



CEDAR FUND

施達基金會

藉教會·經教會·扶貧濟困

香港九龍德興街 12 號興富中心 504 室
Suite 504 Rightful Centre
12 Tak Hing Street, Kowloon
Hong Kong

Tel 2381 9627
Fax 2392 2777
sharing@cedarfund.org
www.cedarfund.org

CEDAR Fund “Journey through Crisis—Short-term Food Assistance” Funding Scheme Application Form

Objective

In face of COVID-19 pandemic, CEDAR Fund launched a scheme to offer financial support to the ministries of Hong Kong Christian churches, for the purpose of providing food related aid to individuals or households who have difficulties in coping with their daily food expenditure. It is hoped that the poor can attain food security amidst the crisis.

Application Criteria (Full details, please visit CEDAR Fund’s website)

1. Applicant must be Hong Kong Christian church, with regular church attendance of no more than 300 people. Each church can only apply once.
2. The applicant church is willing to support short-term food relief for people whose employment are impeded by the pandemic.
3. The applicant church should list out other funding source (if any) of its food-relief programme. If full funding from another organisation / funding agency is granted / applied, the application will be regarded as repetition and hence discarded.
4. Please submit this application form **by 20th April 2020** and email to hkrelief@cedarfund.org
5. Successful applicant church shall receive CEDAR Fund’s funding support of not more than HKD80,000 (funding support will be on actual account of expense)
6. Successful applicant church shall complete the programme before September 2020. By the end of the programme, the partner church needs to submit narrative report, photos, stories, and expense report (with receipt copies) and participate in a sharing session organised by CEDAR Fund in July-September (date and format to be announced).
7. For any objection or disputes, CEDAR Fund reserves the final decision power.



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A. Information of Applicant Church

Name of church: _____

Church address: _____

Number of regular church attendance: _____

Number of employed church staff (including pastoral and ministry team): _____

Senior pastor/Person in charge of the church: _____ Title: _____

Contact number: _____ Email: _____

Person in charge of the programme: _____ Title: _____

Contact number: _____ Email: _____

B. Details of the Programme

Programme title: _____

Format(s) of activities: _____

Period of implementation: _____

Location(s) of activities: _____

How does the church find beneficiaries?

Selection criteria of beneficiaries:

Type of beneficiaries and number of people (Add rows where necessary)

Type 1: _____ Number: _____

Type 2: _____ Number: _____

Type 3: _____ Number: _____

Are some of the beneficiaries part of the church? Yes (number: _____) No

Estimation of total number of beneficiaries: _____



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Will the church mobilise participation of church volunteers?

Yes (number: _____) (Please specify ways of mobilization below) No

What are the expected challenges and coping strategies?

Other details of the programme (Add rows where necessary):

Any other expectations other than food relief or financial support of CEDAR Fund? Please list reasons:

Does the church have experience of community service?

YES (Please detail below) NO



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C. Financial Budget (Add rows in the table where necessary)

Examples of expense items: food and ingredients, food coupons, food manufacturing or packaging, transportation or delivery, storage, volunteer allowance, promotion materials, etc.)

Expense Items (please specify)	Estimated Expenses (HK\$)
Estimated total expenses of the programme (HK\$)	
	Estimated funding source (HK\$)
Church contribution	
Other funding source(s) (please specify) _____	
Request amount from CEDAR Fund	
Estimated total funding support (HK\$)	



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D. Statement and Commitment (Please put a tick “√” in the appropriate box. You may select one or more as applicable)

- Participate in “Journey through Crisis—Short-term Food Assistance” Funding Scheme sharing session organised by CEDAR Fund
- Understand that the funding support will be on actual account of expense and commit to submit narrative report, expense report, receipt copies, and other supporting documents of the programme
- If actual expense is lower than estimated budget, the applicant church will refund the rest of the funding amount. If actual expense exceeds estimated budget, the applicant church is willing to support the rest amount.
- For any variations regarding the programme and its budget, the applicant church will actively communicate with CEDAR Fund staff.

E. Source of Information

How do you know about this “Journey through Crisis—Short-term Food Assistance” Funding Scheme”? Please put a tick “√” in the appropriate box. You may select one or more as applicable.

- CEDAR Fund public channels — Website Facebook Staff: _____
- Other church (Name: _____)
- Other organisation / seminary (Name: _____)

Name of Senior Pastor / Person in charge of the applicant church: _____

Signature: _____

Name of Person-in-charge of the programme: _____

Signature: _____

Stamp of the applicant church (if applicable): _____ Date: _____

Please complete the application form and email to CEDAR Fund by 20th April 2020:
hkrelief@cedarfund.org

Contact number: (852) 2381 9627 WhatsApp: (852) 6383 6861

For CEDAR Fund’s internal use only		(form number: _____)
Date of application received:	Approval: Y/N	Approval date:
Follow up by:	Approved amount: HK\$	