



**Wofoo Asian Award for Advancing Family Well-Being 2024
(Wofoo 3A Project) 2024**

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 of Applicant : _____

Address : _____

Contact Person : _____

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: 26th April 2024

(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: 26 April 2024**)

Complete this Project Submission Form and send to the CIFA Secretariat **on or before 26 April 2024** 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 Interviews will be conducted on **12 and 13 September 2024** either in persons or on Zoom in English to shortlist eight projects to enter the Final Round Adjudication.

3. Final Round Adjudication

Among the eight finalists, teams outside Hong Kong will be subsidised at US\$500 per person, up to a maximum of US\$1,000 per team, to attend the Asian Family Summit to be held in Hong Kong on 27-29 December, 2024. Finalist teams from Hong Kong will be subsidised at US\$200 per person, up to a maximum of US\$400 per team.

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=GCbwo9E9VXpStCv2>

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: Portion B, 21/F Wofoo Commercial Building, 574-576 Nathan Road,
Kowloon, Hong Kong

Email: cifasecretariat@gmail.com

Tel: (852) 2363 0700