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) |

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 |
|  | Contribution from the Funded Organisation (if applicable) |

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|  | Sponsorship and Donation (if applicable) |

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|  | Others (if applicable) |

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|  |  | **Sub-total (I)** |

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|  | Funding Approved by WoC  | **Sub-total (II)** |

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| **Total (I) + (II)** |

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**(ii) Expenditure**

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

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**Details of Activities Held**

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

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| --- |
| 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)