



## ENVIRONMENT AND CONSERVATION FUND

### Application Form for Pilot Programme on Provision of Small Food Waste Composters at School (Phase Two) under the Environmental Education and Community Action Projects

Please read the “Guide to Application – Environmental Education and Community Action Projects” before completing this Application Form.

The original hard copy of the completed Application Form **must reach the following address** in an envelope marked “Pilot Programme on Provision of Small Food Waste Composters at School (Phase Two)” by the application deadline, i.e. **before 6:00 pm on 23 October 2020**:

Secretariat, Environmental Campaign Committee  
Environmental Education and Community Action Projects Vetting Sub-committee  
5/F Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong  
Tel: 3529 2141 / 2835 1042

Please provide the certificate of registration and the proof of the non-profit making status (if applicable) of the school when submitting the application.

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 a 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 deadline will be extended to 6:00 pm on the next working day.

**Late or incomplete applications, applications not submitted in accordance with the format prescribed above, including an application submitted by facsimile or e-mail, without parallel submission of the original hard copy of the Application Form, or the Application Form is not personally signed by the Principal or Vice Principal of the applicant school or not affixed with the original seal of the applicant school, will not be processed. Besides, electronically scanned signature is not accepted.**

#### 1. School Particulars

(Please mark a “✓” in the appropriate box)

**School Type:** Whole Day School  / Non Whole Day School

**School Level:** Primary  / Secondary  / Secondary-cum-Primary School  /  
Special School

**Finance Type:** Government or Aided  / Caput  / Direct Subsidy Scheme  /  
English School Foundation  / Private Independent School Scheme  /  
Bought Place Scheme  / Private  / Non-Government   
Others  Please specify: \_\_\_\_\_

**Is the school a non-profit making organisation?**

Yes  No

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_

No. of Classes: \_\_\_\_\_

Total No. of  
Students: \_\_\_\_\_

## 2. Composter at School

**Has the school received or applied for funding related to food waste composter?**

Yes  / No  (Please move to Section 3)

**Is the food waste composter funded by the Environment and Conservation Fund (ECF)?**

Yes  No

If no, please specify the funding organisation: \_\_\_\_\_

**Funding mode:** Sponsored  / Lend  (Lending Period until: \_\_\_\_\_)

**Has the food waste composter been installed?**

Yes  Installation Date: \_\_\_\_\_ Maximum Daily Treatment Capacity: \_\_\_\_\_ kg

If the previously installed food waste composter is not located at the same site as the one under this application, please specify its installed location: \_\_\_\_\_

No  (Please move to Section 3)

**Current status of the food waste composter previously installed:**

Functioning well  / Damaged  / Disposed of

**Does the school still use the food waste composter to handle food waste?**

Yes  Estimated daily food waste handled by the food waste composter: \_\_\_\_\_ kg

No

**Note :** If the school has received or applied for funding for more than one food waste composter, please provide the above information on a separate new page.

## 3. School Lunch Arrangement

**Current lunch arrangement at the school:**

Number of students bringing their own lunch: \_\_\_\_\_

Number of students served by the lunch supplier: \_\_\_\_\_

Name of the lunch supplier: \_\_\_\_\_

**Is the school implementing On-site Meal Portioning (OMP) arrangement?**

Yes  Number of students served under the OMP arrangement: \_\_\_\_\_

No

**Estimated Daily Amount of Food Waste Produced:** \_\_\_\_\_ kg  
(including food waste generated during lunch, food waste from tuck shop, etc.)

**Current practice in handling food waste:** \_\_\_\_\_

#### 4. Declaration

*I certify that-*

1. all activities under the Pilot Programme (Phase Two) will not be used for profit-making, political, religious or commercial purposes;
2. subsidy from other sources **is not** being received or applied by the school for food waste composter(s) installation at school, except the sources that are specified in this application form;
3. the information provided above is correct to the best of my knowledge; and
4. the school agrees to follow the requirements of the Pilot Programme (Phase Two) for promoting "Food Wise" culture at school should the application be approved.

Signature of School Principal/  
Vice Principal\*:

\_\_\_\_\_

Name of School Principal/  
Vice Principal\*:

\_\_\_\_\_

Date:

School Chop:

\_\_\_\_\_

(\*Please delete as appropriate)

- Note:**
- (1) Applicant school must fill in the Personal Data Collection Statement at **Appendix 1** and return it together with the Application Form.
  - (2) Applicant school is advised to identify a suitable location for the food waste composter with nearby electricity supply. The location should be covered, well ventilated and free of disturbance to the teachers and students in the proposed installation area.
  - (3) Successful applicant schools will be required:
    - a. to carry out educational activities and operate the composter for cultivating teachers' and students' "Food Wise" culture, reducing food waste and demonstrating the recycling of food waste into compost for use in planting on campus for three consecutive academic years; and
    - b. to provide food waste composter operational record and other relevant information.

**Personal Data Collection Statement**

Purpose of Collection

The personal data and other related information provided in the Application Form will be used by the Environment and Conservation Fund (ECF) Committee/Environmental Campaign Committee (ECC) and their sub-committees and the ECF/ECC Secretariat (the Secretariat) for the purpose of processing the application. The provision of personal data and other related information in the Application Form is voluntary. The applicant school may apply to the Secretariat to withhold some data from release to the public. However, if adequate and accurate data are not provided, the application may not be able to be processed.

Disclosure of Information

The Secretariat may keep the Application Form and the progress and completion report(s) in the Registry 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.

***Access to Personal Data***

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 Secretariat.



I have read and understood the above information.

	_____
	Signature
Name of School Principal or Vice Principal*:	( _____ )
Date:	_____

(\*Please delete as appropriate)

*Note: This Application Form may be amended by the ECF Committee as and when necessary.*