

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

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

Please read the Guide to Application (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.

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

1.1 Organisation Information¹ (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)

- | | |
|--|---|
| <input type="checkbox"/> Youth Development | <input type="checkbox"/> Medical & Health |
| <input type="checkbox"/> Elderly Services | <input type="checkbox"/> Rehabilitation Services |
| <input type="checkbox"/> Sports & Recreation | <input type="checkbox"/> Family Services |
| <input type="checkbox"/> Arts, Culture & Heritage | <input type="checkbox"/> Environmental Protection |
| <input type="checkbox"/> Education & Training | <input type="checkbox"/> Emergency & Poverty Relief |
| <input type="checkbox"/> Others, Please specify: _____ | |

1.3 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: _____

Freelance: _____

 Freelance: _____ Rely on service
provider

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.

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:

2. 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 Section 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 Do your organization currently have any of the following systems in place?**

IT System	Yes	No	Current IT system name and years of usage
CRM/Membership system	<input type="checkbox"/>	<input type="checkbox"/>	_____
HR Management System	<input type="checkbox"/>	<input type="checkbox"/>	_____
Finance Management System	<input type="checkbox"/>	<input type="checkbox"/>	_____
Others			_____

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:

(Eg: Existing CRM system _____)

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): _____

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: _____

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): _____

4. 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 and company chop

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.