CLAP@JC

All-Round CLD Mainstreaming Scheme (Network NGOs)

Proposal

| **Part A: NGO Applicant Information** |
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| Name of NGO Applicant: | (Chinese) |  |
| (English) |  |
| Address of NGO Applicant:  | (Chinese) |
| (English) |
| Name of Agency Head: | □ Doctor □ Mr. □ Ms. □ Others: Please specify: \_\_\_\_\_\_\_\_\_\_\_ |
| (Chinese) |  | Signature:  |
| (English) |  |
| Title of Agency Head: | (Chinese) |  |
| (English) |  |
| Contact no. Agency Head: |  |
| Email of Agency Head: |  |
| Name and Title of Agency Representative of the Scheme: |  |
| Contact no. of Agency Representative of the Scheme: |  |
| Email of Agency Representative of the Scheme:  |  |

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| **Part B: Background of NGO Applicant and Summary of Service** (Please attach sheet(s) for Part B & C, up to a maximum of 10 pages for the proposal)  |
| 1. Strength of Youth Services
 | Summary of existing youth service, or related youth service for non-engaged youth or special target groups in terms of features, output, tracking record & successful experience. |
| 1. Strength & Track Record of Youth CLD Service
 | 1. Summary of existing services or programmes related to CLD, tracking record & successful experience.
2. Background and numbers of project staffs with professional CLD training & professional project staffs who provided professional training to drive CLD in the past three years.
 |
| 1. Vision and Commitment
 | 1. Please illustrate the commitment and synergy in NGO applicant, including the execution plan and development of related CLD service in terms of strategy, mechanism, talent development, and resource mobilisation to foster a sustainable mainstreaming CLD practice.
2. Please illustrate a sustainable plan in agency after completion of two-year service period.
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| 4. Strength and Uniqueness in Mainstreaming CLD Service  | Please illustrate the strength within the agency in facilitating CLD mainstreaming service with examples.  |

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| **Part C: Service Design & Strategy** CLAP@JC - All-Round CLD Mainstreaming Scheme (Network NGOs)  |
| 1. Service & Need Assessment
 | Summary of applicant’s youth service unit: - including numbers of direct or indirect youth beneficiaries and target groups, e.g. **non-engaged youth or special target groups namely** young mothers, youth-at-risk (including hidden youth, school dropouts, youth at high risk of dropping out of school, youth with anti-social behaviours), ethnic minority youth, institutionalised youth and young ex-offenders. The needs and gap analysis, previous service experience, service highlights, service outcome, difficulties and challenges from the team to incorporate CLD into service.  |
| 1. Service Mission and Goal
 | Please submit a proposal for two-year plan to illustrate detailed CLD strategic plan and execution.  |
| 1. Service Details & Highlights
 | 1. Please illustrate summary of service in terms of quantity, highlights, including individualised CLD journey, CLD groups or course, and explain how to incorporate the CLD lens and CLAP@JC CLD intervention model into service.
2. Please illustrate the service strategy and synergy/ support within the agency in facilitating youth service unit to in-corporate CLD lens to youth service, establishing a community benchmark, and foster a good and systematic CLD service and intervention.
3. Please enclosed a CLD Practicum & Exposure Campaign proposal ( if applicable)
 |
| 1. Mobilisation of Community Resources and Network
 | 1. Please illustrate how to strengthen and engage with community stakeholders, including district leader, employer, school teachers, etc., to co-create a better environment for youth CLD.
2. Please illustrate how to utilise the community resources and network to foster a more sustainable cross-sector collaboration and broaden the definition of work, success, and talents to help youth to develop their capacity for career and life development.
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| 1. Manpower and Internal Synergy
 | 1. Proposed personal emoluments plan, including qualification, strength and working experience.
2. Agency governance and organisational structure
3. Synergy of in-house services units, teams & department
 |
| 1. Proposed Budget & financial management
 | Please illustrate the detailed budget plan based on following five main categories: 1. Personal emolument of relief worker or support staff ( cap at 1.2M)
2. Subsidies for social worker for CLD practicum and exposure campaign ( cap at 40K)
3. Subsidies for launching CLD groups & programmes (cap at 100K)
4. Incentive for youth participated to join the research study (intervention groups, cap at 60K);
5. Cash coupon for youth to join the research study (control groups, cap for 25K);
6. Administrative and operation costs (e.g. printing, transportation, stationery, cap at 20K)
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| **Part D: Additional Information & Declaration**  |
| Please select1. Networks NGO (“NGO Applicant”) **had partnered** with one of the below Resource NGOs before submitting the application and agreed to co-create CLD service. (Please fill in and submit letter of intent co-signed with CLAP@JC strategic partner.)  Hong Kong Christian Services  Hong Kong Children & Youth Services The Boy’s and Girls’ Club Association of Hong Kong Hong Kong Young Women’s Christian Association Caritas Hong Kong The Society of Rehabilitation and Crime Prevention Generation HK2. Networks NGO (“NGO applicant”) **is not yet partnered** with any of the resources NGOs, AND **agreed** with CLAP@JC pairing up the NGO applicant with any of them to co-create CLD service.  Agree with the arrangement  Disagree with the arrangement, (Please specify the reason \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ )3. We have obtained management approval in my organisation regarding all the details, subsidies, and commitment for the proposal. We have read the application guidelines and fully understand that upon signing this declaration form, we would be bound by all Terms and Conditions of the Scheme, and that we would be obliged to incorporate CLD intervention into sub-vented youth services through adoption of CLAP@JC’s community benchmark, service model, standards and resources in order to integrate CLD essentials into youth service and facilitate the mainstreaming CLD service. We have read the Application Guidelines and fully understand that upon signing this declaration form.

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| **Agency Stamp** |  | **Signature of Agency Representative** |
|  |  | **Name of Agency Representative** |

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| **Annex A** |

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| **CLAP@JCAll-Round CLD Mainstreaming Scheme (Network NGOs)** |
| **Agency name :**  |
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| **Project Output** |
|  |  |  |  |  |  |  |
| 1. **Core KPIs**
 |  |  |  |  |
| **Beneficiary** |  **Year 1**  |  **Year 2**  |  **Total**  |
| **Direct beneficiaries : Non-engaged youths ( targeted 300 youth beneficiaries, with 50% NEYs & STGs)**  |
| No. of Non-engaged youths engaged with CLD intervention |   |   |   |
| No. of personal career roadmap  |   |   |   |
| No. of CV360 portfolio |   |   |   |
| **Youth workers ( targeted 1/4 of youth workers within the agency have relevant CLD training )** |
|  No. of internal youth workers trained within agency with CLAP@JC professional training  |   |   |   |
|  No. of managerial level staffs acquired CLAP@JC professional training  |   |   |   |
| **Mainstreaming CLD in youth services units ( please specify no of potential youth services units within the agency will incorporate with CLD lens)**  |
| No. of internal youth services adopted CLD intervention (Please specify these units name and service nature) |   |   |   |
| No. of school social worker within agency adopted CLD intervention (if any) |   |   |   |
| No. of co-designed CLD interventions/ programmes/ practices within agency |   |   |   |

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| **Participation in research and evaluative work** ( Targeted: 300 youth beneficiaries for intervention group with the duration of 4 months with 2 time-points checking, 50 community youths from agencies for control groups with the duration of 22 months with 5 time-points checking)  |
| No. of youth beneficiaries participated and completed the intervention group research works  |   |   |   |
| No. of youths participated and completed the control group research work  |   |   |   |
| **Participation in CLAP@JC -Hong Kong Benchmark (Community version)** (Target: Participate in 2nd year of the scheme) |
| No. of units involved in self-assessment on CLAP@JC CLD Community Benchmark  |  N/A |   |   |
| No. of units involved in formulate action plan for improvement in incorporating CLD community benchmark  |  N/A |   |   |
| No. of units involved in producing good CLD practice examples for CLD community benchmark (if any)  |  N/A |   |   |
| **District based CLD networks ( if any)** |
|  District based CLD networks formed  |   |   |   |
| No. of Interest/talent development opportunities offered or identified |   |   |   |
| No. of workplace learning opportunities created for youth (including career exposure/taster programmes /traineeship/ internship opportunities) offered or identified  |   |   |   |
| No. of employment opportunities offered or identified |   |   |   |
| **Pre-employment training support for youth with gainful employment ( if any)**  |
| No. of youth participated in Generation X CLAP@JC programme/ CLAP@JC workplace learning / CLD oriented pre-employment training  |   |   |   |

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| 1. **Programme Output**
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| **Programme items** | **Unit** | **Year 1** | **Year 2** | **Total** |
| **Mainstreaming coaching**  |
| Coaching for internal units of the agency (e.g. service units of Integrated Children and Youth Service Centres, Youth Outreaching Teams, Youth Night Drifters Service, Cyber Youth, etc.) | Sessions |   |   |   |
| Social Workers ( unique no) |   |   |   |
| Attendance |   |   |   |
| **Youth CLD Intervention** |
| Engagement programmes | Sessions |   |   |   |
| Youth ( unique no) |   |   |   |
| Attendance |   |   |   |
| Self-understanding programmes | Sessions |   |   |   |
| Youth ( unique no) |   |   |   |
| Attendance |   |   |   |
| Pathway exploration programmes | Sessions |   |   |   |
| Youth ( unique no) |   |   |   |
| Mentors |   |   |   |
| Attendance |   |   |   |
| Career management and planning programmes | Sessions |   |   |   |
| Youth ( unique no) |   |   |   |
| Mentors |   |   |   |
| Attendance |   |   |   |

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| **Youth-led Project Scheme (individual and group-based)** |
| Proposed application for Youth Award Scheme (individual and group-based) | No of YAS (group projects)  |   |   |   |
| No of youth joined YAS (Individual) |   |   |   |
| **Promotion and knowledge dissemination ( if any)**  |
| Impact sharing within agency | Sessions |   |   |   |
| Target (Please specified) |   |   |   |
| Attendance |   |   |   |
| Other impact sharing and promotional event | Sessions |  |  |  |
| Target (Please specified) |  |  |  |
| Attendance |  |  |  |
| Videos production ( if any  |  |  |  |

Annex B

**CLAP@JC**

**All-Round CLD Mainstreaming Scheme (Network NGOs)**

**Organisational Profiles of NGO Applicant**

**<Registered name under section 88 in English and Chinese>**

|  |  |
| --- | --- |
| Year of Establishment: | <Year> |
| Section 88 status as Non-profit organisation? | Yes, obtained charitable status in \_\_\_\_\_ |

Agency’s Capability and Track Record:

* year of establishment
* mission and objectives
* scope of services
* number of staff
* track record with beneficiaries number, achievements and deliverables
* annual operating budget, income and income sources, and reserve

Latest List of Council Members/ board members with and)

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | English name | Chinese name |
| Chairman | : |  |  |
| Members  | : |  |  |
|  |  |  |
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Please provide the following documents:

1. Organisation chart with governance structure
2. Audited accounts for the last two years

Annex C

To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name of NGO Applicant)

Contact no.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Letter of Intent for Partnership**

This letter of intent is to confirm that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , the CLAP@JC strategic partner(”Resource NGO”), had agreed to partner with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (NGO Applicant) to provide support and co-create CLD service in the CLAP@JC - All-Round CLD Mainstreaming Scheme (Network NGOs) service period, for incorporating CLAP@JC CLD elements into youth service and smoothening the transition from school to work for all youth.

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| Signature of Resource NGO representative: |  | Agency stamp: |  |
| Name of Resource NGO representative: |  |
| Title:  |  |
| Contact No.: |  |
| Fax No.: |  |
| Email:  |  |
| Date: |  |