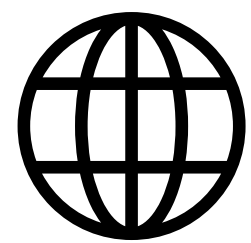


網上申請程序

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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 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



1.1

登入 Login

請按「機構登入」進入系統

Please click "NGO login" to enter system

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

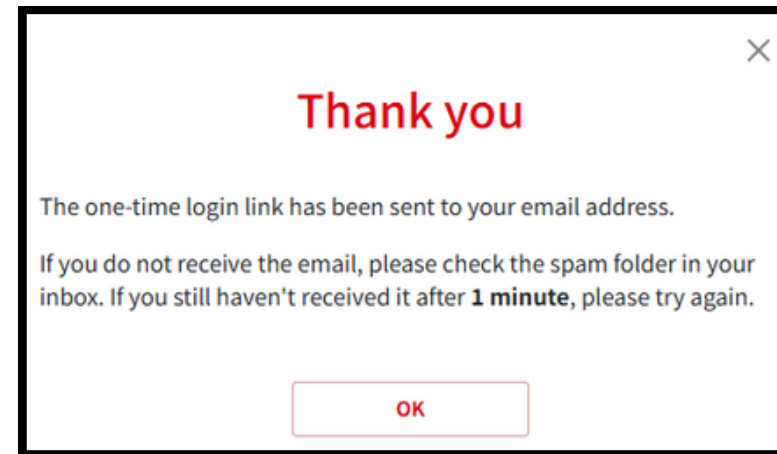
Send One-time Login Link

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。**

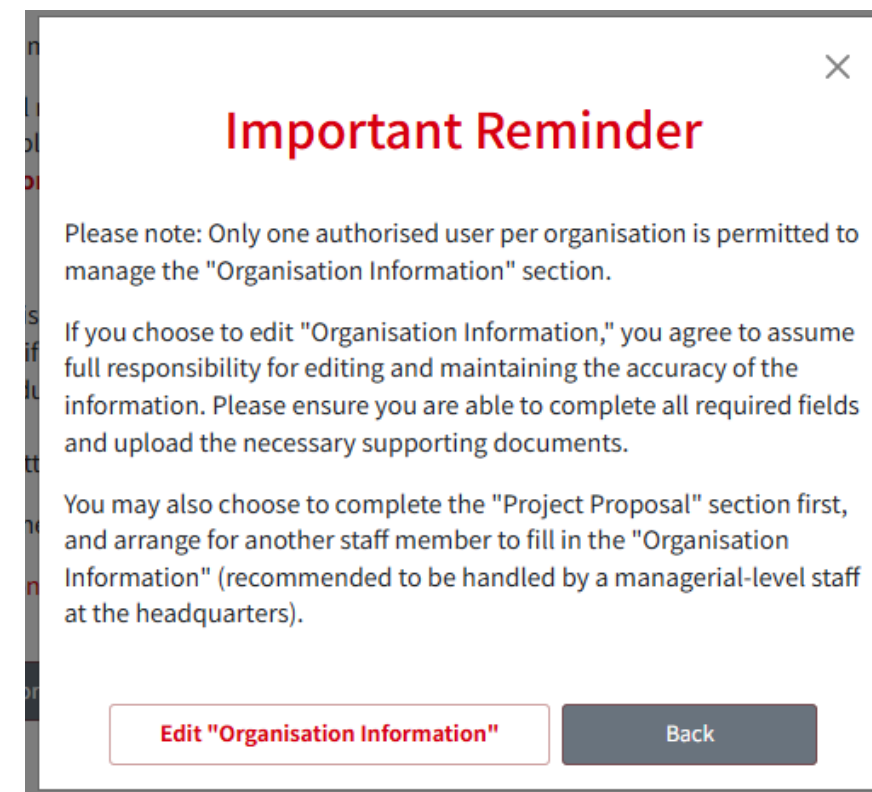
- 請注意：**每間機構僅允許一位授權用戶管理「機構資料」的內容。**

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。

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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：

1. 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。
2. 董事會成員名單 (英文) ——姓名與職稱。
3. 支票支付用的組織銀行帳戶名稱。
4. 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:

1. 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
2. Details of board of directors in English (name and title)
3. Name of Organisation Bank Account for Cheque payment
4. 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

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.

2.3

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)	

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)	

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)	

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)	

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：

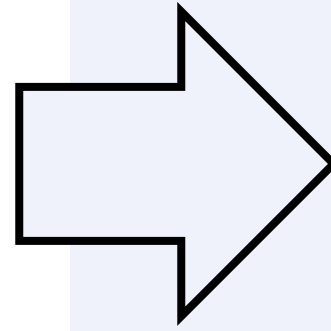
您的機構資料已提交審核。

[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

填寫計劃書 Proposal Writing

3.2

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)

0 / 300個建議字數

項目簡介 (中文)

0 / 300個建議字數

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)

0 / 300 Words Recommended

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**

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。**

3.7

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.**

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