



滙豐銀行慈善基金
The Hongkong Bank Foundation

滙豐香港社區夥伴計劃
HSBC HK Community Partnership Programme



社區拍檔大集合

CELEBRATING EVERYDAY HEROES

申請簡介會2026

Application Briefing Session 2026

全力支持 Supported by

合作夥伴 In partnership with

策略夥伴 Strategic Partners



本日流程 Rundown

- 1** 申請簡介
Programme Introduction and application details
- 2** 討論環節
Panel Discussion
- 3** 問答及交流
Q&A and Networking

滙豐香港社區夥伴計劃 2026

HSBC CPP 2026

目的 Purposes

- 於2026年度，本計劃將繼續支持18區以地區為本的社會創新活動及幫助弱勢社群建立抗逆力的項目，推動財務健康及可持續生活。
- In 2026, the Programme continues to support **innovative district-based** community initiatives, helping disadvantaged communities **build resilience** and become future-ready, and promote financial fitness and sustainable living.

受眾 Beneficiaries

- 聚焦於青少年或長者及其照顧者及支持有跨代共融概念的項目
- Especially for **Youth, Elderly and their carers** and **Cross-generational inclusion** initiatives are welcome

資助期 Funding Period

- **12個月 12 months** (2026-09-01 to 2027-08-31)
- **18個月 18 months** (2026-09-01 to 2028-02-29)

申請撥款額 Funding Amount

- **港幣50萬至100萬**
- **HKD500,000 to HKD1,000,000**

申請資格

Application Eligibility

具最少**3年**《稅務條例》（第112章）第88條
獲豁免繳稅的非牟利團體資格

A non-profit organisation registered under Section 88 of the Inland Revenue Ordinance (Cap112) for **at least 3 years**

即2023年4月10日或之前

On or before 10 April 2023

資助範疇

Funding Focus

青少年

- 支持青年成長與發展，為本港培育新一代，**裝備他們面對未來挑戰**。
- 幫助弱勢青年提高**就業和理財能力**，裝備他們面對未來挑戰。
- 提倡並推廣**未來技能**，當中包括軟技能 (如：創造力、連結力、適應力、成長型思維等)；技術性能力 (如：數碼科技應用、財務管理、職業技能等)；以及綠色技能 (如：綠色思維、可持續消費和生產)。

Youth

- Support youth development and nurture a pool of **future-ready youth** for Hong Kong.
- Help disadvantaged youth **enhance employability and financial capability** and become more resilient and future-proof.
- Promote **future skills**, include soft skills (such as creativity, connectivity, resilience, and growth mindset, etc.), technical skills (such as digital literacy, financial management, and vocational skills, etc.) and green skills (such as green thinking, sustainable consumption and production, etc.).

資助範疇

Funding Focus

長者

- 增強弱勢社群、長者及其照顧者的**身心健康及抗逆力**，共建社會凝聚力，並重建社會資本。
- 以**創新手法**推廣讓長者**活出豐盛頤年的理念**，以提高老年人及其照顧者的生活質素。
- 引入各類型的短期或長期措施，以改善其他弱勢社群的生活質素與精神健康，包括增強長者及其照顧者的社會連結和社區支援，建立長者友善的社區等。

Elderly

- **Build resilience and improve well-being** among elderly and their carers and those who are living in vulnerable conditions, enhance personal and family wellness and resilience, social cohesion, and re-construct social capital.
- Promote **active ageing** with **innovative approaches** to enhance the quality of life of the elderly and their carers.
- Introduce other types of short or long-term measures that improve the livelihood of other underprivileged groups, including enhancing social connection, community support for elderly and their carers, and creating age-friendly neighbourhoods.

計劃評分準則

Assessment Criteria

01 社區需要 Community Need

- 利用社區資源及專業知識以制定**切合社會最新需要**的項目與活動
- 充分發揮紮根於**社區的優勢**直接回應各界迫切的需求
- 促進最**有效的社區支援**
- Drive programmes and activities on **meaningful social needs**
- to benefit the community through **leveraging the charity's expertise** and resources in the most effective way.

02 參與及合作 Participation & Collaboration

- 開放更多及**更廣泛的機會**讓**不同界別人士**能服務、分享、學習及創新嘗試以締造更好的社區
- Open up **a wide range of opportunities for the community and volunteers** to participate, serve, share, learn, develop and innovate.

計劃評分準則

Assessment Criteria

03 項目設計 Planning

- 項目能**有效及切實可行地**實施
- 同時具**成本效益**
- 展示明確定義的指標來衡量**項目績效**
- Efficient planning with a **realistic implementation** and budget plan
- while being **cost-effective**
- Demonstrate clearly defined indicators to measure **project performance**.

04 可持續性 Sustainability

- 項目能為社區帶來**長遠影響**
- 增強社區成員的潛能，改善社區環境，並有效地**持續項目的影響力**
- Create a **long-term impact** on the community
- Enhance the capabilities of community members, improve the community environment, and effectively **sustain the project's impact**.

具備以下元素的項目將有較大優勢： Projects with the following characteristics will have a greater advantage:

- 與不同團體合作，例如非牟利機構、社會企業等。
- 於項目及活動中融入綠色思維，促進並推廣可持續生活的理解與參與。例如：項目活動使用環保物料及採取4R（減少使用，物盡其用，取代使用，循環再造）措施。
- Collaborate with different partners, such as NGOs and social enterprises.
- Adopt environmentally friendly approaches in the project. For example, project activities use sustainable materials and adhere to the 4R principles: Reduce, Reuse, Recycle, and Replace.

合作夥伴 Partnership

社企
Social
Enterprises

地區團體
District
Society

業主立案法團
Owners'
Corporations

公司
Company

學校
Schools/
Institutes

機構
NGOs

商場
Shopping
Malls

其他
Others

鼓勵安排滙豐義工參與你的項目

Engage HSBC volunteers in your project

- 經驗分享
 - 擔任活動評審
 - 參與及帶領活動
 - 成為社區節活動的義工
 - 成為機構的夥伴，支持項目推行
- Share experiences
 - Act as judges in the activities
 - Participate in and lead activities
 - volunteer for community festival activities
 - Being a companion to support the project implementation



提供專業知識支援

Provide professional knowledge support

地區社區節活動

District Community Festival Activities

- 機構需提交至少一個在2027年舉行的地區社區節活動方案

- 任何類型的地區活動：

地區社區節的目的是連結及連繫地區夥伴及公眾，以創新方式推動和提供具有社區需求特色的服務或活動。這些活動可以開放給公眾參與，也可以僅限邀請參與者。

- Organisations are required to include **at least one activity** for the District Community Festival to be held in 2027

- Any kind of District Activities: .

The purpose of the District Community Festival is to connect and engage local partners and the public, and to promote and provide services or activities that address specific community needs in innovative ways. These activities can be open for public participation or limited to invited participants.



滙豐香港社區節

HSBC Community Festival



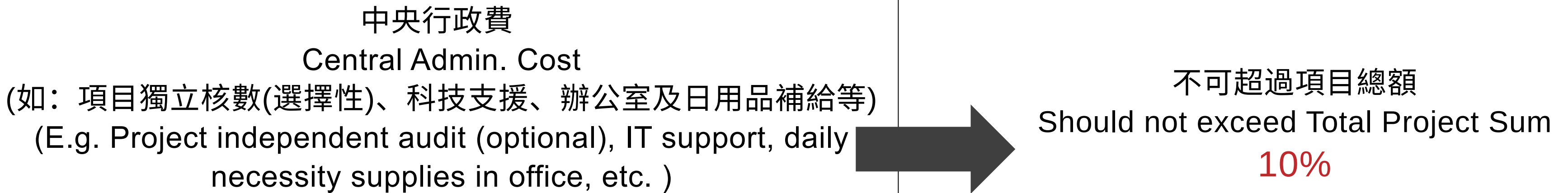
The HSBC Hong Kong Community Festival is a celebration of the work and achievements of hundreds of HSBC's charity and partners involved in the HSBC Hong Kong Community Partnership Programme.

Date	25 April 2026 (SAT)	26 April 2026 (SUN)
Time	1 pm - 8 pm	11 am - 8 pm
Venue	Central Market	



項目預算指引

Project Budgetary guidelines



不鼓勵耗費龐大的刊物製作、廣告、用膳、外遊及儀式安排支出
Not encourage substantial/excessive expenses on production of publications, advertising, meals/tours, and ceremonial arrangements

- 如有「中央行政費」〔例如申請機構為項目提供中央行政服務所收取的固定費用〕，應以「項目總額」(不包括中央行政費)的10%為上限。而且中央行政費用中已包括的服務不應在其他費用項目內重複申請。If there is "Central Administrative Cost (excluded Central Admin. Cost)" (e.g. fixed fee charged by the applicant organisation for providing central administrative services), it shall be capped at 10% of the "Total Project Sum (excluded Central Admin. Cost)" and the services included in Central Admin. Cost should not be duplicated and claimed under other expenditure items.
- 有關中央行政費的範疇請參考社聯出版的<<[社會服務中央行政成本](#)>>。 About Central Administrative Cost for charity, please take reference to HKCSS <<[Industry Standard Central Administrative Support](#)>>

項目預算指引

Project Budgetary guidelines

- 活動開支 Activity Cost
- 購買設備 / 器材開支 Purchase of facilities / equipment
- 人力資源開支 Manpower

預計收入
Projected Income

項目總額
Total Project Sum

EXAMPLE

申請金額 Amount requested	項目總額 (不包括中央行政費) Total Project Sum (excluded Central Admin. Cost)		10%中央行政費 10% Central Admin. Cost
E.g. 1,000,000 =	909,091	+	90,909 ← (909,091 x 10%)
E.g. 500,000 =	454,545	+	45,455 ← (454,545 x 10%)

中央行政費上限 Max. Central Admin. Cost

= 項目總額 Total Project Sum (不包括中央行政費 excluded Central Admin. Cost) x 10%

申請時間表 Application Schedule

Today
(3 Mar)

02 Mar –
10 Apr 23:59

May – Jun

Aug

Sep 2026 –
Aug 2027/Feb 2028

申請簡介會 Briefing Sessions

- 了解項目申請主題及要求
- Understand project application theme & requirements
- 透過分享啟發構思申請項目內容
- Develop project content through speakers' sharing

提交申請 Application submission

- 透過計劃的網上平台提交申請
- Apply through online application system
- 提交計劃所需的機構文件
- Submit required documents

項目面談 Online Assessment

- 邀請初選入圍項目進行面談 (約於5月中旬以電郵方法通知及確認面談時間)
- Invite shortlisted projects for interview (Details will be sent via email around Mid-May)
- 社聯將於5月中再次收集更多資料進行機構審核
- HKCSS will collect additional information around mid-May for charity review

公佈結果 Result Announcement

- 於八月上旬公佈項目結果
- Announce result in early Aug
- 於八月中旬舉行受惠機構簡介會
- Grantees briefing in mid-Aug

執行獲撥款項目 Project Implementation

- 獲得撥款
Received instalment
- 參與及舉行社區節
Engage and organise Community Festival
- 進行及提交項目進度報告
Submit project progress reports

常見未能獲得撥款原因

Common reasons for not receiving funding

有關申請資格

- 不符合申請者條件
- 沒有提交所需的附件資料，以供機構審核
- 申請項目不符合本計劃的資助範疇

項目內容

- 項目在香港境外執行或受惠對象非香港本地社群
- 服務對象覆蓋全港或多區而沒有合理說明
- 執行期超過項目周期
- 以單次活動為主，未能展現項目的整體成效
- 欠缺具體、詳細的財務預算
- 內容包含牟利成份，或涉及商品或商業機構宣傳
- 沒有社區節活動

About Eligibility

- Failure to meet the eligibility criteria of application
- Failure to submit the required supporting documents for verifying the applicant's eligibility
- The project content does not match the funding scope of this scheme

Project content

- The project is executed outside of Hong Kong or the beneficiaries are not the local community in Hong Kong
- Service target coverage across all districts or multiple districts in Hong Kong without reasonable explanation
- The implementation period exceeds the project duration
- The content is mainly composed by one-off activities, unable to demonstrate the overall project effectiveness
- Lack of a specific and detailed budget plan
- The content includes profit-making elements, or involves promotion of products or commercial organisations
- No community festival activities

溫馨提示

Warm Reminders

- 提交計劃項目數量不限（機構需考慮按照實際可執行的情況）
- 申請項目地區是按照主要受惠對象所屬區域而定，不必與實際機構／中心所在地區相同
- 請分類歸納活動並填寫具體節數，並於系統內選取合適且正確的開支欄目（特別是中央行政費）
- 必須於系統提交申請，逾期提交的申請均不附合資格
- 從滙豐所獲得的捐款不多於機構年度收入的20%（參考機構最新的審計報告）
- There is no limit to the number of proposal submission (Organisations have to consider based on the actual feasibility)
- The application service district is based on the area where the main beneficiaries are located, and does not necessarily equal to the actual location of the organisation/center
- Please categorize and list the specific number of activities, and select the appropriate and correct expense items in the system (especially for central administrative costs)
- Applications must be submitted through the system, and any late submissions will not be eligible
- Donations received from HSBC should not exceed 20% of the charity's annual income. (Reference to the Charity's latest audit report)

特別大獎 Special Awards

- 每個獎項將頒發感謝狀及港幣10,000元現金獎
- Each award offers a certificate of appreciation and a cash prize of HK\$10,000
- 評選準則：根據獲撥款項目的成果挑選得獎者。成果可包括：計劃或活動的前後測評結果、參加者或受惠者的回饋意見，以及其他相關數據。
- Selection Criteria: Awardees are chosen based on the outcomes of funded projects. Outcomes may include: pre- and post-program evaluations, feedback from participants or beneficiaries, as well as other relevant data.

卓越影響大獎

Impactful Project of the Year Award

旨在表彰在顯著**提升個人知識、技能及資源方面**作出重要貢獻的項目。項目能同時建立社區的**可持續發展**的能力，使區內受惠者能長遠有效應對各種挑戰。

To recognise a project that has significantly contributed to **strengthening the knowledge, skills, and resources of individuals**, while building **sustainable capacities** within the community and enabling its members to effectively address challenges over the long term.



社區凝聚大獎

Inclusive Project of the Year Award

旨在表揚能推動**社區共融**、促進**社區歸屬感**的項目。項目致力打破社會、文化或經濟障礙，讓弱勢群體獲得賦能，積極、充分地參與社區生活。

To celebrate a project that promotes **inclusivity** by fostering a **sense of belonging within the community**. It recognises efforts to break down social, cultural, or economic barriers, ensuring that marginalised groups are empowered to participate fully in community life.



特別大獎 Special Awards

夥伴共創大獎

Partnership Project of the Year Award

旨在嘉許展現卓越**協作精神**及**多方持份者**合作的項目。透過共同努力，使項目的影響力及成效得到顯著提升。

To acknowledge a project that demonstrates **exceptional collaboration** and **partnership among multiple stakeholders**. It highlights initiatives where joint efforts have significantly enhanced the project's impact and success.



社區創新大獎

Innovative Project of the Year Award

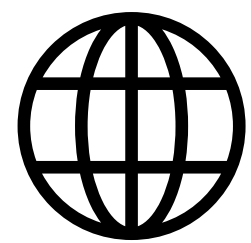
旨在表揚以**創新方式**應對社區迫切挑戰的項目。項目運用創新手法，提供有效且可持續的解決方案，讓社區居民的生活變得更好。

To honour a project that introduces **groundbreaking approaches** to address pressing community challenges. It recognises initiatives that utilise innovative methods or strategies to deliver effective and sustainable solutions that improve the lives of community members.



網上申請程序

Application procedure



滙豐香港社區夥伴計劃網站 CPP Website

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A A A | **NGO Login** | 中文

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HSBC HK Community Partnership Programme



CELEBRATING EVERYDAY HEROES

登入 Login

請按「機構登入」進入系統

Please click "NGO login" to enter system

1.1

登入

請輸入您的電郵地址以獲得一次性登入連結。您的所有計劃申請將會關聯到該電郵地址。

請確保您有權存取此電郵地址。如果您需要更改您的登入電郵地址，請聯絡 cpp@hkcss.org.hk。

點擊「發送一次性登入連結」按鈕後請耐心等待。

如果您是首次用戶，您會直接進入計劃申請表格。

如果您是現有用戶，您可以選擇提交新的計劃申請、查看和編輯您的計劃申請，或提交已經獲接納計劃的報告。

電郵

發送一次性登入連結

Portal Login

Please enter your email address to obtain a one-time login link. All of your applications will be associated under this email address.

Please ensure you have access to this email address. If you need to change your login email address, please contact us at cpp@hkcss.org.hk.

Please be patient after clicking the "Send One-time Login Link" button.

If you are a first-time user, you will be directed to the application form.

If you are an existing user, you will have options to submit a new application, view and edit your applications, or submit reports for approved projects.

Email

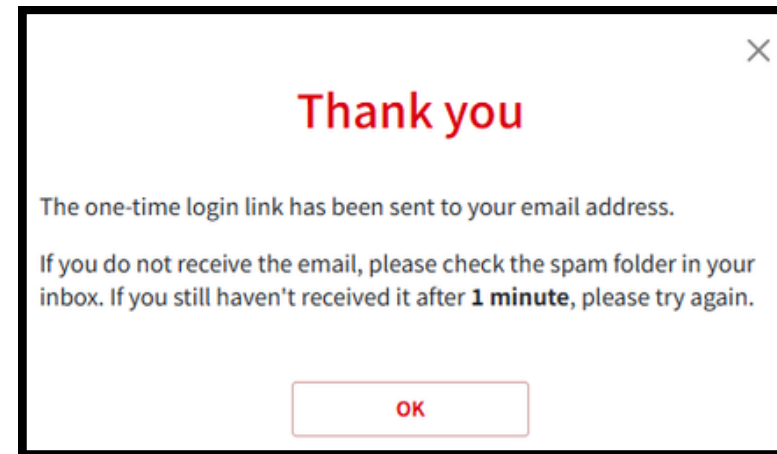
Send One-time Login Link

1.2

登入 Login

請輸入電郵以獲得一次性登入連結；所有申請將關聯至此電郵。

Enter your email to receive a one-time login link; all applications associate with this email.



[滙豐香港社區夥伴計劃] 一次性登入

 The Hong Kong Council of Social Service <webmaster.cpp@avalade.com>
收件者 cpp
若此郵件的顯示有任何問題，請按一下這裡以在網頁瀏覽器中檢視。

You don't often get email from webmaster.cpp@avalade.com. [Learn why this is important](#)
您好：

我們已收到您登入滙豐香港社區夥伴計劃的請求。請點擊下面的按鈕繼續。

您也可以使用此連結登入：

<https://dev.hsbccpp.avalade.com/zh-hant/login/?applicant=aGsz85%2BUmlyu2lgNXA7i71KvKsLXpkIPGy6xctluOKRjpOrGEGDIwiel4RdzdbDdHE6bMQsQtFjgdFQMw2lusWwZW4A5hMsJpXeU1db6nLoC7ffluTzfiN%2FW9hGzDVN5VFq3Y3%2BjkTnlMur848rTyLn93uj4CvI%2FmcV1clc%3D>

上述按鈕和連結將在 30 分鐘後過期。如果您沒有提出此請求，請不用理會此電郵。其他申請人可能錯誤地輸入了您的電郵地址。

謝謝您。

[HSBC Hong Kong Community Partnership Programme] One-time Login

 The Hong Kong Council of Social Service <webmaster.cpp@avalade.com>
收件者 cpp
若此郵件的顯示有任何問題，請按一下這裡以在網頁瀏覽器中檢視。

You don't often get email from webmaster.cpp@avalade.com. [Learn why this is important](#)
Hello,

We have received your request to sign in to the HSBC Hong Kong Community Partnership Programme. Please click the following button to continue.

Alternatively, you may click the following link:

<https://dev.hsbccpp.avalade.com/en/login/?applicant=ryh1FvF57Y19vJczWZnXMoSTkcM%2FAd%2F9uKLBldY3%2BpZCjZyGKQqOr%2F5v19YiBnYd6pbbjcUolxIQE3Q%2FW0kSUnidgL9FfrGfxPFoFkj1u5U0cg92E1sYmqiT%2BQVMN%2Fw7fdxKSJ0R%2Bf5d%2Bv7RQG%2BXA5esaQQpJvSbDz1ev8LgO4%3D>

The above button and link will expire in 30 minutes. If you did not make this request, please ignore this email. It is possible that another applicant entered your email address by mistake.

1.3

登入 Login

開啟一次性登入連結電郵並按「登入」進入系統，如未收到電郵，請檢查垃圾郵件或於1分鐘後重試

Open the email and press "Login" button to enter the system. If the email is not received, please check spam or retry after 1 minute.

選擇組織

標記為 * 為必填項目。

標記為 # 至少須填寫一種語言。

請仔細比對機構名稱與生效日期後選擇機構。

在下一批次前無法變更。

獲豁免繳稅之登記機構名稱 (英文) #

請選擇

獲豁免繳稅之登記機構名稱 (中文) #

請選擇

Select Organisation

Fields marked with * are mandatory.

Fields marked with # are required in at least one language.

Please select your organisation carefully by matching the name and effective

You cannot change this until the next cohort.

Name of Tax Exempt Organisation
(English) #

Please Select

Name of Tax Exempt Organisation
(Chinese) #

Please Select

Next Step

選擇組織 Select Organisation

以英文或中文欄搜尋及選擇所屬機構之獲豁免繳稅之登記機構名稱，並仔細核對機構名稱與生效日期，**確定後將無法更改。**

Search and select your organisation's tax-exempt registered name either in English or Chinese. Please carefully verify the organization name and effective date, **as changes cannot be made after confirmation.**

2.1

機構資料目前未被任何申請人管理。

若您確保能提供以下申請所需資料及上載證明文件並希望成為授權代表管理機構資料，請繼續選擇「編輯機構資料」。一旦選擇「編輯機構資料」，即表示您**同意並承擔編輯及維護所有資料準確性的全部責任**。

- 機構總部資料
- 董事會成員名單 (英文)
- 獲稅務局批准為豁免繳稅慈善機構之信函副本
- 最近兩年經審計的帳目或經核証的管理帳目
- 機構組織章程的詳細資料
- 機構管理架構圖
- 執行委員會成員名單 (英文和中文)

否則，您可按「新增計劃書」建立第一份申請。

*請留意：若機構資料未於申請截止日期前提交審查，您的申請將不被考慮。

編輯組織

新的計劃申請

The organisation information is not currently managed by any applicant.

If you ensure that you are able to complete all required fields and upload the necessary supporting documents, and would like to be the representative that taking over management of "Organisation Information", please continue to click "Edit Organisation Information". Select "Edit Organisation Information" means you are **responsible for editing and ensuring all information is accurate.**

- Headquarter Information
- Board of Directors Information (English)
- Certified true copy of the approval letter issued by the Commissioner of Inland Revenue, under section 88 of the Inland Revenue Ordinance
- Latest 2 years of audited accounts or certified management accounts of the organisation
- Organisation's constitution or memorandum and articles of association
- Organisation structure
- List of the names of the executive committee (English and Chinese)

Otherwise, you can continue to click "Create new proposal" to create your first application.

*Note: If the required organisation information is not submitted for review before application deadline, your application will not be considered.

Edit Organisation

New Application

總部資料 Headquarters Information

如您是總部申請人或已獲授權的單位代表，可按「編輯組織」代表總部及其轄下所有單位提交資料。**請於截止日期前完成提交所需資料，若機構資料未於申請截止日期前提交，所有相關單位的申請將均被視為無效。**

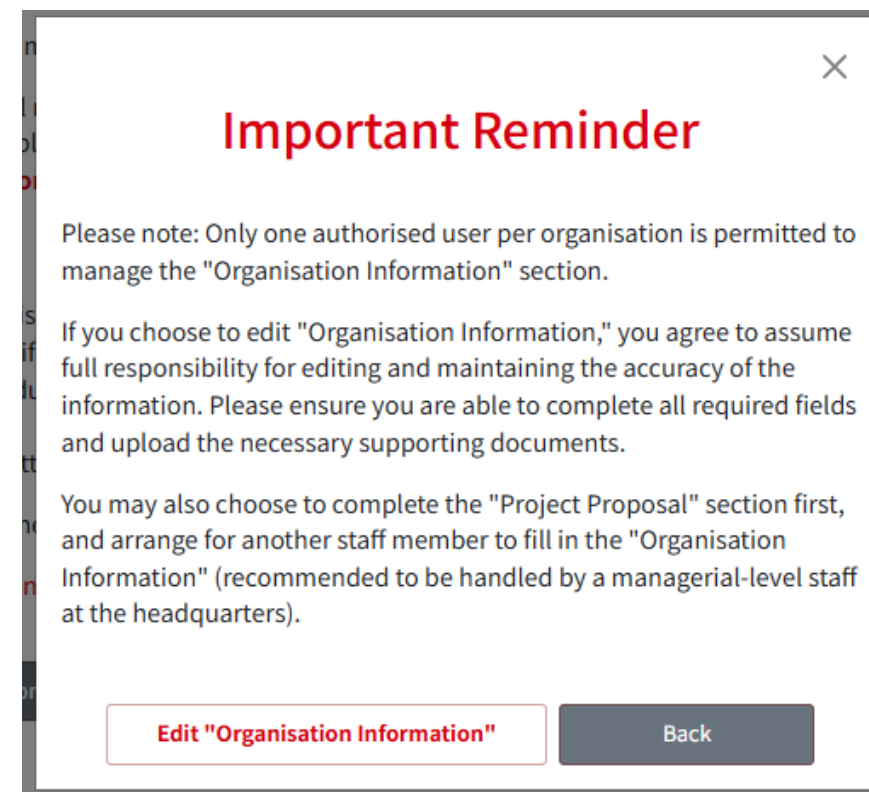
- 請注意：**每間機構僅允許一位授權用戶管理「機構資料」的內容。**

選擇編輯「機構資料」即同意承擔編輯及維護資料準確性的全部責任，請確保能完成所有所需資料及上載證明文件。如您未能提供所有證明文件，亦可選擇填寫「計劃書」部分，並交由機構其他授權人員註冊填寫。

If you are a headquarters applicant or an authorised unit centre representative, click "Edit Organisation" to submit information for the headquarters and all service units. **Please complete all required submissions before the deadline. Any incompleting organisation information submission by the application deadline will result in all related unit applications being considered invalid.**

- Please note: **Only one authorised user per organisation is permitted to manage the "Organisation Information" section.** If you choose to edit "Organization Information," you agree to assume full responsibility for editing and maintaining the accuracy of the information. Please ensure you are able to complete all required fields and upload the necessary supporting documents. You may also choose to complete the "Project Proposal" and arrange for another staff member to fill in the "Organisation Information

2.2



總部資料 Headquarters Information

如您是總部申請人或已獲授權的單位代表，可按「編輯組織」代表總部及其轄下所有單位提交資料。**請於截止日期前完成提交所需資料，若機構資料未於申請截止日期前提交，所有相關單位的申請將均被視為無效。**

- 請注意：**每間機構僅允許一位授權用戶管理「機構資料」的內容。**

選擇編輯「機構資料」即同意承擔編輯及維護資料準確性的全部責任，請確保能完成所有所需資料及上載證明文件。如您未能提供所有證明文件，亦可選擇填寫「計劃書」部分，並交由機構其他授權人員註冊填寫。

If you are a headquarters applicant or an authorised unit centre representative, click "Edit Organisation" to submit information for the headquarters and all service units. **Please complete all required submissions before the deadline. Any incompletd organisation information submission by the application deadline will result in all related unit applications being considered invalid.**

- Please note: **Only one authorised user per organisation is permitted to manage the "Organisation Information" section.** If you choose to edit "Organization Information," you agree to assume full responsibility for editing and maintaining the accuracy of the information. Please ensure you are able to complete all required fields and upload the necessary supporting documents. You may also choose to complete the "Project Proposal" and arrange for another staff member to fill in the "Organisation Information

標記為*為必填項目。

第 1 步：總部資料

資格條件：

- 申請人須為根據《內部稅務條例》第 88 條 (Cap112) 註冊的非營利組織，且已註冊至少 3 年。

以下資訊為必填，請準備相關文件：

- 由稅務局長頒發的批准信真實副本，證明已在《內部稅務條例》第 88 條下註冊至少 3 年。
- 董事會成員名單 (英文) ——姓名與職稱。
- 支票支付用的組織銀行帳戶名稱。
- 支援文件 (例如：公司註冊證明/登記證明、董事會任命書、年度報告與財務報表，涵蓋最近兩年)。

向委員會提供個人資料屬自願性。使用本網站並參與本計畫及相關活動，即表示您完全同意委員會使用個人供服務。請點擊 [此處](#) 了解更多細節。

儲存草稿

下一步

Save Draft

Next Step

Fields marked with * are mandatory.

Step 1. Headquarters Information

Eligibility:

- Applicants must be non-profit organisations registered under Section 88 of the Inland Revenue Ordinance (Cap112) for **at least 3 years**

The below information are required, please prepare all relevant documents:

- Certified true copy of the approval letter issued by the Commissioner of Inland Revenue, at least 3 years of registry under Section 88 of the Inland Revenue Ordinance
- Details of board of directors in English (name and title)
- Name of Organisation Bank Account for Cheque payment
- Supporting documents (e.g. proof of incorporation/ registration, board of directors appointment and annual reports and financial statements for the most recent two years)

To provide personal data to the Council is on voluntary basis. By using this website and participating in the Programme and its related activities, you fully consent to the Council's Use of Personal Data Policy. If you do not provide sufficient personal data, we may not be able to process your application or provide service to you. Please click [here](#) for more details.

總部資料 Headquarters Information

2.3

按照表格指示逐步填寫所需資料。每個步驟需先完成所有填寫欄位，才能繼續到下一步。您可按「儲存草稿」保存並於稍後繼續填寫。

Follow the instructions in the form to fill in the required information step by step. All fields in each step must be completed before proceeding to the next step to save your progress and continue editing at a later time.

第 2 步：董事會委員會資料

針對近年國際間對防止洗黑錢罪案的關注，金融機構對機構董事會成員的背景極為重視。因此，是次申請需要各合資格機構提供董事會成員名單，讓銀行進行身份核實。

申請人姓名 (英文)

申請人職位 (英文)

我確認以下資訊一致且涵蓋所有董事

董事會網頁網址

董事會生效時段 -

董事 (若個人擔任任何公共職位，請告知我們。若未擔任，請選擇「以上皆非」。)

公共職位定義：公共職位指的是被正式指派擔任公共、市政、社區職責或公共法律實體職責的人，無論是永久或臨時。

公共職位包括：

- 政府、政府部門或機構的官員與員工；
- 國有或國有控股實體的員工；
- 國際公共組織的官員與員工；
- 政治團體，包括黨內官員與各級公共職位候選人。

所有個人資料將依照我們的隱私通知，用於篩選檢查、處理資金申請，並確保我們遵守法律與合規義務。我們將保留此表單以供未來參考。更多關於我們如何蒐集、使用與保留個人資料、與誰共享以及您的資料保護權利，請參閱 www.hsbc.com/privacy-notice。

1. 稱謂	請選擇	+ -
名字 (英文)	<input type="text"/>	
中間名 (英文) (如適用)	<input type="text"/>	
姓氏 (英文)	<input type="text"/>	
姓名 (中文) (如適用)	<input type="text"/>	
性別	請選擇	
公共職位	請選擇	

Step 2. Board of Directors Information

In response to the concern over the prevention of money laundering crimes in recent years, financial institutions attach great importance to the background of the members of the Board of Directors. Therefore, each eligible organisation needs to provide information on its board members in order to verify the identity of each member.

Applicant Name (English)

Applicant Role / Position (English)

I confirm that the following information is consistent and covers all directors

URL of the Board Web Page

Effective Period of the Board -

Directors (You must inform us if the individual holds any of the public roles listed. If they do not, then select "None of the above".)

Definition of Public Official: A Public Official is a person who has been assigned public, municipal, communal duties or duties of a public legal entity, either permanently or occasionally.

Public Officials include:

- Officers and employees of a government, governmental department, or agency;
- Employees of a State Owned or State Controlled Entity;
- Officers and employees of international public organisations; and
- Political parties, including party officials and candidates for any level of public office.

All personal information will be used in line with our Privacy Notice to carry out our screening checks, to process our funding proposal, and to enable us to comply with our legal and compliance obligations. We will retain this form for future reference. More details on how we collect, use and retain your personal information, who we share it with and your data protection rights are available at www.hsbc.com/privacy-notice.

1. Title	Please Select	+ -
----------	---------------	-----

2.4

董事會委員會資料 Board of Directors Information

於第二步填寫完整機構董事會名單，包括填報人資料、董事會任期，及每位董事會成員的詳細資料。

***所有資料需以英文填寫**

如成員現擔任任何公共職位，請於「公共職位」欄目選擇相應類別。

Complete the full list of the board of directors in Step 2, including the organisation contact person's information, Effective period of the Board, and details of each board member.

***All information must be provided in English.**

If any member currently holds a public role, please select the appropriate category in the "Public Role" field.

第 3 步：文件上傳

獲稅務局批准為豁免繳稅慈善機構之信函副本

檔案名稱	Choose File No file chosen
可提交之檔案類型：.jpe / .jpeg / .jpg / .png / .pdf / .tif / .tiff 可提交之檔案大小：5 MB	
描述 (如適用)	<input type="text"/>

年收入 (港幣)

機構最新經審計的帳目或經核証的管理帳目

檔案名稱	Choose File No file chosen
可提交之檔案類型：.jpe / .jpeg / .jpg / .png / .pdf / .tif / .tiff 可提交之檔案大小：5 MB	
描述 (如適用)	<input type="text"/>

機構次新經審計的帳目或經核証的管理帳目

檔案名稱	Choose File No file chosen
可提交之檔案類型：.jpe / .jpeg / .jpg / .png / .pdf / .tif / .tiff 可提交之檔案大小：5 MB	
描述 (如適用)	<input type="text"/>

機構組織章程的詳細資料

檔案名稱	Choose File No file chosen
------	----------------------------

Step 3. Document Uploads

Certified True Copy of the Approval Letter Issued by the Commissioner of Inland Revenue, Under Section 88 of the Inland Revenue Ordinance

File Name	選擇檔案 沒有選擇檔案
Accepted File Types: .jpe / .jpeg / .jpg / .png / .pdf / .tif / .tiff Accepted File Size: 5 MB	
Description (Optional)	<input type="text"/>

Annual Income (HK\$)

Latest Audited Accounts or Certified Management Accounts of the

File Name	選擇檔案 沒有選擇檔案
-----------	-------------

文件上載 Documents Submission

於第三步上載及提交申請所需文件，包括：

- 獲稅務局批准為豁免繳稅慈善機構之信函副本
- 機構最近兩年經審計的帳目或經核証的管理帳目(即2024/25及2023/24)
- 機構組織章程的詳細資料
- 機構管理架構圖
- 執行委員會成員名單 (英及中)
- 聲明書

Upload and submit required documents in Step 3, including:

- Certified true copy of the approval letter by IRD under Section 88
- Latest 2 years audited accounts or certified management accounts (FY2024/25 & 2023/24)
- Organisation constitution or memorandum and articles of association
- Organisation structure
- List of members in Executive Committee
- Declaration form

2.5

機構資料提交代表 Submission representative:

My Account

My Organisation
If you need to transfer the management of your organisation information to another applicant, please contact cpp@hkcss.org.hk for instructions.

Organisation Manager

Status	Submitted
Application Year	2026

[View](#)

My Applications
You may create new applications, or view and edit your applications here. Please note that all drafts will be removed from the portal after the application deadline.

[New Application](#)

提交確定電郵 Confirmation Email:

[滙豐香港社區夥伴計畫] 已提交您的機構資料 [收件箱 x](#)

 **The Hong Kong Council of Social Service** <webmaster.cpp@avalade.com>
收件者：我、chloe.lam、webmaster ▾

您好：

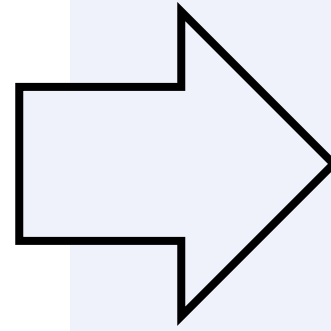
您的機構資料已提交審核。

[HSBC Hong Kong Community Partnership Programme] Your Organisation Information Has Been Submitted [收件箱 x](#)

 **The Hong Kong Council of Social Service** <webmaster.cpp@ava... 下午4:50 (0分鐘前) ☆ ☺
收件者：我、chloe.lam、webmaster ▾

Hello,

Your organisation has been submitted for review.



其他機構申請人 Other Organisation applicants:

My Account

My Organisation
If you need to take over the management of your organisation information, please contact cpp@hkcss.org.hk for instructions.

Organisation Manager irene.wong@hkcss.org.hk

Status	Submitted
Application Year	2026

My Applications
You may create new applications, or view and edit your applications here. Please note that all drafts will be removed from the portal after the

[New Application](#)

2.6

提交確認 Submission Confirmation

完成申請所需的機構資料提交後將會收到確定電郵，並於系統主頁的「狀態」一欄顯示為「已提交」，並可按檢視再次查閱。

其他申請人則可於主頁查看提交代表的電郵及提交狀態

Upon completing the submission of the required organisational information, a confirmation email will be sent, and the status will be updated to "Submitted" on the system homepage. The submission can be reviewed again by clicking "View."

Other applicants may check the email contact of submitting representative and submission status on the homepage.

我的申請

您可以在此處建立新的計劃申請，或查看和編輯您的計劃申請。請注意：申請截止後，所有草稿將會被移除。

[新的計劃申請](#)

申請編號	計劃名稱 (英文)	計劃名稱 (中文)	狀態	最後更新日期	操作
			草稿		檢視 編輯 刪除

My Applications

You may create new applications, or view and edit your applications here. Please note that all drafts will be removed from the portal after the application deadline.

[New Application](#)

Application Number	Project Name (English)	Project Name (Chinese)	Status	Last Updated Date	Actions
			Draft		View Edit Delete

3.1

填寫計劃書 Proposal Writing

按新的計劃申請進入計劃書表格，其後亦可於操作欄按檢視或編輯繼續填寫之前儲存的草稿。Click on "New Project Application" to enter the proposal form. You can also click "View" or "Edit" in the "Action" column to continue filling in your previously saved draft.

新的計劃申請

標記為 * 為必填項目。

第 1 步：機構資料

申請編號 (如適用)

獲豁免繳稅之登記機構名稱 (英文) Hong Kong Council of Social Service, The

獲豁免繳稅之登記機構名稱 (中文) 香港社會服務聯會

批次代碼 26

服務單位

服務單位名稱 (英文) Impact Giving

服務單位名稱 (中文) 博施匯

電話 * +852 2876 2405

傳真 (如適用) * +852 +8522405

辦公室地址 香港灣仔軒尼詩道15號溫莎公爵社會服務大廈11樓1109室

New Application

Fields marked with * are mandatory.

Step 1. Organisation Information

Application Number (Optional)

Name of Tax Exempt Organisation (English) Hong Kong Council of Social Service, The

Name of Tax Exempt Organisation (Chinese) 香港社會服務聯會

Application Year 2026

Service Unit

Name of Service Unit (English)

Name of Service Unit (Chinese)

Phone * +852 5123 4567

Fax (Optional) * +852 5123 4567

Office Address

3.2

填寫計劃書 Proposal Writing

整個計劃申請共有六個步驟，第一步為填寫申請單位及項目聯絡資料。

The entire application process consists of six steps. Step 1 is to provide the information for the applicant organisation and project contact.

儲存成功。

第 2 步 (共 6 步):

計劃名稱 (英文)

計劃名稱 (中文)

服務區域

項目簡介 (英文)

項目簡介 (中文)

項目資助期 12個月 18個月

開始日期 2026-09-01

完成日期

Saved successfully.

Step 2 of 6:

Project Name (English)

Project Name (Chinese)

Service District

Project Summary (English)

Project Summary (Chinese)

3.3

填寫計劃書 Proposal Writing

第二步為填寫申請項目基本資料，如服務區域、項目簡介、受惠者人數等

***請留意表內的字數限制**

Step 2 is to fill in the basic information for the application project, including Service District, Project Summary, Number of Beneficiaries, etc.

***Please take note of the word limit specified in the form**

第 3 步 (共 6 步): 核心服務 / 活動項目

「匯豐香港社區節」是「匯豐香港社區夥伴計劃」的旗艦活動，每年都會於18區內舉辦，旨在促進社區與公眾的共同參與。請機構在計劃期間至少包括一個地區社區節活動。

核心服務 / 活動項目

1. 服務 / 活動名稱 0 / 30個建議字數

服務 / 活動次數

服務 / 活動內容 0 / 200個建議字數

受惠者數目

受惠者	受惠者類別	直接受惠者 (人次)	間接受惠者 (人次)
青少年	低收入家庭	<input type="text"/>	<input type="text"/>
	特殊教育需要青少年	<input type="text"/>	<input type="text"/>
	殘疾人士	<input type="text"/>	<input type="text"/>
	不同種族人士	<input type="text"/>	<input type="text"/>
	新來港人士	<input type="text"/>	<input type="text"/>
	一般青少年	<input type="text"/>	<input type="text"/>
	其他 (請說明): TEST	<input type="text"/>	<input type="text"/>
長者	低收入家庭	<input type="text"/>	<input type="text"/>
	殘疾人士	<input type="text"/>	<input type="text"/>
	不同種族人士	<input type="text"/>	<input type="text"/>
	新來港人士	<input type="text"/>	<input type="text"/>
一般長者	<input type="text"/>	<input type="text"/>	<input type="text"/>
照顧者	<input type="text"/>	<input type="text"/>	<input type="text"/>
總數		<input type="text"/>	<input type="text"/>

服務 / 活動舉辦時期

服務 / 活動區域

是否需要派員員工的參與?

此服務 / 活動屬於社區節旗艦活動，還是其他核心服務 / 活動項目?

3.4

Step 3 of 6: Key Services / Activities

The HSBC Hong Kong Community Festival, flagship event of the HSBC Hong Kong Community Partnership Programme (CPP), is scheduled to take place across 18 districts, aiming to promote community engagement and public participation. Organisations are required to include at least one activity for the District Community Festival during the project period.

Key Services / Activities

1. Service / Activity Name 0 / 30 Words Recommended

Service / Activity Frequency

Service / Activity Content 0 / 200 Words Recommended

Number of Beneficiaries

Beneficiaries	Type of Beneficiaries	Direct Beneficiaries (Man-time)	Indirect Beneficiaries (Man-time)	
Youth	From Low Income Families	<input type="text"/>	<input type="text"/>	
	SEN Youth	<input type="text"/>	<input type="text"/>	
	Persons with Disabilities	<input type="text"/>	<input type="text"/>	
	People of Diverse Race	<input type="text"/>	<input type="text"/>	
	New Arrivals	<input type="text"/>	<input type="text"/>	
			<input type="text"/>	<input type="text"/>
			<input type="text"/>	<input type="text"/>

填寫計劃書 Proposal Writing

第三步為填寫申請項目活動內容，請按照性質分別填寫單一類別活動的內容及受惠人數，並利用+/- 按鈕新增/刪除欄目

*請留意表內的字數限制

*最多可以填寫20個活動

Step 3 is to fill in the content of the project activities. Please separate each activity by its nature and provide the details and number of beneficiaries. Please use the +/- buttons to add or delete fields.

*Please take note of the word limit specified in the form

*Applicant can fill in up to 20 activities in total including the Festival

項目的具體社會效益

Project Detailed Outcomes and Means of Measurement

直接受惠者	受惠者類別	預計社會效益	為受惠者 / 社會帶來的社會效益與轉變	評估方法	Targeted Direct Beneficiaries	Type of Beneficiaries	Expected Outcomes	Outcomes and Changes Brought to Beneficiaries / Society	Means / Methods of Measurement
青少年	低收入家庭	提升個人 / 社區的抗逆能力			Youth	From Low Income Families	Please Select		
	特殊教育需要青少年	請選擇				SEN Youth	Please Select		
	殘疾人士	提升個人 / 社區的抗逆能力				Persons with Disabilities	Improved Resilience for People / Communities		
	不同種族人士	增強個人 / 社區的經濟健康				People of Diverse Race	Enhanced Economic Well being for People / Communities		
	一般青少年	強化個人 / 社區的可持續理財能力				Non-specific Youth	Enhanced Sustainable Financial Capabilities of People / Communities		
	其他 (請說明): TEST	提高對主要持份者的的可見影響力				Others (Please Specify): TEST	Enhanced Visibility of Impact Among Key Stakeholders		
		辨識及展示可提升社區抗逆力的方案 / 創新					Solutions / Innovations Identified and Demonstrated to Enhance Community Resilience		
		加強與主要持份者的互動 (如社區領袖、受惠群體及政府官員)					Enhanced Engagement With Key Stakeholders (Such as Community Leaders, Beneficiary Groups, and Government Officials)		
長者	低收入家庭	理財能力提升的人數			Elderly	From Low Income Families	Number of People With Increased Financial Capability		
	殘疾人士	接受培訓以從事新工作 / 角色 / 創業的人數				Persons with Disabilities	Number of People Trained to Take Up New Jobs / Roles / Setup Enterprises		
	不同種族人士	成功就業 / 創業或擴展業務的人數				People of Diverse Race	Number of People Who Have Gained Employment / Setup or Scaled Enterprises		
	新來港人士	接觸到的婦女人數				New Arrivals	Number of Women Reached Across Interventions		
	一般長者	接觸到的LGBTQ+群體人數				Non-specific Elderly	Number of People From LGBTQ+ Community Reached Across Interventions		
		新成立 / 強化 / 獲支援的企業數目					Number of Enterprises Created / Strengthened / Supported		
		創造新 / 替代生計 / 收入來源選項的數目					Number of New / Alternate Livelihood / Income Generating Options Created		
照顧者		開發 / 測試 / 擴展的創新項目數目			Carer		Number of Innovations Developed / Tested / Scaled		
		匯報收入有所增加的受惠者人數							

填寫計劃書 Proposal Writing

第四步為填寫項目執行與影響，於每個直接受惠者組別選擇對應的預計社會效益及填寫預計受惠者的轉變、項目的可持續發展等，並可利用+/- 按鈕新增/刪除欄目

*** 請留意表內的字數限制**

Step 4 is to fill in Project Implementation and Impact. Choose the corresponding Expected Outcomes and provide details on Changes for each Targeted Direct Beneficiaries Type, Project Sustainability, etc. Please use the +/- buttons to add or delete fields.

*** Please take note of the word limit specified in the form**

核心服務 / 活動項目

1. 服務 / 活動名稱 Test1

此服務 / 活動有費用 是 否

預計成本

項目	備註 (如適用)	數量	單位價格 (港幣)	總價格 (港幣)
請選擇				0 + -

Key Services / Activities

1. Service / Activity Name Test1

This Service / Activity Incurs Expenses Yes No

Projected Cost

Item	Remarks (Optional)	Quantity	Unit Cost (HK\$)	Total Cost (HK\$)
Please Select				0 + -

填寫計劃書 Proposal Writing

第五步為填寫財政預算，包括活動支出及收入、購置設備 / 器材、人力資源預算及中央行政費預算。系統將自動同步於步驟三所填寫之活動名稱，於每個活動中此服務 / 活動有費用選擇「是」即可填寫個別活動的預算。選擇相應支出類別，並可利用 +/- 按鈕新增/刪除欄目

*若項目存在「中央行政成本」，留意應以「總項目金額」的 10% 為上限（不含中央行政成本）。

*注意每項紀錄上限：

- 購置設備 / 器材 - 20項
- 人力資源預算 - 5項
- 中央行政費預算 - 5項

3.6

Step 5 is to fill in Programme Budget, including project cost and income of Key Services / Activities, Purchase of Facilities / Equipment, Manpower and Central Administrative Cost. System will synchronize the service/activity name with the information in Step 3. For each activity, select "Yes" if this service/activity incurs expenses. Select the corresponding expenditure category. Please use the +/- buttons to add or delete fields.

*If project consist a "Central Administrative Cost", it should be capped at 10% of the "Total Project Sum" (excluding the Central Administrative Cost).

*Record limits:

- Purchase of Facilities / Equipment - 20 items
- Manpower - 5 items
- Central Administrative Cost - 5 items

第 6 步 (共 6 步): 摘要

項目執行計畫

核心服務 / 活動項目	目標受惠者	社區節服務 / 活動	第一階段 (第1至5個月)	第二階段 (第6至12個月)	第三階段 (第13至18個月)
Test1	<ul style="list-style-type: none">青少年長者				

受惠對象總表 (人次)

受惠者	直接受惠者	間接受惠者	總數
青少年	90	60	150
長者	70	50	120
照顧者	50	50	100
總數	210	160	370

預計成本

核心服務 / 活動項目			
項目		總金額 (港幣)	佔總預計成本之百分比
Test1		276000	38.55
小計 (港幣)		276000	38.55

購置設備 / 器材			
項目	單位價格 (港幣)	總金額 (港幣)	佔總預計成本之百分比
1	30000	30000	4.19
小計 (港幣)		30000	4.19

人力資源預算

Step 6 of 6: Step 6. Summary

Project Execution Plan

Key Services / Activities	Targeted Beneficiaries	Community Festival Service / Activity	1st Stage (Month 1 to 5)	2nd Stage (Month 6 to 12)	3rd Stage (Month 13 to 18)
Test1	<ul style="list-style-type: none">YouthElderly				

Targeted Number of Beneficiaries (Man-time)

Beneficiaries	Direct Beneficiaries	Indirect Beneficiaries	Total
Youth	90	60	150
Elderly	70	50	120
Carer	50	50	100
Total	210	160	370

Projected Cost

Key Services / Activities			
Item		Total Amount (HK\$)	% of Total Projected Cost
Test1		276000	38.55
Subtotal (HK\$)		276000	38.55

Purchase of Facilities / Equipment			
Item	Unit Cost (HK\$)	Total Amount (HK\$)	% of Total Projected Cost
1	30000	30000	4.19
Subtotal (HK\$)		30000	4.19

填寫計劃書 Proposal Writing

第六步為計劃書總結，即系統自動運算版面，如有任何修改，請返回之前的步驟進行修改。

*** 提交前請小心仔細檢查所有數字是否正確，尤其“申請總金額”，提交後將無法修改計劃書的內容。**

Step 6 is the automatic calculation generated by the system. If you have any amendment, please go back to the previous pages.

*** Please check carefully if all numbers are correct especially the “Total Requested Funding from CPP”. The proposal will not be able to edit after submission.**

3.7

我的申請

您可以在此處建立新的計劃申請，或查看和編輯您的計劃申請。請注意：申請截止後，所有草稿將會被移除。

新的計劃申請

申請編號	計劃名稱 (英文)	計劃名稱 (中文)	狀態	最後更新日期
CWC26001	TEST	測試	已提交	2026-02-25 18:24:20

My Applications

You may create new applications, or view and edit your applications here. Please note that all drafts will be removed from the system after the application deadline.

New Application

Application Number	Project Name (English)	Project Name (Chinese)	Status	Last Updated Date
CWC26001	TEST	測試	Submitted	2026-02-25 18:24

[滙豐香港社區夥伴計畫] 您的申請已提交



The Hong Kong Council of Social Service <webmaster.cpp@avalade.com>

收件者 cpp; chloe.lam@avalade.com; webmaster@avalade.com



CWC26001.pdf
316 KB

您好，

您的申請已提交。

申請編號 CWC26001

計劃名稱 (英文) TEST

計劃名稱 (中文) 測試

如果您需要更新已提交的信息，請在申請截止日期前返回申請入口網站進行更新。

謝謝。

填寫計劃書 Proposal Writing

於步驟六按「提交」後，您的計劃書便隨即提交至後台，並可於主頁查看計劃書狀態更新為「已提交」及其相關申請編號，亦可按「檢視」查閱已提交的計劃書內容。同時系統將發送提交確認電郵至郵箱，可於郵件查看已提交的計劃書PDF

After clicking "Submit" in Step 6, your proposal will be immediately submitted to the system. You may view the updated proposal status as "Submitted" along with its corresponding application number on the homepage. You may also click "View" to review the submitted proposal. Meanwhile, a submission confirmation email will be sent to your mailbox, which will include a PDF copy of the submitted proposal.

3.8

查詢 Enquiry



cpp@hkcss.org.hk