

樂施會公平世界教育資助計劃申請指引

OXFAM GRANTS FOR DEVELOPMENT EDUCATION PROJECTS IN HONG KONG

Application Guidelines



樂施會
Oxfam
Hong Kong

為甚麼樂施會在香港設立 公平世界教育資助計劃？

作為一個國際發展和救援機構，樂施會致力消除貧窮。根據我們在貧窮社區多年的工作經驗，貧窮往往源於一些結構性因素，並不是貧窮國家、貧窮人士所能控制和獨力解決的。活在廿一世紀，我們的生活與世界上其他人有着密切的關係。我們相信，每個人都有責任消除貧窮，建設公平和可持續發展的世界。因此，我們與學校和本地團體合作，推動世界公民教育，讓公眾特別是年青人明白貧窮的成因，承擔世界公民的責任。我們認為，世界公民應該具備以下的素質：

- 明白自己是世界的一分子，了解個人的基本權利，以及自己對世界上其他人應負上的責任
- 重視公義、友愛、平等，以開放的態度認識世界上不同的文化、性別、階層和種族，並以尊重和和平的手法處理彼此的差異
- 着重自省，並能批判地認識身邊的事物
- 關注世界上的貧窮和不公義的情況，並願意作出行動，締造更公義、更和平，且可以持續發展的世界

在扶貧和發展工作的基礎上，樂施會推行了一系列的教育活動，包括課程發展、青年教育工作、協作者和老師培訓、世界公民互動教學計劃等。我們亦於1995年在香港設立了樂施會公平世界教育資助計劃，協助和鼓勵本地團體推展世界公民教育計劃，促進社會各界認識貧窮問題的根源，喚起公眾對本地和全球貧窮問題的認識和關注，培養公眾的世界公民意識。



OXFAM GRANTS FOR DEVELOPMENT EDUCATION PROJECTS Application Guidelines

Why has Oxfam established the Oxfam Grants for Development Education Projects in Hong Kong?

As an independent development and relief organisation, Oxfam Hong Kong seeks lasting solutions to problems of poverty and suffering; many of these problems have their roots in structural causes over which poor people have little control. In a more and more interdependent world, we believe that everyone has a part to play in alleviating poverty and building a world that is equitable and sustainable. We therefore work with schools and local organisations to promote global citizenship education so that the public, especially young people, may learn about the causes of poverty and assume their responsibilities as global citizens. Oxfam describes a global citizen as someone who:

- Recognises that he or she is an integral part of the world; understands the basic rights of people, and fulfils his or her own responsibilities towards others;
- Has a high regard for values such as justice, solidarity and equality; learns about different cultures, gender issues, social classes, and ethnicities with an open attitude; and resolves differences and conflicts using a respectful and peaceful approach;

- Takes time to reflect, and comes to view and understand his or her surroundings with a critical mindset;
- Is concerned about poverty and injustice and is willing to actively help create a world that is just and fair, and develops in a sustainable manner.

Rooted in the solid poverty alleviation work of the organisation, Oxfam has been engaged in a series of education activities, from curriculum development and direct youth work to facilitators' and teachers' training. In 1995, we also set up the Oxfam Grants for Development Education Projects to encourage local organisations and groups in Hong Kong to integrate global citizenship education into their work, in order to promote a sense of global citizenship in different sectors of Hong Kong society.



甚麼是世界公民教育？

世界公民教育着重全人發展。它不僅培育「知識」和「能力」，還涵蓋「價值觀」和「行動」。

知識：建立更廣闊的世界觀，意識到自己作為世界公民的角色；明白貧窮的成因及其改善方法；意識到世界上不同人互相依存的關係；從不同角度，包括社會、文化、政治、經濟、環境等方面，認識世界議題與自己的關係，及它們如何影響世界上不同人的生活。

能力：批判性思考能力；協作能力；與人商談並達成共識的能力；調解衝突的能力等。

價值觀：平等；公平；和平；充權；重視社會公義；尊重多元性等。

行動：願意作出行動，身體力行，建設更平等並可以持續發展的世界。

參與和實踐是培養價值和能力的最佳辦法。故此，世界公民教育亦強調運用互動的教學手法，以對象的需要為本，鼓勵他們積極參與，親身探討貧窮和發展議題。這樣有助引發他們對貧窮問題的興趣、拓闊他們的視野，以學習世界公民的知識、能力和價值觀。這亦符合樂施會發展工作的手法——鼓勵貧窮人士參與扶貧計劃，自力更生，助人自助。



What is Global Citizenship Education?

Global Citizenship Education seeks to help people develop the whole self, not just by providing "knowledge" and building "skills", but also through promoting "values" and calling for "action".

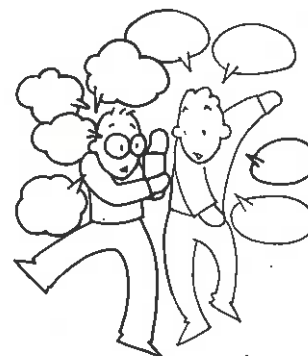
Knowledge: Awareness of the wider world and of one's role as a global citizen; Understanding of the nature and causes of poverty; Awareness of the interconnect-edness and interdependence of people in the world; Learning about social, cultural, political, economic, environmental and other issues that impact people's well-being;

Skills: Critical Thinking; Collaboration; Negotiation; Conflict Resolution, etc.

Values: Equity; Equality; Peace; Empowerment; Concern for Social Justice; Respect for Diversity, etc;

Action: Willingness to take action to help create a fairer and more sustainable world

Global Citizenship Education also tries to utilise participatory approaches, since skills as well as attitudes can best be developed by practice and doing. It is also in line with Oxfam's views of development: to work with people and encourage their participation in improving their lives and tackling poverty.



樂施會公平世界教育 資助計劃的目標：

樂施會公平世界教育資助計劃期望將世界公民教育融入現行的青年和教育工作，鼓勵更多青年及教育團體推展世界公民教育活動，培育青年人及公眾人士的世界公民素質。樂施會希望透過提供資金援助，達致以下目標：

1. 在學校推行教育項目，把世界公民教育融入學校正規課程及課外活動；
2. 開展以世界公民教育為題，運用多元教學手法，並以青年人為對象的非正規教育項目；
3. 提供世界公民教育導師培訓；

4. 舉辦世界公民教育交流活動，促進本地、亞洲及國際團體交流推展世界公民教育的經驗，互相學習、建立網絡、整理資料，以進一步推廣世界公民教育的教學手法和具體工作；
5. 為關注世界公民教育的團體提供成立及發展組織的資金援助；
6. 舉辦公眾教育活動，引起公眾關注及明白全球發展議題，及其與本地問題的關係。

對象：

由於資源有限，樂施會公平世界教育資助計劃以年青人為首要對象，但我們也會支持以公眾為對象的教育活動，以增加香港人對貧窮問題的認識，促進社會各界的世界公民意識。



Goals of the Oxfam Grants for Development Education Projects:

Oxfam Hong Kong believes it is crucial to mainstream global citizenship education into the youth and education sectors. Thus, the Oxfam Grants for Development Education Projects, through providing funding support, aims to:

1. Support educational initiatives aiming to mainstream global citizenship education into the school setting, including the formal curriculum and extra curricular activities;
2. Contribute to the development and consolidation of the informal education programme with youth in the area of global citizenship education;
3. Contribute to the development of facilitators and trainers on global citizenship education;
4. Facilitate exchanges (local, regional and international), learning, network

building, documentation and related dissemination activities among organisations and groups on global citizenship education

5. Provide support for the formation and development of emerging groups working on global citizenship;
6. Support public education activities to inform the public on analyses of global development issues, and on making linkages between global and local issues

Targets:

Due to limited resources, we have prioritised the youth as the primary targets of the Oxfam Grants for Development Education Projects. Nevertheless, we will also consider public education activities that will raise awareness among the general public on global poverty issues and that will promote a sense of global citizenship in Hong Kong.





主題：

樂施會公平世界教育資助計劃關注本地和全球的貧窮和發展議題，及其與個人生活的關係。具體而言，我們關注的主題包括：

- 貧富懸殊的情況及成因
- 國際貿易與貧窮
- 糧食與飢餓
- 衝突與和平
- 可持續發展
- 科技與貧窮
- 性別平等與貧窮
- 社會歧視與貧窮
- 其他與貧窮及社會公義有關的主題

此外，我們亦鼓勵團體立足本土，放眼全球，推展以本土與全球發展為題的世界公民教育項目。今天，我們活在一個愈發互相依賴的世界裡，全球發展與本地問題有着直接或間接的關連。我們鼓勵團體以全球視野思考本地發展問題，從本土問題出發，培養同學的世界公民質素，包括知識、能力、價值觀，及鼓勵同學身體力行，致力推動本地的持續發展及回應全球化的挑戰。該等教育項目將在我們優先考慮之列。

Thematic Concerns:

Global Citizenship Education is concerned about poverty and development issues, both local and global. The following issues are of specific interest:

- Poverty: its nature and reasons; the gap between rich and poor people
- International trade and poverty
- Food and hunger
- Peace and conflict
- Sustainable development
- Technology and poverty
- Gender inequality and poverty
- Social exclusion and poverty
- Other issues related to poverty and social justice

Because of the interconnectedness and interdependence of the world, we particularly see an importance in making links between local and global issues, and in exploring the causes and nature of poverty with such a perspective. Projects which encourage students to act locally but think globally and develop the knowledge, skills and values of students as global citizens will be prioritised.



申請團體性質：

- 申請團體必須為非政府組織或團體。
- 樂施會優先資助缺乏資源的小型組織。
- 資源基礎較廣、較容易獲得其他基金資助的團體，獲批准的機會一般較微。

受資助項目的性質：

- 項目不應以牟利為目的。在推行項目時獲取的任何收入，必須再投資於項目。
- 申請項目的資助期一般以一年為限。申請團體須重視發展本身或其他資源，逐步減少依賴樂施會的資助。
- 一般而言，樂施會不會資助文娛康樂或以提供服務為主的項目，也不會資助一次過的消費活動，如飲宴、旅行等。
- 未曾接受政府或大型資助機構津貼的實驗計劃，將獲優先考慮。



撥款資助範圍：

- 個別項目可獲資助非經常開支或有時限的經常開支，又或同時獲資助這兩類開支。
- 員工及酬金開支，可視乎情況所需，以有時限方式獲得資助。
- 我們並沒有預設最高或最低資助金額。但由於資源有限，每項計劃的資助金額一般不超過港幣200,000萬元。



Nature of proposing organisation:

- The proposing organisation should be a non-governmental organisation.
- Oxfam Hong Kong gives priority to small or emerging organisations or groups lacking resources.
- Organisations or projects with a relatively broad base of resources and which are more likely to receive funding from other sources are generally regarded with less priority.

Nature of projects to be supported:

- The project should be non-profit making in nature. Should any profit arise from the project, it must be re-invested into the project.
- The period of funding for a project is generally not more than one year. The beneficiary organisation should give due

emphasis to developing its own resources and other sources of income, so as to gradually reduce reliance on Oxfam Hong Kong funding.

- In general, Oxfam Hong Kong will not provide funding for service-provision projects and recreational activities, including banquets and picnics.
- Oxfam Hong Kong gives priority to pilot projects not funded by the government and large funding organisations.

Funding Coverage:

- Grants to individual projects can be capital or timebound recurrent funding or a combination of both.
- Staff costs and honorarium payments for projects, where appropriate, can be supported on a timebound basis.
- We do not have upper or lower limits of funding. However, due to limited resources, the amount of grants is usually less than HK\$200,000.

評審標準：

- 項目須有助達成樂施會公平世界教育資助計劃的目標。
- 項目主題須符合樂施會公平世界教育資助計劃關注的主題。
- 項目須清楚列明項目主題、目標、世界公民教育元素、期望效果、對象、主要活動、時間表、財政預算、人力資源、項目管理措施、跟進及應變計劃、監察機制等。
- 項目須具備清晰的評估指標、評估程序及方法。
- 項目須以合適的方法和渠道推廣項目經驗。
- 項目須是可行的，並符合成本效益的考慮。
- 申請團體在組織架構及資源協調上須具有推行該項目的能力。
- 申請團體在項目進行及資金運用上須具有清晰的監察及交代機制。
- 項目可持續發展的能力：能夠建立世界公民教育的人力及教育資源、為參與群體帶來長遠和持久的效益，可獲優先考慮。
- 項目具有成為模範計劃，發揮「滾雪球」效應的潛力：富有創意，推廣先導性教學手法的創新項目，能夠吸引更多團體推行同類項目或採用同類方法的項目，並能使更多公眾或相關網絡受惠的項目，將獲優先考慮。

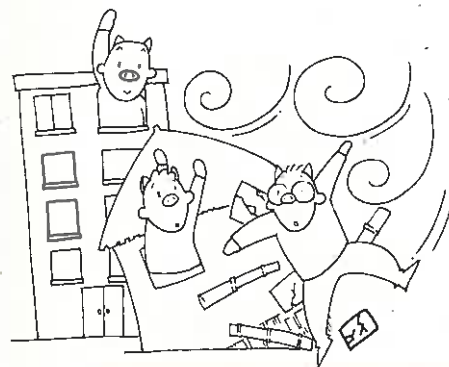
** 有興趣團體可參閱樂施會年報(電子版本：www.oxfam.org.hk)，參考樂施會過往曾資助的教育項目。



Appraisal Criteria:

- The project should be in line with the goals of the Oxfam Grants for Development Education Projects.
- The project should be in line with the thematic concerns of the Oxfam Grants for Development Education Projects.
- The project should contain a clear presentation of the theme, objectives, global citizenship education components, expected outcomes, target groups, implementation plan, key activities, schedule, budget, human resources allocation, contingency, and monitoring and evaluation mechanism.
- The project should build in a practical and appropriate monitoring and evaluation system. A clear set of evaluation indicators for impact assessment is essential for project appraisal.
- The project should consider ways and means of publicising its experiences through appropriate communication media.
- The project should be feasible and cost-effective.
- The proposing organisation should have the adequate capacity, both in terms of organisational structure and resource coordination, to implement the programme.
- The proposing organisation should have a well-defined monitoring and accountability mechanism regarding project implementation and financial management.
- Priority will be given to projects that have sustainable impacts in terms of developing human resources in global citizenship education, or production of education materials for a wider audience etc.
- Priority will be given to projects that have the potential to be a project model and a "snowball" agent. Projects that are innovative and can arouse the interest of other groups to pursue similar projects or to adopt similar practices will be prioritised.

** Organisations can refer to the Oxfam Hong Kong annual reviews which show previous projects supported by Oxfam Grants for Development Education Projects in Hong Kong. The annual reviews are on-line at www.oxfam.org.hk.



申請程序：

- 申請團體須填妥所附申請表格，連同項目資料及其他相關資料，寄交香港北角馬寶道二十八號華匯中心十七字樓樂施會「樂施會公平世界教育資助計劃」收。團體亦可按需要自行撰寫項目建議書，但須包括申請表格所列所有資料。
- 樂施會收到資助申請後，將知會申請團體。如有需要，亦會接觸申請團體，詳細了解項目內容。
- 在取得一切所需資料後，樂施會職員會將項目提交至相應評審機制，評審資助申請。
- 樂施會將以書面通知申請結果。
- 一般而言，由收到申請至作出評審決定，樂施會約需三個月時間處理，惟仍需視乎申請團體提交的資料是否足夠作準。
- 在特別情況下，樂施會將酌情處理有緊急需要的項目，加快評審程序。
- 有興趣團體歡迎在項目計劃階段與樂施會職員討論項目構思及概念。
- 查詢請致電3120 5214與樂施會教育統籌(電郵education@oxfam.org.hk)聯絡(傳真：2527 6202)。

撥款條件：

- 項目獲批准以後，樂施會將與項目團體訂定協議書，詳列項目進行的要求(如須遞交檢討報告等)及撥款發放的條款。
- 申請團體須在項目獲批准後六個月內開展項目。
- 項目內容如有修改，項目團體須先與樂施會商討。
- 若項目團體未能按照協議書的條件，推行該項目及執行有關要求，或項目已獲其他機構資助，樂施會有權停止撥款。
- 一般而言，項目團體須在項目完成後兩個月內向樂施會呈交詳盡的項目報告，其中包括依據項目批款欄目而整理的財務報告。
- 項目團體須在所有招募及宣傳資料中，清楚註明是項活動由「樂施會公平世界教育資助計劃」資助。
- 樂施會保留推廣項目經驗，及使用項目所製作的資源之權利。



How to Apply:

- Applicants should complete the application form attached and return it together with project information and other relevant information to the "Oxfam Grants for Development Education Projects" at Oxfam Hong Kong, 17/F China United Centre, 28 Marble Road, North Point, Hong Kong. The applying organisation may draft its own programme proposal but should include in it all the information required by the application form.
- Upon receipt of the application, Oxfam Hong Kong will notify the applicant. If necessary, we will further contact the applicant to gain a detailed understanding of the project.
- Having acquired all necessary information, Oxfam Hong Kong staff will forward the project to the relevant approval platforms for consideration.
- Oxfam Hong Kong will inform the applicant of the result in writing.
- In general, Oxfam Hong Kong needs about three months to process an application and to make a funding decision, but the actual time frame also depends on the adequacy of the information provided by the applicant.
- Under special circumstances, such as projects of an extremely urgent or timely nature, Oxfam Hong Kong will exercise discretion to speed up the funding decision.
- Interested groups are welcome to discuss the general idea and concept of their projects with Oxfam Hong Kong staff during the planning stage.
- For further information, please contact the Oxfam Hong Kong Education Coordinator at 3120 5214 (education@oxfam.org.hk, Fax: 2527 6202).

Terms of Funding:

- Once a project is approved, Oxfam Hong Kong will sign an agreement with the project partner, setting out in detail the requirements of the implementation of the programme and the terms of the funding.
- Approved project should be started within six months upon approval of the project.
- After approval, the project group should not make any major change in project contents without discussion with Oxfam Hong Kong.
- In case the project partner fails to comply with the requirements of the agreement on the implementation of the project, or the project has acquired the necessary funding from another source, Oxfam Hong Kong reserves the right to terminate the funding.
- In normal cases, the final project assessment report should be submitted to Oxfam Hong Kong within two months after completion of the project activities. A financial report presented against approved budget items should be included.
- All project related promotional and publication materials should contain a statement to inform the participants that the project is supported by "Oxfam Grants for Development Education Projects".
- Oxfam Hong Kong retains the right to publicise the project experience and any related resources produced for the public.

申請表格 Application Form

1. 團體名稱(中/英文) Name of the organisation

2. 團體概述 Description of the organisation

團體宗旨、目標及主要活動 Aims, objectives and major activities

團體組織架構 Structure

(如董事、執委及職員人數、成立年份 number of members, composition of the governing body, number of staff, year of founding, etc.)

主要經費來源 Major sources of income

團體未來方向 Future direction of the organisation

3. 項目名稱 Project title

4. 提出項目的背景及原因 Project-related background information

5. 項目主題、具體目標、世界公民教育元素及期望成果

Themes, objectives, global citizenship education components and expected outcome

6. 對象及人數 Description and estimated number of the beneficiaries

7. 詳細活動內容(主要活動、時間表、對象)

Details of the project (Please list activities, time schedule, targets)

8. 項目管理及人力資源(具體管理和監察措施、財務管理方式及人手分配)

Project management and human resources (Please include a detailed description of project management & monitoring measures, financial management methods & division of labour)

9. 評估計劃及評估指標(針對計劃書的目標和內容、詳細交代具體的評估計劃)

Evaluation plan (Please include evaluation indicators)

10. 項目詳細財政預算收支表(包括經費來源及整個項目各類活動的分項支出,並列明申請樂施會資助之項目。另附財政預算表)
Budget (Please include the detailed budget, including items of income and expenditure of all activities in the entire project, with items sought to be supported by Oxfam Hong Kong identified. Please fill in budget sheet below)

11. 聯絡人 Contact person

姓名 Name :

地址 Address :

電話 Tel :

傳真 Fax :

電郵 E-mail :

網址 Web-site :

12. 申請人 Applicant

姓名 Name :

地址 Address :

電話 Tel :

傳真 Fax :

電郵 E-mail :

網址 Web-site :

申請人須是團體負責人,並獲團體授權。印鑑(如有)

The applicant must be the officer-in-charge and the organisation's seal (if any) must be provided.

請隨申請書附上 Please attach the following information with the proposal:

* 團體年度工作及財務報告 A copy of the NGO/Society's last annual review/financial accounts

財政預算表 BUDGET SHEET

收入 INCOME

收入來源分類(如會員收費、捐款及贊助等)

Sources of Income (membership fees, grants, etc.)

數額

Amount (HK\$)

備註

Remarks

1.
2.
3.
4.
5.

擬向樂施會申請的資助款額
Amount of grant sought from Oxfam Hong Kong

總收入 Total Income

支出 EXPENDITURE

項目
Item

數量
Unit

單項支出
Unit Cost

總額
Total (HK\$)

資金來源
Source of funding

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

總支出 Total Expenditure

項目盈餘/(虧損) Project surplus/(deficit)



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