**Secretariat Use Only 秘书处专用**

 S/N 编号：

|  |  |
| --- | --- |
|  | ENVIRONMENT AND CONSERVATION FUND环境及自然保育基金\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*Application Form for Environmental Education and Community Action Projects环保教育和社区参与项目 — 申请表格 |

|  |
| --- |
| ***Note:******注意：****To submit an application for* ***“Clean Shorelines Small Scale Project”*** *or* ***“Special Grant Project”****, please fill in the specific application form titled “Environmental Education and Community Action Projects – Small Scale Project on Clean Shorelines” or “Environmental Education and Community Action Projects - Special Grant Project” available at website: https://eeca.ecc.org.hk/english/guide/guide.html. Please mark “Small Scale Project on Clean Shorelines” or “Special Grant Project” on the envelope.**如申请「****清洁海岸小型项目****」或****「特别拨款项目」****，请从网页（https://eeca.ecc.org.hk/sc\_chi/guide/guide.html）下载并交回注明为「环保教育和社区参与项目—清洁海岸小型项目」或「环保教育和社区参与项目—特别拨款项目」的申请表格，信封面请注明「清洁海岸小型项目」或「特别拨款项目」。* |

**Application Guideline 申请须知**

This Application Form may be amended by the Environment and Conservation Fund (ECF) Committee, Environmental Education and Community Action Projects Vetting Sub-committee (the Vetting Sub-committee) and the Vetting Sub-committee Secretariat (the Secretariat) as and when necessary.

环境及自然保育基金（环保基金）委员会、环保教育和社区参与项目审批小组（审批小组）及审批小组秘书处（秘书处）可随时按需要修订本申请表格的内容。

The soft copy of the Application Form can be downloaded from the website of the Environment and Conservation Fund (ECF) at:

申请表格的软复本可从环境及自然保育基金（环保基金）网页下载，网址如下：

* https://www.ecf.gov.hk/sc/application/index.html

Please read the “Guide to Application – Environmental Education and Community Action Projects” carefully and provide all details of the proposed project in a clear and concise manner. The Application Form may be completed in Chinese or English. Additional pages may be attached to the form if necessary.

请详阅《环保教育和社区参与项目－申请指引》，并清晰及简洁地提供建议项目的详情。请以中文或英文填写本申请表格。如有需要，可另页书写。

All sections of the Application Form should be completed with all required information and supporting document(s) wherever required. Please ensure that all required information is submitted together with the Application Form. Where the information sought is not applicable or not available, please fill in “NA”.

申请表格的所有部分均须填写；请确保所有需要的资料及证明文件均连同申请表格一并递交。如所须填报的资料为不适用或未能提供有关资料，请填上「不适用」。

The Application Form should be typed or printed on both sides of the paper. The completed Application Form shall be submitted in both hard and soft copies (in “Word” format).
申请表格应双面打印或列印。递交申请时，除申请表格正本外，须另附申请表格的软复本（「Word」档案格式）。

The original hard copy of the completed Application Form (together with its softcopy in “Word” format) must be returned in an envelopeby the **application deadline, i.e. before 6:00 pm on 6 December 2021** to:

填妥的申请表格正本（连同以「Word」档案格式储存的软复本）必须放入信封，并于**截止申请日期（即2021年12月6日）下午6时前**送交：

|  |
| --- |
| Environmental Education and Community Action Projects Vetting Sub-committee SecretariatEnvironment and Conservation Fund5/F Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong香港湾仔轩尼诗道130号修顿中心5楼环境及自然保育基金环保教育和社区参与项目审批小组秘书处 |

Please mark “EE&CA Projects” on the envelope.

信封面请注明「环保教育和社区参与项目」。

For applications submitted by mail, the postmark should be dated on or before the application closing date. Please ensure payment of sufficient postage as underpaid mails will not be accepted. In case the Black Rainstorm Warning Signal or Tropical Cyclone Warning Signal No. 8 or above is in force for any duration between 12:00 noon and 6:00 pm on the application closing date, the application closing time will be extended to 6:00 pm on the next working day.

若以邮寄方式递交申请表格，邮戳日期必须为截止申请日期或之前。投寄前请确保已付足够邮资，秘书处并不接受邮资不足的邮件。如在截止申请日期当天中午12时至下午6时期间黑色暴雨警告讯号或8号或以上热带气旋警告讯号生效，截止申请时间将会延至下一个工作日的下午6时。

Late or incomplete applications, and an application form not submitted in accordance with the format prescribed above (including an application submitted by facsimile and/or e-mail without parallel submission of the original hard copy) **will not be processed.**

逾期递交或不完整的申请，以及没有依据上述方式递交的申请（如以传真或电子邮件方式交回而没有同时递交正本），**概不受理。**

Applicant organisations should provide the best and fullest information in their applications, and the Secretariat is not obligated to request additional information from applicant organisations.

申请机构须确保递交申请时填报的资料详尽确实，秘书处并无责任向申请机构索取额外资料。

Applicant organisations are required to provide additional and/or supplementary information in relation to their applications upon request by the Secretariat.

申请机构必须应秘书处的要求，提供任何有关申请所需的额外及／或补充资料。

Any intentional misrepresentation or omission of information related to this application may result in the application being rejected or grant withheld, and the applicant organisation may be liable to prosecution for making a false declaration. The applicant organisation's explicit attention is drawn that obtaining pecuniary advantage by deception is a criminal offence.

凡故意在本申请中作失实陈述或漏报资料，有关申请可被拒绝或中止发放拨款，而申请机构虚报资料，亦可遭检控。申请机构须注意，以欺诈手段取得金钱利益，属刑事罪行。

For enquiries, please call 2840 1771.

如有查询，请致电2840 1771。

**Personal Data Collection Statement 收集个人资料的声明**

Purpose of Collection 收集的目的

The personal data and other related information provided in the Application Form will be used by the ECF and relevant government departments for the purpose of processing the application. The provision of personal data and other related information in the Application Form is voluntary. The applicant organisation may apply to the Secretariat to withhold some data from release to the public. However, adequate and accurate data are not provided, the application may not be able to be processed.

在申请表格内所提供的个人资料和其他有关的资料，是供环保基金及政府相关部门在处理申请时所用。申请机构可自行决定是否在申请表格内提供个人资料及其他有关的资料，亦可向秘书处申请把部分资料保密，不予公开。不过，如没有提供足够及正确的资料，申请可能不获处理。

Disclosure of Information 公开资料

The ECF may keep the Application Form and the progress/completion report(s) and may include the personal data and other related information provided in the Application Form in a register/catalogue, which will be made available for public inspection. Where necessary, the particulars submitted may also be provided to other departments/organisations/persons for the purpose of verifying the particulars provided and other purposes related to the application.

环保基金可能会把申请表格、进度报告和完成报告存档，亦可能会把申请表格内所提供的个人资料及其他有关资料编入纪录册／目录，供公众查阅。如有需要，所递交的资料亦可能交予其他部门／机构／人士，以便予以核实或作其他与申请有关的用途。

Access to Personal Data 查阅个人资料

You have a right to request access to, and to request the correction of, the personal data and other related information you supplied in accordance with the provisions of the Personal Data (Privacy) Ordinance (Cap. 486). Such requests should be made in writing to the ECF.

根据《个人资料（私隐）条例》（第486 章）的规定，你有权要求查阅及更改你所提供的个人及其他有关资料。有关要求应以书面向环保基金提出。

I have read and understood the above information.

本人已阅读及明白以上内容。

|  |  |
| --- | --- |
|  | Signature 签署 |
| Name of Person-in-charge#:项目负责人姓名# | ( |  | ) |
| Date:日期： |  | Official Chop: 机构印章： |  |

*# The person-in-charge should be the Head or Deputy Head of the applicant organisation.*

*# 项目负责人必须是申请机构的主管或副主管。*

|  |
| --- |
| **Section A – Data Sheet****甲 部 – 资料页** |

**Applicant Organisation 申请机构**

|  |  |  |
| --- | --- | --- |
| Name of Applicant Organisation\*:机构名称\*： | (English英文) |  |
| (Chinese中文) |  |
| Mailing Address:通讯地址： |  |
| Name of Person-in-charge#:项目负责人姓名#： | (English英文) |  | (Mr / Mrs / Miss^) |
| (Chinese中文) |  | （先生／女士／小姐^） |
| Position Held:职位： | (English英文) |  |
| (Chinese中文) |  |
|  |
| Tel. No. of Organisation:机构电话号码： |  | Fax No.:传真号码： |  |
| Other Contact Tel. No.:其他联络电话号码： |  | Email Address:电邮地址： |  |

*\* If the proposed project is jointly applied by several organisations, the organisations should identify and nominate a principal organisation as the applicant organisation to apply for the project.*

*若申请项目为不同机构合办，有关机构须指定并确认其中之一为主要机构，以作为项目的申请机构。*

# *The person-in-charge should be the Head or Deputy Head of the applicant organisation.*

 *项目负责人必须是申请机构的主管或副主管。*

*^ Please delete as appropriate. 请删去不适用者。*

**The Proposed Project 申请项目**

|  |  |  |
| --- | --- | --- |
| Project Title:项目名称： | (English英文) | ECF  |
| (Chinese中文) | 环保基金　 |
|  |
| Brief Description of Project:项目简介：(in not more than 500 words不超过500字) |  |
| Amount of Grant Requested:拟申请资助总额： | HK 港币$ |

**Declaration 声明**

*I certify that 本人谨此证明 –*

1. the organisation is non-profit-making in nature and it receives / does NOT receive^ government subvention at present;

 本机构属非牟利性质，现时有／没有^接受政府补助；

1. the project and/or activities seeking grant of fund are non-profit-making and will not be used for political, religious or commercial purposes for any individual or organisation;

 申请资助的项目及／或活动均属非牟利性质，且非为个人或团体作政治、宗教或 商业宣传之用；

1. subsidies from other sources have / have not^ been or are / are not^ being obtained by the organisation for the same project and/or activities under application (if subsidy from other sources has been or is being obtained, please specify in “12. Other Sources of Funds” under Section B);

本机构有／没有\*就申请资助的项目或活动，向其他拨款机构申请资助（如有向其他拨款机构申请资助，请于乙部「12.项目其他资助来源」中注明）﹔

1. the information provided above is correct to the best of our knowledge; and

 据本机构所知，上述填报的资料均正确无讹；以及

1. we understand and agree to abide by the terms and conditions as set out in the “Guide to Application - Environmental Education and Community Action Projects” and will comply with all the requirements laid down in the Agreement should we be granted a fund for the project.

本机构明白并同意遵守《环保教育和社区参与项目－申请指引》所载列的条款；如获环保基金资助，本机构会遵守协议书所列的各项规定。

*^ Please delete as appropriate. 请删去不适用者。*

|  |  |
| --- | --- |
|  | Signature签署 |
| Name of Person-in-charge:项目负责人姓名 | ( |  | ) |
| Date:日期： |  | Official Chop:机构印章：  |  |

**Warning 警告**

Any intentional misrepresentation or omission of information related to this application may result in the application being rejected or grant withheld, and the applicant organisation may be liable to prosecution for making a false declaration. The applicant organisation's explicit attention is drawn that obtaining pecuniary advantage by deception is a criminal offence.

凡故意在本申请中作失实陈述或漏报资料，有关申请可被拒绝或中止发放拨款，而申请机构虚报资料，亦可遭检控。申请机构须注意，以欺诈手段取得金钱利益，属刑事罪行。

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| **Section B – Contents of the Proposed Project** **乙 部 – 建议项目内容** |

***Details of the Proposed Project 建议项目的详情***

1. Project Theme 项目主题：

*Please choose one theme (i.e., A or B) and* *mark a “✓” in the appropriate box.*

*请选择其中一个主题（甲或乙），并在适当的方格内填上*「✓」*号。*

1. **General Theme** (choose one or more)

**一般主题**（可选多于一项）

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Air 空气 |  | Water 水 |  | Waste 废物 |  | Food Waste 厨余 |
|  | Noise 噪音 |  | Greening 绿化 |  | Energy 能源 |  | Nature Conservation 自然保育 |
|  | Others 其他 | (Please specify: 请注明： |  | ) |

1. **Special Theme** (choose one only)

**特定主题**（请选其中一项）

|  |  |  |  |
| --- | --- | --- | --- |
|  | Biodiversity 生物多样性 |  | Clean Shorelines 清洁海岸 |
|  | Green Transport 绿色运输 |  | Clean Air Plan 清新空气蓝图 |

*（注意：如拟申请「清洁海岸小型项目」，请填妥特定申请表格。）*

*(Note: For application of “Clean Shorelines Small Scale Projects”, please fill in the specific application form.)*

1. Duration of the Project 项目运作时间

*(Please specify the commencement and completion dates* *in the format “dd/mm/yyyy”. Please refer to paragraph 2.2 of the Guide to Application for details)
（请以「日／月／年」格式注明开始及完成日期。详情请参阅《申请指引》第2.2段。）*

|  |  |  |  |
| --- | --- | --- | --- |
| From 由 |  | To 至 |  |
| Duration为期： |  | Months 个月 |  |

1. Nature and Objectives of the Project 项目性质和目的

|  |
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|  |

1. Scope of Work of the Applicant Organisation in the Project 申请机构在项目中的工作范畴

|  |
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|  |

1. Details of other Assisting/Supporting/Sponsoring Bodies of the Project

项目的其他协办／协助／赞助团体的详细资料

*\*Please delete as appropriate. 请删去不适用者。*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of Organisation机构名称 | Contact Details(Name and Tel. No.)联络资料（姓名及电话号码） | Role角色 | Duties职责 | Fund Granted,if any($)获批拨的资助（如有）（元） | Status状况 |
| e.g.: xxx 例： | Ms xxxTel: xxxx xxxxXXX女士电话：xxxx xxxx | \*Assisting/ ~~Supporting/~~~~Sponsoring~~ \*协办／~~协助／赞助~~ | To help promote the project to its members协助向会员推广项目 | N/A不适用 | \* Confirmed /~~To Be Confirmed~~\*落实／~~待定~~ |
|  |  | \*Assisting/Supporting/Sponsoring\*协办／协助／赞助 |  |  | \*Confirmed/To Be Confirmed\*落实／待定 |
|  |  | \*Assisting/Supporting/Sponsoring\*协办／协助／赞助 |  |  | \*Confirmed/To Be Confirmed\*落实／待定 |
|  |  | \*Assisting/Supporting/Sponsoring\*协办／协助／赞助 |  |  | \*Confirmed/To Be Confirmed\*落实／待定 |

*Please extend the table if necessary. 如有需要，请扩充表格。*

*(If the organisation(s) stated above has/have confirmed its/their involvement in the project, please provide relevant written consent document, if available).*

*（如以上机构已落实参与此项目，请递交有关的书面同意书（如有）。）*

1. Details of Implementation Plan of the Project 推行项目详情
2. Target Group(s), Target District(s) and Anticipated Number of Participants

项目的对象、目标地区和预计参加人数

|  |
| --- |
| e.g.: Training workshops and talk: 1 000 Secondary school students in Wan Chai District例：训練工作坊及讲座：1 000名湾仔区的中学生 |

1. Method(s) in Recruiting Participants and the Selection Criteria
招募参加者的方法及甄选准则

|  |
| --- |
| e.g.: Participants will be selected on a first-come-first-served basis例：参加者以先到先得形式挑选 |

1. Work Schedule and Activity Summary 工作时间表及活动概要

*(Please list out all the work schedule and activities under the project and provide the details of the activities.)*

*（请列出项目的所有活动及工作时间表，并提供活动的详情。）*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Activity****(including planning, recruitment)****活动****（包括筹备、****招募等）** | **Date****日期** | **Time****时间** | **Venue****地点** | **Total No. of Sessions/Duration****总节数／时数** | **Content****内容** | **Target Participants/ Anticipated No. of Participants****对象／预计参加人数** |
| e.g.: Eco Talk例：环保讲座 | 10/5/2022 | 1pm-3pm | School hall学校礼堂 | NA不适用 | Invite speakers from green groups to deliver talks on green living邀请绿色团体代表以绿色生活为题演讲 | 200名中学生 |
|  |  |  |  |  |  |  |
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*Please extend the table if necessary. 如有需要，请扩充表格。*

1. Other Information 其他资料
2. Method(s) in Promoting the Activities 推广活动的方法

*(Please specify the types and quantities of publicity materials required, if any.)*

*（请注明所需宣传品的种类和数量（如有）。）*

|  |  |
| --- | --- |
| **Method** **方法** | **Publicity Materials (if any)** **宣传品（如有）**  |
| **Type** **种类** | **Quantity****数量** | **Distribution Channel****派发方法** |
| e.g.: Promotional Materials例：宣传物品 | Posters海报 | 20 | Displayed at our centre张贴在本机构中心 |
|  |  |  |  |
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*Please extend the table if necessary. 如有需要，请扩充表格。*

1. Publication and Production of Educational Materials (if any) 出版及制作教材（如有）

*(Applicant organisations are encouraged to upload the materials to the Internet to avoid printing and photocopying.)*

*（申请机构应把资料上载至互联网，以避免印刷及影印。）*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Nature** **性质** | **Purpose** **用途** | **Content****内容** | **Quantity** **数量** | **Distribution Channel****派发方法** |
| e.g.:Educational materials for training workshops例：训練工作坊教材 | To provide environmental protection knowledge提供环境保护的知识 | Include information on green living, energy consumption and waste reduction, etc.包括绿色生活、用电及减废的资料 | 1 | Project’s website项目网站 |
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*Please extend the table if necessary. 如有需要，请扩充表格。*

1. Seminar(s)/Workshop(s) (if any) 讲座／工作坊（如有）

*(Please provide curriculum vitae(s) of the invited speaker(s)/tutor(s) for reference, if available.)*

*（请提供已邀请的讲者／导师的履历（如有），以供参考。）*

*\*Please delete as appropriate. 请删去不适用者。*

|  |  |  |
| --- | --- | --- |
| **Name of Activity****活动名称** | **Theme****主题** | **Details of Speaker/ Tutor****讲者／导师详情** |
| **Duties of Speaker/ Tutor****讲者／导师的职责** | **Qualification of Speaker/ Tutor****讲者／导师的资历** | **Status****状况** | **No. of Session Involved****负责节数** |
| e.g.: Eco Talk例：环保讲座 | Green living 绿色生活 | To conduct the talk and answer questions负责演讲及解答问题 | Representative from green group绿色团体代表 | \* Invited /~~To Be Invited~~\* 已邀请／~~未邀请~~ | 1 |
|  |  |  |  | \* Invited /To Be Invited\* 已邀请／未邀请 |  |
|  |  |  |  | \* Invited /To Be Invited\* 已邀请／未邀请 |  |

*Please extend the table if necessary. 如有需要，请扩充表格。*

1. Production of Video (if any) 制作影片（如有）

*(Applicant organisations are encouraged to upload the video to the internet and avoid production and distribution of CD/DVD*.*)*

*（申请机构应把影片上载至互联网，以避免制作及派发光碟。）*

|  |  |  |  |
| --- | --- | --- | --- |
| **Purpose****用途** | **Content****内容** | **Quantity****数量** | **Distribution Channel****派发方法** |
| e.g.: Promotion例：宣传 | Details of activities活动详情 | 1 | Project website项目网站 |
|  |  |  |  |
|  |  |  |  |

*Please extend the table if necessary. 如有需要，请扩充表格。*

1. Production of Website (if any) 制作网站（如有）

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Purpose****用途** | **Content****内容** | **Anticipated No. of Visitors****预期浏览人数** | **Production Period****制作时间** | **Hosting Period****寄存时间** | **Hosting Location****寄存地点** |
| e.g.: Promotion例：宣传 | Details of project activities 项目的活动详情 | 800 | 2 months(July to Aug 2022)2个月（2022年7月至8月） | 6 months(Sep 2022 to Feb 2022)6个月（2022年9月至2023年2月） | Organisation’s website本机构网站 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

*Please extend the table if necessary. 如有需要，请扩充表格。*

1. Other Details (if any) 其他详情（如有）

|  |
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|  |

1. Expected Benefits of Project 项目预期的成效

Project evaluation should be made to assess the effectiveness of the project upon completion. Please state clearly the expected output indicators with the target beneficiaries by completing **Appendix I** of this Application Form. Applicant organisation should also identify one activity of the project, illustrate the design of **a set of pre-activity and post-activity questionnaires in the application form**, invite the activity’s participants to fill in the questionnaires before and after the activity respectively, and collect questionnaires from not less than around 20% or 50 of the total participants (whichever is the less) for activity assessment. A summary of activity assessment should be submitted together with the completion report. Samples of the questionnaires are available at the Environmental Education and Community Action Projects website.

在项目完成后，申请机构须进行「项目成效评估」，请填妥本申请表格**附录I**，以列明清晰的预期表现指标和其目标受惠者。同时，申请机构亦须选取项目其中一个活动，就该活动设计**并与申请表格一并递交一套活动前和活动后问卷**，并邀请活动参加者分别在该活动开始前后填写问卷，以及收回不少于参加人数约20%或50份已填妥的问卷（以较少者为准），作为「活动成效检讨」。活动成效检讨的摘要须夹附于项目完成报告书内。问卷参考范本可于环保教育和社区参与项目的网页参阅。

1. Budget of the Project 项目预算

*(Please read paragraph 3.2.2.9 of the Guide to Application before completing this part. Please provide the unit cost and quantity for each expenditure item. If no detailed information is provided, the expenditure item may not be approved.)*

*（在填写这部分前，请参阅《申请指引》第3.2.2.9段。请提供每个开支细项的单价和数量。如没有提供详细资料，有关的开支细项不会获批资助。）*

| **Expenditure Item开支细项** | **Unit Cost** **($)****单价****（元）** | **Quantity数量** | **Total Expenditure ($)****总开支****（元）** |
| --- | --- | --- | --- |
| e.g. Posters例：海报 | 2 | 20 | 40 |
|  |  |  |  |
|  |  |  |  |
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| Amount of Grant Requested: (should be same as the amount stated on page 5 of this Application Form)拟申请资助总额：（须与本申请表格第5页所列的数额相同）  |  |

*Please extend the table if necessary　如有需要，请扩充表格。*

1. Procurement of Capital Items (if applicable)

采购资本物品（如适用）
*(Please refer to paragraphs 3.2.2.9(e), 3.2.2.10, 4.11 and 4.12 of the Guide to Application. The listed capital items and relevant estimated expenditures should be included in “9. Budget of the Project”.)*

*（请参阅《申请指引》第3.2.2.9(e)、3.2.2.10、4.11及4.12段。所列的资本物品及相关预算开支应包括在「9. 项目预算」内。）*

| Item项目 | Unit Cost ($)单价（元） | Quantity数量 | Estimated Expenditure ($)预算开支（元） |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |

*Please extend the table if necessary. 如有需要，请扩充表格。*

1. Estimated Revenue Generated from the Project (including recurrent income)

项目预算收入（包括经常收入）

| Revenue Item收入项目 | Estimated Revenue ($)预算收入（元） |
| --- | --- |
|  |  |
|  |  |
|  |  |

*Please extend the table if necessary. 如有需要，请扩充表格。*

1. Other Sources of Funds (both confirmed and being applied for; state name(s) of sponsor(s) and sponsorship amount(s))

项目其他资助来源（包括已获批准及正在申请的资助；请列明赞助机构名称及赞助金额）

*\*Please delete as appropriate. 请删去不适用者。*

|  |  |  |
| --- | --- | --- |
| Name of Sponsor赞助机构名称 | Sponsorship Amount ($)赞助金额（元） | Status状况 |
|  |  | \*Confirmed/Being Applied For\*已获批准／正在申请 |
|  |  | \*Confirmed/Being Applied For\*已获批准／正在申请 |
|  |  | \*Confirmed/Being Applied For\*已获批准／正在申请 |
|  |  | \*Confirmed/Being Applied For \*已获批准／正在申请 |

*Please extend the table if necessary. 如有需要，请扩充表格。*

1. Information of the Project Team 项目团队资料

*(Please state composition and number of staff to be involved in the project, their duties and the amount of time to be contributed to the project, etc. including full-time staff, part-time staff and volunteers. If there are any proposals for employing an existing staff member of the applicant organisations under the project, please provide his/her name and curriculum vitae for approval. Please also provide the project team’s organisation chart.)*

*（请列出项目职员组合及人数、各人的职责及投放于项目的工作时间，包括全职及兼职人员和义工。如计划聘用申请机构的现职员工参与这个项目，请提供他们的姓名和履历，以供批核。另请提供项目团队的组织架构图。）*

1. Project Leader 项目组长

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Project Leader: 项目组长姓名： |  | Position Held:职位： |  |
| Contact Tel. No.:联络电话号码： |  | Fax No.:传真号码： |  |
| Mobile Phone no.:流动电话号码： |  | Email Address:电邮地址： |  |

1. Full-time/Part-time staff 全职／兼职人员

| **Position****(Number)****职位****（数目）** | **Qualification Required****所需资历** | **Duties****职责** | **Full-time/****Part-time****全职／兼职** | **Amount of time to be contributed to the project (in terms of number of working days/ hours per month)****投放于项目****的工作时间（以每个月的****工作日数／****时数计算）** | **Salary (including MPF)****薪金****（包括****强积金）** | **Recruitment Method****招聘方法** |
| --- | --- | --- | --- | --- | --- | --- |
| e.g.:Project Coordinator (1)例：项目统筹员(1) | Tertiary education; with one-year experience in organising activities.专上程度；具备一年筹办活动经验 | To plan and implement the project.计划及推行项目 | \* ~~Part-time~~/Full-time\*~~兼职／~~全职 |

|  |
| --- |
| 22 |

daysper month每月22个工作日 | $16,850 | Open Recruitment公开招聘 |
|  |  |  | \* Part-time/Full-time\*兼职／全职 |

|  |
| --- |
|  |

daysper month每月

|  |
| --- |
|  |

个工作日 |  |  |
|  |  |  | \* Part-time/Full-time\*兼职／全职 |

|  |
| --- |
|  |

daysper month每月

|  |
| --- |
|  |

个工作日 |  |  |

*Please extend the table if necessary. 如有需要，请扩充表格。*

1. Volunteer 义工

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of Activities****活动名称** | **Duration of Activities****活动时段** | **No. of Volunteers****义工数目** | **Duties****职责** | **Recruitment Method****招募方法** | **Selection Criteria****甄选准则** |
| e.g.: Eco Talk例：环保讲座 | \*Half-day/ ~~Whole-day~~\*半日／~~全日~~ | 5 | To assist in guest reception and registration协助接待嘉宾及参加者登记 | Select from existing pool of volunteers从现有义工中甄选 | With experience in conducting similar events具备相关工作经验 |
|  | \*Half-day/ Whole-day\*半日／全日 |  |  |  |  |
|  | \*Half-day/ Whole-day\*半日／全日 |  |  |  |  |

*Please extend the table if necessary. 如有需要，请扩充表格。*

1. Others – number and positions of other staff to be involved but not funded under the project

其他*—*不在资助范围内但参与项目的其他员工的数目及职位

|  |
| --- |
|  |

1. Experience and record of applicant organisation in organising related activities other than projects funded by the ECF 申请机构举办环保基金资助项目以外的相关活动经验及记录

|  |
| --- |
|  |

1. Contingency plan under social distancing measures 实施社交距离措施下的应变计划

Applicant organisation is required to formulate a contingency plan of project implementation if and when social distancing measures are in place to minimise disruption to the project activities. Please complete **Appendix II** of this Application Form.

申请机构须制定如实施社交距离措施时推展项目的应变计划，以减低其对进行项目活动的影响。请填妥本申请表格**附录II**。

1. Other relevant information in support of application 其他支持申请的相关资料

|  |
| --- |
|  |

**Supplementary Sheet for**

**First-time Applicant Organisation**

**首次申请机构资料补充页**

For first-time applicant organisation of Environmental Education and Community Action Project, or an organisation applied for funding support from ECF under the Environmental Education and Community Action Project funding scheme before but the organisation’s information and/or Memorandum of Association and/or Articles of Association have been changed, please complete this supplementary sheet.

如机构为首次申请环保教育和社区参与项目，或曾经申请环保基金环保教育和社区参与项目资助但其后机构资料及／或组织章程大纲及／或章程细则有所更改，须填妥此资料补充页。

**Details of the Applicant Organisation**

**申请机构的详细资料**

(Please tick the appropriate box. 请在适当的方格内填上「✓」号。)

1. The applicant organisation is registered under: 机构根据下列条例注册：

|  |  |
| --- | --- |
|  | the Societies Ordinance 《社团条例》 |
| (Year: 年份： |  | / Registration No.: 注册号码： |  | ) |

Please provide the particulars of all the office-bearers of the organisation according to the application form for registration of a Society submitted to the Hong Kong Police Force.

请根据向香港警务署递交的社团注册申请表所载的各社团干事提供以下个人资料详情。

|  |  |  |  |
| --- | --- | --- | --- |
| Office held in Society社团职衔 |  |  |  |
| Name in English英文姓名 |  |  |  |
| Name in Chinese中文姓名 |  |  |  |
| First 4 digits of Hong Kong Identity Card Number香港身份证首4个号码 |  |  |  |
| Hong Kong Address香港地址 |  |  |  |
| Contact Telephone No.联络电话号码  |  |  |  |

|  |  |
| --- | --- |
|  | the Companies Ordinance 《公司条例》 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| (Year年份： |  | / Registration No. 注册号码： |  | ) |

|  |  |
| --- | --- |
|  | Others 其他 (please specify请注明) |

|  |
| --- |
|  |

 ***Note: 注意：***

*Please provide a copy of the organisation’s registration document. To prove that the organisation is non-profit making in nature, please also submit a copy of the “Memorandum and Articles of Association” or other supporting documents. The Head or Deputy Head of the applicant organisation must sign personally and affix the original seal of the applicant organisation on the relevant documents to confirm that they are certified true copies of the originals.*

*请附上机构的注册文件副本。请同时递交「组织章程大纲及章程细则」副本或其他证明文件，以证明机构属非牟利性质。申请机构主管或副主管须于有关文件上亲自签署及盖上申请机构正本印章，以确认其为核证副本。*

1. Is the organisation a charitable organisation qualified for tax exemption under Section 88 of the Inland Revenue Ordinance?

机构是否根据《税务条例》第88条获豁免缴税的慈善团体？

|  |  |
| --- | --- |
|  | No否 |
|  | Yes是(Please submit a copy of relevant supporting document. 请递交有关证明文件副本。) |
|  |

1. Does the organisation receive any Government subvention?

机构有没有接受政府补助？

|  |  |
| --- | --- |
|  | No 没有 |
|  | Yes有 (Please indicate the name of the department concerned. 请填写有关部门名称。) |
|  |
|  |  |
|  |  |

1. Background information about the organisation (including year of establishment, objective(s), source of funding, etc.):
机构的背景资料（包括成立年份、宗旨、经费来源等）：

|  |
| --- |
|  |

1. Information about the key member(s) of the organisation (including name(s), position(s) and contact telephone number(s)):
机构主要成员的资料（包括姓名、职位及联络电话）：

|  |  |  |  |
| --- | --- | --- | --- |
| Name in English英文姓名 | Name in Chinese中文姓名 | Position职位 | Contact Telephone No.联络电话号码 |
|  |  |  |  |
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*Please extend the table if necessary. 如有需要，请扩充表格。*

**Checklist of Required Documents 所需文件清单**

Please tick the appropriate box to check if the following required documents are prepared for submission:

如已在申请中夹附以下所需文件，请在空格内填上「✓」号：

|  |  |
| --- | --- |
|  | Original of the completed Application Form.完整申请表格正本。 |
|  |
|  |  |
|  | Supplementary Sheet for Information on the Applicant Organisation.申请机构资料补充页。 |
|  |
|  |  |
|  | Duly signed Personal Data Collection Statement. |
|  | 已签署的收集个人资料的声明。 |
|  |  |
|  | Copy of registration document together with a copy of the “Memorandum and Articles of Association” or other supporting documents.机构的注册文件副本，以及「组织章程大纲及章程细则」副本或其他证明文件。 |
|  |
|  |  |
|  | Copy of supporting document as a charitable organisation qualified for tax exemption under section 88 of the Inland Revenue Ordinance (if applicable).根据《税务条例》第88条获豁免缴税的慈善团体的证明文件副本（如适用）。 |
|  |
|  |  |
|  | Completed Appendix I of this Application Form. |
|  | 填妥的本申请表格附录I。 |
|  |  |
|  | Completed Appendix II of this Application Form. |
|  | 填妥的本申请表格附录II。 |
|  | A set of pre-activity and post-activity questionnaires for at least one selected activity. |
|  | 就至少一个活动设计的前测及后测问卷。 |
|  | Softcopies of this Application Form (in Word format) and all the documents submitted. |
|  | 本申请表格（「Word」档案格式）及所有递交文件的软复本 |