HKMA X CLAP@JC Catalytic Impact Award in Career and Life Development
APPLICATION FORM

Please submit the completed application form to cldaward@hkma.org.hk by 13 June 2025.

Please complete a separate form for each entry. The information you provide in the application form is essential for our examiners to fully understand your organization and project for a thorough assessment.

If you encounter any difficulties while completing the application form, please reach out to the secretariat of HKMA Organizing Committee at cldaward@hkma.org.hk We are here to assist.

===

Part A) Participating Organization(s) / Individual(s) Name

a) Name of Participating or Coordinating Organization / Individual:

Type of Organization:
☐ School ☐ Business ☐ NGO ☐ Teacher ☐ Parent ☐ Youth
☐ Others:

b) Name(s) of Project Partner(s): (if applicable):

Partner 1:

Type of Organization:
☐ School ☐ Business ☐ NGO ☐ Teacher ☐ Parent ☐ Youth
☐ Others:

Partner 2:

Type of Organization:
☐ School ☐ Business ☐ NGO ☐ Teacher ☐ Parent ☐ Youth
☐ Others:

Partner 3:

Type of Organization:
☐ School ☐ Business ☐ NGO ☐ Teacher ☐ Parent ☐ Youth
☐ Others:

(Please add additional rows and pages if more project partners are involved.)

c) Contact Person(s) of the Project:

i) Name: _____
   Title: _____
   Organization: _____
   Email: _____ Tel: _____

ii) Name: _____
   Title: _____
   Organization: _____
   Email: _____ Tel: _____

d) Award Category:

Please select the category you are applying for:

☐ Excellence in Innovative Practice (Please go to Part B)
☐ Excellence in Youth-Adult Partnership (Please go to Part C)
☐ Excellence in Cross-Sectoral Collaboration to Shift Paradigm (Please go to Part D)

e) Personal Data Collection Statement

1. The personal data of applicants are collected and kept for purposes of processing the award applications.
2. The personal data provided in this form will be used by the CLAP@JC for direct marketing.
3. Applicants wishing for access to and/or correction of personal data may send their written requests to the CLAP@JC.

☐ If you do not wish to receive information as stated in point 2 of this statement, please indicate your objection by ticking the box. You may at any time send your written requests to the CLAP@JC.

f) Declaration

I declare that the information provided in this application form and the subsequent application form is true, correct and complete to the best of my knowledge. I understand that the Secretariat may request verification of data and information submitted and in the case of submitting false information, the CLAP@JC and HKMA reserve all rights to disqualify my entry and awards being granted in HKMA X CLAP@JC Catalytic Impact Award in Career and Life Development.

I have noted, understood and agreed to the contents of the Personal Data Collection Statement.
I have noted, understood and agreed to the contents of the Declaration.

Signature (with organization stamp): _____

Date: _____

❯ Part B) Project Description - Excellence in Innovative Practice

Participating organizations are requested to submit the following materials together with this Application Form:

1. Written Submission (Max. 2 pages, A4 size, font size >10, preferably in bullet points)
A brief description of the career and life development (CLD) activity or initiative, covering the following criteria:

Criteria	Marks
a. Project Overview & Rationale *(Word limit: 200 words)* • What are the objectives and rationale behind this/these engagement(s) or initiative(s)? • What key challenges or gaps in CLD did it aim to address? • Who were the primary target groups or beneficiaries, and why were they selected? • Which Hong Kong Benchmarks for Career and Life Development (HKBM)[#] does this initiative align with, and how?	**10**
b. Overall Execution / Strategy *(Word limit: 200 words)* • What was the overall timeline and major milestones of the initiative? • Who were the key collaborators (e.g., schools, teachers, corporate/volunteers), and what were their roles? • What key strategies, processes, or structures were adopted to ensure successful implementation and effectiveness? • How did the initiative evolve over time to address emerging needs or feedback?	**20**
c. Innovative Elements *(Word limit: 300 words)* • What makes the initiative innovative or distinct from traditional CLD practices? • Has it introduced any new tools, approaches, or mindsets that can serve as reference for others? • Has the initiative helped set a new standard for peer organizations and/or the community?	**30**
d. Outcomes & Sustainable Impact *(Word limit: 300 words)* • What results were achieved, especially in terms of student growth, development, or career readiness? • What evidence shows improvement in Values, Attitudes, Skills, and Knowledge (VASK), if applicable? • Provide any quantitative or qualitative (e.g., testimonials, reflections, metrics) that demonstrates its success. • What long-term impact has the initiative created for the school, collaborating partners, or community?	**30**
e. **Future Pathways & Scaling Potential** *(Word limit: 100 words)* • In what ways can your initiative further contribute to advancing CLD practices across Hong Kong? • What success factors or key learnings from this engagement can be adapted or scaled by others? • How will you evaluate and continuously improve the impact of your work? • What support, partnerships, or resources would help you sustain or expand your efforts?	**10**
Total	**100**

[#] About Hong Kong Benchmarks for Career and Life Development (HKBM): https://clap.hk/for-schools/hkbm/about-hkbm/

2. Visual Showcase (Max. 1 page, A4 size, PDF format)

Include a **selection** of the following to visually illustrate the initiative:
- Up to 4 event photos showing activities, participants, and key moments
- Any media coverage (e.g., news articles, blog posts, social media posts)
- Video links (optional) featuring the initiative or participant testimonials
- Evidence of joint/co-organized activities (e.g., flyers, posters, event snapshots)

File Format:	PDF
File Size Limit:	Please ensure the total submission does not exceed 50MB.
Confidentiality Note:	Please omit or anonymize any sensitive information related to individual beneficiaries.

❯ **Part C) Project Description - Excellence in Youth–Adult Partnership**

Participating organizations are requested to submit the following materials together with this Application Form:

1. **Written Submission (Max. 2 pages, A4 size, font size >10, preferably in bullet points)**
A brief description of the career and life development (CLD) activity or initiative, covering the following criteria:

Criteria	Marks
a. **Project Overview & Rationale** *(Word limit: 200 words)* • What are the shared purpose and rationale behind the youth–adult collaboration? • What key challenges or gaps in CLD did it aim to address? • Who were the key stakeholders or collaborators (e.g., students, teachers, corporate/individual volunteers) involved, and why were they brought together? • Which Hong Kong Benchmarks for Career and Life Development (HKBM)[#] does the initiative align with, and how does it help enhance CLD provisions in Hong Kong?	10
b. **Co-creation Process & Partnership Dynamics** *(Word limit: 300 words)* • What was the overall timeline and major milestones of the initiative? • What were the roles of the key stakeholders or collaborators and how were they engaged throughout the process? • How did the students and adults co-create the initiative—through co-designing, co-implementing, or co-reflecting activities? • How did the initiative enable students and adults to explore multiple career/life pathways together? • What processes, structures, or strategies were adopted to ensure effective implementation, trust-building, and sustained collaboration? • What strategies were used to nurture youth–adult collaboration and dialogue? • How did the initiative evolve over time to address emerging needs or feedback?	25
c. **Student Agency & Youth Empowerment** *(Word limit: 300 words)* • How did the initiative encourage students/youth to take ownership of their CLD journey? • What strategies were used to empower students as active participants in goal-setting, decision-making, and reflection? • How was the initiative aligned with students' personal interests, aspirations, or life pathways? • Were there specific student groups who particularly benefited? Why were they targeted and how did the initiative support them? • In what ways did the partnership build youth voice, leadership, and confidence?	25
d. **Outcomes & Sustainable Impact** *(Word limit: 200 words)* • What positive outcomes or changes did the initiative achieve for students and/or adult partners? • Provide any quantitative or qualitative (e.g., testimonials, reflections, metrics) that demonstrates its success. • What long-term impact has the initiative created for the school, collaborating partners, or community?	30
e. **Future Pathways** *(Word limit: 100 words)* • In what ways can your initiative further contribute to advancing CLD practices across Hong Kong? • What success factors or key learnings from this engagement can be adapted or scaled by others? • How will you evaluate and continuously improve the impact of your work? • What support, partnerships, or resources would help you sustain or expand your efforts?	10
Total	**100**

[#] About Hong Kong Benchmarks for Career and Life Development (HKBM): https://clap.hk/for-schools/hkbm/about-hkbm/

2. Visual Showcase (Max. 1 page, A4 size, PDF format)

Include a **selection** of the following to visually illustrate the initiative:
- Up to 4 event photos showing activities, participants, and key moments
- Any media coverage (e.g., news articles, blog posts, social media posts)
- Video links (optional) featuring the initiative or participant testimonials
- Evidence of joint/co-organized activities (e.g., flyers, posters, event snapshots)

File Format: PDF
File Size Limit: Please ensure the total submission does not exceed 50MB.
Confidentiality Note: Please omit or anonymize any sensitive information related to individual beneficiaries.

> ### **Part D) Project Description - Excellence in Cross-Sectoral Collaboration to Shift Paradigm**

Participating organizations are requested to submit the following materials together with this Application Form:

1. Written Submission (Max. 2 pages, A4 size, font size >10, preferably in bullet points)
A brief description of the career and life development (CLD) activity or initiative, covering the following areas:

Criteria	Marks
a. **Project Overview & Rationale** *(Word limit: 200 words)* • What are the shared purpose, vision and rationale behind the cross-sectoral collaboration? • What specific CLD challenges, systemic issues, or gaps did the collaboration aim to address? • Who were the key collaborators involved (e.g., schools, NGOs, businesses, government), and why were they brought together? • Which Hong Kong Benchmarks for Career and Life Development (HKBM)[#] does the initiative align with, and how does it help advance CLD provisions in Hong Kong?	10
b. **Strategic Cross-Sectoral Collaboration** *(Word limit: 300 words)* • What was the overall timeline and major milestones of the initiative? • What were the roles of the key collaborators and how were they engaged throughout the process? • How did the partners work together to co-design, co-implement, or co-evaluate? • How did the initiative enable students to explore multiple career/life pathways? • What processes, structures, or strategies were adopted to enable coordination, communication, and decision-making across sectors? • What mechanisms were used to build shared purpose, trust, and accountability across sectors? • How did the initiative evolve over time to address emerging needs or feedback, complexity, or emerging opportunities?	25
c. **Paradigm Shift & System Transformation** *(Word limit: 300 words)* • In what ways did the initiative challenge conventional CLD approaches or introduce new mindsets/practices? • What traditional mindsets or practices did the initiative challenge, and why? • Why is this important for creating an enabling ecosystem for students and youth to thrive? • What is the strategy for promoting paradigm shift through the initiative? • How did the collaboration foster innovation and transform practices at an organizational or system level?	25
d. **Outcomes & Sustainable Impact** *(Word limit: 200 words)* • What positive outcomes or changes did the initiative achieve for students, educators, or other partners? • Provide any quantitative or qualitative (e.g., testimonials, reflections, metrics) that demonstrates its success. • What long-term impact has the initiative created for the broader ecosystem?	30
a. **Future Pathways** *(Word limit: 100 words)* • In what ways can your initiative further contribute to advancing CLD practices across Hong Kong? • What success factors or key learnings from this engagement can be adapted or scaled by others? • How will you evaluate and continuously improve the impact of your work? • What support, partnerships, or resources would help you sustain or expand your efforts?	10
Total	**100**

[#] About Hong Kong Benchmarks for Career and Life Development (HKBM): https://clap.hk/for-schools/hkbm/about-hkbm/

2. Visual Showcase (Max. 1 page, A4 size, PDF format)

Include a **selection** of the following to visually illustrate the initiative:
- Up to 4 event photos showing activities, participants, and key moments
- Any media coverage (e.g., news articles, blog posts, social media posts)
- Video links (optional) featuring the initiative or participant testimonials
- Evidence of joint/co-organized activities (e.g., flyers, posters, event snapshots)

File Format:	PDF
File Size Limit:	Please ensure the total submission does not exceed 50MB.
Confidentiality Note:	Please omit or anonymize any sensitive information related to individual beneficiaries.

Part E) Brief Bio of the Applicant(s) or Organization(s)

Put your personal professional photo / organization logo here: