (852) 2864 2993  
Email : [sch@hkcss.org.hk](mailto:sch@hkcss.org.hk)



## Contact Us

For any enquires about our programme, please contact:  
[linktogetherinitiatives@linkreit.com](mailto:linktogetherinitiatives@linkreit.com)