

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

(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, profit making in nature)
- ☐ Others:

2. Assessment Criteria:

Assessment Criteria (Weighting)	Indicators	Rating (0 – 10)	
		Item	Average
I. Achievement of SDF Objectives (30%)	a. Shows clear understanding of SD principles		
	b. Would enhance public understanding of SD		
	c. Would encourages public to put the concept of SD into practice		
	d. Degree of integration of the three “pillars” of SD		
II. Project Quality (20%)	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		
III. Effectiveness of Project (20%)	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		
IV. Financial Viability (10%)	a. Prudence in budgeting		
	b. Financial capability of applicant		
V. Applicant’s Track Record and Capability (10%)	a. Proven track record in operating projects.		
	b. Clear accountability: - a registered organization? - has appropriate affiliation? - sponsored by a registered organization? - support with and connection with other community groups?		
VI. Additional Factors	a. Extent of collaboration across sectors/groups.		

(10%)	b. Operational sustainability: - Continuity beyond funding period - Transfer of skill and knowledge - Support from or engagement with other community groups		
	c. Innovation		
total weighted score			0

Recommendation of SDF Secretariat:	☐ 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 of 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: _____

(Chair EPSC)