



## 香港第三部門的現況研究

### 調查問卷

職員專用：

檢查人員：\_\_\_\_\_ 日期：\_\_\_\_/\_\_\_\_/\_\_\_\_ 檔案編號：\_\_\_\_\_

注意：本項研究主要為了解香港非牟利組織的運作情況及所面對的挑戰，俾能為日後有關政策的釐定，提供有用的參考。所有可用作分辨個別人士／機構的資料將嚴加保密，不會向任何未經授權的人士披露。

#### A 部：機構性質

內部專用

##### 問題 1：

##### 貴機構是否非牟利？

(非牟利是指機構每年所得的利潤或盈餘只用以履行其基本使命，而不會分發予其所有人、成員、創辦人或董事會。請圈出適當的答案。)

- 1 是，我們是非牟利機構。
- 2 否，我們不是非牟利機構。

Q1

##### 問題 2：

##### 提供哪方面的服務或進行哪方面的活動？

(如情況適用，請依次標示最多三類貴機構的主要服務及活動，以“1”為最重要的項目。有關分類詳情，請參閱附錄。)

- \_\_\_\_ (1) 健康服務
- \_\_\_\_ (2) 福利服務
- \_\_\_\_ (3) 教育及研究
- \_\_\_\_ (4) 宗教
- \_\_\_\_ (5) 環境
- \_\_\_\_ (6) 專業團體、工商組織及職工會
- \_\_\_\_ (7) 國際及跨境組織
- \_\_\_\_ (8) 公民團體及維護權益的組織
- \_\_\_\_ (9) 法律及法律服務
- \_\_\_\_ (10) 政治
- \_\_\_\_ (11) 地區及社區為本、自助
- \_\_\_\_ (12) 體育及其他會社
- \_\_\_\_ (13) 藝術及文化
- \_\_\_\_ (14) 慈善中介團體

Q2a

Q2b

Q2c

## B 部：機構歷史及類型

內部專用

問題 3：

貴機構於何時創立？

答：|\_|\_|\_|\_| 年 (例子：|1|9|9|7|)

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Q3 |\_|\_|\_|\_|

問題 4(A)：

在法律形式上屬於什麼組織？請圈出適當的答案。

- 1 社團；或
  - 2 有限公司；或
  - 3 擔保有限公司；或
  - 4 《職工會條例》所界定的職工會；或
  - 5 其他。請註明：\_\_\_\_\_
- 

Q4a |\_|

問題 4(B)：

是否符合慈善團體資格？請圈出適當的答案。

- 1 是
  - 2 否
- 

Q4b |\_|

問題 5：

有多少個地區辦事處？

- (A) 香港境內 答案：(數目) |\_|\_|\_|\_|\_| (例子：|0|0|1|2|5|)
- (B) 香港以外地方 答案：(數目) |\_|\_|\_|\_|\_| (例子：|0|0|0|3|8|)
- 

Q5a |\_|\_|\_|\_|\_|

Q5b |\_|\_|\_|\_|\_|

問題 6：

為下列哪(幾)個區域提供服務？請圈出適當的答案，可選擇多於一項。

- 1 香港特別行政區境內一個(多個)社區或地區
- 2 整個香港特別行政區
- 3 中華人民共和國某省份或某省境內一個地區(包括台灣)
- 4 中華人民共和國境內兩個或以上省份
- 5 中華人民共和國全國範圍
- 6 亞太區
- 7 世界各地
- 8 其他。請註明：\_\_\_\_\_

Q6a |\_|

Q6b |\_|

Q6c |\_|

Q6d |\_|

Q6e |\_|

Q6f |\_|

Q6g |\_|

Q6h |\_|

**C 部：就業**

**問題 7(A)：**

在二零零二年十月一日，貴機構聘用了多少名受薪人員？  
請圈出僱員人數：

全職僱員	兼職僱員
1 0	1 0
2 1 至 10 名	2 1 至 10 名
3 11 至 20 名	3 11 至 20 名
4 21 至 50 名	4 21 至 50 名
5 51 至 100 名	5 51 至 100 名
6 101 至 500 名	6 101 至 500 名
7 501 至 1,000 名	7 501 至 1,000 名
8 超過 1,000 名. 請註明: _ _ _ _ _ _ _	8 超過 1,000 名. 請註明: _ _ _ _ _ _ _

Q7aa |\_|

Q7ab |\_|

**問題 7(B)：**

過去一年，每名兼職受薪僱員平均工作多少時間？

(例：一名兼職僱員每週工作 5 個早上，即每星期|0|0|0|5|個半天)

答案： 每星期 |\_|\_|\_|\_| 個半天；或  
 每年 |\_|\_|\_|\_| 個全天；或  
 每年 |\_|\_|\_|\_| 個小時

V7ba |\_|\_|\_|\_|

V7bb |\_|\_|\_|\_|

V7bc |\_|\_|\_|\_|

**D 部：管理**

**問題 8：**

請按貴機構董事會 (a) 成員的專業或背景及 (b) 性別，列出成員人數。

(董事會指須承擔貴機構法律責任的董事局、信託委員會等，並非指毋須承擔法律責任的顧問委員會或名譽委員會。如果董事會成員數目不詳或無法肯定，請在空格內填上|9|9|9|9|)

董事會成員總人數 |\_|\_|\_|\_| 名 (例子: |0|0|2|5|)

Q8a |\_|\_|\_|\_|

(A) 來自私營機構 |\_|\_|\_|\_| 名

Q8b |\_|\_|\_|\_|

來自公營機構，但並非政府代表 |\_|\_|\_|\_| 名

Q8c |\_|\_|\_|\_|

政府官員或代表 (如適用) |\_|\_|\_|\_| 名

Q8d |\_|\_|\_|\_|

來自貴機構本身 |\_|\_|\_|\_| 名

Q8e |\_|\_|\_|\_|

來自其他非牟利機構 |\_|\_|\_|\_| 名

Q8f |\_|\_|\_|\_|

其他人士 (請註明背景) : \_\_\_\_\_ |\_|\_|\_|\_| 名

Q8g |\_|\_|\_|\_|

(B) 女性董事會成員 |\_|\_|\_|\_| 名

Q8h |\_|\_|\_|\_|



問題 11(C) :

義工當中有多少是貴機構會員？請圈出適當答案。

- 1 0%
- 2 1%至 25%
- 3 26%至 50%
- 4 51%至 75%
- 5 76%至 100%

Q11c

問題 11(D):

過去一年，每名義工平均為貴機構服務多少時間？

(例：一名義工逢週一至週五下午來幫忙，即每星期 00005個半天)

答案： 每星期  個半天；或  
 每年  個全天；或  
 每年  個小時

Q11da

Q11db

Q11dc

G 部：提供服務

問題 12(A) :

貴機構的服務對象為何？請圈出適當答案。

- 1 只限會員 ----- [請跳往問題 13]
- 2 本機構不向任何人提供服務 ----- [請跳往問題 13]
- 3 主要為會員及部分香港公眾 ----- [請續答問題 12(B)]
- 4 主要為香港公眾 ----- [請續答問題 12(B)]
- 5 只限香港公眾 ----- [請續答問題 12(B)]
- 6 主要為香港境外的公眾 ----- [請續答問題 12(B)]

Q12a

問題 12(B) :

估計一年為多少名公眾提供服務？

- 1 1 至 50 名
- 2 51 至 100 名
- 3 101 至 500 名
- 4 501 至 1,000 名
- 5 1,001 至 5,000 名
- 6 5,001 至 10,000 名
- 7 10,001 至 20,000 名
- 8 超過 20,000 名。請註明：

Q12b

## H 部：開支與收入

內部專用

### 問題 13：

過去一年，貴機構的經常性開支共計多少(每年港幣計)? 請圈出適當答案。

Q13 | | |

- 1 少於 100,000 元
- 2 10,000 至 250,000 元
- 3 250,001 至 500,000 元
- 4 500,001 至 750,000 元
- 5 750,001 至 1,000,000 元
- 6 1,000,001 至 2,000,000 元
- 7 2,000,001 至 5,000,000 元
- 8 5,000,001 至 10,000,000 元
- 9 10,000,001 至 20,000,000 元
- 10 超過\$20,000,000 元。 請註明: | | | | | | | | | | | | | | | | | |

### 問題 14：

請依次列出過去一年營運收入或收益(包括現金及實物)的首三個來源，以“1”為最主要的來源。可以接受相同排位。

- \_\_\_ (1) 政府直接補助或津貼
- \_\_\_ (2) 政府發還款項安排
- \_\_\_ (3) 賽馬會
- \_\_\_ (4) 公益金
- \_\_\_ (5) 私人捐款或贊助
- \_\_\_ (6) 會員繳交的會費
- \_\_\_ (7) 銷售物品或提供服務
- \_\_\_ (8) 其他費用及收費(例如出租機構的地方等)
- \_\_\_ (9) 所屬機構的撥款
- \_\_\_ (10) 投資及其他收入
- \_\_\_ (11) 其他。請註明 \_\_\_\_\_

Q14a | | |

Q14b | | |

Q14c | | |



## 聯絡資料

請填上有關資料

聯絡人姓名： \_\_\_\_\_

職銜： \_\_\_\_\_

機構名稱： \_\_\_\_\_

電話號碼： \_\_\_\_\_

傳真號碼： \_\_\_\_\_

電郵地址(如適用)： \_\_\_\_\_

簽署： \_\_\_\_\_

日期 \_\_\_\_\_

## 進一步參與

請在適當空格內加上“✓”

我 / 本機構樂於在稍後接受一次訪問面談。

我 / 本機構樂於在稍後參加一個專題小組討論。

我 / 本機構樂於參與上述兩項活動。

## 按服務及活動性質劃分的機構類別

- 1 健康服務
 

包括醫院服務；康復服務；住院（包括住宿）護養院服務；精神科醫院；精神健康治療；危機介入（包括預防自殺、為受侵犯及受虐者提供支援）；公共衛生及健康教育（包括急救訓練、家庭計劃服務）；門診治療服務（包括中醫藥治療服務）；康復護理服務（包括門診治療護理、瑜伽診療所、物理治療服務）；緊急醫療服務（包括非住院護理服務及輔助緊急護理服務、休克創傷治療、救生，救護車服務）
- 2 福利服務
 

包括兒童福利、兒童服務及日間照顧；青年服務及青年福利（包括防止犯罪服務、青年中心及會社，例如香港基督教青年會、香港基督教女青年會、男童軍、女童軍、青年就業計劃）；家庭服務（包括家庭教育、單親家庭服務機構及服務、家庭暴力受害者庇護中心及服務）；弱能人士服務（包括護養院以外的院舍服務、運輸設施、康樂服務，以及其他特殊服務）；老人服務（包括老人科護理服務、家務助理服務、運輸設施、康樂服務、膳食服務計劃[住宿護養院除外]）；自助及個人社會服務（包括支援小組、人際輔導服務）；災難緊急事故的預防及控制（包括義務救火部門、救生船服務、民眾安全服務隊等）；臨時收容中心（為露宿者及旅客等提供協助）；難民支援；收入及生活補助（為無法維持生計的人提供現金援助及其他形式的直接服務）；物質援助（提供食物、衣物、運輸及其他形式的援助）
- 3 教育及研究
 

包括中小學教育和高等教育（包括幼稚園和提供學前服務的機構，但不包括日間照顧服務）；職業／工業訓練學校（包括各行各業的訓練學校、法律事務助理訓練課程和秘書訓練學校）；成人／持續教育（包括大學的校外進修學院、函授學校、夜校和獲資助的識字課程）；學術和政策研究。
- 4 宗教
 

包括宗教活動、傳道工作、宗教儀式及聖禮（包括天主教和基督教教堂、猶太教教堂、廟宇、清真寺、神殿、修道院、神學院及其他旨在宣揚教義、提供宗教服務和舉行宗教儀式的團體）。
- 5 環境
 

包括消滅和管制污染的宣傳工作（包括保持空氣清新和水源清潔、消滅和防止噪音污染、輻射管制、處理危險廢物和有毒物質、固體廢物管理，以及循環再用計劃等的宣傳工作）；節省和保護天然資源；美化環境和管理遊憩用地（包括園藝工作、園林護理服務、防止亂拋垃圾運動，以及城市和公路美化計劃）；保護及照顧動物（包括動物庇護中心和人道主義協會）；保育及保護野生動物（包括保護區和庇護中心）；獸醫服務（包括動物醫院及照顧農畜、家畜和寵物）。
- 6 專業團體、工商組織及職工會
 

包括商會、專業團體、職工會（包括舉辦職業訓練或實習計劃的組織）（若法例規定必須取得某團體的會籍才能保留專業資格，則該團體不入此列，因為入會與否應出於自願而非強制）。
- 7 國際及跨境組織
 

包括交流／伙伴／文化計劃；發展援助；國際救災工作；國際維護人權及宣揚和平工作
- 8 公民團體及維護權益的組織
 

包括維護權益的組織（包括保障個別團體的權利並促進其權益的組織，例如保障婦孺、學生等組織）；公民權利協會（致力保障或維護個人公民自由及人權的組織，例如保護平等機會及新聞自由的組織）；民族協會（促進某一族裔權益或向其提供服務的組織，例如法國僑民協會）；公民協會（包括鼓勵和宣揚公民意識）

9 法律及法律服務

包括法律服務及意見(包括調解糾紛及與法庭有關的事宜);防止罪行及公眾政策;罪犯自新(包括中途宿舍、感化及假釋計劃、各類代替監禁的計劃);對受害者的支援(包括向罪案受害者提供服務、輔導及意見);保障消費者協會(包括保障消費者權利和改善產品管制及質素)

10 政治

包括支持候選人擔任政治職位(例如立法會及/或全國人民代表大會)的活動及服務;包括發放資訊、公關活動及政治籌款

11 地區及社區為本、自助

包括社區及鄰舍組織(例如同鄉會、街坊會、鄉事委員會及社區婦女會);住屋協會、房屋管理及修復(例如業主立案法團、互助委員會及居民協會)

12 體育

包括體育會、康樂及交誼會(例如游泳會)、服務性質的會社(例如獅子會、崇德社及扶輪社)

13 藝術及文化

包括傳播媒介及通訊(包括廣播、出版及圖書館)、視覺藝術、建築、陶瓷藝術、表演藝術;歷史/文學/人文社團;博物館、動物園及水族館

14 慈善中介團體

包括批撥資助的基金會、籌款活動(包括獎券)



## Study on the Third Sector Landscape in Hong Kong

### Survey Questionnaire

Official Use only:

Checked by: \_\_\_\_\_ Date : \_\_\_\_/\_\_\_\_/\_\_\_\_ Serial No. : \_\_\_\_\_

Note: The purpose of this study is to understand the current organization and critical issues facing Hong Kong's non-profit sector, in order to facilitate any possible future policymaking in the relevant area. All collected information which may enable identification of individual establishments will be kept confidential and will not be released to any unauthorized parties.

For Internal Use

#### PART A: Nature of organization

##### Question 1:

##### Is your organization non-profit-making in purpose?

(A non-profit-making organization is one where any profits or surplus in a given year is plowed back into the basic mission of the agency, not distributed to the organization's owners, members, founders, or governing board. *Please circle the number that applies.*)

- 1 Yes, we are a non-profit-making organization.
- 2 No, we are not a non-profit-making organization.

Q1.

##### Question 2:

##### What services and activities does your organization carry out?

(Where applicable, please **rank up to three** types of services and activities for the primary type(s) of services and activities that apply to your organization, **with 1 being the most dominant**. For details on their classification, please refer to Appendix. )

- \_\_\_\_\_ (1) Health services
- \_\_\_\_\_ (2) Welfare services
- \_\_\_\_\_ (3) Education and research
- \_\_\_\_\_ (4) Religion
- \_\_\_\_\_ (5) Environment
- \_\_\_\_\_ (6) Professional and industry/business organizations, trade unions
- \_\_\_\_\_ (7) International and cross-boundary
- \_\_\_\_\_ (8) Civic and advocacy
- \_\_\_\_\_ (9) Law and legal services
- \_\_\_\_\_ (10) Politics
- \_\_\_\_\_ (11) District and community-based, self-help
- \_\_\_\_\_ (12) Sports
- \_\_\_\_\_ (13) Arts and culture
- \_\_\_\_\_ (14) Philanthropic intermediation

Q2a

Q2b

Q2c

**PART B: History and form of organization**

For Internal Use

**Question 3:**

**When was your organization first formed?**

Answer: Year |\_|\_|\_|\_| (e.g.: |1|9|9|7|)

Q3 |\_|\_|\_|\_|

**Question 4(A):**

**What is the legal form of your organization?**

*Please circle one that applies.*

Q4a |\_|

- 1 Society
- 2 Company Limited
- 3 Company Limited by Guarantee
- 4 A trade union as defined by the Trade Union Ordinance
- 5 Others. Please specify: \_\_\_\_\_

**Question 4(B):**

**Do you have charitable status?**

*Please circle one that applies.*

Q4b |\_|

- 1 Yes
- 2 No

**Question 5:**

**How many geographical offices does your organization have**

(A) within Hong Kong? Answer: (number) |\_|\_|\_|\_| (e.g.: |0|0|1|2|5|)

Q5a |\_|\_|\_|\_|\_|

(B) outside of Hong Kong? Answer: (number) |\_|\_|\_|\_| (e.g.: |0|0|0|3|8|)

Q5b |\_|\_|\_|\_|\_|

**Question 6:**

**Which geographic area(s) is/are served by your organization?**

*May circle more than one option.*

Q6a |\_|

Q6b |\_|

Q6c |\_|

Q6d |\_|

Q6e |\_|

Q6f |\_|

Q6g |\_|

Q6h |\_|

- 1 Neighbourhood(s) or district(s) within Hong Kong SAR.
- 2 The whole territory of Hong Kong SAR
- 3 A province or a region within a province of PRC (including Taiwan)
- 4 Two or more provinces of PRC
- 5 National area of PRC
- 6 Asia-Pacific region
- 7 International
- 8 Others. Please specify \_\_\_\_\_

**PART C: Employment**

For Internal Use

**Question 7(A):**

**How many people are employed (receiving wages) by your organization as of 1 October 2002?**

*Please circle the choice indicating the rough range of number of employees:*

Full-time employees	Part-time employees
1 0	1 0
2 1-10	2 1-10
3 11-20	3 11-20
4 21-50	4 21-50
5 51-100	5 51-100
6 101-500	6 101-500
7 501-1,000	7 501-1,000
8 Over 1,000. Please specify: _ _ _ _ _ _ _	8 Over 1,000. Please specify:  _ _ _ _ _ _ _

Q7aa |\_|

Q7ab |\_|

**Question 7(B):**

**How much time does an average part-time paid employee work during the past year?**

(For example, a part-time employee working 5 mornings a week = |0|0|0|5| half-days per week)

Answer: |\_|\_|\_|\_|\_| half-day(s) per week **OR**  
 |\_|\_|\_|\_|\_| day(s) per year **OR**  
 |\_|\_|\_|\_|\_| hour(s) per year

V7ba |\_|\_|\_|\_|\_|

V7bb |\_|\_|\_|\_|\_|

V7bc |\_|\_|\_|\_|\_|

**PART D: Governance**

**Question 8:**

**Please quantify the composition of your organization’s governing board according to (a) the fields of profession or background of board members and (b) gender.**

(Governing board refers to the board of directors, board of trustees, etc. which assumes the legal responsibility of the organization. This does not refer to advisory boards or honorary boards which do not bear the legal burdens of governing boards. If you are not sure or don’t know about the numbers, please fill in |9|9|9|9| instead.)

**Total number of board members who are** (number) |\_|\_|\_|\_|\_| (e.g.: |0|0|2|5|)

Q8a |\_|\_|\_|\_|\_|

(A) From the private sector (number) |\_|\_|\_|\_|\_|

Q8b |\_|\_|\_|\_|\_|

From the public sector but not representing government (number) |\_|\_|\_|\_|\_|

Q8c |\_|\_|\_|\_|\_|

Government officials or representatives (if applicable) (number) |\_|\_|\_|\_|\_|

Q8d |\_|\_|\_|\_|\_|

From the organization itself (number) |\_|\_|\_|\_|\_|

Q8e |\_|\_|\_|\_|\_|

From other non-profit organizations (number) |\_|\_|\_|\_|\_|

Q8f |\_|\_|\_|\_|\_|

Others (Please specify background): (number) |\_|\_|\_|\_|\_|

Q8g |\_|\_|\_|\_|\_|

(B) Women board members (number) |\_|\_|\_|\_|\_|

Q8h |\_|\_|\_|\_|\_|

**Question 9:**

**Please describe the way board members are recruited or selected.**

*May circle more than one option.*

- 1 Voted by registered members
- 2 Appointed by Government
- 3 Appointed by Headquarters
- 4 Other means. Please specify \_\_\_\_\_

Q9 **PART E: Membership****Question 10(A):**

**Does your organization have members registered in some form as of 1<sup>st</sup> October 2002?** *Please circle one that applies.*

- 1 Yes [Please go to Question 10(B)]
- 2 No [Please go to Question 11]

Q10a **Question 10(B):**

**How many members are there in your organization?**

*Please circle one that applies.*

- 1 1 – 50
- 2 51 – 100
- 3 101 – 500
- 4 501 – 1,000
- 5 1,001 – 5,000
- 6 5,001 – 10,000
- 7 10,001 – 20,000
- 8 Over 20,000

Q10b **PART F: Volunteers****Question 11(A):**

**Does your organization use volunteers?**

*Please circle one that applies.*

- 1 Yes [Please go to Questions 11(B), 11(C) and 11(D)]
- 2 No [Please go to Question 12]

Q11a **Question 11(B):**

**How many volunteers does your organization use during the past year?**

*Please circle one that applies.*

- 1 1-10 people
- 2 11-30 people
- 3 31-100 people
- 4 101-250 people
- 5 251-500 people

Q11b

- 6 501-1,000 people
- 7 Over 1,000 people. Please specify: |\_|\_|\_|\_|\_|\_|\_|\_|

**Question 11(C):**

**Of your volunteers, how many are your members?**

*Please circle one that applies.*

- 1 0%
- 2 1% - 25%
- 3 26% - 50%
- 4 51% - 75%
- 5 76% - 100%

Q11d |\_|

**Question 11(D):**

**How much time did an average volunteer work for your organization during the past year?**

(For example, a volunteer working 5 afternoons a week = |0|0|0|5| half-days per week)

**Answer:** |\_|\_|\_|\_|\_| half-day(s) per week **OR**  
 |\_|\_|\_|\_|\_| day(s) per year **OR**  
 |\_|\_|\_|\_|\_| hour(s) per year

Q11ca |\_|\_|\_|\_|\_|

Q11cb |\_|\_|\_|\_|\_|

Q11cc |\_|\_|\_|\_|\_|

**PART G: Service Provision**

**Question 12(A):**

**Who receives the services provided by your organization?**

*Please circle one that applies.*

- 1 Members only----- [Please go to Question 13]
- 2 Nobody; we do not provide service----- [Please go to Question 13]
- 3 Primarily members and some members of ----- [Please go to Question 12(B)]  
the public in Hong Kong
- 4 Primarily public at large in Hong Kong ----- [Please go to Question 12(B)]
- 5 Only the public at large in Hong Kong ----- [Please go to Question 12(B)]
- 6 Primarily the public outside Hong Kong ----- [Please go to Question 12(B)]

Q12a |\_|

**Question 12(B):**

**How many public users do you estimate your organization serves in a year?**

*Please circle one that applies.*

- 1 1 - 50
- 2 51 - 100
- 3 101 - 500
- 4 501 - 1,000
- 5 1,001 - 5,000
- 6 5,001 - 10,000
- 7 10,001 - 20,000
- 8 Over 20,000 Please specify: |\_|\_|\_|\_|\_|\_|\_|\_|

Q12b |\_|





## Contact Information

Name of contact person: \_\_\_\_\_

Position in organization: \_\_\_\_\_

Name of organization: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Fax number: \_\_\_\_\_

Email (if available): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Future Participation

*Please tick one that applies.*

I / our organization would be happy to participate in a future interview.

I / our organization would be happy to participate in a focus group discussion.

I / our organization would be happy to participate in both.

## Classification of organization according to types of services and activities

- 1 **Health services**  
includes hospitals; rehabilitation; in-patient (includes residential) nursing home services; psychiatric hospitals, mental health treatment, crisis intervention (includes suicide prevention and support to victims of assault and abuse); public health and wellness education (includes first aid training, family planning services); out-patient health treatment service (includes traditional Chinese medicine treatment service); rehabilitative medical services (includes out-patient therapeutic care, yoga clinics, physiotherapy services); emergency medical services (includes ambulatory services and paramedical emergency care, shock/trauma programmes, lifeline programmes, and ambulance services)
- 2 **Welfare services**  
includes child welfare, child services and day care; youth services and youth welfare (includes delinquency prevention services, youth centres and clubs e.g. YMCA, YWCA, Boy Scouts, Girl Scouts; job programmes for youth); family services (includes family education, single parent agencies and services, family violence shelters and services); services for the handicapped (includes homes other than nursing homes, transport facilities, recreation and other specialized services); services for the elderly (includes geriatric care services, homemaker services, transport facilities, recreation, meal programmes [excludes residential nursing homes]); self-help and personal social services (includes support groups, personal counselling services); disaster/emergency prevention and control (includes volunteer fire departments, life boat services, Civil Aid Services, etc.); temporary shelters (for the homeless, travellers' aid, etc.); refugee assistance; income support and maintenance (providing cash assistance and other forms of direct services to persons unable to maintain a livelihood); material assistance (providing food, clothing, transport and other forms of assistance)
- 3 **Education and research**  
includes primary, secondary and higher education (includes kindergartens and pre-school organizations but excludes day care); vocational/technical schools (includes trade schools, paralegal training, secretarial schools); adult/continuing education (includes schools of continuing studies, correspondence schools, night schools, sponsored literacy programmes); academic and policy research
- 4 **Religion**  
includes religious activities, preaching, ceremonies and sacraments (includes churches, synagogues, temples, mosques, shrines, monasteries, seminaries and similar organizations promoting religious beliefs and administering religious services and rituals)
- 5 **Environment**  
includes promotion of pollution abatement and control (includes promotion of clean air, clean water, reducing and preventing noise pollution, radiation control, treatment of hazardous wastes and toxic substances, solid waste management, and recycling programmes); natural resources conservation and protection; environmental beautification and open spaces (includes horticultural programmes and landscape services, anti-litter campaigns, city and highway beautification programmes); animal protection and welfare (includes animal shelters and humane societies); wildlife preservation and protection (includes sanctuaries and refuges); veterinary services (includes animal hospitals, care to farm and household animals and pets)
- 6 **Professional and industry/business organizations, trade unions**  
includes business associations, professional associations, trade unions (includes job training or internship)(excludes those whose membership is required by law for retention of professional status etc. because membership should be voluntary, not mandatory)
- 7 **International and cross-boundary**  
includes exchange/friendship/cultural programmes; development assistance; international disaster and relief; international human rights and peace promotion

8 Civic and advocacy organizations

includes advocacy organizations (includes organizations that protect the rights and promote the interests of specific groups of people, e.g. children, women, students, etc.); civil rights associations (organizations that work to protect or preserve individual civil liberties and human rights, e.g. equal opportunity, press freedom); ethnic associations (organizations that promote the interests of, or provide services to, members belonging to a specific ethnic heritage, e.g. Association of French Citizens living Overseas); civic associations (includes programmes and services to encourage and spread civic mindedness)

9 Law and legal services

includes legal services and advice (includes dispute resolution and court-related matters); crime prevention and public policy; rehabilitation of offenders (includes halfway houses, probation and parole programmes, prison alternatives); victim support (includes services, counsel, and advice to victims of crime); consumer protection associations (includes protection of consumer rights, and the improvement of product control and quality)

10 Political

includes activities and services to support putting candidates into political office, e.g. Legislative Council and/or the PRC National People's Congress; includes dissemination of information, public relations and political fundraising

11 District and community-based, self-help

includes community and neighbourhood organizations (e.g. clansmen organizations, Kai Fong associations, rural committees, community women's group); housing associations, housing management and rehabilitation (e.g. owners incorporations, mutual aid committees, residents' associations)

12 Sports

includes sports clubs, recreation and social clubs (e.g. swimming clubs), service clubs (e.g. Lions, Zonta, Rotary)

13 Arts and culture

includes media and communications (includes broadcasting, publishing and libraries), visual arts, architecture, ceramic art, performing arts; historical, literary, and humanistic societies; museums, zoos and aquariums

14 Philanthropic intermediation

includes grant-making foundations, voluntarism promotion and support, fundraising (includes lotteries)

## **Interview Guide**

### Operating Foundations

1. Year of establishment:
2. Whether or not charitable status:
3. Mission of foundation:
4. Board membership:
5. Volunteer participation:
6. Average number of grants made in the past 3 years:
7. Average size of grants (HK\$'000) made in the past 3 years:
8. Target beneficiaries:
9. Sources of income:
10. Issues which are challenges to your foundation at this point in time:
11. Issues which seem critical to most foundations in Hong Kong presently:
12. Is there any government policy which can to be adjusted to help your foundation achieve your mission better? Or to improve links with market, govt. and other non-profit organizations? To develop staff?

### Private grantmaking foundations

1. Year of establishment:
2. legal status: charter/trust deed, restriction on investment, auditors?
3. Mission of foundation:
4. Operating mechanism: Competitive? Assessment? Priority? Review?
5. Financial management: sources of income and management of investment
6. Average number of grants made in the past 3 years:
7. Average size of grants (HK\$'000) made in the past 3 years:
8. Target beneficiaries: programme initiatives
9. Issues which are challenges to your foundation at this point in time:
10. Issues which seem critical to most foundations in Hong Kong presently:
11. Is there any government policy which can to be adjusted to help your foundation achieve your mission better?
12. Is there any government policy which can to be adjusted to help your foundation achieve your mission better? Or to improve links with market, govt. and other non-profit organizations? To develop staff?