**經濟型/社會型(微經濟)計畫**

**單位自我檢核表**

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| 應備文件 | 編號 | 文件項目 | 是否具備 |
| 1 | 計畫書3份與電子檔 | □是 □否 |
| 2 | 立案證明書（已完成法人登記者應同時檢附法人登記證書） | □是 □否 |
| 3 | 組織章程或捐助章程 | □是 □否 |
| 4 | 決議提出申請之會員（代表）大會、董事會或理事會會議紀錄(含計畫名稱、上工項目、計畫內容、申請人數)及其簽到表。 | □是 □否 |
| 5 | 前一年度工作報告（含教育文化或公益慈善機關或團體及其作業組織結算申報書及機關團體銷售貨物或勞務之所得計算表等向目的事業主管機關完、免稅證明，但新成立尚無年度報告者，免附）。 | □是 □否 |
| 6 | 本計畫涉及相關目的事業主管機關主管業務之相關合法使用、設立或許可等文件。 | □是 □否 |
| 7 | 組織結構與組織內專職、兼職及志工人員相關資料（含經縣市政府備查之理事長當選證書及理監事名單）。 | □是 □否 |
| 8 | 向勞工保險局申請提供最近月份之加保人員名冊。但依法非屬投保單位者，須檢附於計畫核定後成立投保單位之切結書。 | □是 □否 |
| 9 | 曾申請執行本部相關就業促進措施(本方案、臨時工作津貼等)之單位，必須具體敘明所有曾執行之計畫補助金額、人數及績效（含計畫結束後之留用名冊、留用人數及比例，及輔導進入常態職場人數及比例等，並提供前執行計畫之完整專戶存摺影本供參）等。 | □是 □否 |
| 10 | 同一計畫向二個以上機關提出申請補（捐）助，應列明全部經費內容，及向各機關申請補（捐）助之項目及金額。 | □是 □否 |
| 11 | 新申請單位提送之新計畫中須填具體量化之預期效益。 | □是 □否 |
| 其他附件 | 編號 | 文件項目(視本計畫屬性自行增減) | 是否具備 |
| 1 | 計畫人員配置地址合法使用文件 | □是 □否 |
| 2 |  | □是 □否 |
| 3 |  | □是 □否 |

**勞動部勞動力發展署北基宜花金馬分署**

**○年度多元就業開發方案計畫書**

**壹、單位資訊**

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| 單位全銜 |  | | |
| 統一編號 |  | | |
| 單位負責人 |  | | |
| 電 話 |  | | |
| 立案證書字號 |  | | |
| 郵遞區號 | □□□□□□請填6碼 | | |
| 會 址 |  | | |
| 單位簡介 |  | | |
| 組織架構圖 | 人事概況  全職 人  兼職 人  志工 人 | | |
| 過往執行其他  政府部門計畫  情形 | □無 □有 | | |
| 補助單位 | 計畫名稱 | 經費 |
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**貳、計畫內容**

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| **一、計畫概要** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 計畫類型 | | | | | | | | | | □經濟型 □第＿年 □相對補助第＿年  □社會型 微經濟 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 計畫名稱 | | | | | | | | | | ○○○計畫 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 計畫分類 | | | | | | | | | | □社會公益 □文化工藝 □觀光休閒 □資源環保 □地方產業  □社區服務 □其他類別 (擇一勾選) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 執行內容  簡述說明  (300字內) | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 計畫聯絡人 | | | | | | | | | |  | | | | | | | | | | | | | 手 機 | | | | | |  | | | | | | | | | | |
| 職 稱 | | | | | | | | | |  | | | | | | | | | | | | | 電子郵件 | | | | | |  | | | | | | | | | | |
| 計畫督導者 | | | | | | | | | |  | | | | | | | | | | | | | 手 機 | | | | | |  | | | | | | | | | | |
| 職 稱 | | | | | | | | | |  | | | | | | | | | | | | | 電子郵件 | | | | | |  | | | | | | | | | | |
| 職缺說明 | 上工職稱 | | | | | | | | | | 人數 | | 工作內容 | | | | | | 工作時間 | | | | | | | 配置地址 | | | | | | | | 學歷、專長或技能 | | | | | |
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| 合 計 | | | | | | | | | |  | |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 經費申請 | 總 經 費 | | | | | | | | | | ○,○○○元 | | | | | | | | 工作津貼 | | | | | | | ○,○○○元 | | | | | | | | | | | | | |
| 保險費用 | | | | | | | ○,○○○元 | | | | | | | | | | | | | |
| 其他費用 | | | | | | | ○,○○○元(其中行銷推廣費為○,○○○元) | | | | | | | | | | | | | |
| 自 籌 款 | | | | | | | | | | ○,○○○元 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **二、問題分析** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 區域現況 |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 解決方式 |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **三、執行內容** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 商品與服務 | 1.品項  2.照片 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 場域簡介 | 地理位置或行政區域 |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 建築或設備照片 |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 實際工作影像摘錄 |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 商業模式 | 主要商品 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | 名稱 | 價格 | 客群 | 顧客需求 | 通路 | 行銷方式 | 合作對象  (地方效益) | |  |  | 年齡  喜好 |  | 網路  實體 | 網路  實體 |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 營運規劃 | 期 程 | | | | | | 短 期 | | | | | | | | | | | 中 期 | | | | | | | | | | | | | | 長 期 | | | | | | | |
| 目 標 | | | | | |  | | | | | | | | | | |  | | | | | | | | | | | | | |  | | | | | | | |
| 策 略 | | | | | |  | | | | | | | | | | |  | | | | | | | | | | | | | |  | | | | | | | |
| 工作說明 | 職 稱 | | | | | | 項 目 | | | | | | | | | | | 執行方式 | | | | | | | | | | | | | | 資源連結(合作夥伴) | | | | | | | |
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| 工作進度甘特圖 | 執行期間：1月1日至12月31日 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 月份  工作  項目 | | | | 1月 | | | 2月 | | | | 3月 | | 4月 | | 5月 | | | | | 6月 | | | 7月 | | | | 8月 | | | 9月 | | | | 10月 | | 11月 | | 12月 |
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| **四、人才培育** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 教育訓練 | 編號 | | | 月份 | | 課程名稱 | | | | | | | | | | | 授課講師 | | | | | | | | 訓練時數 | | | | | 課程內容 | | | | | | | | 學習目標 | |
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| 合計 | | | | | | | | | | | | | | | | | | | | | | | |  | | | | |  | | | | | | | |  | |
| 專業技能 | 編號 | | | 證照(書)名稱 | | | | | | | | | | | | | | | | | | 取得人數 | | | | | | | | | | | | | | | | | |
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| 就業促進 | 編號 | | | 常態職場或留用 | | | | | | | | | | | | | | | | | | 輔導方式 | | | | | | | | | | | | | | | | | |
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| **五、財務規劃** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 成本分析 | 編號 | | 產品名稱 | | | | | | | | | | | | 材料項目 | | | | | | | | | | | | 成本(元) | | | | | | | | | 加總成本(元) | | | |
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| 收入來源 | |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 編號 | 產品名稱 | 產品平均單價 | 成本 (≠人力成本) | 年銷售量 | 全年銷售預估 | | | | | | | 收入 | 營收比(%) | 成本 | 盈餘 | 毛利比(%) | 毛利率(%) | |  | 範例 | A | B | C | D=A\*C | F=D/E | G=B\*C | I=D-G | K=I/J | I/D | |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  | | 合計 | | | | |  |  |  |  |  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 財務計畫 | 項目/年度 | | | | | | | | ○年 | | | | | | | | | | | ○年 | | | | | | | | | | | | | ○年 | | | | | | |
| 計畫收入(a) | | | | | | | | E | | | | | | | | | | |  | | | | | | | | | | | | |  | | | | | | |
| 計畫支出(b) | | | | | | | | H | | | | | | | | | | |  | | | | | | | | | | | | |  | | | | | | |
| 補助收入(c) | | | | | | | |  | | | | | | | | | | |  | | | | | | | | | | | | |  | | | | | | |
| 補助支出(d) | | | | | | | |  | | | | | | | | | | |  | | | | | | | | | | | | |  | | | | | | |
| 自籌款收入(e) | | | | | | | |  | | | | | | | | | | |  | | | | | | | | | | | | |  | | | | | | |
| 自籌款支出(f) | | | | | | | |  | | | | | | | | | | |  | | | | | | | | | | | | |  | | | | | | |
| 總收入(g=a+c+e) | | | | | | | |  | | | | | | | | | | |  | | | | | | | | | | | | |  | | | | | | |
| 總支出(h=b+d+f) | | | | | | | |  | | | | | | | | | | |  | | | | | | | | | | | | |  | | | | | | |
| 總盈餘(i=g-h) | | | | | | | | J | | | | | | | | | | |  | | | | | | | | | | | | |  | | | | | | |
| 累積盈餘 | | | | | | | |  | | | | | | | | | | |  | | | | | | | | | | | | |  | | | | | | |
| 專款專用及回饋機制 | 專款專用說明 | 1. 本計畫之所有經費收支將獨立於本會預算收支經費之外。 2. 向銀行開立新的存簿帳戶供本計畫專款專用，該收支經費情形每個月登錄於日記簿及分類帳中並提報於每月督導委員會中檢討報告。 3. 本專款專戶由專人專責統籌管理。 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 盈餘及回饋 | |  |  |  | | --- | --- | --- | | 項目 | 比例 | 說明 | | 1. 留用薪資及勞健保費 |  |  | | 1. 人員教育訓練 |  |  | | 1. 工作獎金 |  |  | | 1. 社會公益回饋 |  |  | | 1. 設備添購 |  |  | | 1. 計畫營運預備金 |  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **六、預期效益** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 對應「工作」所擬定之目標KPI，規劃各期達成數。  各季績效之佔比，請考量淡旺季、季節性、外部性之影響。 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | 工作項目 | | 總目標 | 第1季 | 第2季 | 第3季 | 第4季 | 估算基準 | | ○ | 服務量(場次) | ○ | ○ | ○ | ○ | ○ |  | | ○ | 服務量(人次) | ○ | ○ | ○ | ○ | ○ |  | | ○ | 服務量(單位) | ○ | ○ | ○ | ○ | ○ |  | | … |  |  |  |  |  |  |  | | 產品名稱 | 銷售量 | ○ | ○ | ○ | ○ | ○ |  | | 銷售額 | $ | $ | $ | $ | $ |  | | 產品名稱 | 銷售量 | ○ | ○ | ○ | ○ | ○ |  | | 銷售額 | $ | $ | $ | $ | $ |  | | … |  |  |  |  |  |  |  | | 總財務狀況 | 收入 |  |  |  |  |  |  | | 成本 |  |  |  |  |  |  | | 盈餘 |  |  |  |  |  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **七、其他附件** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |