Annex I

To : Women’s Commission Secretariat

10/F, West Wing,

Central Government Offices,

2 Tim Mei Avenue, Tamar, Hong Kong

(Fax : 2501 0478)

**Funding Scheme for Women’s Development (Women’s Commission Stream)**

**Progress Report**

**(To be completed by the funded organisation who has applied for two-year projects or three-year projects)**

|  |  |  |  |
| --- | --- | --- | --- |
| Project No. |  | Project Name |  |
| Name of Organisation | |  | |
| Project Objectives | |  | |
| Date of Implementation | |  | |

**Up-to-date (as at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ) Financial Summary of the Project:**

**(i) Income for the Whole Project**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item | Nature | | Current Budget/Approved Funding Amount[[1]](#footnote-1)  ($) | Actual Amount Received as at \_\_\_\_\_\_\_\_\_\_\_\_  ($) |
|  | Participants’s fees (if applicable) | | |  | | --- | |  | | |  | | --- | |  | |
|  | Contribution from the Funded Organisation (if applicable) | | |  | | --- | |  | | |  | | --- | |  | |
|  | Sponsorship and Donation (if applicable) | | |  | | --- | |  | | |  | | --- | |  | |
|  | Others (if applicable) | | |  | | --- | |  | |  | | |  | | --- | |  | |  | |
|  |  | **Sub-total (I)** | |  | | --- | |  | | |  | | --- | |  | |
|  |  |  | |  | | --- | |  | | |  | | --- | |  | |
|  | Funding Approved by WoC | **Sub-total (II)** | |  | | --- | |  | |  | | |  | | --- | |  | |  | |
| **Total (I) + (II)** | | | |  | | --- | |  | |  | | |  | | --- | |  | |  | |

**(ii) Expenditure**

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Nature | Approved Funding Amount  ($) | Actual Amount Expended as at \_\_\_\_\_\_\_\_\_\_\_\_  ($) |
|  | Total project expense for the funding approved by WoC | |  | | --- | |  | | |  | | --- | |  | |

**Details of Activities Held**

**(Please use separate sheets if space provided is insufficient)**

|  |  |  |
| --- | --- | --- |
| Activity (1) | | |
| Name of Activity: |  | |
| Date Held: | Proposed date | Actual date |
|  |  |
| Venue: |  | |
| No. of Participants: | Target | Actual |
|  |  |
|  |  |  |
| Activity (2) | | |
| Name of Activity: |  | |
| Date Held: | Proposed date | Actual date |
|  |  |
| Venue: |  | |
| No. of Participants: | Target | Actual |
|  |  |
|  |  |  |
| Activity (3) | | |
| Name of Activity: |  | |
| Date Held: | Proposed date | Actual date |
|  |  |
| Venue: |  | |
| No. of Participants: | Target | Actual |
|  |  |

**Details of Activities to be Conducted**

**(Please use separate sheets if space provided is insufficient)**

|  |  |
| --- | --- |
| Activity (1) | |
| Name of Activity: |  |
| Date to be Held: |  |
| Venue: |  |
| Target No. of Participants: |  |
|  |  |
| Activity (2) | |
| Name of Activity: |  |
| Date to be Held: |  |
| Venue: |  |
| Target No. of Participants: |  |
|  |  |
| Activity (3) | |
| Name of Activity: |  |
| Date to be Held: |  |
| Venue: |  |
| Target No. of Participants: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Officer-in-charge: |  |  | Post: |  |
| Tel. No.: |  |  | Fax No.: |  |
| Signature: |  |  | Date: |  |

1. Other funding resources should fill in as current budget, while funding from WoC should fill in as approved funding amount. [↑](#footnote-ref-1)