**Template for Business Plan Proposal**

**Points to Note:**

* + - 1. To facilitate a comprehensive and accurate assessment of the proposal, the Proponent is strongly recommended to follow the format of the template in preparing the Business Plan Proposal. Failing to provide information as specified may obtain low or no marks in the assessment. Templates in Microsoft Word/ Excel file format are provided separately.
      2. In case the proposal is submitted by an alliance/ consortium comprising two or more parties, each party must complete Part I in separate sheets. Please also indicate the Principal Proponent who is authorised to take up the overall coordination role and, on behalf of the alliance/ consortium, liaise with the Trustee of the SIE Fund on all matters relating to this invitation exercise.
      3. In submitting the Business Plan Proposal, please ensure that the following information has been included in the proposal –

1. Part I – Particulars of the Proponent  
   (one form for each party in case of an alliance/ consortium)
2. Part II(a) – Basic information of the Proposal and Declaration
3. Part II(b) – Details of the Proposal

**Part I - Particulars of the Proponent**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Registered Name of Entity:** | | | | (Chi) |  | | |
| (Eng) |  | | |
| *If the Proponent is an alliance /consortium, please indicate if the above entity is the Principal Proponent who is authorised to take up the overall coordination role and, on behalf of the alliance/ consortium, liaise with the Trustee on all matters relating to this invitation exercise.* | | | | Yes | | No | |
| **Correspondence Address** | | | |  | | | |
| **Website (if any)** | | | |  | | | |
| **Business Registration No. (if applicable)** | | | |  | | | |
| **Name of the Contact Person** | | | | (Chi) |  | | |
| (Eng) |  | | |
| **Post title of the Contact Person** | | | |  | | | |
| **Telephone No.** | | | |  | | | |
| **Email Address** | | | |  | | | |
| **Mode of Entity:** | | | | | | | |
|  | Charitable institution of a public character exempted from tax under section 88 of the Inland Revenue Ordinance (Cap 112) | | | | | | |
|  | Company (private or public) formed and registered under the Companies Ordinance  (Cap 622) | | | | | | |
|  | Statutory body established under the legislation in Hong Kong (please specify the ordinance below) | | | | | |  |
|  | |  | | | |
|  |  | | | | |  |
|  | Others (please specify) | | | | | | |
|  |  | | | | |  |
|  |  | | | | |  |

**Please sign and stamp your chop below**

|  |
| --- |
|  |
| (Name of Authorised Signatory)  (Date) |

**Part II(a) – Basic information of the Proposal and Declaration**

**A. Proposed Duration of Engagement Period**(See paragraphs 4.6 and 9.1 of the Invitation Brief)

|  |  |
| --- | --- |
| **3** | Years |

*(Note: The proposed duration should be* ***three (3)*** *years unless supported by justifications and accepted by the Trustee.)*

**B. Proposed Key Performance Indicators (KPIs) of the Intermediary Services** (See paragraph 11.3 of the Invitation Brief)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Proposed KPIs**  *(Please refer to paragraph 11.3 for details)* | **Year 1** | **Year 2** | **Year 3** | **Total** |
| 1. Number of social ventures engaged under the proposed programme(s) |  |  |  |  |
| 1. Number of social ventures supported |  |  |  |  |
| 1. Amount of funding support received by social ventures |  |  |  |  |
| 1. Outcomes and social impact of the programme(s) |  |  |  |  |
| *The above are mandatory KPIs to be specified by each Proponent. Other KPIs proposed by the Proponent (including those for the optional innovative service, if any) should be set out below –* | | | | |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Note: The Trustee will negotiate with the Proponent to finalise a set of KPIs to be adopted for appointment as and when the Proponent is selected under the assessment process.

**C. Conflict of Interest**

(See paragraph 6.10 of the Invitation Brief)

|  |  |
| --- | --- |
| Please specify below any circumstances which may reasonably be considered to give rise to a situation where the interests of the Proponent or each of the relevant persons conflict or compete with the VBI Intermediary’s duties to the Trustee in the performance of the intermediary services.   |  | | --- | |  | |

**D. Double Funding**

By submitting and signing in this Business Plan Proposal, the Proponent declares that the VBI Intermediary (including the Proponent) has not received and/or is not applying for and/or are not receiving funding from any other publicly funded schemes for the proposed intermediary services.

**E. Validity Period of the Proposal**

(See paragraph 6.2 of the Invitation Brief)

|  |  |  |
| --- | --- | --- |
| |  |  | | --- | --- | | **12** | months from the Proposal Closing Date | |

(*Note: The validity period shall be* ***at least 12 months*** *from the Proposal Closing Date.)*

**Please sign and stamp your chop below**

|  |
| --- |
| (Name of Authorised Signatory)  (Date) |

**Part II(b) – Details of the Proposal**

Please provide the information as required below having regard to the aspects for assessment as set out in paragraph 7.2 of the Invitation Brief.

|  |  |
| --- | --- |
| **1. Vision and Objectives** | |
| **(a)** | **Understanding of the objectives of the SIE Fund and VBI**  Please articulate your understanding on the objectives of the SIE Fund and VBI.  按一下或點選這裡以輸入文字。 |
| **(b)** | **Objectives of the proposed programme(s)**  Please state the objectives of the proposed programme(s) and describe how they would help achieve and further the aspiration, objectives and positioning of the SIE Fund and VBI.  按一下或點選這裡以輸入文字。 |
| **2. Capability** | |
| **(a)** | **Capability of proponent organisation\***  *\* Including all the parties involved if the proponent takes the form of an alliance/ consortium comprising two or more parties*   1. Please provide information with substantiation on the proponent organisation’s capability, experience/ track records in the past five years, credentials and qualification in providing corporate/ business support to social ventures, particularly in the following areas of work –    * fund pitching and advisory services;    * solicitation of funding support from corporate/ business sector;    * consultancy services on business operation/ strategy and financial planning;    * organisation of general networking events/ activities; and    * any other specific area(s) covered in the proposal.   按一下或點選這裡以輸入文字。   1. Please set out the support and resources that you propose to commit for delivering the proposed intermediary services.   按一下或點選這裡以輸入文字。 |
| **(b)** | **Capability of project team**  Please set out the proposed structure, composition and line of command of the project team including the following –   * + name of the person in both English and Chinese, if available;   + roles and responsibilities; and   + qualifications and experience of the members and those to be recruited related to the areas of work as mentioned in 2(a)(i) above.   按一下或點選這裡以輸入文字。 |
| **3. Service Design** | |
| **(a)** | **Strategies/ plans and activities to achieve the VBI objectives**  Please set out the design, plan and activities for leveraging resources, connection, expertise, etc. from corporate/ business sector on supporting social ventures achieving the VBI objectives. Details may include –   * + Strategy, design, plan, activities, network, etc. for attracting programme participants (including social ventures, corporates/ businesses, non-government organisations (NGOs), philanthropies, etc.)   + Promotion plans/ activities to market and promote the proposed programme as well as solicit corporate/ business support   + Strategy, plan, activities, network, etc. for sourcing and securing funding support for social ventures   + Collaboration with existing service providers of the SIE Fund in engaging the corporate/ business sector   + Management plan in managing/ monitoring the programme progress, resource utilisation and achievements, etc.   + Sustainability and action plan for the VBI Intermediary’s support to social ventures beyond the engagement period   按一下或點選這裡以輸入文字。 |
| **(b)** | **Expected output/ outcomes and impact of the programme(s)**   1. Please describe the outcomes and impact of the proposed programme(s).   按一下或點選這裡以輸入文字。   1. Please set out the performance management mechanisms to monitor, measure and evaluate the performance of the intermediary services against the KPIs and proposed target output/ outcomes and impact.   按一下或點選這裡以輸入文字。 |
| **(c)** | **Optional innovative service (if applicable)**  Please set out the objective, strategy, design, plan, activities, network, etc. for the proposed innovative service and how the proposed service further the objectives of the VBI.  按一下或點選這裡以輸入文字。 |
| **4. Implementation/ Execution** | |
| **(a)** | **Work plan of the programme(s)**   1. Please provide the work plan of the programme(s) for the entire engagement period covering all the major tasks, activities, milestones and deliverables within the engagement period.   按一下或點選這裡以輸入文字。   1. Please set out the potential risks in the execution of your work plan to achieve the objectives and the proposed risk management/ mitigating measures.   按一下或點選這裡以輸入文字。 |
| **(b)** | **Corporate governance**   1. Please set out your corporate governance plan with reference to the guidelines set out in **Annex 2** to demonstrate that your organisation will act in the best interest of the Trustee and use and handle the funds properly if you are engaged as an Intermediary to design and implement the proposed programme(s) for the Trustee. 2. In your corporate governance plan, please list the key personnel (with names in English, Chinese and their position held in the organisation) who are relevant to the proposed intermediary services, e.g. the chairperson, chief executive officer, chief financial officer and other board members.   按一下或點選這裡以輸入文字。 |

**Template for Fee Proposal**

Please provide the information as required below with reference to paragraphs 6.11, 6.12 and 6.13 of the Invitation Brief.

|  |
| --- |
|  |
| * + - * 1. Please state the **fixed, all-inclusive lump sum service fee**\* (in Hong Kong Dollars) to be charged for designing and administering the proposed VBI programme(s) covering the entire engagement period.  |  |  | | --- | --- | |  | **Fixed, all-inclusive lump sum service fee\***  **(HK$)** | | Designing and administering the proposed VBI programme(s) |  |   *\* Should be no less than HK$1* |
| * + - * 1. Please provide **cost breakdown** of the key cost components of the service fee set out in Part A above including, for example, staff cost, accommodation cost, fees for engaging implementation partners and hiring sub-contractors, if any, fees for preparing financial reports (including audited annual/financial reports), incidentals, insurance, etc. Proponents must follow the template at **Appendix to Annex 3** in preparing the cost breakdown and provide all the information required.   **Optional innovative service (if applicable)**   * + - * 1. Please state the **extra service fee** (in Hong Kong Dollars) to be charged for your proposed optional innovative service. The proposed extra service fee should not exceed 10% of the all-inclusive lump sum service fee quoted in Part A above.  |  |  | | --- | --- | | **Proposed Innovative Service**  (Please make sure you have provided details in the proposal) | **Extra Service Fee (HK$)** | |  |  | |  |  | |

**Please sign and stamp your chop below**

|  |
| --- |
| (Name of Authorised Signatory)  (Date) |

**Consent to Disclosure**

**To: Secretariat, Social Innovation and Entrepreneurship Development Fund (“SIE Fund”) Task Force**

**Re: Provision of Intermediary Services to Design and Administer Programmes under the Venture Building Initiative (VBI) for the Trustee of the SIE Fund (“Trustee”)**

We, *[please insert the name of the proponent. If the proponent is in the form of an alliance/consortium comprising two or more parties, please insert the name of the party (i.e. the Principal Proponent) who is authorized by all other parties to take up the overall coordination role and on behalf of the alliance/consortium, liaise with the Trustee on all matters relating to this invitation exercise]*, hereby irrevocably authorise, consent and agree that if the Trustee agrees to engage us as an Intermediary to design and administer programmes under the VBI for the SIE Fund, the Trustee, may, whatever it considers appropriate or upon request by any person (written or otherwise) and without any further reference to us, disclose to any person in such form and manner as the Trustee deems fit:

(a) the service fee and any other fees, costs and expenses payable to us by the Trustee pursuant to the legally binding agreement to be signed between the Trustee and us covering the intermediary engagement (“Engagement Agreement”);

(b) the Fee Proposal submitted by us to the Trustee on *[please insert the relevant date]* in relation to the provision of the intermediary services; and

(c) the engagement of us by the Trustee under the Engagement Agreement; the names of the VBI Intermediary, members of the VBI Intermediary and other persons appointed or engaged by us to assist in the provision of the intermediary services in accordance with the Engagement Agreement; and details of the intermediary services.

We hereby waive and forego our right, if any, to make any claims against the Trustee for any losses, damages, costs, charges, liabilities, demands, proceedings and actions that may arise out of or in consequence of such disclosure by the Trustee.

|  |  |  |
| --- | --- | --- |
| Dated this day of  \* SEALED with the Common Seal of  *[please insert the name of the proponent]* and  SIGNED by *[please insert the name(s) of the Signator(ies)]*, the *[please insert the post title(s) of the Signatories]* of the VBI Intermediary in the presence of: | )  )  )  )  ) |  |

Signature of Witness:

Name of Witness:

Occupation:

Address:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* To be adopted if the proponent is a limited company.