SCMP Charities - Operation Santa Claus 2025
Call For Funding Applications
南華早報慈善基金 － 「愛心聖誕大行動」2025
撥款申請邀請

Funding Application Process
撥款申請程序

- All funding applications must be submitted online through website:
  https://oschk.org/proposal
  所有撥款申請必須透過以下網址於網上提交：*https://oschk.org/proposal*
- The online application form includes a section for uploading project proposal form (P.2 onwards of this document).
- 網上申請表包含上載計劃書表格的部分（即本文件第 2 頁及之後的內容）。

Required Documents:
所需文件：

Applicants must provide the following documents as part of their online application:
申請機構必須於網上申請時提供以下文件：

1. A copy of the letter from the Inland Revenue Department confirming tax-exemption under Section 88 of the Inland Revenue Ordinance (Cap. 112).
   稅務局發出確認根據《稅務條例》（第 112 章）第 88 條獲豁免繳稅的信函副本 。
2. Certification of Incorporation.
   公司註冊證書 。
3. The most recent audited financial statement.
   最近期的經審計財務報表 。
4. Board of Directors (full names, title, organization) and organizational chart.
   董事會名單（全名、職銜、所屬機構）及組織架構圖 。

Application Deadline:
申請截止日期：

The deadline for all submissions is **Monday, 14 July 2025, at 12:00 noon (HKT)**. Late applications will not be considered. Towards the application deadline, the online system may be overloaded due to the large volume of applications. To ensure timely completion of your online application, it is advisable to submit the application as early as possible.
所有申請的截止時間為 **2025 年 7 月 14 日（星期一）中午 12:00（香港時間）** 。逾期申請將不予受理。*臨近截止日期時，網上系統可能會因申請量龐大而超出負荷 。為確保能按時完成網上申請，建議儘早提交申請 。*

Eligibility: an organization will be eligible to apply if it
申請資格：申請機構須符合以下條件：

- Is a non-profit charitable organisation registered in Hong Kong and exempt from tax under section 88 of the Inland Revenue Ordinance.
  屬香港註冊的非牟利慈善機構，並根據《稅務條例》第 88 條獲豁免繳稅 。
- Has a current Certificate of Incorporation.
  持有有效的公司註冊證書 。
- Does not receive Social Welfare Department major subvention allocation
  未有接受社會福利署的主要恆常資助 。
- Does not exceed in the previous financial year annual expenditure of HK$15 million.
  上一財政年度的年度總開支不超過港幣 1,500 萬元 。

Budget Requirements:
預算要求：

- Staff costs should not exceed 50% of the total requested funding.
  薪酬開支不得超過申請資助總額的 50% 。
- Administrative costs must be kept within 10% of the total requested funding.
  行政費用必須維持在申請資助總額的 10% 以內 。
- The budget must include an allocation for Audit Fees.
  預算必須包含審計費用的撥備 。
- Please refer to Part D of the funding guidelines for comprehensive budget details.
  有關預算詳情，請參閱撥款指引 D 部分 。

Project Timeline:
項目時間表：

- The funded project's start date shall be on 1 April 2026.
  獲資助項目的開始日期應為 2026 年 4 月 1 日 。
- The project period can range from 1 to 3 years, including half-year increments (e.g., 1.5 years, 2.5 years).
  項目為期可介乎 1 至 3 年，並以半年為增量單位（例如：1.5 年、2.5 年） 。

Please refer to the website https://oschk.org/funding for details. For enquiries, please contact us at 2680 8159 during office hours or email us at: osc@scmp.com
詳情請瀏覽網站 https://oschk.org/funding。如有查詢，請於辦公時間內致電 2680 8159 或電郵至 osc@scmp.com

OPERATION SANTA CLAUS 2025
Proposal Form
「愛心聖誕大行動」 2025
計劃書表格

A. APPLICANT INFORMATION A. 申請機構資料	
Organisation Name: 機構名稱：	
Other Collaborating Organisations (if any; highly recommend for requested funds of HK$600,000 or above; The other organisation(s) can be a charity, social enterprise, or private company 其他協作機構 (如有；如申請資助額達港幣 60 萬元或以上強烈建議提供；其他機構可為慈善機構、社會企業或私人公司)	
Organisation Website: 機構網站：	

Organisation Email: 機構電郵：	
Organisation Address: 機構地址：	
Organisation Summary: 機構簡介：	(Chinese) (中文) (Within 80 Chinese characters) (80 個中文字內)
	(English) (英文) (Within 50 English words) (50 個英文字內)
Contact Person: 聯絡人：	Full name: 全名：
	Position: 職位：
	Contact number: 聯絡電話：
	Email: 電郵：
	Address (if different from organization address provided above): 地址 (如與上述機構地址不同)：

*(*Please delete whichever is inappropriate)*
(*請刪除不適用者)

1. Has the organization **applied for Operation Santa Claus funding before**? *Yes/ No

    貴機構以往曾否**申請「愛心聖誕大行動」的資助**？ 是 / 否

2. Is your organisation a **member of the Hong Kong Council of Social Service (HKCSS)?**

    *Yes/ No

    貴機構是否**香港社會服務聯會 (HKCSS) 的會員**？是 / 否

3. Is the proposed project a **new** or **existing** project? *New/Existing

    擬申請之項目屬 **新**項目 還是 **現有**項目？ 新項目 / 現有項目

4. Is there **additional funding** for this project from other sources? (both existing and planned) *Yes/ No

此項目是否有來自其他來源的**額外資助**？(包括現有及計劃中的)是 / 否

If yes, please specify:

如有，請註明：

B. PROJECT INFORMATION
B. 項目資料

Project name: 項目名稱：	(Chinese) (中文)
	(English) (英文)
Project Start / End Date: (DD/MM/YYYY) 項目開始 / 結束日期： (日/月/年)	(The project start date shall be 1 April 2025 unless special condition) (除非有特殊情況，否則項目開始日期應為 2025 年 4 月 1 日)
Project Duration: 項目為期：	1 / 1.5 / 2 / 2.5 / 3 (Please highlight when appropriate) (請標示適用者)
Amount Requested (HK$): *Maximum HK$1 Million* 申請資助金額 (港幣)： 最高港幣 100 萬元	
Project Description: 項目描述：	(Chinese) (中文) (Within 30 Chinese characters) (30 個中文字內)
	(English) (英文) (Within 15 English words) (15 個英文字內)
Project Summary: 項目摘要：	(Chinese) (中文) (Within 80 Chinese characters) (80 個中文字內)
	(English) (英文) (Within 50 English words) (50 個英文字內)

Beneficiaries: 受惠對象：	**Please fill one user group per row, please add more rows if need **請每行填寫一個服務使用者群組，如有需要請自行加行		
		[Direct Reach] **Target service user** (please include brief demographics details e.g. age range and needs): **[直接受惠] 目標服務使用者** (請包含簡要的人口特徵，例如年齡範圍及需求)	**[Direct Reach]** **Estimated numbers** **[直接受惠] 預計人數**
	E.g.	Children with Dyslexia, aged 5-12	500
	例如：	患有讀寫障礙的兒童, 5-12 歲	500
		[Indirect Reach] **Target service user** **[間接受惠] 目標服務使用者**	**[Indirect Reach]** **Estimated numbers** **[間接受惠] 預計人數**
	E.g.	General public attending finale exhibition	2000
	例如：	參加閉幕展覽的公眾人士	2000

C. PROJECT DETAILS
C. 項目詳情

Please provide narrative description for **ALL** of the following items.
請為下列**所有**項目提供文字描述。

1. **Project background and rationale** (State what the societal issue is, explain how the project could address the need, and provide evidence to support the justification):

   項目背景及理念 (說明社會議題是什麼，解釋項目如何應對該需求，並提供證據支持理據)：

2. **Project goal and objectives** (State concisely what the project aims to achieve):

   項目目標及目的 (簡明扼要地說明項目旨在實現什麼)：

3. **Beneficiaries** (Describe the project target group(s) and explain their service needs):

   受惠對象 (描述項目的目標群體並解釋其服務需求)：

4. **Project design** (State how the project could achieve goal and objectives, i.e. methodology and strategy):

   項目設計 (說明項目如何實現目標及目的，即方法論及策略)：

5. **Implementation plan** (Include a timeline of project activities and events):

   推行計劃 (包含項目活動及事件的時間表)：

Period 時期	Project activities 項目活動	Remarks 備註

6. **Project Outputs and Outcome** (State the project deliverables and its impacts in accordance with the project goal and objectives):
項目產出及成效 (根據項目目標及目的，說明項目的交付成果及其影響)：

7. **Project evaluation** (State how the project measures its impact e.g. questionnaire, interview, focus group):
項目評估 (說明項目如何衡量其影響力，例如：問卷調查、訪談、焦點小組):

8. **Project Governance** (Describe measures to ensure effective project governance, accountability and transparency; demonstrate capability in carrying out the entire proposed project deliverables; state the risk management measures necessary to effectively prevent conflicts of interest.)
項目管治 (描述確保有效項目管治、問責性及透明度的措施；展示執行整個擬議項目交付成果的能力；說明有效防止利益衝突所需的風險管理措施。)

9. **Marketing and promotion strategies and execution** (Describe the promotion channels and methods)**:**
    市場推廣及宣傳策略與執行 (描述宣傳渠道及方法)：

10. **Sustainability** (Describe how the project will be continued for sustainable impact beyond the funding period):
可持續發展性 (描述項目在資助期結束後，將如何延續以達致可持續的影響)：

11. **Volunteering Opportunities** (Describe if the project requires corporate volunteering needs. Direct Service Volunteering is the priority for engagement. We can also explore and potentially cater to Skilled-Based Volunteering opportunities based on organizational needs and volunteer availability)
義工服務機會 (描述項目是否需要企業義工服務。直接服務義工為優先考慮。我們亦可根據機構需求及義工供應情況，探索並可能安排技能導向的義工服務機會)

12. **List of annex, if any:**
附件清單 (如有)：

D. PROJECT BUDGET
D. 項目預算

Please include a budget plan with **breakdown using the template below**.
請使用下方範本提供包含細項的預算計劃 。

Please include **audit fee.** Applicants please prepare a detailed project budget in **excel format and submit as attachment during online submission.**

請包含審計費用。申請人請準備一份 Excel 格式的詳細項目預算，並於網上提交時作為附件上載。

Table below is a template; feel free to make adjustment according to specific project needs:
下表僅為範本；歡迎根據具體項目需求進行調整：

	Item 項目	Budget (Year 1) 第一年預算	Budget (Year 2) *If applicable* 第二年預算 (如適用)	Total budget 總預算
A	**Personal Emoluments** *(must be within 50%)* **薪酬開支** *(必須在 50% 以內)*			
B	**Programme cost** (e.g. Venue, tutor fee, material fee) **活動開支** (例如：場地、導師費、教材費)			
C	**Promotion cost** **宣傳開支**			
D	**Administrative cost** *(must be within 10%)* **行政費用** *(必須在 10% 以內)*			
E	**Audit Fee** **審計費用**			
F	**Miscellaneous** **雜項**			