

To: JCITNGO Organiser  
HKPC Building,  
78 Tat Chee Avenue,  
Kowloon Tong, Hong Kong

(Official Use Only)

Date of Receipt \_\_\_\_\_

Application Ref. \_\_\_\_\_

Email: [jcitngo@hkpc.org](mailto:jcitngo@hkpc.org)

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

Please read the Guide to Application ([www.jcitngo.org](http://www.jcitngo.org)) 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](mailto:jcitngo@hkpc.org).

### Section A – Particulars of the Applicant Organisation (Put a “√” in the appropriate boxes)

#### 1.1 Organisation Information<sup>1</sup> (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 Number of service user(s) / member(s) (as of date of application): Enter the estimate no.

#### 1.4 Total number of employees in Hong Kong (as of date of application)

**Total number of employees****Number of IT Staff**

Full Time: \_\_\_\_\_

☐ Full Time: \_\_\_\_\_

Part Time: \_\_\_\_\_

☐ Part Time: \_\_\_\_\_

Volunteers: \_\_\_\_\_

☐ Freelance: \_\_\_\_\_☐ Rely on service provider

<sup>1</sup> 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.



## 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?	<input type="checkbox"/>	<input type="checkbox"/>
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)	<input type="checkbox"/>	<input type="checkbox"/>
Have your organisation successfully applied to the HKJCCT before? (If yes, please state year of application: _____ )	<input type="checkbox"/>	<input type="checkbox"/>
Is your organisation currently supported by the Education Bureau? (If yes, please provide details: _____)	<input type="checkbox"/>	<input type="checkbox"/>
Is the proposed project already commenced under service by an external party than HKPC (e.g. service vendor/consultant)?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>

### 2. IT Capacity Building

#### 2.1 Current IT Environment

Daily Operation mainly rely on:	<input type="checkbox"/> MS Office	<input type="checkbox"/> System	<input type="checkbox"/> Paperwork
How is data currently stored:	<input type="checkbox"/> Cloud	<input type="checkbox"/> On-premises	<input type="checkbox"/> Paper
No. of Data Centre(s) / Server Room(s):	Internal: _____		
	Service Provider: _____		
IT Security Assessment:	<input type="checkbox"/> Regular assessment by internal /external party	<input type="checkbox"/> No	
Security Safeguards:	<input type="checkbox"/> Firewall Protection on Workstations and Servers <input type="checkbox"/> Anti-virus Protection on Workstations and Servers <input type="checkbox"/> Others (please specify <u>Enter others security safeguards</u> ) <input type="checkbox"/> N/A		

**2.2 Do your organization currently have any of the following systems in place?**

IT System	Yes	No	Current IT system name and years of usage	Server Hosting Arrangement	Application Support
<i>e.g. CRM/Membership system</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>e.g. Oracle NetSuite (5 years) / Salesforce (3 years) / iSocial (7 years)</i>	<input type="checkbox"/> In-house <input checked="" type="checkbox"/> Service Provider	<input type="checkbox"/> In-house <input checked="" type="checkbox"/> Service Provider
CRM/Membership system	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> In-house <input type="checkbox"/> Service Provider	<input type="checkbox"/> In-house <input type="checkbox"/> Service Provider
HRM System	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> In-house <input type="checkbox"/> Service Provider	<input type="checkbox"/> In-house <input type="checkbox"/> Service Provider
Finance Management System	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> In-house <input type="checkbox"/> Service Provider	<input type="checkbox"/> In-house <input type="checkbox"/> Service Provider
Others (e.g. Asset Management System)				<input type="checkbox"/> In-house <input type="checkbox"/> Service Provider	<input type="checkbox"/> In-house <input type="checkbox"/> Service Provider

**2.3 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: \_\_\_\_\_

**2.4 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: \_\_\_\_\_

**2.5 What are the needs of the proposed project?**Urgency to operation: ☐ Low ☐ Medium ☐ High

Reason(s): \_\_\_\_\_

**3. 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: \_\_\_\_\_

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): \_\_\_\_\_

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

<b>Section D – Declaration</b>
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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 and company chop

\_\_\_\_\_  
Name and Position of Signatory

\_\_\_\_\_  
Date

Notes:

- The applicant organization must complete the application form and upload it together with relevant supporting documents (if any) and the completed questionnaire provided by the Secretariat to the JCITNGO email.