

SDF Reference No: \_\_\_\_\_

**SDF Project Summary, Assessment and Recommendation****(A) Summary of the Proposal:**

Name of Applicant(s): \_\_\_\_\_

Name of Collaborating Group(s): \_\_\_\_\_

Name of Project: \_\_\_\_\_

Total Amount Requested from SDF: \_\_\_\_\_

● Key Objectives:	
● Main Activities:	
● Target Group(s):	
● Duration:	
● Proposed Outcome:	

**(B) Assessment by SDF Secretariat****1. Disqualifying Factors (if any):**

Ineligible applicant (e.g., Govt. dept. as sole applicant)

Ineligible project (e.g., not meeting the scope and ambit of SDF, more appropriately funded by other funds)

Others:

**2. Assessment Criteria:**

Assessment Criteria (Weighting)	Indicators	Rating (0 – 10)	
		Item	Average
<b>I. Achievement of SDF Objectives</b>	a. Shows clear understanding of SD principles		
	b. Would enhance public understanding of SD		

<b>(30%)</b>	c. Would encourages public to put the concept of SD into practice		
	d. Degree of integration of the three “pillars” of SD		
<b>II. Project Quality</b>  <b>(20%)</b>	a. A demonstrable need for the project		
	b. Extent of community benefit to be achieved, e.g., wider HK community or district, single organization, consortium of companies or a narrow sector		
	c. The potential to become a project model for wider dissemination		
	d. Well-planned schedule of project implementation		
<b>III. Effectiveness of Project</b>  <b>(20%)</b>	a. Clearly specified performance targets and indicators		
	b. Easily quantifiable performance targets and indicators		
	c. Long-term impact on the community		
	d. No duplication of work with other community projects		
<b>IV. Financial Viability</b>  <b>(10%)</b>	a. Prudence in budgeting		
	b. Financial capability of applicant		
<b>V. Applicant’s Track Record and Capability</b>  <b>(10%)</b>	a. Proven track record in operating projects.		
	b. Clear accountability: <ul style="list-style-type: none"> <li>- a registered organization?</li> <li>- has appropriate affiliation?</li> <li>- sponsored by a registered organization?</li> <li>- support with and connection with other community groups?</li> </ul>		
<b>VI. Additional Factors</b>  <b>(10%)</b>	a. Projects should be non-profit making in nature		
	b. Extent of collaboration across sectors/groups.		
	c. Operational sustainability: <ul style="list-style-type: none"> <li>- Continuity beyond funding period</li> <li>- Transfer of skill and knowledge</li> <li>- Support from or engagement with other community groups</li> </ul>		
	d. Innovation		

<b>Recommendation of SDF Secretariat:</b>	Recommend to approve Recommend to reject Marginal - for further consideration by VC
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**(C) Recommendation of VC:**

Proposal supported. Suggested amount of grant: _____ Proposal not supported Proposal to be referred back for further clarification or consideration	Comments from VC
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Signature: \_\_\_\_\_

Date: \_\_\_\_\_

 Name: Ms Christine Fang  
 (Chair VC )
**(D) Recommendation of EPSC**

Proposal supported by EPSC. Amount of grant recommended: _____ Proposal not supported Decision deferred on current proposal, for applicant to consider resubmission after modification	Comments from EPSC
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Signature: \_\_\_\_\_

Date: \_\_\_\_\_

 Name: Ms Christine Fang  
 (Chair EPSC )