賽馬會豐盛社會效益量度培訓計劃
Jockey Club Fullness Social Impact Measurement Coaching Scheme

Application Form for
Jockey Club Fullness Social Impact Measurement Coaching Scheme

(thereafter referred to as "the Scheme")

Guidelines to Complete the Application Form

a. Please complete this Application Form in BLOCK letters and tick (✓) where appropriate.
b. Please read through the Rules and Notices, complete and submit the form to the Fullness Social Enterprises Society (FSES) via email to hksim@fses.hk.

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1. Details of Applicant (A Project Manager or equivalent)

*Applicant's Title: ☐ Mr. ☐ Miss ☐ Ms. ☐ Mrs. ☐ Dr.

*Applicant's Name: (Surname) _____ (Given Name) _____

*Organization Name: _____

*Correspondence Address: _____

_____

*Office Telephone No.: _____ *Mobile Phone No.: _____

Fax No.: _____ *E-mail Address: _____

Organization Website: _____

*Organization Type: ☐ NGO ☐ Non-NGO

Nature of the Organization's Service/Business: _____

2. *Details of the Subject Project (a Funded Project which is Ongoing and Being Managed by the Applicant)

2.1 Title of the Project: _____

2.2 Amount of Funding (approx.): HK$_____

2.3 Target Beneficiaries: _____

2.4 Estimated Total No. of Beneficiaries Targeted by the Project: _____

2.5 Target Completion Date of the Project (MM/YY): _____

2.6 Brief Description of the Project: _____

_____

_____

_____

*Mandatory field for making the application a valid one

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香港賽馬會慈善信託基金
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3. Total number of members of the project team who are applying for the Scheme (excluding the one who will participate in the Train-The-Trainer session):

☐ 2 Persons ☐ 3 Persons ☐ 4 Persons

4.1 Would your organization commission a staff member to participate in the Train-The-Trainer session? If yes, please answer Question No. 4.2

☐ Yes ☐ No

4.2 Please provide the contact details of the nominated participant in the Train-The-Trainer session:

Participant's Title: ☐ Mr. ☐ Miss ☐ Ms. ☐ Mrs. ☐ Dr.

Participant's Name: (Surname) _____ (Given Name) _____

Position: _____ Office Telephone No.: _____

Mobile Phone No.: _____E-mail Address: _____

4.3 Please provide the contact details of your supervisor for the purpose of seeking his/her endorsement of your participation in the Scheme and FSES will liaise with your supervisor as appropriate:

Supervisor's Title: ☐ Mr. ☐ Miss ☐ Ms. ☐ Mrs. ☐ Dr.

Supervisor's Name: (Surname) _____ (Given Name) _____

Position: _____ Office Telephone No.: _____

Mobile Phone No.: _____E-mail Address: _____

☐ **I authorize FSES to use all particulars given in this form solely for the purpose of application.**

☐ **I have read and understood the Rules and Notices that follows this page.**

Applicant's Signature and Organization Chop: _____

Name of the Organization that Applicant Represents: _____

Applicant's Name: _____

Applicant's Position: _____

Date: _____

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Rules and Notices

1. A project team consists of 3 to 4 persons from the same organization. For each project team, the number of enrollment can be increased to include ONE more person if he/she enrolls in the Train-The-Trainer (TTT) session. (For the organizations which apply for more than one project, the final decision will be at FSES's discretion and subject to availability)
2. All trainings will be conducted in **Cantonese**.
3. There will be four projects in one cohort and a total of 24 cohorts over a period of three years. Each cohort lasts for approximately 3 months. Each project team will attend 19 hours classroom training and 3 hours project coaching. In addition, TTT is required to commit 12 hours of social impact measurement training, which will be observed by FSES trainers.
4. Priority will be given to those organizations which committed to commissioning ONE staff member to participate in the TTT session. The role of the TTT participant is to conduct social impact measurement training within his/her organization.
5. A supervisor's endorsement is required for the application. FSES may contact the supervisor to discuss the organizational needs and possibility of having a TTT.
6. Each participant **MUST** attend one Community of Practice (COP) meeting after his/her completion of the Scheme, while the participant in the TTT session **MUST** attend all COP meetings. A total of 8 COP meetings will be held spanning over the three years period.
7. Each organization consents to share and to disclose the social impact measurement result and the project information (confidential financial data and personal information excluded) in the Scheme. Each participant further agreed not to disclose information that is shared by other organizations in the Scheme.
8. Selected projects may be cited in publications for future educational and research purposes.
9. No application fee is required. If a participant's attendance rate is over 80%, a Certificate of Attendance will be awarded to the participant. However, if a participant's attendance rate is below 80%, his/her respective organization may not be entitled to enrollment in the Scheme in the following year. FSES reserves the right of final decision in considering any application.
10. The application result will be sent to the applicant by **E-MAIL** only.

Remarks

1. Please visit http://www.hksim.hk for the latest information about the Scheme. All the information is subject to change without prior notice.
2. To improve the quality of coaching and for marketing purposes, FSES may take photo and video in the Scheme.
3. Please refer to our website (i.e. http://www.hksim.hk) for our privacy policy.
4. FSES has the sole discretion in considering applications.
5. FSES reserves the right to make variations to the schedules, venue, contents and mode of delivery of the training and coaching sessions to be offered.
6. FSES reserves the right to change the Rules and Notices, and has the sole and final discretion in interpreting the Rules and Notices.

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