



**Wofoo Asian Award for Advancing Family Well-Being
(Wofoo 3A Project) 2018**

ASIA - Aspiration for Sustainability, Innovation & Applicability

PROJECT SUBMISSION FORM

I. Name of Project: _____

II. Applicant: CIFA Member: Full Member Associate Member
Non-CIFA Member: Individual Organisation Group

Name: _____

Address: _____

Tel: () _____ Email: _____

Type of Ownership: Business / Corporation (Profit-making) Government
 NGO (non-profit-making) Academic Institute
 Others (please specify: _____)

Nature of Service: Social Service Education
 Health Care Service Others (please specify: _____)

III. Declaration:

Applicants should declare and confirm the followings:

- the originality of the project
- the actual implementation of the project

Signature: _____

Official Chop: _____

Name in Block: _____

Position: _____ Date: _____

Deadline of Application: **29 December 2017**

(For Official Use Only: Acknowledgement of receipt)

Received Date: _____ Name of the responsible person: _____

Application & Adjudication Procedures

Each applicant may only submit one project, yet projects from different units/groups of the same organisation are acceptable.

1. Initial Application (Deadline of Submission: 29 December 2017)

Complete this Project Submission Form and send to the CIFA Secretariat on or before **29 December 2017** together with a project synopsis of 500 words in English for initial screening. The synopsis should cover the following information:

- a) Project name
- b) Issues/Challenges to be addressed by the project
- c) Project objectives
- d) Project beneficiaries (current and/or potential)
- e) Brief project description
- f) Brief information on project achievements

2. Second Round Adjudication

A maximum of 16 entries will be short-listed from the initial applications for the Second Round Adjudication. Successful entries will be asked to present the Project in printed format with more details, at a maximum of 5,000 words in English which include the text, figures, tables and appendices. In addition to the basic information already submitted at the time of initial application, the followings have also to be included:

- a) Conceptual/Theoretical framework for the project
- b) Project methodologies and implementation
- c) Project partnership, if any
- d) Sustainability of the project and initiative
- e) Project replicability

- On top of the printed project description, audio-visual attachment of a maximum of 30 minutes may be appended.
- The Second Round Adjudication will be conducted on **31 May** and **1 June 2018** either in persons or through skype in English to shortlist eight projects to enter the Final Round Adjudication.

3. Final Round Adjudication

Among the eight finalists, local and overseas teams will be subsidised respectively of US\$200 per head, up to a maximum of US\$400 per team and US\$500 per head, up to a maximum of US\$1,000 per team, to attend the Asian Family Summit in Hong Kong to present their projects at the Final Round Adjudication and the Award Presentation Ceremony on 21 August 2018.

Information on Previous Winning Projects

Interested applicants may click to the following website to view the previous projects entering the Final Round Adjudication in the past years for reference:

<http://www.cifa-net.org/content.aspx?urlkey=ZYikF7i67T00CQDF>

Submission of Applications

Projects in hard and soft copies are to be submitted to the CIFA secretariat at the following address by mail and email, before the deadline of the application:

The Secretariat,

The Consortium of Institutes on Family in the Asian Region Ltd. (CIFA)

Address: Rm 620, 6/F Tsan Yuk Hospital, 30 Hospital Road, Sai Ying Pun, Hong Kong

Email: cifasecretariat@gmail.com

Tel: (852) 2859 5301