|  |  |
| --- | --- |
| To: JCITNGO Organiser HKPC Building,  78 Tat Chee Avenue,  Kowloon Tong, Hong KongEmail: jcitngo@hkpc.org | (Official Use Only) |
| Date of Receipt |  |  |
| Application Ref. |  |  |
|  |  |  |

Application Form for “The Hong Kong Jockey Club
IT Support Programme for NGOs” (JCITNGO)

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**Please read the Guide to Application (**[**www.jcitngo.org**](http://www.jcitsp.hkpc.org/en/download/application-guide_en_v3.pdf)**) before completing this application form. An applicant organisation shall submit one application form for each project. For enquiries, please contact the Organiser at** **jcitngo@hkpc.org****.**

|  |
| --- |
|  **Section A – Particulars of the Applicant Organisation** (Put a “✓” in the appropriate boxes) |

**1.1 Organisation Information[[1]](#footnote-1) (Please refer to Guide to Application for details.)**

|  |  |
| --- | --- |
| Name in English: |  |
| Name in Chinese: |  |
| Year of Establishment: |  |
| Charity Group Affiliation (if any): |  |
| Registered Address: |  |
| Tel No.: |  | Fax No. :  |  |
| Email Address: |  |
| Website: |  |

**1.2 Nature of Service**(May choose more than one)

|  |  |
| --- | --- |
| [ ]  Youth Development | [ ]  Medical & Health |
| [ ]  Elderly Services | [ ]  Rehabilitation Services |
| [ ]  Sports & Recreation | [ ]  Family Services |
| [ ]  Arts, Culture & Heritage | [ ]  Environmental Protection |
| [ ]  Education & Training | [ ]  Emergency & Poverty Relief |
| [ ]  Others, Please specify:  |  |

**1.3 Total number of employees in Hong Kong** (as of date of application)

|  |
| --- |
| [ ]  Less than 10 |
| [ ]  10 to 50 |
| [ ]  More than 50 |

**2. Project Coordinator for the Proposed Project**

|  |  |  |  |
| --- | --- | --- | --- |
| Name in English: |  |  | (Mr./Miss/Mrs./Prof./Dr.)\* |
|  | (Last Name) | (First Name) | \* Please cross out as appropriate. |
| Name in Chinese: |  | Position: |  |
| Tel No.: |  | Fax No.:  |  |
| Email Address: |  |

**3. Where did you learn about JCITNGO?** (May choose more than one)

|  |  |  |
| --- | --- | --- |
| [ ]  HKPC Seminar | [ ]  HKPC Social Media | [ ]  HKPC / JCITNGO Website |
| [ ]  HKPC SME ONE Center | [ ]  HKPC Staff Visit | [ ]  HKPC Newsletter / Publication |
| [ ]  Referral by JCITNGO Applicant Organisation (Name): |  |
| [ ]  Referral by HKJCCT | [ ]  Others: |  |

|  |
| --- |
|  **Section B – Project Proposal** (Put a “✓” in the appropriate boxes) |

1. **Project Title:**

|  |
| --- |
|  |

1. **Service Applied** (Please choose one option)

|  |  |
| --- | --- |
| [ ]  | Package 1: IT Strategic Planning Consultancy Services |
| [ ]  | Package 2: Project Planning Advisory Services |
| [ ]  | Package 3: Software / System Implementation Advisory Services (Build) |
| [ ]  | Package 4: Software / System Implementation Advisory Services (Buy) |

**3. Plan of the project** (note: please contact the Organiser for assistance on how to complete this section,

or refer to Guide to Application)

|  |  |
| --- | --- |
| Project objectives: |  |
| Scope of works: |  |
| Deliverables: |  |
| Project Implementation Plan with Estimated timeline#: |  |
| Implementation location: |  |
| # Maximum 12 months. In case of a project which has an estimated timeline longer than 12 months, please discuss with the Organiser to facilitate project scoping |

|  |
| --- |
| **Section C – Justification for Application** (Put a “✓” in the appropriate boxes) |

1. **Eligibility to the JCITNGO programme**

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| Is your organisation a non-profit making NGO registered under Session 88 of the Inland Revenue Ordinance? | [ ]  | [ ]  |
| Is your organisation a non-profit making NGO under the laws of Hong Kong (i.e. the NGO specifying under The Constitution or the Memorandum and Articles of Association is non-profit making) | [ ]  | [ ]  |
| Have your organisation successfully applied to the HKJCCT before?(If yes, please state year of application: ) | [ ]  | [ ]  |
| Is your organisation currently supported by the Education Bureau?(If yes, please provide details:  ) | [ ]  | [ ]  |
| Is the proposed project already commenced under service by an external party than HKPC (e.g. service vendor/consultant)? | [ ]  | [ ]  |
| Is the proposed project under the application made by your organisation already funded by HKJCCT or sources other than your organisation’s own source of funding? | [ ]  | [ ]  |

1. **IT Capacity Building**

**2.1 What are the current or foreseeable IT challenges that will affect your organisation’s competence in delivering the service to community?**

|  |  |
| --- | --- |
| Current IT challenges: |  |
| Foreseeable IT challenges: |  |

**2.2 Please elaborate the estimated impact that the proposed project to the organisation and to the community.**

|  |  |
| --- | --- |
| Benefits and impact to the organisation: |  |
| Benefits and impact to the community: |  |

**2.3 What are the needs of the proposed project?**

|  |  |  |  |
| --- | --- | --- | --- |
| Urgency to operation: | [ ]  Low | [ ]  Medium | [ ]  High |
| Reason(s):  |  |

1. **Management Support on the Project**

**3.1 What are the manpower resources that management committed to support the project?**

|  |  |
| --- | --- |
| Role(s): |  |
| Estimated Headcount: | [ ]  Full Time |  | person | [ ]  Part Time |  | person |

**3.2 What are other initiatives on IT capacity development undergoing in your organisation?**

|  |  |
| --- | --- |
| Current Year: |  |
| Next Year: |  |

**3.3 How will your organisation’s management be involved in the project?**

|  |  |
| --- | --- |
| Title of management personnel: |  |
| Role on this project: |  |
| Form of involvement during application process: |  |
| Format of involvement during project implementation: |  |

**3.4 What are other financial supports allocated for the applied project?**

|  |  |
| --- | --- |
| Main source of funding for the applied project: |  |
| Contingency resources in case of insufficient funding (if any): |  |

1. **Other information in support of the application, if any**

|  |
| --- |
|  |

|  |
| --- |
|  **Section D – Declaration** |

|  |  |  |
| --- | --- | --- |
| I, on behalf of, |  | declare that:- |
|  | (Name of Applicant Organisation) |  |

1. all factual information provided in this application as well as the accompanying information is true, valid and accurate and reflect the status of affairs as at the date of submission;
2. understand the consequence of wilfully giving any false, invalid or inaccurate information or withholding any material information and undertake to inform the JCITNGO Organiser immediately if there are any subsequent changes to the above information;
3. utmost dedication and determination will be given to complete and monitor the Project according to the proposal stated in this application; and
4. the ideas of the proposed Project do not constitute any act or potential act of infringement of the intellectual property rights of other individuals and/or organisations.

|  |
| --- |
|  |
| Authorised Signature |
|  |  |  |
| Name and Position of Signatory |  | Date |
|  |  |  |

Notes:

* Applicant organisation should complete the online application form and to upload the relevant supporting documents (if have) to JCITNGO website.
1. All NGOs registered in Hong Kong with the need of upskilling their IT capabilities for service delivery and operation. The applicant must have clear mission, actively providing substantial direct services to the Hong Kong community. [↑](#footnote-ref-1)