

撰寫報告要點：

- ❖ 先備數據，後寫報告
- ❖ 一般情況下簡潔易明，特殊情況下詳盡解釋（如推行期間參加者出席率不足、未達中期服務指標等，機構需考慮切實可行的補救措施）
- ❖ 按時遞交報告

報告範例解說

參閱資料：

→ 執行時間表

→ Record of Output Indicators

→ Outcome Database

→ 解說例子(包括半年及詳盡報告節錄)

參考文件 - 執行時間表

Appendix VI

BEAT DRUGS FUND ASSOCIATION

IMPLEMENTATION PLAN

(Grantee should wait for Beat Drugs Fund Association's confirmation of this plan before commencement of project. Once this plan is confirmed, prior approval shall be obtained from the Association in case a change in the implementation plan is required, say cancellation of a project activity or amendment to questionnaires.)

- (A) Project reference no.: BDF 140000
- (B) Project title: Drug-free Community Programme
- (C) Name of grantee: ABC Anti-drug Centre
- (D) Amount of grant approved: \$536,000
- (E) Date of commencement:
(The commencement date stated here will be regarded as the start date of the first project year in part (N)) 1 Jul 2015
- (F) Expected date of completion: 30 Jun 2017

(G) Project implementation schedule

(Please list, in order of the commencement dates, the names of the activities and target implementation dates by blocking out the relevant dates on the timetable below (using **X** or). Please modify the timetable to suit your schedule, if needed.

Major publicity activities should be underlined.

S/N	Name of Activity	Start Date	End Date	Duration	2015												2016												2017-2018												
					3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	
1	計劃宣傳	7/2015	12/2016	18 mths					X	X	X	X	X	X	X	X	X	X	X	X	X	X	X																		
2	才藝訓練	8/2015 & 8/2016	6/2016 & 6/2017	11 mths & 11 mths					X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X											
3	社區禁毒宣傳	11/2015	3/2017	10 mths (共 5 次)							X	X	X	X	X					X	X			X	X																
4	家長工作坊	10/2015	6/2017	21 mths							X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X											
5	印製計劃報告書	10/2015	6/2017	21 mths							X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X											

(H) Evaluation on Output Indicators
(Please list the output indicators and the related evaluation methods.)

	Description of Indicator (with targets)	Target Population	Evaluation Method ¹	Related to Activity (S/N) (please refer to the 1 st column of part G)
Output indicator 1	30 名有吸毒問題的青少年參與才藝訓練，出席率達 420 人次 (或 70%) (30 人 x 20 節 x 70% = 420 人次)	有吸毒問題的青少年	從參加者的出席記錄中檢索	2
Output indicator 2	於社區進行 5 次大型禁毒宣傳活動，共 1,000 名公眾人士參與	公眾人士	工作人員點算或以派發門券/宣傳品等數目計算出席人數	3
Output indicator 3	750 名家長參與家長工作坊	家長	學校/機構提交證明或從參加者的出席記錄中檢索	4

¹ Please describe how the information on the indicators would be collected.

(I) Evaluation on Outcome Indicators

(Please list the outcome indicators, the related evaluation methods, the type and the number of participants to be recruited for evaluation, etc. Other than those sample questionnaires enclosed in the approval letter, grantee may design its own evaluation tools by incorporating the indicator(s) in its questionnaires. Project evaluation questionnaires should be attached. Grantee should carefully consider the feasibility of using the questionnaires for evaluation. Once the questionnaires are approved, grantee is required to seek approval from BDFA before any amendment.)

	Description of Indicator (with targets)	Evaluation Method (e.g. pre- and post-test survey, post-test survey, focus group, measuring instruments to be used, etc.)	Sample Size The type and number of participants to be recruited for evaluation	Related to Activity (S/N) (please refer to the 1 st column of part G)
Outcome indicator 1	60%社區人士對吸毒問題的了解於活動後有所提升	自訂問卷 (後測調查)	約 500 名參與大型禁毒宣傳活動的社區人士	3
Outcome indicator 2	70%有吸毒問題的青少年在接受訓練後的 3 個月內吸毒頻次有所減少	禁毒基金 6 號問卷 (前測及後測調查)	所有參與才藝訓練的吸毒青少年 (約 30 名)	2
Outcome indicator 3	80%家長辨識吸毒者的能力於活動後有所提升 (或配對樣本 t 檢定 (paired t-test) 顯示有顯著提升)	禁毒基金 19 號問卷 (修訂版) (請參閱附件一) (前測及後測調查)	約 500 名參與工作坊的家長	4

(J) Other Monitoring and Evaluation Mechanism (Optional)

(Please state any other monitoring and evaluation mechanism other than the output/outcome indicators given above.)

N/A

(K) Results of individual activity

(Please list, in order of the serial number the activities listed at (G), the expected results of individual activity, in terms of the type, number and man-times of participants, the type and number of deliverables, and the case handled, etc.)

Activity 1: 計劃宣傳

Period	Aim and Content	Targets	Expected Results (e.g. expected number of beneficiary)
7/2015 -12/2016	目的：進行宣傳，以招募參加者 內容：於全港各區進行計劃宣傳，如印製單張及海報、發信予全港中小學家長教師會及社區團體等	有吸毒問題的青少年、家長、公眾人士	N/A

Activity 2: 才藝訓練

Period	Aim and Content	Targets	Expected Results (e.g. expected number of beneficiary)
8/2015 – 6/2016 (第一期)	目的：建立良好生活習慣，增強參加者對抗毒品的決心，從而改善吸毒問題 內容：聘請專業導師，為有吸毒問題的青少年提供唱歌或舞蹈才藝訓練。訓練分兩期進行，每期 20 節。訓練完結後，社工帶領參加者進行小組分享及輔導。	有吸毒問題的青少年	30 名有吸毒問題的青少年參與才藝訓練，出席率達 420 人次 (或 70%)
8/2016 – 6/2017 (第二期)			

Activity 3: 社區禁毒宣傳

Period	Aim and Content	Targets	Expected Results (e.g. expected number of beneficiary)
11/2015 – 3/2017 (共 5 次)	目的：提升社區人士對吸毒問題的了解 內容：於社區進行 5 次大型禁毒宣傳活動，包括嘉年華會、禁毒展板、才藝表演、派發抗毒資訊單張及紀念品、及過來人分享等	公眾人士、有吸毒問題的青少年	1,000 名公眾人士參與社區禁毒宣傳 不少於 12 名(或 40%)參與才藝訓練的青少年協助進行社區宣傳(包括籌備、才藝表演或義工服務)

Activity 4: 家長工作坊

Period	Aim and Content	Targets	Expected Results (e.g. expected number of beneficiary)
10/2015 – 6/2017	<p>目的：提升家長辨識及支援吸毒子女的能力</p> <p>內容：舉辦不少於 30 節家長工作坊，每節 2 小時，工作坊會邀請資深禁毒社工及醫護人員作講解，內容包括：</p> <ul style="list-style-type: none"> -本港最新吸毒情況 -常見毒品 -吸毒誘因及禍害 -辨識吸毒者的技巧 -處理子女吸毒問題的方法 -求助資訊 	家長	750 名家長參與家長工作坊

Activity 5: 印製計劃報告書

Period	Aim and Content	Targets	Expected Results (e.g. expected number of beneficiary)
10/2015 – 1/2017 (編採期)	<p>目的：總結活動得著，鞏固參加者改善吸毒問題的決心，並加強社區人士對吸毒者的了解和接納</p>	有吸毒問題的青少年、家長、公眾人士	印製及派發 500 本計劃報告書 (預期於 6 月初完成製作並安排分發)
2/2017 – 6/2017 (製作期)	<p>內容：於編採期收集相片，並與部分參加者進行訪問或分享，收集資料製作報告書。於製作期進行報價程序，確認印刷安排、進行設計及文稿工作等</p>		

(L) Approvals of Government departments

(Please state whether approvals of Government departments/statutory body are required for implementing the project. If yes, please state whether such approvals have been obtained.)

N/A

- (M) Activities with media involvement and proposed key milestone activities to be visited by the Beat Drugs Fund Association, the Action Committee of Narcotics Division (ACAN) or the Narcotics Division
(Please indicate all activities that involve media and suggest **at least two** activities for visit by the Association, ACAN or Narcotics Division and provide brief description of these activities.)

Name of activity	Tentative date	Tentative venue	Expected no. of participants	Media involvement (Yes / No)
社區禁毒宣傳	Mar/Apr 2016 (tbc)	Tsim Sha Tsui	350	No
家長工作坊	Tbc	Tbc	20-40	No

Note: Grantee should provide the details of the above activities six weeks before the actual activity date. Details of activities should include activity name, date and time of launching, venue, expected number of participants, media organization involved (if any) and information to be released to media (if any). In case of ad hoc arrangement with media, grantee should inform the Association as soon as possible.

- (N) Yearly funding requirement
(Please provide the estimated expenditure on each approved budget item in each project year. The commencement date of the first project should be the date of commencement set out in (E). The total should equal to amount of grant approved (i.e. (D) in page 1). For projects which auditors are engaged for auditing and assurance, please set a realistic funding requirement as disbursement of grants will be in accordance with the requirement provided here. Requests for changing the yearly requirement will not normally be entertained unless it is related to a reduction of the requirement such as cancellation of activities due to unforeseen circumstances.)

	<u>Approved budget item</u> ²	Estimated item expenditure and income for the first project year (\$)	Estimated item expenditure and income for the second project year (<u>\$</u>)	Estimated item expenditure and income for the third project year (<u>\$</u>)
1	Promotion & Publicity	7,000	14,500	
2	Training Courses	75,350	75,350	
3	Community Education Programme	132,000	88,000	
4	Parents workshops	60,000	78,800	
5	Auditor fee	2,500	2,500	
	Yearly total	276,850	259,150	

Signature of a senior officer of the organisation : _____

Name : _____

Title : _____

Telephone no. : _____

Date : _____

² Please tally with the budget items shown at Annex III of the notification of grant approval

Drug-free Community Programme

才藝訓練出席紀錄

Note: Please insert a "v" in the cell if the participant joined the relevant session

To protect the privacy of the participant, please do not reveal full name

Group 1 Served man-times (total): 148 --> 確保正確人數、人次填於報告內

No.	Participant Name/ No.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
例	pstang-sample	v	v	v			v		v												
1	CSM-01	v		v		v		v			v		v	v	v	v	v		v	v	v
2	WCC-02	v		v	v				v	v		v	v	v		v	v	v	v	v	v
3	TPS-03	v				v		v							v			v	v	v	v
4	LCM-04	v			v		v		v		v	v	v			v	v	v		v	v
5	HWW-05	v		v		v				v				v	v		v	v	v	v	v
6	WHS-06	v		v		v		v		v		v	v	v	v	v		v	v	v	v
7	YHM-07																				
8	LMM-08		v			v	v		v	v		v	v	v		v	v	v	v	v	
9	AYWL-09		v		v		v		v		v	v	v		v	v	v		v	v	v
10	YIM-10	v				v				v		v	v	v		v		v	v	v	v
11	Ming-11																				
12	Elaine-12	v		v	v				v	v	v	v	v	v	v	v	v		v	v	v
13	Judy-13						v				v		v	v	v		v	v		v	v
14	Amy-14																				
15	Lok-15	v		v	v		v		v		v	v		v	v	v	v	v	v	v	v
16	Kit-16																				
17																					
18																					
19																					
20																					

註：有關人士於訓練開始前突然退出

Drug-free Community Programme
社區大型禁毒宣傳活動紀錄

	舉辦日期	時間	地點	出席人數	點算方法
1	20/12/2015	2:00 - 5:00 pm	上水廣場	215	派出遊戲券數目
2	20/2/2016	3:00 - 6:00 pm	牛頭角露天廣場	285	工作人員於入口點算
3	16/4/2016	2:00 - 5:00 pm	赤柱廣場	300	派出單張及宣傳品數目
4					
5					
6					

總服務人次

800



ABC Anti-drug Centre
Drug-free Community Programme
家長工作坊出席紀錄

茲證明 **ABC Anti-drug Centre** 曾為我方舉辦禁毒家長工作坊，詳情如下：

參與學校/機構名稱: 聖沙文中學

日期:	28/10/2015
時間:	7:00 - 8:00 pm
地點:	西貢大西村 2 號
出席對象及人數:	128 名家長

簽名:

姓名及職位: Ms May Leung, Career master

電話/電郵: 2866 6688

日期: 28/10/2015

[illegible]

解說例子

(半年進度報告)

For official use:

Output: ____/____

Outcome: ____/____

Appendix VII

BEAT DRUGS FUND ASSOCIATION
THE 1ST / 2ND / 3RD / 4TH - / HALF-YEARLY PROGRESS REPORT
(To be completed by grantee within 3 weeks from the end of reporting period)

Covering the report period from 1 Jul 2015 to 30 Jun 2016 (12 months' period), 50 % of project time lapsed

- (A) Project BDF 140000
reference no.: _____
- (B) Project title: Drug-free Community Programme
- (C) Name of grantee: ABC Anti-drug Centre
- (D) Amount of grant approved: \$536,000
- (E) Amount of grant spent to-date: \$311,378 填寫數目為累積總數，需與 Part (O)一致
(Including those not yet claimed from the Association)
- (F) Date of commencement: 1 Jul 2015
- (G) Expected date of completion: 30 Jun 2017
如需延後結束，需向基金會提出申請，報告內自行修改並不可視為基金會同意有關安排

* Delete where inappropriate. Please submit this report within three weeks from the end of the reporting period.

(H) Evaluation on Output Indicators

(Please list the output indicators as stated in the implementation plan and give an evaluation on the accumulative output achieved so far *counting from the project commencement date*. Relevant output Excel file should be submitted with this report every six months. Prior approval should be obtained from the Beat Drugs Fund Association in case of revision in output indicators or targets.)

成果指標及對象必須按 implementation plan 所同意而定，未經基金會批准，機構不能隨意更改

	Description of Indicator (with targets)	Target Population	Output Achieved so Far and % of Target	Remarks (Please provide explanation for below-target output ^a and report the remedial action(s) ^b taken (or planned) to meet the target)	For official use
Output indicator 1	30 名有吸毒問題的青少年參與才藝訓練，出席率達 420 人次 (或 70%) (30 人 x 20 節 x 70% = 420 人次)	有吸毒問題的青少年	12 人 (40%) 出席人次: 148 人次 (35%) 確保所填數字與呈交的相關記錄一致	機構原已招募 16 人參與訓練，但有 4 人於開始訓練前臨時退出，未及即時安排他人取代，而高危青年參加者於活動初期出席率不佳。機構會於下一期訓練招募不少於 20 人，並安排部分第一期參加者進行補課，以追回不足人數及人次	<input type="checkbox"/> PS <input type="checkbox"/> PNS <input type="checkbox"/> P

^a Below-target output refers to the output indicators not meeting the expected interim target, calculated according to the implementation schedule in Part (G) of the implementation plan.

^b Concrete remedial action(s) must be provided for those activities achieving less than 90% of the expected interim target.

計算進展方法(Output indicator 1):

假設 implementation schedule 列明分兩期進行訓練，第一期為 1/8/2015-30/6/2016，第二期為 1/8/2016-30/6/2017
截至 30/6/2016 中期目標為：30/2 = 15 人，420/2=210 人次

截至 30/6/2016 中期目標達標率：(實際成果/中期目標) 12 人/15 人 = 80%，148 人次/210 人次 = 70%

因未達中期目標 90%，機構必須於 “Remarks” 部分解釋未達標原因及建議實際可行的補救措施

	Description of Indicator (with targets)	Target Population	Output Achieved so Far and % of Target	Remarks (Please provide explanation for below-target output^a and report the remedial action(s)^b taken (or planned) to meet the target)	For official use
Output indicator 2	於社區進行 5 次大型禁毒宣傳活動，共 1,000 名公眾人士參與	公眾人士	已進行 3 次活動，800 人(80%)參與		<input type="checkbox"/> PS <input type="checkbox"/> PNS <input type="checkbox"/> P
Output indicator 3	750 名家長參與家長工作坊	家長	600 人 (80%)		<input type="checkbox"/> PS <input type="checkbox"/> PNS <input type="checkbox"/> P

計算進展方法(Output Indicator 3):

假設 implementation schedule 列明工作坊推行日期為 1/10/2015-30/6/2017 (21 個月)，截至 30/6/2016 即已執行 9 個月
 截至 30/6/2016 中期目標為：750 x 9/21 = 322 人
 截至 30/6/2016 中期目標達標率：(實際成果/中期目標) 600 人/322 人 = 186%

(I)

Evaluation on Outcome Indicators

(Please list the outcome indicators as stated in the implementation plan and give an evaluation on the outcome achieved so far *counting from the project commencement date*. Relevant Excel data file should be submitted with this report every six months. Prior approval should be obtained from the Association in case of revision in outcome indicators or targets.)

	Description of Indicator (with targets)	Evaluation Method Used (e.g. pre- and post-test survey, post-test survey, etc.)	Data Collected So Far and Preliminary Results	Remarks (Please report any remedial action(s) taken (or planned) to improve programme effectiveness)	For official use
Outcome indicator 1	60%社區人士對吸毒問題的了解於活動後有所提升	自訂問卷 (後測調查)	收回有效問卷 125 份，90 名(72%)社區人士對吸毒問題的了解於活動後有所提升		<input type="checkbox"/> RS <input type="checkbox"/> RNS <input type="checkbox"/> P

	Description of Indicator (with targets)	Evaluation Method Used (e.g. pre- and post-test survey, post-test survey, etc.)	Data Collected So Far and Preliminary Results	Remarks (Please report any remedial action(s) taken (or planned) to improve programme effectiveness)	For official use
Outcome indicator 2	70%有吸毒問題的青少年在接受訓練後的3個月內吸毒頻次有所減少	禁毒基金 6 號問卷 (前測及後測調查)	收回有效問卷 12 份 (當中 11 人於前測顯示有吸毒, 1 人顯示已停止吸毒) 於前測顯示有吸毒的 11 名青少年中, 6 人 (55%) 在接受訓練後的 3 個月內吸毒頻次有所減少, 前測顯示已停吸的 1 人仍能持續停止吸毒	由於參加者的出席率較預期少, 社工為參加者提供輔導的機會相應減少, 影響服務成效。機構會加派一名工作人員協助跟進參加者狀況, 並加強每節訓練後的小組分享輔導元素, 以期提升計劃成效。	<input type="checkbox"/> RS <input type="checkbox"/> RNS <input type="checkbox"/> P
Outcome indicator 3	80%家長辨識吸毒者的能力於活動後有所提升 (或配對樣本 t 檢定 (paired t-test) 顯示有顯著提升)	禁毒基金 19 號問卷 (修訂版) (前測及後測調查)	收回有效問卷 403 份, 274 名(68%)家長辨識吸毒者的能力於活動後有所提升 配對樣本 t 檢定顯示有顯著改善(P=0.001)		<input type="checkbox"/> RS <input type="checkbox"/> RNS <input type="checkbox"/> P

成效指標及評核方法必須按 implementation plan 所同意而定, 未經基金會批准, 機構不能隨意更改

問卷結果輸入 Excel 後, 發現未達 80%, 請以 Excel 進行配對樣本 t 檢定, 如結果顯示 $P < 0.05$, 即表示有顯著改善。由於只需達至其中一個標準(即 80%或 t 檢定顯示有顯著提升), 故此項成效被視為達標

初步收集數據顯示活動於減少參加者吸毒頻次方面成效較預期差, 機構需建議切實可行方法以提升計劃成效

- (J) Other Monitoring and Evaluation Mechanism
(If other monitoring and evaluation mechanism has been proposed under the project implementation plan, the status should be report here.)

N/A

如 Implementation plan 有列明相關監察，需在此部分定期報告進展

需包含所有由計劃開始至報告期的活動，而非 3/6 個月內進展

- (K) Project progress and results of individual activity since project commencement
(Please list, in order of the commencement dates of the activities, the names, dates, locations, brief description of the activities organised, and results achieved by each activity. Each activity submitted in Part (K) of the implementation plan should be covered with the corresponding result since project commencement. Progress should be reported in terms of the number and man-times of participants, the type and number of deliverables, the case handled, etc. as applicable.)

<u>S/N of Activity as in the IP^a</u>	<u>Name of Activity</u>	<u>Date</u>	<u>Location</u>	<u>Brief Description of Activity</u>	<u>Results Achieved</u> (Please report the figures according to the pledged service level in Part (K) of the implementation plan)
1	計劃宣傳	7/2015 – 6/2016	全港各區	於全港各區進行計劃宣傳，包括印製單張及海報、FACEBOOK 專頁、高登討論區小廣告	<p>已於 1/7/2015 – 15/7/2015 於高登討論區宣傳第一期訓練</p> <p>已印製 1000 張單張及海報，發送至全港社區組織，並與區議員合作懸掛海報作宣傳</p> <p>FACEBOOK 專頁 (https://www.facebook.com/abccentre.anti-drug) 已於 2015 年 8 月成立，截至 6/2016 共 200 人點讚</p>

如計劃內有印製宣傳品，請保存 20 份送交基金會存檔及分發。此外，如有製作網頁、Facebook 專頁、Apps 類等，亦需提供詳細資料以便查閱

2	才藝訓練	8/2015 – 6/2016	中心	聘請專業導師，為有吸毒問題的青少年提供唱歌或舞蹈才藝訓練。訓練完結後，社工帶領參加者進行小組分享及輔導，以提升參加者戒毒的決心	12 名有吸毒問題的青少年參與才藝訓練，出席率達 148 人次
4	家長工作坊	28/10/2015 16/11/2015 20/11/2015 18/12/2015 31/12/2015 11/1/2016 2/2/2016 28/2/2016 8/3/2016 20/3/2016 1/4/2016 15/4/2016 30/5/2016 6/6/2016 30/6/2016	聖沙文中學 觀塘家教會 中心 新恆基中心 常開心小學 元朗大會堂 沙田廣場 小童會中心 香港家庭輔導中心	為家長提供 2 小時工作坊，內容包括： -本港最新吸毒情況 -常見毒品 -吸毒誘因及禍害 -辨識吸毒者的技巧 -處理子女吸毒問題的方法 -求助資訊	600 名家長參與家長工作坊
3	社區禁毒宣傳	20/12/2015 20/2/2016 16/4/2016	上水廣場 牛頭角露天廣場 赤柱	於社區進行大型禁毒宣傳活動，包括嘉年華會、禁毒展板、才藝表演、派發抗毒資訊單張及紀念品、及過來人分享等，以提升社區人士對吸毒問題的了解	已舉辦 3 次大型禁毒宣傳活動，共 800 社區人士參與
5	印製計劃報告書	10/2015 至今	中心	收集訓練班圖片及參加者心聲，並於家長工作坊及嘉年華會進行拍攝及採訪，以準備印製計劃報告書	已收集相片 100 張及參加者心聲/採訪文稿 10 篇，將繼續進行至 1/2017

^a IP stands for Implementation Plan

成果指標以外的所有活動亦應報告進展

如有關活動為成果指標，請確保此部分申報與呈交的相關記錄及 Part(H)內容一致

有關活動內容應與計劃書/IP 相同，如有修訂(例:由唱歌班轉為廚藝班，嘉年華變旅行)，須事先向基金會提交活動修訂申請

- (L) Activities to be organised in the remaining period of the project
(Please state the activity schedule of each activity and the expected results to be achieved in these activities.)

S/N of Activity as in the IP	Name of Activity	<u>Scheduled Date of Commencement and Completion</u> [‡]	<u>Expected Results to be Achieved</u> (in terms of the type, number and man-times of participants, the type and number of deliverables, and the case handled, etc.)
1	計劃宣傳	7/2015 – 12/2016	N/A
2	才藝訓練	第二期 - 8/2016-6/2017	30 名有吸毒問題的青少年參與才藝訓練，出席率達 420 人次 (或 70%)
3	社區禁毒宣傳	9/2016 – 10/2016 (第 4 次) 1/2017 – 2/2017 (第 5 次)	於社區進行 5 次大型禁毒宣傳活動，共 1,000 名公眾人士參與
4	家長工作坊	10/2015-6/2017	750 名家長參與家長工作坊
5	印製計劃報告書	10/2015-6/2017	印製及派發 500 本計劃報告書

[‡]: Please refer to the end date of each activity in Part G of the project implementation plan. If there is any minor modification of implementation schedule of individual activity, please complete Part (M). Project end date should not deviate from the expected completion date in the implementation plan.

填寫預計計劃完結時整體成果，無需扣減已完成部分

- (M) Minor Modification of Implementation Schedule
(Please state the reasons for fine-tuning of activity timeframe and provide an updated schedule in the same format as Part G of the implementation plan.)

S/N of Activity as in the IP	Name of Activity	Reasons for Fine-tuning	For official use
3	社區禁毒宣傳	由於配合參加者課餘時間，並於大型節日前進行抗毒宣傳以加強成效，建議第 4 次社區禁毒宣傳延後至 12/2016-1/2017 聖誕/新年期間進行，而第 5 次將順延至 3/2017-4/2017 復活節期間進行	<input type="checkbox"/> Approve <input type="checkbox"/> Not approve

如計劃因運作需要而更改活動執行時間，請填寫 (M) 部分，並夾附新時間表(見附件一)

(N) Approval of Government Departments/Statutory Body

(Please state whether approvals of Government departments/statutory body, if required, have already been sought for the activities in the project.)

N/A

(O) Details on Expenditure Position

(Please state the actual amount of grant spent and the remaining balance in each approved budget item.)

	<u>Approved Cost Item^a</u>	<u>Amount of Grant Spent-to-date^b (\$)</u>	<u>Remaining Balance (\$)</u>
1	Promotion & Publicity	5,853	15,647
2	Training Courses	75,350	75,350
3	Community Education Programme	132,675	87,325
4	Parents workshops	95,500	43,300
5	Auditor fee	2,000	3,000
	Total	311,378	224,622

^a: refer to the Annex III of notification of grant approval

^b: sum of expenditure should tally Part (E) on page 1 of this report

(P) Project slippage

(Please state if there has been any project slippage, give the reasons and any remedial actions taken.)

才藝訓練

機構原已招募 16 人參與第一期訓練，但有 4 人於開始訓練前臨時退出，未及即時安排他人取代，而高危青年參加者於活動初後出席者不佳，以致機構未能達至中期服務指標。機構會於下一期訓練招募不少於 20 人，並安排部分第一期參加者進行補課，以追回不足人數及人次。

註:因服務成果未達指標，基金會會加強監察進展，如要求提交特別報告等，而第二期撥款亦會稍延至達到第一年的成果指標後方作安排

(Q) Photographs

(Please provide, with brief description, the photographs, pamphlets, videos, publications, etc. concerning the project to the Association for reference. As this report and other materials produced may be made accessible to the members of the public through the library of the Hong Kong Jockey Club Drug InfoCentre and website of Narcotics Division, etc., prescribed consent should be obtained from the data subjects (especially the beneficiaries) concerned if the photographs can enable the identification of them. Otherwise, the related faces should be blurred or a note should be made here by the grantee that such photographs shall not be made available to the members of the public.)



於上水區舉辦嘉年華，向公眾宣揚禁毒意識



於家長工作坊內邀請過來人分享經歷，加強家長對青少年的了解

Signature : 

Name : _____

Job Title of the :
Project-in-charge _____

Telephone no. : _____

Date : _____

填妥報告後，由計劃
負責人及機構高層人
員簽署核實，並蓋上
機構印章，方為完成

Official chop of
the organisation : _____



Signature : 

Name : _____

Job Title of Senior Officer of :
grantee _____

Telephone no. : _____

Date : _____

(G) Project implementation schedule (w.e.f. 1/7/2016)

S/N	Name of Activity	Start Date	End Date	Duration (month)	2015						2016												2017											
					7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12
1	計劃宣傳	7/2015	12/2016	18 mths	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x													
2	才藝訓練	8/2015 & 8/2016	6/2016 & 6/2017	11 mths & 11 mths		x	x	x	x	x	x	x	x	x	x			x	x	x	x	x	x	x	x	x	x							
3	社區禁毒宣傳	11/2015	3/2017	10 mths (共 5 次)					x	x	x	x	x						*	*		x	x	*	x	x								
4	家長工作坊	10/2015	6/2017	21 mths				x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x							
5	印製計劃報告書	10/2015	6/2017	21 mths				x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x							

解說例子

(詳盡報告 - 節錄)

Appendix VIII

BEAT DRUGS FUND ASSOCIATION

FULL REPORT

(To be completed by grantee within 2 months of completion of the project)

(Extract only)

(L) **Overall evaluation of the project**

(Please assess whether and state how the objectives of the project stated in Part D of your Beat Drugs Fund application are achieved. Project effectiveness should be assessed using the outcome result in Part (I) of the report. Grantee may also summarize other evaluation findings (e.g. qualitative or quantitative studies conducted by academic institutions) in this part. Relevant evaluation report(s) should be attached for reference.)

本計劃旨在透過才藝訓練，讓有吸毒問題的青少年發展正面興趣，從而加強減少吸毒/戒毒，而受訓後的青少年亦會協助籌辦大型禁毒宣傳活動，向公眾人士宣揚抗毒信息。此外，亦會舉辦家長禁毒工作坊，以提升他們及早辨識吸毒者的技巧。

計劃推行 2 年，共有 35 名(達標率：117%)有吸毒問題的青少年參加共二期才藝訓練，整體平均出席率達 68%。過程中，參加者按興趣選擇參與為期 20 節的唱歌或舞蹈班，當中 20 名參加者完成訓練後，協助籌辦了嘉年華會、街站展覽等，服務了 1,380 名(達標率：117%)社區人士。除為活動作唱歌及舞蹈表演外，部分成功戒毒的參加者亦於活動及家長工作坊中作個人分享，宣揚抗毒信息。此外，亦舉辦了 30 節大型工作坊，工作坊邀請資深了禁毒社工及醫護人員作講解本港最新吸毒情況、常見毒品、吸毒誘因及禍害、辨識吸毒者的技巧及處理子女吸毒問題的方法，服務了 935 名家長(達標率：134%)。

為評估計劃的成效，機構分別以自訂問卷、禁毒基金 6 號問卷及 19 號問卷(修訂版)評估

社區人士對問題的了解於活動、吸毒青少年的吸毒頻次及家長辨識吸毒者的能力。於收回的 468 份問卷中，72%社區人士顯示參與大型禁毒宣傳活動後對吸毒問題的了解有所提升；而參與訓練的 35 名吸毒青年中，超過 7 成在受訓後的 3 個月吸毒頻次有所減少；此外，配對樣本 t 檢定亦顯示家長辨識吸毒者的能力於參加工作坊後有顯著提升。

整體而言，計劃的各項目標、成果及成效指標均已達到或超出預期。

(M) Project slippage

(Please state if there has been any project slippage and give the reasons for the slippage.)

機構於第一期才藝訓練曾遇上參加者出席率不佳的問題，然而，汲取第一期的推行經驗後，機構於第二期安排更多高危青年參與訓練，亦安排工作人員積極跟進個案出席率，更為第一期參加者提供補課，最終成功於計劃完結前達成指標。

(O) Photographs

(Please provide, with brief description, the photographs, pamphlets, videos, publications, etc. concerning the project to the Association for reference. As this report and other materials produced may be **made accessible to the members of the public** through the library of the Hong Kong Jockey Club Drug InfoCentre and the website of Narcotics Division, etc., prescribed **consent should be obtained from the data subjects** (especially the beneficiaries) concerned if the photographs can enable the identification of them. Otherwise, the **related faces should be blurred or a note** should be made here by the grantee that such photographs shall not be made available to the members of the public.)

[illegible][illegible]